



ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

19 May 2021 at 4:30pm

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MINUTES OF THE ORDINARY COUNCIL MEETING

17 MARCH 2021

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
17 MARCH 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 and welcomed all for their attendance.

**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

MEMBERS OF THE PUBLIC

Mr J Holmes
Mr R Holmes

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

Mr Jon Holmes and Mr Robert Holmes made a deputation to Council regarding the future land use of land on and surrounding Mingenew Hill for potential rural residential land development and nature trails development, as per Confidential Item 15.1 Mingenew Hill Land Development Process.

The presentation outlined the Holmes' support for rural residential development to occur on the south side of Mingenew Hill over the proposed north-eastern development, as it is their view that this would:

- In accordance with the Shire's Local Planning Strategy, protect the views to and from Mingenew Hill so that it does not detract from the landscape value
- Reduce conflict with agricultural land uses by clearly separating residential and farming properties
- Reduce liability risk that currently exists in relation to members of the public accessing private land
- Provide more unhindered access to Mingenew Hill
- Reduce the impact on surrounding bushland due to fencing and access requirements.

Mr Jon Holmes indicated support for the Shire in acquiring the land on Lot 11976 from the Department of Planning, Lands and Heritage but to consider the south-western side of Mingenew Hill as the most suitable site for rural land development.

Mr Jon Holmes and Mr Robert Holmes left the meeting at 4:44pm.

Mr Peter Wood, Works Manager left the meeting at 4:45pm.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING HELD 17 FEBRUARY 2021

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 7.1 – RESOLUTION# 01170321

MOVED: Cr AR Smyth

SECONDED: Cr JD Bagley

That the Minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 17 February 2021 be confirmed as a true and accurate record of proceedings.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil.

9.0 DECLARATIONS OF INTEREST

Nil.

10.0 RECOMMENDATIONS OF COMMITTEES

10.1 SHIRE OF MINGENEW LOCAL EMERGENCY MANAGEMENT COMMITTEE

10.1.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 8 MARCH

OFFICER RECOMMENDATION - 10.1.1

That the Minutes of the Shire of Mingenew Local Emergency Management Committee Meeting held on 8 March 2021 be received.

10.1.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE TERMS OF REFERENCE REVIEW

LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION - 10.1.2

That Council endorses the Local Emergency Management Committee Terms of Reference as presented.

10.1.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (REVIEWED)

LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION - 10.1.3

That Council endorses the Local Emergency Management Arrangements as presented.

10.2 SHIRE OF MINGENEW BUSH FIRE ADVISORY COMMITTEE

10.2.1 MINUTES OF THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 8 MARCH

OFFICER RECOMMENDATION - 10.2.1

That the Minutes of the Shire of Mingenew Bush Fire Advisory Committee Meeting held on 8 March 2021 be received.

10.2.2 BUSH FIRE ADVISORY COMMITTEE – BRIGADE APPOINTMENTS

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION - 10.2.2

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 |

10.2.3 BUSH FIRE ADVISORY COMMITTEE – BUSH FIRE CONTROL OFFICER APPOINTMENTS

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION - 10.2.3

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

10.2.4 BUSH FIRE ADVISORY COMMITTEE TERMS OF REFERENCE

BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION - 10.2.4

That Council endorses the reviewed Bush Fire Advisory Committee Terms of Reference as presented.

10.2.5 BUSH FIRE ADVISORY COMMITTEE – VARIATION TO RESTRICTED BURNING

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

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>

OFFICER/COMMITTEE RECOMMENDATIONS AND COUNCIL DECISION ENBLOC - ITEM 10.1.1 – 10.2.5 –RESOLUTION# 02170321

MOVED: Cr CV Farr SECONDED: Cr HR McTaggart

Item 10.1.1

That the Minutes of the Shire of Mingenew Local Emergency Management Committee Meeting held on 8 March 2021 be received.

Item 10.1.2

That Council endorses the Local Emergency Management Committee Terms of Reference as presented.

Item 10.1.3

That Council endorses the Local Emergency Management Arrangements as presented.

Item 10.2.1

That the Minutes of the Shire of Mingenew Bush Fire Advisory Committee Meeting held on 8 March 2021 be received.

Item 10.2.2

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

Item 10.2.3

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

Item 10.2.4

That Council endorses the reviewed Bush Fire Advisory Committee Terms of Reference as presented.

Item 10.2.5

That Council requests a variation to the declared restricted burning times for the Shire of Mingeneu, 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>

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

11.1 TERMS OF REFERENCE FOR ELECTED MEMBERS REPRESENTING COUNCIL ON EXTERNAL COMMITTEES / GROUPS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: GV.CMT.5
Disclosure of Interest: Nil
Date: 4 March 2021
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To consider for adoption a set of Terms of Reference to guide Council-representation by Elected Members on external committees and community groups.

Key Points

- These Terms of Reference have been established to provide greater clarity and consistency for elected members performing their duties as representatives on external committees/groups
- The Terms outline the Elected Member's purpose and commitment as a representative to an external body that will assist Committees and Groups to understand the Councillor representative role and functions

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.1 – RESOLUTION# 03170321

MOVED: Cr HR McTaggart

SECONDED: Cr HM Newton

That Council adopts the Terms of Reference for Elected Members representing Council on external committees / groups, as presented.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachment

Attachment 11.1.1 Terms of Reference for Elected Members representing Council on external committees / groups.

Background

Feedback from within Council was received indicating there is a lack of clarity with regard to Elected Members' role as Council representatives on external community groups and Committees (not formal Committees of Council). In response, a draft set of Terms of Reference were developed and presented for review by Councillors at a Concept Forum to discuss areas for clarity and feedback received through experience as an Elected Member representative.

Comment

The Terms of Reference outline that the objectives of an Elected Member's representation on an external Committee are:

- 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

The Terms are intended to work in tandem with any Code of Conduct requirements, which guide acceptable behaviour and principles to ensure Elected Members act with respect, integrity and accountability.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Community Strategic Plan 2019 - 2029:

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

The Royal Commission was established to investigate systemic failures by institutions in relation to allegations and incidents of child sexual abuse. The Royal Commission found that across many decades, many of society's institutions failed to protect children.

In response to the Royal Commission, the State Government is:

- developing a system of independent oversight to improve child safety in organisations;
- developing a State policy position on the Royal Commission's recommendation 6.12 specifying that local governments should designate child safety officers from within existing staff profiles.

The DLGSC is seeking the Council's response to that suggestion.

The Royal Commission's final report contained 409 recommendations directed towards the development of effective government regulation, improvement in institutional governance and increased community awareness of child sexual abuse in institutions.

The development of an independent oversight system comprises the following four areas:

- organisations to report certain types of misconduct by their employees (including contractors and volunteers) involving children (known as reportable conduct) to an independent oversight body;
- organisations engaged in child related work to comply with child safe standards (known as the National Principles for Child Safe Organisations) and their compliance be monitored by an independent oversight body;
- out-of-home care providers be accredited by an independent oversight body;
- youth detention environment to comply with the National Principles and their compliance be monitored by an independent oversight body.

Ombudsman WA has drafted the Parliamentary Commissioners Amendment (Reportable Conduct) Bill 2020. The Bill obliges heads of organisations, including local governments, to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors.

The Royal Commission recommended 10 child safe standards to improve child safe cultures and practices across all sectors providing services to children and young people. The standards have since been incorporated into the National Principles for Child Safe Organisations which were endorsed by the Council of Australian Governments in February 2019. The National Principles guide organisations to create child safe cultures and practices. The Department of the Premier and Cabinet (DPC) is leading community consultation about how the legal compliance with the National Principles should be implemented.

Royal Commission Recommendation 6.12 states that local governments should designate child safety officer positions from within existing staff profiles. The Department of Communities and DLGSC have drafted a discussion paper for the WA Local Government sector to better understand and respond to this recommendation (Attachment 11.4.1).

The State Government is seeking a formal response to the discussion paper, preferably through the relevant council, from local governments by 2 April 2021. Responses will inform the development of the State Government's policy position.

Comment

The requirement for every local government in Australia to mandate a Child Safety Officer, either as a new position dedicated to the role, or an existing employee with designated responsibility, is a suggested approach (by the Royal Commission and State Government) to meet the principles espoused by the Commonwealth via the Royal Commission.

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 inspection.

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.

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.

The following is extracted from the Royal Commission's findings:

"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.

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 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. Concern lies with the extent of the assistance the state government will provide and whether that would include the provision of resources and materials, the cost of training and development etc.

Whilst the principles behind the Scheme and recommendations are supported, the challenges for the Shire of Mingenew, which are likely to be shared by many other small, regional local governments, are having the appropriate resources and funding to make it effective. The reality for the Shire, if these changes are implemented, is that the responsibilities would need to be incorporated into an existing role that already has an extensive range of responsibilities. The anticipated competencies required to fulfill the duties adequately are not currently present within existing staff skill sets. Council would, therefore, be expected to contribute to training and development and if the Shire needs recruit for the position in future, attracting someone with the right skill set mix may be difficult.

The State Government has not addressed why the Department of Child Protection's role has not been considered for resourcing Child Safety Officers, given the similarities in skill sets and resources. Although it is conceded that Department offices may lack local context for child safety matters, improved liaison with local governments in assisting to share resources and create awareness would be possible.

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 Commissioner for Children and Young People (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 Kidsport on their websites.
- 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.

b) 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.

c) 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”.

Responses to the DLGSC consultation are due to the Department of Communities by close of business on Friday, 2 April 2021.

The National Principles for Child Safe Organisations are:

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.

Consultation

The State Government is seeking to consult with local governments. No consultation has taken place by the Government with external agencies, service groups or the community on this matter, as it is deemed not required, given it is a response to the State Government about a local government position.

The local government should specifically consider child safety with its Strategic Community Plan review cycle to ensure its obligations under the Scheme and general public health implications are explored and captured as required.

Statutory Environment

There are no current relevant statutory implications. The proposal includes new legislation that will mandate the role of anyone involved in provision of children's facilities or services to ensure that the relevant employee reports potential misconduct and the relevant organisation via its Principal Officer (or Chief Executive Officer) has appropriate mechanisms in place to encourage and receive reporting.

Policy Implications

Nil.

Financial Implications

The requirement to put in place appropriate mechanisms is considered by the Government to be largely administrative and of no direct financial outlay. The requirement or expectation to appoint (and implement) State and Commonwealth principles associated with Child Safety Officers at every local government in Australia however, will come at a cost, either by reducing services in another area or adding cost to rates, without appropriate financial and administrative resources from the government agencies already entrusted with this role.

The State Government Agency in WA entrusted with Child Welfare, is primarily the Department of Child Protection (and Police Department). Effectively the State is asking that local governments be 'an extension' or arm of this agency, without offering any promise of resources or financial assistance.

The risk, over time, if not initially, is that this burden will grow and expectation of service delivery will grow, such that it will be seen as part of the 'business as usual' of local government, without appropriate resources.

Strategic Implications

Strategic Community Plan 2019-2029

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

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

call arrangements may be negotiated with staff to ensure essential services can be provided if/when required. Staff may extend leave outside the closure period where approval is provided but this policy sets out the minimum expectations for leave accrual.

Consultation

The policy incorporates the requirement to notify Elected Members and employees of the intended closure period at least 8 weeks prior to Christmas Day to allow for operational planning. It also includes a minimum 4-week notice period for advising the local community of the closure.

Statutory Environment

Local Government Act 1995

Local Government Industry Award 2020

Policy Implications

As outlined.

Financial Implications

Nil.

Strategic Implications

Strategic Community Plan 2019-2029

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

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

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 28 February 2021	
Municipal Funds – Corporate cheque account	\$280,978
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$1,750,249

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 —
 - (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

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

12.2 LIST OF PAYMENTS FOR THE PERIOD 1 FEBRUARY TO 28 FEBRUARY 2021

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.CRD
Disclosure of Interest: Nil
Date: 3 March 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 February to 28 February 2021 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

**OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 12.2 – RESOLUTION# 07170321
MOVED: Cr HR McTaggart SECONDED: Cr AR Smyth**

That Council receive the attached list of payments for the period of 1 February to 28 February 2021 as follows:

\$84,852.48 Municipal EFT's;
\$41,949.00 Municipal Direct Debit Department of Transport (Licencing) Payments;
\$27,146.24 Municipal Direct Debit Other;
\$680.25 Municipal Other Charges;
\$76,430.80 Net Salaries

Total \$231,058.77 as per attached list of payments.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachment

12.2.1 List of Payments – February 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.

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

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

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

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

12.3 BUDGET REVIEW – 2020/21

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0130
Date: 11 March 2021
Author: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Absolute Majority

Summary

Council is requested to review and adopt the documentation tabled for the 2020/21 Budget Review.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 12.3 – RESOLUTION# 08170321
MOVED: Cr HR McTaggart SECONDED: Cr AR Smyth

That Council, by Absolute Majority:

1. Adopts the 2020/21 Budget Review as tabled; and
2. That administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted and proposed in “Note 4” within the 2020/21 Budget Review document.

VOTING REQUIREMENTS:

CARRIED BY ABSOLUTE MAJORITY 7/0

Attachment

12.3.1 Budget Review for the period ended 28 February 2021

Background

Regulation 33A of the Local Government (Financial Management) Regulation 1996 requires Council to conduct a review of its budget between 1 January and 31 March in each financial year. The Regulation requires that the results be submitted to Council to determine whether to adopt the review and recommendations made. Within 30 days of the review a copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries.

Comment

The attached budget review is to comply with the Shire’s statutory obligations.

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

This report provides information by program and is based on the eight month period from 1 July 2020 to 28 February 2021.

The budget review reflects a view of the position of the Shire of Mingenew, projected full year revenue and expenditure against full year original budget.

The projected actuals are based on the information provided for each program, with an estimated zero increase/decrease in the closing funding surplus/(deficit) compared to original budget.

When the initial budget was prepared for 2020/21, an estimated amount of \$568,521 for the Opening Surplus was used, due to the Annual Financial Report not yet having been finalised or audited. After the audit was

completed, there were adjustments of \$162,587 required to be made. These adjustments related mainly to legislation changes, with \$146,667 (re-allocation of income for bridge related funds received in 2016/17 now needing to be shown as a liability rather than income) being the largest adjustment. This meant that in order to balance the budget review back to nil, that the expenditure needed to be reduced by \$162,587. This has been achieved by:

- Reducing employee costs by approximately 51k, taking into account positions that have not been filled during the year;
- Savings achieved on the replacement of Plant & Equipment of approximately 58k;
- Various reallocations of income and expenditure of approximately 53k (please refer to Note 4 of the Budget Review Report for further details).

Consultation

Nils Hay; Chief Executive Officer

Peter Wood; Works Manager

Helen Sternick; Senior Finance Officer

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Australian Accounting Standards

Policy Implications

Nil

Financial Implications

While the proposed amended budget does re-allocate funds across several areas, the final result provides a balanced budget.

Strategic Implications

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

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

PROCEDURAL MOTION AND COUNCIL DECISION - ITEM 14.0 – RESOLUTION# 09170321

MOVED: Cr HR McTaggart

SECONDED: Cr AR Smyth

That Council accepts the Late Item 14.1 Confidential - Proposed Change of Valuation/Rating Methodology L32 & L33 on DP68473.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Mr Peter Wood returned to the meeting at 4:56pm.

PROCEDURAL MOTION AND COUNCIL DECISION - ITEM 14.0 – RESOLUTION# 10170321

MOVED: Cr HR McTaggart

SECONDED: Cr CV Farr

That Council closes the meeting to members of the public at 4:56pm in accordance with s5.23(2)(e)(iii) of the *Local Government Act 1995*, as the matter to be discussed pertains to the business and financial affairs of a person (ratepayer).

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

14.1 CONFIDENTIAL - PROPOSED CHANGE OF VALUATION/RATING METHODOLOGY L32 & L33 DP68473

The confidential report was provided to Councillors under separate, confidential cover as provided in the Minute record.

COUNCIL DECISION - ITEM 14.1 – RESOLUTION# 11170321

MOVED: Cr RW Newton

SECONDED: Cr HR McTaggart

That Council:

1. Endorses a change to the rating methodology of the portions of L33 on DP68473 and the portion of L32 on DP68473 as identified in attachment 14.1.3, on the grounds that it believes the predominant use of that land is non-rural in nature; and
2. Directs the Chief Executive Officer to make a submission to the Minister for Local Government, in accordance with the Operational Guideline for Changing Methods of Valuation of Land, in support of this change taking effect on 1 July 2021.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 5/2

15.0 CONFIDENTIAL ITEMS

15.1 MINGENEW HILL LAND DEVELOPMENT PROCESS

The confidential report was provided to Councillors under separate, confidential cover as provided in the Minute record.

OFFICER RECOMMENDATION – ITEM 15.1

MOVED: Cr HM Newton

SECONDED: Cr HR McTaggart

That Council amends resolution #19161220, and in doing so:

- a) Endorses the Mingenew Hill, 10-lot subdivision layout as shown in attachment 15.1.1;
- b) Endorses the proposed Mingenew Hill Land Tenure Process v2 as outlined in attachment 15.1.4; and
- c) Directs the Chief Executive Officer to submit the endorsed design to the Department of Planning, Lands and Heritage and progress investigations/discussions and return this matter to Council for further consideration upon receipt of a land valuation response.

AMENDMENT – RESOLUTION# 12170321

MOVED: Cr HM Newton

SECONDED: Cr HR McTaggart

That Council removes point a) as the reference to the 10-lot subdivision layout is an administrative error and the decision of Council from 16 December 2020 (Resolution# 19161220) endorsing the 8-lot subdivision is confirmed as correct.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 6/0

SUBSTANTIVE MOTION AND COUNCIL DECISION - ITEM 15.1 – RESOLUTION# 13170321

MOVED: Cr AR Smyth

SECONDED: Cr JD Bagley

That Council amends resolution #19161220, and in doing so:

- a) Endorses the proposed Mingenew Hill Land Tenure Process v2 as outlined in attachment 15.1.4; and
- b) Directs the Chief Executive Officer to submit the endorsed design to the Department of Planning, Lands and Heritage and progress investigations/discussions and return this matter to Council for further consideration upon receipt of a land valuation response.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 6/0

NOTE: The Mingenew Hill Land Tenure Process v2 replaces the previously endorsed process from 16 December 2020 (Resolution# 19161220) , and the 8-lot subdivision layout remains the preferred layout option should site (Lot 11976 on DP218480) be selected for development for the purposes of seeking a valuation from the Department of Planning, Lands and Heritage.

PROCEDURAL MOTION AND COUNCIL DECISION - ITEM 15.0 – RESOLUTION# 14170321

MOVED: Cr HR McTaggart

SECONDED: Cr AR Smyth

That Council reopens the meeting to the public at 5:29pm.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

14.1 CONFIDENTIAL - PROPOSED CHANGE OF VALUATION/RATING METHODOLOGY L32 & L33 DP68473 (CONTINUED)

PROCEDURAL MOTION AND COUNCIL DECISION - RESOLUTION# 15170321

MOVED: Cr HM Newton

SECONDED: Cr RW Newton

That Council approves consideration of a matter of an urgent nature in relation to Confidential Item 14.1 Proposed Change of Valuation/Rating Methodology L32 & L33 DP68473 in accordance with clause 3.13 of the *Shire of Mingenew Standing Orders Local Law 2017*, to consider the timing for giving effect to the endorsed change in methodology.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

MOTION AND COUNCIL DECISION - ITEM 14.1 – RESOLUTION# 16170321

MOVED: Cr HM Newton

SECONDED: Cr RW Newton

That Council phase the new GRV rates for L32 & L33 on DP68473 in over three years at the rate of one third per year, in accordance with Schedule 6.1 of Local Government Act 1995.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

NOTE: This decision is made in addition to the Council Resolution# 11170321 intending that the submission to the Minister for Local Government indicates support for the change in rating methodology taking effect from 1 July 2021 but for the change to be phased in over three years.

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 21 April 2021 commencing at 4.30pm.

17.0 CLOSURE

The meeting was closed at 5:35pm.

These minutes were confirmed at an Ordinary Council meeting on 21 April 2021.

Signed _____
Presiding Officer

Date: _____

Elected Member

Title:	1.1.7 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION
Adopted:	19 May 2021-
Reviewed:	Biennially
Associated Legislation:	Local Government Act 1995 s5.39A and B
Associated Documentation:	Local Government (Model Code of Conduct) Regulations 2021
Review Responsibility:	Governance Officer / Council
Delegation:	N/A

 Previous Policy Number/s N/A

DIVISION 1 — PRELIMINARY PROVISIONS

1. Citation

These are the *Shire of Mingenew Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [insert name of local government];

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

DIVISION 2 — STANDARDS FOR RECRUITMENT OF CEOS

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —

- (i) email a copy of the job description form to an email address provided by the person; or
- (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications, and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications, and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance, and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —

- (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and
- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
 - (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

DIVISION 3 — STANDARDS FOR REVIEW OF PERFORMANCE OF CEOS

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

DIVISION 4 — STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOS

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements, and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —

- (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Title:	1.2.4 TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO
Adopted:	19 May 2021
Reviewed:	Biennially
Associated Legislation:	Local Government Act 1995 Local Government (Administration) Regulation 1996
Associated Documents:	Council Resolution of pre-endorsed staff
Review Responsibility:	Governance Officer
Delegation:	N/A

Objective:

To set out the process to be followed by the local government in relation to the employment of a person in the position of CEO and the appointment of an employee to act in the position of CEO (ACEO) for a term not exceeding one (1) year.

Policy Statement:

1. The written consent (where practical) must be obtained from the Shire President (or Deputy Shire President in the absence of the President) prior to taking of annual leave by the CEO in line with this policy and contract.
2. In accordance with the requirements of the Local Government Act 1995, section 5.36(2), the Council will endorse suitably qualified staff to perform the role of Acting CEO.

“(2) A person is not to be employed in the position of CEO unless the council —
(a) believes that the person is suitably qualified for the position; and
(b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required.”

For the purposes of this section, “suitably qualified staff” are deemed to be employees of the Shire in a Manager position (recognising that in employing this person, appropriate qualifications and experience has been validated), who have been in the position for 3 months or more consecutively.

3. Endorsed staff will be appointed to the role of ACEO at the discretion of the CEO, subject to performance and dependent on availability and operational requirements.
4. Appointment of an ACEO is not required during periods when the CEO is away from the office on local government business in the State of Western Australia.
5. Appointment of an ACEO is not required during short periods of leave (up to 5 days) when the CEO is contactable and in the State of Western Australia.

6. The CEO may, at their discretion, appoint an endorsed person to be ACEO during short periods of leave if they believe the operational requirements of the Shire warrant such an appointment.
7. For periods in excess of four weeks, a separate report on each occasion is to be presented to Council for a formal resolution to extend the appointment of the ACEO or appoint another person to act in the CEO position. However, such a period is not to exceed one (1) year.
8. The CEO may, at their discretion, negotiate the remuneration for officers assuming the role of ACEO, up to 100% of the approved CEO's base salary, as limited by the Salaries and Allowances Tribunal determination published in the Government Gazette from time to time. All other conditions remain in accordance with that employee's current Employment Contract.

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

COUNCIL POLICY

1.3.1

Finance

Title:	1.3.1 PURCHASING POLICY
Adopted:	21 March 2018
Reviewed:	21 April 2021
Associated Legislation:	Local Government Act 1995 s5.42, s5.44, s5.46, s6.2(4a), s6.8 Local Government (Functions and General) Regulations 1996 Part 4 Local Government (Financial Management) Regulations 1996 Part 4 State Records Act 2000
Associated Documentation:	Shire of Mingenew Delegations Register Shire of Mingenew Code of Conduct
Review Responsibility:	Governance Officer Finance and Administration Manager
Delegation:	Chief Executive Officer

NOTE: This policy is based on the WALGA Model Purchasing Policy Template (as at Feb 2021) with some modifications

Last Adopted: April 2020

Policy Statement:

The Shire of Mingenew (the Shire) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

1. PURCHASING

1.1 OBJECTIVES

The Shire's purchasing activities will:

- a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- f) Comply with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
- g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;

- i) Ensure records evidence purchasing activities in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan;
- j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

1.2 ETHICS & INTEGRITY

The Shire's Codes of Conduct apply when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.3 VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.3.1 Assessing Value for Money

Value for money assessment will consider:

- a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

1.4 PURCHASING THRESHOLDS AND PRACTICES

1.4.1. Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A category of supply can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- a) Exclusive of Goods and Services Tax (GST); and
- b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.4.2. Table of Purchasing Thresholds and Practices

Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	<p>Existing Prequalified Supplier Panel or other Contract Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.</p> <p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA may be used.</p>
Priority 2:	<p>Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever</p>

	<p>possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
Priority 3:	<p>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA) Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
Priority 4:	<p>Tender Exempt - WA State Government Common Use Arrangement (CUA) Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&G Reg.11(2)]</i> arrangement may be used.</p>
Priority 5:	<p>Other Tender Exempt arrangement <i>[F&G Reg. 11(2)]</i> Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
Priority 6:	<p><u>Other Suppliers</u> Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>

Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
Up to \$5,000 (<i>ex GST</i>)	<p>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
From \$5,001 and up to \$50,000 (<i>ex GST</i>)	<p>Seek at least two (2) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of two (2) written quotations are to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. <p>The purchasing decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
From \$50,001 and up to \$100,000 (<i>ex GST</i>)	<p>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and • Value for Money criteria, not necessarily the lowest price. <p>The procurement decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
From \$100,001 and up to \$250,000 (<i>ex GST</i>)	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
Over \$250,000 (<i>ex GST</i>)	<p>Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) require at least three (3) written responses from suppliers by</p>

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
	<p>invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p>Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to:</p> <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The purchasing decision is to be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
<p>Emergency Purchases (<i>Within Budget</i>) Refer to Clause 1.4.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's internal procedures and its Record Keeping Plan.</p>
<p>Emergency Purchases (<i>No budget allocation available</i>) Refer for Clause 1.4.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA</p>

Purchase Value Threshold (<i>ex GST</i>)	Purchasing Practice
Section 9.58(6)(b) Local Government Act	Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

1.4.3. Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.4.4. Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

1.4.5. Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidences one or more of the following criteria:

- a) Unable to sufficiently scope or specify the requirement;
- b) There is significant variability for how the requirement may be met;
- c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;

- d) Subject to a creative element; or
- e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.4.6. Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be permitted where the:

- a) purchasing value is estimated to be over \$5,000; and
- b) purchasing requirement has been documented in a detailed specification; and
- c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

1.4.7. Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.4.8. Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies.

For any other contract, the contract must not be varied unless

- a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

2. SUSTAINABLE PROCUREMENT

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders may include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1. LOCAL ECONOMIC BENEFIT

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all tendering activities.

2.2. SOCIALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting may be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in F&G Reg.11(2)(h)) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria may be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and

- c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. RECORD KEEPING

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

4. PURCHASING POLICY NON-COMPLIANCE

The Purchasing Policy is mandated under the Local Government Act 1995 and Regulation 11A of the Local Government (Functions and General) Regulations 1996 and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Finance and Administration Manager

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- a) an opportunity for additional training to be provided;
- b) a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; or
- c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the Corruption, Crime and Misconduct Act 2003. The Shire of Mingenew (the "Shire") is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire's strategic and operational objectives.

This policy complies with the *Local Government (Functions and General) Regulations 1996* (The Regulations).

COUNCIL POLICY

1.3.1

Finance

Title:	1.3.1 PURCHASING POLICY
Adopted:	21 March 2018
Reviewed:	15 April 2020
Associated Legislation:	Local Government Act 1995 s5.42, s5.44, s5.46, s6.2(4a), s6.8 Local Government (Functions and General) Regulations 1996 Part 4 Local Government (Financial Management) Regulations 1996 Part 4 State Records Act 2000
Associated Documentation:	Shire of Mingenew Delegations Register Shire of Mingenew Code of Conduct
Review Responsibility:	Governance Officer Finance and Administration Manager
Delegation:	Chief Executive Officer

NOTE: This policy is based on the WALGA Model Purchasing Policy Template with some modifications

Previous Policy Number/s 3007, 3008

Policy Statement:

The Shire of Mingenew (the “Shire”) is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire’s strategic and operational objectives.

This policy complies with the *Local Government (Functions and General) Regulations 1996* (The Regulations).

1.1 Objectives:

The Shire’s purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- Efficiencies (time and resources) for the Shire of Mingenew
- Risks identified and managed within the Shire’s Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire’s Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1.2 Ethics & Integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.3 Value For Money

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

1.4 Purchasing Thresholds and Practices

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and

- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works.
OR
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

NOTE:

When considering a variation in scope during a contract, it should be remembered that the change must be minor. It is recommended that, at best, it should be within a 10% tolerance of the original value.

It should not also be of a nature that changes methodology or approach to a project, opening up the possibility that different suppliers may have tendered if they had been aware of the new approach.

Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities.

The following list provides the Order of Process that should be utilised to undertake the procurement:

- Shire's Prequalified Supplier Panel
- Preferred Supplier Arrangement
- Common Use Arrangement
- RFQ to selected group as per this policy or RFT through public advertisement

If there is a Preferred Supplier Arrangement (PSA) in place that meets the requirements of the Shire, then the Shire requires that the PSA be considered in the first instance, irrespective of threshold.

If the Shire's Officer does not consider the PSA to be appropriate, then approval for an alternative approach needs to be given by the Shire's CEO or delegated authority.

Reasons for consideration of not using the PSA may include:

- Local supplier availability (who are not suppliers within the PSA);
- Social procurement – preference to use Aboriginal business or Disability Enterprise;

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$4,999*	<p>No quotations are required if the expenditure is approved in the Budget however officers are bound to value for money principles. The following factors are to be considered in the decision-making process for all purchasing;</p> <ul style="list-style-type: none"> • Value for money • Knowledge of general cost of item / service • Buy local principles • Sustainable procurement principals • Ongoing good relationship with supplier • Reliability of supplier
\$5,000 to \$9,999*	Obtain at least one (1) verbal or written quotation from suitable suppliers.
\$9,999 - \$39,999*	<p>Obtain at least two (2) written quotations from suitable suppliers.</p> <p>OR</p> <p>Obtain at least two (2) quotations directly from WALGA Preferred Supplier Program via eQuotes;</p>
\$40,000 - \$149,999*	<p>Obtain at least three (3) written quotations from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain at least three (3) quotations via the WALGA Preferred Supplier Program. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p>
<p>\$150,000* and above</p> <p>(or up to \$250,000 during an emergency)</p>	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from those suppliers only in accordance with the procedures prescribed under the Shire's Pre-qualified Suppliers Policy and Procedure.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either:</p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from suppliers included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR • If quotes are not being sought from a WALGA Preferred Supplier Arrangement, three (3) quotations are to be sought, where suitable suppliers are available, from the WA Disability Enterprises; OR

	<ul style="list-style-type: none"> • Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements. <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations.
Emergency Purchases	<p>(Within Budget) Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.</p> <p>(Not Included in Budget) Only applicable where, authorised in advance by the President in accordance with s.6.8 of the Local Government Act 1995 and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best value and sustainable. Purchase threshold actions must be adhered to where reasonable and practical to do so and are to be in accordance with Regulations.</p>
WALGA Services (excluding Preferred Supplier Program)	<p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.</p>
LGIS Services	<p>LGIS Services are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining insurance services from LGIS is not a procurement activity and is not subject to this Policy.</p> <p>Should Council wish to seek quotations from other insurance suppliers, this activity will be subject to the above listed Purchase Value Thresholds and associated activities.</p>

The rationale for the procurement decision should be documented and recorded in accordance with the Shire Records Management Policy.

Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, quotations must be sought from those suppliers only in accordance with the procedures outlined within the Prequalified Suppliers Policy and Procedure.

Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement,
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from an Australian Disability Enterprise and represents Value for Money;
- the purchase is authorised under action by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;

OR

- the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$150,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

Other Procurement Processes

- **Expressions of Interest**
Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;

- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

- **Request for Proposal**

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

- **Emergency Purchases**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

- **Sole Source of Supply**

A sole source of supply arrangement may only be approved where the:

- purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

A decision to approve a sole source of supply arrangement must be made by the Council, unless decision making under Functions and General Regulations 11(2) (f) has been delegated to the CEO.

- **Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

Local Economic Benefit

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criterion will relate to local economic benefits that result from Tender processes.

The Shire will also consider adopting KPIs for successful suppliers that encourage the placement of the local workforce.

The Shire has adopted a Regional Price Preference Policy in accordance with Part 4A of the *Local Government (Functions and General) Regulations 1996*, which provides a price weighting when evaluating and awarding contracts with Council via the Tendering process.

NOTE:

In the qualitative criteria section of the evaluation criteria, a Local Government cannot have both weighted price and Local Economic Benefit clauses. They are mutually exclusive.

However, a Local Government can have a Local Economic Benefit criteria and non-weighted price as part of its evaluation.

Purchasing from Disability Enterprises

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

Purchasing from Aboriginal Businesses

An Aboriginal Business registered on the WA Aboriginal Business Directory may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

Record Keeping

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

Other Relevant Policies

1.2.9 Prequalified Suppliers

1.3.7 Regional Price Preference

Title:	CD24 Tenders for Goods and Services – Call for Tenders		
Delegation No:	CD24		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021		

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.11 - When tenders have to be publicly invited r.13 - Requirements when local government invites tenders though not required to do so. r.14 - Publicly inviting tenders r.18 - Rejecting and accepting tenders
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r11(1)]. 2. Authority to invite tenders although not required to do so [F&G r13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Conditions	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the: <ol style="list-style-type: none"> i. Proposed goods or services are required to fulfil a routine contract related to the day the day operations of the Shire; ii. current supply contract expiry is imminent; iii. the value of the proposed contract has been included in the draft Annual Budget proposed for adoption; and iv. the tender specification includes a provision that the contract will be awarded subject to the budget adoption by Council. b. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. c. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	<ol style="list-style-type: none"> a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.1 Purchasing Policy
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Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD25 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options		
Delegation No:	CD25		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021		

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<p><i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO</p>
Statutory Power Delegated:	<p><i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.11 - When tenders have to be publicly invited r.18 - Rejecting and accepting tenders r.20 - Variation of requirements before entry into contract r.21A – Varying a contract for the supply of goods or services r.21 - Limiting who can tender, procedure for</p>
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$<<value>> detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$25,000 whichever is the lesser value [F&G r.21A(a)].

	9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Conditions	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must comply with the adopted Council policies and must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p> <p>f. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures.</p> <p>g. The exercise of this delegation is to be reported to the next Concept Forum.</p>

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.1 Purchasing Policy

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD26 Tenders for Goods and Services – Exempt Procurement		
Delegation No:	CD26		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021		

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO																
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.11 - When tenders have to be publicly invited																
Function Delegated:	1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].																
Conditions	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories: <table border="1" data-bbox="459 1106 1362 1951"> <thead> <tr> <th>Category</th> <th>Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td> <td><\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td> <td><\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td> <td><\$250,000</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td> <td><\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]</td> <td><\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i></td> </tr> <tr> <td>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]</td> <td><\$250,000</td> </tr> </tbody> </table>			Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	<\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	<\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	<\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	<\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i>	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	<\$250,000
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	<ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <ul style="list-style-type: none"> c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$value delegated above, the decision is to be referred to Council. d. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. e. The exercise of this delegation is to be reported to the next Concept Forum.
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Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	<ul style="list-style-type: none"> a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Council Policy - 1.3.1 Purchasing Policy</p>
Record Keeping	

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD27 Panels of Pre-Qualified Suppliers for Goods and Services		
Delegation No:	CD27		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021		

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government (Functions & General) Regulations 1996</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to ensure each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Conditions	<ol style="list-style-type: none"> a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$10,000 or less and the expense is included in the adopted Annual Budget. b. This delegation is to be carried out in accordance with Council's Purchasing Policy and Pre-Qualified Supplier Panels Policy and Procedures. c. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Finance and Administration Manager Works Manager
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CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy 1.3.1 Purchasing Policy Council Policy and Procedures 1.2.9 Pre-Qualified Supplier Panels

Version Control:	
2021.1	New delegation

Title:	CD28 Expressions of Interest for Goods and Services		
Delegation No:	CD28		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021		

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.21 - Limiting who can tender, procedure for r.23 - Rejecting and accepting expressions of interest to be an acceptable tenderer
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r23].
Conditions	<ol style="list-style-type: none"> a. Expressions of Interest or Tenders may only be called where there is an adopted budget for the proposed goods or services b. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. c. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	<ol style="list-style-type: none"> a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.7 Regional Price Preference

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD04 Expressions of Interest, Tenders and Tender Exempt Procurement		
Delegation No:	CD04		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	20/05/2020 (amendment)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<p><i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO</p>
Statutory Power Delegated:	<p><i>Local Government Act 1995</i> Section 3.57(1) - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> Regulations 11 - When tenders have to be publicly invited Regulations 13 - Requirements when local government invites tenders though not required to do so. Regulation 14 - Publicly inviting tenders Regulation 18 - Rejecting and accepting tenders (note- is not delegation to award a tender) Regulation 20 - Variation of requirements before entry into contract Regulation 21A – Varying a Contract Regulation Regulation 21(1) - Limiting who can tender Regulation 23 - Rejecting and accepting expressions of interest to be an acceptable tenderer Regulation 24AH – Rejecting and accepting applications to join panel of pre-qualified suppliers</p>
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r23]. 3. Authority to call tenders [F&G r11(1)]. 4. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r11(f)]. 5. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget [F&G.r11(2)]. 6. Authority to undertake tender exempt procurement during a State of Emergency, in accordance with Purchasing Policy requirements, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget or the expenditure has been authorized by the Shire President [LGA s6.8(1))(c) and F&G r]

	<ol style="list-style-type: none"> 7. Authority to invite tenders although not required to do so [F&G r13]. 8. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r14(2a)]. 9. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r14(4)(a)]. 10. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 11. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r18(4)]. 12. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 13. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, within the \$value detailed as a condition on this Delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)]. 14. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r18(4a)]. 15. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r20(2)] 16. Authority to: <ol style="list-style-type: none"> a) vary a contract that has been entered into with a successful tenderer, provided the variation does not change the scope of the original contract b) Exercise an extension option that was included in the original tender specification and contract in accordance with r11(2)(j). [F&G r21A]. 17. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r18(6) & (7)].
<p>Conditions</p>	<ol style="list-style-type: none"> 1. Tenders may only be called where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the proposed procurement is: <ol style="list-style-type: none"> 2. required to fulfil a routine contract related to the day the day operations of the Shire; 3. current supply contract expiry is imminent; 4. the value of the proposed contract has been included in the draft annual budget papers; and 5. the tender specification includes a provision that the contract will be awarded subject to the budget adoption by Council. 6. In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget. 7. This delegation is subject to Part 4 Division 2 of the Local Government (Functions & General) Regulations 1996

	<p>8. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures.</p> <p>9. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	1.3.1 Purchasing Policy
Procedure:	1.3.9 Debt Collection Policy
Other Statutory:	Nil.



FORM OF APPLICATION FOR PLANNING APPROVAL

(PLEASE COMPLETE ALL BOXES)

OWNER DETAILS:

Name(s): Lisa McLean & Fred McAuliffe - Mingenew Tyre Services

Postal Address: PO BOX 138 Mingenew Postcode: 6522

Contact Person: Lisa McLean

Phone: 9928 1001 / 0429 109 979 Email: mingenewtyres@gmail.com

Signature: *Lisa McLean* Date: 22.4.2021

Signature: *Fred McAuliffe* Date: 22.4.2021

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name: _____

Postal Address: _____ Postcode: _____

Contact Person: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

PROPERTY DETAILS:

Lot/Location No: _____ House/Street No: 2

Street Name: Eleanor Street Locality/Suburb: Mingenew

Diagram/Plan No: A.01 Volume No: _____ Folio No: _____

EXISTING DEVELOPMENT/LAND USE:

Nature of any Existing Development/Land Use: Tyre fitting and repair shop.
with retail elements of lubricants & oils.

PROPOSED DEVELOPMENT/LAND USE:

Description of Proposed Development/Land Use: New transportable office - for
customers/suppliers to access, for booking jobs/appointments.

Approximate Cost: \$20,000

Estimated Time of Completion: June/July 2021.

REQUIRED INFORMATION & FEES:

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

OFFICE USE ONLY:

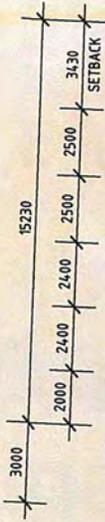
Date Received: 22.04.2021 Application No: _____

Accepting Officer's Initials: JS File Number: _____

Required Fee: \$ 147.00 Date Paid: 22.04.2021

ELEANOR STREET

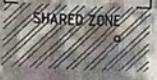
6160	6000
SETBACK	PROP. OFFICE
6660	5500
SETBACK	CAR BAYS



BOUNDARY 50.0m

2
2325m²

COMPACTED BLUE METAL SURFACE



1200x1200 SOAKWELL



PROPOSED OFFICE
F.F.L. +100 AGL



EXISTING SHED

BOUNDARY 46.31m

BOUNDARY 46.48m

BOUNDARY 50.24m

SITE PLAN
SCALE 1:200

STORM WATER CALCULATIONS
ALL STORM WATER CONTAINED ON SITE.

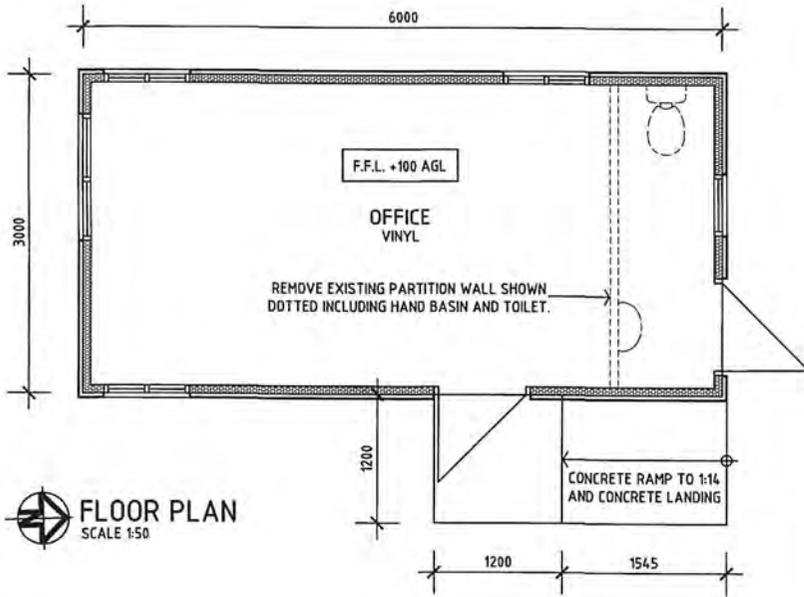
TOTAL IMPERVIOUS AREA CALCS = AREA x 0.9 / (50 CLAY OR 60 FOR SAND).
17.4m² (OFFICE) x 0.9 / 60 CLAY = 0.261m³ VOLUME REQUIRED.

SUPPLIED
1 x 1.2m ϕ x 1.2m DEEP SOAKWELL - 1.36m³

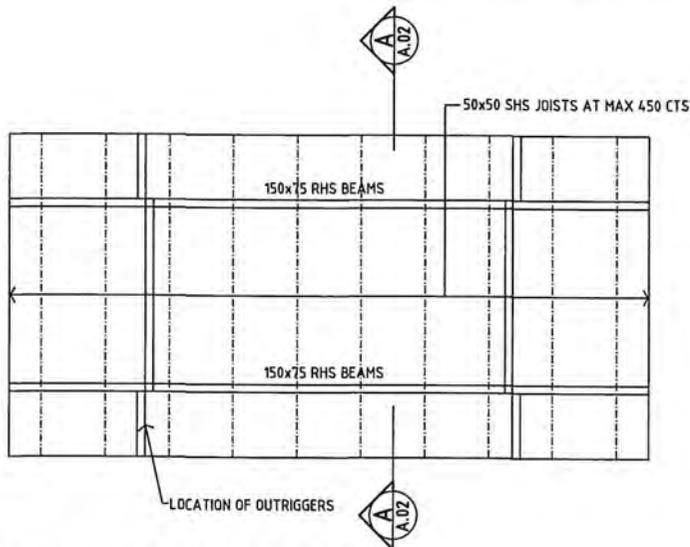


PROPOSED OFFICE
2 ELEANOR STREET
MINGENEW, WA
SITE PLAN

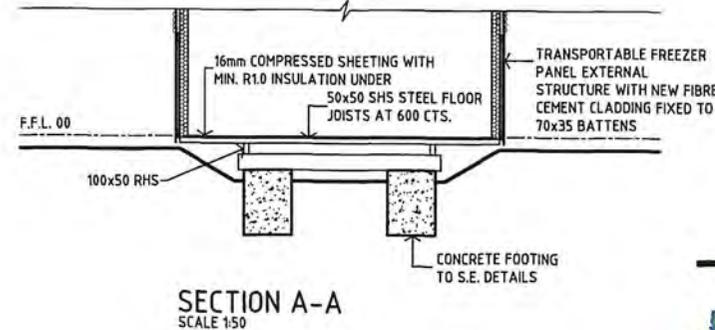
DRAWN	LS	PRINCIPAL	REDUCTION
DESIGNED	LS	LS	0 25
SCALE	1:200	DATE	APRIL 2021
ERWA PROJ No.	21092	ERWA Job No.	
			A.01 A



FLOOR PLAN
SCALE 1:50



FLOOR STRUCTURE PLAN
SCALE 1:50



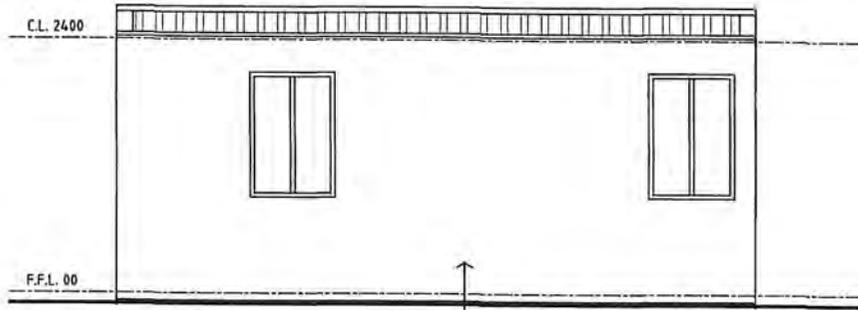
PROPOSED OFFICE
2 ELEANOR STREET
MINGENEW, WA
FLOOR PLAN & STRUCTURE PLAN & SECTION A-A

DRAWN	LS	PRINCIPAL	REDUCTION
DESIGNED	LS	LS	0 25
SCALE	1:50	DATE	APRIL 2021
ERWA PROJ No.	21092	ERWA Job No.	A.02

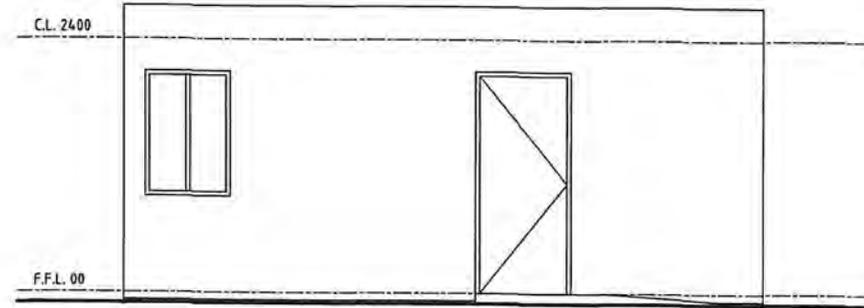
THIS IS A CADD DRAWING
DO NOT AMEND MANUALLY

21 PLAVE STREET (PO BOX 7024) GERALDTON WA 6530

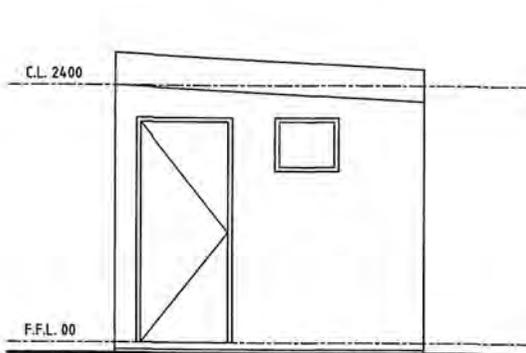
COPYRIGHT



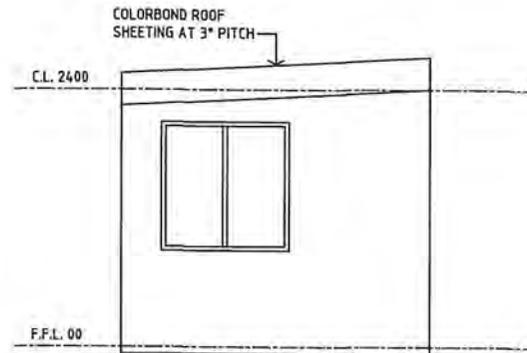
SOUTH ELEVATION
SCALE 1:50



NORTH ELEVATION
SCALE 1:50



WEST ELEVATION
SCALE 1:50



EAST ELEVATION
SCALE 1:50



PROPOSED OFFICE
2 ELEANOR STREET
MINGENEW, WA
ELEVATIONS

DRAWN	LS	PRINCIPAL	REDUCTION
DESIGNED	LS	LS	0 25
SCALE	DATE	DRAWING No.	A.03 A
ERWA PROJ No. 21092	APRIL 2021	ERWA Job No.	

THIS IS A CADD DRAWING
DO NOT AMEND MANUALLY

21 PIAVE STREET (PO BOX 1024) GERALDTON WA 6530
COPYRIGHT

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name:	AP Mining Pty Ltd	
ABN (if applicable)	54 104 984 545	
Address	PO Box 82, WEST PERTH	
Post Code	6005	
Phone:	Fax	Email
Work 08 92162600		austadmin@extensionhill.com.au
Home		
Mobile		
Contract person for correspondence:	Eddy Gaidzionis – see below	
Signature <i>E Gaidzionis</i>		0403553555
Signature <i>D D D</i> Company Secretary		0425247956
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2)</i>		

Applicant Details (if different from owner)		
Names	WESTCOM	
Address	296 Victoria Road, Malaga, WA	
	Post Code: 6090	
Phone:	Fax	Email
Work: 08 92482611		Eddy.gaidzionis@westcomgroup.com.au
Home:		
Mobile: 0403553555		
Contract person for correspondence	EDDY GAIDZIONIS	
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application x Yes <input type="checkbox"/> No		
Signature:		Date:

Property Address		
Lot No	1908	House/Street No
		2564
		Location No
Diagram or Plan No	Certificate of Title Vol No	Folio
DP 231757	CT 1470 / 444	444
Title encumbrances (e.g. easements, restrictive covenants)		Post Code
Street name	Suburb	
COALSEAM ROAD	HOLMWOOD	
Nearest Intersection		
LOOKOUT ROAD		

APPLICATION FOR DEVELOPMENT APPROVAL

Proposed Development	
Nature of development	<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use -
20 METRE MONOPOLE, ANTENNA & EQUIPMENT SHELTER	
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use	20 METRE POLE, WITH ANTENNA AND SOLAR PANEL IN 12.75M X 8.20m (105sqm) COMPOUND
Description of exemption claimed (if relevant)	NA
Nature of any existing buildings and/or land use:	NIL
Approximate cost of proposed development	\$50,000
Estimated time of completion:	JULY – SEPTEMBER 2021

<i>OFFICE USE ONLY</i>	
Acceptance Officer's initials	Date received
Local government reference No	

The content of the form of application must conform with this form but minor variations may be permitted to the format.)

1.0 INTRODUCTION

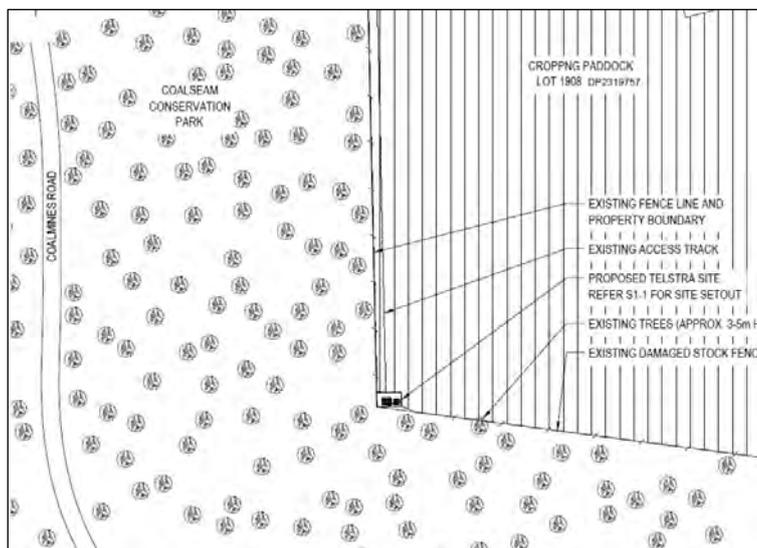
The report supports the planning application submitted to the Shire of Mingenew for a telecommunication tower comprising a single 20 metre monopole, antenna, equipment shelter and solar panel.

1.1 Site

The site is located on Lot 1908 No 2564 Coalseam Road, Holmwood.. The site is privately owned – AP mining Pty Ltd

The proposed site is located adjacent to the eastern boundary of the conservation park

Vehicle access is via Lookout Road followed by approx. 600m of narrow track following around the boundary fence & the edge of the cropping area.

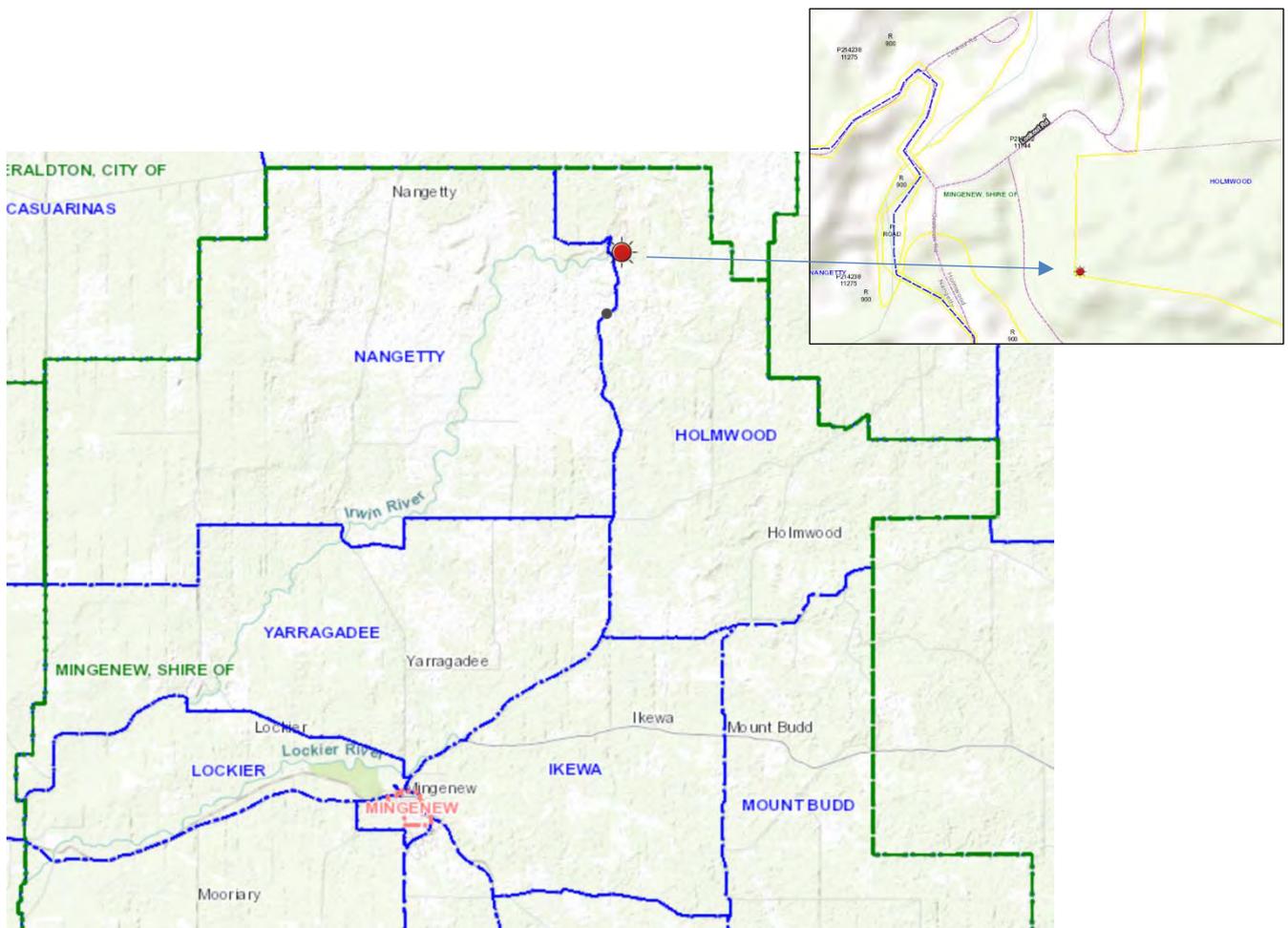


1.2: Location

The nominated site, is within the locality of Holmwood in the Shire of Mingenew

The Proposed site is located within Freehold Farmland adjacent to the eastern boundary of the conservation park in the corner of a cropping paddock.

This location is on the high ground overlooking the gorge below and the Miners Campground area is approx. 750m to the South East. Access is via Lookout Road followed by approx. 600m of narrow track following around the boundary fence & the edge of the cropping area.



3.0 STATUTORY PROVISION

3.1 Scheme zoning and provisions

The Site is zoned Rural under the Shire of Mingenew Local Planning Scheme No 4

Telecommunication facilities are classified as a “D” Use in a rural zone

3.2 Surrounding Landuses

The site adjoins Lot 11144 – which is Reserve R900 which is Environmental Conservation Reserve. Coalseam Conservation Park with a management order to the National Parks and Nature Conservation Authority.



4.0 PLANING FRAMEWORK

4.1 Local Planning Scheme No 4

The Site is zoned Rural under the Shire of Mingenew Local Planning Scheme No 4. The proposal is classified as a Discretionary use “D” Use within the Rural Zone

The Scheme defines Telecommunication facilities as:-

“premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit, or other structure related to the network.”

The objectives for development within the Rural Zone are identified under the Clause 16 as:-

- *To provide for the maintenance or enhancement of specific local rural character*
- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.*

Telecommunication facilities are considered compatible with the objectives of this zone providing reliable communication infrastructure that are form part of a rural activities, rural pursuits and tourism in the area. Reliable telecommunication coverage is considered to be essential service and safety measure for people in regional areas.

4.2 State Planning Policy 5.2

State Planning Policy 5.2 Telecommunication Infrastructure facilitates the development of an effective state-wide telecommunication network in a manner consistent with the economic environmental and social objectives and orderly and proper planning.

The objectives of the policy include: -

- to facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.
- mange environmental, cultural heritage, visual and social impacts

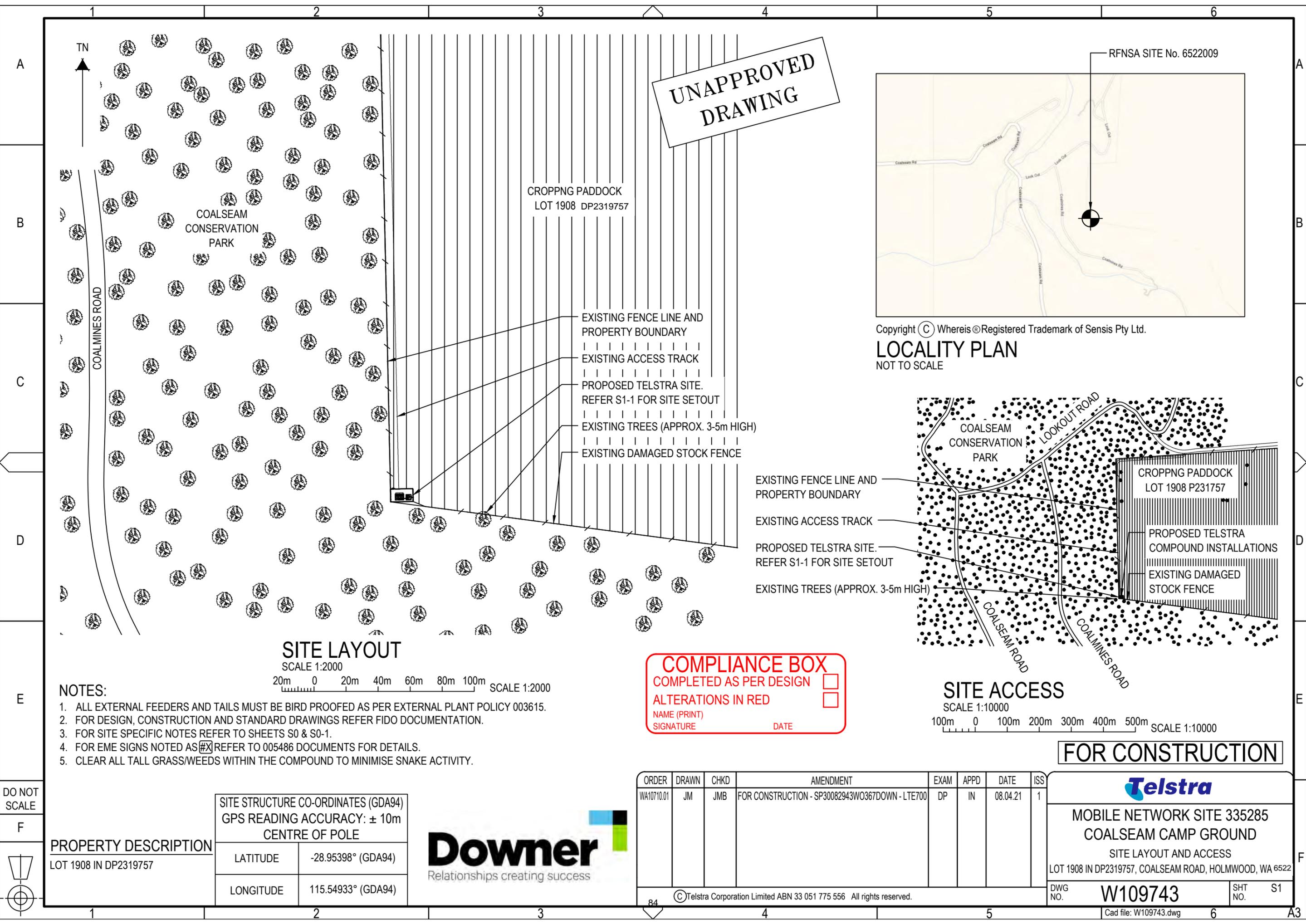
In terms of the policy provisions the following is provided.

	Policy Provisions	Response
a)	Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites.	The site and faciality has been chosen to have minimal visual impact on the surround paddocks and the adjoining Coalseam Conservation Park and Miners Camp ground.
b)	Be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land	The facility is a single monopole and antenna. It location and design will not impact on the area. There are no significant view or heritage features that are impacted
c)	Not be located on sites where environmental cultural heritage, social and visual landscape values may be compromised.	There are no impacts on environmental cultural or heritage aspects.
d)	Display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape.	The facility is a single monopole and antenna. The design is chosen to address functionality and be locationally sympathetic.
e)	Telecommunication infrastructure should be collocated.	Noted

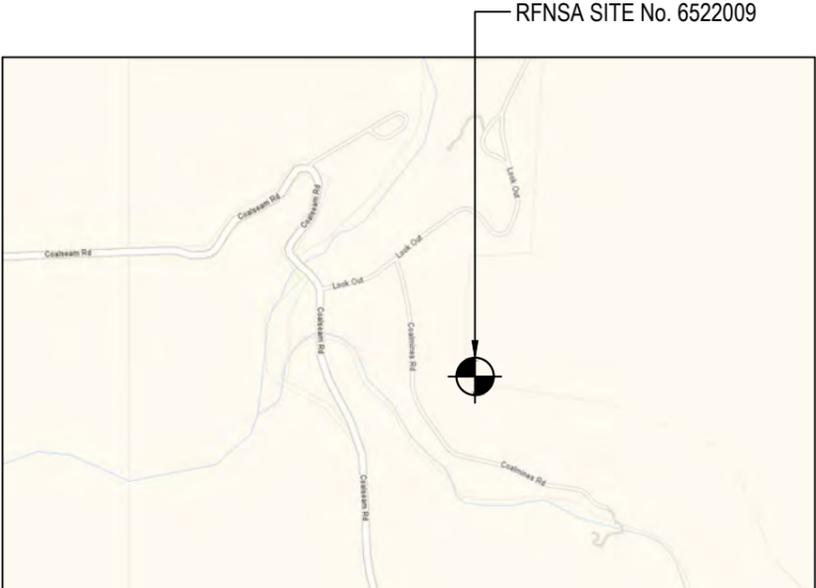
5.0 SUMMARY

The proposal seeks approval for a telecommunication facility to the benefit of tourists, motorists and others within the vicinity, by improve coverage in remote locations.

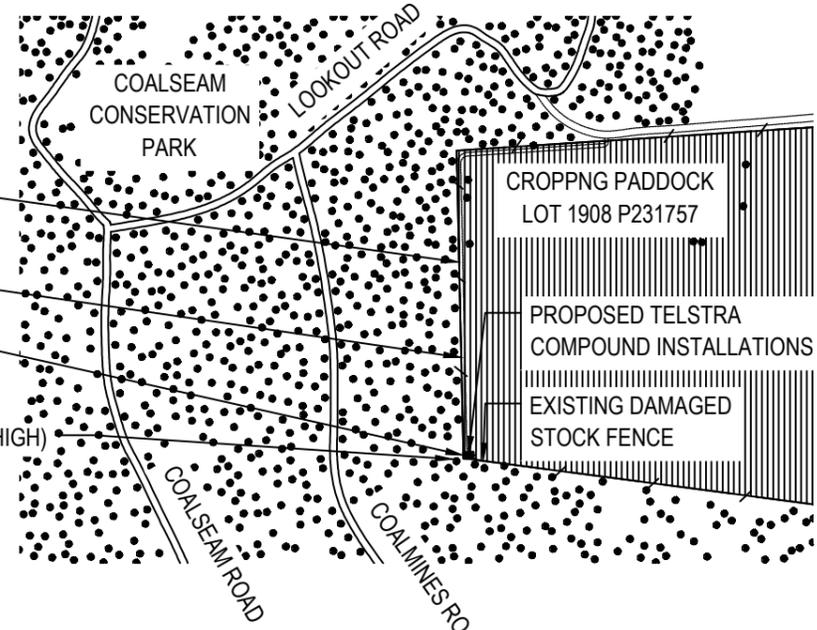
The minor visual impact from the facility far outweighed by the benefits of the proposal, the proposal is considered to meet all relevant statutory planning provisions and is consistent with orderly and proper planning for the area.



**UNAPPROVED
DRAWING**



Copyright © Whereis® Registered Trademark of Sensis Pty Ltd.
LOCALITY PLAN
NOT TO SCALE



SITE ACCESS
SCALE 1:10000
100m 0 100m 200m 300m 400m 500m SCALE 1:10000

SITE LAYOUT
SCALE 1:2000
20m 0 20m 40m 60m 80m 100m SCALE 1:2000

- NOTES:**
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
 2. FOR DESIGN, CONSTRUCTION AND STANDARD DRAWINGS REFER FIDO DOCUMENTATION.
 3. FOR SITE SPECIFIC NOTES REFER TO SHEETS S0 & S0-1.
 4. FOR EME SIGNS NOTED AS #X REFER TO 005486 DOCUMENTS FOR DETAILS.
 5. CLEAR ALL TALL GRASS/WEEDS WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.

COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED
 NAME (PRINT) _____
 SIGNATURE _____ DATE _____

FOR CONSTRUCTION

DO NOT SCALE

PROPERTY DESCRIPTION	
LOT 1908 IN DP2319757	
SITE STRUCTURE CO-ORDINATES (GDA94) GPS READING ACCURACY: ± 10m CENTRE OF POLE	
LATITUDE	-28.95398° (GDA94)
LONGITUDE	115.54933° (GDA94)



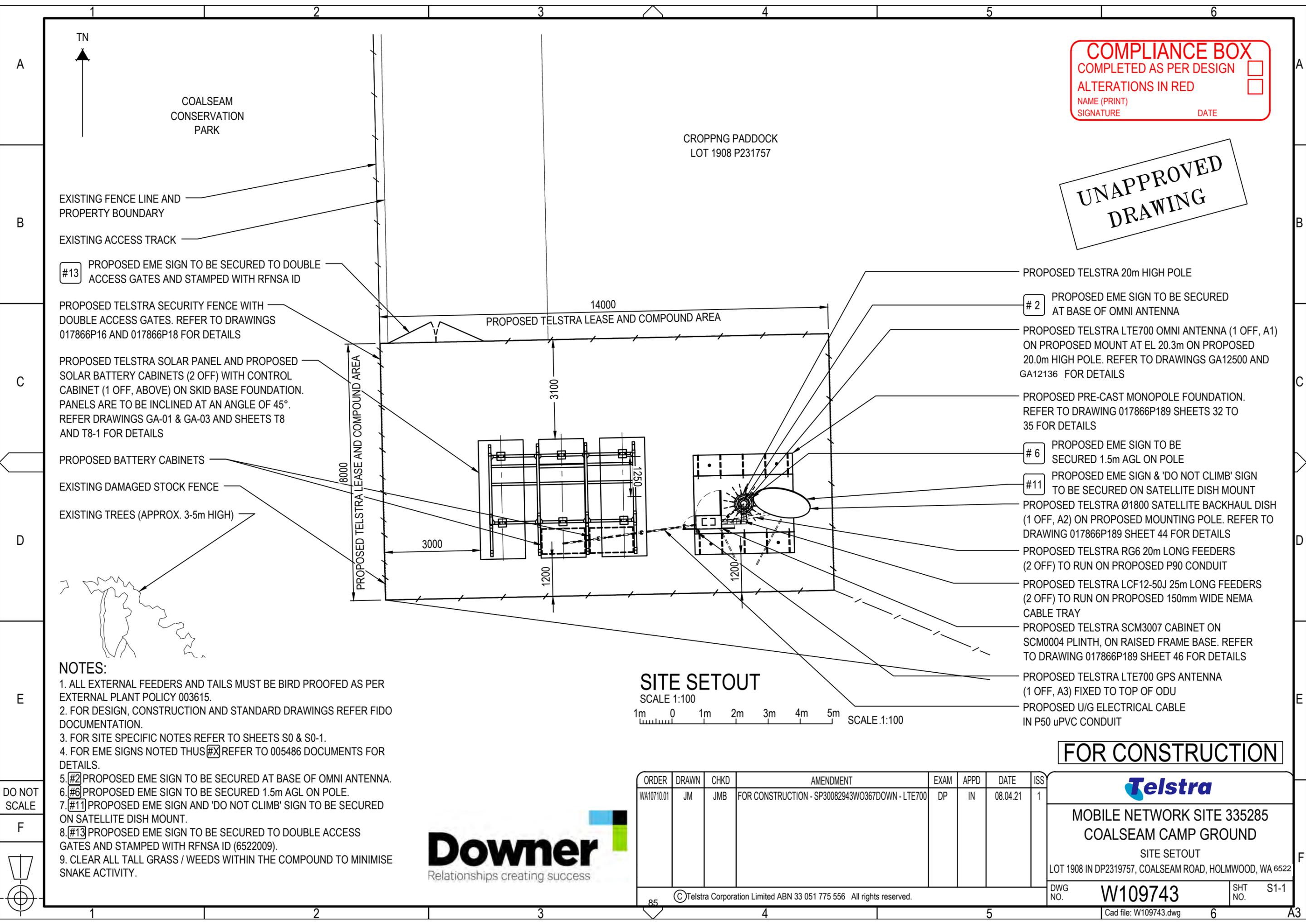
ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA10710.01	JM	JMB	FOR CONSTRUCTION - SP30082943W0367DOWN - LTE700	DP	IN	08.04.21	1

Telstra

**MOBILE NETWORK SITE 335285
COALSEAM CAMP GROUND**

SITE LAYOUT AND ACCESS
LOT 1908 IN DP2319757, COALSEAM ROAD, HOLMWOOD, WA 6522

DWG NO. **W109743** SHT NO. S1



COMPLIANCE BOX
 COMPLETED AS PER DESIGN
 ALTERATIONS IN RED
 NAME (PRINT) _____
 SIGNATURE _____ DATE _____

**UNAPPROVED
DRAWING**

#13 PROPOSED EME SIGN TO BE SECURED TO DOUBLE ACCESS GATES AND STAMPED WITH RFNSA ID

PROPOSED TELSTRA SECURITY FENCE WITH DOUBLE ACCESS GATES. REFER TO DRAWINGS 017866P16 AND 017866P18 FOR DETAILS

PROPOSED TELSTRA SOLAR PANEL AND PROPOSED SOLAR BATTERY CABINETS (2 OFF) WITH CONTROL CABINET (1 OFF, ABOVE) ON SKID BASE FOUNDATION. PANELS ARE TO BE INCLINED AT AN ANGLE OF 45°. REFER DRAWINGS GA-01 & GA-03 AND SHEETS T8 AND T8-1 FOR DETAILS

PROPOSED BATTERY CABINETS

EXISTING DAMAGED STOCK FENCE

EXISTING TREES (APPROX. 3-5m HIGH)

PROPOSED TELSTRA 20m HIGH POLE

#2 PROPOSED EME SIGN TO BE SECURED AT BASE OF OMNI ANTENNA

PROPOSED TELSTRA LTE700 OMNI ANTENNA (1 OFF, A1) ON PROPOSED MOUNT AT EL 20.3m ON PROPOSED 20.0m HIGH POLE. REFER TO DRAWINGS GA12500 AND GA12136 FOR DETAILS

PROPOSED PRE-CAST MONOPOLE FOUNDATION. REFER TO DRAWING 017866P189 SHEETS 32 TO 35 FOR DETAILS

#6 PROPOSED EME SIGN TO BE SECURED 1.5m AGL ON POLE

#11 PROPOSED EME SIGN & 'DO NOT CLIMB' SIGN TO BE SECURED ON SATELLITE DISH MOUNT

PROPOSED TELSTRA Ø1800 SATELLITE BACKHAUL DISH (1 OFF, A2) ON PROPOSED MOUNTING POLE. REFER TO DRAWING 017866P189 SHEET 44 FOR DETAILS

PROPOSED TELSTRA RG6 20m LONG FEEDERS (2 OFF) TO RUN ON PROPOSED P90 CONDUIT

PROPOSED TELSTRA LCF12-50J 25m LONG FEEDERS (2 OFF) TO RUN ON PROPOSED 150mm WIDE NEMA CABLE TRAY

PROPOSED TELSTRA SCM3007 CABINET ON SCM0004 PLINTH, ON RAISED FRAME BASE. REFER TO DRAWING 017866P189 SHEET 46 FOR DETAILS

PROPOSED TELSTRA LTE700 GPS ANTENNA (1 OFF, A3) FIXED TO TOP OF ODU

PROPOSED U/G ELECTRICAL CABLE IN P50 uPVC CONDUIT

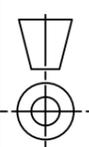
- NOTES:**
1. ALL EXTERNAL FEEDERS AND TAILS MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
 2. FOR DESIGN, CONSTRUCTION AND STANDARD DRAWINGS REFER FIDO DOCUMENTATION.
 3. FOR SITE SPECIFIC NOTES REFER TO SHEETS S0 & S0-1.
 4. FOR EME SIGNS NOTED THUS (#X) REFER TO 005486 DOCUMENTS FOR DETAILS.
 5. #2 PROPOSED EME SIGN TO BE SECURED AT BASE OF OMNI ANTENNA.
 6. #6 PROPOSED EME SIGN TO BE SECURED 1.5m AGL ON POLE.
 7. #11 PROPOSED EME SIGN AND 'DO NOT CLIMB' SIGN TO BE SECURED ON SATELLITE DISH MOUNT.
 8. #13 PROPOSED EME SIGN TO BE SECURED TO DOUBLE ACCESS GATES AND STAMPED WITH RFNSA ID (6522009).
 9. CLEAR ALL TALL GRASS / WEEDS WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.

SITE SETOUT
 SCALE 1:100
 1m 0 1m 2m 3m 4m 5m SCALE 1:100

FOR CONSTRUCTION

DO NOT SCALE

F



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA10710.01	JM	JMB	FOR CONSTRUCTION - SP30082943W0367DOWN - LTE700	DP	IN	08.04.21	1

Telstra

MOBILE NETWORK SITE 335285
 COALSEAM CAMP GROUND
 SITE SETOUT
 LOT 1908 IN DP2319757, COALSEAM ROAD, HOLMWOOD, WA 6522

NOTES:

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4. FOR EME SIGNS NOTED THUS (#X) REFER TO 005486 DOCUMENTS FOR DETAILS.
5. (#2) PROPOSED EME SIGN TO BE SECURED AT BASE OF OMNI ANTENNA.
6. (#6) PROPOSED EME SIGN TO BE SECURED 1.5m AGL ON POLE.
7. (#11) PROPOSED EME SIGN AND 'DO NOT CLIMB' SIGN TO BE SECURED ON SATELLITE DISH MOUNT.
8. (#13) PROPOSED EME SIGN TO BE SECURED TO DOUBLE ACCESS GATES AND STAMPED WITH RFNSA ID (6522009).

**UNAPPROVED
DRAWING**

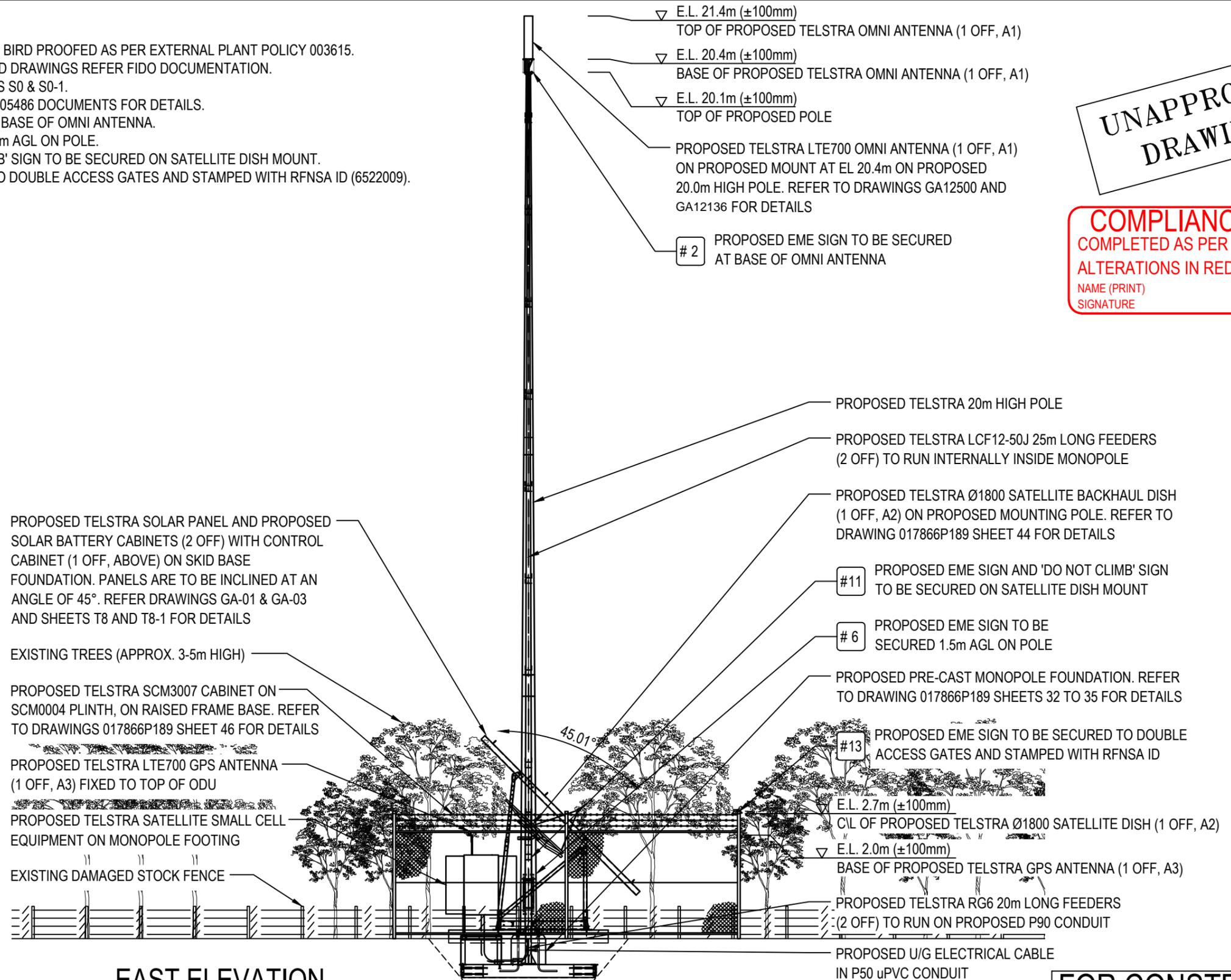
COMPLIANCE BOX

COMPLETED AS PER DESIGN

ALTERATIONS IN RED

NAME (PRINT) _____

SIGNATURE _____ DATE _____



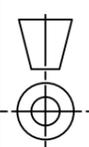
EAST ELEVATION

SCALE 1:100
 SCALE 1:100

FOR CONSTRUCTION

DO NOT SCALE

F



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA10710.01	JM	JMB	FOR CONSTRUCTION - SP30082943WO367DOWN - LTE700	DP	IN	08.04.21	1

Telstra

**MOBILE NETWORK SITE 335285
COALSEAM CAMP GROUND**

EAST ELEVATION

LOT 1908 IN DP2319757, COALSEAM ROAD, HOLMWOOD, WA 6522

DWG NO. **W109743** SHT NO. **S3**

Dear Shire of Mingenew,

RE: CBH Mingenew Receival Site

I am writing this letter regarding the proposed installation of site amenities and patio area to the CBH Mingenew site.

The proposed works will include a meeting room, crib room, Shower and Toilet amenities these are all to be separate transportable. With a 13m x 13m gable patio area in between.

Rainwater is to be collected from all roofs into a 150,000L water tank.

These works are to upgrade the facilities for the CBH workers and provide more of an incentive to entice workers to the regions.

Please see attached photos of proposed location and layout.



Proposed Location



GERALDTON BUILDING SERVICES & CABINETS

YOUR PREFERRED BUILDING PARTNER

www.gbsc.net.au



Proposed Location



MID WEST
PO Box 2074, 16 Box Street
Geraldton WA 6530
Tel: (08) 9923 4000 | Fax: (08) 9921 8317

PILBARA
PO Box 1707, Karratha WA 6714
Lot 7 Exploration Drive, Karratha WA 6714
Tel: (08) 9182 1557 | Fax: (08) 9182 1215

ABN 2709773469
EC 11205
RB 11023
WARA 21

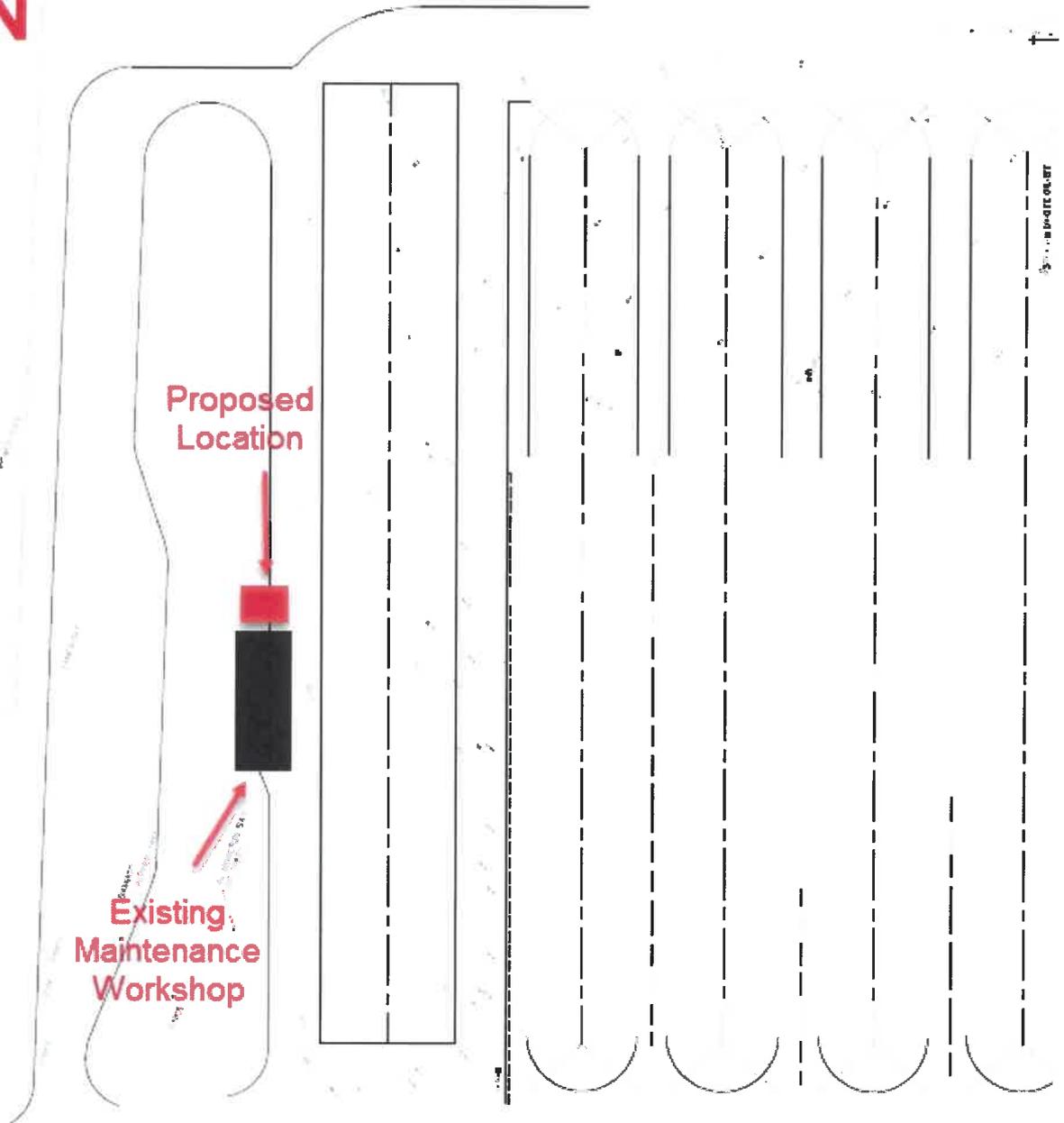


GERALDTON BUILDING SERVICES & CABINETS

YOUR PREFERRED BUILDING PARTNER

www.gbsc.net.au

N



Proposed Location

Existing Maintenance Workshop



MID WEST
PO Box 2074, 16 Box Street
Geraldton WA 6530
Tel (08) 9923 4000 | Fax (08) 9921 8317

PILBARA
PO Box 1707, Karratha WA 6714
Lot 7 Exploration Drive, Karratha WA 6714
Tel (08) 9182 1557 | Fax (08) 9182 1215

ABN 27097773469
EC 11205
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WARA 21



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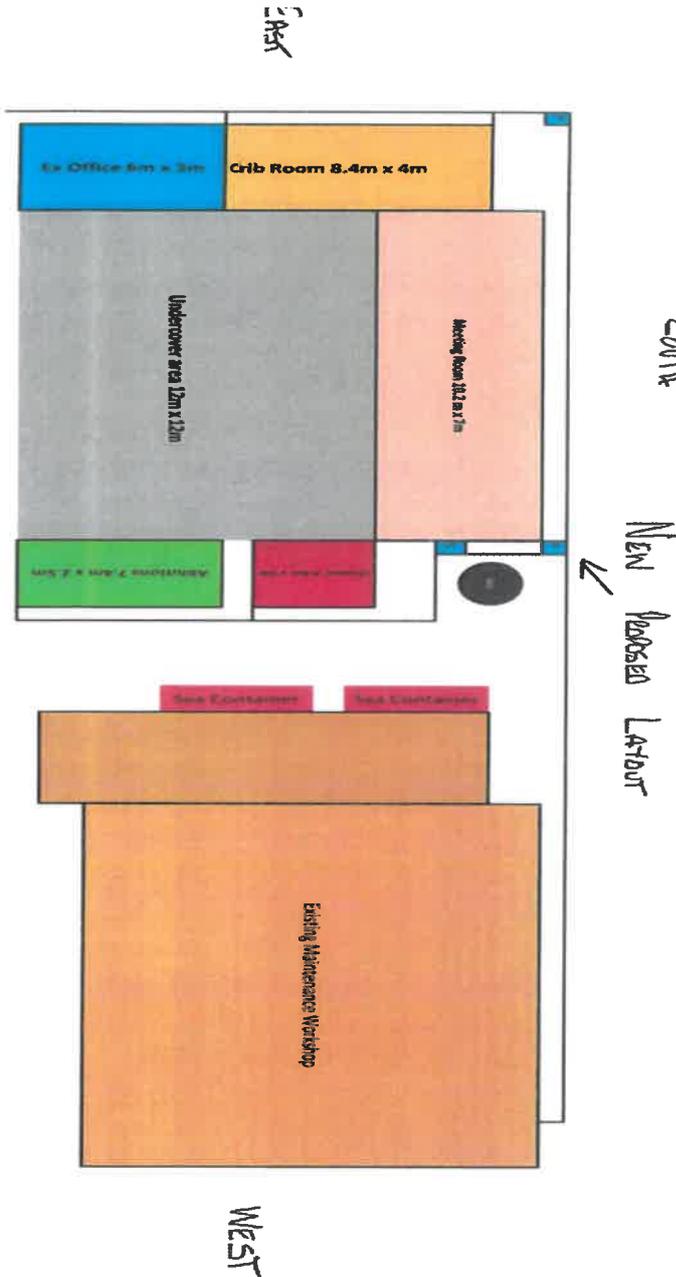
ABN 2709773469
EC 11205
RB 11023
WARA 21



GERALDTON BUILDING SERVICES & CABINETS

YOUR PREFERRED BUILDING PARTNER

www.gbsc.net.au



Kind Regards

Mathew Moir

Project Manager



MID WEST
PO Box 2074, 16 Box Street
Geraldton WA 6530
Tel (08) 9923 4000 | Fax (08) 9921 8317

PILBARA
PO Box 1707, Karratha WA 6714
Lot 7 Exploration Drive, Karratha WA 6714
Tel (08) 9182 1557 | Fax (08) 9182 1215

ABN 27097773469
EC 11205
RB 11023
WARA 21



FORM OF APPLICATION FOR PLANNING APPROVAL

(PLEASE COMPLETE ALL BOXES)

OWNER DETAILS:

Name(s): CBH GROUP

Postal Address: IAN BOGLE DRIVE GERALDTON Postcode: 6530

Contact Person: JAMIE McMAHON

Phone: 0417 902 027 Email: Jamie.mcmahon@cbh.com.au

Signature: [Signature] Date: 28.4.21

Signature: [Signature] Date: 28.4.21

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name: Geraldton Boring Services & Cabinets

Postal Address: 16 Box street Postcode: 6530

Contact Person: Matthew Mow

Phone: 9923 4000 Email: Mattm@gpsc.net.au

Signature: [Signature] Date: 28.4.2021

PROPERTY DETAILS:

Lot/Location No: 200 House/Street No: _____

Street Name: Boolinda Road Locality/Suburb: Mingenew

Diagram/Plan No: _____ Volume No: _____ Folio No: _____

EXISTING DEVELOPMENT/LAND USE:	
Nature of any Existing Development/Land Use: <u>Vacant CBH Land</u>	
PROPOSED DEVELOPMENT/LAND USE:	
Description of Proposed Development/Land Use: <u>New Site amenities for CBH</u>	
Approximate Cost: <u>\$ 368.500 inc GST</u>	
Estimated Time of Completion: <u>1/9 /2021.</u>	

REQUIRED INFORMATION & FEES:

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

OFFICE USE ONLY:

Date Received: _____ Application No: _____
 Accepting Officer's Initials: _____ File Number: _____
 Required Fee: \$ _____ Date Paid: _____

WEST

NORTH

EAST



SOUTH

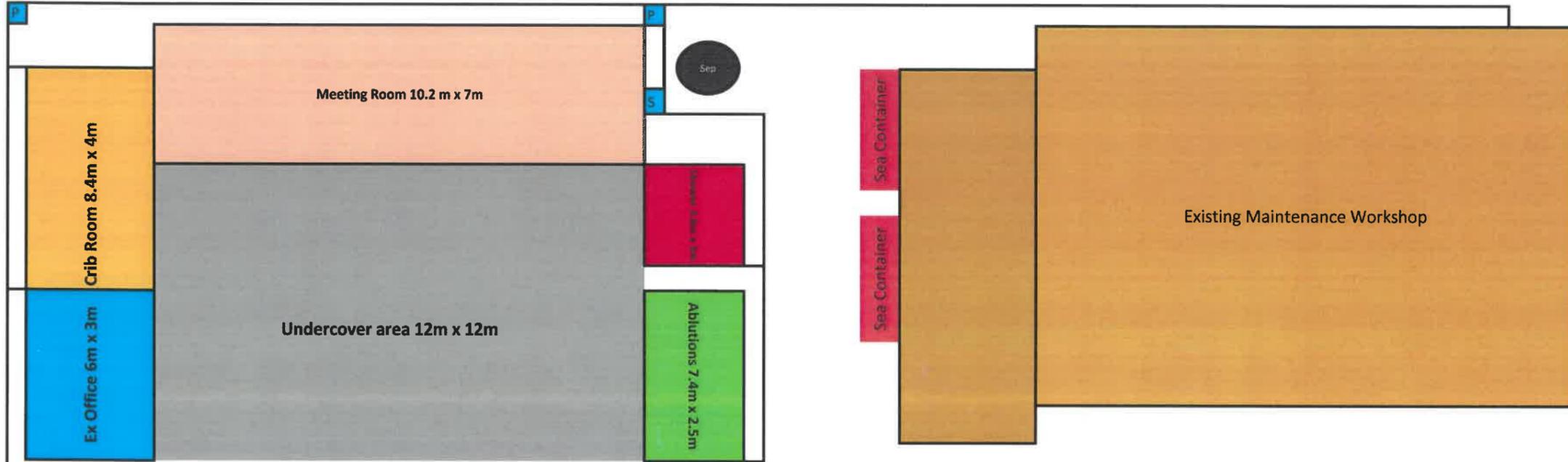
SOUTH

NEW PROPOSED LAYOUT



EAST

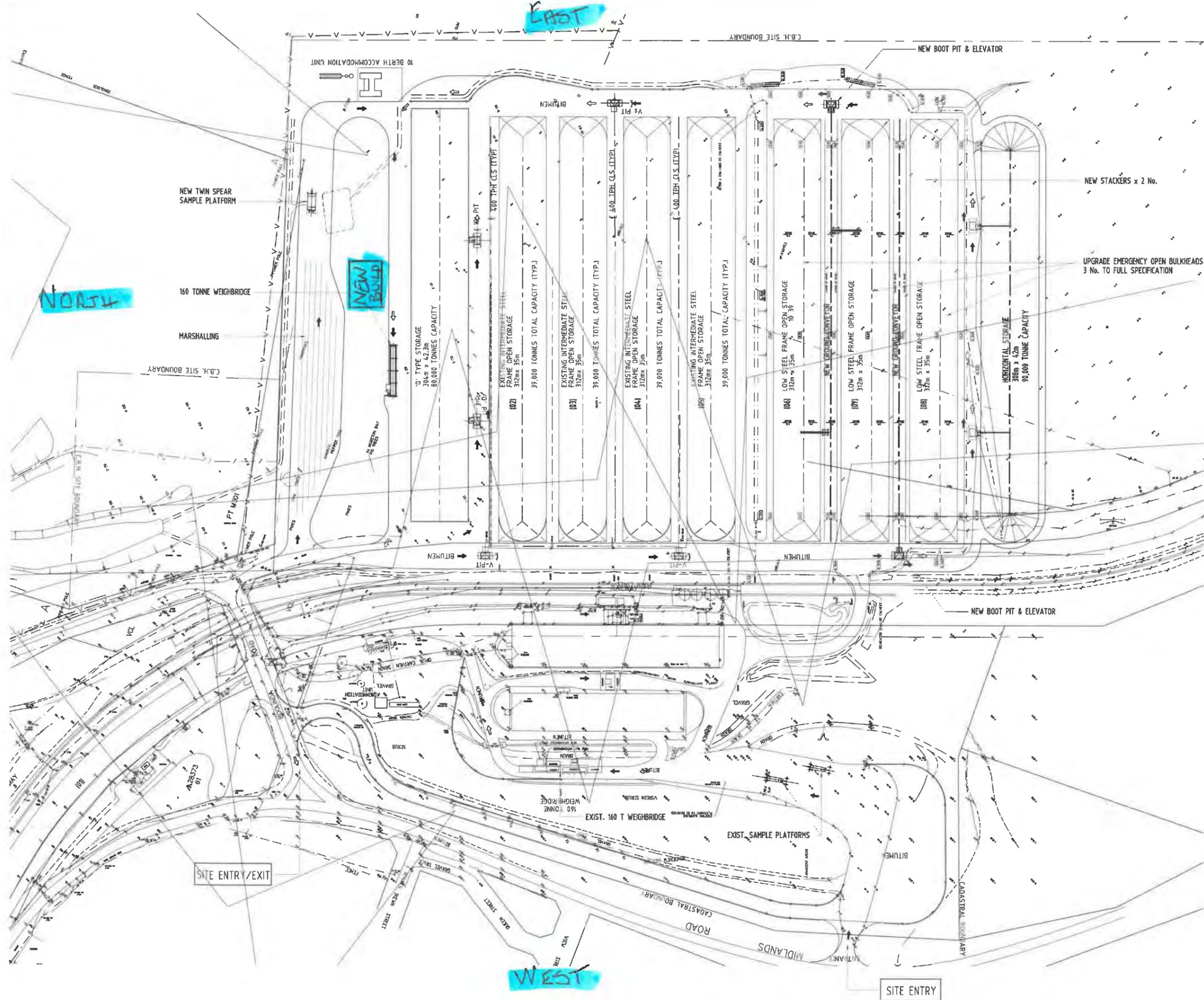
WEST



Herrings to complete all trenching compaction and backfilling. GBSC to supply and Install Conduits, Pits and Danger tape. Conduits will be in Bottom of Plumbing trench around the building perimeter.
Pits are P66 with concrete lids 100mm conduit from existing DB to pit system. 2 x 100mm from first pit to SMSB location. 32mm conduits to buildings and tank pump station.
SMSB pad to be installed by Building services in the centre of the Meeting Room building western side. 2 x 100, 3 x 32, 1 x 50(spare) to be prelayed in slab.
Existing switchboard is a Schneider and we will install a 3 Phase 40 Amp Submain circuit breaker for the new SMSB.

New Tank Location

NORTH



SOUTH

STORAGE CAPACITIES

EXISTING SITE STORAGE	
4 x 500 T CELLS	2,000 T
A TYPE STORAGE	26,800 T
E TYPE STORAGE	13,600 T
Q TYPE STORAGE	80,000 T
INT. TIMBER FRAME OPEN STORAGE (01)	25,800 T
INT. STEEL FRAME OPEN STORAGE (02)	39,000 T
INT. STEEL FRAME OPEN STORAGE (03)	39,000 T
INT. STEEL FRAME OPEN STORAGE (04)	39,000 T
INT. STEEL FRAME OPEN STORAGE (05)	39,000 T
LOW STEEL FRAME OPEN STORAGE (06)	31,000 T
LOW STEEL FRAME OPEN STORAGE (07)	31,000 T
LOW STEEL FRAME OPEN STORAGE (08)	31,000 T
TOTAL STORAGE	397,200 T

PROPOSED SITE STORAGE	
EXISTING STORAGE	397,200 T
HORIZONTAL STORAGE	90,000 T
TOTAL STORAGE	487,200 T

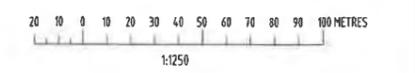
TOTAL AREA OF EARTHWORKS 69,300m²

OPERATIONS APPROVAL

INITIALS	DATE APPROVED
N. GRAVETT	_____
C.B.H. SITE REP.	_____
G. SMALLMAN	_____
G. THOMPSON	_____
C. TUTT	_____

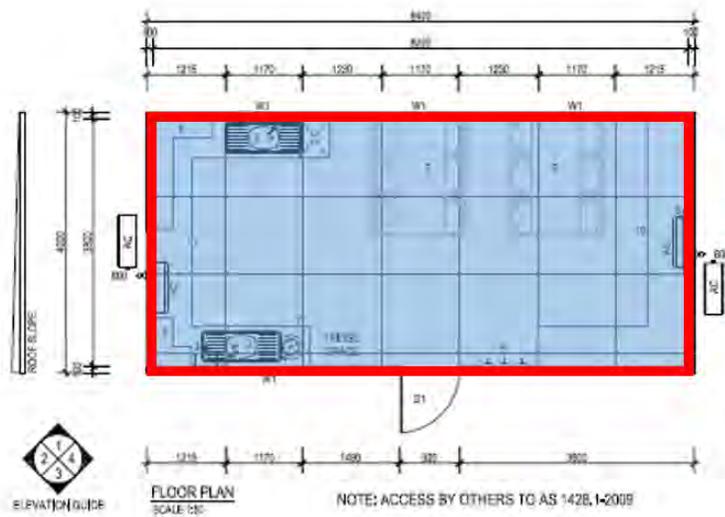
PLEASE FORWARD TO NEXT PERSON.
RETURN BY INTERNAL MAIL TO HEAD OFFICE
c/o DRAFTSPERSON NAMED IN THE TITLE BLOCK

PRELIMINARY
DATE 16.05.05

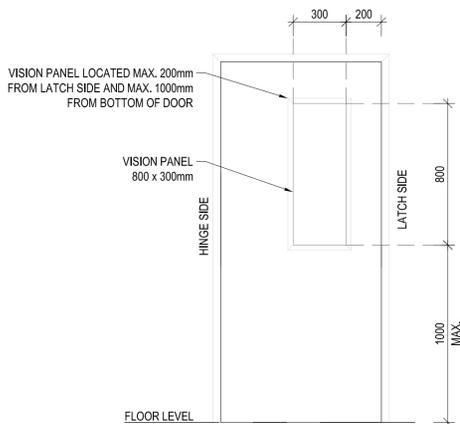
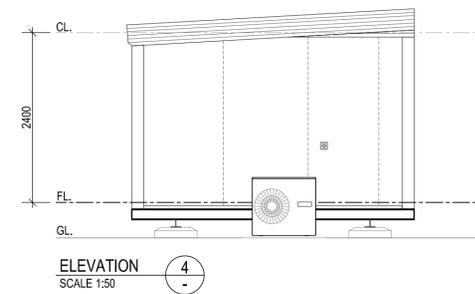
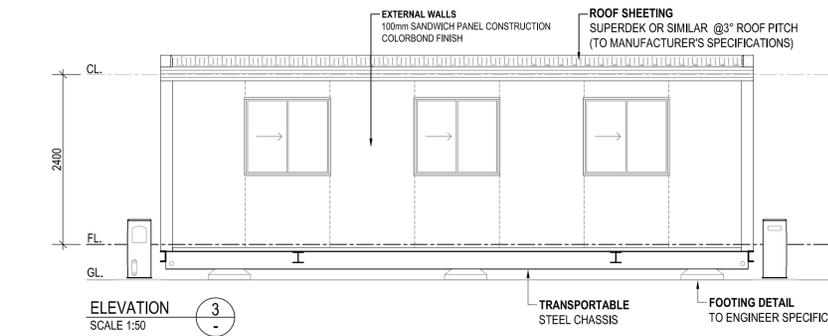
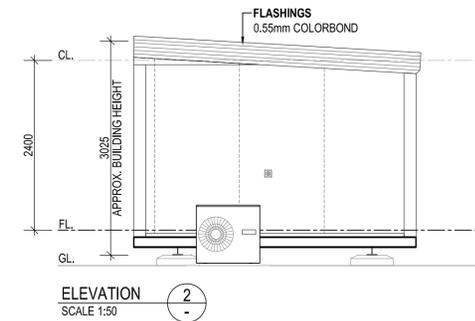
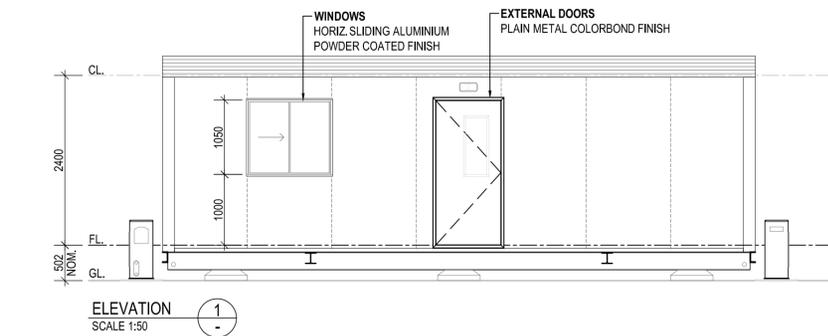
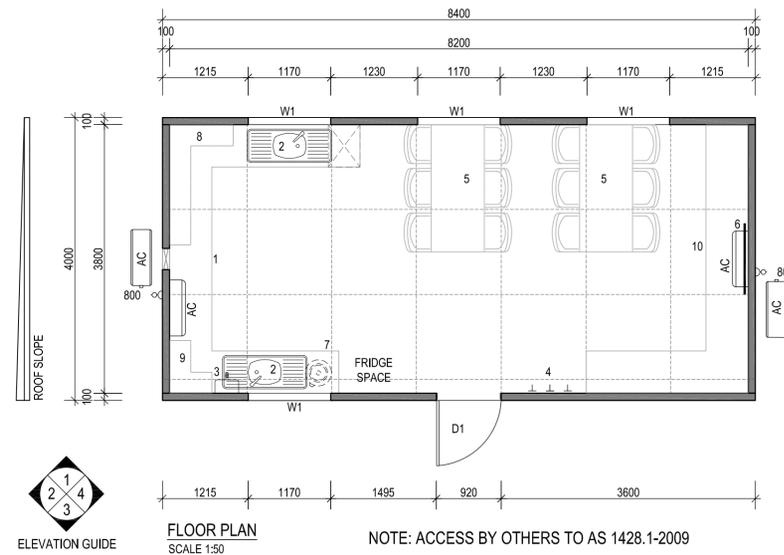


Appendix C

Mark-Up



-  Roof Floor Type 1
-  Wall Type 1



VISION PANEL LOCATION
SCALE 1:20

NOTE:
1. DOOR HARDWARE AT 1000mm (+ OR - 100mm) A.F.L. COMPLIANT TO AS1428.1-2009.
2. ALL DIMENSIONS ARE AT GLASS SECTION OF VISION PANEL.

BUILDING DESIGN CRITERIA Wind Load - in accordance with AS1170.2-2011
REGION B, TERRAIN CATEGORY 2, IMPORTANCE LEVEL 2:
 Vu = V500 = 57m/s Ms = 1.0 Mt = 1.0
 Mzcat = 0.91 V Serviceability = 39m/s
 Cpi = -0.3, 0.0

DESIGN CRITERIA IN ACCORDANCE WITH AS1170.1-2002:
 Imposed Floor Actions (Table 3.1)
Allowable Floor Loads: 3.0kPa Uniformly distributed.
(KITCHEN AREA) 2.7kN Concentrated load.
Allowable Floor Loads: 2.0kPa Uniformly distributed.
(DINING AREA) 2.7kN Concentrated load.

DESIGN CRITERIA IN ACCORDANCE WITH AS1170.4-2007:
 Probability P = 1/500 (Table 3.1)
 Kp = 1.0 (Table 3.1)
 Site hazard factor Z allowed = 0.12 (Figure 3.2(C))
 Earthquake design category = EDC II as per table 2.1

REGION B WINDOWS DESIGN CRITERIA TO AS 2047:
For residential and commercial buildings (Clause 2.3.2):
 1. Serviceability pressure:
 General - 940Pa, up to 800mm from corner - 1000Pa
 2. Ultimate strength pressure:
 General - 1930Pa, up to 800mm from corner - 2070Pa
 3. Water penetration resistance test pressure:
 Non Exposed - 220Pa, Exposed - 300Pa

THE ENTIRE ROOF AND WALL ASSEMBLIES, THEIR CONNECTIONS & IMMEDIATE SUPPORTING MEMBERS HAVE BEEN DESIGNED SO AS TO BE CAPABLE OF REMAINING IN POSITION NOTWITHSTANDING ANY PERMANENT DISTORTION, FRACTURE OR DAMAGE THAT MIGHT OCCUR IN ACCORDANCE WITH NCC VOLUME 1, SPECIFICATION B1.2 OR VOLUME 2, PART 2.1.1(b) AND 3.10.1 HIGH WIND AREAS (IF APPLICABLE)

ALL REFERENCED STANDARDS TO BE THE CURRENT VERSION AT THE TIME OF CONSTRUCTION

Built To: NCC CLASS 6 BUILDING

CLIMATE ZONE 5

BUILDING SHORT SPECIFICATION - TO CURRENT NCC

- CHASSIS - STEEL BEAMS c/w GALV. JOISTS 75 x 40 CEE SECTIONS @ MAX 400 CTRS
- CHASSIS PAINT SPEC. - 425 ZINC PHOSPHATE PRIMER, 2 COATS ALKYD PRIMER WET ON WET - BLACK - FOR CORROSION INHIBITION
- FLOORING - 22mm T&G AQUATITE TERMITE TREATED PARTICLE BOARD
- FLOOR COVERING - 2.0mm SLIP-RESISTANT VINYL FLOOR FINISH c/w 100mm HIGH COVING - refer colour schedule
- FLOOR INSULATION - R2.0 IST75 between floor joists supported by BUILDER MESH below
- EXTERNAL WALLS - 100mm EPS CORE PANEL, R2.8 RATING c/w 0.6mm COLORBOND facings - refer colour schedule
- CEILING LINING - 3.6mm THICK PRE-FINISHED POLY PLY c/w ALUMINIUM CORNICE - refer colour schedule
- ROOF INSULATION - R2.5 EARTHWOOL BATTS between ceiling joists with IST55 ANTI-CONDENSATION BLANKET under roof sheets
- ROOF & CEILING FRAME - GALV. STEEL FRAMEWORK
- ROOF CLADDING - MIN. 0.42mm BMT SUPERDEK SHEETING OR EQUIVALENT - refer colour schedule
- ROOF FLASHINGS & CORNER TRIMS - COLORBOND - refer colour schedule
- EXTERNAL DOOR FRAMES - ALUMINIUM POWDERCOATED FINISH - refer colour schedule

DOOR & WINDOW SCHEDULE

No.	DESCRIPTION	QTY
D1	2040h x 920 METAL CLAD EXTERNAL DOOR c/w LEVER HANDLE ENTRANCE SET, DOOR CLOSER & VIEW PANEL	1
W1	1050h x 1170w HORIZ. SLIDING WINDOW c/w FLYSCREEN	4

EQUIPMENT LIST

No.	DESCRIPTION	QTY
1	2700(l) x 2400(l) x 600(d) x 900(h) 'U' SHAPE LAM. KITCHEN BENCHTOP c/w 2x SINK INSET, 450 WIDE 4-DRAWER UNIT & C'BRDS with MID-SHELF UNDER	1
2	1200 WIDE S/S SINGLE BOWL DOUBLE DRAINER SINK c/w FLICK MIXER TAPSET	2
3	WALL MOUNT 7.5L BOILING WATER UNIT c/w TIMER SWITCH	1
4	COAT HOOKS @ 250 CTRS	3
5	1800(l) x 750(d) x 730(h) DINING TABLE c/w 6x PVC STACK CHAIRS	2
6	1000(h) x 1200(w) PIN-UP / NOTICE BOARD	1
7	25L ELECTRIC HWS (UNDER BENCH)	1
8	1700(l) x 900(l) x 300(d) x 600(h) 'L' SHAPE OVERHEAD C'BRDS with MID-SHELF	1
9	750(l) x 600(l) x 300(d) x 600(h) 'L' SHAPE OVERHEAD C'BRDS with MID-SHELF	1
10	3800(l) x 2300(l) x 600(d) x 900(h) 'L' SHAPE LAM. KITCHEN BENCHTOP c/w C'BRDS with MID-SHELF UNDER	1

COLOR SCHEDULE

ROOF DECKING	- ZINCALUME
ROOF FLASHING	- DEEP OCEAN
EXT WALLS	- PAPERBARK
EXT WALL FLASHING	- PAPERBARK
INT WALLS	- SURFMIST
CEILING LINING	- MIRAGE PEARL
WINDOW FRAMES	- DEEP OCEAN
EXT DOOR	- PAPERBARK
EXT DOOR FRAME	- DEEP OCEAN
VINYL	- STERLING GREY
BENCH TOP	- FLINDERS BLACK
C'BRD PANELS & DOORS	- SEAL GREY
TABLE TOPS	- SEAL GREY
CHAIRS	- IVORY

Buildrate
 DT's Section 7 Notes Compliance
 in accordance with the report
 ✓ Glazing: Complies
 ✓ Wall Insulation: Complies
 ✓ Roof Insulation: Complies
 ✓ Floor Insulation: Complies
 ✓ Other Elements: Complies
 Buildrate Approval
 Date: 03/03/2021
 1300 730 185
 www.buildrate.com.au

AREA m²:

BUILDING	- 33.60m ²
CEILING HEIGHT	- 2.400m

NO.	DESCRIPTION	DATE	BY	CHKD.
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR APPROVAL	16.10.19	RP	

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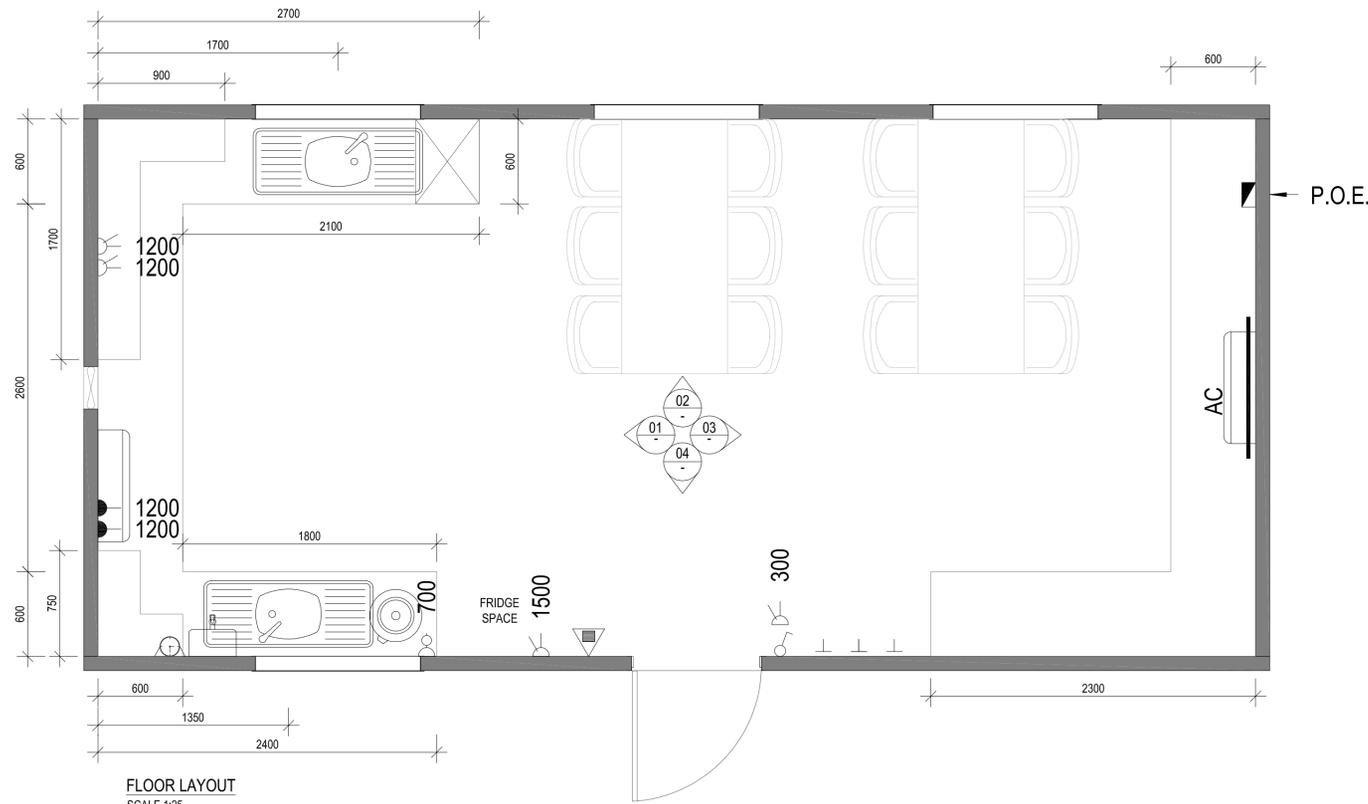
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 4. REFER TO ALL CONSULTANTS' DRAWINGS TO THE DESIGNER'S AND ARCHITECT'S DRAWINGS.

PROJECT NO.: J001215-B01
 CLIENT NO.:
 PROJECT: MINGENEW RECEIVAL SITE
 PROJECT CLIENT: CBH GROUP

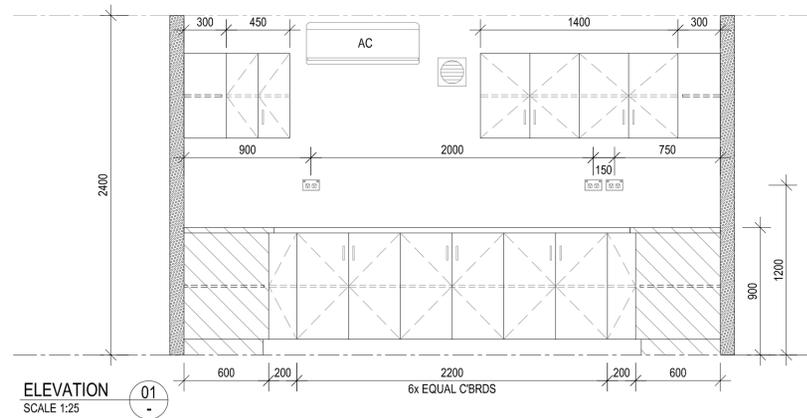
Building: CRIB ROOM
 PROJECT ADDRESS: MINGENEW RECEIVAL SITE

SHEET: GENERAL ARRANGEMENT

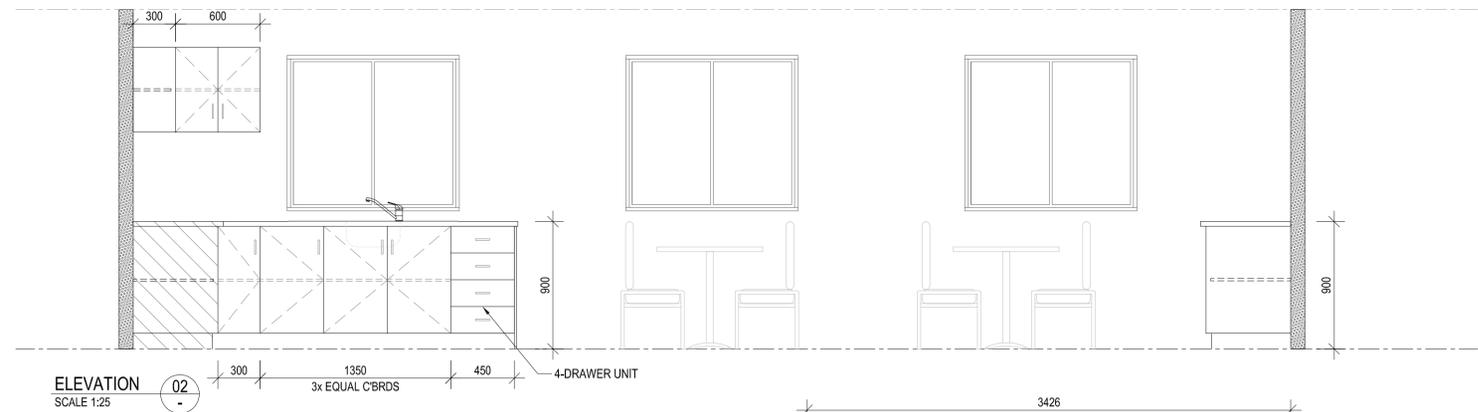
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 CHECKED: MMG
 SCALE: AS SHOWN
 DATE: A1
 DRAWING NO.: A-101
 SHEET NO.: B
 DC SIGN OFF:



FLOOR LAYOUT
SCALE 1:25

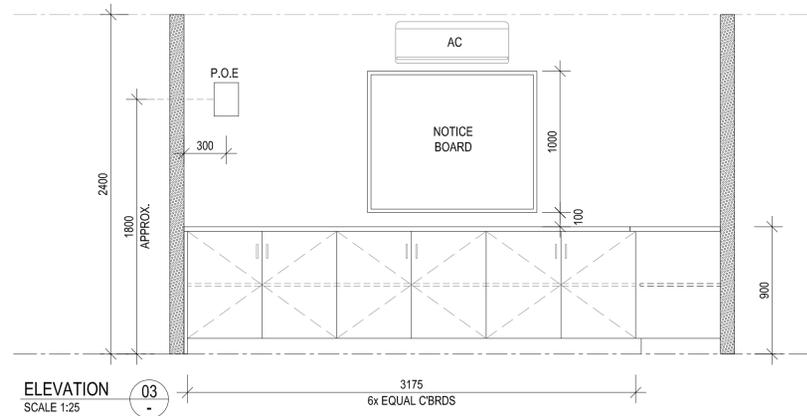


ELEVATION 01
SCALE 1:25

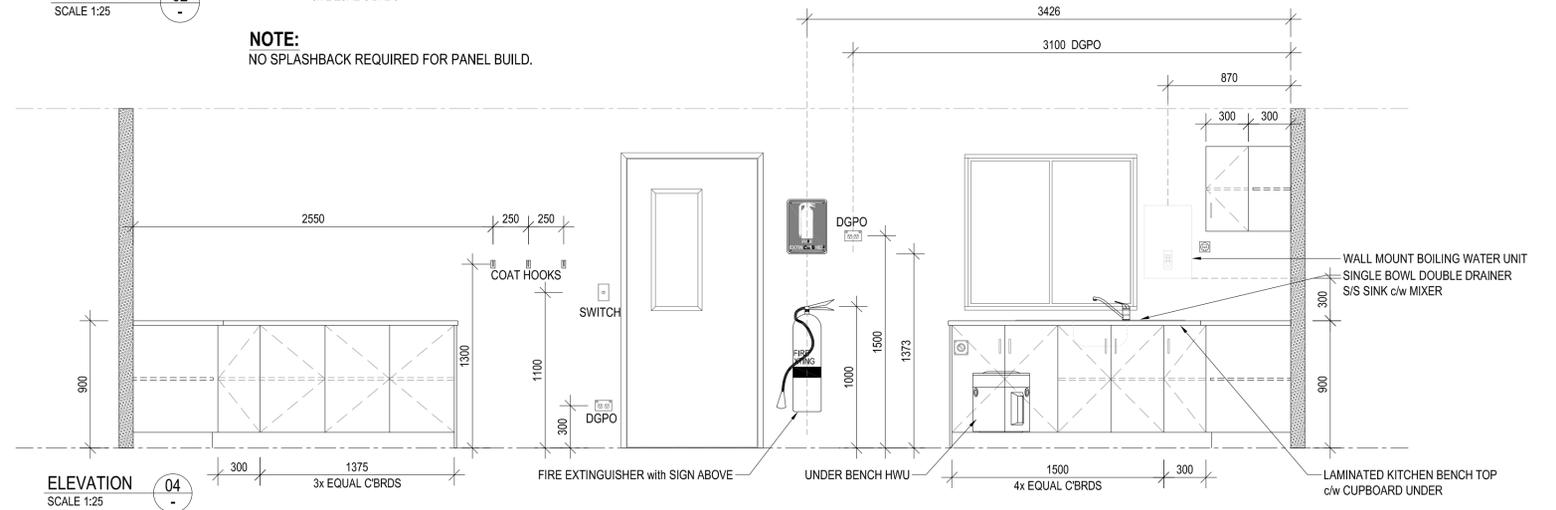


ELEVATION 02
SCALE 1:25

NOTE:
NO SPLASHBACK REQUIRED FOR PANEL BUILD.



ELEVATION 03
SCALE 1:25



ELEVATION 04
SCALE 1:25

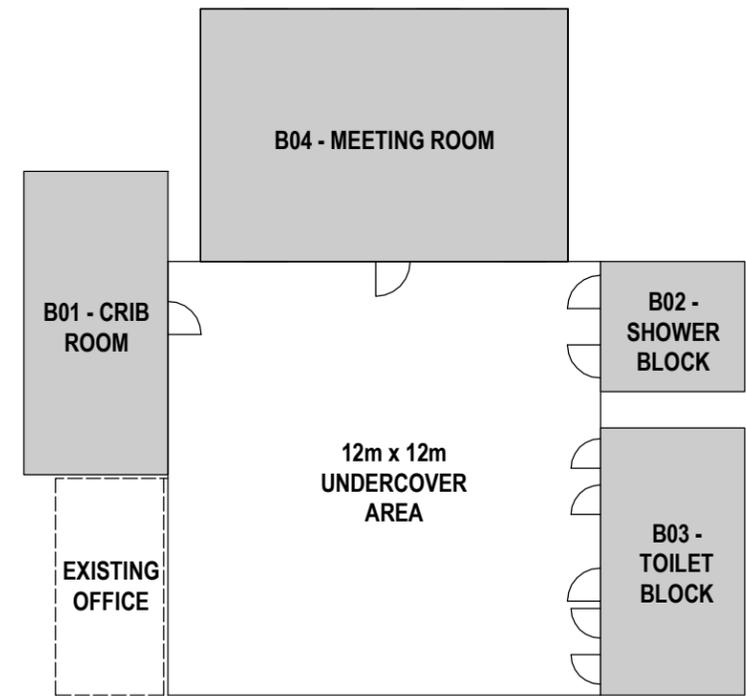
NOTE:
NO SPLASHBACK REQUIRED FOR PANEL BUILD.

Buildrite
DTS Section J Notes Compliance
in accordance with the report
✓ Glazing: Complete
✓ Wall Insulation: Complete
✓ Roof Insulation: Complete
✓ Floor Insulation: Complete
✓ Other Elements: Complete
Buildrite Approval
Date: 28/08/2024
1300 720 185
info@buildrite.com.au
www.buildrite.com.au

NO.	DESCRIPTION	DATE	BY	CHKD.
1	ISSUED FOR REVIEW	19.02.21	VL	MMG

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4. REFER TO THE PROJECT SPECIFICATIONS FOR THE DESIGNER'S AND ARCHITECT'S INTENTIONS.

PROJECT NO.: J001215-B01
CLIENT NO.:
Building: CRIB ROOM
PROJECT: MINGENEW RECEIVAL SITE
PROJECT CLIENT: CBH GROUP
PROJECT ADDRESS: MINGENEW RECEIVAL SITE
SHEET: INTERNAL ELEVATIONS
DRAWN: VL
CHECKED: MMG
SCALE: AS SHOWN
SITE: A1
DRAWING NO.: A-601
DATE: 19/02/21
BY: VL
CHKD.: MMG
DC SIGN OFF:



1 LOCATION PLAN
1 : 2000

2 SITE PLAN
1 : 200

NO.	DESCRIPTION	DATE	BY	CHK'D
A	ISSUED FOR CO-ORDINATION	25.02.21	VL	MMG



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PROJECT NO.:
J001215-B04

PROJECT STATUS:
CLIENT/CONSULTANT REVIEW

PROJECT CLIENT:
CBH GROUP

100



PROJECT:
MEETING ROOM

PROJECT ADDRESS:
MINGENEW RECEIVAL SITE



SHEET
SITE PLAN

DRAWN: VL
CHECKED: MMG

SCALE: As indicated
SIZE: A3

DRAWING NO.: **A01-SP01**
REVISION: **A**

DC SIGN OFF:



MEETING ROOM

PROMPT ENGINEERING *Michael Young*
 MICHAEL YOUNG BE MIE (276533)
 PLN_58833.07-03-2021

PROJECT NO.: J001215-B04
 PROJECT CLIENT: CBH GROUP

PROJECT STATUS: CLIENT/CONSULTANT REVIEW
 PROJECT ADDRESS: MINGENEW RECEIVAL SITE

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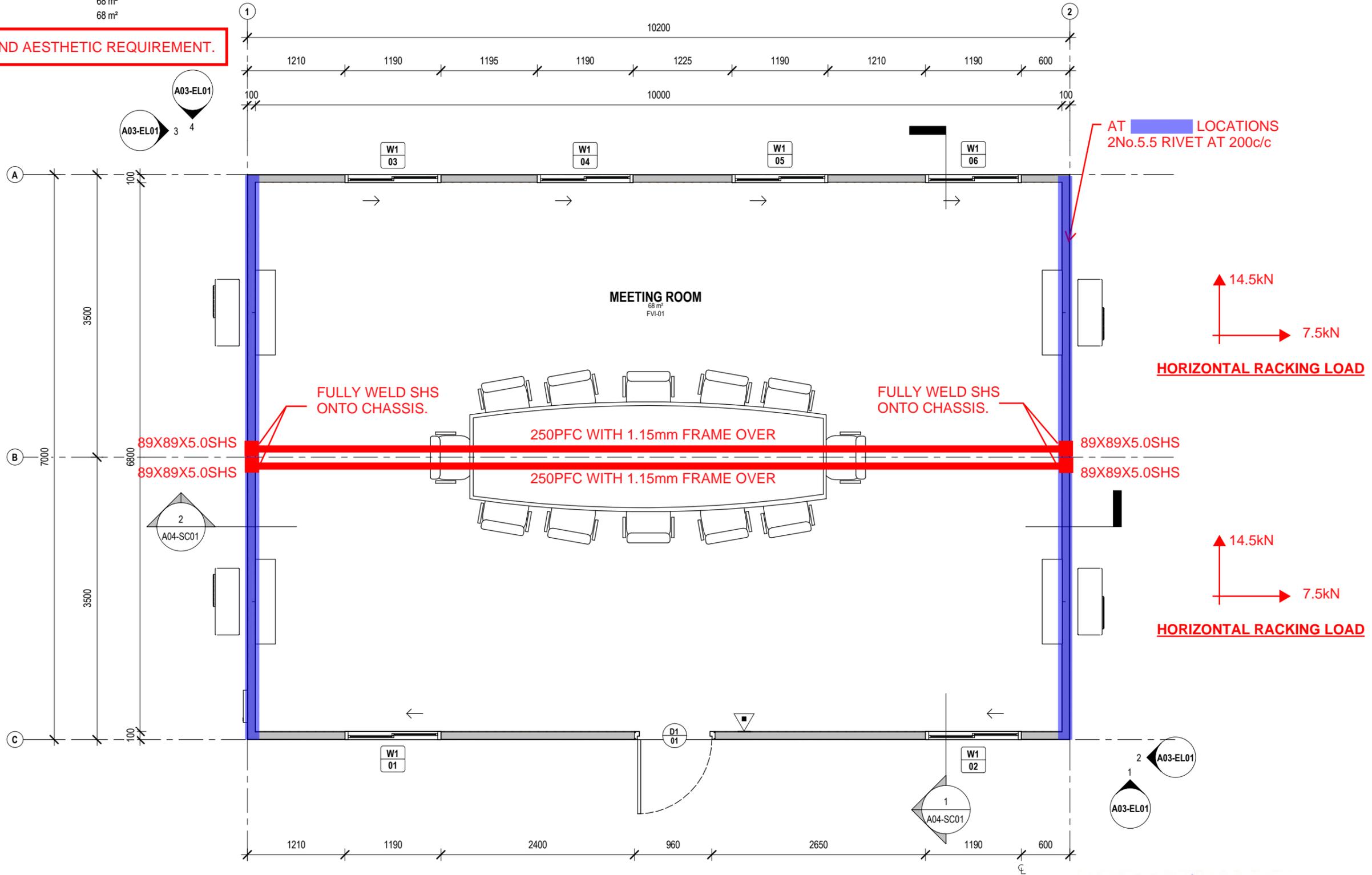
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SHEET COVER PAGE

DRAWN: VL
 CHECKED: MMG
 SCALE: 
 SIZE: A3
 DRAWING NO.: **A00-CS01**
 REVISION: B
 DC SIGN OFF:

ROOM NAME	AREA
MEETING ROOM	68 m ²
TOTAL	68 m ²

FINISHES, FLASHING AND AESTHETIC REQUIREMENT.



1 FLOOR PLAN
1:50

PROMPT ENGINEERING
Michael Young
MICHAEL YOUNG BE MIE (276533)
PLN_58833.07-03-2021

NO.	DESCRIPTION	DATE	BY	CHK'D
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR CLIENT REVIEW	14.04.20	KP	MMG



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PROJECT NO.:
J001215-B04

PROJECT STATUS
CLIENT/CONSULTANT REVIEW

PROJECT CLIENT
CBH GROUP

PROJECT:
MEETING ROOM

PROJECT ADDRESS
MINGENEW RECEIVAL SITE

SHEET
FLOOR PLAN

DRAWN
VL

CHECKED
MMG

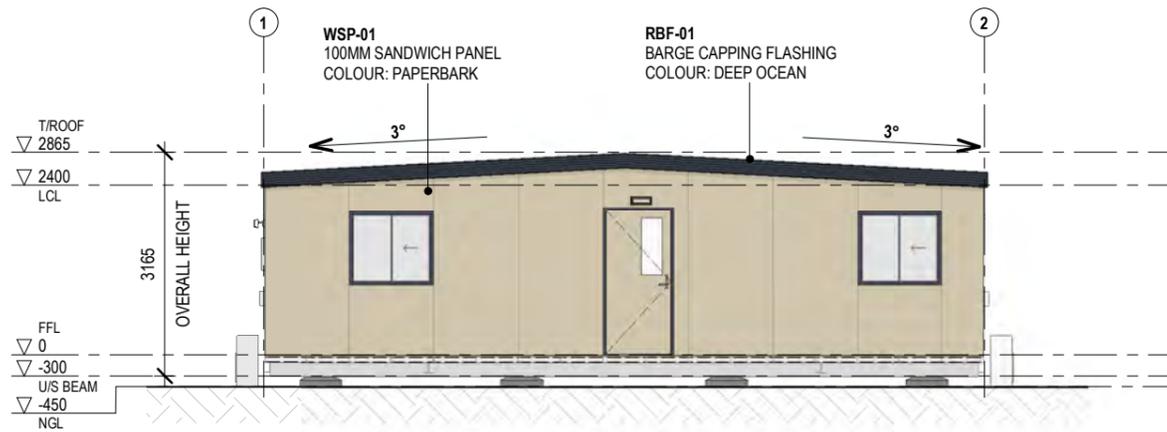
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SIZE
A3

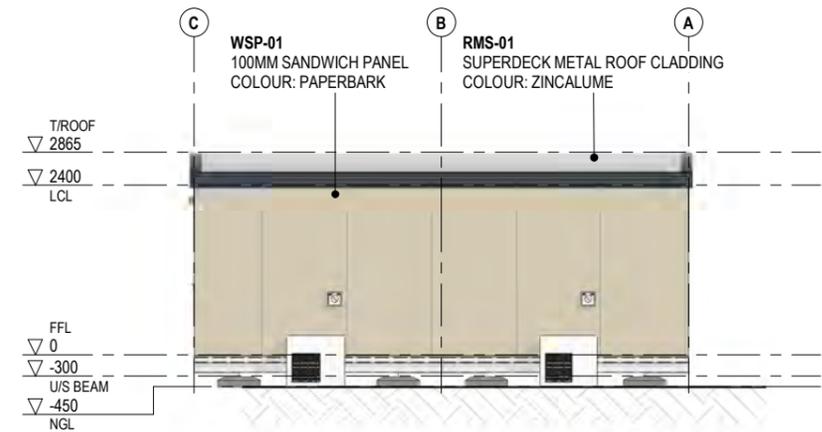
DRAWING NO.
A02-FP01

REVISION
B

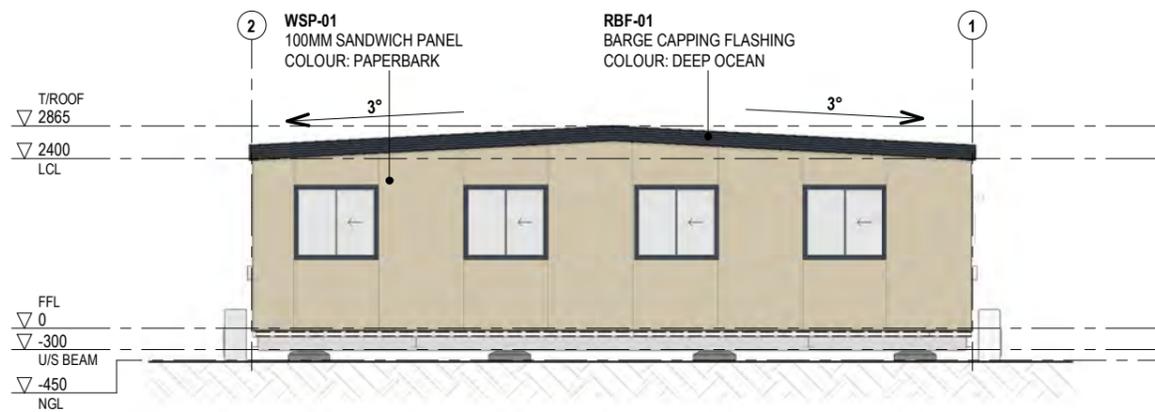
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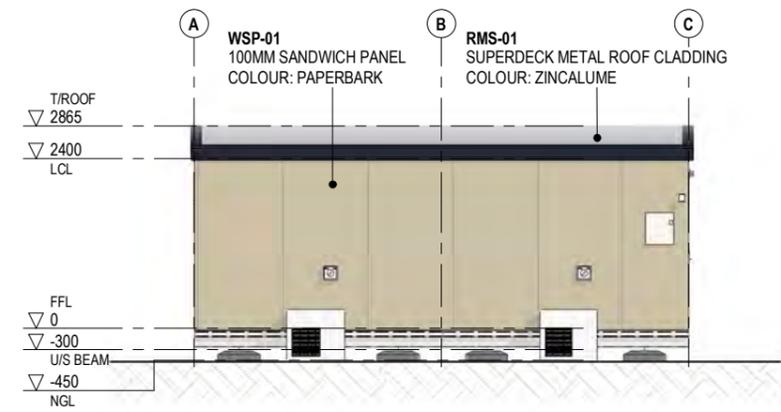
1	FRONT ELEVATION
A02-FP01	1:100



2	SIDE 2 ELEVATION
A02-FP01	1:100



4	REAR ELEVATION
A02-FP01	1:100



3	SIDE 1 ELEVATION
A02-FP01	1:100

PROMPT ENGINEERING *Michael Young*
 MICHAEL YOUNG BE MIE (276533)
 PLN_58833.07-03-2021

NO.	DESCRIPTION	DATE	BY	CHK'D
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR CLIENT REVIEW	14.04.20	KP	MMG

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 4. REFER ANY DISCREPANCIES IMMEDIATELY TO THE DESIGNER & AWAIT WRITTEN INSTRUCTION.

PROJECT NO.:
J001215-B04

PROJECT STATUS
CLIENT/CONSULTANT REVIEW

PROJECT CLIENT
CBH GROUP

PROJECT:
MEETING ROOM

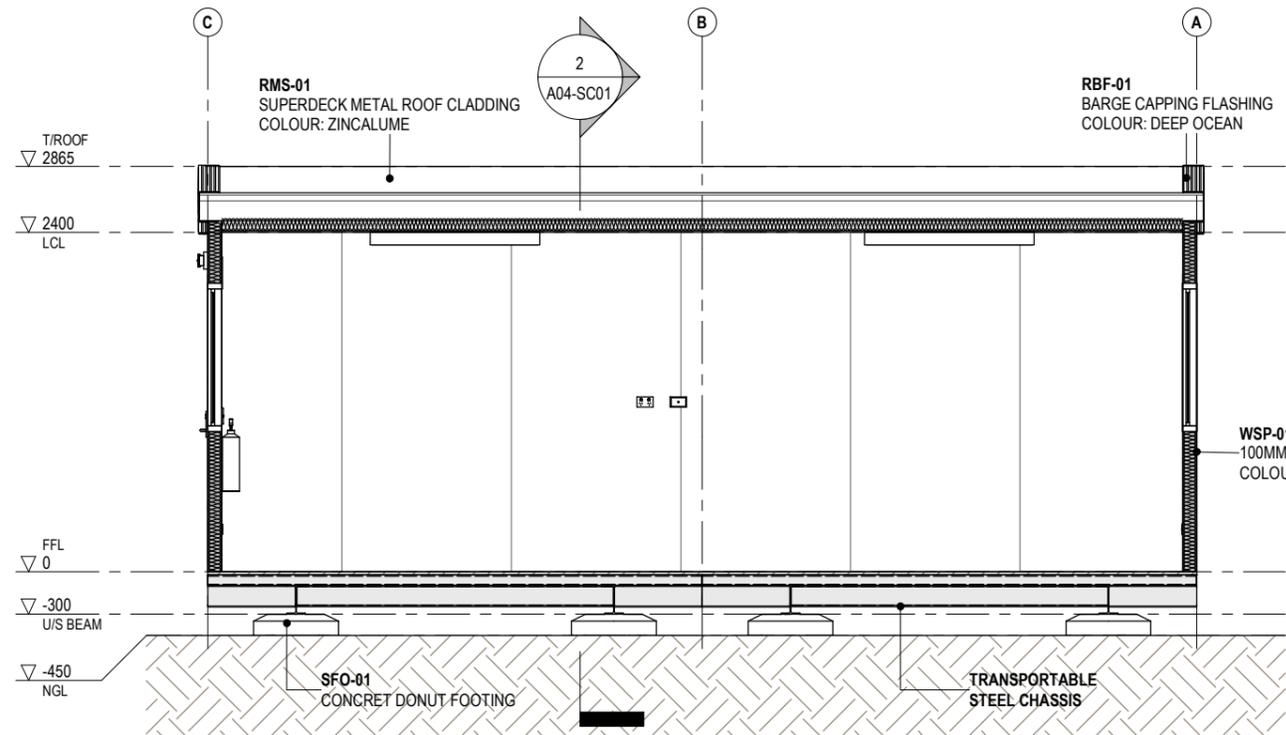
PROJECT ADDRESS
MINGENEW RECEIVAL SITE

SHEET
EXTERNAL ELEVATION

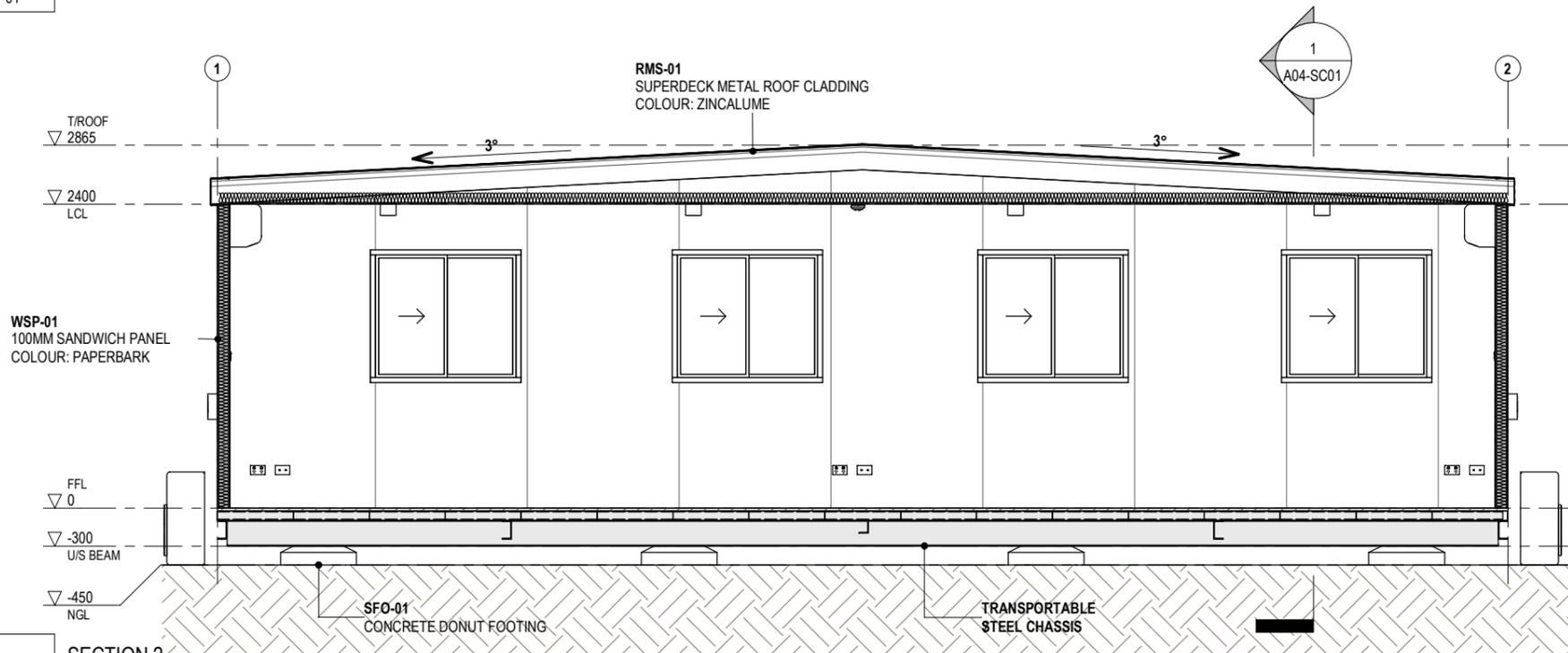
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DRAWING NO.:
A03-EL01

DC SIGN OFF:



1 SECTION 1
A02-FP01 1:50



2 SECTION 2
A02-FP01 1:50

PROMPT ENGINEERING *Michael Young*
MICHAEL YOUNG BE MIE (276533)
PLN_58833.07-03-2021

NO.	DESCRIPTION	DATE	BY	CHK'D
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR CLIENT REVIEW	14.04.20	KP	MMG

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PROJECT NO.:
J001215-B04

PROJECT STATUS
CLIENT/CONSULTANT REVIEW

PROJECT CLIENT
CBH GROUP

104

PROJECT:
MEETING ROOM

PROJECT ADDRESS
MINGENEW RECEIVAL SITE

SHEET
SECTIONS

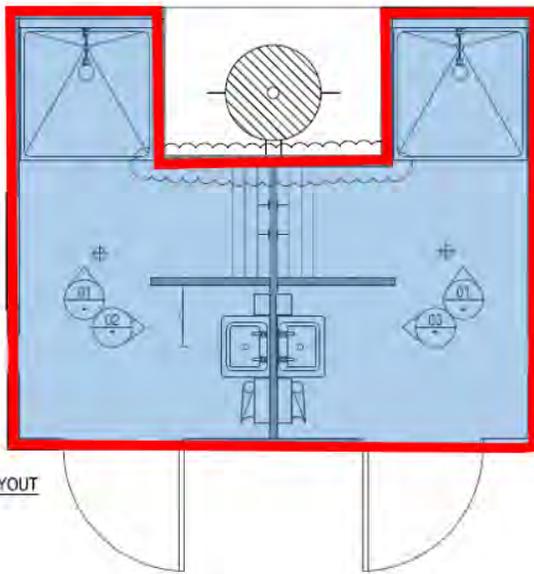
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DRAWING NO.: **A04-SC01**

DC SIGN OFF:

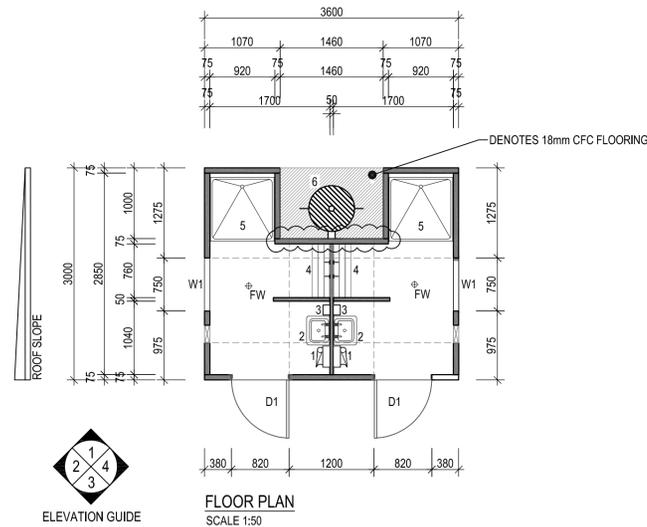
Appendix C

Mark-Up

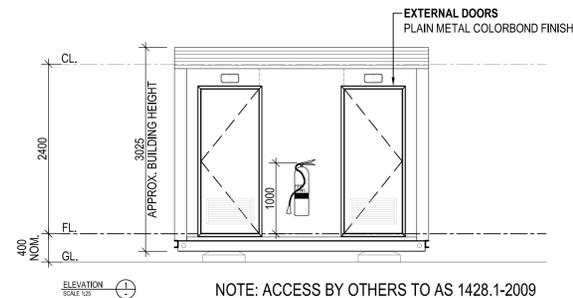


-  Roof/ Floor Type 1
-  Wall Type 1

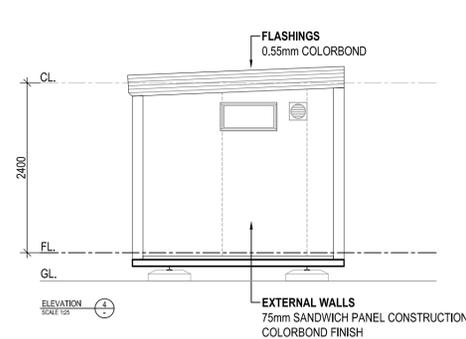
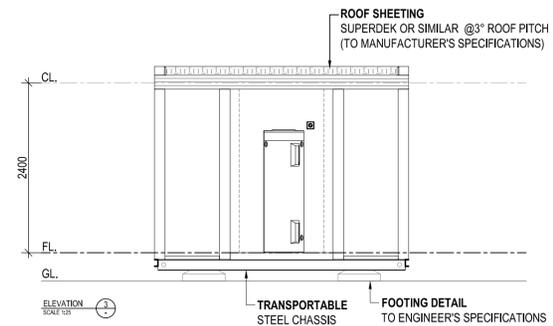
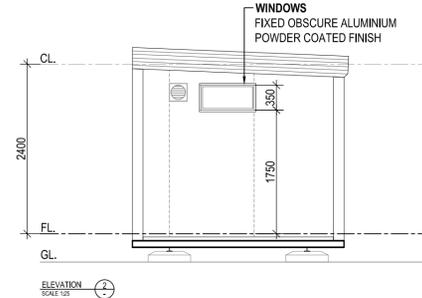
FLOOR LAYOUT
SCALE 1:25



NOTE: ACCESS BY OTHERS TO AS 1428.1-2009



NOTE: ACCESS BY OTHERS TO AS 1428.1-2009



BUILDING DESIGN CRITERIA Wind Load - in accordance with AS1170.2-2011
REGION B, TERRAIN CATEGORY 2, IMPORTANCE LEVEL 2:
 $V_u = 1500 = 57\text{m/s}$ $M_s = 1.0$ $M_t = 1.0$
 $M_{zcat} = 0.91$ $V_{Serviceability} = 39\text{m/s}$
 $C_{pi} = -0.3, 0.0$

DESIGN CRITERIA IN ACCORDANCE WITH AS1170.1-2002:
 Imposed Floor Actions (Table 3.1)
Allowable Floor Loads: 3.0kPa Uniformly distributed.
(KITCHEN AREA) 2.7kN Concentrated load.
Allowable Floor Loads: 2.0kPa Uniformly distributed.
(DINING AREA) 2.7kN Concentrated load.

DESIGN CRITERIA IN ACCORDANCE WITH AS1170.4-2007:
 Probability $P = 1/500$ (Table 3.1)
 $K_p = 1.0$ (Table 3.1)
 Site hazard factor Z allowed = 0.12 (Figure 3.2(C))
 Earthquake design category = EDC II as per table 2.1

REGION B WINDOWS DESIGN CRITERIA TO AS 2047:
For residential and commercial buildings (Clause 2.3.2):
 1. Serviceability pressure:
 General - 940Pa, up to 800mm from corner - 1000Pa
 2. Ultimate strength pressure:
 General - 1930Pa, up to 800mm from corner - 2070Pa
 3. Water penetration resistance test pressure:
 Non Exposed - 220Pa, Exposed - 300Pa

THE ENTIRE ROOF AND WALL ASSEMBLIES, THEIR CONNECTIONS & IMMEDIATE SUPPORTING MEMBERS HAVE BEEN DESIGNED SO AS TO BE CAPABLE OF REMAINING IN POSITION NOTWITHSTANDING ANY PERMANENT DISTORTION, FRACTURE OR DAMAGE THAT MIGHT OCCUR IN ACCORDANCE WITH NCC VOLUME 1, SPECIFICATION B1.2 OR VOLUME 2, PART 2.1.1(b) AND 3.10.1 HIGH WIND AREAS (IF APPLICABLE)

ALL REFERENCED STANDARDS TO BE THE CURRENT VERSION AT THE TIME OF CONSTRUCTION

Built To: NCC CLASS 6 BUILDING
CLIMATE ZONE 5

BUILDING SHORT SPECIFICATION - TO CURRENT NCC

- CHASSIS - STEEL BEAMS c/w GALV. JOISTS 75 x 40 CEE SECTIONS @ MAX 400 CTRS
- CHASSIS PAINT SPEC. - 425 ZINC PHOSPHATE PRIMER, 2 COATS ALKYD PRIMER WET ON WET - BLACK - FOR CORROSION INHIBITION
- FLOORING - 22mm T&G AQUATITE TERMITE TREATED PARTICLE BOARD
- FLOOR COVERING - 2.0mm SLIP-RESISTANT VINYL FLOOR FINISH c/w 100mm HIGH COVING - refer colour schedule
- EXTERNAL WALLS - 75mm EPS CORE PANEL, R2.8 RATING c/w 0.6mm COLORBOND facings - refer colour schedule
- CEILING LINING - 10mm WET AREA PLASTERBOARD OR SIMILAR c/w PLASTERBOARD CORNICE - refer colour schedule
- ROOF INSULATION - R2.5 EARTHWOOL BATTs between ceiling joists with IST55 ANTI-CONDENSATION BLANKET under roof sheets
- ROOF & CEILING FRAME - GALV. STEEL FRAMEWORK
- ROOF CLADDING - MIN. 0.42mm BMT SUPERDEK SHEETING OR EQUIVALENT - refer colour schedule
- ROOF FLASHINGS & CORNER TRIMS - COLORBOND - refer colour schedule
- EXTERNAL DOOR FRAMES - ALUMINIUM POWDERCOATED FINISH - refer colour schedule

DOOR & WINDOW SCHEDULE

No.	DESCRIPTION	QTY
D1	2040h x 820 METAL CLAD EXTERNAL DOOR c/w LEVER HANDLE ENTRANCE SET, DOOR CLOSER, 600x300 VENT & INDICATOR BOLT	2
W1	350h x 750w FIXED WINDOW (OBSCURE)	2

EQUIPMENT LIST

No.	DESCRIPTION	QTY
1	PAPER TOWEL DISPENSER - WALL MOUNTED	2
2	S.S. HAND BASIN c/w H&C TAPSET & MIRROR OVER	2
3	LIQUID SOAP DISPENSER - WALL MOUNTED	2
4	TIMBER SLAT BENCH c/w COAT HOOKS OVER @1400 A.F.L	2
5	900x900 FIBREGLASS SHOWER CUBICLE (REAR WASTE) c/w TAP SET, SHOWER ROSE AND SHOWER CURTAIN	2
6	315L ELECTRIC HWS	1

CLOUR SCHEDULE

ROOF DECKING	- ZINCALUME
ROOF FLASHING	- DEEP OCEAN
EXT WALLS	- PAPERBARK
EXT WALL FLASHING	- PAPERBARK
INT WALLS	- SURFMIST
CEILING LINING	- CEILING WHITE
WINDOW FRAMES	- DEEP OCEAN
EXT DOOR	- PAPERBARK
EXT DOOR FRAME	- DEEP OCEAN
VINYL	- STERLING GREY

Buildrite
 DTS Section 1 Notes Compliance in accordance with the report
 Building Approval Date: 03/05/2023
 1300 720 145
 www.buildrite.com.au

AREA m ² :	VALUE
BUILDING	- 10.80m ²
CEILING HEIGHT	- 2.400m

NO.	DESCRIPTION	DATE	BY	CHKD.
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR APPROVAL	09.04.20	RP	

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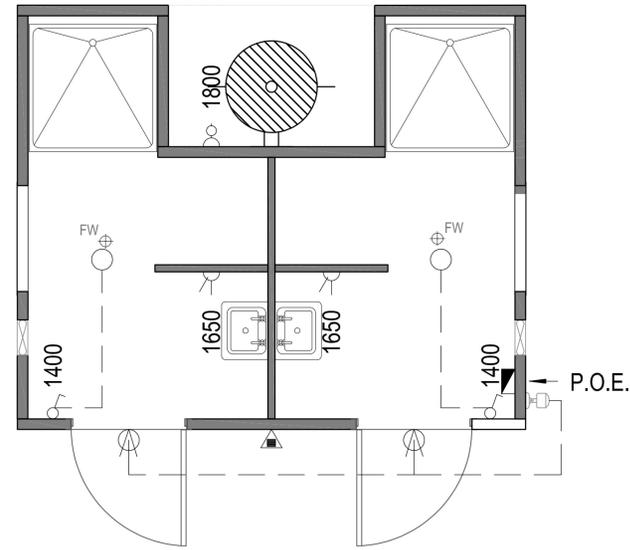
GENERAL NOTES:
 1. ALL DIMENSIONS UNLESS OTHERWISE STATED ARE IN METERS TO THE CENTERLINE OF WALLS.
 2. USE THE TYPED DIMENSIONS ONLY - DO NOT SCALE DRAWINGS.
 3. REFER TO THE PROJECT'S SPECIFICATIONS, SPECIFICATIONS & CONDITIONS DOCUMENTATION.
 4. REFER ANY DISCREPANCIES IMMEDIATELY TO THE DESIGNER & HAVE THEM RECTIFIED.

PROJECT NO.: J001215-B02
 CLIENT NO.:
 PROJECT: MINGENEW RECEIVAL SITE
 PROJECT CLIENT: CBH GROUP
 Building: SHOWER BLOCK
 PROJECT ADDRESS: MINGENEW RECEIVAL SITE

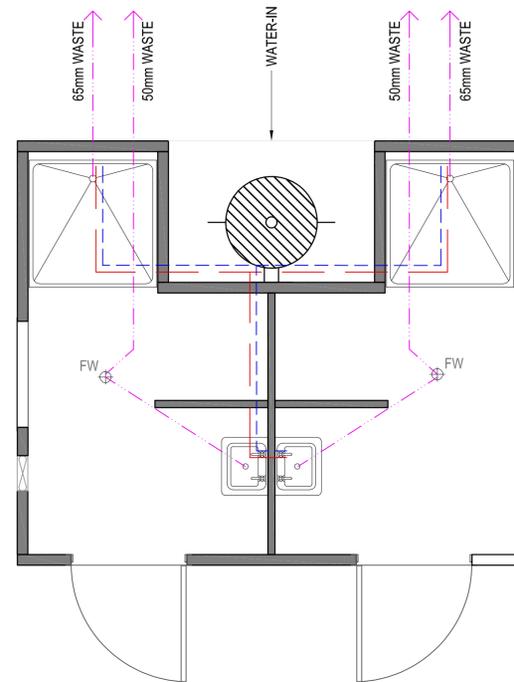
SHEET: GENERAL ARRANGEMENT
 DRAWN: VL
 CHECKED: MMG
 SCALE: 1:50
 DATE: 19/02/21
 SITE: A1
 DRAWING NO.: A-101
 DC SIGN OFF:



SERVICES LEGEND		
DESCRIPTION	QTY	
DISTRIBUTION BOARD (LOCKABLE) (POINT OF ENTRY)	1	
SWITCH : LIGHT : SINGLE	2	
SWITCH : PHOTO-ELECTRIC : (PE CELL)	1	
LIGHT : LED SURFACE MOUNT FITTING	2	
LIGHT : EXTERNAL BULKHEAD : W/PROOF	2	
GPO : 10 AMP DOUBLE : HEIGHT SHOWN	2	
ISOLATOR : W/PROOF : HEIGHT SHOWN	1	
FAN : EXHAUST : WALL MOUNTED	2	
ABE TYPE FIRE EXTINGUISHER 4.5Kg w/- SIGNAGE	1	
HOT WATER PIPE		
COLD WATER PIPE		
WASTE WATER PIPE		



ELECTRICAL LAYOUT
SCALE 1:25



HYDRAULIC LAYOUT
SCALE 1:25

Buildrate
1300 730 185
www.buildrate.com.au

DPS Section J Notes Compliance
in accordance with the report
 Glazing: Complies
 Soil Insulation: Complies
 Roof Insulation: Complies
 Floor Insulation: Complies
 Other Elements: Complies

Buildrate Approval
Date: 03/02/2021

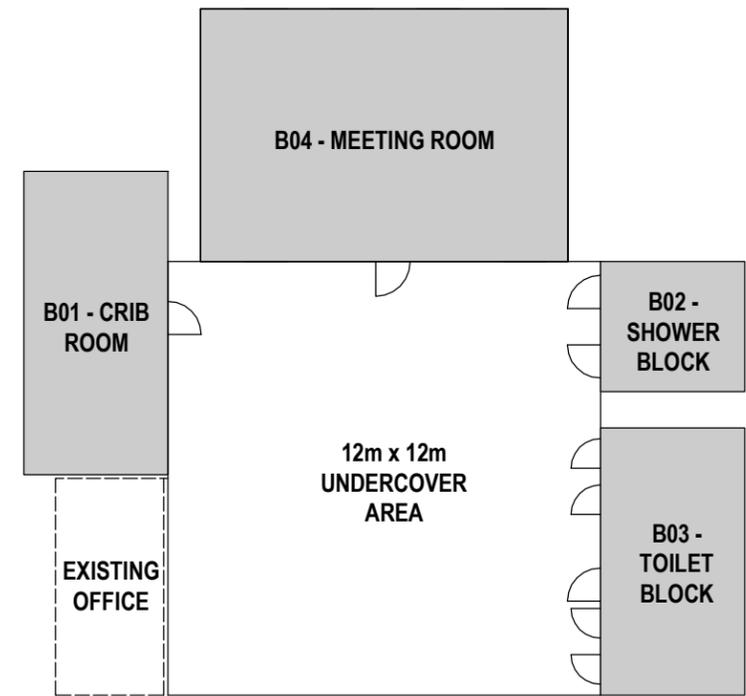
NO.	DESCRIPTION	DATE	BY	CHKD.
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR APPROVAL	09.04.20	RP	



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 2. USE METRIC UNITS ONLY. DO NOT SCALE DRAWINGS.
 3. REFER TO ARCHITECTURAL DRAWINGS, SPECIFICATIONS & CONSULTANT DOCUMENTATION.
 4. REPORT ANY DISCREPANCIES IMMEDIATELY TO THE DESIGNER & NAME REPRESENTATION.

PROJECT NO.: J001215-B02
 CLIENT NO.:
 PROJECT: MINGENEW RECEIVAL SITE
 PROJECT CLIENT: CBH GROUP
 Building: SHOWER BLOCK
 PROJECT ADDRESS: MINGENEW RECEIVAL SITE

SHEET SERVICES PLAN
 DRAWN: VL
 CHECKED: MMG
 SCALE: 1:25
 SITE: A1
 DRAWING NO.: A-102
 DATE: 09/04/20
 DC SIGN OFF: B



1 LOCATION PLAN
1 : 2000

2 SITE PLAN
1 : 200

NO.	DESCRIPTION	DATE	BY	CHK'D
A	ISSUED FOR CO-ORDINATION	25.02.21	VL	MMG



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PROJECT NO.:
J001215-B04

PROJECT STATUS:
CLIENT/CONSULTANT REVIEW

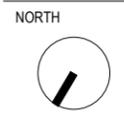
PROJECT CLIENT:
CBH GROUP

108



PROJECT:
MEETING ROOM

PROJECT ADDRESS:
MINGENEW RECEIVAL SITE



SHEET
SITE PLAN

DRAWN: VL
CHECKED: MMG

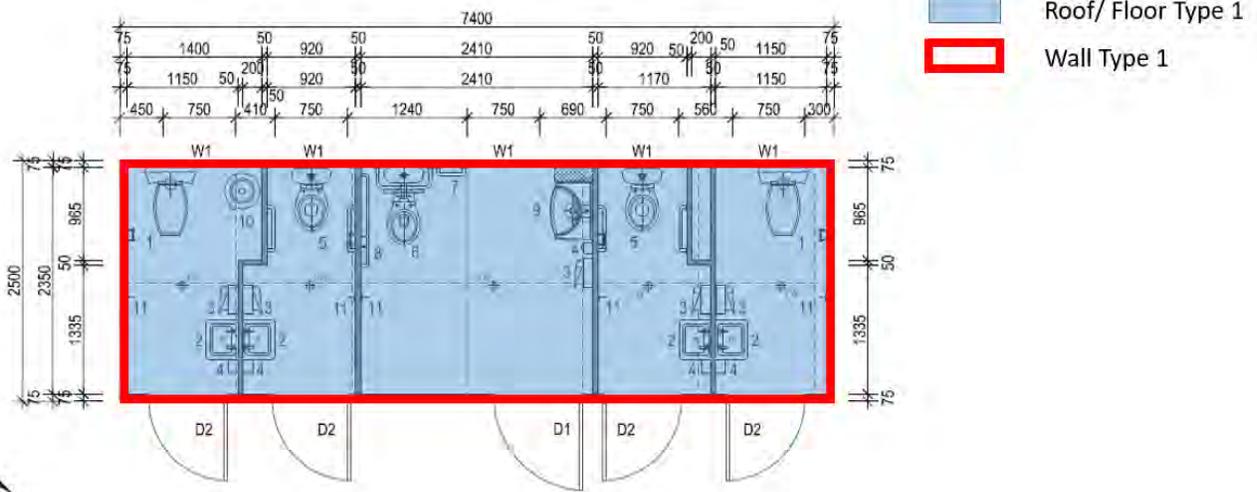
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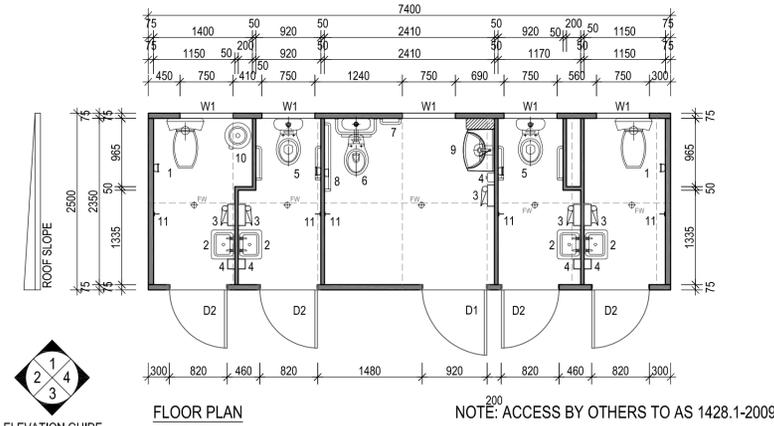
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REVISION: **A**

DC SIGN OFF:

Appendix C

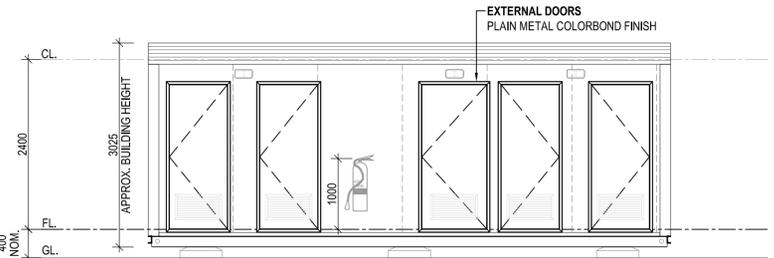
Mark-Up





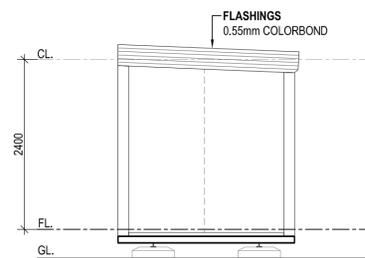
FLOOR PLAN
SCALE 1:50

NOTE: ACCESS BY OTHERS TO AS 1428.1-2009

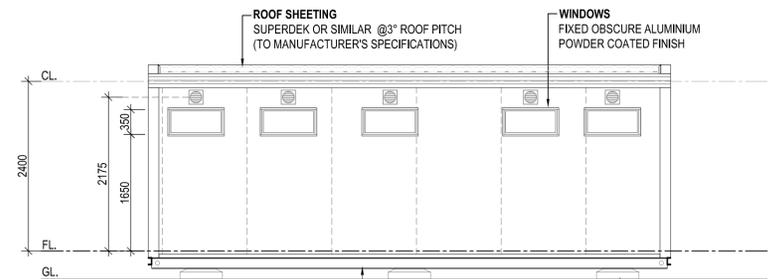


ELEVATION 1
SCALE 1:50

NOTE: ACCESS BY OTHERS TO AS 1428.1-2009

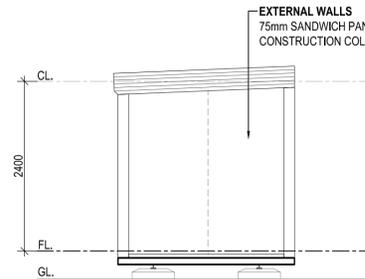


ELEVATION 2
SCALE 1:50



ELEVATION 3
SCALE 1:50

TRANSPORTABLE STEEL CHASSIS
FOOTING DETAIL TO ENGINEER'S SPECIFICATIONS



ELEVATION 4
SCALE 1:50

BUILDING DESIGN CRITERIA Wind Load - in accordance with AS1170.2-2011
REGION B, TERRAIN CATEGORY 2, IMPORTANCE LEVEL 2:
 Vu = V500 = 57m/s Ms = 1.0 Mt = 1.0
 Mzcat = 0.91 V Serviceability = 39m/s
 Cpi = -0.3, 0.0

DESIGN CRITERIA IN ACCORDANCE WITH AS1170.1-2002:
 Imposed Floor Actions (Table 3.1)
Allowable Floor Loads: 3.0kPa Uniformly distributed.
(KITCHEN AREA) 2.7kN Concentrated load.
Allowable Floor Loads: 2.0kPa Uniformly distributed.
(DINING AREA) 2.7kN Concentrated load.

DESIGN CRITERIA IN ACCORDANCE WITH AS1170.4-2007:
 Probability P= 1/500 (Table 3.1)
 Kp = 1.0 (Table 3.1)
 Site hazard factor Z allowed = 0.12 (Figure 3.2(C))
 Earthquake design category = EDC II as per table 2.1

REGION B WINDOWS DESIGN CRITERIA TO AS 2047:
For residential and commercial buildings (Clause 2.3.2):
 1. Serviceability pressure:
 General - 940Pa, up to 800mm from corner - 1000Pa
 2. Ultimate strength pressure:
 General - 1930Pa, up to 800mm from corner - 2070Pa
 3. Water penetration resistance test pressure:
 Non Exposed - 220Pa, Exposed - 300Pa

THE ENTIRE ROOF AND WALL ASSEMBLIES, THEIR CONNECTIONS & IMMEDIATE SUPPORTING MEMBERS HAVE BEEN DESIGNED SO AS TO BE CAPABLE OF REMAINING IN POSITION NOTWITHSTANDING ANY PERMANENT DISTORTION, FRACTURE OR DAMAGE THAT MIGHT OCCUR IN ACCORDANCE WITH NCC VOLUME 1, SPECIFICATION B1.2 OR VOLUME 2, PART 2.1.1(b) AND 3.10.1 HIGH WIND AREAS (IF APPLICABLE)

ALL REFERENCED STANDARDS TO BE THE CURRENT VERSION AT THE TIME OF CONSTRUCTION

Built To: **NCC CLASS 6 BUILDING**

CLIMATE ZONE 5

BUILDING SHORT SPECIFICATION - TO CURRENT NCC

- CHASSIS - STEEL BEAMS c/w GALV. JOISTS 75 x 40 CEE SECTIONS @ MAX 400 CTRS
- CHASSIS PAINT SPEC. - 425 ZINC PHOSPHATE PRIMER, 2 COATS ALKYD PRIMER WET ON WET - BLACK - FOR CORROSION INHIBITION
- FLOORING - 22mm T&G AQUATITE TERMITE TREATED PARTICLE BOARD
- FLOOR COVERING - 2.0mm SLIP-RESISTANT VINYL FLOOR FINISH c/w 100mm HIGH COVING - refer colour schedule
- EXTERNAL WALLS - 75mm EPS CORE PANEL, R2.8 RATING c/w 0.6mm COLORBOND facings - refer colour schedule
- CEILING LINING - 3.6mm THICK PRE-FINISHED POLY PLY c/w ALUMINIUM CORNICE - refer colour schedule
- ROOF INSULATION - R2.5 EARTHWOOL BATTS between ceiling joists with IST55 ANTI-CONDENSATION BLANKET under roof sheets
- ROOF & CEILING FRAME - GALV. STEEL FRAMEWORK
- ROOF CLADDING - MIN. 0.42mm BMT SUPERDEK SHEETING OR EQUIVALENT - refer colour schedule
- ROOF FLASHINGS & CORNER TRIMS - COLORBOND - refer colour schedule
- EXTERNAL DOOR FRAMES - ALUMINIUM POWDERCOATED FINISH - refer colour schedule

DOOR & WINDOW SCHEDULE

No.	DESCRIPTION	QTY
D1	2040h x 920 METAL CLAD EXTERNAL DOOR c/w LEVER HANDLE ENTRANCE SET, DOOR CLOSER, INDICATOR BOLT & 600x300 VENT	1
D2	2040h x 820 METAL CLAD EXTERNAL DOOR c/w LEVER HANDLE ENTRANCE SET, DOOR CLOSER & 600x300 VENT	4
W1	350h x 750w FIXED WINDOW (OBSCURE)	5

EQUIPMENT LIST

No.	DESCRIPTION	QTY
1	TOILET PAN c/w DUAL FLUSH CISTERN & TOILET PAPER HOLDER	2
2	S.S. HAND BASIN c/w H&C TAPSET & MIRROR OVER	4
3	PAPER TOWEL DISPENSER - WALL MOUNTED	5
4	LIQUID SOAP DISPENSER - WALL MOUNTED	5
5	AMBULANT TOILET PAN c/w DUAL FLUSH CISTERN, TOILET ROLL HOLDER, 2x 450x450 S.S. GRAB RAILS, INSTALLED TO AS1428.1-2009.	2
6	ACCESSIBLE TOILET PAN c/w DUAL FLUSH CISTERN, SAFE-ASSIST BACKREST & TOILET PAPER HOLDER, INSTALLED TO AS1428.1-2009.	1
7	300 LONG S.S. DISABLED GRABRAIL INSTALLED TO AS1428.1-2009.	1
8	600 x 950 S.S. DISABLED GRABRAIL INSTALLED TO AS1428.1-2009.	1
9	ACCESSIBLE WALL MOUNTED HAND BASIN c/w LEVER MIXER, MIRROR OVER & 400x150 SHELF MOUNTED ADJACENT TO BASIN. INSTALLED TO AS1428.1-2009.	1
10	50L ELECTRIC HWS	1
11	COAT HOOK INSTALLED @1350 A.F.L.	5

COLOUR SCHEDULE

- | | |
|-------------------|-----------------|
| ROOF DECKING | - ZINCALUME |
| ROOF FLASHING | - DEEP OCEAN |
| EXT WALLS | - PAPERBARK |
| EXT WALL FLASHING | - PAPERBARK |
| INT WALLS | - SURFMIST |
| CEILING LINING | - MIRAGE PEARL |
| WINDOW FRAMES | - DEEP OCEAN |
| EXT DOOR | - PAPERBARK |
| EXT DOOR FRAME | - DEEP OCEAN |
| VINYL | - STERLING GREY |

Buildmate
 015 Section 7 Notes Compliance in accordance with the report
 ✓ Cladding Complies
 ✓ Roof Insulation Complies
 ✓ Floor Insulation Complies
 ✓ Other Elements Complies
 1300 720 185
 info@buildmate.com.au
 www.buildmate.com.au

AREA m ² :	
BUILDING	- 18.50m ²
CEILING HEIGHT	- 2.400m

NO.	DESCRIPTION	DATE	BY	CHKD.
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR APPROVAL	09.04.20	RP	MMG

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 2. USE THE LATEST STANDARDS AND CODES OF PRACTICE.
 3. REFER TO ALL DRAWINGS, SPECIFICATIONS & SCHEDULES FOR DOCUMENTATION.
 4. REPORT ANY CONFLICTS IMMEDIATELY TO THE DESIGNER & NOTIFY THE ARCHITECT.

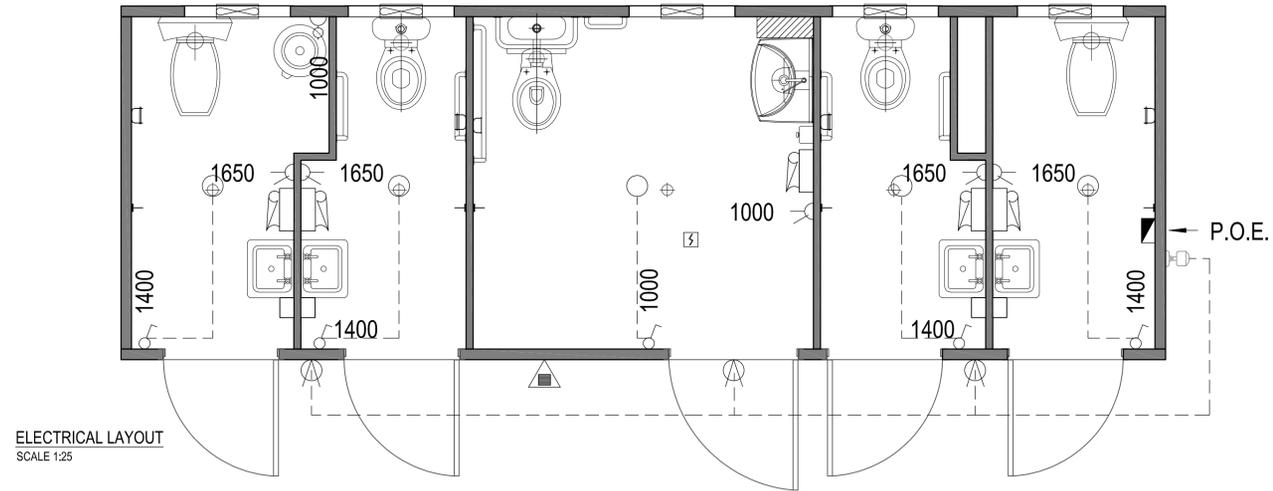
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 CLIENT NO.:
 PROJECT: MINGENW RECEPTION SITE
 PROJECT CLIENT: CBH GROUP

Building: TOILET BLOCK
 PROJECT ADDRESS: MINGENW RECEPTION SITE

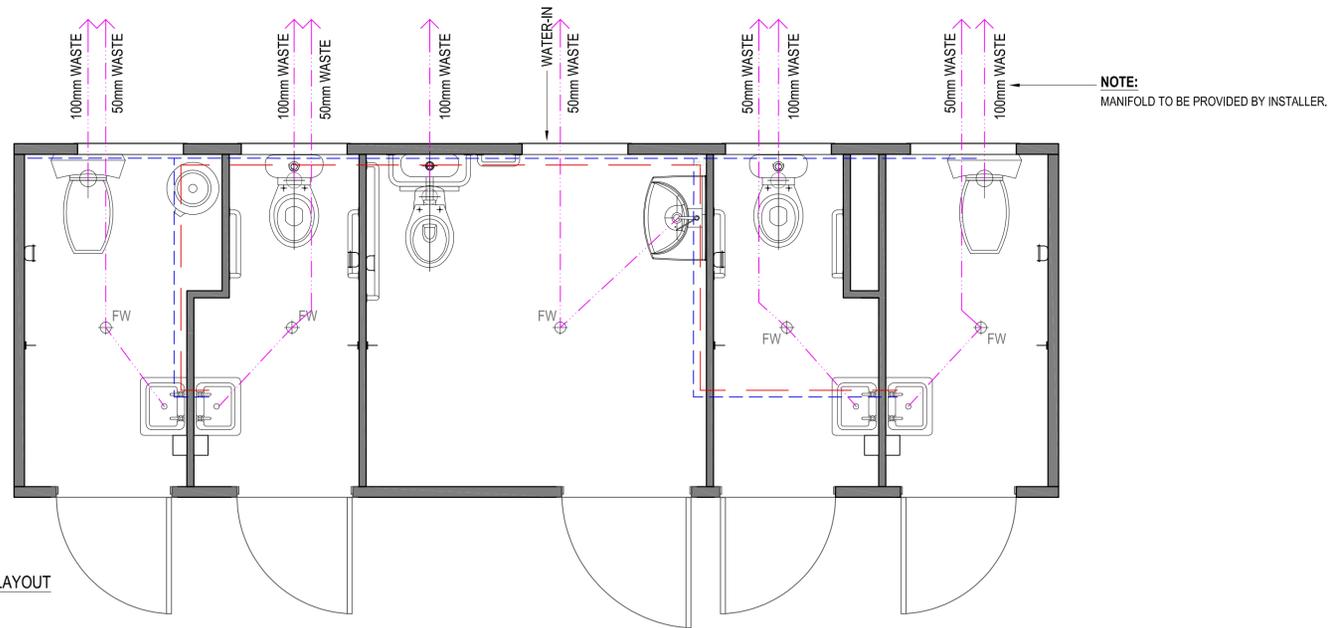
SHEET: GENERAL ARRANGEMENT
 DRAWN: VL
 CHECKED: MMG
 SCALE: 1:50
 SITE: A1
 DRAWING NO.: A-101
 DATE: 19/02/21
 DC SIGN OFF:



SERVICES LEGEND		
DESCRIPTION	QTY	
DISTRIBUTION BOARD (LOCKABLE) (POINT OF ENTRY)	1	
SWITCH : LIGHT : SINGLE	5	
SWITCH : PHOTO-ELECTRIC : (PE CELL)	1	
LIGHT : LED SURFACE MOUNT FITTING	5	
LIGHT : EXTERNAL BULKHEAD : W/PROOF	3	
GPO : 10 AMP DOUBLE : HEIGHT SHOWN	5	
ISOLATOR : W/PROOF : HEIGHT SHOWN	1	
FAN : EXHAUST : WALL MOUNTED	5	
ABE TYPE FIRE EXTINGUISHER 4.5Kg w/- SIGNAGE	1	
ABE TYPE FIRE EXTINGUISHER 4.5Kg w/- SIGNAGE	1	
HOT WATER PIPE		
COLD WATER PIPE		
WASTE WATER PIPE		



ELECTRICAL LAYOUT
SCALE 1:25



HYDRAULIC LAYOUT
SCALE 1:25

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DTS Section 3 Notes Compliance
in accordance with the report
 Glazing: Complies
 Wall Insulation: Complies
 Roof Insulation: Complies
 Floor Insulation: Complies
 Other Elements: Complies

NO.	DESCRIPTION	DATE	BY	CHKD.
B	ISSUED FOR REVIEW	19.02.21	VL	MMG
A	ISSUED FOR APPROVAL	09.04.20	RP	

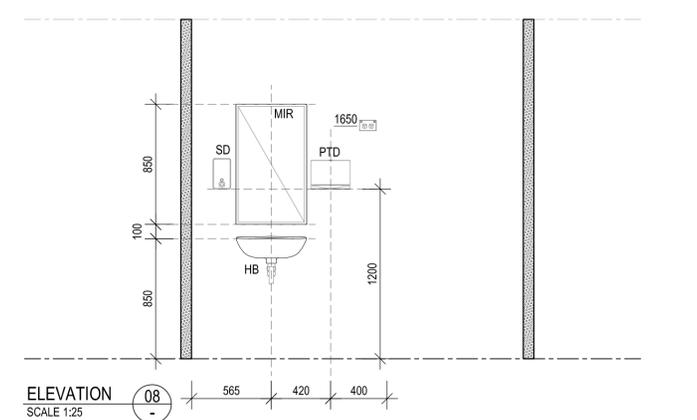
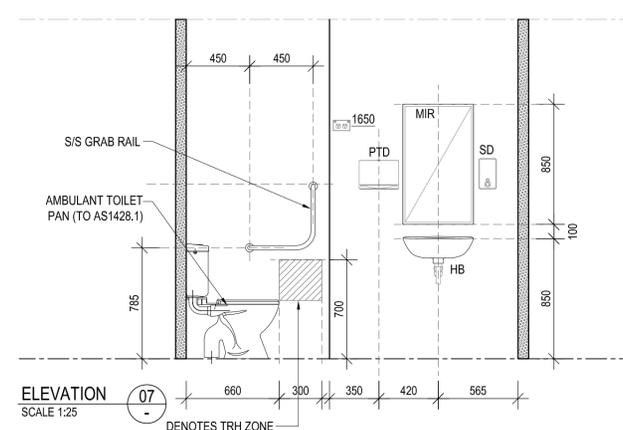
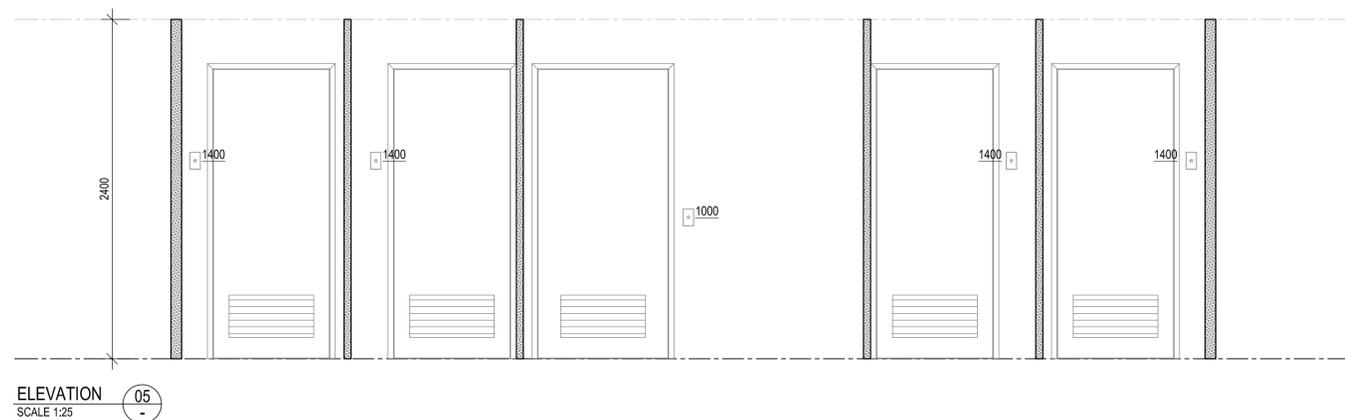
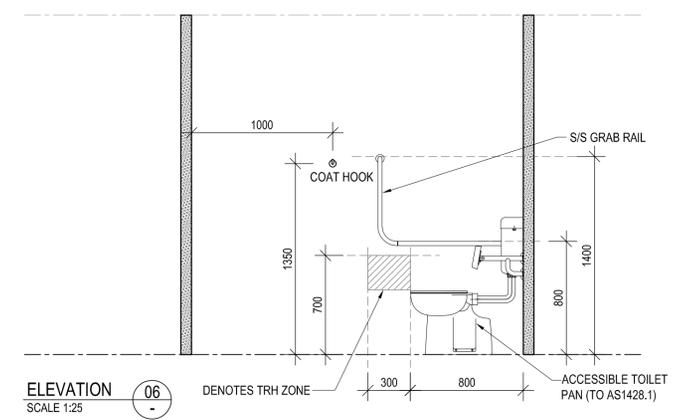
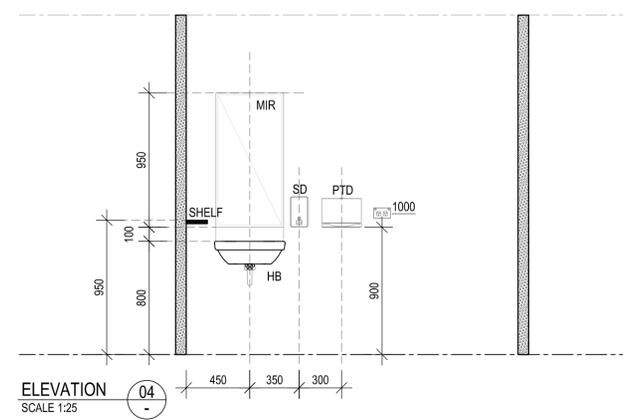
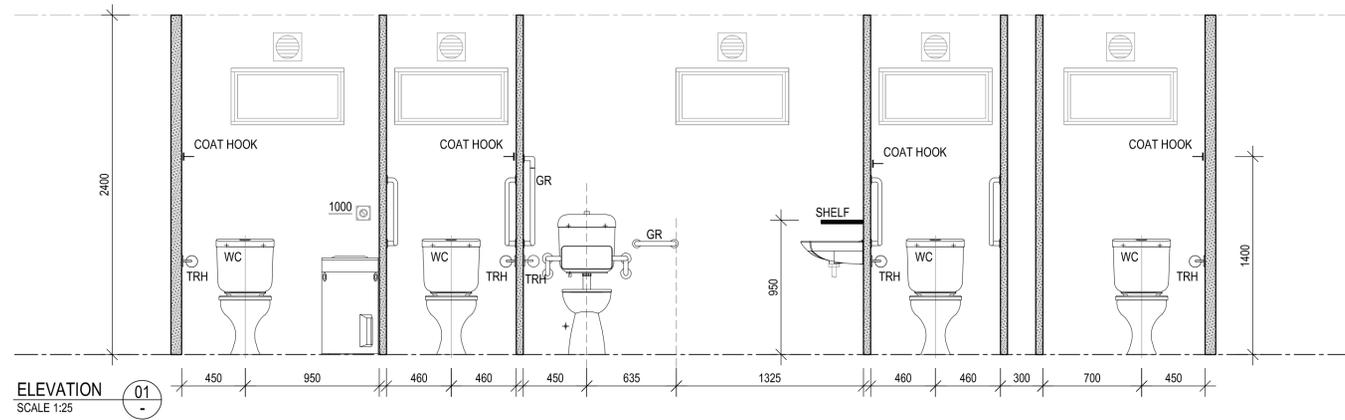
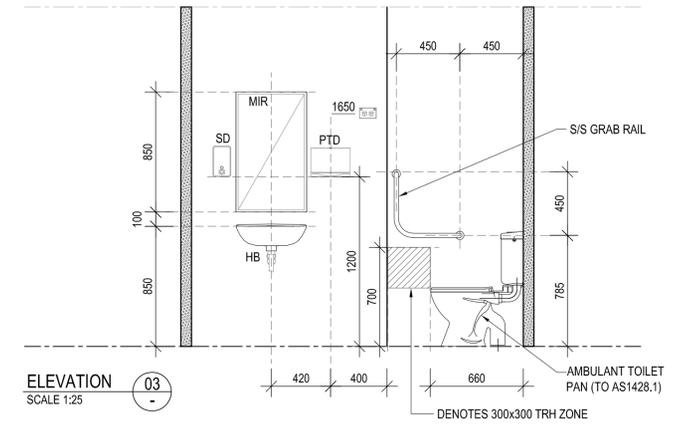
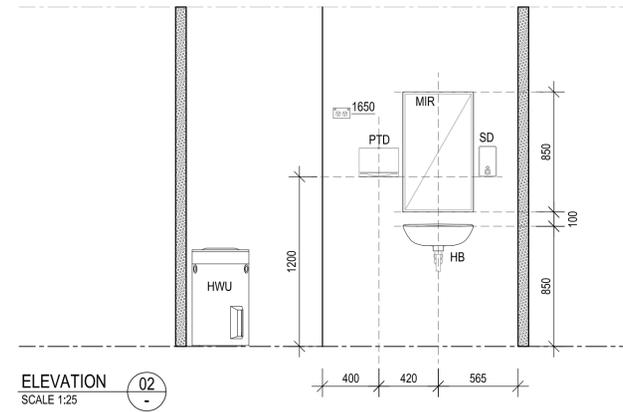
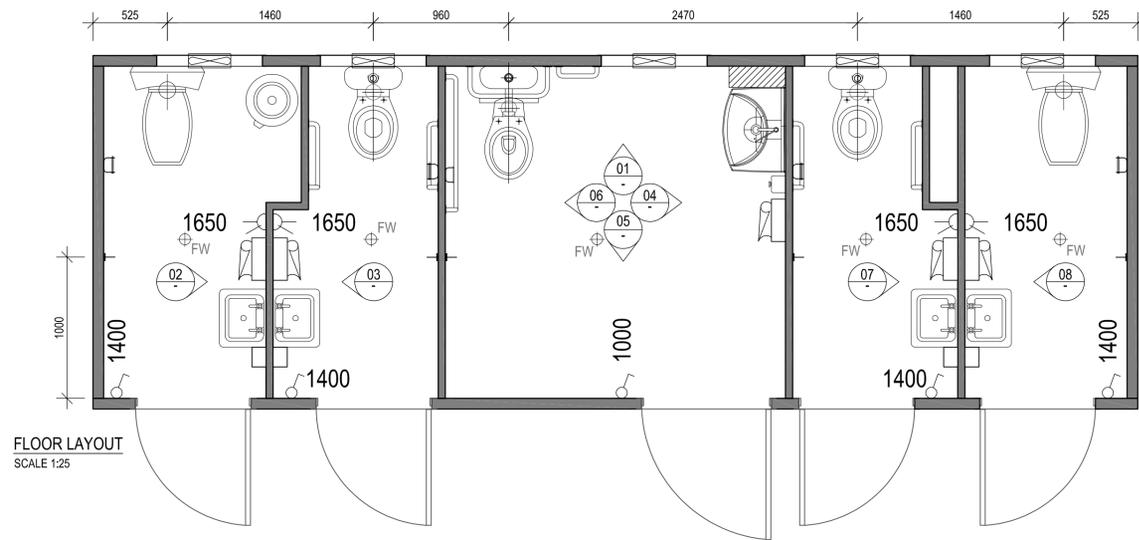


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GENERAL NOTES
 1. ALL DIMENSIONS UNLESS SPECIFIED OR CLEARLY SHOWN TO THE CONTRARY.
 2. USE THE DIMENSIONS SHOWN ON THIS DRAWING.
 3. REFER TO THE PROJECT SPECIFICATIONS AND DRAWINGS FOR MATERIALS AND FINISHES.
 4. REFER TO THE PROJECT SPECIFICATIONS AND DRAWINGS FOR MATERIALS AND FINISHES.

PROJECT NO.: J001215-B03
 CLIENT NO.:
 PROJECT: MINGENW RECEPTION SITE
 PROJECT CLIENT: CBH GROUP
 Building: TOILET BLOCK
 PROJECT ADDRESS: MINGENW RECEPTION SITE

SHEET SERVICES PLAN
 DRAWN: VL
 CHECKED: MMG
 SCALE: AS SHOWN
 SITE: A1
 DRAWING NO.: A-102
 DATE: 19/02/21
 DC SIGN OFF: B



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DT3 Section 1 Notes Compliance
in accordance with the report
 ✓ Clearing: Complete
 ✓ Wall Insulation: Complete
 ✓ Roof Insulation: Complete
 ✓ Floor Insulation: Complete
 ✓ Other Elements: Complete

NO.	DESCRIPTION	DATE	BY	CHK'D
A	ISSUED FOR REVIEW	19.02.21	VL	MMS

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PROJECT NO.: J001215-B03
 CLIENT NO.:
 PROJECT: MINGENEW RECEIVAL SITE
 PROJECT CLIENT: CBH GROUP

Building: TOILET BLOCK
 PROJECT ADDRESS: MINGENEW RECEIVAL SITE

SHIELD

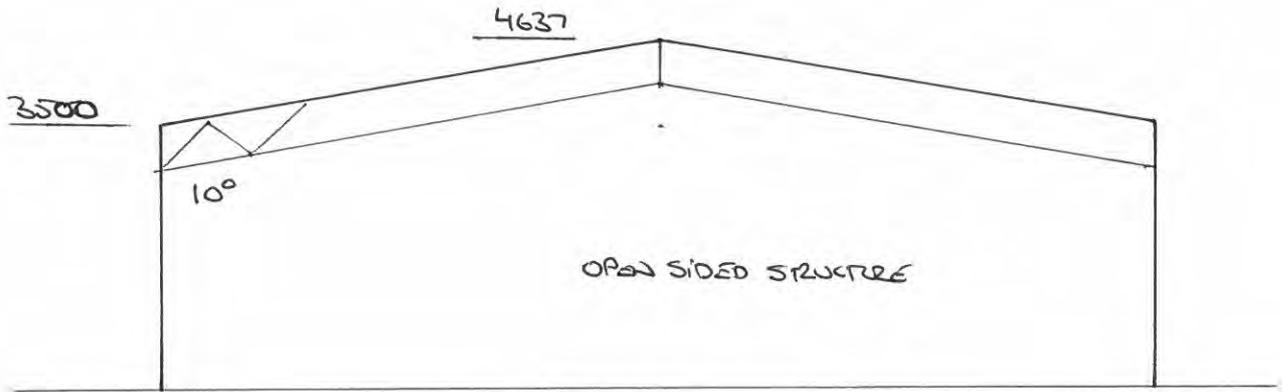
INTERNAL ELEVATIONS

SCALE: AS SHOWN
 SITE: A1
 DRAWN: VL
 CHECKED: MMS
 DRAWING NO.: A-601
 DATE: 19/02/21
 DC SIGN OFF:

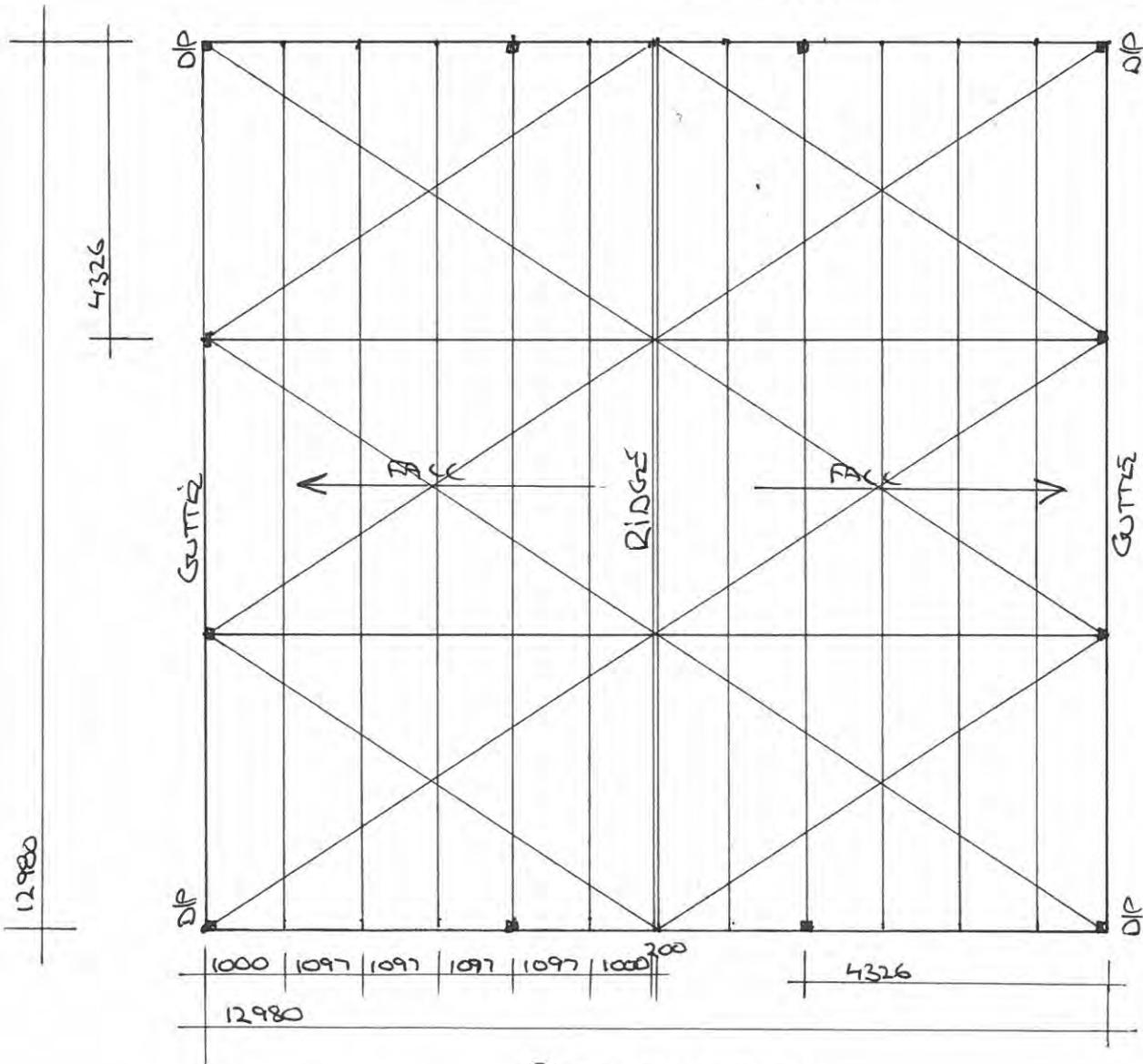
Shoreline Out Door World
 66 Flores Road , Geraldton . WA 6530
 PO Box 3223 , Bluff Point , Geraldton WA
 Tel. 99644447 Fax 99217119
 leon@shorelineodw.com.au

Owner - **CBH Mingenew**
 Address -
 Proposed - **Roof area**
 Scale 1: **100**
 Block area

All storm water run off is to be directed away from footings and boundaries by the owner



SID ELEVATION 1:100



PLAN VIEW 1:100

General

- 1.1 These sheds are designed to have deflections in extreme storm conditions of up to 1:100. They are not suitable for internal lining as live-in sheds. all doors & windows (for enclosed buildings) must be strong enough not to blow out during storms.
- 1.2 Read these notes in conjunction with the architectural & other consultant services drawings & specifications. Resolve discrepancies between drawings before construction.
- 1.3 Do not scale from these drawings.
- 1.4 All dimensions should be as per the architectural & shop detailing, & should be checked on site.
- 1.5 All dimensions in millimetres unless otherwise marked.
- 1.6 All codes and standards referred to are to be the latest version, including additions & amendments.

Foundations

- 2.1 Strip & remove vegetation & topsoil in the area to be covered by fill or by the structure.
- 2.2 Any tree stumps, rubbish, old excavations, clay or unstable fill etc. must be cleared out & replaced with clean fill & compacted.
- 2.3 (a) Compact all foundation material under footings & slabs for minimum depth of 1000mm in virgin soil & for the full depth of all fill.
(b) All foundation material must give a penetration resistance of at least 8 blows/300mm using the standard Perth penetrometer.
(c) Confirm in writing from a structural engineer that this level of compaction has been achieved before pouring of any footings or slabs.
(d) All fill should be clean well drained sand with maximum fines (particles less than 0.07mm) content of 10%, compacted in layers.

Footings and ground slabs

- 3.1 All footings must be totally below ground level.
- 3.2 (a) Excavations for plumbing works which are below footing level should be no closer to the footings than a distance equal to their depth below the bottom of the footing plus 300mm. if this cannot be achieved contact the structural engineer.
(b) Where plumbing pipes pass through a footing, the footing is to be thickened locally by an amount at least equal to the outside diameter of the pipe. Reinforcement is not to be modified.
- 3.4 All roof and surface water to be drained away & not allowed to pond adjacent to, or run under footings.

Concrete

- 4.1 All concrete is to be manufactured and placed in accordance with as3600 - concrete structures code. blended cement is to be in accordance with as1317.
- 4.2 All concrete pours to be vibrated to exclude air bubbles and cavities.
- 4.3 Concrete is to be as follows:

location	concrete
footings	N20/20/80
ground slab	N20/20/80

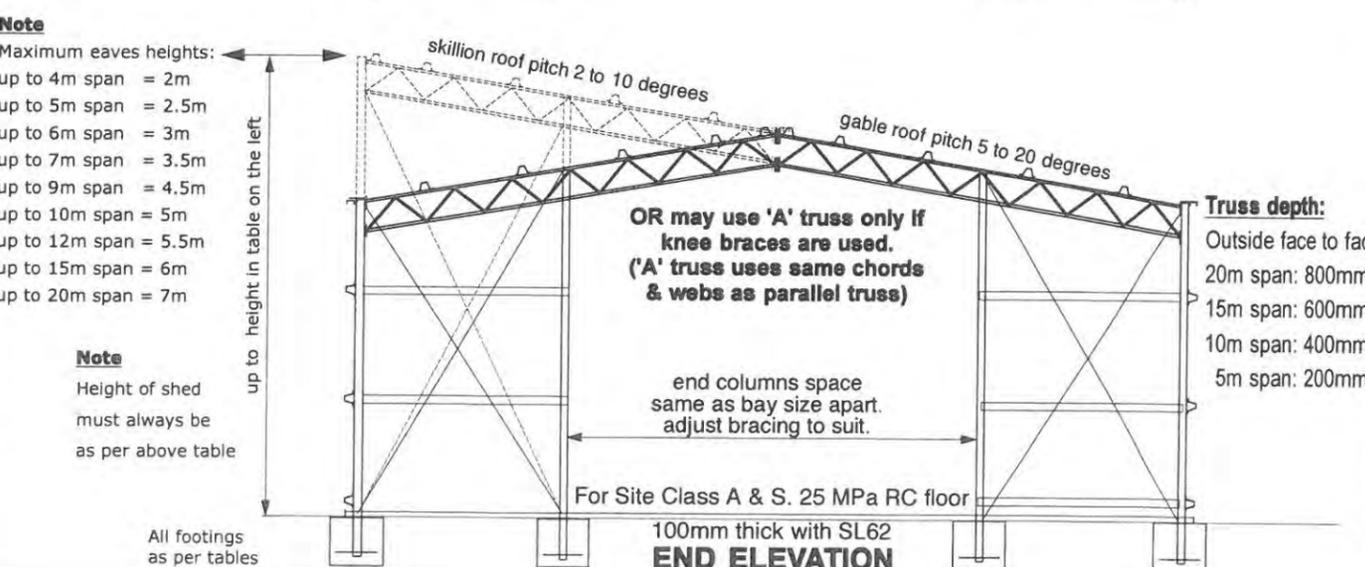
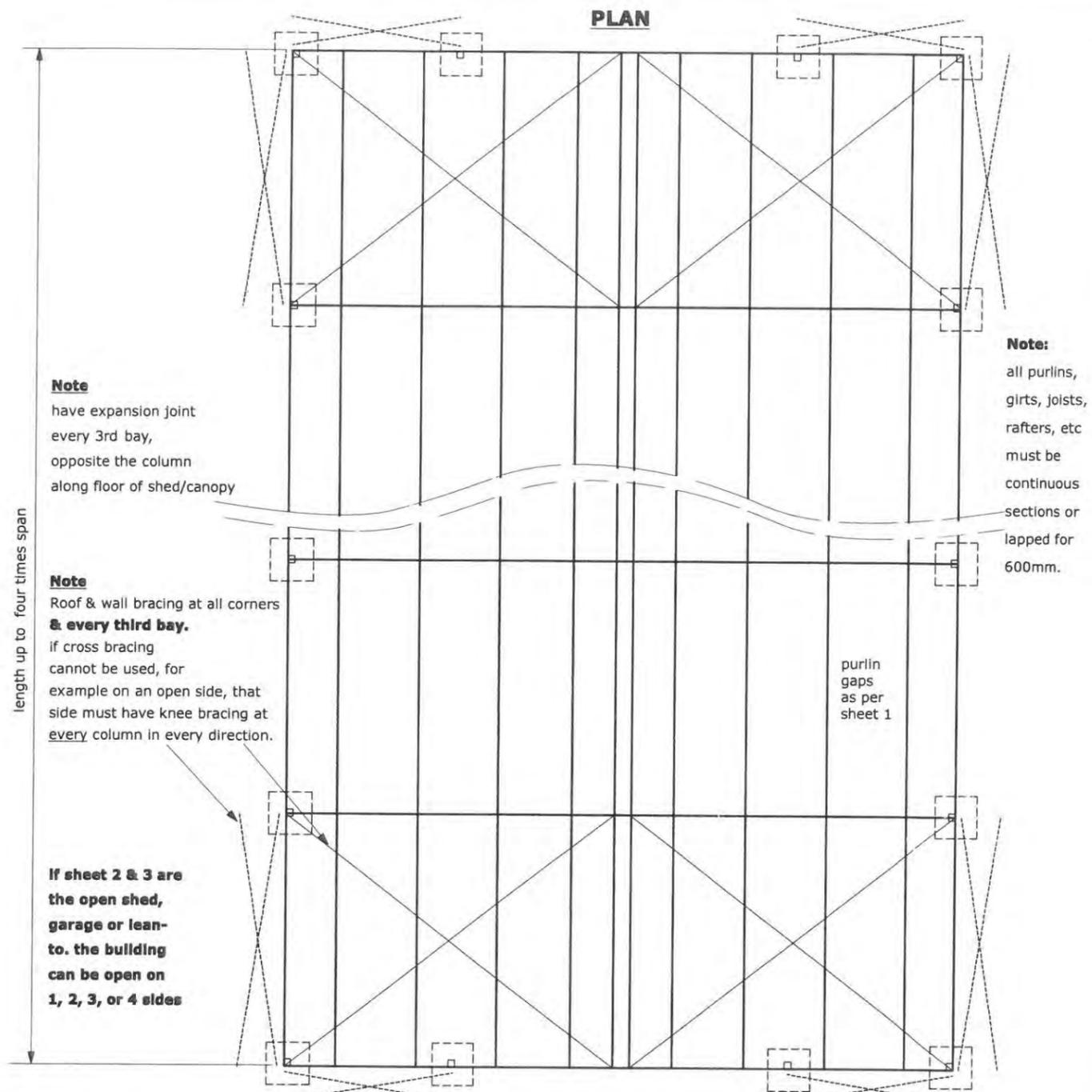
ANY DURAGAL MAY BE REPLACED WITH SUPAGAL SECTIONS

Steel

- 5.1 All welds to be full depth & continuous along all meeting edges.
- 5.2 All welds to be done on clean steel with MIG welding equipment.
- 5.3 All steel work to be in accordance with AS 4100 and AS 1554.1 .
- 5.4 Non galvanized steel, & all welds to be painted with zinc rich enamel.
- 5.5 Sections stronger than those specified may be used.
- 5.6 All open ends of hollow steel sections to be capped or welded shut with 2mm plate.

**Designed For Wind Region A, B, C, D = Vu 88 m/s Vs 55 m/s . Terrain Category 2. Open & Enclosed
Site Class A & Low S, Max 7mm surface movement. Well Drained Sites. Earthquake Acceleration Coefficient 0.12**

 <p>Engineering Online Australia Pty Ltd. E: info@engineeringonline.com.au 75b Forrest St, Geraldton, WA 6530. PO Box 118, Geraldton, WA 6531. Ph: 0427747797</p>	SCALE: NOT TO SCALE	CLIENT: SHORELINE OUTDOOR WORLD
	DWG# & SHEET: SNGTN01112014. SHT 1/3	PROJECT: Max 20m PARALLEL TRUSS ENCLOSED & OPEN SIDE SHEDS
	DATE: 18 February 2021	ADDRESS: CBH. MINGENEW
	VOID UNLESS WET RED INK SIGNED: Sam Nejad MPhil Eng(Curtin), B.Sc Eng, MIE Aust, CPEng, NPER	114



COUNCIL POLICY

1.5.3

Works

Title:	1.5.3 CROSSOVERS
Adopted:	19 May 2021
Reviewed:	N/A
Associated Legislation:	Schedule 9.1(7) of the Local Government Act (1995); Regulation 12-15 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
Associated Documentation:	Shire of Mingenew Standard Vehicle Crossover Specifications Crossover Application Form Crossover Reimbursement Form
Review Responsibility:	Council

Previous Policy Number/s – N/A

Objective:

To provide appropriate standards for the construction of crossovers in the Shire of Mingenew and to outline Council's contribution to crossovers.

Definitions:

The *crossover* (or crossing) is the section of driveway that extends from the road kerb to the front or side property boundary line, across the verge.

In accordance with Regulation 15(2) of the *Local Government (Uniform Local Provisions) Regulations 1996* Council defines a *standard crossover* as having the following features:

1. Concrete or brick paved;
2. Width at the property boundary of 3.0 metres
3. 1.5 metre tapers or wings at the crossover entrance;
4. Where constructed in concrete, the crossover shall be standard grey in colour;
5. Brick paved crossovers to have a 1.0-metre-wide concrete apron at the crossover entrance.

Policy:

All new crossovers are to be constructed in accordance with the Shire of Mingenew's '*Standard Vehicle Crossover Specifications*'. Written approval must be granted by the Shire prior to construction of a new/additional crossover commencing.

The Shire's Works Manager is authorised to consider applications and approve based on compliance with this Policy and the Shire's '*Standard Vehicle Crossover Specifications*'.

In accordance with Regulation 15 of the *Local Government (Uniform Local Provisions) Regulations 1996*, the Shire of Mingenew will reimburse 50% of the cost, as estimated by the local government, of the first standard crossing per single / individually titled lot. To be eligible for a standard crossover reimbursement, the crossover must meet or exceed the set Shire specifications and an application is received within 6 months of the crossing being constructed. Payment will be made based on 50% of a standard crossover only; the Shire is not obliged to bear the costs for a superior standard.

The property owner is responsible for the cost of construction and all future maintenance and repairs to the crossover, including any damage resulting from the roots of street trees. The Shire will not undertake any

maintenance or repairs to the crossover or accept any liability as a result of poorly constructed or maintained crossovers.

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PART 1 - GENERAL

1.0 OBJECTIVE

The purpose of this specification is to ensure that vehicle crossings are constructed and maintained to a safe and efficient standard in accordance with the requirements of the Shire of Mingenew (hereinafter referred to as the Shire).

This document contains comprehensive technical information on crossovers, installation procedures, permissible materials, guidelines and specifications applicable to the construction of crossovers in the Shire.

1.1 DEFINITIONS

Applicant means the person who makes application to the Shire to construct a crossover;

Shire means the Shire of Mingenew;

Contractor means the person or company who will be responsible for construction of the crossover;

Crossing has the same meaning as Crossover;

Crossover means that section of the 'drive in' to a property that replaces the verge and footpath or will ultimately form part of the future footpath;

Footpath means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists;

Local Government means the local government of the Shire of Mingenew;

Local Government Act means the Western Australian Local Government Act 1995;

Subsidy means the contribution that the Shire is prepared to make towards the cost of an approved crossover;

Verge means that portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property boundary but does not include a footpath.

1.2 STATUTORY REQUIREMENTS

Under the provisions of Schedule 9.1, Clause 7 of the Local Government Act 1995 and Regulation 12, 13 and 15 of the Local Government (Uniform Local Provisions) Regulations 1996, all landowners within the Shire of Mingenew must make application to Council to construct a vehicle crossover.

All crossovers must be constructed to the satisfaction of the Shire's Works Manager or his/her nominated representative.

1.2.1 Council Subsidy

Schedule 9.1, Clause 7(4) of the Local Government Act 1995 states:

Regulations may provide for the local government to bear some of the cost of making a crossing in certain circumstances.

Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996 states:

(1) *Where -*

(a) *a local government -*

(i) *under regulation 12 constructs or approves the construction of; or*

- i. (ii) *under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;*

(b) the crossing is the first crossing in respect of the land; and

(c) the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

(2) In sub regulation (1) -

“first crossing” in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358 2 of the Local Government Act 1960 as in force at any time before 1 July 1996;

“standard crossing” means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

1.2.2 Standard Crossing

Council has resolved that a **standard crossing** has the following features:

- (1) concrete or brick paved;
- (2) width at the property boundary of 3.0 meters; and
- (3) 1.5 metre wide tapers or wings at the crossover entrance;
- (4) where constructed in concrete, the crossover shall be standard grey in colour; and
- (5) brick paved crossovers to have a 1.0 metre wide concrete apron at the crossover entrance.

1.3 HOW TO APPLY FOR A CROSSOVER

If it is the first vehicle crossing constructed to the premises, the Shire of Mingenew may contribute 50% towards the construction cost of a residential crossover. The contribution is determined at the time of the inspection and is calculated on a standard 3.0 metres wide crossover. Currently, only crossovers constructed to residential properties are eligible for a Council contribution of 50%.

Written approval by the Shire of Mingenew **must** be obtained prior to construction of a new/additional crossover commencing. To obtain written approval complete a **Crossover Application** form and lodge it with the Shire. Crossover Application forms received after construction has commenced will not be eligible for a subsidy and may be subject to removal, if deemed by the Works Manager to be dangerous in location, design or construction.

To claim Council contribution, complete a **Crossover Reimbursement** form, attach all receipts for the labour and materials and lodge it with the Shire after completion of the crossover. Application for a contribution must be made in writing and submitted within six (6) months of the date that the crossing was constructed.

Upon receipt of the crossover reimbursement form, a site inspection will be undertaken by an Officer from the Works Department to verify that the crossing has been constructed in accordance with the specification. Should the constructed crossover comply with all of the Shire's requirements, then the subsidy payment will be forwarded to the property owner by mail. **1.3.1 Contacts**

Queries on all matters related to crossovers, including requests for information, application forms, notification for inspections and as otherwise described in this document should be directed to: Shire of Mingenew Administration Office on 9928 1102 or emailed to enquiries@mingenew.wa.gov.au.

1.4 TYPE AND METHOD OF CONSTRUCTION

Crossovers to residential properties must be constructed in either concrete or brick paving. For commercial and industrial properties, crossovers may only be constructed in asphalt, concrete, or brick paving. Bitumen sealed crossovers are discouraged for commercial and industrial properties. The construction of crossovers shall be executed in accordance with this specification and any variance must first be approved in writing by the Works Manager or their representative.

Crossovers can be constructed in either the following ways:

1. Privately constructed –
 - a) The applicant constructs the crossover; or
 - b) The owner/agent arranges for a private contractor to construct a concrete or brick paved crossover.

1.5 BUILDING APPLICATION

A Building Application is for construction works inside the property boundary and does not include approval for the construction of a crossover. Hence, a separate application is required for the construction of a crossover within the road verge, which is vested with the Shire of Mingenew. A Crossover Application will be considered once a Building Permit has been issued for related works.

1.6 MAINTENANCE RESPONSIBILITY

The crossover is that section of driveway that extends from the road kerb to the front or side property boundary line, across the verge. The property owner is responsible for the cost of construction and all future maintenance and repairs to the crossover, including any damage resulting from the roots of street trees. The Shire will not undertake any maintenance or repairs to the crossover or accept any liability as a result of poorly constructed or maintained crossovers.

1.7 PROTECTION OF EXISTING SERVICES, STREET TREES AND THE PUBLIC

- (1) Existing services within the vicinity of the proposed crossover shall be protected at all times. The owner or authorised representative may be contacted to provide advice in relation to the protection of services;
- (2) Where damage is caused to the Shire's infrastructure (i.e. kerb, pathway, road etc) as a result of the construction of the crossover, the infrastructure shall be repaired to the satisfaction of the Works Manager.
- (3) Conflicting public utility services shall be adjusted or relocated at the applicant's expense, subject to formal approval from the relevant authority;
- (4) The Shire's existing drainage structures (i.e. pits) that conflict with the location of the proposed crossover are to be adjusted by the Shire's Works Department and all costs associated with this work shall be borne by the Applicant;

- (5) The removal, adjustment, or reinstatement of reticulation is the responsibility of the Applicant;
- (6) Street trees shall not be removed without the prior approval of the Shire's Works Manager or his/her nominated representative. Crossovers shall be located a minimum of 1.5 metre from a tree and removal will only be undertaken where it can be demonstrated that this is the only option available. All costs associated with the removal of the street tree shall be borne by the Applicant;
- (7) The Applicant shall be responsible for the protection of the public at all times. Signage, lighting, barricades, and/or any other protection measure deemed necessary shall be provided by the applicant to ensure that the public are protected during the execution of the works;
- (8) Safe access for pedestrians on the verge shall be maintained at all times. The Shire will not permit pedestrians being forced to walk on the road pavement unless appropriate measures are put in place for the protection of pedestrians; and
- (9) Vehicle crossings abutting State-controlled roads shall be subject to the approval of Main Roads WA in conjunction with the Shire of Mingenew.

1.8 LEVELS, SHAPE AND DRAINAGE

The levels and shape of the crossover shall be as shown in Attachments 2 and 4. The standard longitudinal slope shall be positive 2% (1:50) from the top of kerb. However for the verges having natural gradients above 2%, the first 3.0m of the crossing from the top of the kerb or road edge shall have positive 2% and the remainder of the crossing to the property boundary line and beyond shall be formed as shown in Attachments 2 and 4.

Where the house finished floor level is considerably lower than the road level, grated drains are to be installed at the property boundary connected to a soakwell. The soakwell shall be placed inside the property boundary and not on the verge unless authorised by the Works Manager or his/her representative.

In no case shall the crossover junction at the property boundary be stepped unless specifically authorised by the Works Manager or his/her authorised representative.

1.9 EXCAVATION, FILLING AND COMPACTION

Excavation shall be cleanly and evenly executed, watered and vibrator rolled to give a compaction of 95% maximum dry density as determined by modified compaction test under 12A or SAA Standard A89 – 1996 to provide for a sound base free of depressions, soft spots and any deleterious materials to accommodate a minimum 100mm thick concrete pavement (residential crossing), minimum 150mm thick concrete pavement (commercial / industrial crossing) or 190mm for brick paving (100mm deep base layer, 30mm sand and 60mm brick). The sub-grade, including any filling shall be moistened and thoroughly compacted using a 300mm plate compactor over a minimum of two passes.

All surplus material resulting from site preparation and construction of the crossing is deemed to be the property of the Contractor and shall be completely removed from the site at the expense of the Contractor.

1.10 REMOVAL OF EXISTING KERBING AND FOOTPATH

1.10.1 Kerbing

Where kerbing is in place at the crossing entrance, the length of kerbing equal to the appropriate entrance width of the crossing shall be removed and replaced with a 1.0 metre wide concrete apron in accordance with Attachments 1 and 3.

1.10.2 Cutting of Kerb

Where kerbing is to be removed, it shall be neatly cut and removed carefully so as to not disturb the wearing surface and road pavement. Where any doubt exists regarding the removal of kerbing, advice shall be obtained from the Works Manager or his/her nominated representative and such work shall meet his/her satisfaction.

1.10.3 Existing Footpath

Generally, an existing footpath should be left in place if it is in situ concrete, is in good condition, and is a minimum of 100mm thick adjacent to the property boundary line or kerb, and is not a slab footpath. Where slab footpaths exist they shall be completely removed and disposed of at the contractor's expense.

Where deemed absolutely necessary and approved by the Works Manager or his/her nominated representative, existing footpaths may be removed by neatly saw cutting the existing footpath to allow construction of the new crossover. The footpath shall be cut perpendicular to the existing footpath alignment and 12mm expansion joints shall be constructed either side of the crossover.

Where the footpath is damaged on respective sides of the proposed crossover, the footpath shall be removed back to the nearest construction/expansion joint and the section of path relayed to meet the requirements of the specification and satisfaction of the Works Manager or his/her nominated representative.

The expansion joint shall be continuous from 'form to form' and extend vertically for the full depth of the slab. The joint shall not protrude above the surface of the crossover or abutting kerb.

1.10.4 Path Reinstatement (Concrete and Brick Paved)

Where the existing footpath or dual use path (DUP) is pre-cast concrete slabs, these may be discarded or otherwise disposed of to the satisfaction of the Shire. The slabs shall be replaced by the crossover and the junction with the path made good to the satisfaction of the Works Manager or his/her nominated representative.

Where the existing footpath or DUP is in situ concrete, is in good condition, and is a minimum of 100mm thick adjacent to the property boundary line or kerb, the crossover shall be constructed either side of the concrete path and match up with it provided the grade of the crossover from the property boundary to road channel does not exceed 4%.

Where the existing footpath or DUP is in situ concrete, is in poor condition, or less than 100mm thick adjacent to the property boundary line or kerb, the pathway shall be neatly sawn cut along the alignment of the crossover to provide the necessary opening. The section of redundant path shall then be removed and reinstated up to the edge and level of the new crossing.

The path shall be kept in a safe condition at all times until reinstatement work is completed and appropriate signage installed warning pedestrians of construction works. All surplus material resulting from the removal of concrete pathway is deemed to be the property of the Contractor and shall be completely removed from the site at the expense of the Contractor.

1.12 CROSSING ENTRANCE

Where kerbing has been removed to permit the construction of a crossing, the water channel shall be restored by constructing a crossing entrance shown on Attachment 1 and 3.

A lip 25mm high shall be created between the road surface and the top of the front edge of the crossing entrance to allow for the future resurfacing of the road. Brick pavers shall not be permitted on the crossing entrance. Instead a one (1) meter concrete apron must be installed as shown on Attachment 1.

Any damage caused to the edge of the road surface shall not be corrected with concrete. The Works Manager shall be advised of the damage and such damage will be repaired by the Shire with all of the costs associated with the repair to be met by the Contactor.

1.13 WIDE CROSSINGS (CONCRETE AND BRICK PAVED)

Where two residential crossings abut each other, they may be combined, providing that the combined width does not exceed 8.0 meters. Where the combined width is likely to exceed 8.0 meters, a pedestrian refuge of 2.0 metres minimum width shall separate the two (2) crossings.

1.14 PROTECTION OF WORKS AND PUBLIC

All signage installed to manage the traffic and pedestrians must comply with the current Australian Standards. Care shall be taken during construction of the crossing to protect the public from any accident and the works from damage.

1.15 DAMAGE TO EXISTING FACILITIES

Care shall be taken to avoid damage to any public facilities located in the verge. Therefore, the Contractor should contact "Dial Before You Dig" to obtain information about the location of all services in the area prior to undertaking any excavation.

The constructor shall repair any damage caused during construction to a standard acceptable to the owner of the facility.

PART 2: TECHNICAL SPECIFICATION - CONCRETE CROSSOVERS

2.1 RESIDENTIAL CROSSOVERS

Ready mixed concrete shall comply with AS1379-1997.

All concrete used in the crossing shall develop a minimum compressive strength of 20 Megapascals (Mpa) at 28 days and shall have high early strength additive to give rapid hardening. All concrete used shall have a maximum slump of 75mm delivered by transit truck from an approved mixing plant.

The concrete thickness shall be a minimum of 100mm. However, commercial/industrial crossovers shall be designed to meet the requirements of traffic loads and suitable access; therefore the thickness and reinforcing noted above are only the minimum standards.

Hand or machine mixing of concrete on site **is not** permitted. Documentation on the concrete used for the construction of the vehicle crossing shall be made available to the Works Manager or his/her appointed representative when requested.

The minimum and maximum widths at the property boundary (excluding splays or wings) for residential crossovers are 3.0 metres and 6.0 metres respectively.

2.2 COMMERCIAL AND INDUSTRIAL CROSSOVERS

Ready mixed concrete shall comply with AS1379-1997.

All concrete used in the crossing shall develop a minimum compressive strength of 25 Megapascals (Mpa) at 28 days and shall have high early strength additive to give rapid hardening. All concrete used shall have a maximum slump of 75mm delivered by transit truck from an approved mixing plant.

The concrete thickness shall be a minimum of 150mm, with F72 reinforcing mesh. However, commercial/industrial crossovers shall be designed to meet the requirements of traffic loads and suitable access; therefore the thickness and reinforcing noted above are only the minimum standards.

Hand or machine mixing of concrete on site **is not** permitted. Documentation on concrete used for the construction of the vehicle crossing shall be made available to the Works Manager or his/her appointed representative when requested.

The minimum and maximum widths at the property boundary (excluding splays or wings) for commercial crossovers are 6.0 metres and 10.0 metres respectively, for one and two way traffic flow.

2.3 PLACING CONCRETE

The base shall be thoroughly and evenly moistened, but not saturated, prior to placing the concrete. In addition, deleterious material shall be removed from the base before pouring the concrete.

The concrete shall be evenly placed to the depth specified in one continuous operation, and shovelled into position continuously and spaded, or vibrated, especially at the edges, to give maximum density. No break in operations shall be permitted from the time of placing to finishing except as authorised by the Works Manager or his/her nominated representative.

2.4 PLACING CONCRETE IN HIGH TEMPERATURE

Concrete shall not be placed on days for which the official forecasted temperature is higher than 35 degrees Celsius, unless the following requirements are adhered to:

- (1) The formwork shall be continuously sprayed with water in advance of the placement of concrete. Excess water shall be removed from the inside of the formwork immediately prior to the placement of concrete.
- (2) Steel reinforcement and metal formwork shall be suitably protected from the effects of excessive temperature.
- (3) Suitable barriers shall be provided to protect the freshly placed concrete from the environment, until the concrete has hardened sufficiently to allow curing to begin.
- (4) The concrete shall be held to a temperature not higher than 32 degrees Celsius when placed by:
 - a. Using chilled water for mixing; or
 - b. Spraying the coarse aggregate with cold water; or
 - c. Covering the container in which the concrete is transported to the formwork;
or
 - d. Using any combinations of these methods.
- (5) The concrete shall be mixed, transported, placed, compacted and finished as rapidly as possible, and then immediately curing shall begin. Concrete shall not be allowed to dry out before curing begins.
- (6) Curing compounds shall not be used as an alternative to the requirements of (3) and (4) above.

2.5 FINISHING CONCRETE

The finish shall be obtained by screeding to the correct levels and wood floating to provide a non-slip dense surface free of any depressions, float marks, irregularities, honeycomb sections or slurry liable to cause excessive surface wear.

A steel trowel finish is not permitted on a vehicle crossing. The surface shall be treated with a transverse brooming tool to provide a non-slip, dense surface free of any depressions, marks, jointing marks, honeycomb sections or accumulation of fine dusty accretions liable to excessive surface water. The final surface finish shall be to the entire satisfaction of the Works Manager or his/her nominated representative who reserves the right to require the removal of or the correction of any surface deficiencies or finish.

Colouring and texturing of the surface is permissible at full cost to the owner, that is, Council will not subsidise the cost of surface colouring or texturing.

Concrete edges shall be finished with a 100mm wide edging tool.

Light vehicles should refrain from traversing the concrete for at least three (3) days and heavy vehicles for seven (7) days.

2.6 JOINTING CONCRETE

- (1) Contraction joints shall be made with an approved jointing tool. The distance either laterally or longitudinally between contraction joints shall not exceed 2.0 metres.
- (2) Expansion joints shall be full depth joints of a minimum 14mm width and shall be filled with bitumen-impregnated canite or similar approved material and located at the property boundary and at the ends of existing kerbing where kerbing has been removed. Long crossing shall have expansion joints at 6.0 metre maximum spacing.

2.7 CURING CONCRETE

The concrete crossing shall be cured either by water sprayed on the exposed concrete surface after setting or be covered with plastic film immediately after finishing and be cured for at least 3 days.

As stated in clause 2.5, light vehicles should refrain from traversing the concrete for at least three (3) days and heavy vehicles for seven (7) days.

2.8 AESTHETICS

If due to the alignment of the road or boundary or any other reason the installation of a standard crossover shape is difficult or would result in a shape that detracts from the specification, the Contractor must make immediate contact with the Shire and must not proceed with the work until the crossover alignment has been approved by the Works Manager or his/her nominated representative.

PART 3: TECHNICAL SPECIFICATION - BRICK PAVED CROSSOVERS

3.0 PAVER TYPE AND THICKNESS

All materials used in the construction of brick paved crossovers shall be concrete or clay pavers in accordance with the manufacturer's specifications and any materials used which is inferior to those specified or directed by the Shire shall be liable to rejection and replacement at the Contractor's costs.

Minimum 60mm heavy duty rectangular or square concrete or clay pavers are to be used.

3.1 BASE LAYER PREPARATION

The base layer shall comprise minimum 100mm deep limestone, gravel or road base and compacted to provide a consolidated, sound base free of depressions, soft spots and any deleterious materials.

The base material shall be loosely spread in a single layer to the required level and compacted using overlapping passes of a vibrating plate compactor or suitable vibrating/pedestrian roller.

The base finished surface shall be trimmed so that it does not deviate by more than 10mm from the base of a 2.0m long straight edge placed in any direction.

3.2 EDGE RESTRAINT

The perimeter of the crossover shall be provided with concrete restraining barriers. Restraints shall be robust enough to withstand vehicle impact and prevent the lateral movement of bricks as such movement could cause pavement failure. Visible concrete edge restraints shall be installed to the **same** level as the brick pavement.

The Contractor must construct a 1.0 metre wide concrete apron at the crossover entrance as per attachment 1 and 2. The concrete shall be parallel to the roadway and blend into the existing kerbing at respective ends or blend back into the road surface. Paving bricks shall be laid commencing from the rear face of the concrete apron.

The perimeter of all paved areas shall be provided with a header course laid on a solid brick or concrete footing to prevent lateral movement of the bricks. Header bricks shall be mortared to the footing.

3.3 BEDDING LAYER

The bedding material needs to be well graded sand passing a 5mm sieve or blue metal dust. Bricklayers sand and single sized dune sands are not suitable for use. The bedding sand shall be non-plastic and free from deleterious materials such as stones, tree roots, clay lumps and excessive organic material.

At the time of placing, the sand should have uniform moisture content. The sand must be screed slightly ahead of laying and protected from the compaction. The pre-depth of the sand bedding layer shall be 30mm minimum (+/- 5mm) just before the laying of bricks.

3.4 LAYING OF PAVERS

Bricks can be either clay or concrete, rectangular or interlocking. Bricks shall be placed on the bedding by hand with 2 to 4mm gaps between adjacent bricks. All full bricks shall be laid first. Closure bricks shall be cut with a saw and fitted subsequently. It is desirable that bricks be laid to the herringbone pattern as superior strength is obtained, however, other patterns that achieve the necessary interlocking characteristics are acceptable.

3.5 COMPACTION AND JOINT FILLING

The bricks shall be immediately compacted and brought to level by not less than three (3) passes of the vibrating plate compactor. The plate should have sufficient area to simultaneously cover twelve (12) bricks. To prevent damage to pavers, sheets of plywood of 12mm minimum thickness should be laid on the bricks to prevent the compactor coming into contact with the paved surface.

As soon as possible after compaction, dry sand for joint filling shall be broomed over the pavement and into the joints. Excess sand shall be removed as soon as the joints are filled.

Ideally, the sand used for joint filling should be finer than the bedding layer with a nominal maximum particle size of 2mm. Sand used for joint filling should be free from salts or contaminants likely to cause efflorescence. However, the use of bricklayer's sand or the addition of a small amount of silty material to the joint filling sand can be of benefit in reducing water penetration in the early life of the pavement.

PART 4 - SUMMARY OF MAIN REQUIREMENTS

4.0. RESIDENTIAL CROSSOVERS

Concrete & Brick Paved Crossovers

- Written approval by the Shire of Mingenew must be obtained prior to construction of a new/additional crossover
- To obtain written approval complete a Crossover Application form and lodge it with the Shire
- To claim Council contribution, complete a Crossover Reimbursement form, attach all receipts and lodge it with the Shire after completion of the crossover
- Application for a contribution must be made in writing and submitted within six (6) months of the date that the crossing was constructed
- Standard width of crossover at front boundary - 3.0 meters
- Maximum width of crossover (unless written permission has been obtained) at front boundary - 6.0 meters
- Grated drains to be installed at the property boundary connected to a soakwell
- The soakwell to be placed inside the property boundary and not on the verge
- Concrete wings to be 1.5m wide on both sides of crossover

Concrete Crossovers

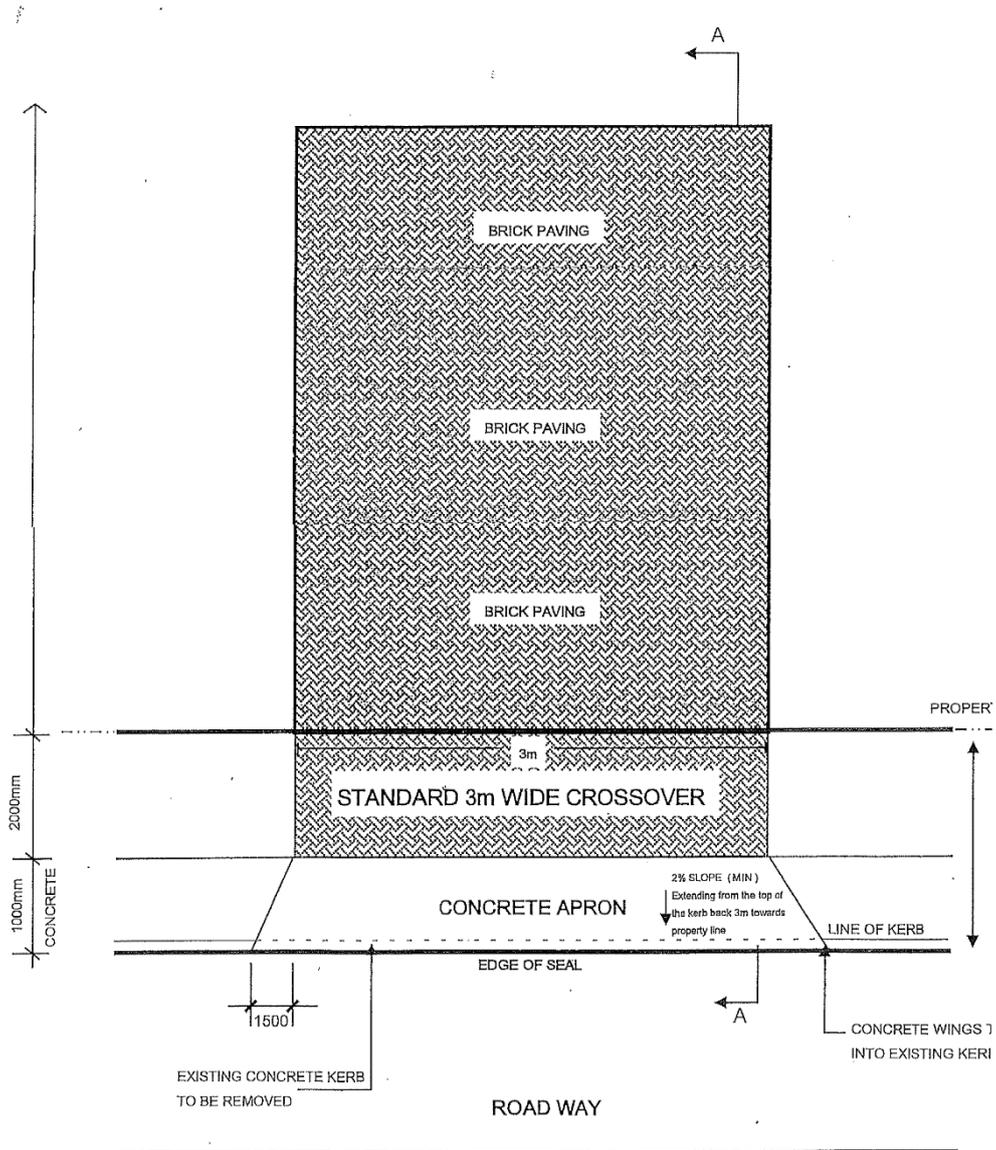
- Concrete depth minimum 100mm
- Surface finish - Transverse broomed

Brick Paved Crossovers

- 60mm thick bricks and classified as heavy duty by the manufacturer
- 1.0 meter wide concrete apron at the entrance to the crossover
- Visible concrete edge restraints to the same level as the brick pavement to prevent lateral movement

Standard Paved Crossover Specifications

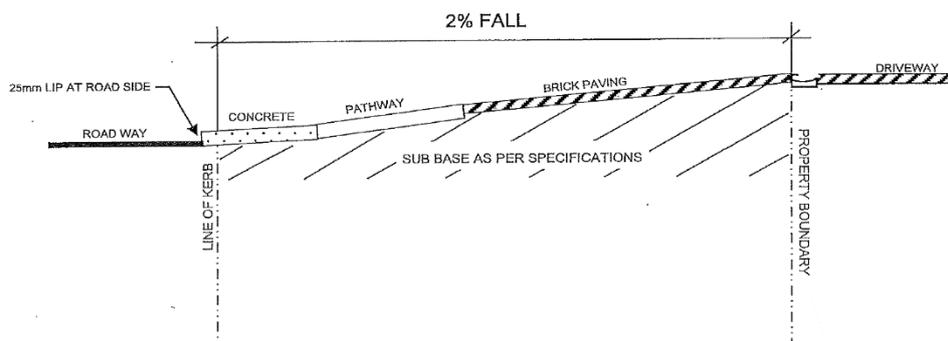
Attachment 1



PLAN VIEW 1.0

Standard Paved Crossover Specifications

Attachment 2

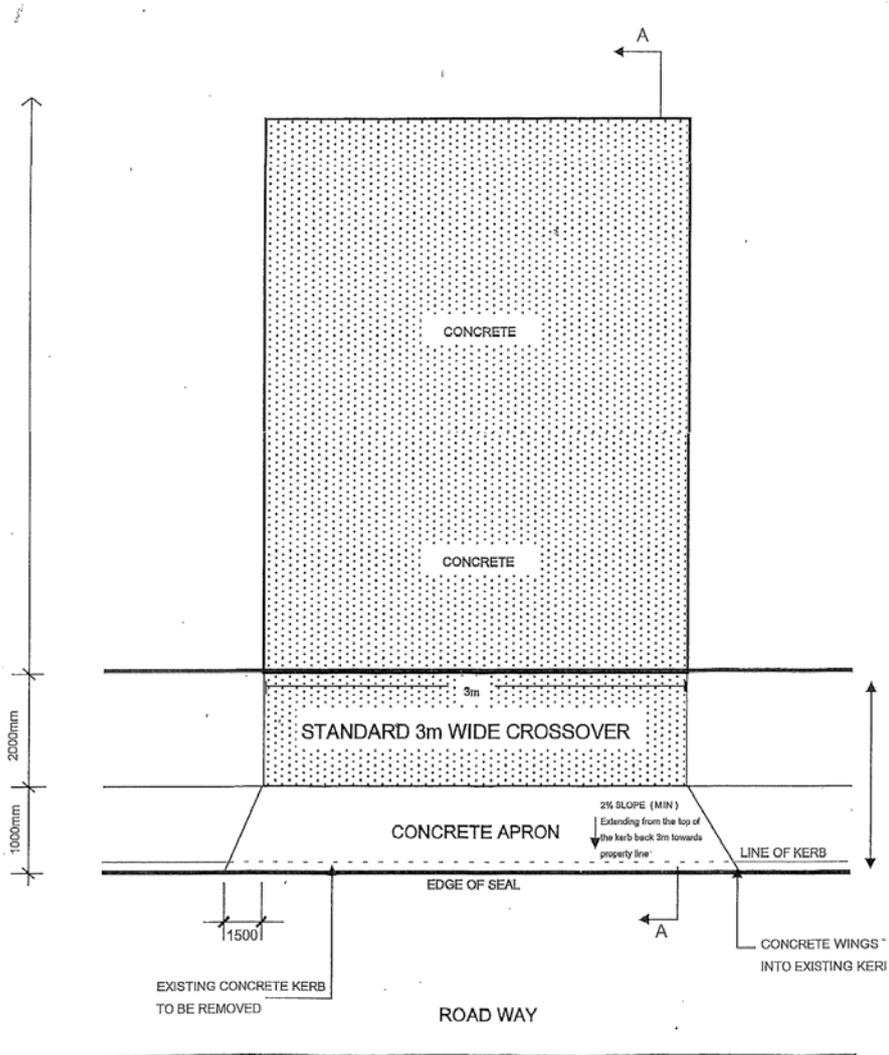


2% Fall taken from the top of the paving at the property boundary to the top of the kerb at the road side.

SECTION A - A
OF
PLAN VIEW 1.0

Standard Concrete Crossover Specifications

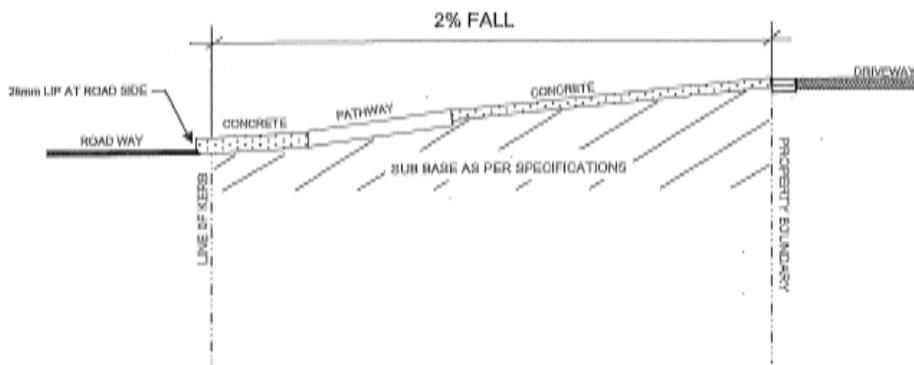
Attachment 3



PLAN VIEW 2.0

Standard Concrete Crossover Specifications

Attachment 4



2% Fall taken from the top of the paving at the property boundary to the top of the kerb at the road side.

SECTION A - A
OF
PLAN VIEW 2.0

Title:	1.5.4 RURAL ROAD VERGE VEGETATION MANAGEMENT
Adopted:	-
Reviewed:	19 May 2021
Associated Legislation:	Environmental Protection Act 1986 Environmental Protection (Clearing of Native Vegetation) Regulations 2004
Associated Documents:	N/A
Review Responsibility:	Works Manager
Delegation:	-

Previous Policy Number/s: Nil

Objective:

To provide guidelines for the effective management of native vegetation contained within rural road verges under the care, control and management of the Shire of Mingenew.

Policy Purpose:

The purpose of this policy is to allow for the construction and maintenance of rural roads while acknowledging the importance of the protection and conservation of native vegetation. Although conservation of roadside vegetation is an objective of this policy, road safety and road asset protection are the principal considerations.

Designated Maintenance Corridor

The *Environmental Protection Act 1986* and other legislation, in particular the Item 22 of the Table forming part of Regulation 5 (Clearing for maintenance in existing transport corridors) of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* provides that local government can carry out activities to maintain and protect the integrity of road infrastructure within the designated 'maintenance corridor' as demonstrated in Diagram 1.



Diagram 1: Maintenance Corridor

Clearing of vegetation within the maintenance corridor which is older than 10 years will require a Clearing Permit.

Road Construction Activities

All works shall be planned to minimise clearing and prevent damage to native vegetation outside the limits of clearing specified under the Clearing Regulations. Works will take into consideration the preservation of roadside vegetation utilising relevant environmental tools.

Where required, the Shire will apply for the appropriate Clearing Permit from the Department of Water and Environmental Regulation prior to undertaking any road construction.

Any cleared vegetation will be removed from site if it is not chipped and used on site. It will not be pushed or heaped onto adjacent un-cleared native vegetation.

Road Maintenance

The Shire's road maintenance program includes grading, slashing, herbicide application, pruning, drain cleaning, drainage improvements, bitumen resealing, bitumen shoulder grading and gravel re-sheeting. Road maintenance activities will be contained within the 'maintenance corridor', which comprises the running surface, shoulder, table drains, offshoot drains and batters to the top of the back slope.

When major weed control works are to be undertaken, including areas outside the 'maintenance corridor', consultation may occur with the Department of Biodiversity, Conservation and Attractions, Department of Water and Environmental Regulation and local natural resource management groups.

As part of the Shire's annual road program, unsealed shoulders on sealed roads that are subject to significant traffic will require periodic grading and/or gravel re-sheeting. During this process, all grasses and vegetation will be removed from the shoulders prior to work commencing. Some maintenance grading may require clearing of native vegetation to accommodate the machine and ensure road safety.

Drains, including table drains and offshoot drains, are usually mechanically cleared and maintained using a grader, and/or slashed if covered with grass. Drains that are inaccessible to mechanical equipment may require maintenance with hand tools or approved herbicides. In the cases where these practices will not provide for an acceptable level of drainage, the use of excavation equipment may be required.

Management of Works

All personnel undertaking road works on behalf of the Shire will have appropriate training. This can include training provided by, through or in conjunction with WALGA or the Roadside Conservation Committee in roadside vegetation management and maintenance.

Removal of Dangerous Vegetation

Occasionally it is necessary to remove a dangerous tree/vegetation that poses an imminent threat to public safety, such as impeding sight lines along the roadway or a tree that has been subject to storm damage and is threatening to fall over a fence line or a roadway. Following inspection by Shire staff, tree removal will be in accordance with *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Services and Utilities

Alignment of services is encouraged to minimise impact on roadside native vegetation where possible. Under the Utility Providers Code of Practice for Western Australia, utility providers are to liaise with the Shire of Mingenew regarding the positioning of services and the reinstatement and rehabilitation of disturbed areas. If clearing of vegetation is required, it is the responsibility of the service providers to obtain a valid Clearing Permit from Department of Water and Environmental Regulation.

All materials are to be removed from the road verge, by the utility providers, on the completion of works. All trenches, if relevant, are to be backfilled, adequately compacted and trimmed to ensure they are safe. Where clearing of vegetation has been undertaken, it is the responsibility of the utility service provider to revegetate the disturbed area with local native flora either by spreading seed, brush or chipped vegetation of similar composition from nearby areas, or by planting tube stock.

Unauthorised Clearing and/or Activities within Rural Road Reserves

Clearing of a rural road verge or unmade road reserve without the relevant approvals and/or permit is prohibited. Penalties may also apply in accordance with the *Environmental Protection Act 1986*.

No works shall be undertaken in rural road reserves without prior approval from the Shire. This includes planting (including native species), drainage work, fencing, spraying, burning off, clearing vegetation or seed collection.

Fence Line Clearing

Clearing of up to 1.5 meters from a fence line to provide access to construct or maintain a boundary fence is exempt under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

Landowners wishing to remove vegetation from within the road reserve to allow them to construct or maintain an existing boundary fence should seek the approval of the Shire before undertaking such works.

Restoration and Revegetation

Where roadworks by the Shire results in the creation of un-vegetated areas no longer being required to be incorporated into the 'maintenance corridor', the area will be revegetated with local, native flora either by re-spreading topsoil, spreading seed, brush or chipped vegetation of similar composition from nearby areas, or by planting tube stock.

Where native vegetation has been inadvertently cleared during roadworks or any other activities by the Shire or others, the vegetation will be restored either by re-spreading topsoil, spreading seed, brush or chipped vegetation of similar composition from nearby areas, or by planting tube-stock of local, native flora.

Weed Management

Weeds within the 'maintenance corridor' will be controlled and managed as part of the Shire's routine roadside spraying.

Following construction and maintenance works, weeds will be regularly controlled by the most effective manual, mechanical or chemical means, considering site characteristics, types of weed, weed life cycle, climatic season and the presence of native species.

Relevant Legislation

The *Environmental Protection Act 1986* and *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* govern the activities that will impact on native vegetation. This legislation is relevant to the Shire, setting limitations and requirements on road infrastructure works, and landowners who wish to undertake work in road reserves.

Stakeholder Consultation

The Shire will inform those parties that might be affected by road clearing proposals through appropriate and timely communication methods.

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 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 31 March 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.

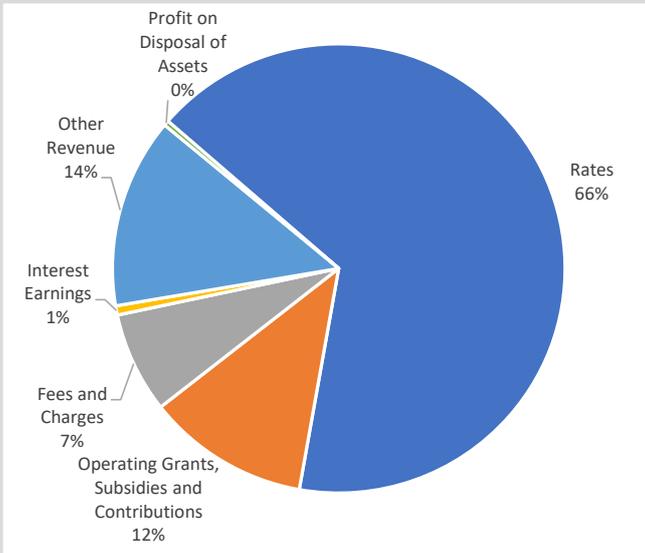
CRITICAL ACCOUNTING ESTIMATES

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.

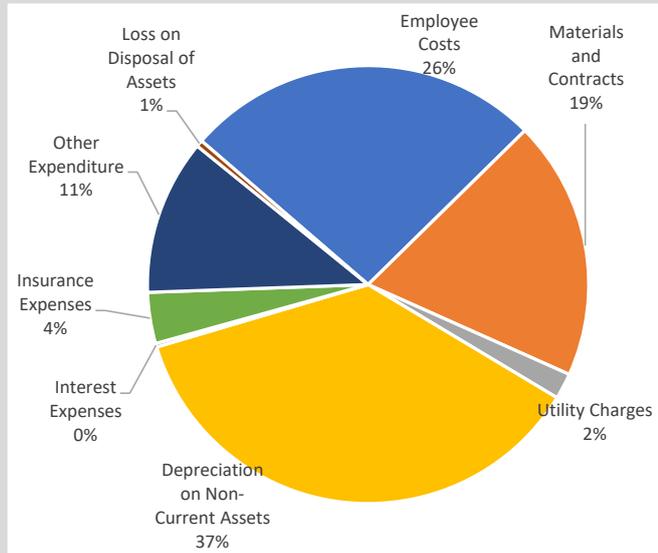
ROUNDING OFF FIGURES

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

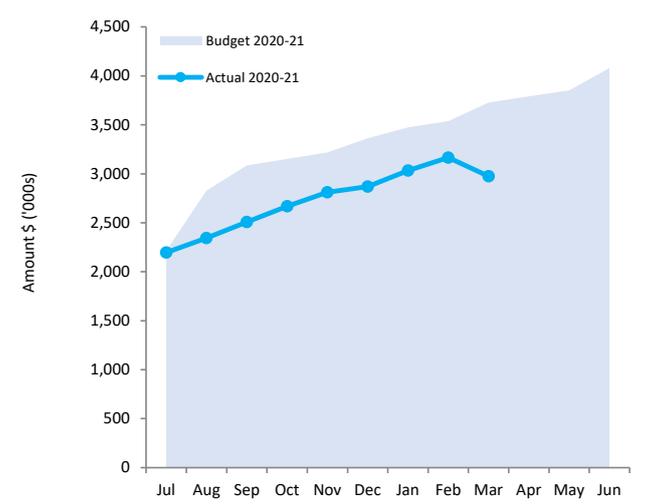
OPERATING REVENUE



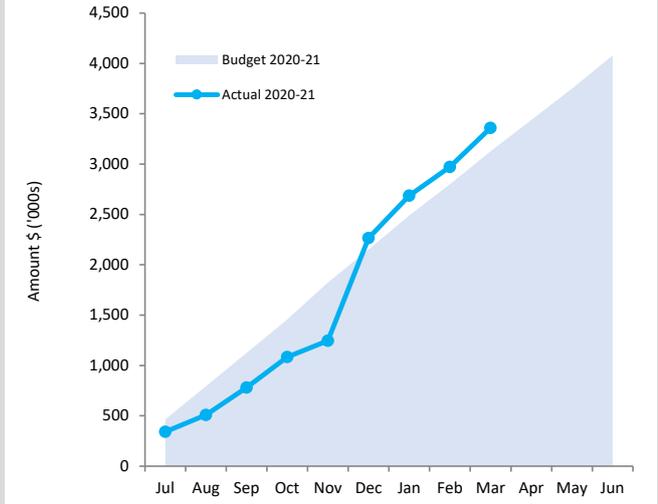
OPERATING EXPENSES



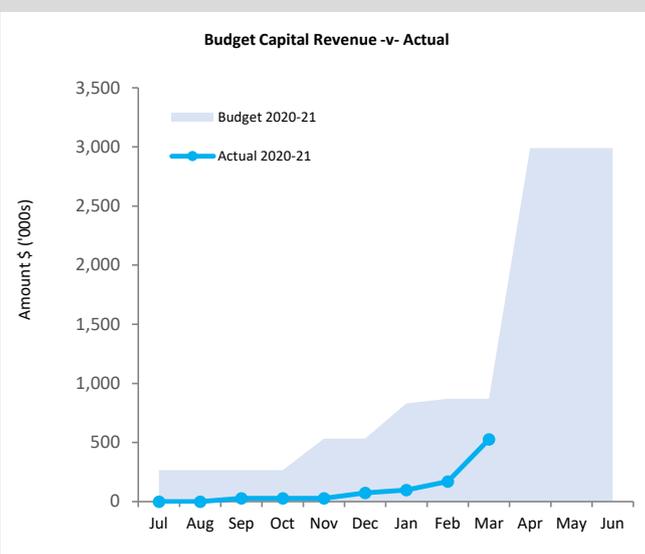
Budget Operating Revenues -v- Actual



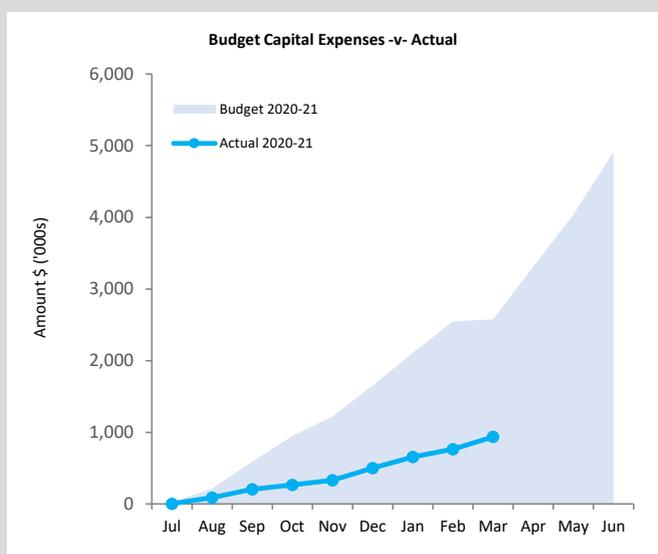
Budget Operating Expenses -v- YTD Actual



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 31 MARCH 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 31 MARCH 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	405,934	405,934	405,934	0	0.00%	
Revenue from operating activities								
Governance		13,399	18,399	13,797	18,830	5,033	36.48%	▲
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	338,741	255,734	247,585	(8,149)	(3.19%)	▼
Law, Order and Public Safety		23,750	23,750	19,158	17,185	(1,973)	(10.30%)	▼
Health		150	150	117	801	684	584.62%	▲
Education and Welfare		400	400	297	1,190	893	300.67%	▲
Housing		90,440	107,440	80,577	81,608	1,031	1.28%	
Community Amenities		89,650	74,650	73,596	73,225	(371)	(0.50%)	
Recreation and Culture		28,780	31,780	30,723	34,217	3,494	11.37%	▲
Transport		594,400	594,400	466,394	449,874	(16,520)	(3.54%)	▼
Economic Services		18,582	25,782	19,670	29,957	10,287	52.30%	▲
Other Property and Services		60,500	38,925	29,178	44,885	15,707	53.83%	▲
		4,078,983	3,230,408	2,965,232	2,974,749	9,517		
Expenditure from operating activities								
Governance		(343,694)	(338,832)	(264,109)	(248,307)	15,802	5.98%	▼
General Purpose Funding		(76,332)	(76,332)	(57,237)	(55,880)	1,357	2.37%	
Law, Order and Public Safety		(66,912)	(73,912)	(56,034)	(95,455)	(39,421)	(70.35%)	▲
Health		(80,167)	(77,167)	(57,834)	(58,456)	(622)	(1.08%)	
Education and Welfare		(111,669)	(101,294)	(76,332)	(95,581)	(19,249)	(25.22%)	▲
Housing		(159,522)	(138,238)	(111,939)	(121,653)	(9,714)	(8.68%)	
Community Amenities		(249,083)	(214,058)	(155,976)	(159,335)	(3,359)	(2.15%)	
Recreation and Culture		(992,925)	(967,785)	(730,346)	(807,728)	(77,382)	(10.60%)	▲
Transport		(1,615,122)	(1,601,065)	(1,203,265)	(1,354,238)	(150,973)	(12.55%)	▲
Economic Services		(302,628)	(322,603)	(240,233)	(275,793)	(35,560)	(14.80%)	▲
Other Property and Services		(80,817)	(40,991)	(60,333)	(87,236)	(26,903)	(44.59%)	▲
		(4,078,871)	(3,952,277)	(3,013,638)	(3,359,662)	(346,024)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,135,978	1,237,475	101,497	8.93%	▲
Amount attributable to operating activities		1,527,882	790,901	1,087,572	852,562	(235,010)		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	3,891,240	910,836	525,824	(385,012)	(42.27%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	49,682	(318)	(0.64%)	
Purchase of property, plant and equipment	8	(4,915,678)	(4,922,529)	(2,416,287)	(936,254)	1,480,033	(61.25%)	▼
Amount attributable to investing activities		(1,890,188)	(981,289)	(1,455,451)	(360,748)	1,094,703		
Financing Activities								
Repayment of Debentures	9	(161,995)	(161,995)	(121,479)	(121,131)	348	(0.29%)	
Principal element of finance lease payments	10	0	(9,331)	(7,002)	(6,899)	103	(1.47%)	
Transfer to Reserves	11	(44,221)	(44,221)	(3,285)	(4,077)	(792)	24.10%	▲
Amount attributable to financing activities		(206,216)	(215,547)	(131,766)	(132,107)	(341)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	(93,711)	765,641	859,352		

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 31 MARCH 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 31 MARCH 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	405,934	405,934	405,934	0	0.00%	
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	429,100	342,916	345,690	2,774	0.81%	
Fees and charges		239,292	247,292	210,637	215,815	5,178	2.46%	
Interest earnings		24,381	28,381	22,279	19,794	(2,485)	(11.15%)	▼
Other revenue		531,219	547,644	411,409	407,327	(4,082)	(0.99%)	
Profit on disposal of assets	7	2,000	2,000	2,000	10,729	8,729	436.45%	▲
		4,078,983	3,230,408	2,965,232	2,974,747	9,515		
Expenditure from operating activities								
Employee costs		(1,031,488)	(980,722)	(738,596)	(880,191)	(141,595)	(19.17%)	▲
Materials and contracts		(708,353)	(652,853)	(504,936)	(643,141)	(138,205)	(27.37%)	▲
Utility charges		(93,002)	(93,002)	(69,582)	(64,278)	5,304	7.62%	
Depreciation on non-current assets		(1,506,670)	(1,506,670)	(1,129,878)	(1,234,717)	(104,839)	(9.28%)	▲
Interest expenses		(10,686)	(10,686)	(7,986)	(9,003)	(1,017)	(12.73%)	▲
Insurance expenses		(120,997)	(125,170)	(123,274)	(126,609)	(3,335)	(2.71%)	
Other expenditure		(584,575)	(575,075)	(431,286)	(385,430)	45,856	10.63%	▼
Loss on disposal of assets	7	(23,100)	(8,100)	(8,100)	(16,291)	(8,191)	(101.12%)	▲
		(4,078,871)	(3,952,278)	(3,013,638)	(3,359,660)	(346,022)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,135,978	1,237,475	101,497	8.93%	▲
Amount attributable to operating activities		1,527,882	790,900	1,087,572	852,562	(235,010)		
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	3,891,240	910,836	525,824	(385,012)	(42.27%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	49,682	(318)	(0.64%)	
Payments for property, plant and equipment	8	(4,915,678)	(4,922,528)	(2,416,287)	(936,254)	1,480,033	(61.25%)	▼
Amount attributable to investing activities		(1,890,188)	(981,288)	(1,455,451)	(360,748)	1,094,703		
Financing Activities								
Repayment of debentures	9	(161,995)	(161,995)	(121,479)	(121,131)	348	(0.29%)	
Principal element of finance lease payments	10	0	(9,331)	(7,002)	(6,899)	103	(1.47%)	
Transfer to reserves	11	(44,221)	(44,221)	(3,285)	(4,077)	(792)	24.10%	▲
Amount attributable to financing activities		(206,216)	(215,547)	(131,766)	(132,107)	(341)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	(93,711)	765,641	859,352		

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)	(10,729)
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	1,129,878	1,234,717
Total non-cash items excluded from operating activities		1,527,770	1,512,770	1,135,978	1,237,475

(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 30 Mar 2020	Year to Date 31 Mar 2021
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(427,011)	(427,011)	(310,035)	(431,088)
Add: Borrowings	9	161,996	161,996	39,898	40,864
Add: Lease liabilities		9,331	9,331	2,936	2,432
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)	(112,978)	(251,662)

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

Current assets					
Cash and cash equivalents	2	1,088,447	1,088,447	1,595,199	2,047,158
Rates receivables	6	27,369	27,369	58,948	68,208
Receivables	3	18,573	18,573	186,242	41,840
Other current assets	4	0	0	52,551	2,253
Less: Current liabilities					
Payables	5	(130,578)	(130,578)	(84,676)	(68,202)
Borrowings	9	(161,996)	(161,996)	(39,898)	(40,864)
Lease liabilities	10	(9,331)	(9,331)	(2,936)	(2,432)
Contract liabilities	12	(170,866)	(170,866)	(499,098)	(894,529)
Provisions	12	(136,130)	(136,130)	(125,163)	(136,130)
Less: Total adjustments to net current assets	1(b)	(119,554)	(119,554)	(112,978)	(251,662)
Closing Funding Surplus / (Deficit)		405,934	405,934	1,028,190	765,641

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	196,810		196,810		NAB	0.25%	Cheque A/C
Municipal Funds	Cash and cash equivalents	485,747	933,413	1,419,160		NAB	0.85%	On Call
Reserve Funds	Cash and cash equivalents	0	431,088	431,088		NAB	0.85%	On Call
Total		682,657	1,364,502	2,047,158	0			
Comprising								
Cash and cash equivalents		682,657	1,364,502	2,047,158	0			
Financial assets at amortised cost		0	0	0	0			
		682,657	1,364,502	2,047,158	0			

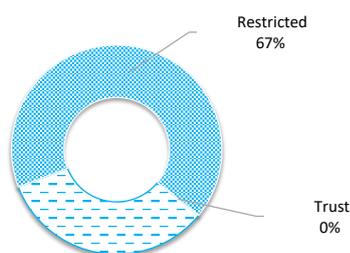
KEY INFORMATION

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
\$2.05 M	\$.68 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

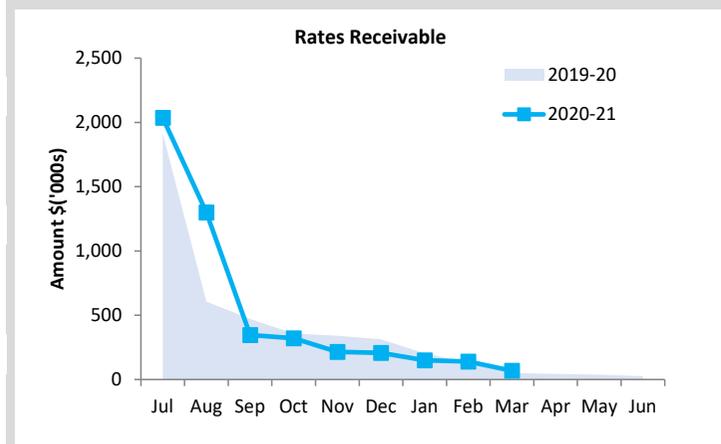
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 June 2020	31 Mar 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)	(1,934,553)
Equals Current Outstanding	27,369	68,208
Net Rates Collectable	27,369	68,208
% Collected	98.6%	96.6%

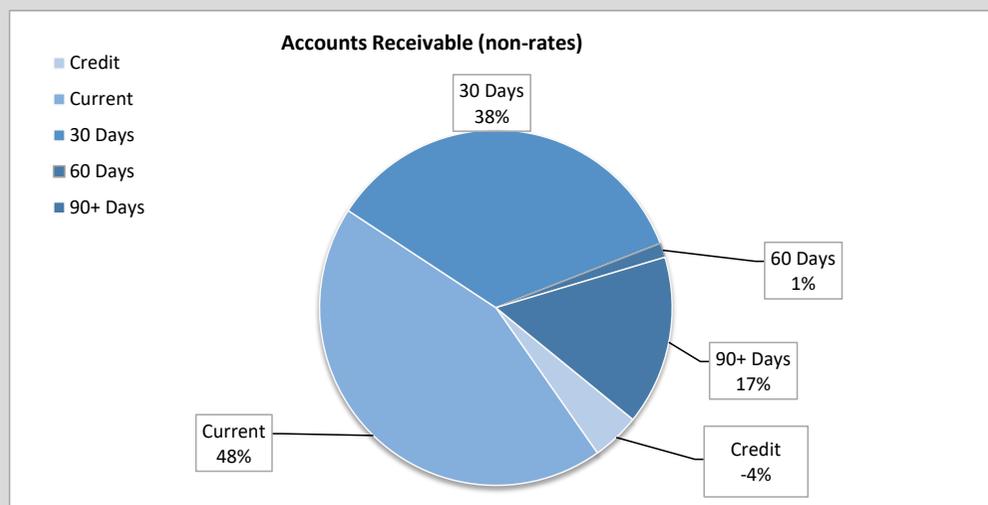
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(1,121)	11,193	8,889	332	3,925	23,217
Percentage	-4.8%	48.2%	38.3%	1.4%	16.9%	
Balance per Trial Balance						
Sundry receivable						23,217
Rate Pensioner Rebate Claimed						2,510
GST receivable						12,313
Allowance for impairment of receivables						(500)
Payments in Advance						4,300
Total Receivables General Outstanding						41,840
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
96.6%	\$68,208



Debtors Due
\$41,840
Over 30 Days
40%
Over 90 Days
16.9%

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 31 March 2021
	\$	\$	\$	\$
Inventory				
Fuel	0	2,253	0	2,253
Total Other Current assets				2,253
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	331	2,085	0	0	2,416
Percentage	0%	13.7%	86.3%	0%	0%	
Balance per Trial Balance						
Sundry creditors						2,416
ATO liabilities						45,542
Receipts in Advance						7,460
Other payables - Bonds Held						15,636
* Other payables						(2,852)
Total Payables General Outstanding						68,202

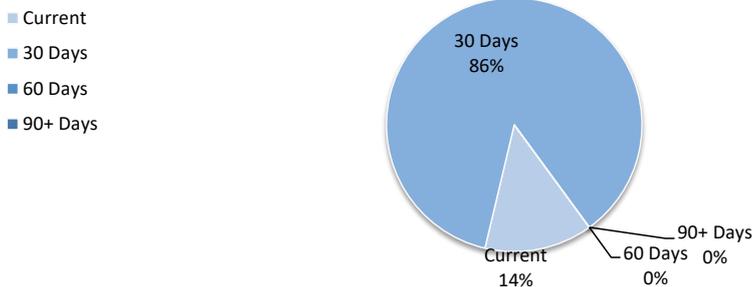
Amounts shown above include GST (where applicable)

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.

Aged Payables



Creditors Due

\$68,202

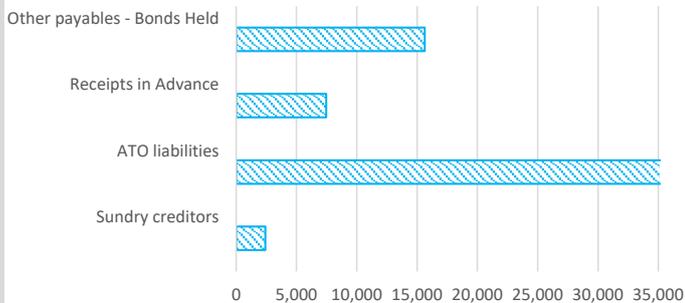
Over 30 Days

86%

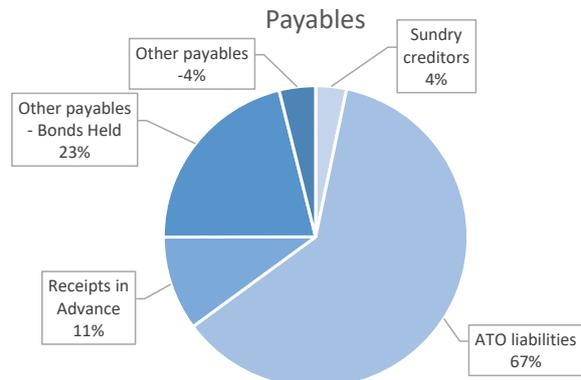
Over 90 Days

0%

Payables



Payables



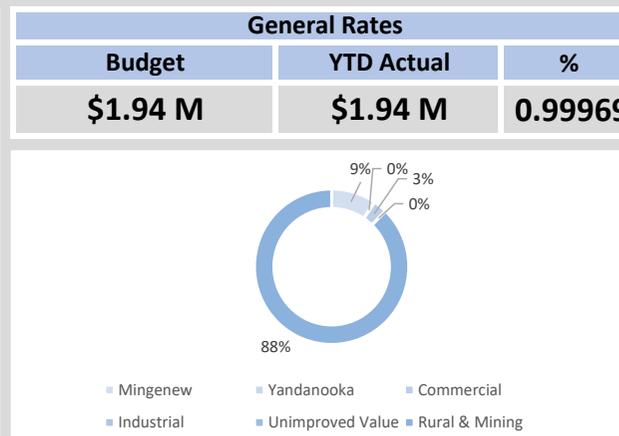
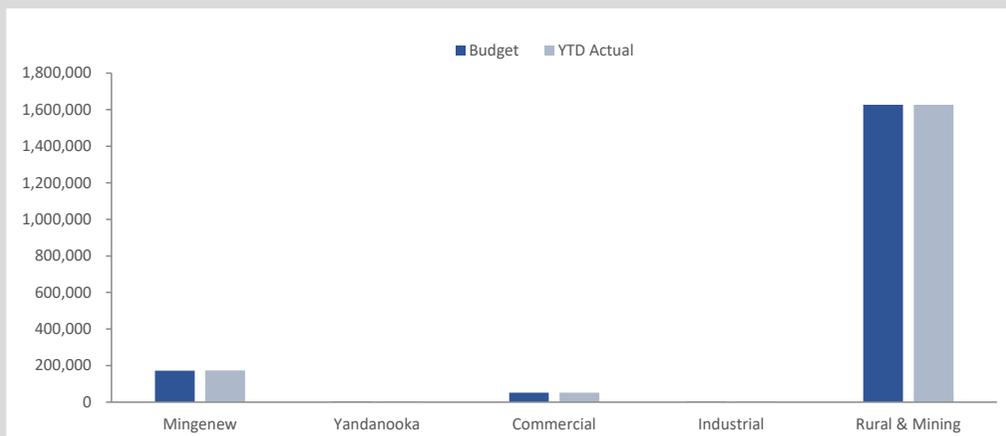
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

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

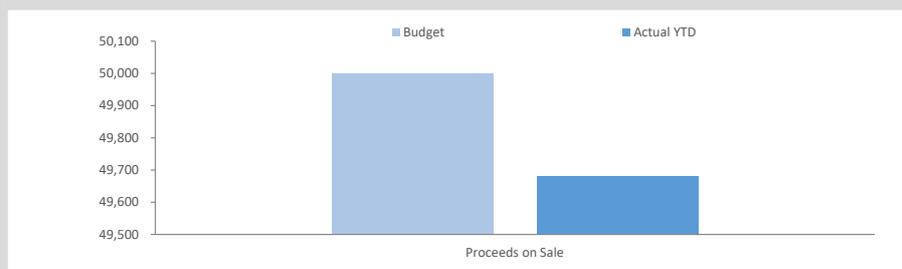
KEY INFORMATION

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)	0	0	0	0	0	0	0	0
	JCB backhoe	31,600	15,000	0	(16,600)	31,600	30,000	0	(1,600)	27,629	29,091	1,462	0
	Water tanker trailer	0	0	0	0	16,500	10,000	0	(6,500)	21,382	5,091	0	(16,291)
		56,100	35,000	2,000	(23,100)	56,100	50,000	2,000	(8,100)	55,244	49,682	10,729	(16,291)

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$50,000	\$49,682	99%

* 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	285,500	285,500	82,177	(203,323)
Buildings - specialised	299,500	299,500	299,500	30,905	(268,595)
Plant and equipment	340,000	281,800	199,800	149,730	(50,070)
Infrastructure - Roads	1,406,774	1,429,825	1,358,987	393,415	(965,572)
Infrastructure - bridges	2,266,404	2,266,404	0	0	0
Infrastructure - parks & ovals	200,000	245,000	200,000	207,272	7,272
Infrastructure - other	102,500	114,500	72,500	67,748	(4,752)
Capital Expenditure Totals	4,915,678	4,922,529	2,416,287	936,254	(1,480,033)

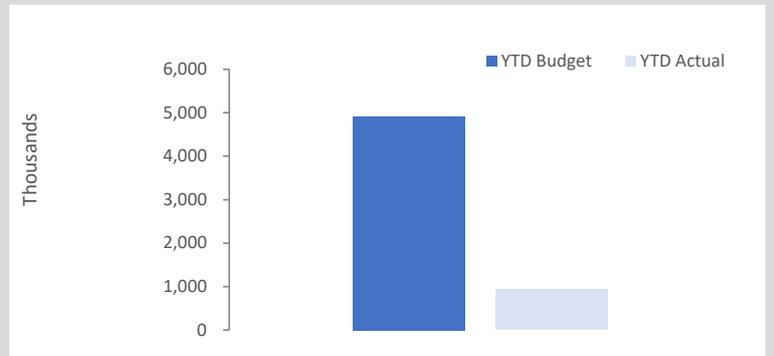
Capital Acquisitions Funded By:

	\$	\$	\$	\$	\$
Capital grants and contributions	2,990,490	3,891,240	910,836	525,824	(385,012)
Other (Disposals & C/Fwd)	35,000	50,000	50,000	49,682	(318)
Contribution - operations	1,890,188	981,289	1,455,451	360,748	(1,094,703)
Capital Funding Total	4,915,678	4,922,529	2,416,287	936,254	(1,480,033)

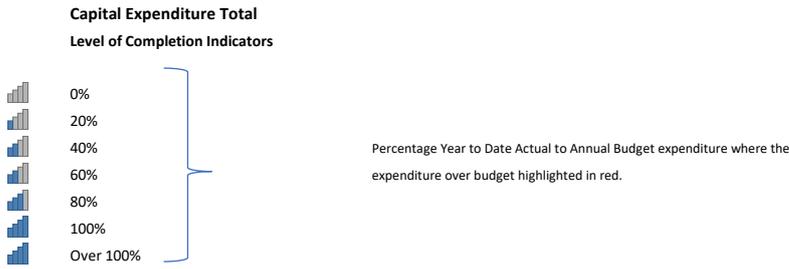
SIGNIFICANT ACCOUNTING POLICIES

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	\$0.94 M	19%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.99 M	\$0.53 M	18%

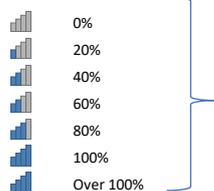


Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Land						
	4050109 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	14,241	1,241
	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	35,161	(4,839)
	BC120 12 Victoria Road (Lot 66) - (APU) - Building (Capital)	0	10,000	10,000	9,880	(120)
	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	0	0	0	0
	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	10,000	10,000	2,994	(7,006)
	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	285,500	285,500	82,177	(203,323)
Buildings - specialised						
	BC023 23 Victoria Road (Lot 84) - Toy Library - Building (Capital)	7,000	7,000	7,000	0	(7,000)
	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	2,895	(48,105)
	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	299,500	30,905	(268,595)
Plant and equipment						
	PE029 Crew Cab Truck - MI029 - Capital	80,000	67,800	67,800	67,730	(70)
	PE255 Water Truck - MI255 - Capital	90,000	0	0	0	0
	PE262 Backhoe - MI262 - Capital	170,000	132,000	132,000	0	(132,000)
	PE3470 Water Tanker - MI3470 - Capital	0	82,000	0	82,000	82,000
Plant and equipment Total		340,000	281,800	199,800	149,730	(50,070)
Infrastructure - Roads						
	RC045 Phillip Street (Capital)	100,000	123,051	123,051	12,273	(110,779)
	RC087 Parking Bay South of Midland Road (Capital)	30,000	30,000	30,000	6,965	(23,035)
	RC000 Road Construction - Outside BUA - Gravel - Council Funded (Budgetin	283,273	283,273	212,436	0	(154,266)
	RC013 Enokurra Road (Capital)				53,114	
	RC011 Mooriary Road (Capital)				5,056	
	RRG080 Mingenew - Mullewa Road (RRG)	439,500	439,500	439,500	269,647	(169,854)
	RRG024 Milo Road (RRG)	258,000	258,000	258,000	26,241	(231,759)
	BS002 Yandanooka North East Road (BS)	296,000	296,000	296,000	20,120	(275,880)
	R2R002 Yandanooka North East Road (R2R)	0	0	0	0	0
Infrastructure - roads Total		1,406,774	1,429,825	1,358,987	393,415	(965,572)
Infrastructure - bridges						
	BR0833 Yarragadee - Mingenew - 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						
	PC008 Little Well - (Capital)	0	10,000	0	0	0
	PC011 Skate Park - (Capital)	200,000	235,000	200,000	207,272	7,272
Infrastructure - parks & ovals Total		200,000	245,000	200,000	207,272	7,272

Capital Expenditure Total

Level of Completion Indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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	42,000	0	42,470	42,470
OC002 Mingenev Hill Walk Trail - Capital	32,000	32,000	32,000	1,800	(30,200)
OC007 Astrotourism Project	18,000	18,000	18,000	9,076	(8,924)
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	114,500	72,500	67,748	(4,752)
Grand Total	4,915,678	4,922,529	2,416,287	936,254	(1,480,033)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

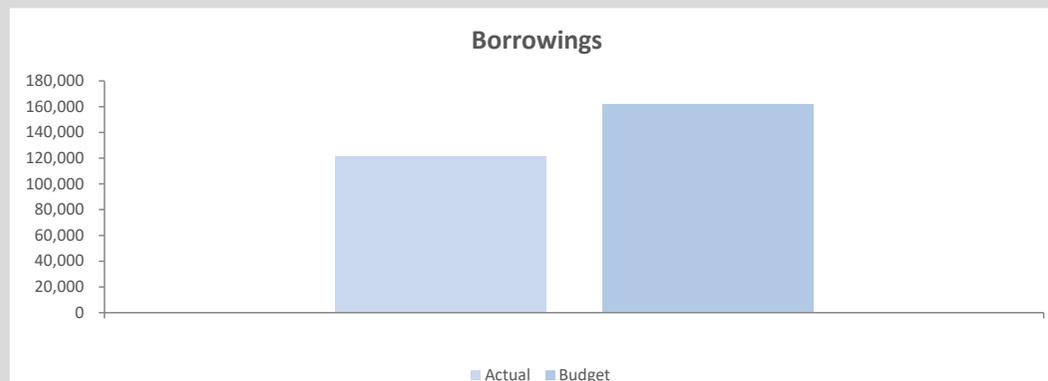
Repayments - Borrowings

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	16,607	22,210	28,354	22,751	1,043	1,136
Housing									
Loan 133 - Triplex	28,647	0	0	10,582	14,151	18,065	14,496	665	724
Loan 134 - Phillip Street	21,823	0	0	8,061	10,780	13,762	11,043	506	551
Loan 136 - Moore Street	54,423	0	0	20,102	26,884	34,321	27,539	1,263	1,375
Loan 142 - Field Street	25,107	0	0	9,283	12,415	15,824	12,692	583	635
Recreation and culture									
Loan 138 - Pavilion Fitout	43,163	0	0	15,943	21,321	27,220	21,842	1,002	1,091
Transport									
Loan 139 - Roller	10,580	0	0	3,908	5,227	6,672	5,353	246	267
Loan 141 - Grader	36,738	0	0	13,570	18,148	23,168	18,590	853	928
Loan 144 - Side Tipper	25,132	0	0	9,283	12,415	15,849	12,717	583	635
Loan 145 - Drum Roller	37,338	0	0	13,792	18,444	23,546	18,894	867	943
	327,912	0	0	121,131	161,995	206,781	165,917	7,611	8,286
Total	327,912	0	0	121,131	161,995	206,781	165,917	7,611	8,286
Current borrowings	161,995					40,864			
Non-current borrowings	165,917					165,917			
	327,912					206,781			

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	
\$121,131	
Interest Earned	Interest Expense
\$19,794	\$7,611
Reserves Bal	Loans Due
\$.43 M	\$.21 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	2,318	3,732	8,082	6,668	601	960
IT equipment	Finrent	10,318	0	0	4,581	5,599	5,737	4,719	791	1,440
Total		20,718	0	0	6,899	9,331	13,819	11,387	1,392	2,400
Current lease		9,331					2,432			
Non-current lease		11,387					11,387			
		20,718					13,819			

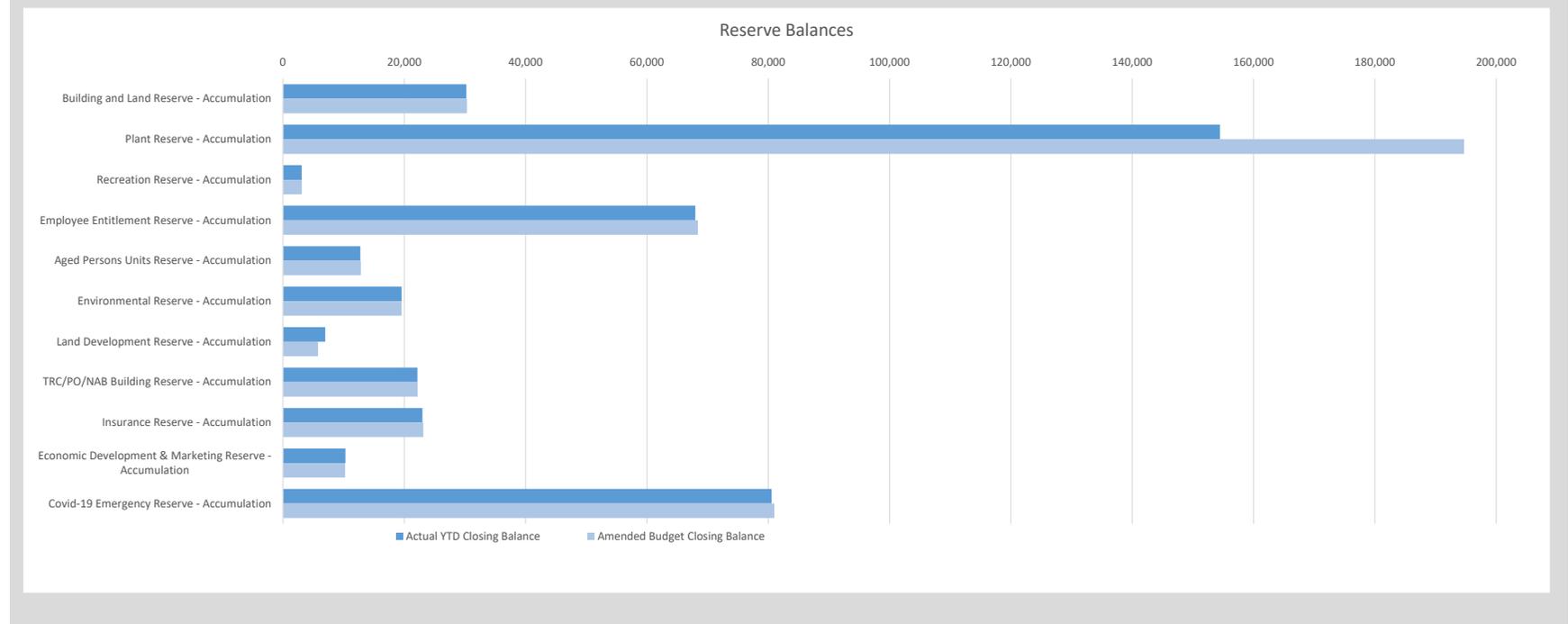
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021

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	202	0	0	0	0	0	0	30,321	30,237
Plant Reserve - Accumulation	153,439	1,425	1,425	1,033	39,840	39,840	0	0	0	0	194,704	154,472
Recreation Reserve - Accumulation	3,068	38	38	21	0	0	0	0	0	0	3,106	3,089
Employee Entitlement Reserve - Accumulation	67,534	844	844	455	0	0	0	0	0	0	68,378	67,989
Aged Persons Units Reserve - Accumulation	12,670	158	158	85	0	0	0	0	0	0	12,828	12,755
Environmental Reserve - Accumulation	19,444	118	118	131	0	0	0	0	0	0	19,562	19,575
Land Development Reserve - Accumulation	5,724	72	72	40	0	0	1,200	0	0	0	5,796	6,964
TRC/PO/NAB Building Reserve - Accumulation	22,023	150	150	148	0	0	0	0	0	0	22,173	22,171
Insurance Reserve - Accumulation	22,842	285	285	154	0	0	0	0	0	0	23,127	22,996
Economic Development & Marketing Reserve	10,232	2	2	69	0	0	0	0	0	0	10,234	10,301
Covid-19 Emergency Reserve - Accumulation	80,000	1,003	1,003	539	0	0	0	0	0	0	81,003	80,539
	427,011	4,381	4,381	2,877	39,840	39,840	1,200	0	0	0	471,232	431,088

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 March 2021
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements		170,866	1,214,487	(490,824)	894,529
Lease liability		9,331	0	(6,899)	2,432
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					1,033,091
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 31 MARCH 2021

NOTE 13(a)

OPERATING GRANTS AND CONTRIBUTIONS

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 31-Mar	Current Liability 31-Mar	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	115,500	154,000	0	154,000	111,944
Grants Commission - Roads	0	0	0	0	0	150,000	112,500	150,000	0	150,000	109,901
DCP, BBRF, LRCI	0	0	0	0	0	851,000	0	0	0	0	0
Law, order, public safety											
DFES - LGGS Operating Grant	0	0	0	0	0	18,200	13,650	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	0	0	0	0	1,251,200	319,650	400,200	0	400,200	315,568
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	2,619	3,500	0	3,500	4,252
Fuel Tax Credit Scheme	0	0	0	0	0	45,000	14,247	19,000	0	19,000	19,295
	0	0	0	0	0	54,900	23,266	28,900	0	28,900	30,123
TOTALS	0	0	0	0	0	1,306,100	342,916	429,100	0	429,100	345,690

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	Increase	Liability	Liability	Current	Adopted Budget	YTD	Annual	Budget	Expected	YTD Revenue
	1-Jul	in	Reduction	31-Mar	Liability	Revenue	Budget	Budget	Variations		Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
Governance											
LRCI - Chambers Upgrade	0	14,241	(14,241)	0	0	0	0	13,000	0	13,000	14,241
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
Education and welfare											
DCP - Childcare Centre Upgrade	0	57,686	(7,617)	50,069	50,069	0	0	150,000	0	150,000	7,617
DCP - Toy Library - exterior works	0	4,900	0	4,900	4,900	0	0	7,000	0	7,000	0
Housing											
DCP - 33 Victoria St Renovations	0	22,481	(22,481)	0	0	0	0	20,000	0	20,000	22,481
Community amenities											
LRCI - Transfer Station upgrade	0	20,000	(20,000)	0	0	0	0	20,000	0	20,000	20,000
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	10,000	0	10,000	0
BBR - Railway Station	0	0	0	0	0	0	0	108,000	0	108,000	0
DCP - Rec Centre Solar Power Installation	0	26,583	(26,583)	0	0	0	0	25,500	0	25,500	26,583
DCP - Rec Centre Water Upgrade	0	28,051	(720)	27,331	27,331	0	0	51,000	0	51,000	720
DCP - Mingenew Hill Walking Trail	0	22,243	(1,800)	20,443	20,443	0	0	32,000	0	32,000	1,800
DCP - Playground & Skatepark	0	140,900	(96,901)	43,999	43,999	0	0	150,000	0	150,000	96,901
LRCI - Pump Track & Landscaping	0	49,931	(8,708)	41,223	41,223	0	0	50,000	0	50,000	8,708
CSRFF - Skatepark	0	0	0	0	0	0	0	0	37,939	37,939	0
Transport											
Regional Road Group	0	303,200	(206,904)	96,296	96,296	465,000	465,000	465,000	0	465,000	206,904
Roads to Recovery	0	223,127	0	223,127	223,127	2,325,490	206,086	2,325,490	0	2,325,490	0
Black Spot	0	80,000	(20,120)	59,880	59,880	200,000	200,000	200,000	0	200,000	20,120
LRCI - Phillip St Parking & Reseal	0	124,828	(12,273)	112,555	112,555	0	0	125,000	0	125,000	12,273
LRCI - Midlands Road Carparks	0	28,665	(6,965)	21,700	21,700	0	0	30,000	0	30,000	6,965
LRCI Phase 2 - Roads Resheeting	0	0	0	0	0	0	0	0	138,160	138,160	0
Economic services											
LRCI - Bank Building Facelift	0	5,000	(2,994)	2,006	2,006	0	0	5,000	0	5,000	2,994
DCP - Communication Tower Upgrade	0	14,402	(14,402)	0	0	0	0	15,000	0	15,000	14,402
DCP - Remote Tourism Cameras	0	5,250	0	5,250	5,250	0	0	7,500	0	7,500	0
DCP - Astrotourism	0	12,600	(8,463)	4,138	4,138	0	0	18,000	0	18,000	8,463
DCP - Mingenew Tourist Centre Upgrade	0	2,620	(2,620)	0	0	0	0	4,000	0	4,000	2,620
LRCI Phase 2 - Public WIFI	0	0	0	0	0	0	0	0	15,000	15,000	0
Other property and services											
DCP - Admin Solar Power Installation	0	12,285	(12,285)	0	0	0	0	20,000	0	20,000	12,285
LRCI Phase 2 - Admin Foyer/Library Upgrade	0	0	0	0	0	0	0	0	20,000	20,000	0
	170,866	1,208,991	(486,074)	893,783	893,783	2,990,490	871,086	3,851,490	211,099	4,062,589	486,074
Non-Operating Contributions											
Recreation and culture											
Youth Precinct - Playground Equipment	0	4,750	(4,750)	0	0	0	39,750	39,750	0	39,750	39,750
Youth Precinct - Upgrade	0	746	0	746	746	0	0	0	0	0	0
	0	5,496	(4,750)	746	746	0	39,750	39,750	0	39,750	39,750
Total Non-operating grants, subsidies and contributions	170,866	1,214,487	(490,824)	894,529	894,529	2,990,490	910,836	3,891,240	211,099	4,102,339	525,824

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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 31 Mar 2021
	\$	\$	\$	\$
BCITF Levy	1,339	1,594	0	2,933
BRB - BS Levy	57	455	(455)	57
Autumn Committee	974	0	0	974
Bonds - Keys, Facilities, Equipment	1,915	689	(1,104)	1,500
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	(10,394)	15,636

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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				405,934
BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	21102008	Capital Expenses			(10,000)	395,934
2090186	STF HOUSE - Expensed Minor Asset Purchases	21102008	Operating Expenses			(2,000)	393,934
2040285	OTH GOV - Legal Expenses	21102008	Operating Expenses			(3,000)	390,934
2120391	PLANT - Loss on Disposal of Assets	21102008	Operating Expenses		15,000		405,934
3030146	Instalment interest received	08170321	Operating Revenue		4,000		409,934
3030214	Grant funding	08170321	Capital Revenue			(851,000)	(441,066)
3030235	Other income	08170321	Non Cash Item		2,800		(438,266)
2040104	Training & dev	08170321	Operating Expenses			(2,500)	(440,766)
2040109	Members travel & accom	08170321	Operating Expenses		7,500		(433,266)
2040189	BM083 - Council chambers maint	08170321	Operating Expenses		5,863		(427,403)
3040110	Grant funding	08170321	Capital Revenue		13,000		(414,403)
2040240	Advertising & Promotions	08170321	Operating Expenses			(10,000)	(424,403)
2040251	Consultancy - Strategic	08170321	Operating Expenses		5,000		(419,403)
2040252	Other consultancy	08170321	Operating Expenses		2,000		(417,403)
3040235	Other income	08170321	Operating Revenue		5,000		(412,403)
2050216	Relief ranger services	08170321	Operating Expenses		2,000		(410,403)
2050717	Relief community emergency serv	08170321	Operating Expenses			(9,000)	(419,403)
2070553	Pest control programs	08170321	Operating Expenses			(2,000)	(421,403)
2070742	Medical support	08170321	Operating Expenses		5,000		(416,403)
3080310	Grant funding	08170321	Capital Revenue		157,000		(259,403)
2080389	Building maintenance	08170321	Operating Expenses		2,000		(257,403)
2080389	BM076 - Daycare centre	08170321	Operating Expenses		8,375		(249,028)
2090389	CHM013 - 13 Moore St	08170321	Operating Expenses		4,188		(244,840)
2090389	CHM451 - 45 King St	08170321	Operating Expenses		6,365		(238,475)
2090389	CHM452 - 45 King St	08170321	Operating Expenses		6,700		(231,775)
2090389	CHM453 - 45 King St	08170321	Operating Expenses		3,183		(228,592)
3090110	Grant funding	08170321	Capital Revenue		20,000		(208,592)
3090320	Fees & charges	08170321	Operating Revenue		14,000		(194,592)
2090489	BM121 - 12 Victoria Rd - APU	08170321	Operating Expenses		2,848		(191,744)
3090420	Fees & charges	08170321	Operating Revenue		3,000		(188,744)
4090410	BC120 - 12 Victoria Rd - APU	08170321	Capital Expenses			(10,000)	(198,744)
2100117	General tip maintenance	08170321	Operating Expenses		32,500		(166,244)
3100110	Grant funding	08170321	Capital Revenue		20,000		(146,244)
3100135	Other income	08170321	Operating Revenue			(15,000)	(161,244)

4100190	Infrastructure other - capital	08170321	Capital Expenses		(12,000)	(173,244)
2100685	Legal expenses	08170321	Operating Expenses		(2,500)	(175,744)
2100788	BO500 - Public conv. - build. Ops.	08170321	Operating Expenses		(8,375)	(184,119)
2100788	BM500 - Public conv. - build. Ops.	08170321	Operating Expenses	13,400		(170,719)
2110188	BO019 - Hall	08170321	Operating Expenses		(2,910)	(173,629)
2110188	BO099 - Yandanooka Hall	08170321	Operating Expenses		(1,263)	(174,892)
2110365	W0005 - Entry statements	08170321	Operating Expenses	11,725		(163,167)
2110365	W0010 - Parks & gardens	08170321	Operating Expenses		(16,750)	(179,917)
2110365	W0021 - Rec centre parks & gardens	08170321	Operating Expenses	6,700		(173,217)
2110366	W0014 - Hockey field	08170321	Operating Expenses	5,025		(168,192)
2110366	W0016 - Race track	08170321	Operating Expenses	3,350		(164,842)
2110366	W0017 - tennis courts	08170321	Operating Expenses	5,025		(159,817)
2110366	W0018 - golf course	08170321	Operating Expenses		(8,375)	(168,192)
2110389	BM097 - Turf club pavilion	08170321	Operating Expenses	1,675		(166,517)
2110389	BM098 - Rec centre	08170321	Operating Expenses	16,750		(149,767)
3110300	Cont & donations	08170321	Capital Revenue	39,750		(110,017)
3110301	Other recreation	08170321	Operating Revenue	3,000		(107,017)
3110310	Grant funding	08170321	Capital Revenue	318,500		211,483
4110370	PC008 - Little well	08170321	Capital Expenses		(10,000)	201,483
4110370	PC011 - Skate Park	08170321	Capital Expenses		(35,000)	166,483
2110689	BM100 - Enanty barn build maint	08170321	Operating Expenses	4,188		170,671
3110610	Grant funding	08170321	Capital Revenue	108,000		278,671
3120113	Grant funding	08170321	Capital Revenue	155,000		433,671
4120110	BC047 - Depot capital	08170321	Capital Expenses	25,000		458,671
4120130	PE029 - Crew cab	08170321	Capital Expenses	12,200		470,871
4120130	PE3470 - Water tanker	08170321	Capital Expenses		(82,000)	388,871
4120130	PE262 - Backhoe	08170321	Capital Expenses	38,000		426,871
4120130	PE255 - Water truck	08170321	Capital Expenses	90,000		516,871
4120140	RC045 - Phillip St parking	08170321	Capital Expenses		(23,051)	493,820
2120211	DM000 - Drainage maintenance	08170321	Operating Expenses	3,350		497,170
2120211	RM999 - Road maint general BUA	08170321	Operating Expenses	36,850		534,020
2120211	RM998 - Road maint general OBUA	08170321	Operating Expenses		(25,125)	508,895
2120213	RM000 - Road maint gravel OBUA	08170321	Operating Expenses		(25,125)	483,770
2120216	MB000 - Bridge maint	08170321	Operating Expenses	3,350		487,120
2120217	FM000 - Footpath maint	08170321	Operating Expenses	15,075		502,195
2120252	Consultants	08170321	Operating Expenses		(5,000)	497,195
2120286	Minor assets	08170321	Operating Expenses		(5,000)	492,195
2120289	BM047 - 47 Linthorne St Build Maint	08170321	Operating Expenses	682		492,877
2130186	Minor assets	08170321	Operating Expenses		(5,000)	487,877
2130240	Public relations & area promotion	08170321	Operating Expenses		(20,000)	467,877
2130240	W0049 - Marketing & Promotion	08170321	Operating Expenses	3,350		471,227
3130210	Grant funding	08170321	Capital Revenue	29,500		500,727
3130320	Fees & charges	08170321	Operating Revenue	2,000		502,727
3130620	Fees & charges	08170321	Operating Revenue	4,000		506,727

3130635	Other income	08170321	Operating Revenue	1,200		507,927
2130889	BM050 - 50 Midlands Rd Build Maint	08170321	Operating Expenses	1,675		509,602
3130810	Grant funding	08170321	Capital Revenue	20,000		529,602
4130810	Building capital	08170321	Capital Expenses	10,000		539,602
2140286	Minor assets	08170321	Operating Expenses	8,000		547,602
2140289	BM021 - 21 Victoria Rd Build Maint	08170321	Operating Expenses	6,700		554,302
3140210	Grant funding	08170321	Capital Revenue	20,000		574,302
2140324	PWO - annual leave	08170321	Operating Expenses	14,000		588,302
2140325	PWO - public holidays	08170321	Operating Expenses		(14,000)	574,302
2140400	Internal plant repairs - wages	08170321	Operating Expenses		(41,875)	532,427
2140411	External parts & repairs	08170321	Operating Expenses	30,000		562,427
2140412	Fuels & Oils	08170321	Operating Expenses	40,000		602,427
2140413	Tyres & tubes	08170321	Operating Expenses		(10,000)	592,427
2140416	Licences/registrations	08170321	Operating Expenses	5,000		597,427
3140401	Reimbursements	08170321	Operating Revenue	2,425		599,852
3140410	Fuel tax credits	08170321	Operating Revenue		(24,000)	575,852
2140500	Gross salaries	08170321	Operating Expenses	26,134		601,986
2140501	Gross salaries allocated	08170321	Operating Expenses		(26,134)	575,852
3140501	Workers Comp - reimbursement	08170321	Operating Revenue	7,000		582,852
2140760	Unclassified expenditure	08170321	Operating Expenses	2,000		584,852
3140735	Unclassified income	08170321	Operating Revenue		(5,000)	579,852
4140907	Stock control account	08170321	Operating Expenses		(2,000)	577,852
9342302	Lease liability - current	08170321	Capital Expenses		(9,331)	568,521
				0	1,496,901	(1,334,314)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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)	0	0.00%			
Revenue from operating activities					
Governance	5,033	36.48%	▲	Timing	Received insurance rebate in full; Reimbursed for 40% of insurance revaluations costs
General Purpose Funding - Other	(8,149)	(3.19%)	▼	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	(1,973)	(10.30%)	▼	Timing	Received less dog/cat registration renewals than budgeted; Received more ESL operating grant funds than budgeted; Successful insurance claim on fire vehicle
Health	684	584.62%	▲	Permanent	Timing of health licences; Annual Food Premises Inspection fee more than budgeted
Education and Welfare	893	300.67%	▲	Permanent	Additional Autumn Centre hire than budgeted
Recreation and Culture	3,494	11.37%	▲	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
Transport	(16,520)	(3.54%)	▼	Timing	Received additional funds from MRWA Direct Grant; Reimbursed for staff DOT training; Received less DOT licensing than anticipated; Anticipated profit on sale of asset
Economic Services	10,287	52.30%	▲	Timing	Timing of commercial property lease and community bus hire; Less revenue from standpipe than budgeted; Agri Tourism Workshop reimbursement;
Other Property and Services	15,707	53.83%	▲	Permanent	Additional building permit applications than budgeted
Other Property and Services			▲	Timing	Additional private works completed than budgeted; Reimbursement of Velpic online training platform earlier than anticipated; Reimbursement of fleet insurance adjustment; Anticipated more fuel rebate than received; Reimbursed workers compensation claim; Reimbursement of employee expenses
Expenditure from operating activities					
Governance	15,802	5.98%	▼	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

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Law, Order and Public Safety	(39,421)	(70.35%)	▲	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; Allocation of depreciation on fire trucks
Education and Welfare	(19,249)	(25.22%)	▲	Timing	Allocation of depreciation
Recreation and Culture	(77,382)	(10.60%)	▲	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	(150,973)	(12.55%)	▲	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	(35,560)	(14.80%)	▲	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	(26,903)	(44.59%)	▲	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	(385,012)	(42.27%)	▼	Timing	Regulation changes, revenue will be allocated once projects are completed
Capital Acquisitions	1,480,033	(61.25%)	▼	Timing	Timing of capital projects including roadworks, building, plant and astrotourism
Financing Activities					
Transfer to Reserves	(792)	24.10%	▲	Timing	Received less interest on reserves than anticipated; Transferred funds from Bonds Held to Industrial Area Development Reserve

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 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 30 April 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.

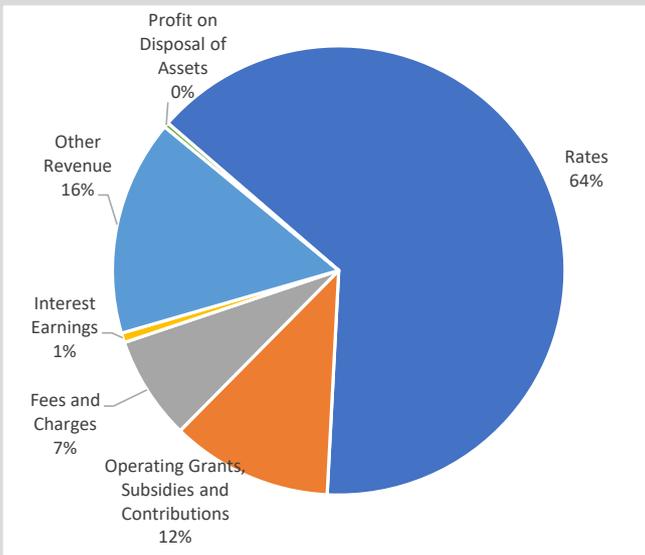
CRITICAL ACCOUNTING ESTIMATES

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.

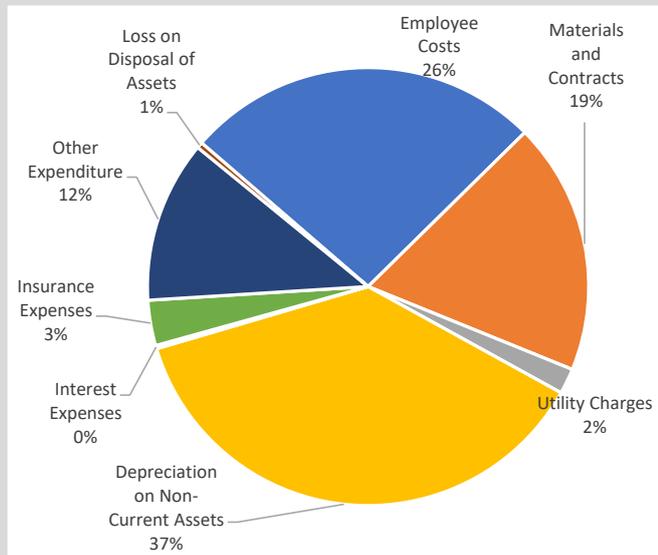
ROUNDING OFF FIGURES

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

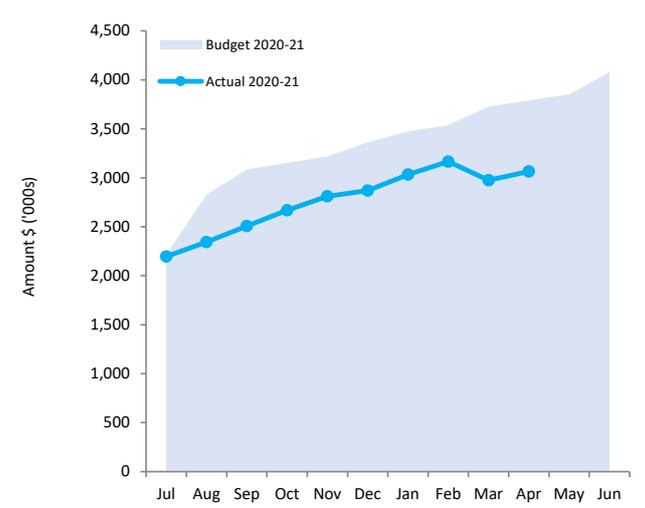
OPERATING REVENUE



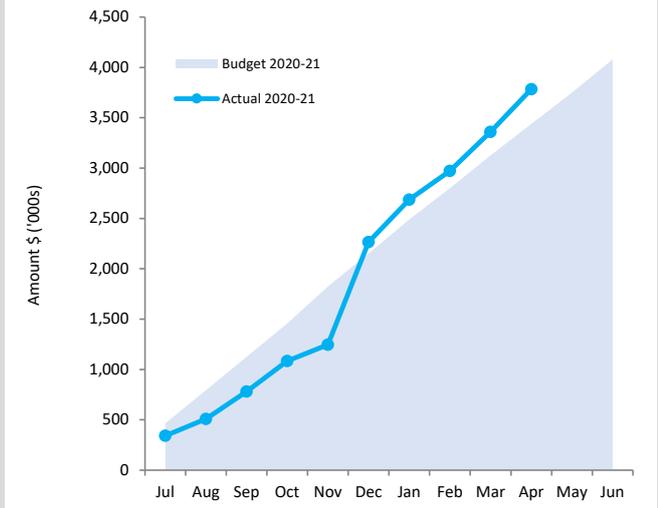
OPERATING EXPENSES



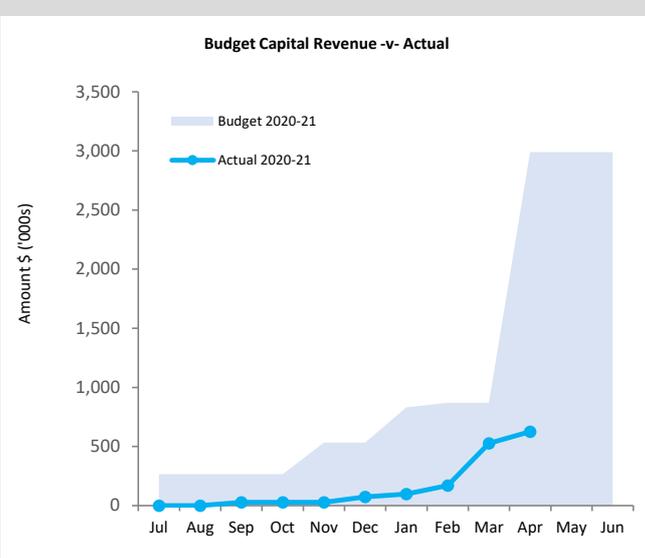
Budget Operating Revenues -v- Actual



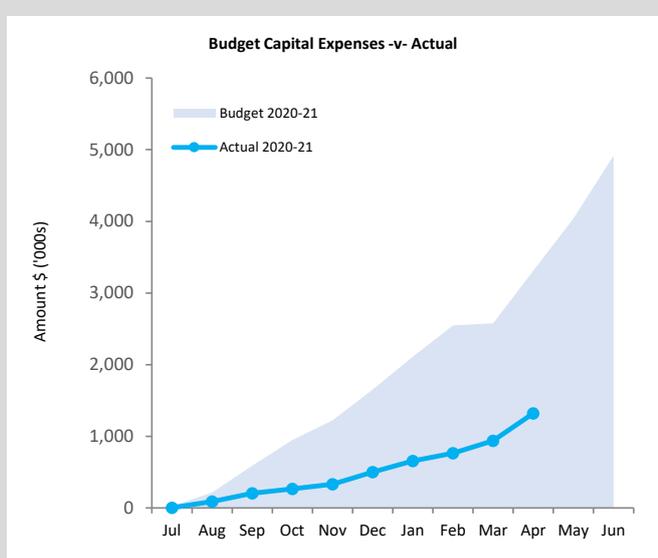
Budget Operating Expenses -v- YTD Actual



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 30 APRIL 2021**

STATUTORY REPORTING PROGRAMS

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

GOVERNANCE	ACTIVITIES
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 30 APRIL 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	405,934	405,934	405,934	0	0.00%	
Revenue from operating activities								
Governance		13,399	18,399	15,330	18,830	3,500	22.83%	▲
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	338,741	258,060	248,948	(9,112)	(3.53%)	▼
Law, Order and Public Safety		23,750	23,750	19,170	23,558	4,388	22.89%	▲
Health		150	150	130	801	671	516.15%	▲
Education and Welfare		400	400	330	1,145	815	246.97%	▲
Housing		90,440	107,440	89,530	93,522	3,992	4.46%	
Community Amenities		89,650	74,650	73,940	73,372	(568)	(0.77%)	
Recreation and Culture		28,780	31,780	31,070	34,190	3,120	10.04%	▲
Transport		594,400	594,400	509,060	518,760	9,700	1.91%	
Economic Services		18,582	25,782	21,700	30,085	8,385	38.64%	▲
Other Property and Services		60,500	38,925	32,420	47,477	15,057	46.44%	▲
		4,078,983	3,230,408	3,026,731	3,066,080	39,349		
Expenditure from operating activities								
Governance		(343,694)	(338,832)	(285,700)	(272,182)	13,518	4.73%	▼
General Purpose Funding		(76,332)	(76,332)	(62,555)	(61,697)	858	1.37%	
Law, Order and Public Safety		(66,912)	(73,912)	(61,578)	(176,037)	(114,459)	(185.88%)	▲
Health		(80,167)	(77,167)	(64,260)	(64,259)	1	0.00%	
Education and Welfare		(111,669)	(101,294)	(84,523)	(104,871)	(20,348)	(24.07%)	▲
Housing		(159,522)	(138,238)	(120,259)	(132,992)	(12,733)	(10.59%)	▲
Community Amenities		(249,083)	(214,058)	(175,288)	(174,881)	407	0.23%	
Recreation and Culture		(992,925)	(967,785)	(809,252)	(863,681)	(54,429)	(6.73%)	▲
Transport		(1,615,122)	(1,601,065)	(1,335,573)	(1,534,211)	(198,638)	(14.87%)	▲
Economic Services		(302,628)	(322,603)	(268,454)	(303,809)	(35,355)	(13.17%)	▲
Other Property and Services		(80,817)	(40,991)	(53,803)	(94,338)	(40,535)	(75.34%)	▲
		(4,078,871)	(3,952,277)	(3,321,245)	(3,782,958)	(461,713)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,261,520	1,415,844	154,324	12.23%	▲
Amount attributable to operating activities		1,527,882	790,901	967,006	698,966	(268,040)		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	3,891,240	3,030,240	625,795	(2,404,445)	(79.35%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	49,682	(318)	(0.64%)	
Purchase of property, plant and equipment	8	(4,915,678)	(4,922,529)	(3,228,359)	(1,321,221)	1,907,138	(59.07%)	▼
Amount attributable to investing activities		(1,890,188)	(981,289)	(148,119)	(645,745)	(497,625)		
Financing Activities								
Repayment of Debentures	9	(161,995)	(161,995)	(121,479)	(121,131)	348	(0.29%)	
Principal element of finance lease payments	10	0	(9,331)	(7,002)	(7,702)	(700)	10.00%	
Transfer to Reserves	11	(44,221)	(44,221)	(3,650)	(4,384)	(734)	20.10%	▲
Amount attributable to financing activities		(206,216)	(215,547)	(132,131)	(133,217)	(1,086)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	1,092,690	325,939	(766,751)		

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 30 APRIL 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 30 APRIL 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	\$ 405,934	\$ 405,934	\$ 405,934	\$ 0	0.00%	
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	429,100	344,790	353,874	9,084	2.63%	
Fees and charges		239,292	247,292	222,830	228,328	5,498	2.47%	
Interest earnings		24,381	28,381	24,310	21,095	(3,215)	(13.23%)	▼
Other revenue		531,219	547,644	456,810	476,662	19,852	4.35%	▲
Profit on disposal of assets	7	2,000	2,000	2,000	10,729	8,729	436.45%	▲
		4,078,983	3,230,408	3,026,731	3,066,080	39,349		
Expenditure from operating activities								
Employee costs		(1,031,488)	(980,722)	(819,140)	(990,738)	(171,598)	(20.95%)	▲
Materials and contracts		(708,353)	(652,853)	(553,232)	(703,653)	(150,421)	(27.19%)	▲
Utility charges		(93,002)	(93,002)	(77,280)	(71,212)	6,068	7.85%	
Depreciation on non-current assets		(1,506,670)	(1,506,670)	(1,255,420)	(1,413,086)	(157,666)	(12.56%)	▲
Interest expenses		(10,686)	(10,686)	(8,276)	(9,121)	(845)	(10.21%)	▲
Insurance expenses		(120,997)	(125,170)	(123,882)	(126,609)	(2,727)	(2.20%)	
Other expenditure		(584,575)	(575,075)	(475,915)	(452,248)	23,667	4.97%	▼
Loss on disposal of assets	7	(23,100)	(8,100)	(8,100)	(16,291)	(8,191)	(101.12%)	▲
		(4,078,871)	(3,952,278)	(3,321,245)	(3,782,958)	(461,713)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,261,520	1,415,844	154,324	12.23%	▲
Amount attributable to operating activities		1,527,882	790,900	967,006	698,966	(268,040)		
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	3,891,240	3,030,240	625,795	(2,404,445)	(79.35%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	49,682	(318)	(0.64%)	
Payments for property, plant and equipment	8	(4,915,678)	(4,922,528)	(3,228,359)	(1,321,221)	1,907,138	(59.07%)	▼
Amount attributable to investing activities		(1,890,188)	(981,288)	(148,119)	(645,745)	(497,625)		
Financing Activities								
Repayment of debentures	9	(161,995)	(161,995)	(121,479)	(121,131)	348	(0.29%)	
Principal element of finance lease payments	10	0	(9,331)	(7,002)	(7,702)	(700)	10.00%	
Transfer to reserves	11	(44,221)	(44,221)	(3,650)	(4,384)	(734)	20.10%	▲
Amount attributable to financing activities		(206,216)	(215,547)	(132,131)	(133,217)	(1,086)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	1,092,690	325,939	(766,751)		

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)	(10,729)
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	1,255,420	1,413,086
Total non-cash items excluded from operating activities		1,527,770	1,512,770	1,261,520	1,415,844

(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 29 Apr 2020	Year to Date 30 Apr 2021
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(427,011)	(427,011)	(312,663)	(431,395)
Add: Borrowings	9	161,996	161,996	39,898	40,864
Add: Lease liabilities		9,331	9,331	2,219	1,629
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)	(116,324)	(252,772)

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

Current assets					
Cash and cash equivalents	2	1,088,447	1,088,447	929,366	1,670,432
Rates receivables	6	27,369	27,369	44,060	62,542
Receivables	3	18,573	18,573	75,496	60,682
Other current assets	4	0	0	52,551	5,532
Less: Current liabilities					
Payables	5	(130,578)	(130,578)	(308,638)	(247,297)
Borrowings	9	(161,996)	(161,996)	(39,898)	(40,864)
Lease liabilities	10	(9,331)	(9,331)	(2,219)	(1,629)
Contract liabilities	12	(170,866)	(170,866)	0	(794,558)
Provisions	12	(136,130)	(136,130)	(125,163)	(136,130)
Less: Total adjustments to net current assets	1(b)	(119,554)	(119,554)	(116,324)	(252,772)
Closing Funding Surplus / (Deficit)		405,934	405,934	509,232	325,939

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	67,672		67,672		NAB	0.25%	Cheque A/C
Municipal Funds	Cash and cash equivalents	136,627	1,034,638	1,171,265		NAB	0.85%	On Call
Reserve Funds	Cash and cash equivalents	0	431,395	431,395		NAB	0.85%	On Call
Total		204,399	1,466,033	1,670,432	0			
Comprising								
Cash and cash equivalents		204,399	1,466,033	1,670,432	0			
Financial assets at amortised cost		0	0	0	0			
		204,399	1,466,033	1,670,432	0			

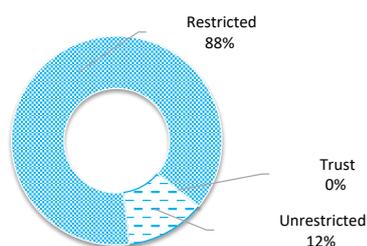
KEY INFORMATION

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
\$1.67 M	\$.2 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

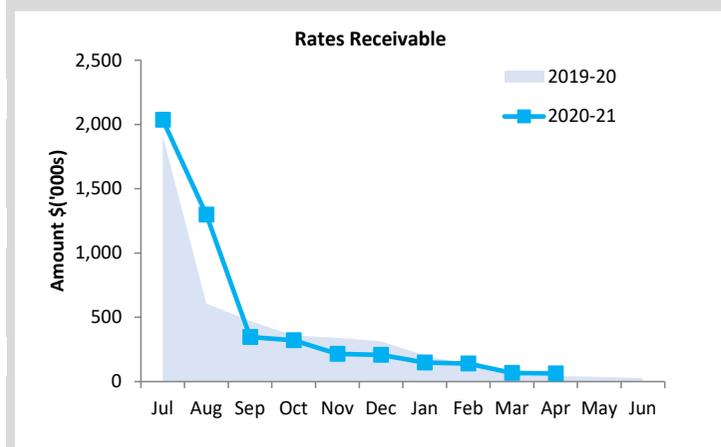
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates Receivable	30 June 2020	30 Apr 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)	(1,940,219)
Equals Current Outstanding	27,369	62,542
Net Rates Collectable	27,369	62,542
% Collected	98.6%	96.9%

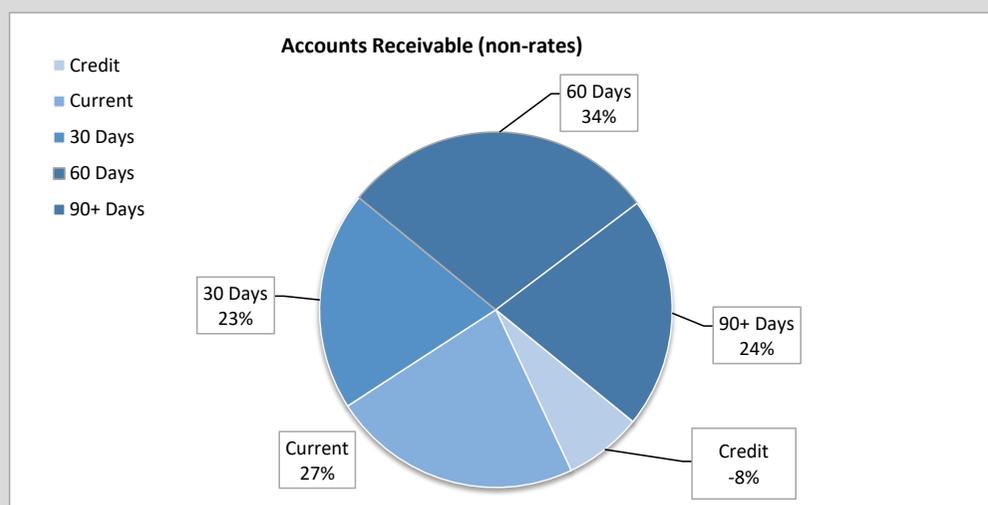
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(1,444)	4,630	4,040	5,842	4,256	17,323
Percentage	-8.3%	26.7%	23.3%	33.7%	24.6%	
Balance per Trial Balance						
Sundry receivable						17,323
Rate Pensioner Rebate Claimed						2,905
GST receivable						40,954
Allowance for impairment of receivables						(500)
Total Receivables General Outstanding						60,682
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
96.9%	\$62,542



Debtors Due
\$60,682
Over 30 Days
57%
Over 90 Days
24.6%

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 30 April 2021
	\$	\$	\$	\$
Inventory				
Fuel	0	1,232	0	1,232
Prepayments				
Prepayments	0	4,300	0	4,300
Total Other Current assets				5,532
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.

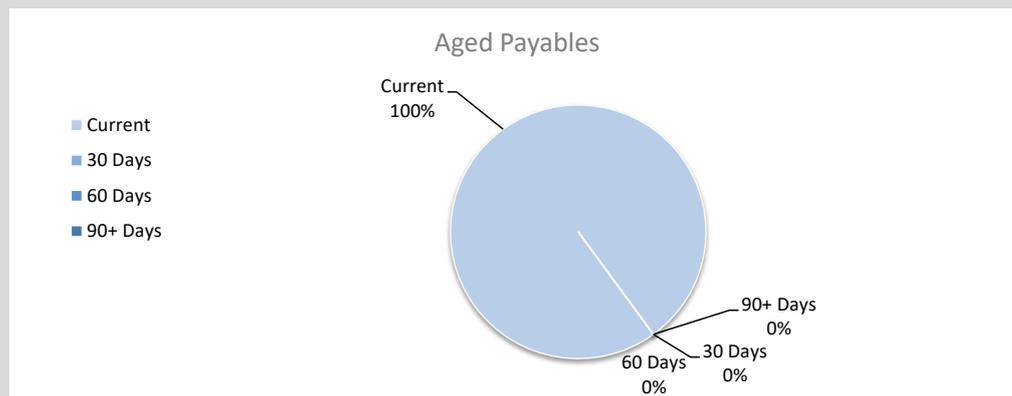
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	331	0	0	0	331
Percentage	0%	100%	0%	0%	0%	
Balance per Trial Balance						
Sundry creditors						331
ATO liabilities						25,526
Receipts in Advance						208,320
Other payables - Bonds Held						15,972
* Other payables						(2,852)
Total Payables General Outstanding						247,297

Amounts shown above include GST (where applicable)

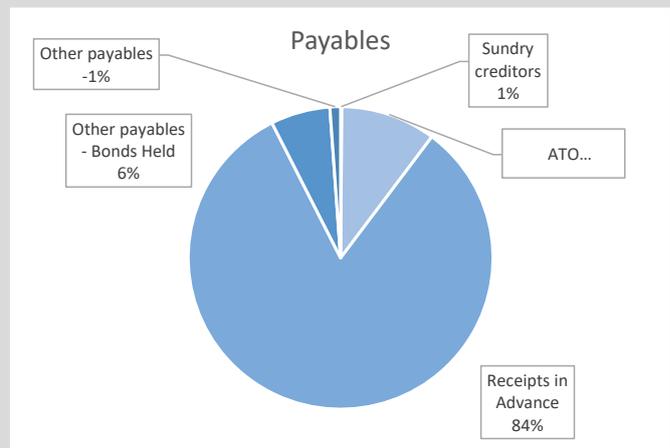
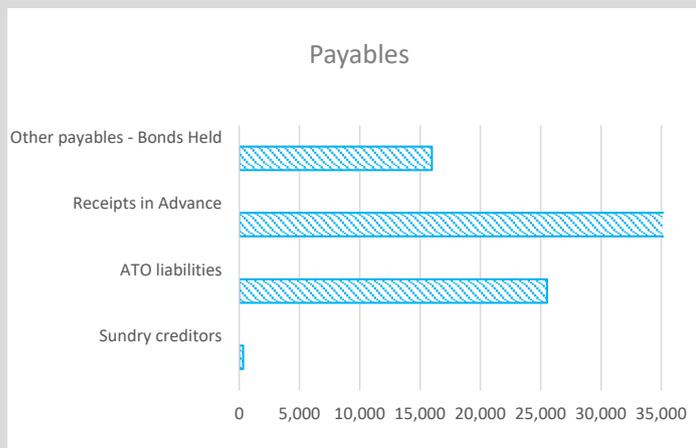
KEY INFORMATION

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
\$247,297
Over 30 Days
0%
Over 90 Days
0%



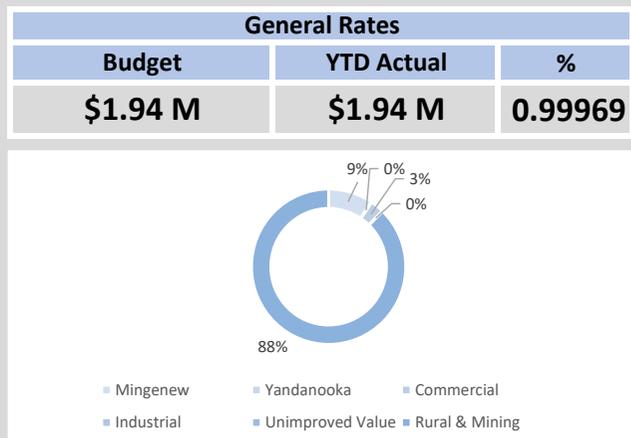
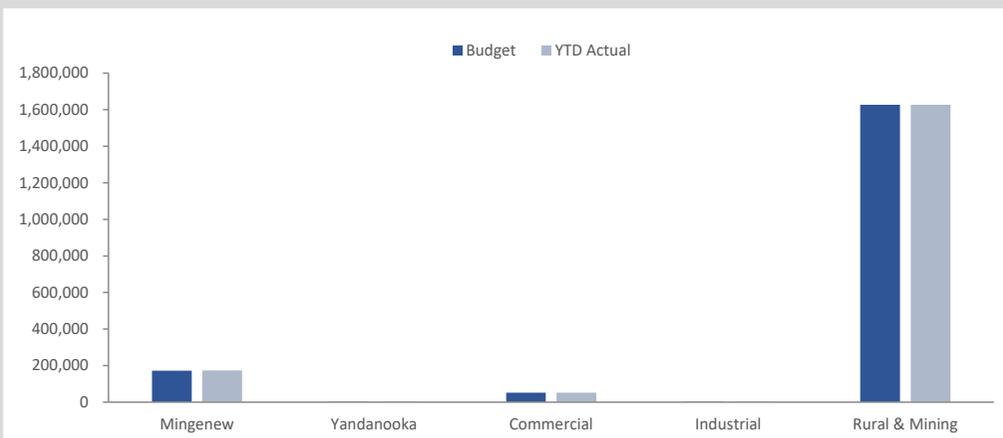
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

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

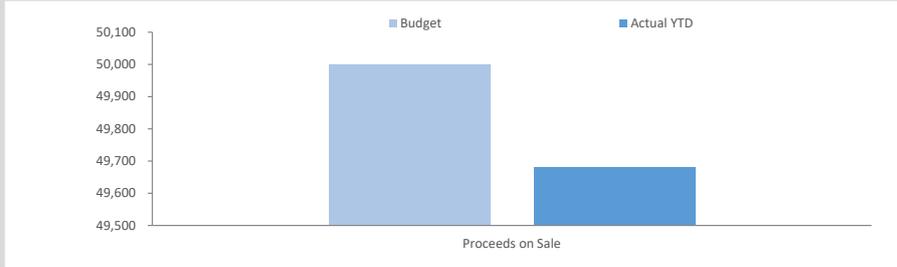
KEY INFORMATION

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)	0	0	0	0	0	0	0	0
	JCB backhoe	31,600	15,000	0	(16,600)	31,600	30,000	0	(1,600)	27,629	29,091	1,462	0
	Water tanker trailer	0	0	0	0	16,500	10,000	0	(6,500)	21,382	5,091	0	(16,291)
		56,100	35,000	2,000	(23,100)	56,100	50,000	2,000	(8,100)	55,244	49,682	10,729	(16,291)

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$50,000	\$49,682	99%

* 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	285,500	285,500	101,549	(183,951)
Buildings - specialised	299,500	299,500	299,500	46,558	(252,942)
Plant and equipment	340,000	281,800	281,800	314,595	32,795
Infrastructure - Roads	1,406,774	1,429,825	1,382,591	552,673	(829,918)
Infrastructure - bridges	2,266,404	2,266,404	706,468	0	(706,468)
Infrastructure - parks & ovals	200,000	245,000	200,000	224,946	24,946
Infrastructure - other	102,500	114,500	72,500	75,893	3,393
Capital Expenditure Totals	4,915,678	4,922,529	3,228,359	1,321,221	(1,907,138)

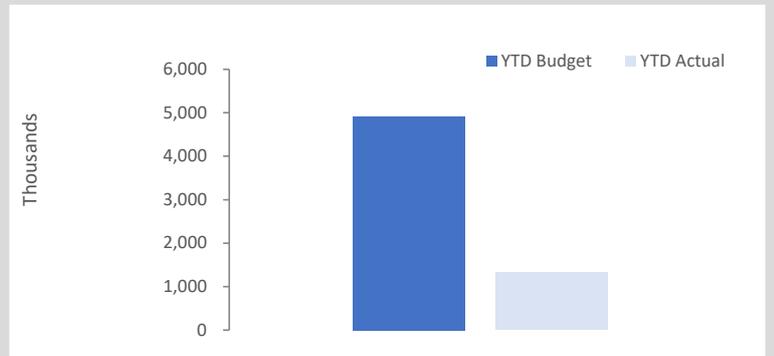
Capital Acquisitions Funded By:

	\$	\$	\$	\$	\$
Capital grants and contributions	2,990,490	3,891,240	3,030,240	625,795	(2,404,445)
Other (Disposals & C/Fwd)	35,000	50,000	50,000	49,682	(318)
Contribution - operations	1,890,188	981,289	148,119	645,745	497,625
Capital Funding Total	4,915,678	4,922,529	3,228,359	1,321,221	(1,907,138)

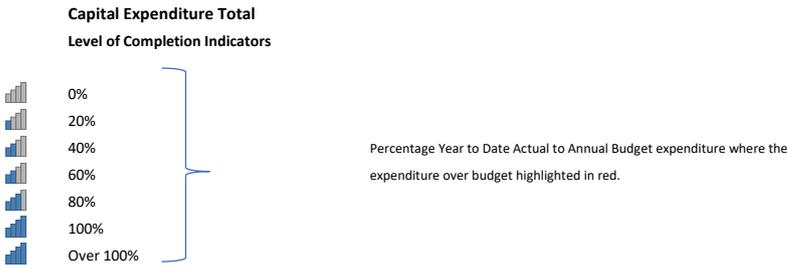
SIGNIFICANT ACCOUNTING POLICIES

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

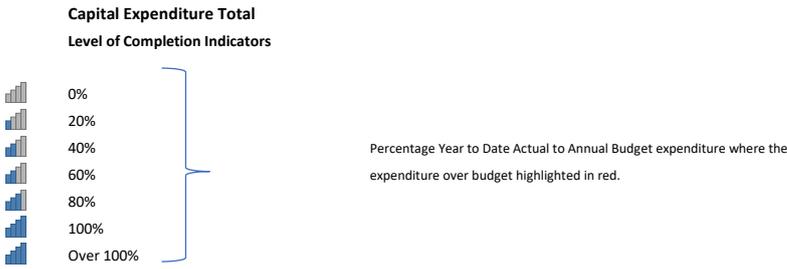


Acquisitions	Annual Budget		YTD Actual	% Spent
	\$4.92 M		\$1.32 M	27%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$2.99 M		\$0.63 M	21%



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						
	4050109 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	14,241	1,241
	BC076 76 Phillip Street (Lot 106) - Daycare Centre - Building (Capital)	150,000	150,000	150,000	13,917	(136,083)
	BC013 13 Moore Street (Lot 144) - Residence - Building (Capital)	0	0	0	12,397	12,397
	BC033 33 Victoria Road (Lot 89) - Residence - Building (Capital)	40,000	40,000	40,000	35,161	(4,839)
	BC120 12 Victoria Road (Lot 66) - (APU) - Building (Capital)	0	10,000	10,000	9,880	(120)
	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	0	0	0	0
	BC054 54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	20,000	30,000	30,000	675	(29,325)
	BC050 50 Midlands Road (Lot 73) - Post Office - Building (Capital)	20,000	10,000	10,000	2,994	(7,006)
	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	285,500	285,500	101,549	(183,951)
Buildings - specialised						
	BC023 23 Victoria Road (Lot 84) - Toy Library - Building (Capital)	7,000	7,000	7,000	0	(7,000)
	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	6,793	(44,207)
	BC016 16 Midlands Road - Railway Station - Building (Capital)	216,000	216,000	216,000	13,183	(202,817)
Buildings - specialised Total		299,500	299,500	299,500	46,558	(252,942)
Plant and equipment						
	PE029 Crew Cab Truck - MI029 - Capital	80,000	67,800	67,800	67,730	(70)
	PE255 Water Truck - MI255 - Capital	90,000	0	0	0	0
	PE262 Backhoe - MI262 - Capital	170,000	132,000	132,000	164,865	32,865
	PE3470 Water Tanker - MI3470 - Capital	0	82,000	82,000	82,000	0
Plant and equipment Total		340,000	281,800	281,800	314,595	32,795
Infrastructure - Roads						
	RC045 Phillip Street (Capital)	100,000	123,051	123,051	12,273	(110,779)
	RC087 Parking Bay South of Midland Road (Capital)	30,000	30,000	30,000	6,965	(23,035)
	RC000 Road Construction - Outside BUA - Gravel - Council Funded (Budgetin	283,273	283,273	236,040	0	(177,870)
	RC013 Enokurra Road (Capital)				53,114	
	RC011 Mooriary Road (Capital)				5,056	
	RRG080 Mingenew - Mullewa Road (RRG)	439,500	439,500	439,500	402,783	(36,717)
	RRG024 Milo Road (RRG)	258,000	258,000	258,000	47,412	(210,588)
	BS002 Yandanooka North East Road (BS)	296,000	296,000	296,000	25,070	(270,930)
	R2R002 Yandanooka North East Road (R2R)	0	0	0	0	0
Infrastructure - roads Total		1,406,774	1,429,825	1,382,591	552,673	(829,918)
Infrastructure - bridges						
	BR0833 Yarragadee - Mingenew - Mullewa Road - Bridge (Capital)	47,000	47,000	0	0	0
	BR3019 Lockier River - Coalseam Road - Bridge (Capital)	2,219,404	2,219,404	706,468	0	(706,468)
Infrastructure - bridges Total		2,266,404	2,266,404	706,468	0	(706,468)
Infrastructure - parks & ovals						
	PC008 Little Well - (Capital)	0	10,000	0	0	0
	PC011 Skate Park - (Capital)	200,000	235,000	200,000	224,946	24,946



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 - parks & ovals Total			200,000	245,000	200,000	224,946	24,946
Infrastructure - other							
	OC006	Transfer Station - Infrastructure - Capital	30,000	42,000	0	42,774	42,774
	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	16,917	(1,083)
	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	114,500	72,500	75,893	3,393
Grand Total			4,915,678	4,922,529	3,228,359	1,321,221	(1,907,138)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

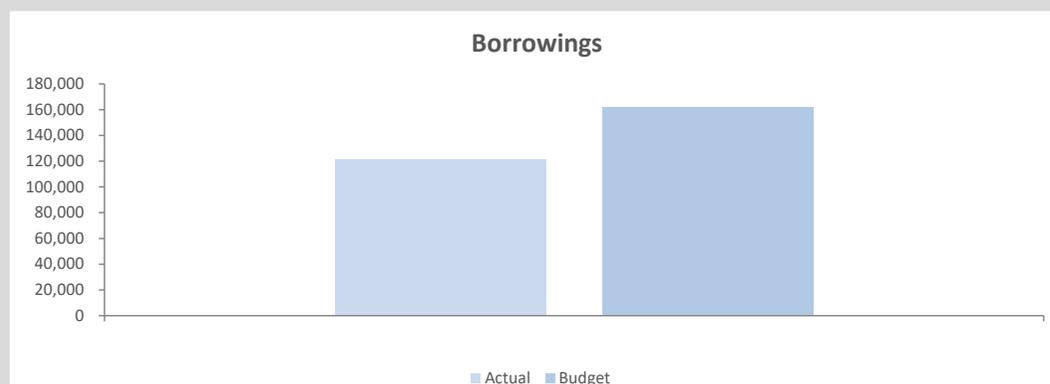
Repayments - Borrowings

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	16,607	22,210	28,354	22,751	1,043	1,136
Housing									
Loan 133 - Triplex	28,647	0	0	10,582	14,151	18,065	14,496	665	724
Loan 134 - Phillip Street	21,823	0	0	8,061	10,780	13,762	11,043	506	551
Loan 136 - Moore Street	54,423	0	0	20,102	26,884	34,321	27,539	1,263	1,375
Loan 142 - Field Street	25,107	0	0	9,283	12,415	15,824	12,692	583	635
Recreation and culture									
Loan 138 - Pavilion Fitout	43,163	0	0	15,943	21,321	27,220	21,842	1,002	1,091
Transport									
Loan 139 - Roller	10,580	0	0	3,908	5,227	6,672	5,353	246	267
Loan 141 - Grader	36,738	0	0	13,570	18,148	23,168	18,590	853	928
Loan 144 - Side Tipper	25,132	0	0	9,283	12,415	15,849	12,717	583	635
Loan 145 - Drum Roller	37,338	0	0	13,792	18,444	23,546	18,894	867	943
	<u>327,912</u>	<u>0</u>	<u>0</u>	<u>121,131</u>	<u>161,995</u>	<u>206,781</u>	<u>165,917</u>	<u>7,611</u>	<u>8,286</u>
Total	327,912	0	0	121,131	161,995	206,781	165,917	7,611	8,286
Current borrowings	161,995					40,864			
Non-current borrowings	<u>165,917</u>					<u>165,917</u>			
	<u>327,912</u>					<u>206,781</u>			

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	
\$121,131	
Interest Earned	Interest Expense
\$21,095	\$7,611
Reserves Bal	Loans Due
\$.43 M	\$.21 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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	2,584	3,732	7,816	6,668	659	960
IT equipment	Finrent	10,318	0	0	5,118	5,599	5,200	4,719	851	1,440
Total		20,718	0	0	7,702	9,331	13,016	11,387	1,510	2,400
Current lease		9,331					1,629			
Non-current lease		11,387					11,387			
		20,718					13,016			

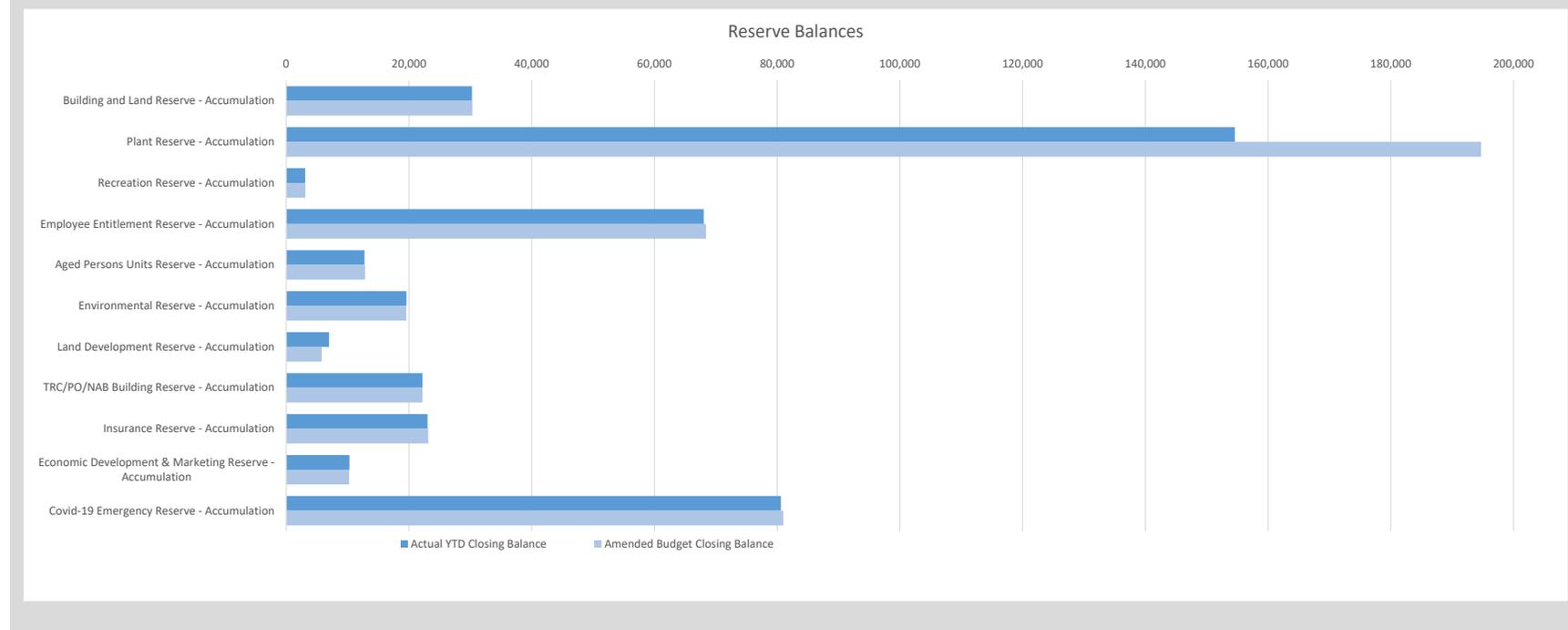
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

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	225	0	0	0	0	0	0	30,321	30,260
Plant Reserve - Accumulation	153,439	1,425	1,425	1,143	39,840	39,840	0	0	0	0	194,704	154,582
Recreation Reserve - Accumulation	3,068	38	38	23	0	0	0	0	0	0	3,106	3,091
Employee Entitlement Reserve - Accumulation	67,534	844	844	503	0	0	0	0	0	0	68,378	68,037
Aged Persons Units Reserve - Accumulation	12,670	158	158	94	0	0	0	0	0	0	12,828	12,764
Environmental Reserve - Accumulation	19,444	118	118	145	0	0	0	0	0	0	19,562	19,589
Land Development Reserve - Accumulation	5,724	72	72	45	0	0	1,200	0	0	0	5,796	6,969
TRC/PO/NAB Building Reserve - Accumulation	22,023	150	150	164	0	0	0	0	0	0	22,173	22,187
Insurance Reserve - Accumulation	22,842	285	285	170	0	0	0	0	0	0	23,127	23,012
Economic Development & Marketing Reserve	10,232	2	2	76	0	0	0	0	0	0	10,234	10,308
Covid-19 Emergency Reserve - Accumulation	80,000	1,003	1,003	596	0	0	0	0	0	0	81,003	80,596
	427,011	4,381	4,381	3,184	39,840	39,840	1,200	0	0	0	471,232	431,395

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 April 2021
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements		170,866	1,249,487	(625,795)	794,558
Lease liability		9,331	0	(7,702)	1,629
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					932,317
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 30 APRIL 2021

NOTE 13(a)

OPERATING GRANTS AND CONTRIBUTIONS

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 30-Apr	Current Liability 30-Apr	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	115,500	154,000	0	154,000	111,944
Grants Commission - Roads	0	0	0	0	0	150,000	112,500	150,000	0	150,000	109,901
DCP, BBRF, LRCI	0	0	0	0	0	851,000	0	0	0	0	0
Law, order, public safety											
DFES - LGGS Operating Grant	0	0	0	0	0	18,200	13,650	18,200	0	18,200	18,139
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	0	0	0	0	1,251,200	319,650	400,200	0	400,200	321,594
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	2,910	3,500	0	3,500	4,252
Fuel Tax Credit Scheme	0	0	0	0	0	45,000	15,830	19,000	0	19,000	21,451
	0	0	0	0	0	54,900	25,140	28,900	0	28,900	32,279
TOTALS	0	0	0	0	0	1,306,100	344,790	429,100	0	429,100	353,874

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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	Increase	Liability	Liability	Current	Adopted Budget	YTD	Annual	Budget	Expected	YTD Revenue
	1-Jul	in	Reduction	30-Apr	Liability	Revenue	Budget	Budget	Variations		Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
Governance											
LRCI - Chambers Upgrade	0	14,241	(14,241)	0	0	0	0	13,000	0	13,000	14,241
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
Education and welfare											
DCP - Childcare Centre Upgrade	0	57,686	(13,917)	43,769	43,769	0	0	150,000	0	150,000	13,917
DCP - Toy Library - exterior works	0	4,900	0	4,900	4,900	0	0	7,000	0	7,000	0
Housing											
DCP - 33 Victoria St Renovations	0	22,481	(22,481)	0	0	0	0	20,000	0	20,000	22,481
Community amenities											
LRCI - Transfer Station upgrade	0	20,000	(20,000)	0	0	0	0	20,000	0	20,000	20,000
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	10,000	0	10,000	0
BBR - Railway Station	0	0	0	0	0	0	0	108,000	0	108,000	0
DCP - Rec Centre Solar Power Installation	0	26,583	(26,583)	0	0	0	0	25,500	0	25,500	26,583
DCP - Rec Centre Water Upgrade	0	28,051	(4,618)	23,433	23,433	0	0	51,000	0	51,000	4,618
DCP - Mingenew Hill Walking Trail	0	17,743	(1,800)	15,943	15,943	0	0	32,000	0	32,000	1,800
DCP - Playground & Skatepark	0	140,900	(98,950)	41,950	41,950	0	0	150,000	0	150,000	98,950
LRCI - Pump Track & Landscaping	0	24,990	(24,378)	613	613	0	0	50,000	0	50,000	24,378
CSRFF - Skatepark	0	0	0	0	0	0	0	0	37,939	37,939	0
Transport											
Regional Road Group	0	303,200	(266,166)	37,034	37,034	465,000	465,000	465,000	0	465,000	266,166
Roads to Recovery	0	223,127	0	223,127	223,127	2,325,490	2,325,490	2,325,490	0	2,325,490	0
Black Spot	0	80,000	(25,070)	54,930	54,930	200,000	200,000	200,000	0	200,000	25,070
LRCI - Phillip St Parking & Reseal	0	44,128	(12,273)	31,855	31,855	0	0	125,000	0	125,000	12,273
LRCI - Midlands Road Carparks	0	14,994	(6,965)	8,029	8,029	0	0	30,000	0	30,000	6,965
LRCI Phase 2 - Roads Resheeting	0	96,712	0	96,712	96,712	0	0	0	138,160	138,160	0
Economic services											
LRCI - Bank Building Facelift	0	3,099	(2,994)	105	105	0	0	5,000	0	5,000	2,994
DCP - Communication Tower Upgrade	0	14,402	(14,402)	0	0	0	0	15,000	0	15,000	14,402
DCP - Remote Tourism Cameras	0	5,250	0	5,250	5,250	0	0	7,500	0	7,500	0
DCP - Astrotourism	0	17,100	(16,303)	797	797	0	0	18,000	0	18,000	16,303
DCP - Mingenew Tourist Centre Upgrade	0	2,620	(2,620)	0	0	0	0	4,000	0	4,000	2,620
LRCI Phase 2 - Public WIFI	0	10,500	0	10,500	10,500	0	0	0	15,000	15,000	0
Other property and services											
DCP - Admin Solar Power Installation	0	12,285	(12,285)	0	0	0	0	20,000	0	20,000	12,285
LRCI Phase 2 - Admin Foyer/Library Upgrade	0	14,000	0	14,000	14,000	0	0	0	20,000	20,000	0
	170,866	1,208,991	(586,045)	793,812	793,812	2,990,490	2,990,490	3,851,490	211,099	4,062,589	586,045
Non-Operating Contributions											
Recreation and culture											
Youth Precinct - Playground Equipment	0	4,750	(4,750)	0	0	0	39,750	39,750	0	39,750	39,750
Youth Precinct - Upgrade	0	746	0	746	746	0	0	0	0	0	0
	0	5,496	(4,750)	746	746	0	39,750	39,750	0	39,750	39,750
Total Non-operating grants, subsidies and contributions	170,866	1,214,487	(590,795)	794,558	794,558	2,990,490	3,030,240	3,891,240	211,099	4,102,339	625,795

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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 30 Apr 2021
	\$	\$	\$	\$
BCITF Levy	1,339	1,674	0	3,013
BRB - BS Levy	57	511	(455)	113
Autumn Committee	974	0	0	974
Bonds - Keys, Facilities, Equipment	1,915	889	(1,104)	1,700
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	8,285	(10,394)	15,972

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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				405,934
BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	21102008	Capital Expenses			(10,000)	395,934
2090186	STF HOUSE - Expensed Minor Asset Purchases	21102008	Operating Expenses			(2,000)	393,934
2040285	OTH GOV - Legal Expenses	21102008	Operating Expenses			(3,000)	390,934
2120391	PLANT - Loss on Disposal of Assets	21102008	Operating Expenses		15,000		405,934
3030146	Instalment interest received	08170321	Operating Revenue		4,000		409,934
3030214	Grant funding	08170321	Capital Revenue			(851,000)	(441,066)
3030235	Other income	08170321	Non Cash Item		2,800		(438,266)
2040104	Training & dev	08170321	Operating Expenses			(2,500)	(440,766)
2040109	Members travel & accom	08170321	Operating Expenses		7,500		(433,266)
2040189	BM083 - Council chambers maint	08170321	Operating Expenses		5,863		(427,403)
3040110	Grant funding	08170321	Capital Revenue		13,000		(414,403)
2040240	Advertising & Promotions	08170321	Operating Expenses			(10,000)	(424,403)
2040251	Consultancy - Strategic	08170321	Operating Expenses		5,000		(419,403)
2040252	Other consultancy	08170321	Operating Expenses		2,000		(417,403)
3040235	Other income	08170321	Operating Revenue		5,000		(412,403)
2050216	Relief ranger services	08170321	Operating Expenses		2,000		(410,403)
2050717	Relief community emergency serv	08170321	Operating Expenses			(9,000)	(419,403)
2070553	Pest control programs	08170321	Operating Expenses			(2,000)	(421,403)
2070742	Medical support	08170321	Operating Expenses		5,000		(416,403)
3080310	Grant funding	08170321	Capital Revenue		157,000		(259,403)
2080389	Building maintenance	08170321	Operating Expenses		2,000		(257,403)
2080389	BM076 - Daycare centre	08170321	Operating Expenses		8,375		(249,028)
2090389	CHM013 - 13 Moore St	08170321	Operating Expenses		4,188		(244,840)
2090389	CHM451 - 45 King St	08170321	Operating Expenses		6,365		(238,475)
2090389	CHM452 - 45 King St	08170321	Operating Expenses		6,700		(231,775)
2090389	CHM453 - 45 King St	08170321	Operating Expenses		3,183		(228,592)
3090110	Grant funding	08170321	Capital Revenue		20,000		(208,592)
3090320	Fees & charges	08170321	Operating Revenue		14,000		(194,592)
2090489	BM121 - 12 Victoria Rd - APU	08170321	Operating Expenses		2,848		(191,744)
3090420	Fees & charges	08170321	Operating Revenue		3,000		(188,744)
4090410	BC120 - 12 Victoria Rd - APU	08170321	Capital Expenses			(10,000)	(198,744)
2100117	General tip maintenance	08170321	Operating Expenses		32,500		(166,244)
3100110	Grant funding	08170321	Capital Revenue		20,000		(146,244)
3100135	Other income	08170321	Operating Revenue			(15,000)	(161,244)

4100190	Infrastructure other - capital	08170321	Capital Expenses		(12,000)	(173,244)
2100685	Legal expenses	08170321	Operating Expenses		(2,500)	(175,744)
2100788	BO500 - Public conv. - build. Ops.	08170321	Operating Expenses		(8,375)	(184,119)
2100788	BM500 - Public conv. - build. Ops.	08170321	Operating Expenses	13,400		(170,719)
2110188	BO019 - Hall	08170321	Operating Expenses		(2,910)	(173,629)
2110188	BO099 - Yandanooka Hall	08170321	Operating Expenses		(1,263)	(174,892)
2110365	W0005 - Entry statements	08170321	Operating Expenses	11,725		(163,167)
2110365	W0010 - Parks & gardens	08170321	Operating Expenses		(16,750)	(179,917)
2110365	W0021 - Rec centre parks & gardens	08170321	Operating Expenses	6,700		(173,217)
2110366	W0014 - Hockey field	08170321	Operating Expenses	5,025		(168,192)
2110366	W0016 - Race track	08170321	Operating Expenses	3,350		(164,842)
2110366	W0017 - tennis courts	08170321	Operating Expenses	5,025		(159,817)
2110366	W0018 - golf course	08170321	Operating Expenses		(8,375)	(168,192)
2110389	BM097 - Turf club pavilion	08170321	Operating Expenses	1,675		(166,517)
2110389	BM098 - Rec centre	08170321	Operating Expenses	16,750		(149,767)
3110300	Cont & donations	08170321	Capital Revenue	39,750		(110,017)
3110301	Other recreation	08170321	Operating Revenue	3,000		(107,017)
3110310	Grant funding	08170321	Capital Revenue	318,500		211,483
4110370	PC008 - Little well	08170321	Capital Expenses		(10,000)	201,483
4110370	PC011 - Skate Park	08170321	Capital Expenses		(35,000)	166,483
2110689	BM100 - Enanty barn build maint	08170321	Operating Expenses	4,188		170,671
3110610	Grant funding	08170321	Capital Revenue	108,000		278,671
3120113	Grant funding	08170321	Capital Revenue	155,000		433,671
4120110	BC047 - Depot capital	08170321	Capital Expenses	25,000		458,671
4120130	PE029 - Crew cab	08170321	Capital Expenses	12,200		470,871
4120130	PE3470 - Water tanker	08170321	Capital Expenses		(82,000)	388,871
4120130	PE262 - Backhoe	08170321	Capital Expenses	38,000		426,871
4120130	PE255 - Water truck	08170321	Capital Expenses	90,000		516,871
4120140	RC045 - Phillip St parking	08170321	Capital Expenses		(23,051)	493,820
2120211	DM000 - Drainage maintenance	08170321	Operating Expenses	3,350		497,170
2120211	RM999 - Road maint general BUA	08170321	Operating Expenses	36,850		534,020
2120211	RM998 - Road maint general OBUA	08170321	Operating Expenses		(25,125)	508,895
2120213	RM000 - Road maint gravel OBUA	08170321	Operating Expenses		(25,125)	483,770
2120216	MB000 - Bridge maint	08170321	Operating Expenses	3,350		487,120
2120217	FM000 - Footpath maint	08170321	Operating Expenses	15,075		502,195
2120252	Consultants	08170321	Operating Expenses		(5,000)	497,195
2120286	Minor assets	08170321	Operating Expenses		(5,000)	492,195
2120289	BM047 - 47 Linthorne St Build Maint	08170321	Operating Expenses	682		492,877
2130186	Minor assets	08170321	Operating Expenses		(5,000)	487,877
2130240	Public relations & area promotion	08170321	Operating Expenses		(20,000)	467,877
2130240	W0049 - Marketing & Promotion	08170321	Operating Expenses	3,350		471,227
3130210	Grant funding	08170321	Capital Revenue	29,500		500,727
3130320	Fees & charges	08170321	Operating Revenue	2,000		502,727
3130620	Fees & charges	08170321	Operating Revenue	4,000		506,727

3130635	Other income	08170321	Operating Revenue	1,200		507,927
2130889	BM050 - 50 Midlands Rd Build Maint	08170321	Operating Expenses	1,675		509,602
3130810	Grant funding	08170321	Capital Revenue	20,000		529,602
4130810	Building capital	08170321	Capital Expenses	10,000		539,602
2140286	Minor assets	08170321	Operating Expenses	8,000		547,602
2140289	BM021 - 21 Victoria Rd Build Maint	08170321	Operating Expenses	6,700		554,302
3140210	Grant funding	08170321	Capital Revenue	20,000		574,302
2140324	PWO - annual leave	08170321	Operating Expenses	14,000		588,302
2140325	PWO - public holidays	08170321	Operating Expenses		(14,000)	574,302
2140400	Internal plant repairs - wages	08170321	Operating Expenses		(41,875)	532,427
2140411	External parts & repairs	08170321	Operating Expenses	30,000		562,427
2140412	Fuels & Oils	08170321	Operating Expenses	40,000		602,427
2140413	Tyres & tubes	08170321	Operating Expenses		(10,000)	592,427
2140416	Licences/registrations	08170321	Operating Expenses	5,000		597,427
3140401	Reimbursements	08170321	Operating Revenue	2,425		599,852
3140410	Fuel tax credits	08170321	Operating Revenue		(24,000)	575,852
2140500	Gross salaries	08170321	Operating Expenses	26,134		601,986
2140501	Gross salaries allocated	08170321	Operating Expenses		(26,134)	575,852
3140501	Workers Comp - reimbursement	08170321	Operating Revenue	7,000		582,852
2140760	Unclassified expenditure	08170321	Operating Expenses	2,000		584,852
3140735	Unclassified income	08170321	Operating Revenue		(5,000)	579,852
4140907	Stock control account	08170321	Operating Expenses		(2,000)	577,852
9342302	Lease liability - current	08170321	Capital Expenses		(9,331)	568,521
	Adjusted Opening Surplus after Auditors entries		Opening Surplus(Deficit)	0	1,496,901	(1,334,314)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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)	0	0.00%			
Revenue from operating activities					
Governance	3,500	22.83%	▲	Timing	Received insurance rebate in full; Reimbursed for 40% of insurance revaluations costs
General Purpose Funding - Other	(9,112)	(3.53%)	▼	Timing	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	4,388	22.89%	▲	Timing	Received less dog/cat registration renewals than budgeted; Received more ESL operating grant funds than budgeted; Successful insurance claim on fire vehicle
Health	671	516.15%	▲	Permanent	Timing of health licences; Annual Food Premises Inspection fee more than budgeted
Education and Welfare	815	246.97%	▲	Permanent	Additional Autumn Centre hire than budgeted
Recreation and Culture	3,120	10.04%	▲	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	8,385	38.64%	▲	Timing	Timing of commercial property lease and community bus hire; Less revenue from standpipe than budgeted; Agri Tourism Workshop reimbursement;
				Permanent	Additional building permit applications than budgeted
Other Property and Services	15,057	46.44%	▲	Timing	Additional private works completed than budgeted; Reimbursement of Velpic online training platform earlier than anticipated; Reimbursement of fleet insurance adjustment; Anticipated more fuel rebate than received; Reimbursed workers compensation claim; Reimbursement of employee expenses
Expenditure from operating activities					
Governance	13,518	4.73%	▼	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	(114,459)	(185.88%)	▲	Permanent	Allocation of insurance costs; Community emergency services budget allocation; Anticipated purchase of ESL protective clothing; Additional maintenance of fire vehicles; Additional ranger services received; Allocation of depreciation on fire trucks
Education and Welfare	(20,348)	(24.07%)	▲	Timing	Allocation of depreciation

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Housing	(12,733)	(10.59%)	▲	Timing More maintenance than anticipated for residences; Anticipated minor assets to be purchased
Recreation and Culture	(54,429)	(6.73%)	▲	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; allocation of operating salaries higher than budget, but offset by allocation of capital salaries lower than budget.
Transport	(198,638)	(14.87%)	▲	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; allocation of operating salaries higher than budget, but offset by allocation of capital salaries lower than budget.
Economic Services	(35,355)	(13.17%)	▲	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	(40,535)	(75.34%)	▲	Timing 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	(2,404,445)	(79.35%)	▼	Timing Regulation changes, revenue will be allocated once projects are completed (including bridge funding, which is filtered through the Shire).
Capital Acquisitions	1,907,138	(59.07%)	▼	Timing Timing of capital projects including roadworks, building, plant and astrotourism
Financing Activities				
Transfer to Reserves	(734)	20.10%	▲	Timing Received less interest on reserves than anticipated; Transferred funds from Bonds Held to Industrial Area Development Reserve

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
ITFEB21	01/03/2021	FINRENT PTY LTD	IT Equipment Lease February 2021	-\$656.57	
PRINT0321	05/03/2021	DE LAGE LANDEN	Copier Lease March 2021	-\$356.80	
1300MAR21	15/03/2021	BUSINESS 1300	Live Answering Services March 2021	-\$99.00	
IT0321	29/03/2021	FINRENT PTY LTD	IT Equipment Lease March 2021	-\$656.57	
NABMAR21	29/03/2021	NAB	NAB Connect Fee - March 2021	-\$35.49	
AKF0321	31/03/2021	NAB	AKF Fees March 2021	-\$15.00	
BPAY0321	31/03/2021	NAB	BPay Fees March 2021	-\$23.47	
LSF0321	31/03/2021	NAB	LSF Fees March 2021	-\$50.00	
MERCH0321	01/04/2021	NAB	Merchant Fees March 2021	-\$62.94	
PRINT0421	07/04/2021	DE LAGE LANDEN	Photocopier Lease - April 2021	-\$356.80	
APR1300	15/04/2021	BUSINESS 1300	Live Answering Services - April 2021	-\$99.00	
IT0421	27/04/2021	FINRENT PTY LTD	IT Equipment Lease: April 2021	-\$656.57	
NABAPR21	29/04/2021	NAB	NAB Connect Fee - April 2021	-\$50.49	
BPAY0421	30/04/2021	NAB	BPay Fees April 2021	-\$6.31	
FEES0421	30/04/2021	NAB	NAB Bank Fees April 2021	-\$14.40	
LSF0421	30/04/2021	NAB	NAB Service Fees - April 2021	-\$50.00	
MERCH0421	30/04/2021	NAB	Merchant Fees April 2021	-\$277.49	-\$3,466.90
EFT14236	02/03/2021	Five Star Business & Communications	Kyocera 7052CI Billing period Feb 2021	-\$112.32	
EFT14237	02/03/2021	ATOM SUPPLY	Strobe lights	-\$253.64	
EFT14238	02/03/2021	BUNNINGS Group Limited	Ryobi Drill	-\$384.56	
EFT14239	02/03/2021	Toll Transport Pty Ltd	Freight	-\$440.45	
EFT14240	02/03/2021	DONGARA DRILLING & ELECTRICAL	Pump and controller for Rec Tank	-\$1,120.30	
EFT14241	02/03/2021	Dongara Tyrepower	Valve extensions	-\$68.00	
EFT14242	02/03/2021	DONGARA TREE SERVICE	Tree Trimming	-\$1,100.00	
EFT14243	02/03/2021	Department of Mines, Industry Regulation & Safety	BSL return - October 2020	-\$83.55	
EFT14244	02/03/2021	GUARDIAN PRINT & GRAPHICS	Plant operator duplicate books	-\$695.00	
EFT14245	02/03/2021	IRWIN SAND SUPPLIES	Supply of cream sand	-\$522.46	
EFT14246	02/03/2021	INFINITUM TECHNOLOGIES	Library PC + Printer	-\$2,167.81	
EFT14247	02/03/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Registration LG Professional workshop x 3	-\$102.00	
EFT14248	02/03/2021	LENANE HOLDINGS	Dry hire of padfoot roller	-\$6,875.00	
EFT14249	02/03/2021	GERALDTON TOYOTA	1MI Prado 60k service	-\$684.77	
EFT14250	02/03/2021	MIDWEST MOWERS & SMALL ENGINES	Chain, bar and file for saw	-\$106.50	
EFT14251	02/03/2021	MINGENEW SPRING CARAVAN PARK	Accommodation for RFDS dentist - February 2021	-\$1,665.00	
EFT14252	02/03/2021	Mach 1 Auto One	Gift Card	-\$75.00	
EFT14253	02/03/2021	MINGENEW TYRE SERVICES PTY LTD	New tyres for Community Bus; Grader MI541. Battery for John Deere Mower.	-\$1,423.95	

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14254	02/03/2021	OILTECH FUEL	Fuel usage 4/02/2021 to 16/02/2021	-\$8,703.34	
EFT14255	02/03/2021	Staff	Reimbursement for cards	-\$13.00	
EFT14256	02/03/2021	Telstra Corporation	Satellite Phone charges February 2021	-\$45.00	
EFT14257	02/03/2021	TYREPOWER	Supply, strip and fit Grader Tyre - MI541	-\$1,944.90	
EFT14258	02/03/2021	WESTRAC PTY LTD	Various Parts for Grader - MI541	-\$981.82	
EFT14259	02/03/2021	Wilson Machinery	Seals for Parkland Mower	-\$138.81	
EFT14260	02/03/2021	MINGENEW FABRICATORS	Repair mower roller scraper; Letters (N E S W)	-\$115.50	
EFT14261	02/03/2021	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services 12/02/2021	-\$495.00	
EFT14262	05/03/2021	TOJO TRUCK AND LABOUR HIRE	Supply of Construction Grader Operator 22.02.2021 - 28.02.2021	-\$3,250.00	
EFT14263	08/03/2021	TOJO TRUCK AND LABOUR HIRE	Supply of Supervising/Final Trim Grader Operator for 1/3/2021 to 8/3/2021	-\$3,840.00	
EFT14264	15/03/2021	AUSTRALIA POST	Post box annual fee and postage for February 2021	-\$132.02	
EFT14265	15/03/2021	ABCO PRODUCTS	Rec Centre Paper Towels & Toilet Paper	-\$422.25	
EFT14266	15/03/2021	ATOM SUPPLY	Duffle Bags	-\$1,567.50	
EFT14267	15/03/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	TCU22376 Plug for John Deere Ride-On	-\$23.41	
EFT14268	15/03/2021	AIT SPECIALISTS PTY LTD	Determination of fuel tax credits for February 2021	-\$421.63	
EFT14269	15/03/2021	BUNNINGS Group Limited	Hydraulic door closer and passage set; Gas strut door closer; Pope Brass Gun; Pope Tap Timer	-\$337.01	
EFT14270	15/03/2021	BATAVIA COAST BLINDS & SAILS	Repair blue shade sail for Rec Centre playground	-\$330.00	
EFT14271	15/03/2021	Bedrock Electrical Services	Reallocate new consumer pole in Cecil Newton Park	-\$2,464.00	
EFT14272	15/03/2021	BREEZE CONNECT PTY LTD	Phone services February 2021	-\$260.00	
EFT14273	15/03/2021	CLEANAWAY	Waste Collection for Townsite/External Townsite for Feb 2021	-\$3,844.09	
EFT14274	15/03/2021	CATWEST	Repair potholes and bitumen - Parking Bay South of Midland Road	-\$4,345.00	
EFT14275	15/03/2021	CHILD SUPPORT AGENCY	Payroll deductions	-\$349.45	
EFT14276	15/03/2021	LANDGATE	Mining Tenement Chargeable M2021/1	-\$40.60	
EFT14277	15/03/2021	DONGARA BUILDING & TRADE SUPPLIES	Building materials for 33 Victoria Rd	-\$428.64	
EFT14278	15/03/2021	Dudawa Haulage Pty Ltd	Cartage of gravel for Mingenew-Mullewa Road	-\$4,562.25	
EFT14279	15/03/2021	GREENFIELD TECHNICAL SERVICES	Level 1 Bridge Inspections 20-21 for MRWA	-\$4,180.00	
EFT14280	15/03/2021	CITY OF GREATER GERALDTON	Midwest Libraries Consortium	-\$35.00	
EFT14281	15/03/2021	JR & A HERSEY PTY LTD	Cut off discs, rags, cable ties, clamps, cleaner	-\$532.03	
EFT14282	15/03/2021	IRWIN SAND SUPPLIES	Supply and deliver 75.1 tonnes of lime sand for soft fall	-\$660.88	
EFT14283	15/03/2021	INFINITUM TECHNOLOGIES	Managed IT Services for March 2021	-\$4,590.52	
EFT14284	15/03/2021	KARL MONAGHAN PHOTOGRAPHY	Framing of Councillor Group photo - image print	-\$241.00	
EFT14285	15/03/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Finance Professionals Conference 10/03/2021	-\$995.00	

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14286	15/03/2021	LATERAL ASPECT	Service Fee February 2021	-\$7,278.33	
EFT14287	15/03/2021	DNU-NUTRIEN AG SOLUTIONS LIMITED	Diesel Power Pump Kit 50L/M	-\$517.70	
EFT14288	15/03/2021	LGRCEU	Payroll deductions	-\$20.50	
EFT14289	15/03/2021	SHIRE OF MINGENEW	Payroll deductions	-\$310.00	
EFT14290	15/03/2021	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Doctor visiting fees for February 2021	-\$3,000.00	
EFT14291	15/03/2021	MARKETFORCE	Recruitment adverts for outside staff positions	-\$432.41	
EFT14292	15/03/2021	MINGENEW BAKERY	Catering for NCZ Meeting 22/02/2021	-\$215.40	
EFT14293	15/03/2021	MINGENEW TYRE SERVICES PTY LTD	Supply and fit 4 x 11R22.5 tyres on side tipper trailer	-\$2,915.88	
EFT14294	15/03/2021	MCLEODS	Review of s3.25 notice for caravan obstruction	-\$495.40	
EFT14295	15/03/2021	NODE 1 PTY LTD	Fixed Wireless Services for April 2021	-\$140.00	
EFT14296	15/03/2021	Officeworks	Stationery	-\$241.69	
EFT14297	15/03/2021	CORLARNI	Cleaning of Shire administration and Council Chambers 23/2 & 2/3/2021	-\$360.00	
EFT14298	15/03/2021	Paul Armstrong	Hire of skid steer loader	-\$770.00	
EFT14299	15/03/2021	REDMAC AG SERVICES	Service, provide parts & repair Case Tractor P461	-\$6,744.68	
EFT14300	15/03/2021	NUTRIEN AG SOLUTIONS LIMITED	Camlock fittings 2 x 3/4 and 1 x 2" - Pump	-\$88.11	
EFT14301	15/03/2021	Slater-Gartrell Sports	SKU 5533 Xtreme Linemarking Paint 10L Concentrate	-\$1,199.00	
EFT14302	15/03/2021	SEEK LIMITED	Advertising of General Hand/Parks & Gardens position	-\$280.50	
EFT14303	15/03/2021	Staff	Monitor & web camera for home office	-\$317.95	
EFT14304	15/03/2021	Subterranean Service Locations WA	Locate services on Phillips and Shenton Streets	-\$1,991.00	
EFT14305	15/03/2021	TERRAWAY CONTRACTING PTY LTD	Supply 2 x road-trains to cart gravel on Mingenew-Mullewa Rd	-\$22,715.00	
EFT14306	15/03/2021	Think Water Geraldton	Hunter Rotary Sprinklers x 15	-\$82.90	
EFT14307	15/03/2021	TOTALLY WORKWEAR	Safety Boots - King Gee	-\$146.11	
EFT14308	15/03/2021	VELPIC	Velpic Monthly SaaS Fee for January 2021	-\$2,191.20	
EFT14309	15/03/2021	WESTRAC PTY LTD	Horn & Switch for Grader - MI541	-\$912.34	
EFT14310	15/03/2021	Wilson Machinery	Hub assy and bearings and freight - Parkland Mower	-\$142.39	
EFT14311	15/03/2021	WINCHESTER INDUSTRIES	50T of cracker dust on Entry Statements	-\$554.40	
EFT14312	17/03/2021	Mingenew Hockey Club	Refund of bond	-\$205.00	
EFT14313	17/03/2021	TOJO TRUCK AND LABOUR HIRE	Final trim grader operator 9 - 11 March 2021	-\$2,080.00	
EFT14314	25/03/2021	Five Star Business & Communications	Kyocera billing for March 2021	-\$140.83	
EFT14315	25/03/2021	CR Justin Bagley	Councillor Sitting Allowance Jan-Mar 2021	-\$941.00	
EFT14316	25/03/2021	ATOM SUPPLY	Camlock Aluminium 2 1/2 DC 65mm	-\$55.97	
EFT14317	25/03/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Filters for JD Grader - MI572	-\$1,113.22	
EFT14318	25/03/2021	BUNNINGS Group Limited	Brickies Lite 17.85kg	-\$35.76	
EFT14319	25/03/2021	Toll Transport Pty Ltd	Freight	-\$25.80	
EFT14320	25/03/2021	Gary John Cosgrove	Councillor Sitting Allowance Jan-Mar 2021	-\$3,433.00	

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14321	25/03/2021	Central West Concrete	Supply and lay concrete pad at Yandanooka	-\$6,963.00	
EFT14322	25/03/2021	CHILD SUPPORT AGENCY	Payroll deductions	-\$349.45	
EFT14323	25/03/2021	CHESTNUT BRAE	John Stanley Preparation and workshop presentation Agri Tourism Conference	-\$3,850.00	
EFT14324	25/03/2021	DONGARA BUILDING & TRADE SUPPLIES	Various Building materials - 13 Moore St, 33 Victoria Rd	-\$1,074.73	
EFT14325	25/03/2021	D'ANGELO LEGAL PTY LTD	Settlement of application for new titles Lot 5 & 7 Broad Street	-\$542.30	
EFT14326	25/03/2021	Department of Mines, Industry Regulation & Safety	Amendment to BSL for November 2020	-\$210.54	
EFT14327	25/03/2021	CAROL FARR	Councillor Sitting Allowance Jan-Mar 2021	-\$941.00	
EFT14328	25/03/2021	HOPPYS PARTS R US	Parts for John Deere ride on mower	-\$149.04	
EFT14329	25/03/2021	LATERAL ASPECT	Mingenew Races Commercial Promotion	-\$3,300.00	
EFT14330	25/03/2021	LGRCEU	Payroll deductions	-\$20.50	
EFT14331	25/03/2021	SHIRE OF MINGENEW	Payroll deductions	-\$310.00	
EFT14332	25/03/2021	MINGENEW COMMUNITY RESOURCE CENTRE	Seniors Lunch @ Dongara 22.03.2021	-\$180.00	
EFT14333	25/03/2021	MINGENEW SPRING CARAVAN PARK	Agri Tourism workshop - accommodation 2 nights	-\$214.00	
EFT14334	25/03/2021	MINGENEW BAKERY	Cake for seniors	-\$9.50	
EFT14335	25/03/2021	MINGENEW IGA X-PRESS & LIQUOR	IGA Account for February 2021	-\$520.05	
EFT14336	25/03/2021	HELLENE MCTAGGART	Councillor Sitting Allowance Jan-Mar 2021	-\$941.00	
EFT14337	25/03/2021	MINGENEW TYRE SERVICES PTY LTD	3 inch Diesel Pump Battery S80D26R	-\$189.20	
EFT14338	25/03/2021	CR Robert William Newton	Councillor Sitting Allowance Jan-Mar 2021	-\$1,400.00	
EFT14339	25/03/2021	CR HELEN NEWTON	Councillor Sitting Allowance Jan-Mar 2021	-\$941.00	
EFT14340	25/03/2021	Novus Geraldton	Supply and Fit Windscreen - Toyota Hilux 108MI	-\$528.25	
EFT14341	25/03/2021	Ocean Air	Replace Filter pads to suit evaporative cooler - 34 Moore St; Repair water leaking - 33 Victoria Rd	-\$821.00	
EFT14342	25/03/2021	OILTECH FUEL	Fuel usage 16.02.2021 to 02.03.2021	-\$12,134.04	
EFT14343	25/03/2021	Anthony Smyth	Councillor Sitting Allowance Jan-Mar 2021	-\$941.00	
EFT14344	25/03/2021	Sunny Sign Company	Various directional and safety signage for Transfer Station upgrade project	-\$713.02	
EFT14345	25/03/2021	Telstra Corporation	Telephone account for March 2021	-\$429.92	
EFT14346	25/03/2021	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	Push up 4000m3 of gravel	-\$8,899.00	
EFT14347	25/03/2021	WESTRAC PTY LTD	Parts for Cat Grader MI541	-\$2,943.08	
EFT14348	25/03/2021	MINGENEW FABRICATORS	Fabricate new dribble bar for Water Truck MI255	-\$1,235.30	
EFT14349	08/04/2021	AUSTRALIA POST	Postage for March 2021	-\$89.78	
EFT14350	08/04/2021	ATOM SUPPLY	Acetylene hose for Mitsubishi Triton Utility MI283	-\$67.39	
EFT14351	08/04/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Mower blades for John Deere Mower	-\$204.51	
EFT14352	08/04/2021	Staff	Reimbursement of National Police Clearance	-\$55.80	

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14353	08/04/2021	BUNNINGS Group Limited	Roof parts and hose connectors, 3 pk Parfix Clear roof and gutter silicone, 66pk rodent bait, Pull start cord estimate, Hose fit connector, Reinforcing bar , Lubricant WD40, Hose end nozzle, Toilet Cistern, Swann 1080p Outback battery operated observation system	-\$1,013.91	
EFT14354	08/04/2021	MOORE AUSTRALIA (WA)	2 x 2021 Financial Reporting Workshop	-\$3,872.00	
EFT14355	08/04/2021	BITUTEK PTY LTD	Bitumen sealing works Mingenew-Mullewa Road	-\$126,494.18	
EFT14356	08/04/2021	Bedrock Electrical Services	Investigate and correct overloading issue in 34 Williams St	-\$330.00	
EFT14357	08/04/2021	BREEZE CONNECT PTY LTD	Telephone Services March 2021	-\$260.00	
EFT14358	08/04/2021	COMMERCIAL HOTEL	Sundowner for 30 people for Agri Tourism Workshop	-\$300.00	
EFT14359	08/04/2021	Toll Transport Pty Ltd	Freight	-\$95.48	
EFT14360	08/04/2021	CLEANAWAY	Waste collection for townsite/external townsite March 2021	-\$3,970.09	
EFT14361	08/04/2021	LANDGATE	Consultancy services senior valuer	-\$1,650.00	
EFT14362	08/04/2021	DONGARA DRILLING & ELECTRICAL	Supply only 1 x Grundfos pump	-\$4,398.39	
EFT14363	08/04/2021	Dongara Tyrepower	Repair to tyre on Cat Grader - MI541	-\$119.00	
EFT14364	08/04/2021	DONGARA BUILDING & TRADE SUPPLIES	Retiring Gift	-\$224.70	
EFT14365	08/04/2021	ELDERS LIMITED	8 bags of grey cement	-\$96.80	
EFT14366	08/04/2021	GERALDTON TROPHY CENTRE	Stainless Steel plaque for contributions for flying fox	-\$377.30	
EFT14367	08/04/2021	LATERAL ASPECT	Mingenew Stargazing advertising	-\$10,083.33	
EFT14368	08/04/2021	LENANE HOLDINGS	Watercart hire for Mingenew Mullewa Road job	-\$9,392.80	
EFT14369	08/04/2021	LGRCEU	Payroll deductions	-\$20.50	
EFT14370	08/04/2021	SHIRE OF MINGENEW	Payroll deductions	-\$310.00	
EFT14371	08/04/2021	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Midwest Aero Medical Services March 2021	-\$3,000.00	
EFT14372	08/04/2021	MIDWEST LOCK & SAFE	Rekey houses	-\$1,060.00	
EFT14373	08/04/2021	Metrocount	Centre Lane Flaps	-\$346.50	
EFT14374	08/04/2021	MINGENEW BAKERY	Gift bags for Agritourism Presenters	-\$492.70	
EFT14375	08/04/2021	MINGENEW IGA X-PRESS & LIQUOR	IGA Account for March 2021	-\$503.80	
EFT14376	08/04/2021	MINGENEW TYRE SERVICES PTY LTD	1 x 20l drum Titan 85w140 gear oil	-\$165.59	
EFT14377	08/04/2021	CORLARNI	Cleaning of Shire administration and Council Chambers 30/3/2021 & Pre entry clean of 34 William St	-\$680.00	
EFT14378	08/04/2021	Ocean Air	Replace air conditioning at 13 Moore Street	-\$9,830.00	
EFT14379	08/04/2021	OILTECH FUEL	Fuel usage 17 March to 30 March 2021	-\$3,494.41	
EFT14380	08/04/2021	POOL & SPA MART	Box of 12 hose fittings for pool hose	-\$396.00	
EFT14381	08/04/2021	PIRTEK (GERALDTON) PTY LTD	2 x hydraulic fitting service kits for Side Tipping trailer	-\$13.79	
EFT14382	08/04/2021	QUANTUM SURVEYS PTY LTD	Boundary Re-establishment Surveys	-\$8,910.00	
EFT14383	08/04/2021	Sm & Jc Rowe	Supply 6000 cubic metres of gravel	-\$9,900.00	

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14384	08/04/2021	REDI HIRE SOLUTIONS	Ditch Witch Hire	-\$616.75	
EFT14385	08/04/2021	SKATE SCULPTURE	Upgrade to Mingenew Skate Park	-\$17,600.00	
EFT14386	08/04/2021	STATEWIDE BEARINGS	Belts for Bowling Green Verticut Mower	-\$38.50	
EFT14387	08/04/2021	Telstra Corporation	Telstra SMS March 2021	-\$49.95	
EFT14388	08/04/2021	VELPIC	Velpic monthly fee March 2021	-\$578.60	
EFT14389	08/04/2021	WESTRAC PTY LTD	Purchase of Caterpillar 434 Backhoe Loader	-\$181,384.65	
EFT14390	08/04/2021	WREN OIL	Wren Oil collection and recycle of waste oil	-\$33.00	
EFT14391	08/04/2021	Winc	Avery Label C	-\$39.05	
EFT14392	08/04/2021	WA CONTRACT RANGER SERVICES PTY LTD	Ranger visits - March 2021	-\$495.00	
EFT14393	21/04/2021	Five Star Business & Communications	Kyocera Billing for period April 2021	-\$300.19	
EFT14394	21/04/2021	AMPAC	Debt recovery services for period ending 31/3/2021	-\$756.23	
EFT14395	21/04/2021	ATOM SUPPLY	1 x Oxy regulator and 1 x 4 litre 2 stroke oil	-\$130.38	
EFT14396	21/04/2021	AIT SPECIALISTS PTY LTD	Determination of fuel tax credits March 2021	-\$263.56	
EFT14397	21/04/2021	BUNNINGS Group Limited	Bolts, Chemset, Hammer, tape measure etc.	-\$379.79	
EFT14398	21/04/2021	Toll Transport Pty Ltd	Freight charges	-\$10.73	
EFT14399	21/04/2021	Joseph Thomas Clifford	Surveying of Pump Track	-\$700.00	
EFT14400	21/04/2021	CIVIC LEGAL	Professional fees for advice and assistance in relation to sale of land in Mingenew	-\$5,699.85	
EFT14401	21/04/2021	LANDGATE	Certificates of Title for 54 Midlands Road	-\$80.10	
EFT14402	21/04/2021	ELDERS LIMITED	24 bags of rapid set concrete	-\$237.60	
EFT14403	21/04/2021	EASTMAN POLETTI SHERWOOD ARCHITECTS	Mingenew Railway Station: Site measure and record existing building, draft existing building, travel, scope and document works (obtain relevant approvals), administer building works contract, plus travel cost and site visit	-\$19,860.50	
EFT14404	21/04/2021	GREENFIELD TECHNICAL SERVICES	15% Design Stage Yandanooka NE RD	-\$5,445.00	
EFT14405	21/04/2021	CITY OF GREATER GERALDTON	Building Certification Services - October to December 2020	-\$1,473.39	
EFT14406	21/04/2021	INFINITUM TECHNOLOGIES	Managed IT Services 18 March-9 April 2021	-\$5,462.19	
EFT14407	21/04/2021	LATERAL ASPECT	Interpretative Sign & Frame	-\$4,341.48	
EFT14408	21/04/2021	LUCINDAS EVERLASTING	Large bag of mixed wildflower seeds	-\$300.00	
EFT14409	21/04/2021	LGRCEU	Payroll deductions	-\$20.50	
EFT14410	21/04/2021	SHIRE OF MINGENEW	Payroll deductions	-\$310.00	
EFT14411	21/04/2021	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Preplacement Medical	-\$196.50	
EFT14412	21/04/2021	MARIO-ALBERTO DESIGN	Astrotourism Project: seasonal star map sign	-\$2,400.00	
EFT14413	21/04/2021	MARKETFORCE	Advertising - General Hand/Plant Operator	-\$673.92	
EFT14414	21/04/2021	McIntosh & Son	Service filter set for Case Loader MI473	-\$726.88	

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14415	21/04/2021	MINGENEW TYRE SERVICES PTY LTD	Supply and fit 4 new tyres for Mitsubishi Triton Utility MI278	-\$862.05	
EFT14416	21/04/2021	MCLEODS	Legal advice on Easement/Access to Bakery	-\$1,377.73	
EFT14417	21/04/2021	MINGENEW ROADHOUSE	Catering for staff Christmas Party 2020; Catering Seniors Christmas Party; Catering Linthorne Family; Catering Agri Tourism Workshop; Catering NCZ Meeting	-\$2,085.00	
EFT14418	21/04/2021	OILTECH FUEL	Fuel Usage 31/3/2021-13/04/2021	-\$1,999.00	
EFT14419	21/04/2021	PEST A KILL WA	Pest Control Contract	-\$660.00	
EFT14420	21/04/2021	REDI HIRE SOLUTIONS	Temporary Fencing	-\$623.70	
EFT14421	21/04/2021	Staff	Sausages for Mingenew community meeting	-\$33.60	
EFT14422	21/04/2021	SHIRE OF CHAPMAN VALLEY	Planning services undertaken January-March 2021	-\$968.00	
EFT14423	21/04/2021	Telstra Corporation	Telephone Account for April 2021	-\$521.09	
EFT14424	21/04/2021	WESTRAC PTY LTD	Circle Wear Strips, Muffler and clamps for Cat Grader MI541	-\$1,970.02	-\$644,936.58
DOT250221	02/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 25/02/2021	-\$424.85	
DOT020321	04/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 02/03/2021	-\$3,114.20	
DOT030321	05/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 03/03/2021	-\$775.95	
DOT040321	08/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/03/2021	-\$1,591.00	
DOT050321	09/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 05/03/2021	-\$363.30	
DOT080321	10/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/03/2021	-\$1,732.25	
DOT090321	11/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/03/2021	-\$2,331.05	
DOT100321	12/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/03/2021	-\$385.55	
DOT110321	15/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 11/03/2021	-\$45.90	
DOT120321	16/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 16/03/2021	-\$533.45	
DOT170321	19/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 17/03/2021	-\$5,198.15	
DOT180321	22/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 18/03/2021	-\$134.25	
DOT190321	23/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transaction: 19/03/2021	-\$447.50	
DOT220321	24/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 22/03/2021	-\$91.05	
DOT230321	25/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/03/2021	-\$17.30	
DOT240321	26/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 24/03/2021	-\$1,003.60	
DOT210321	30/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/03/2021	-\$114.20	
DOT290321	31/03/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 29/03/2021	-\$5,425.50	
DOT300321	01/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/03/2021	-\$1,783.35	
DOT010421	07/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 01/04/2021	-\$702.55	
DOT060421	08/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 06/04/2021	-\$2,887.95	
DOT070421	09/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 07/04/2021	-\$295.20	
DOT080421	12/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 08/04/2021	-\$965.90	
DOT090421	13/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/04/2021	-\$6,307.10	

Shire of Mingenew - List of Payments for March and April 2021

Chq/EFT	Date	Name	Description	Amount	Totals
DOT160421	20/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 16/04/2021	-\$29,355.80	
DOT190421	21/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 19/04/2021	-\$149.50	
DOT200421	22/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 21/04/2021	-\$67.40	
DOT210421	23/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 21/04/2021	-\$1,239.80	
DOT220421	27/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 22/04/2021	-\$3,434.40	
DOT230421	28/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/04/2021	-\$18,099.35	
DOT270421	29/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 27/04/2021	-\$332.00	
DOT280421	30/04/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 28/04/2021	-\$435.35	-\$89,784.70
DD9591.1	01/03/2021	NAB BUSINESS VISA	Credit Card Transactions for February 2021: Card Fees and Charges, Officeworks - Office Chair, Purcher - Inspection of bus for licensing, Main Roads - Traffic infringement for unsecured load, Purcher - Inspection of bus for licensing, Clarkson Toyota - Vehicle Service of 177MI, Zoom - Monthly subscription, Survey Monkey - Monthly subscription, Seek - Recruitment adverts for works positions, DOT - Application for HR License, Sinclair Communication - Maranz Portable Digital Recorder, HISCO - Tablecloths for trestles, Sonic Cut - Brass plate for Astrotourism Project, The Gerald - Accommodation booking Prof Geoff Riley 25/02/2021 (LGYP Workshop), Digright Attachments - Auger Extension, Dongara Bakery - Catering for NZC Meeting on 22.02.2021, Dongara Bakery - Catering for NZC Meeting on 22.02.2021, Mingenew Bakery - Catering for Wildflower Country Meeting 25.02.2021, Mach 1 Auto - Battery and air freshener, Repco - Car ramps, Geraldton Ag Services - Parts for portable pressure cleaner, Strata Green - roll of rootstop	-\$6,710.22	
DD9580.1	10/03/2021	SYNERGY	Various Electricity charges for the period 17/12/2020 to 18/02/2021	-\$6,470.20	
DD9587.1	14/03/2021	Aware Super	Payroll deductions	-\$3,309.52	
DD9587.2	14/03/2021	Australian Super	Superannuation contributions	-\$1,197.08	
DD9587.3	14/03/2021	Sun Super	Superannuation contributions	-\$961.44	
DD9587.4	14/03/2021	ANZ Smart Choice Super	Superannuation contributions	-\$70.28	
DD9587.5	14/03/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	
DD9587.6	14/03/2021	AMP Flexible Super	Superannuation contributions	-\$212.18	
DD9587.7	14/03/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$212.18	
DD9587.8	14/03/2021	Prime Super	Superannuation contributions	-\$122.60	

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Chq/EFT	Date	Name	Description	Amount	Totals
DD9584.1	16/03/2021	SYNERGY	Electricity charges for the period of 10/2/21 to 9/3/21 for the Recreation Centre	-\$1,018.61	
DD9584.2	16/03/2021	Australian Taxation Office	BAS - February 2021	-\$19,047.00	
DD9598.1	22/03/2021	BP Australia Pty Ltd	Fuel purchases for February 2021	-\$192.72	
DD9594.1	24/03/2021	SYNERGY	Yandanooka Hall - Electricity charges for the period 12/12/20 to 15/2/21; Hall - Electricity charges for the period 17/12/20 to 18/2/21	-\$249.62	
DD9604.1	28/03/2021	Aware Super	Payroll deductions	-\$3,172.66	
DD9604.2	28/03/2021	Australian Super	Superannuation contributions	-\$1,249.36	
DD9604.3	28/03/2021	Sun Super	Superannuation contributions	-\$961.44	
DD9604.4	28/03/2021	ANZ Smart Choice Super	Superannuation contributions	-\$81.09	
DD9604.5	28/03/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	
DD9604.6	28/03/2021	AMP Flexible Super	Superannuation contributions	-\$196.03	
DD9604.7	28/03/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$212.83	
DD9600.1	29/03/2021	Western Australian Treasury Corporation	Loan Repayment March 2021	-\$42,103.55	
DD9607.1	31/03/2021	NAB BUSINESS VISA	Credit Card Transactions for March 2021: Card Fees and Charges, Retravisio - Aspera R40 4G Mobile Phone for Works Crew, Dept Racing, Gaming & Liquor: 5 years licence renewal for Bingo, Survey Monkey - monthly subscription, Survey Monkey - annual subscription to 09.03.2022, Mingenew Bakery - catering for SWMS Workshop, Signs & Lines - Signs for Astrotourism Project, Laserman Technologies - Digital Theodolite, DOT - Change of plate MI262, Concierge Car Wash Geraldton - Detail of vehicle, Cows - Trailer parts, bearings & lamps, Zoom - monthly subscription	-\$4,421.56	
DD9615.1	11/04/2021	Aware Super	Payroll deductions	-\$3,245.55	
DD9615.2	11/04/2021	Australian Super	Superannuation contributions	-\$1,323.57	
DD9615.3	11/04/2021	Sun Super	Superannuation contributions	-\$1,030.38	
DD9615.4	11/04/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	
DD9615.5	11/04/2021	AMP Flexible Super	Superannuation contributions	-\$212.83	
DD9615.6	11/04/2021	CBUS	Superannuation contributions	-\$82.84	
DD9615.7	11/04/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$212.83	
DD9610.1	16/04/2021	SYNERGY	Electricity Account: Street Lights for the period of 25 Feb 2021 - 24 March 2021	-\$1,811.98	
DD9610.2	16/04/2021	WATER CORPORATION	Various Water Accounts - Water charges to 30/3/2021 & Service charges from 1/3/2021 to 30/4/2021	-\$5,286.68	

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Chq/EFT	Date	Name	Description	Amount	Totals
DD9613.1	20/04/2021	Australian Taxation Office	BAS - March 2021	-\$35,222.00	
DD9624.1	21/04/2021	BP Australia Pty Ltd	Fuel purchases March 2021	-\$244.41	
DD9621.1	25/04/2021	Aware Super	Payroll deductions	-\$3,072.42	
DD9621.2	25/04/2021	Australian Super	Superannuation contributions	-\$1,531.47	
DD9621.3	25/04/2021	CBUS	Superannuation contributions	-\$630.61	
DD9621.4	25/04/2021	Sun Super	Superannuation contributions	-\$1,021.19	
DD9621.5	25/04/2021	ANZ Smart Choice Super	Superannuation contributions	-\$117.58	
DD9621.6	25/04/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	
DD9621.7	25/04/2021	WA Super	Superannuation contributions	-\$130.55	
DD9621.8	25/04/2021	AMP Flexible Super	Superannuation contributions	-\$211.53	
DD9621.9	25/04/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$210.13	
DD9627.1	30/04/2021	NAB BUSINESS VISA	Credit Card April 2021: Meg Panel 300mm x 50m; Mag Spikes; Astrotourism signs; key tags; Monthly Zoom subscription; Warden Whistle; 4 x Tyres & Wheel Balance for 177MI; Fire Warden apparel; Mingenew Property Maps A0 Laminated; Monthly Card Fees	-\$3,830.54	-\$152,570.98
			Net Salaries	-\$212,389.30	-\$212,389.30
				-\$1,103,148.46	-\$1,103,148.46

Dear Nils and Councillors,

Re: Mingenew Cricket Club – Sporting Club Lease

On behalf of the Mingenew Cricket Club (MCC), and following on from our meeting with Nils on 17 December 2020, I'd like to provide some history regarding fixturing and the Sporting Club Lease over the last couple of seasons, and propose some changes:

2019/20 Season

Due to player numbers in some teams, the 2019/20 season was conducted entirely before Christmas 2019, rather than a split season before and after Christmas. As a result, we only had three home fixtures for the season, and the oval was completely unprepared (dry and not mowed) for the first two. This was on the back of a very disappointing preparation of the oval for the 2018/19 NMCA Grand Final in March 2019, where significant flooding was allowed to spread over the field, despite reports to the Shire in advance. Following these issues, a level of dissatisfaction developed within the MCC with the level of service provided for the fees, which unfortunately resulted in a subsequent tardiness in payment of the 2019/20 Lease while the club considered its position.

Notwithstanding this, the Club accepts that the communication with Shire staff regarding this lack of preparation could have been better, and acknowledges that we could have been more proactive in reporting our concerns. As an acknowledgement of this, and despite some reservations internally, the MCC resolved to pay the full Lease rate (\$3,156) for the 2019/20 season, despite it equating to \$1052 per home fixture, and this was paid a couple of weeks ago.

2020/21 Season and the future

As you may be aware, the NMCA competition has continued to struggle with team and player numbers this season and we have currently only played two games, both at home, before Christmas 2020. At this stage I'd think it is unlikely that there will be any more fixtures completed for the 2020/21 season. This brings the total number of home fixtures for the past two seasons to five, and the current Lease rate equates to a rate of \$1578 per game for the 2020/21 season.

I hope we can agree that this is completely unsustainable, particularly for a club that consists of 10-15 members in any given season, and noting that the MCC relinquished its rights to the Airstrip community crop paddock some years ago in acknowledgement of the presumed low running costs of the club.

We acknowledge that the number of games played may not be the Council's primary concern regarding the provision of the sporting facilities. However, we would contend that the existence and operation of the Club currently has minimal impact on how the oval is maintained as a valuable public green space during the summer months. Further to this, our usage of the Rec Centre facility should amount to little more than a local community hire fee, as there is no use of oval lighting, and very minimal use of the kitchen/coolroom facilities.

The MCC has significant concerns about the future viability of the League in the short term. However, there appears to be considerable interest at the junior level, and we feel it is important the club maintains a level of financial resources to be able to provide opportunities/facilities where possible. Upgrades of the practice net, centre wicket, and Primary School wicket are some of the potential upcoming projects that will no doubt require financial input from the Club.

Proposals

With this background in mind the Club would like to propose the following for Council's consideration:

1. That the Sporting Club Lease for the MCC for 2020/21 and beyond be significantly reduced to better reflect the current position and operational demands of the club.
2. That the accrued interest on the Lease be waived as a good faith acknowledgement of the lack of performance of the Shire in its preparation of the facilities on multiple occasions over the past few seasons.
3. That Council consider changing the invoicing/due date for the MCC Sporting Club Lease to account for the uncertainty regarding the NMCA. It is not possible for the Club to have a firm picture of the state of the competition until at least October, by which time the Lease is already overdue.

Thankyou in advance for your consideration of these issues. Please don't hesitate to contact me (details below) if you require anything further.

Sincerely,
Ben McTaggart

President – Mingenew Cricket Club
Ph: 0429 881119
Email: benmctaggart1@gmail.com



SHIRE OF MINGENEW

ABN: 41 454 990 790

COUNCIL OFFICE: VICTORIA STREET

PO BOX 120, MINGENEW WA 6522

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accounts@mingenew.wa.gov.au

www.mingenew.wa.gov.au

OFFICE HOURS: MON - FRI 8.30am - 4.30 pm

STATEMENT

MINGENEW CRICKET CLUB
PO BOX 190
MINGENEW WA 6522

DEBTOR NO. DM16

DATE 3/05/2021

PAGE NO. 1

INVOICE DATE	INVOICE NO.	CHARGE CODE	DESCRIPTION	AMOUNT
07/08/2020	9151	INV	2020/21 Sporting Club Lease	3,157.00
28/02/2021	INTFEB21	INV	Interest Calculated to 28.02.21	14.12
29/02/2020	INTFEB20	INV	Interest Calculated to 29.02.20	27.52
30/04/2021	INTAPR2021	INV	Interest Calculated to 30.04.21	15.12
30/11/2020	INT1120	INV	Interest Calculated to 30.11.20	29.39
31/01/2020	Int Jan 20	INV	Interest Calculated to 31.01.20	29.41
31/01/2021	INTJAN2021	INV	Interest Calculated to 31.01.21	15.64
31/03/2020	Interest March	INV	Interest Calculated to 31.03.20	29.41
31/03/2021	INTMAR2021	INV	Interest Calculated to 31.03.21	15.64
31/10/2020	INTOCT20	INV	Interest Calculated to 31.10.20	129.12
31/12/2019	Int Dec 19	INV	Interest Calculated to 31.12.19	103.42
31/12/2020	INTDEC2020	INV	Interest Calculated to 31.12.20	30.39



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DEBTOR NO. DM16

DATE 3/05/2021

PAGE NO. 2

INVOICE DATE	INVOICE NO.	CHARGE CODE	DESCRIPTION	AMOUNT

AGED ANALYSIS				
120 DAYS+	90 DAYS	60 DAYS	30 DAYS	CURRENT
3,535.66	15.64	14.12	15.64	15.12

TOTAL PAYABLE	3,596.18
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IF NO RECEIPT IS REQUIRED, RETAIN TOP PORTION OF THIS INVOICE FOR YOUR RECORDS AND RETURN THE LOWER PORTION WITH YOUR REMITTANCE

SHIRE OF MINGENEW

PO BOX 120, MINGENEW WA

NAME MINGENEW CRICKET CLUB

PAGE NO. 2

STATEMENT

INVOICE NO	AMOUNT
9151	3,157.00

INVOICE NO	AMOUNT
INTFEB21	14.12

DEBTOR NO. DM16

TOTAL PAYABLE	3,596.18
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Ref: 2000685418

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