



ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

6 December 2023 at 5:00pm

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Shire of Mingenew
21 Victoria Rd
Mingenew WA 6522

Milan Pajic
15 Ikewa St
Mingenew WA 6522

For Attention:
Chief Executive Officer
M. Fanning

27 November 2023

For Information:
President
G. Cosgrove

RE: State of Residence at 19 Ikewa Street Mingenew

I, Milan Pajic, am submitting this notice to The Shire of Mingenew on behalf of and with the full consent the following residents:

The owners of the residents located at;

- a. 15 Ikewa Street (Milan Pajic),
- b. 17 Ikewa Street (Kirsty Pajic), and
- c. 21 Ikewa Street (Gayle Boag).

We do hereby lay a complaint as to the state of the above residence and request that it be resolved in a timely manner.

Background

I, Milan Pajic, have been living here since 2008. The house/front yard did not appear to me to be a tidy state when I first arrived here. Car bodies, tyres and other items were scattered in the front yard which was also overgrown. Over the years it has deteriorated to the extent the it is now uninhabitable.

Concerns

We, the above three owners are advising The Shire of Mingenew of our concerns regarding the above residence;

1. The risk of fire due to the overgrown state of the back yard. It should be noted that there is currently a severe heatwave in this area, 40+ degrees and strong winds 25-45 kph, and we are still officially in Autumn.
2. Debris in the back yard and under the rear patio including, gas cylinder bottles laying on the ground, car batteries, an old car body and whatever else may be on the ground beneath the overgrowth.

3. The overgrown state of the front and rear yards increases the threat of the presence of snakes. They will be undetectable and can easily move to the surrounding yards and houses where there are children present.
4. The house has lost approximately 1/4 of its roof due to severe southerly wind gusts, not long after but not caused by Cyclone Seroja, and according to a Shire appointed inspector, who's name I cannot recall but will be on Shire records, is termite infected and most likely contains asbestos.
5. With the house containing asbestos this can create a serious health risk in that every time part of the house collapses there is a risk of asbestos particles being in the air surrounding our homes.
6. The state of the house is a major concern;
 - a. After several calls to the Shire a company did secure the roof with white tarpaulin type material. It is now in shreds and causing a loud volume of noise anytime the winds blows and is of constant annoyance.
 - b. The tin roof remaining on the southern side has come loose and is is being raised higher and higher by the winds we are experiencing. There is a danger of these becoming airborne projectiles.
7. This residence is an eyesore for our street and our town. Numerous people, including visitors and sporting teams, gain access to The Recreation Centre and the tennis courts via Ikewa Street. It is also visible to traffic on the Midlands Road. This is not a good advertisement for our town.

Remedial Actions

We request that the following remedial actions be implemented immediately;

1. The Mingenew fire warden inspect the block and determine whether a contractor be employed to clear the area to the Shire's fire safety standards.
2. The roof be secured to prevent loose tarpaulin and/or tin roofing material dislodging and becoming a dangerous event.
3. This has been an ongoing issue for a long period in time, well over a year, and needs to be resolved as soon as possible.

Responsibilities

1. We request that The Shire of Mingenew advise, in writing, what actions are being taken to address this situation and who is going to be held responsible should there be injury sustained from fire or flying roof objects originating from 19 Ikewa Street Mingenew.

Contact

Milan Pajic;

Address: 15 Ikewa St, mingenew
Email: milo1952@bigpond.com
Mobile: 0400 017 516

Conclusion

There are families in this area with children playing in the front and back yards, riding their bikes on the road and just doing what kids do outside. We all need it to be a safe environment for them to enjoy and grow in. We love living here in this small country town, just need to tidy up some things.

We await your response.

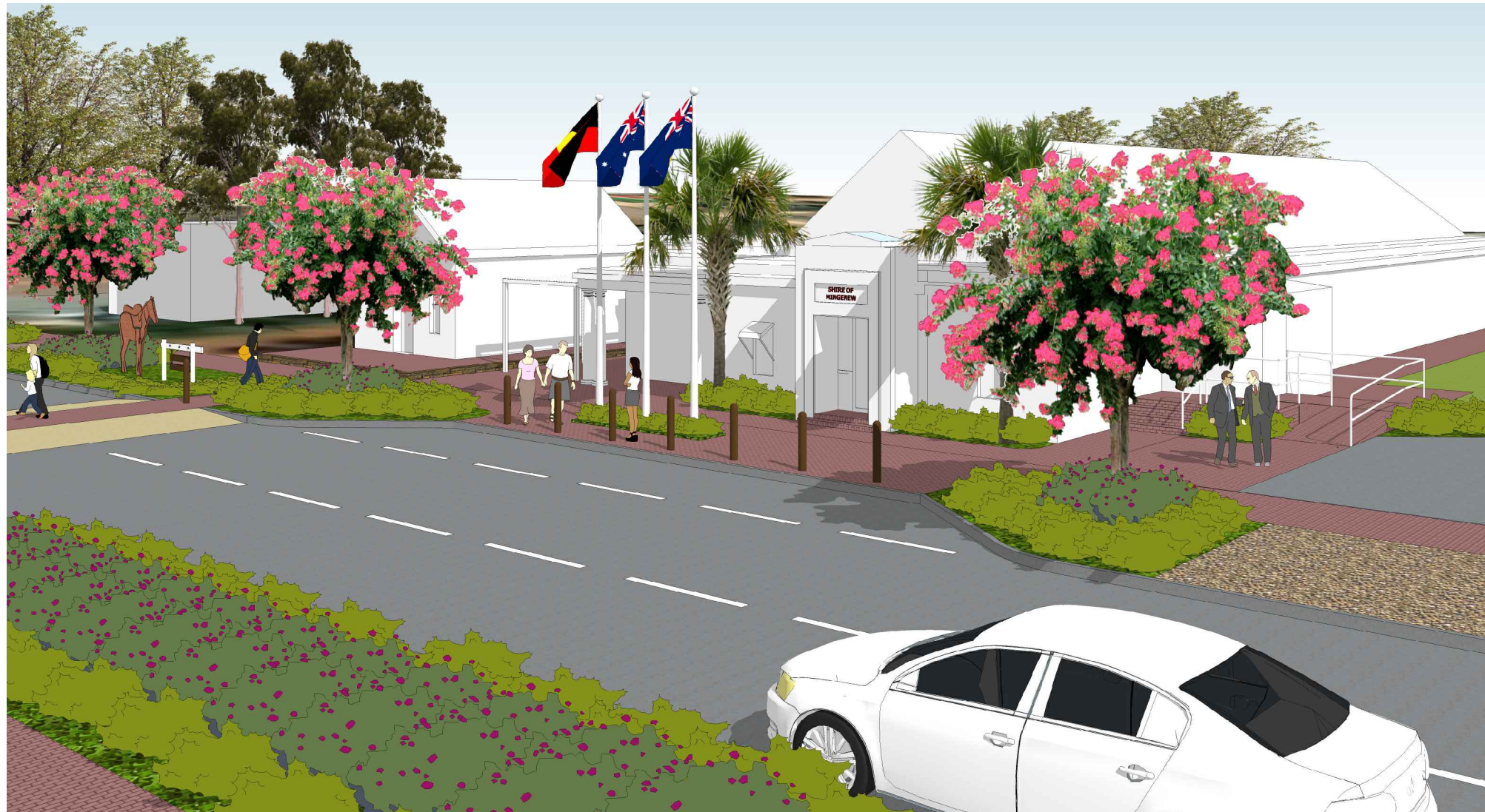
Best Regards,

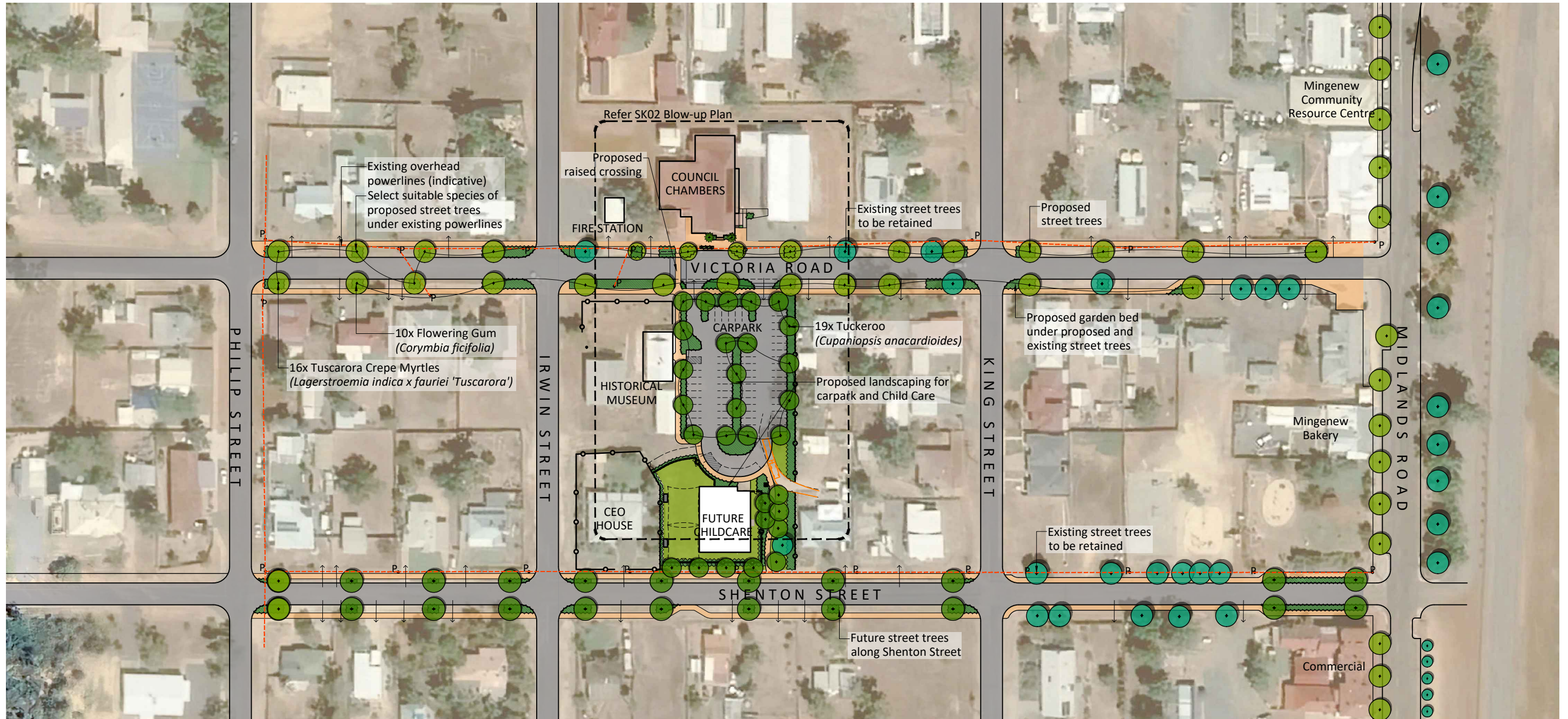
Milan Pajic

MINGENEW STREETScape MASTER PLAN

STAGE 1 - VICTORIA ROAD

29 November 2023 - ISSUE C





1:1500 @ A3

LEGEND

- Existing Street Trees
- Proposed Street Trees (39 nos.) (Victoria & Midlands Road)
- Future Street Trees (22 nos.) (Shenton Street)
- Proposed Garden Bed
- Existing Sealed Road
- Existing Footpath
- Indicative Location of Driveways
- Existing Utility Pole & Overhead Powerline (Indicative)

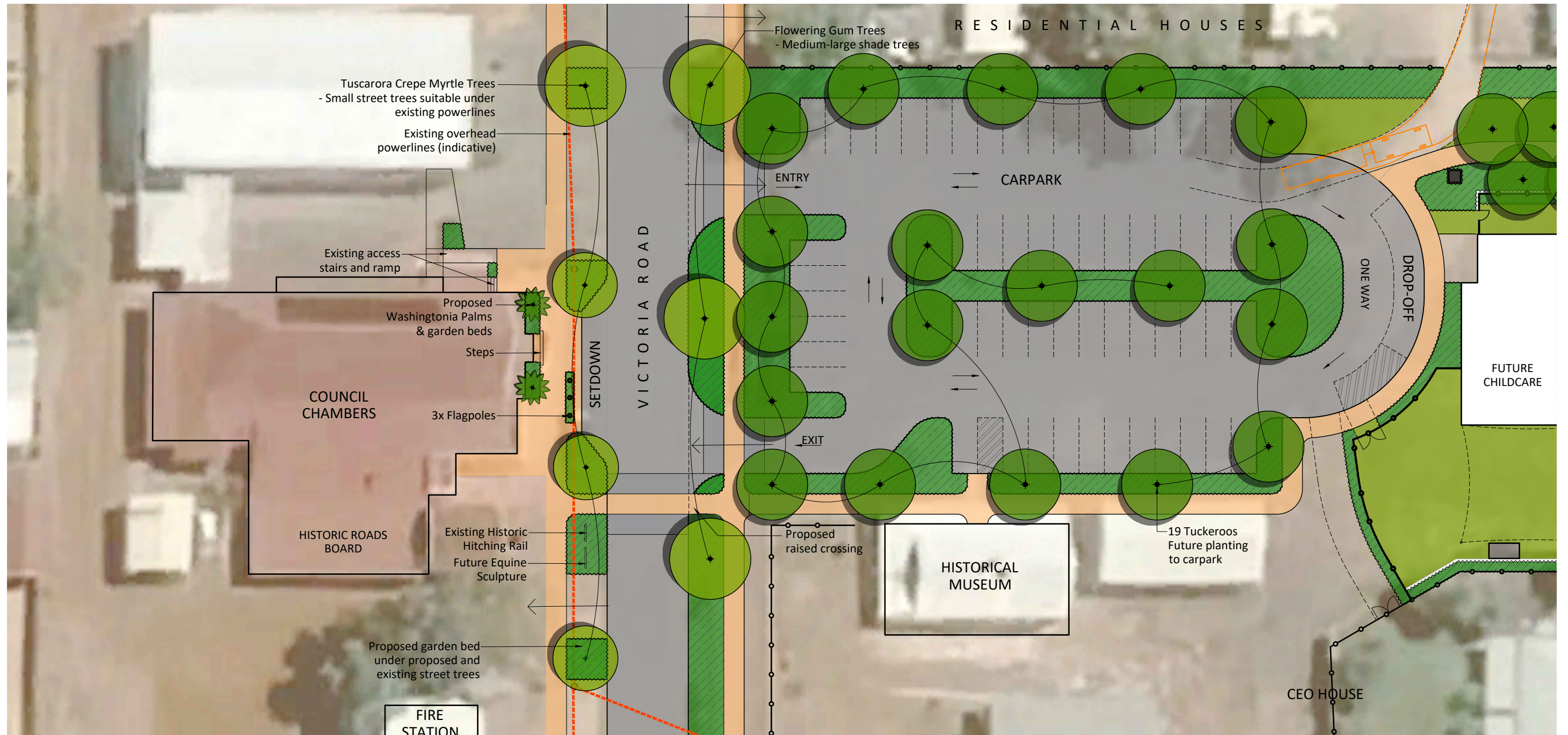
01



PROPOSED STREETScape MASTER PLAN VICTORIA ROAD, MINGENEW - STAGE 1

29 November 2023 - ISSUE C





LEGEND

- Existing Street Trees
- Proposed Street Trees (25 nos.) (Victoria Road)
- Future Street Trees (22 nos.) (Shenton Street)
- Proposed Garden Bed
- Existing Sealed Road
- Existing Footpath
- Indicative Location of Driveways
- Existing Utility Pole & Overhead Powerline (Indicative)

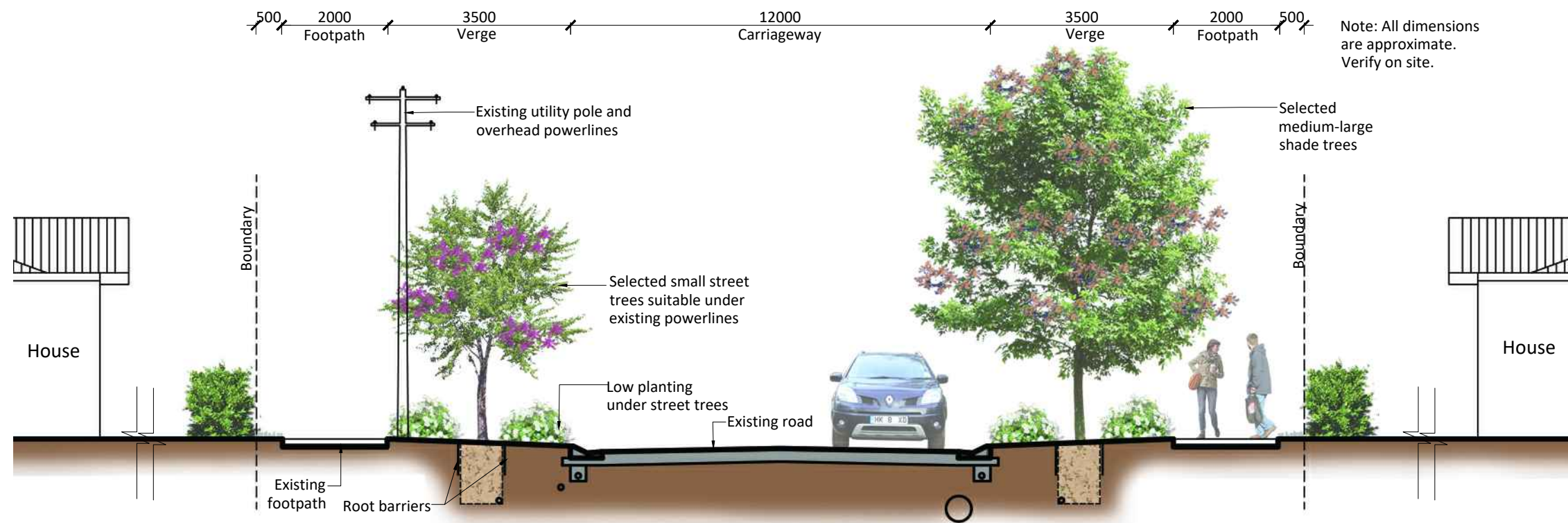
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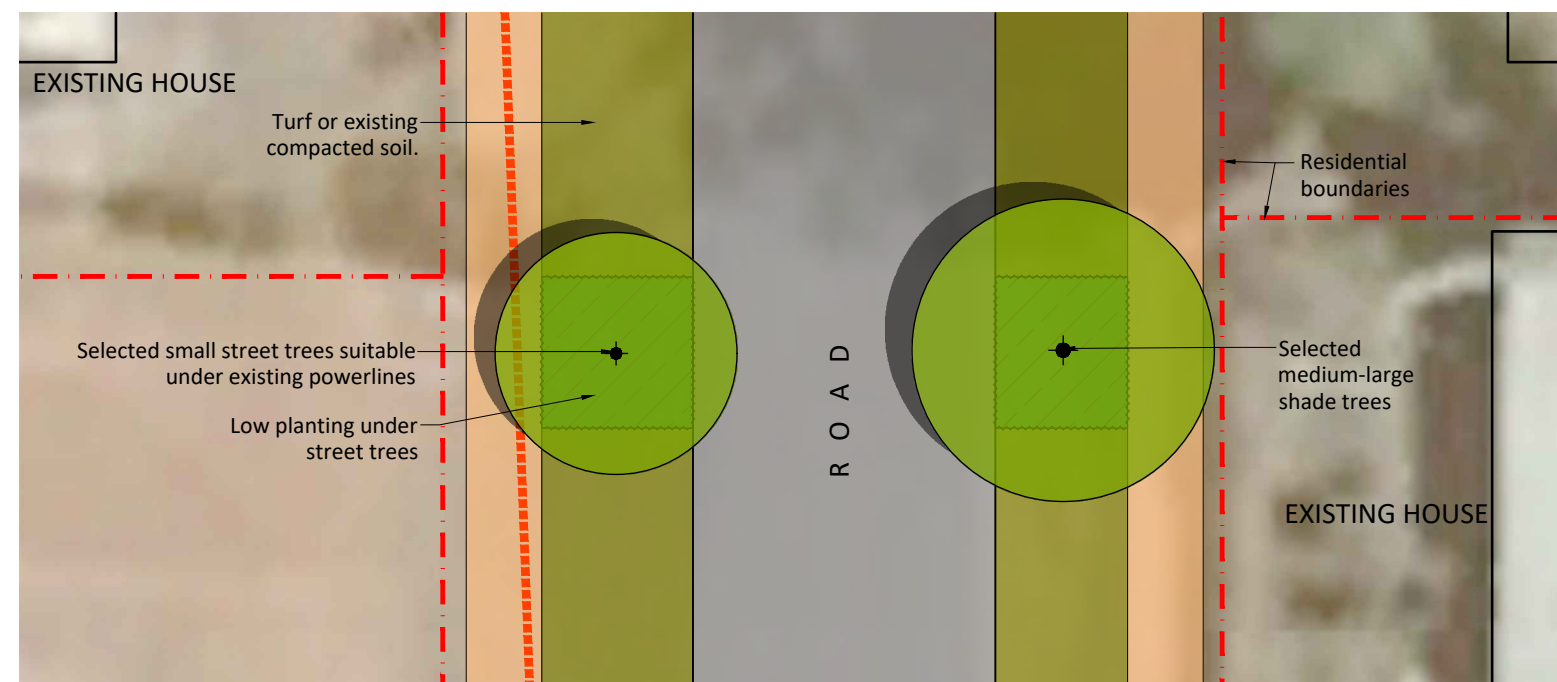
PROPOSED STREETScape AROUND COUNCIL AREA VICTORIA ROAD, MINGENEV - STAGE 1

29 November 2023 - ISSUE C





TYPICAL SECTION
SCALE 1:200 @ A3



TYPICAL STREETSCAPE PLAN
SCALE 1:200 @ A3

PROPOSED STREET TREES



Corymbia ficifolia
FLOWERING GUM
Height & Width: 7m x 4m

PROPOSED STREET TREES UNDER POWERLINES



Lagerstroemia indica x fauriei 'Tuscarora'
TUSCARORA CREPE MYRTLE
Height & Width: 6m x 4m



Cupaniopsis anacardioides
TUCKEROO
Height & Width: 8m x 7m

PLANTING SCHEDULE				
QTY	BOTANICAL NAME	COMMON NAME	SPACING	SIZE
STREET TREES				
12	<i>Corymbia ficifolia</i>	Flowering Gum	As shown	45lt
STREET TREES UNDER POWERLINES				
18	<i>Lagerstroemia indica x fauriei 'Tuscarora'</i>	Tuscarora Crepe Myrtle	As shown	45lt
CARPARK TREES				
20	<i>Cupaniopsis anacardioides</i>	Tuckeroo	As shown	45lt



05



**PERSPECTIVE VIEW
VICTORIA ROAD, MINGENEV - STAGE 1**
29 November 2023 - ISSUE C



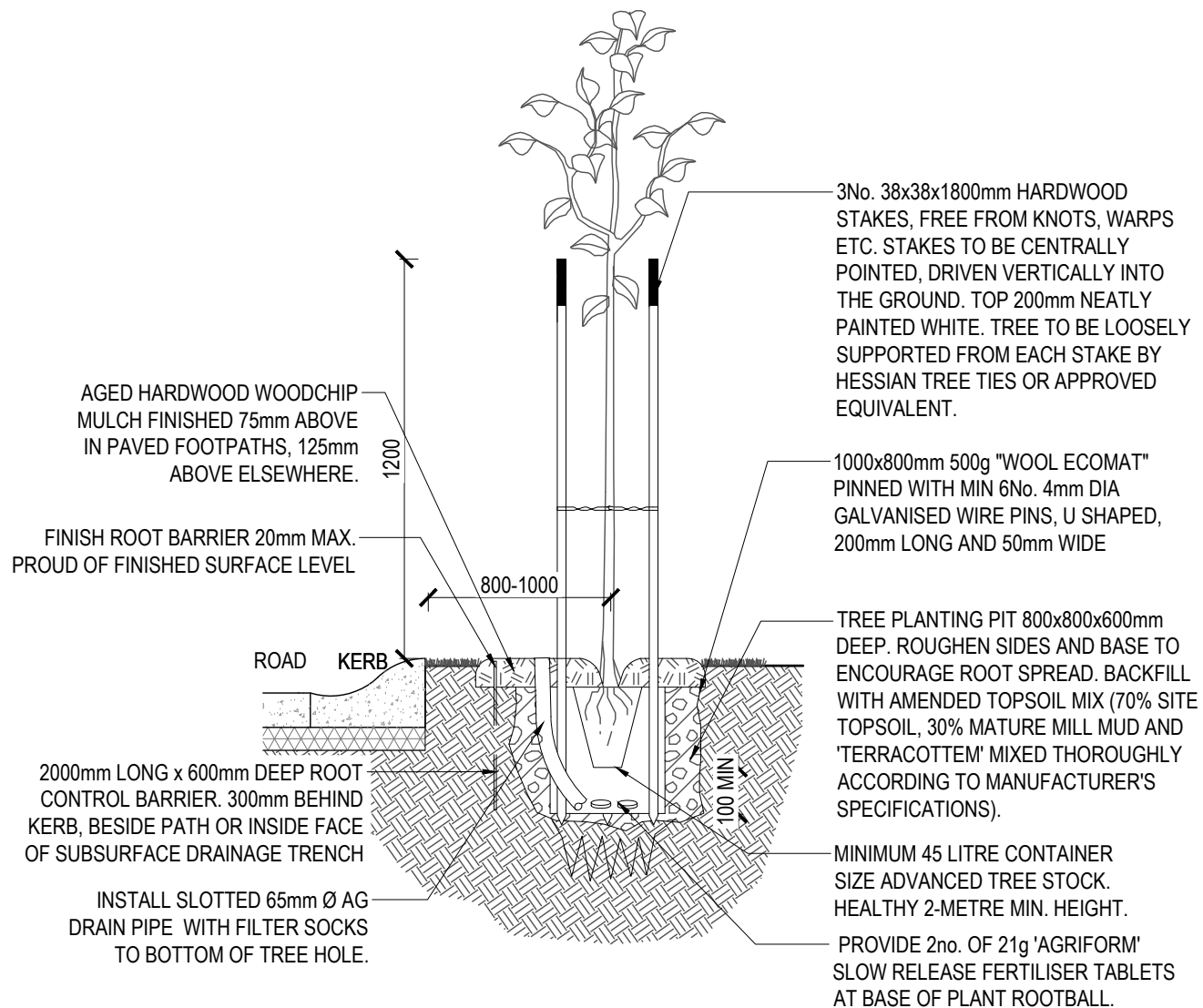


06



**PERSPECTIVE VIEW
VICTORIA ROAD, MINGENEW - STAGE 1**
29 November 2023 - ISSUE C





STREET TREE DETAIL

SECTION

1:20 @ A1

1:40 @ A3



WA Performance Based Standard (PBS) Vehicle Access Agreement or In-Principle Vehicle Design Approval Application

This form is to be completed when requesting a WA PBS Vehicle Access Agreement or In-principle Vehicle Design Approval.

For further information please refer to the *Performance Based Standards (PBS) Scheme Application and Approval Process* on the Main Roads Performance Based Standards webpage.

PBS Details

If you have previously received a PBS Vehicle Access Agreement or PBS In-principle Vehicle Design Approval for this vehicle design, please specify the applicable reference numbers below.

Provide the WA PBS Scheme Reference Number and/or the Vehicle Design Number	PBS Reference Number:	MRWA MRWA230606
	Vehicle Design Number:	042BRE042

Or

Provide the National PBS Design Approval or Vehicle Approval Reference Number and attach the NHVR documentation	NHVR PBS Vehicle Design Number:	V <input type="text"/>
	NHVR PBS Vehicle Approval Number	VA <input type="text"/>

To assist you in completing this form, please select one or more of the following options specific to your request and complete the relevant sections.

<input type="checkbox"/> I am applying for a PBS Vehicle Access Agreement. (This can be obtained prior to or following the PBS Assessment.)	Complete all sections
<input checked="" type="checkbox"/> I am applying for an In-principle Vehicle Design Approval (This is obtained prior to obtaining a PBS Assessment and is not linked with access to the network.)	Complete sections A, B, C, D and F

Section A - Operator Details

Operator Name / Company	Fenix-Newhaul PTY LTD	Operator Number	14031
Contact Name	Mark Wisniewski	Contact Phone Number	<input type="text"/>
Mobile Phone Number	0492 995 008	Email Address	mark@newhaul.com.au

Section B - Design Owner Details (if different from above)

Company Name	Bruce Rock Engineering PTY LTD	Contact Phone Number	<input type="text"/>
Contact Name	Damion Verhoogt	Email Address	Damion@brucerockengineering.com.au
Mobile Phone Number	0428 253 251		

Section C - Vehicle Details

Attach a schematic drawing of the vehicle design, with all vehicle dimensions, including axle spacings and requested axle group mass

Vehicle Description	42 meter A triple (super triple)
PBS Level	PBS Level 3B <input type="button" value="v"/>

Section D - Load and Mass Details

Load Description	Bulk Mining
Mass Requested	AMMS Level 3 (17.5t tandem axle groups) (23.5t tri axle groups) (28.5t quad axle groups) <input type="button" value="v"/>

Section E - Route Details

Requested Route For specific access, include all roads required from start to end separating roads by a comma and attach maps. For network access, specify requested RAV network (Refer to the *PBS Access Levels and Principles* document on the Main Roads Performance Based Standards webpage).

Minesite to Port

RoadSLK - 7070066 0.7

Wanarra E Road, Wanarra Road, Perenjori-Rothsay Road, Mullewa-Wubin Road, Fowler Street, Wubin-Mullewa Road, Mingenew-Morawa Road, Midlands Road, Brand Highway, John Willcock Link, Marine Terrace, Gillam Road (inside Port).

<https://goo.gl/maps/UJoKeKzZ2SSXWnJp6>

Port to Depot

Gillam Road (inside port), Marine Terrace, Portway, John Willcock Link, N W Coastal Highway, Geraldton-Mount Magnet Road, Edward Road

<https://goo.gl/maps/FbAf2xJu2sSQ73J5A>

Depot to Brand Highway

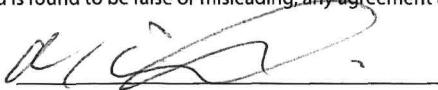
Edward Road, Geraldton-Mount Magnet Road, Goulds Road, Rudds Gully Road, Brand Highway

<https://goo.gl/maps/Bggzj2Ka1Jktho2f7>

Section F - Declaration

I declare that all information provided in this application is true and correct. I understand that if I have failed to disclose any relevant information or if any information that I have provided is found to be false or misleading, any agreement and/ or approval granted as a result of this application may be deemed invalid.

Signature



Applicant Name

Mark Wisniewski

Date

30/06/23

Email completed form to: hvsnetworkaccess@mainroads.wa.gov.au

Heavy Vehicle Services Main Roads WA

PO Box 374 | WELSHPOOL DC | WA 6986 | Telephone 138 486

www.mainroads.wa.gov.au



Overview of Commercial Goods Vehicle Licences For Product Owners

Context

The *Transport Co-ordination Act 1966* (the Act) sets out the requirement for vehicles to be licensed. However, the specific circumstances requiring commercial goods vehicles to be licensed have been amended through iterations of the *Transport (Commercial Goods Vehicles Exemption) Order 1992* (Exemption Order), permitted through the Act (section 19).

Copies of the relevant legislation can be retrieved from the State Law Publisher online at <http://www.slp.wa.gov.au>.

Does movement of your product require transport vehicles to be licensed?

According to the December 2005 amendment to the Exemption Order, vehicle owners (including co-owners, purchasers, hirers or lessors) are required to hold a Commercial Goods Vehicle Licence (CGVL) only if both of the following conditions are true:

- ☐ the vehicle is used for the carriage of iron ore or any mining product from which iron is to be extracted, and
- ☐ the above is to be sourced from any mine or mine stockpile situated within a 100km radius of Wubin, Pindar, Geraldton, Marchagee and South Mine 94 or within an area 100km on either side of:
 - a) The Northern Railway Line between Wubin and Geraldton including the Pindar to Mullewa section;
 - b) The Midland Railway line between Marchagee and Geraldton; or
 - c) The Railway line between South Mine 94 and Dongara.

Please refer to the map at Attachment 1 demonstrating the affected areas.

The purpose of licensing transport of product in this area

The requirement for vehicles transporting iron ore or similar products to be licensed effectively regulates the transport of product through this area. The Minister has the authority to grant (with or without variation) or refuse the application for a CGVL (section 37 of the Act).

The intention of regulating transport of iron ore or similar products in this area is to optimise the use of rail transport which could potentially be used instead of, or in conjunction with, road transport. The State Government has preference for movement of freight by rail where possible, as it has less negative impacts on road users and residential amenity.

The role of the product owner

As the product owner, you have knowledge available to you that vehicle owners (engaged to transport your goods) may not. This knowledge is crucial to the assessment of the CGVL applications, as the Minister is required to consider economic development and decentralisation, as well as able to consider a number of other factors such as the necessity for the proposed service to be provided, the condition of roads in the proposed route and the interests of persons requiring transport to be provided, and of the community generally (section 36 of the Act).

Whilst CGVL applications need to be completed by the vehicle owner, the impact of all transport movements related to your product needs to be considered when assessing the applications. The relevant information includes, but is not limited to:

- Estimated total annual transport task (*i.e. 750,000 tonnes*)
- Number of vehicle owners engaged to transport this product
- Life of project requiring transport task
- Previous or current assessment of transport options

The Department of Transport (the Department) requests your assistance in providing information to and on behalf of the vehicle owners transporting your product.

Commercial Goods Vehicle Licence conditions

With the additional information provided by the product owner, the Department will undertake an assessment on behalf of the Minister. The information provided will assist in determining whether conditions may need to be attached to the associated CGVL(s), which may:

- restrict the routes or areas in which the vehicle(s) may operate;
- prescribe that records must be kept; and/or
- other such conditions as the Minister thinks proper to impose in the public interest.

In addition to this, it is an implied condition of every licence for a commercial goods vehicle granted by the Minister that:

- the vehicle be maintained in a fit and serviceable condition;
- the provisions of any Act or regulation applicable to the vehicle and its operation be complied with;
- in relation to the vehicle, the provisions relating to the limitations of hours of driving and provisions and requirements of any relevant industrial award or agreement be observed and complied with;
- the vehicle carry no load exceeding that stipulated in the licence.

How to assist the Department

When the product owner becomes aware that the movement of their product requires transport vehicles to be licensed, you should liaise with the Department (using the contact details below) to provide contextual information regarding the total transport task (see: *The role of the product owner*).

When engaging vehicle owner(s) to move iron ore or similar product within the area illustrated in Attachment 1, please refer them to the *Guidance Notes for completing Form 4: Application for Commercial Goods Vehicle Licence*. The Department may ask that you coordinate the submission of these forms on behalf of the vehicle owners(s).

Contact details

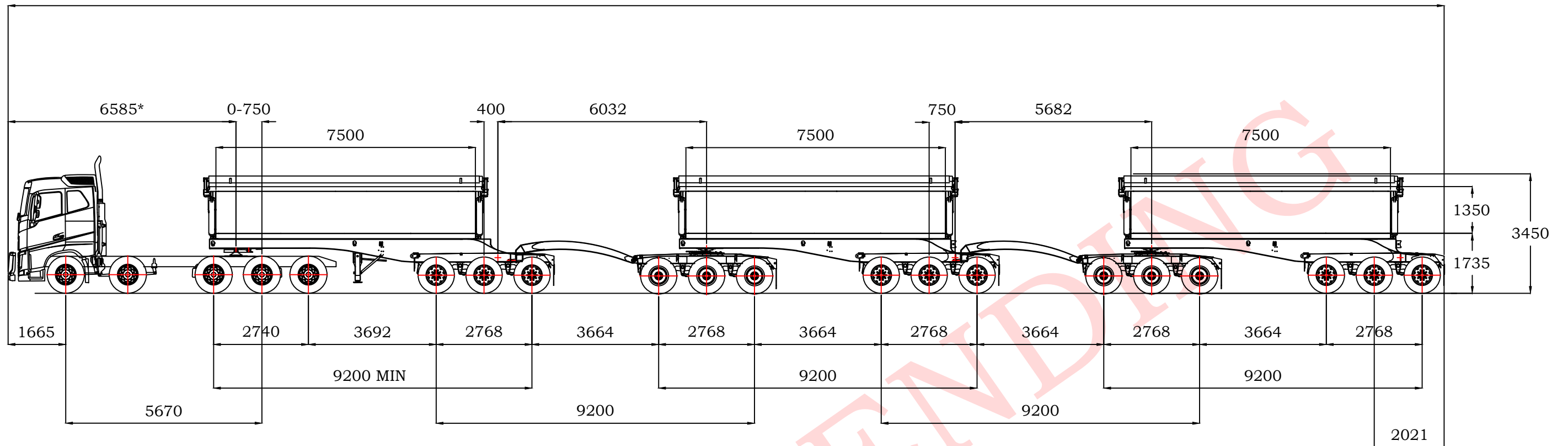
To provide the Department with relevant information, or if you have any queries regarding this overview or legislation, please phone: (08) 6551 6215.

Attachment 1



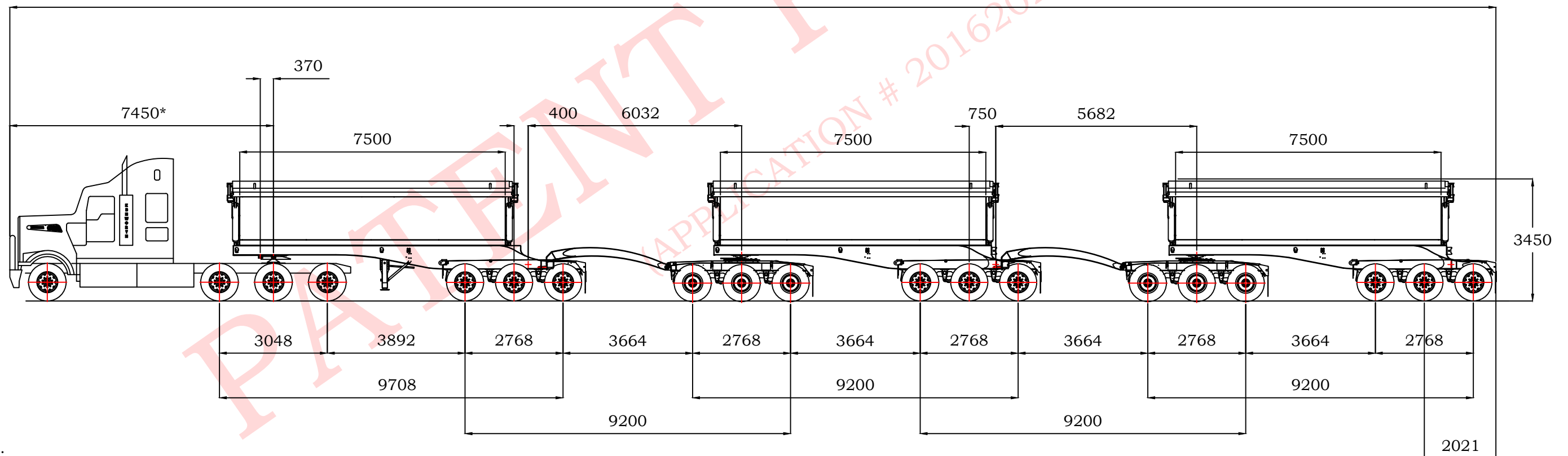
VARIANT 1

42000 MAX SUPER TRIPLE TRAIN LENGTH



VARIANT 2

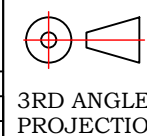
42000* SUPER TRIPLE TRAIN LENGTH



NOTES:

1. TRAILER TYRES 11R22.5".
2. SUSPENSION KHITCH 2.7 OVERSLUNG (KHDO3C3, KHDO3C9).
3. LEAD 7.1t MIN, DOG 10.2t MIN.

REV	DATE	REVISION	BY	CHK
0	30/06/2021	UPDATE DIMENSIONS	RDP	
0	16/06/2021	ISSUED FOR REVIEW	RDP	



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FAX: (08) 9061 1188

CLIENT: BRE STANDARD DRAWING

STE PBS SUPER TRIPLE GA
TRI AXLE TRAILERS & DOLLIES

SHEET
TITLE: GA LAYOUT

SCALE: NTS

JOB No:

DRAWING No:
DCT STE ST 20210616

SHT SIZE: A3

SHEET:

1 of 1
REV: 1

SHIRE OF MINGENEW

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Statements required by regulation

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SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	2,384,494	2,376,243	2,370,444	(5,799)	(0.24%)	
Rates excluding general rates		62,537	62,537	62,853	316	0.51%	
Grants, subsidies and contributions	14	139,867	126,908	131,651	4,743	3.74%	
Fees and charges		295,996	175,564	187,214	11,650	6.64%	▲
Interest revenue		63,474	15,395	40,400	25,005	162.42%	▲
Other revenue		460,634	159,092	152,248	(6,844)	(4.30%)	
Profit on asset disposals	6	39,174	0	0	0	0.00%	
		3,446,176	2,915,739	2,944,810	29,071	1.00%	
Expenditure from operating activities							
Employee costs		(1,454,867)	(489,421)	(353,960)	135,461	27.68%	▼
Materials and contracts		(1,281,342)	(426,799)	(346,808)	79,991	18.74%	▼
Utility charges		(86,210)	(27,813)	(23,051)	4,762	17.12%	▼
Depreciation		(2,488,645)	0	0	0	0.00%	
Finance costs		(21,450)	(414)	(392)	22	5.31%	
Insurance		(166,729)	(166,729)	(84,413)	82,316	49.37%	▼
Other expenditure		(451,508)	(147,271)	(110,447)	36,824	25.00%	▼
		(5,950,751)	(1,258,447)	(919,071)	339,376	26.97%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,449,471	0	0	0	0.00%	
Amount attributable to operating activities		(55,104)	1,657,292	2,025,739	368,447	22.23%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	15	4,741,100	980,660	1,034,069	53,409	5.45%	▲
Proceeds from disposal of assets	6	173,900	0	0	0	0.00%	
		4,915,000	980,660	1,034,069	53,409	5.45%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(3,480,000)	(356,000)	(370,090)	(14,090)	(3.96%)	▲
Payments for construction of infrastructure	5	(2,608,000)	(1,584,869)	(962,507)	622,362	39.27%	▼
		(6,088,000)	(1,940,869)	(1,332,597)	608,272	31.34%	
Amount attributable to investing activities		(1,173,000)	(960,209)	(298,528)	661,681	68.91%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	400,000	0	0	0	0.00%	
Transfer from reserves	4	258,265	0	0	0	0.00%	
		658,265	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(87,403)	(27,831)	(27,832)	(1)	(0.00%)	
Payments for principal portion of lease liabilities	12	(3,187)	(642)	(642)	0	0.00%	
Transfer to reserves	4	(36,296)	(2,300)	(39,321)	(37,021)	(1609.61%)	▲
		(126,886)	(30,773)	(67,795)	(37,022)	(120.31%)	
Amount attributable to financing activities		531,379	(30,773)	(67,795)	(37,022)	(120.31%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or (deficit) at the start of the financial year		696,725	696,725	696,726	1	0.00%	
Amount attributable to operating activities		(55,104)	1,657,292	2,025,739	368,447	22.23%	▲
Amount attributable to investing activities		(1,173,000)	(960,209)	(298,528)	661,681	68.91%	▼
Amount attributable to financing activities		531,379	(30,773)	(67,795)	(37,022)	(120.31%)	▲
Surplus or (deficit) after imposition of general rates		0	1,363,035	2,356,142	993,107	72.86%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF MINGENOW
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	30 June 2023	31 October 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,256,864	3,036,172
Trade and other receivables		245,195	569,823
Inventories	8	8,808	9,809
Other assets	8	434,574	125,553
TOTAL CURRENT ASSETS		2,945,441	3,741,357
NON-CURRENT ASSETS			
Trade and other receivables		29,029	29,029
Other financial assets		61,117	61,117
Property, plant and equipment		9,988,618	10,358,706
Infrastructure		51,729,040	52,691,547
Right-of-use assets		2,913	2,913
TOTAL NON-CURRENT ASSETS		61,810,717	63,143,312
TOTAL ASSETS		64,756,158	66,884,669
CURRENT LIABILITIES			
Trade and other payables	9	478,089	61,743
Other liabilities	13	667,549	181,073
Lease liabilities	12	642	0
Borrowings	11	55,774	27,941
Employee related provisions	13	107,008	107,008
TOTAL CURRENT LIABILITIES		1,309,062	377,765
NON-CURRENT LIABILITIES			
Borrowings	11	141,395	141,395
Employee related provisions		23,732	23,732
TOTAL NON-CURRENT LIABILITIES		165,127	165,127
TOTAL LIABILITIES		1,474,189	542,892
NET ASSETS		63,281,969	66,341,777
EQUITY			
Retained surplus		42,171,897	45,192,384
Reserve accounts	4	1,103,077	1,142,398
Revaluation surplus		20,006,995	20,006,995
TOTAL EQUITY		63,281,969	66,341,777

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 financial 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 Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and 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 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 November 2023

SHIRE OF MINGENOW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Amended Budget Opening	Last Year Closing	Year to Date
		30 June 2023	30 June 2023	31 October 2023
Current assets		\$	\$	\$
Cash and cash equivalents	3	1,224,499	2,256,864	3,036,172
Trade and other receivables		444,484	245,195	569,823
Inventories	8	5,050	8,808	9,809
Other assets	8	155,200	434,574	125,553
		1,829,233	2,945,441	3,741,357
Less: current liabilities				
Trade and other payables	9	(218,344)	(478,089)	(61,743)
Other liabilities	13	(985,651)	(667,549)	(181,073)
Lease liabilities	12	(11,813)	(642)	0
Borrowings	11	(312,597)	(55,774)	(27,941)
Employee related provisions	13	(92,603)	(107,008)	(107,008)
		(1,621,008)	(1,309,062)	(377,765)
Net current assets		208,225	1,636,379	3,363,592
Less: Total adjustments to net current assets	Note 2(c)	(208,225)	(939,653)	(1,007,450)
Closing funding surplus / (deficit)		0	696,726	2,356,142

(b) Non-cash amounts 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*.

Non-cash amounts excluded from operating activities	Amended Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(39,174)	0
Add: Depreciation		2,488,645	0
Total non-cash amounts excluded from operating activities		2,449,471	0

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Amended Budget Opening	Last Year Closing	Year to Date
	30 June 2023	30 June 2023	31 October 2023
	\$	\$	\$
Less: Reserve accounts	4	(625,238)	(1,103,077)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	312,597	55,774
- Current portion of lease liabilities	12	11,813	642
- Current portion of employee benefit provisions held in reserve	4	92,603	107,008
Total adjustments to net current assets	Note 2(a)	(208,225)	(939,653)
			(1,007,450)

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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

3 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Fees and charges	11,650	6.64%	▲
Additional commercial refuse collection - \$2,200.		Permanent	
Advance payments of rental fees - \$5,560;		Timing	
Received revenue from standpipe usage earlier than anticipated - \$1,954;			
Received revenue from private works earlier than anticipated - \$3,396;			
Received less revenue from planning applications than anticipated - (\$1,473).			
Interest revenue	25,005	162.42%	▲
Additional bank interest received - \$24,665.		Permanent	
Expenditure from operating activities			
Employee costs	135,461	27.68%	▼
Termination payout - (\$12,600).		Permanent	
Less salaries & wages due to vacancies - \$247,391;		Timing	
Less superannuation due to vacancies - \$14,091;			
Anticipated the final instalment of workers compensation insurance to be paid - \$10,074;			
Anticipated instalment payment of fringe benefit tax - \$9,941;			
Capital portion of overheads allocation - (\$136,033).			
Materials and contracts	79,991	18.74%	▼
Yandanooka Hall ablution repairs - (\$16,210);		Permanent	
Councillors elected unopposed, no election required - \$10,000.			
Less than anticipated debt collection expenses - \$7,185;		Timing	
Anticipated part payment for Strategic Community Plan - \$6,666;			
Anticipated Community Emergency Services Manager expense - \$3,500;			
Anticipated completed LEMA review - \$7,600;			
Anticipated commencement of Public Health Plan - \$4,376;			
Less medical support expense than anticipated - \$4,971;			
More building maintenance than anticipated - (\$6,239);			
Less building operations than anticipated - \$22,621;			
Completed oval turf renovation earlier than anticipated - (30,664);			
Less road maintenance completed than anticipated - \$14,921;			
Anticipated commencement of bypass feasibility study - \$7,421;			
Anticipated final instalment of visitor centre contribution - \$4,609;			
Capital portion of plant operating costs - \$39,518.			
Utility charges	4,762	17.12%	▼
Billing cycle for street lighting invoice changed to quarterly - \$2,522;		Timing	
Less utility charges for community buildings - \$2,197.			
Insurance	82,316	49.37%	▼
Anticipated final instalment to be paid - \$82,316		Timing	
Other expenditure	36,824	25.00%	▼
Less Dept of Transport transactions than anticipated - \$31,573;		Timing	
Anticipated Community Grants Scheme claims - \$7,4983			

SHIRE OF MINGENew
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

3 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	53,409	5.45%	▲
Received additional funds from DRFAWA - \$7,643.		Permanent	
Tennis club redevelopment funds transferred earlier than budgeted - \$264,260;		Timing	
Anticipated more Main Roads funding to be transferred - (\$216,144);			
Roads to Recovery funding anticipated to be transferred - (\$137,320);			
Transfer more than budgeted for bridge works - \$133,253.			
Outflows from investing activities			
Payments for property, plant and equipment	(14,090)	(3.96%)	▲
More expenditure than anticipated for the Daycare Centre upgrade - (\$8,000);		Timing	
Less expenditure than anticipated for 23 Field St renovations - \$9,284;			
Anticipated purchase of land for rural residential area - \$52,000;			
Anticipated commencement of the 45 King St units works - \$15,000;			
Completed APU's bathroom renovations earlier than anticipated - (\$24,882);			
More expenditure than anticipated for Tennis clubhouse upgrade - (\$51,847);			
Retention payment for completed Railway Station upgrade - (6,286).			
Payments for construction of infrastructure	622,362	39.27%	▼
Anticipated further progress with the roadwork - \$675,763;		Timing	
Bridge works completed earlier than anticipated - (\$53,333).			
Outflows from financing activities			
Transfer to reserves	(37,021)	(1609.61%)	▲
Transfer of donations received for the Daycare Centre upgrade - (\$37,000).		Permanent	
Surplus or (deficit) after imposition of general rates	993,107	72.86%	▲
Due to variances described above			

SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
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SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.70 M	\$0.70 M	\$0.70 M	\$0.00 M
Closing	\$0.00 M	\$1.36 M	\$2.36 M	\$0.99 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$3.04 M	% of total
Unrestricted Cash	\$1.69 M	55.8%
Restricted Cash	\$1.34 M	44.2%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.06 M
	% Outstanding
Trade Payables	(\$0.03 M)
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.31 M	% Collected
Rates Receivable	\$0.26 M	89.5%
Trade Receivable	\$0.31 M	% Outstanding
Over 30 Days		9.3%
Over 90 Days		8.5%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.06 M)	\$1.66 M	\$2.03 M	\$0.37 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.37 M	% Variance
YTD Budget	\$2.38 M	(0.2%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.13 M	% Variance
YTD Budget	\$0.13 M	3.7%

Refer to 14 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.19 M	% Variance
YTD Budget	\$0.18 M	6.6%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.17 M)	(\$0.96 M)	(\$0.30 M)	\$0.66 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Amended Budget	\$0.17 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.96 M	% Spent
Amended Budget	\$2.61 M	(63.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.03 M	% Received
Amended Budget	\$4.74 M	(78.2%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.53 M	(\$0.03 M)	(\$0.07 M)	(\$0.04 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.03 M)
Interest expense	(\$0.00 M)
Principal due	\$0.17 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$1.14 M
Interest earned	\$0.00 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.00 M)
Interest expense	(\$0.00 M)
Principal due	\$0.00 M

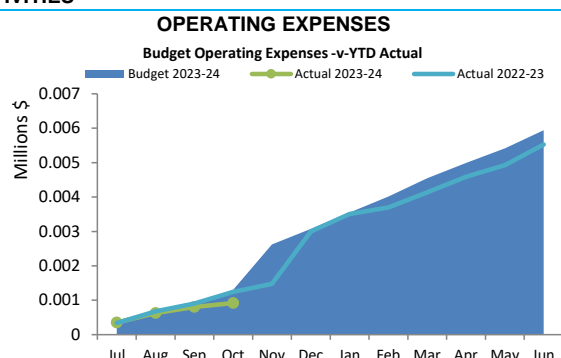
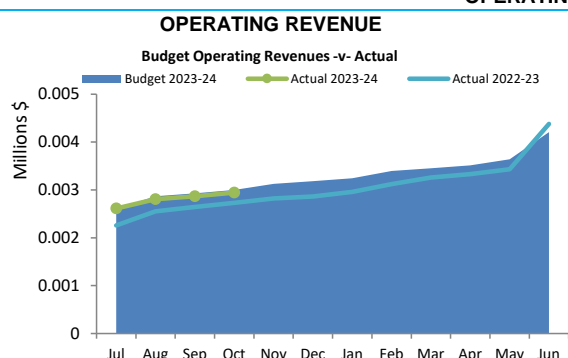
Refer to Note 12 - Lease Liabilities

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

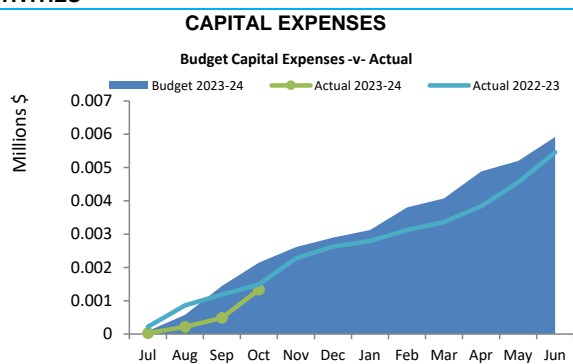
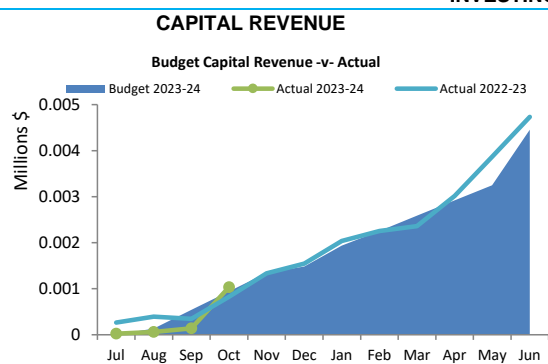
SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

2 KEY INFORMATION - GRAPHICAL

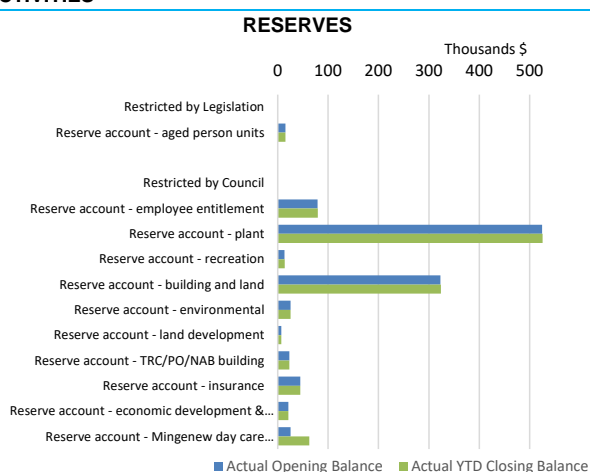
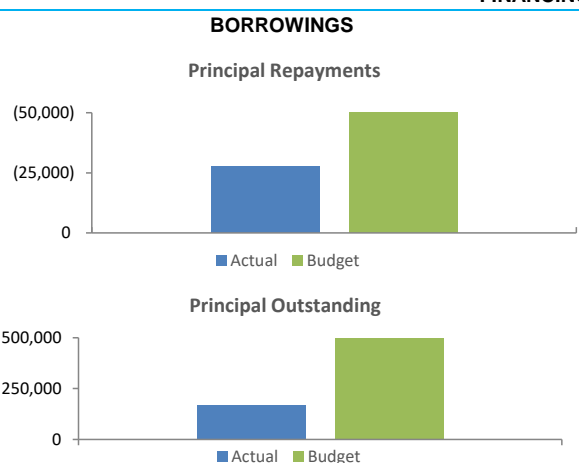
OPERATING ACTIVITIES



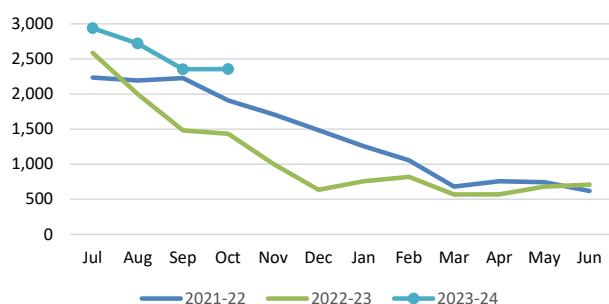
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Float	Cash and cash equivalents	100	0	100	0			On Hand
Municipal Fund	Cash and cash equivalents	1,693,927	199,746	1,893,673	0	NAB	4.10%	Chq A/C
Reserve Fund	Cash and cash equivalents	0	1,142,398	1,142,398	0	NAB	5.11%	August 2024
Trust Fund	Cash and cash equivalents	0	1	1	1	NAB	4.10%	Chq A/C
Total		1,694,027	1,342,145	3,036,172	1			
Comprising								
Cash and cash equivalents		1,694,027	1,342,145	3,036,172	1			
		1,694,027	1,342,145	3,036,172	1			

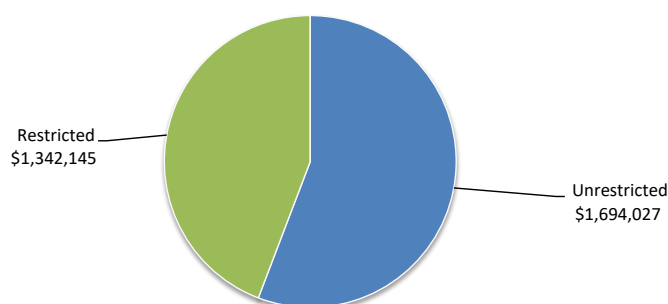
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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. 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.



SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfer s In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfer s Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Reserve account - aged person units	12,859	532	1,000	0	14,391	15,217	33	0	0	15,250
Restricted by Council										
Reserve account - employee entitlement	77,063	2,776	0	0	79,839	79,212	171	0	0	79,383
Reserve account - plant	275,869	18,372	22	(258,265)	35,998	524,627	1,130	0	0	525,757
Reserve account - recreation	13,263	112	0	0	13,375	13,633	29	0	0	13,662
Reserve account - building and land	71,080	9,851	0	0	80,931	323,061	696	0	0	323,757
Reserve account - environmental	19,734	709	0	0	20,443	25,649	55	0	0	25,704
Reserve account - land development	7,020	0	0	0	7,020	7,216	16	0	0	7,232
Reserve account - TRC/PO/NAB building	22,351	807	0	0	23,158	22,974	50	0	0	23,024
Reserve account - insurance	43,481	838	0	0	44,319	44,693	96	0	0	44,789
Reserve account - economic development & marketing	20,534	373	0	0	20,907	21,107	45	0	0	21,152
Reserve account - Mingenew day care centre redevelopment	25,688	904	0	0	26,592	25,688	0	37,000	0	62,688
	588,942	35,274	1,022	(258,265)	366,973	1,103,077	2,321	37,000	0	1,142,398

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	152,000	52,000	0	(52,000)
Buildings - non-specialised	1,825,000	65,000	73,615	8,615
Buildings - specialised	855,000	219,000	277,095	58,095
Furniture and equipment	10,000	0	0	0
Plant and equipment	188,000	20,000	19,380	(620)
Bushfire equipment	450,000	0	0	0
Acquisition of property, plant and equipment	3,480,000	356,000	370,090	14,090
Infrastructure - roads	1,363,000	1,090,000	414,274	(675,726)
Infrastructure - drainage	15,000	0	0	0
Infrastructure - bridges	800,000	480,000	533,333	53,333
Infrastructure - parks & ovals	325,000	5,700	9,300	3,600
Infrastructure - other	105,000	9,169	5,600	(3,569)
Acquisition of infrastructure	2,608,000	1,584,869	962,507	(594,182)
Total capital acquisitions	6,088,000	1,940,869	1,332,597	(580,092)
Capital Acquisitions Funded By:				
Capital grants and contributions	4,741,100	980,660	1,034,069	53,409
Borrowings	400,000	0	0	0
Lease liabilities	15,000	0	0	0
Other (disposals & C/Fwd)	173,900	0	0	0
Reserve accounts				
Reserve account - plant	258,265	0	0	0
Contribution - operations	499,735	960,209	298,528	(661,681)
Capital funding total	6,088,000	1,940,869	1,332,597	(608,272)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

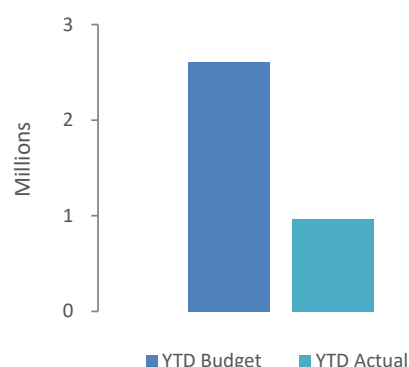
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

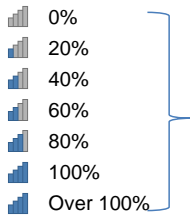
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

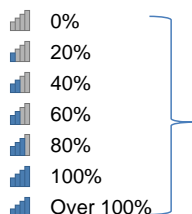
Level of completion indicator, please see table at the end of this note for further detail.

			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
Land - freehold					
LC042	Land Purchase - 42 Victoria Road (Lot 109)		50,000	0	0
LC049	Land Purchase - 49 Shenton Street (Lot 114)		50,000	0	0
LC999			52,000	52,000	0
Land - freehold Total			152,000	52,000	52,000
Buildings - non-specialised					
BC085	25 Victoria Road (Lot 85) - Fire Shed - Building (Capital)		400,000	0	0
BC076	76 Phillip Street (Lot 106) - Daycare Centre - Building (Capital)		1,000,000	0	(8,016)
BC005	23 Field Street (Lot 5) - Residence - Building (Capital)		15,000	15,000	5,716
BC042	42 Victoria Road (Lot 109) - Residence (Karara) - Building (Capital)		150,000	0	0
BC049	49 Shenton Street (Lot 114) - Residence (Karara) - Building (Capital)		150,000	0	0
BC451	45 King Street (Lot 9) - Unit 1 - Building (Capital)		5,000	5,000	0
BC452	45 King Street (Lot 9) - Unit 2 - Building (Capital)		5,000	5,000	0
BC453	45 King Street (Lot 9) - Unit 3 - Building (Capital)		5,000	5,000	0
BC121	12 Victoria Road (Lot 66) - Unit 1 (APU) - Building (Capital)		15,000	15,000	16,870
BC122	12 Victoria Road (Lot 66) - Unit 2 (APU) - Building (Capital)		20,000	20,000	22,238
BC123	12 Victoria Road (Lot 66) - Unit 3 (APU) - Building (Capital)		15,000	0	17,277
BC124	12 Victoria Road (Lot 66) - Unit 4 (APU) - Building (Capital)		5,000	0	3,498
BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)		10,000	0	0
BC021	21 Victoria Road (Lot 83) - Administration Office - Building (Capital)		30,000	0	0
Building - non-specialised Total			1,825,000	65,000	73,615
Buildings - specialised					
BC030	30 Bride Street (Lot 65) - Tennis Club - Building (Capital)		400,000	219,000	270,809
BC098	Recreation Centre - Building (Capital)		455,000	0	0
BC016	16 Midlands Road - Railway Station - Building (Capital)		0	0	6,286
Building - specialised Total			855,000	219,000	277,095
Furniture & equipment					
FE003	ADMIN - Furniture & Equipment - Capital		10,000	0	0
Furniture & equipment Total			10,000	0	0
Plant & equipment					
PE4650	Skid Steer - M14650 - Capital		98,000	0	0
PE999	Sundry Plant Purchases - Capital		90,000	20,000	19,380
Plant & equipment Total			188,000	20,000	19,380
Bushfire equipment					
PE384	Fire Truck - M1384 - Capital		450,000	0	0
Bushfire equipment Total			450,000	0	0
Infrastructure - roads					
RC000	Road Construction - Rural - Gravel - Council Funded (Budgeting)		190,000	190,000	0
RC997	Road Construction - Rural - Priority Wet Grading (Budgeting Onl		260,000	0	43,698
RC005	Yandanooka Melara Road (Capital)				21,779
RC014	Yandanooka South Road (Capital)				10,014
RC015	Morawa - Yandanooka Road (Capital)				8,310
RC016	Tip Road (Capital)				616
RC030	Moffett Road (Capital)				1,359
RC079	Mingenew Hill Look-out Road (Capital)				1,620
RC999	Road Construction - Urban - Sealed - Council Funded (Budgetin		13,000	0	0
RRG003	Coalseam Road (RRG)		450,000	450,000	273,975
RRG503	Coalseam Road (RRG)		450,000	450,000	96,601
Infrastructure - roads Total			1,363,000	1,090,000	414,274
Infrastructure - drainage					
DC002	Yandanooka North East Road - Drainage Capital		15,000	0	0
Infrastructure - drainage Total			15,000	0	0

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



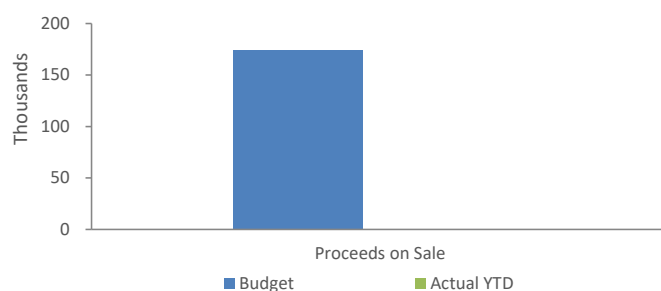
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

		Amended		Variance
Account Description		Budget	YTD Budget	(Under)/Over
		\$	\$	\$
Infrastructure - bridges				
BR0833	Yarragadee - Mingenew - Mullewa Road - Bridge (Capital)	800,000	480,000	533,333
Infrastructure - bridges Total		800,000	480,000	533,333
Infrastructure - parks & gardens				
PC012	Mingenew Spring - (Capital)	100,000	1,500	5,100
PC025	Community Garden (Capital)	10,000	0	0
PC026	Rec Centre - Parks & Gardens Infrastructure (Capital)	15,000	0	0
PC027	Water Park (Capital)	150,000	1,500	1,500
PC028	Town Landscaping (Capital)	50,000	2,700	2,700
Infrastructure - parks & gardens Total		325,000	5,700	9,300
Infrastructure - other				
OC002	Mingenew Hill Walk Trail (Capital)	55,000	9,169	3,800
OC012	Cenotaph Upgrade (War Memorial) (Capital)	20,000	0	1,800
OC013	Digital Information Sign	30,000	0	0
Infrastructure - other Total		105,000	9,169	5,600
		6,088,000	1,940,869	1,332,597
				608,272

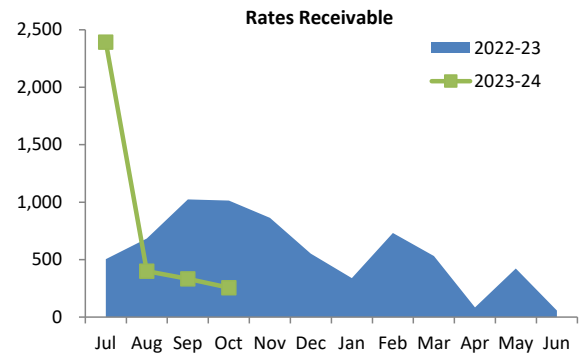
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Fire Truck - MI384	123,900	123,900	0	0			0	0
	Water Truck - MI255	8,250	30,000	21,750	0			0	0
	Skid Steer - MI4650	2,576	20,000	17,424	0			0	0
		134,726	173,900	39,174	0	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2023	31 Oct 2023
	\$	\$
Opening arrears previous years	39,714	57,681
Levied this year	2,340,269	2,370,444
Less - collections to date	(2,322,280)	(2,172,231)
Gross rates collectable	57,703	255,894
Allowance for impairment of rates receivable	(22)	0
Net rates collectable	57,681	255,894
% Collected	97.6%	89.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	209,827	1,895	17	19,557	231,296
Percentage	0.0%	90.7%	0.8%	0.0%	8.5%	
Balance per trial balance						
Trade receivables						231,296
GST receivable						81,992
Allowance for credit losses of trade receivables						(22)
Pensioner rebate claimed						663
Total receivables general outstanding						313,929

Amounts shown above include GST (where applicable)

KEY INFORMATION

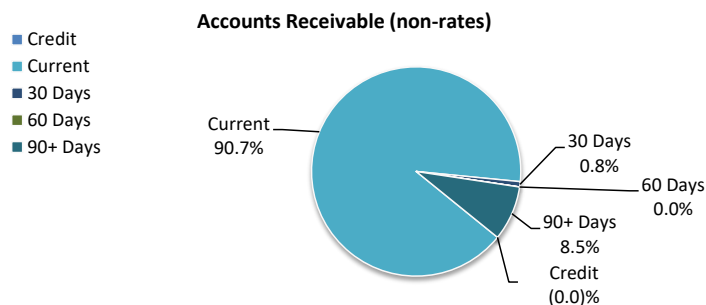
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 October 2023
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	8,808	16,880	(15,879)	9,809
Other assets				
Prepayments	5,200	5,200	(6,900)	3,500
Accrued income	429,374	0	(307,321)	122,053
Total other current assets	443,382	22,080	(330,100)	135,362
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.

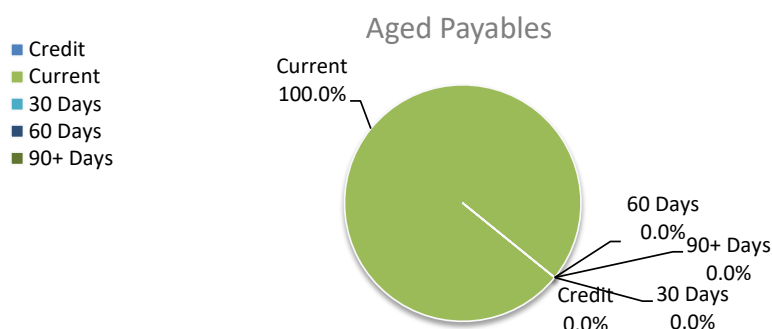
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,508	0	0	0	1,508
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	(Sundry creditors \$1,508 + ESL creditors \$972 + Payroll creditors \$0)					(29,038)
Accrued salaries and wages						(309)
ATO liabilities						41,155
Receipts in advance						1,312
Other payables - bonds held						14,898
Prepaid rates						1,573
Accrued expenses						32,152
Total payables general outstanding						61,743

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed Rate Revenue	Revenue	Revenue	Reassessed Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Mingenew	0.155660	132	1,186,016	184,162	0	184,162	184,615	2,095	186,710
Yandanooka	0.155660	1	8,892	1,384	0	1,384	1,384	0	1,384
Commercial	0.155660	17	555,472	86,465	0	86,465	86,465	0	86,465
Industrial	0.155660	1	12,480	1,943	0	1,943	1,943	1,150	3,093
Unimproved value									
Rural	0.009676	111	204,021,000	1,975,143	15,000	1,990,143	1,974,107	(1,804)	1,972,303
Mining	0.009676	0	0	0	0	0	0	0	0
Sub-Total		262	205,783,860	2,249,097	15,000	2,264,097	2,248,514	1,441	2,249,955
Minimum payment									
Gross rental value									
Mingenew	840	66	27,340	55,440	0	55,440	55,440	1,067	56,507
Yandanooka	840	1	4,992	840	0	840	840		840
Commercial	840	10	11,160	8,400	0	8,400	8,400		8,400
Industrial	840	3	2,786	2,520	0	2,520	2,520	(938)	1,582
Unimproved value									
Rural	1,263	21	1,038,700	26,523	0	26,523	26,523		26,523
Mining	1,263	22	129,789	27,786	0	27,786	27,786	(68)	27,718
Sub-total		123	1,214,767	121,509	0	121,509	121,509	61	121,570
Concession						(1,112)			(1,081)
Amount from general rates						2,384,494			2,370,444
Ex-gratia rates						62,537			62,853
Total general rates						2,447,031			2,433,297

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Grader	146	197,168			(27,832)	(55,773)	169,336	141,395	(385)	(1,463)
Karara Houses	147	0	0	400,000	0	(31,630)	0	368,370	0	(19,282)
Total		197,168	0	400,000	(27,832)	(87,403)	169,336	509,765	(385)	(20,745)
Current borrowings		55,773					27,941			
Non-current borrowings		141,395					141,395			
		197,168					169,336			

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Purchase housing	0	400,000	WATC	Debenture	10				0	
	0	400,000				0		0	0	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars		Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Photocopier	1		642			(642)	(642)	0	0	(7)	0
Photocopier	3		0	0	15,000	0	(2,545)	0	12,455	0	(705)
Total			642	0	15,000	(642)	(3,187)	0	12,455	(7)	(705)
Current lease liabilities			642					0			
			642					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		10,600	0	0	0	10,600
Capital grant/contributions liabilities		655,637	0	326,951	(812,115)	170,473
Total other liabilities		666,237	0	326,951	(812,115)	181,073
Employee Related Provisions						
Provision for annual leave		75,614	0	0	0	75,614
Provision for long service leave		31,394	0	0	0	31,394
Total Provisions		107,008	0	0	0	107,008
Total other current liabilities		773,245	0	326,951	(812,115)	288,081

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14 and 15

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 Related Provisions

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 employee related 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.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD
	1 July 2023		(As revenue)	31 Oct 2023	31 Oct 2023	Revenue	Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General	0	0	0	0	0	0	0	4,625
Grants Commission - Roads	0	0	0	0	0	0	0	5,081
DFES - LGGS Operating Grant	0	0	0	0	0	20,517	10,258	11,779
DFES - AWARE program	3,775	0	0	3,775	3,775	22,600	22,600	0
FRRR - Town Centre Mural	1,000	0	0	1,000	1,000	0	0	0
DLGSCI - Mingenew Hill Design	6,825	0	0	6,825	6,825	0	0	0
MRWA - Street Light Subsidy	0	0	0	0	0	2,700	0	0
MRWA - Direct Grant	0	0	0	0	0	94,000	94,000	100,407
BBRF - Astrotourism	0	0	0	0	0	0	0	9,709
	11,600	0	0	11,600	11,600	139,817	126,858	131,601
Contributions								
Autumn Centre	0	0	0	0	0	50	50	50
	0	0	0	0	0	50	50	50
TOTALS	11,600	0	0	11,600	11,600	139,867	126,908	131,651

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2023	Current Liability 31 Oct 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES - Fast Attack Vehicle	0	0	0	0	0	726,100	0	0
LRCI Phase 3 - Daycare Centre upgrade	105,560	0	(8,016)	97,544	97,544	150,000	5,620	8,016
Lotterywest - Daycare Centre upgrade	0	0	0	0	0	500,000	0	0
REDS - Daycare Centre upgrade	0	0	0	0	0	150,000	0	0
TBC - Cenotaph upgrade	0	0	0	0	0	10,000	0	0
CSRFF - Tennis Pavilion upgrade	0	86,951	(86,951)	0	0	87,000	0	86,951
TBC - Mingenew Spring	0	0	0	0	0	80,000	0	0
TBC - Walk Trail	0	0	0	0	0	30,000	0	0
LRCI Phase 3 - Tennis Pavilion upgrade	0	0	0	0	0	44,000	0	0
DRFAWA - Rec Centre upgrade	0	0	0	0	0	455,000	0	0
DRFAWA - Shade sails at Rec Centre	0	0	0	0	0	15,000	0	0
DRFAWA - Tennis Pavilion upgrade	0	0	0	0	0	50,000	0	0
DRFAWA - Water Park	0	0	0	0	0	150,000	0	0
LRCI Phase 3 - Midlands Road garden	7,500	0	0	7,500	7,500	0	0	0
Regional Road Group	0	240,000	(183,815)	56,185	56,185	600,000	399,960	183,816
Roads to Recovery	0	0	0	0	0	206,000	137,320	0
Grants Commission - Bridges	542,577	0	(533,333)	9,244	9,244	800,000	400,080	533,333
LRCI Phase 3 Extension - Coalseam Road	0	0	0	0	0	274,000	0	0
DRFAWA - Roads Flood Damage	0	0	0	0	0	0	0	7,644
DRFAWA - Digital Sign	0	0	0	0	0	30,000	0	0
	655,637	326,951	(812,115)	170,473	170,473	4,357,100	945,660	819,760
Capital contributions								
Community Resource Centre - Daycare Centre upgrade	0	0	0	0	0	150,000	0	0
Community Contributions - Daycare Centre upgrade	0	0	0	0	0	50,000	35,000	37,000
Tennis Club - Pavilion upgrade	0	0	0	0	0	184,000	0	177,309
	0	0	0	0	0	384,000	35,000	214,309
TOTALS	655,637	326,951	(812,115)	170,473	170,473	4,741,100	980,660	1,034,069

SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						
Mulcher and profiler	18210623	Capital expenses			(70,000)	(70,000)
Purchase Skid Steer	18210623	Capital expenses			(98,000)	(168,000)
Transfer from Plant Reserve	18210623	Capital revenue		148,000		(20,000)
Difference between budgeted opening surplus and actual surplus	11160823	Opening surplus(deficit)		346,725		326,725
Interest on reserves	11160823	Operating revenue		25		326,750
Daycare centre grants	11160823	Capital revenue		30,000		356,750
Hall consultants	11160823	Operating expenses			(50,000)	306,750
Admin IT (reduced fibre costs and LTFP costs)	11160823	Operating expenses		40,000		346,750
Road consultants	11160823	Operating expenses		10,000		356,750
Admin office grants	11160823	Capital revenue			(18,000)	338,750
Coalseam Road grant (LRCI)	11160823	Capital revenue		274,000		612,750
Depreciation on adjusted plant purchases	11160823	Non cash item	(16,672)			612,750
Members - Printing & stationery (correction - shown as income)	11160823	Operating expenses			(1,050)	611,700
Profit on sale of assets on adjusted plant sales	11160823	Non cash item	17,424			611,700
Proceeds on sale of assets on adjusted plant sales	11160823	Capital revenue		20,000		631,700
Realisation on disposal of assets on adjusted plant sales	11160823	Non cash item	(20,000)			631,700
Transfer from Plant Reserve to balance budget	11160823	Capital revenue		110,265		741,965
Transfer to reserves adjusted to balance budget	11160823	Capital expenses		28,231		770,196
Financial Assistance Grants received in advance	11160823	Operating revenue			(357,000)	413,196
Financial Assistance Grants received in advance	11160823	Operating revenue			(437,000)	(23,804)
EM Grant for waste site rehab	11160823	Operating revenue		15,000		(8,804)
Waste site rehab	11160823	Operating expenses			(15,000)	(23,804)
Various admin allocations	11160823	Operating expenses		24,506		702
Hockey oval adjustment	11160823	Operating expenses			(702)	0
				1,046,752	(1,046,752)	0

SHIRE OF MINGENEW

MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 November 2023**

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	2,384,494	2,376,618	2,370,395	(6,223)	(0.26%)	
Rates excluding general rates		62,537	62,537	62,853	316	0.51%	
Grants, subsidies and contributions	14	139,867	126,908	150,001	23,093	18.20%	▲
Fees and charges		295,996	189,240	204,918	15,678	8.28%	▲
Interest revenue		63,474	17,905	40,479	22,574	126.08%	▲
Other revenue		460,634	195,003	170,704	(24,299)	(12.46%)	▼
Profit on asset disposals	6	39,174	0	0	0	0.00%	
		3,446,176	2,968,211	2,999,350	31,139	1.05%	
Expenditure from operating activities							
Employee costs		(1,454,867)	(602,425)	(436,833)	165,592	27.49%	▼
Materials and contracts		(1,281,342)	(543,052)	(484,760)	58,292	10.73%	▼
Utility charges		(86,210)	(29,951)	(32,149)	(2,198)	(7.34%)	
Depreciation		(2,488,645)	(1,042,991)	0	1,042,991	100.00%	▼
Finance costs		(21,450)	(513)	(392)	121	23.59%	▼
Insurance		(166,729)	(166,729)	(164,651)	2,078	1.25%	
Other expenditure		(451,508)	(190,897)	(125,188)	65,709	34.42%	▼
		(5,950,751)	(2,576,558)	(1,243,973)	1,332,585	51.72%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,449,471	1,042,991	0	(1,042,991)	(100.00%)	▼
Amount attributable to operating activities		(55,104)	1,434,644	1,755,377	320,733	22.36%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	15	4,741,100	1,382,740	1,136,635	(246,105)	(17.80%)	▼
Proceeds from disposal of assets	6	173,900	0	0	0	0.00%	
		4,915,000	1,382,740	1,136,635	(246,105)	(17.80%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(3,480,000)	(552,000)	(423,479)	128,521	23.28%	▼
Payments for construction of infrastructure	5	(2,608,000)	(1,796,368)	(1,392,370)	403,998	22.49%	▼
		(6,088,000)	(2,348,368)	(1,815,849)	532,519	22.68%	
Amount attributable to investing activities		(1,173,000)	(965,628)	(679,214)	286,414	29.66%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	11	400,000	0	0	0	0.00%	
Transfer from reserves	4	258,265	0	0	0	0.00%	
		658,265	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(87,403)	(27,831)	(27,832)	(1)	(0.00%)	
Payments for principal portion of lease liabilities	12	(3,187)	(642)	(642)	0	0.00%	
Transfer to reserves	4	(36,296)	(2,300)	(39,321)	(37,021)	(1609.61%)	▲
		(126,886)	(30,773)	(67,795)	(37,022)	(120.31%)	
Amount attributable to financing activities		531,379	(30,773)	(67,795)	(37,022)	(120.31%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or (deficit) at the start of the financial year		696,725	696,725	696,725	0	0.00%	
Amount attributable to operating activities		(55,104)	1,434,644	1,755,377	320,733	22.36%	▲
Amount attributable to investing activities		(1,173,000)	(965,628)	(679,214)	286,414	29.66%	▼
Amount attributable to financing activities		531,379	(30,773)	(67,795)	(37,022)	(120.31%)	▲
Surplus or (deficit) after imposition of general rates		0	1,134,968	1,705,093	570,125	50.23%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Supplementary Information	30 June 2023	30 November 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	1,693,610	2,088,426
Trade and other receivables		245,195	436,479
Other financial assets		563,254	1,079,710
Inventories	8	8,808	9,528
Other assets	8	434,574	125,553
TOTAL CURRENT ASSETS		2,945,441	3,739,696
NON-CURRENT ASSETS			
Trade and other receivables		29,029	29,029
Other financial assets		61,117	61,117
Property, plant and equipment		9,988,618	10,412,096
Infrastructure		51,729,040	53,121,410
Right-of-use assets		2,913	2,913
TOTAL NON-CURRENT ASSETS		61,810,717	63,626,565
TOTAL ASSETS		64,756,158	67,366,261
CURRENT LIABILITIES			
Trade and other payables	9	479,404	78,051
Other liabilities	13	666,235	814,149
Lease liabilities	12	642	0
Borrowings	11	55,773	27,941
Employee related provisions	13	107,008	107,008
TOTAL CURRENT LIABILITIES		1,309,062	1,027,149
NON-CURRENT LIABILITIES			
Borrowings	11	141,395	141,395
Employee related provisions		23,732	23,732
TOTAL NON-CURRENT LIABILITIES		165,127	165,127
TOTAL LIABILITIES		1,474,189	1,192,276
NET ASSETS		63,281,969	66,173,985
EQUITY			
Retained surplus		42,171,894	45,024,592
Reserve accounts	4	1,103,077	1,142,398
Revaluation surplus		20,006,998	20,006,995
TOTAL EQUITY		63,281,969	66,173,985

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 financial 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 Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and 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 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 November 2023

SHIRE OF MINGENOW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 November 2023
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	3	1,224,499	1,693,610	2,088,426
Trade and other receivables		444,484	245,195	436,479
Other financial assets		0	563,254	1,079,710
Inventories	8	5,050	8,808	9,528
Other assets	8	155,200	434,574	125,553
		1,829,233	2,945,441	3,739,696
Less: current liabilities				
Trade and other payables	9	(218,344)	(479,404)	(78,051)
Other liabilities	13	(985,651)	(666,235)	(814,149)
Lease liabilities	12	(11,813)	(642)	0
Borrowings	11	(312,597)	(55,773)	(27,941)
Employee related provisions	13	(92,603)	(107,008)	(107,008)
		(1,621,008)	(1,309,062)	(1,027,149)
Net current assets		208,225	1,636,379	2,712,547
Less: Total adjustments to net current assets	Note 2(c)	(208,225)	(939,654)	(1,007,454)
Closing funding surplus / (deficit)		0	696,725	1,705,093

(b) Non-cash amounts 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*.

		Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(39,174)	0	0
Add: Depreciation		2,488,645	1,042,991	0
Total non-cash amounts excluded from operating activities		2,449,471	1,042,991	0

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 November 2023
Adjustments to net current assets				
Less: Reserve accounts	4	(625,238)	(1,103,077)	(1,142,398)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	312,597	55,773	27,941
- Current portion of lease liabilities	12	11,813	642	0
- Current portion of employee benefit provisions held in reserve	4	92,603	107,008	107,003
Total adjustments to net current assets	Note 2(a)	(208,225)	(939,654)	(1,007,454)

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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	23,093	18.20%	▲
Additional Financial Assistance Grant - \$19,411;		Permanent	
Mingenew Hill Design Grant from 2022/23 completed - \$6,825;			
Main Roads direct grant more than budgeted - \$6,407;			
Final payment of BBRF Astrotourism grant from previous year - \$9,709.			
Anticipated receipt of DRFWA funds - (\$20,780).		Timing	
Fees and charges	15,678	8.28%	▲
Additional commercial refuse collection - \$2,200.		Permanent	
Advance payments of rental fees - \$6,090;		Timing	
Received building application revenue earlier than anticipated - \$1,130;			
Received revenue from standpipe usage earlier than anticipated - \$4,521;			
Received revenue from private works earlier than anticipated - \$4,527;			
Anticipated revenue from rate debt recovery - (\$1,524);			
Received less revenue from planning applications than anticipated - (\$2,348).			
Interest revenue	22,574	126.08%	▲
Additional bank interest received - \$22,144.		Permanent	
Other revenue	(24,299)	(12.46%)	▼
Retention Funds held for Doongurra Civil Mining Pty Ltd for works completed on Yandanooka NE Road intersection not longer being pursued - \$24,789;		Permanent	
Refund of legal fees for the purchase of road intersection land - \$3,409.			
Anticipated LGIS member contribution to be received (\$6,000);		Timing	
Transport agency revenue less than anticipated - (\$49,212);			
Received more fuel tax credits than anticipated - \$4,032.			
Expenditure from operating activities			
Employee costs	165,592	27.49%	▼
Termination payout - (\$12,600);		Permanent	
Workers compensation insurance more than anticipated - (\$9,143).			
Less salaries & wages due to vacancies - \$196,574;		Timing	
Less superannuation due to vacancies - \$18,590;			
Anticipated instalment payment of fringe benefit tax - \$9,941;			
Capital portion of overheads allocation - (\$36,270).			
Materials and contracts	58,292	10.73%	▼
Yandanooka Hall ablution repairs - (\$16,210);		Permanent	
Councillors elected unopposed, no election required - \$10,000.			
Less than anticipated debt collection expenses - \$7,785;		Timing	
Less elected members training than anticipated - \$5,582;			
Anticipated part payment for Strategic Community Plan - \$13,332;			
Anticipated Community Emergency Services Manager expense - \$4,351;			
Anticipated completed LEMA review - \$7,600;			
Anticipated commencement of Public Health Plan - \$6,564;			
Less medical support expense than anticipated - \$5,220;			
More building maintenance than anticipated - (\$16,400);			
Completed oval turf renovation earlier than anticipated - (\$22,464);			
Purchased recreational minor asset earlier than anticipated - (\$4,454);			
Less road maintenance completed than anticipated - \$12,656;			
Progress payment for the bypass feasibility study paid earlier than anticipated - (\$44,797);			
Insurance excess for worksafe investigation legal expenses - (\$5,000);			
More repairs to plant than anticipated - (\$5,852);			
Less fuel purchased than anticipated - \$6,530;			
Capital portion of plant operating costs - 93,185.			
Depreciation	1,042,991	100.00%	▼
Anticipated 2022/23 Annual Financial Report to be completed to commence depreciation processing for 2023/24 - \$1,042,991.		Timing	

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2023

3 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Finance costs	121	23.59%	▼
Anticipated commencement of new photocopier lease agreement - \$121.		Timing	
Other expenditure	65,709	34.42%	▼
Less Dept of Transport transactions than anticipated - \$50,891;		Timing	
Anticipated Community Grants Scheme claims - \$16,674.			
Non-cash amounts excluded from operating activities	(1,042,991)	(100.00%)	▼
Anticipated 2022/23 Annual Financial Report to be completed to commence depreciation processing for 2023/24 - \$1,042,991.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(246,105)	(17.80%)	▼
Received additional funds from DRFAWA - \$7,643;		Permanent	
Received the final payment for the 2022/23 Airstrip upgrade project - \$29,884.			
Tennis club redevelopment grant and contributions transferred earlier than budgeted - \$276,844;		Timing	
Anticipated Main Roads and Roads to Recovery funding to be received - (\$360,000);			
Roads to Recovery funding anticipated to be transferred - (\$206,000).			
Outflows from investing activities			
Payments for property, plant and equipment	128,521	23.28%	▼
Retention payment for completed Railway Station upgrade - (6,286);		Permanent	
APU's bathroom renovations more than budgeted - (\$9,883).			
Commenced the Daycare Centre upgrade earlier than budgeted - (\$11,931);		Timing	
Less expenditure than anticipated for 23 Field St renovations - \$8,381;			
Anticipated purchase of land for rural residential area - \$52,000;			
Anticipated commencement of the 45 King St units works - \$15,000;			
Anticipated the Tennis clubhouse upgrade to be completed - 80,620.			
Payments for construction of infrastructure	403,998	22.49%	▼
Bridge project overbudgeted, only required Shire's contribution towards the project - \$106,667.		Permanent	
Anticipated further progress with the roadwork - \$259,702;		Timing	
Anticipated the digital information sign to be completed - \$30,000.			
Outflows from financing activities			
Transfer to reserves	(37,021)	(1609.61%)	▲
Transfer of donations received for the Daycare Centre upgrade - (\$37,000).		Permanent	
Surplus or (deficit) after imposition of general rates	570,125	50.23%	▲
Due to variances described above			

SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION

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SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.70 M	\$0.70 M	\$0.70 M	\$0.00 M
Closing	\$0.00 M	\$1.13 M	\$1.71 M	\$0.57 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$3.17 M	% of total
Unrestricted Cash	\$1.19 M	37.7%
Restricted Cash	\$1.97 M	62.3%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.08 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$0.19 M	% Collected
Rates Receivable	\$0.25 M	89.8%
Trade Receivable	\$0.19 M	% Outstanding
Over 30 Days		13.5%
Over 90 Days		1.7%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.06 M)	\$1.43 M	\$1.76 M	\$0.32 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.37 M	% Variance
YTD Budget	\$2.38 M	(0.3%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.15 M	% Variance
YTD Budget	\$0.13 M	18.2%

Refer to 14 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.20 M	% Variance
YTD Budget	\$0.19 M	8.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.17 M)	(\$0.97 M)	(\$0.68 M)	\$0.29 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Amended Budget	\$0.17 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.39 M	% Spent
Amended Budget	\$2.61 M	(46.6%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.14 M	% Received
Amended Budget	\$4.74 M	(76.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.53 M	(\$0.03 M)	(\$0.07 M)	(\$0.04 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.03 M)
Interest expense	(\$0.00 M)
Principal due	\$0.17 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$1.14 M
Interest earned	\$0.00 M

Refer to 4 - Cash Reserves

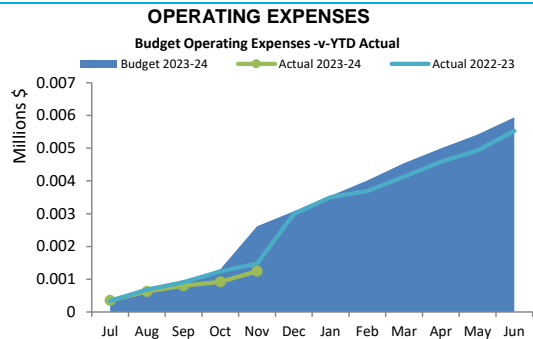
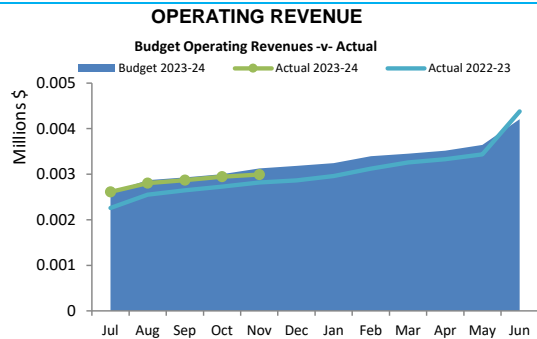
Lease Liability	
Principal repayments	(\$0.00 M)
Interest expense	(\$0.00 M)
Principal due	\$0.00 M

Refer to Note 12 - Lease Liabilities

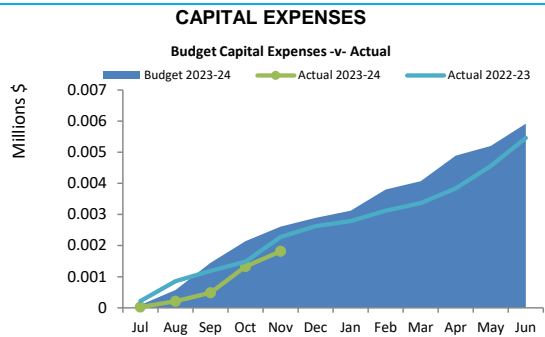
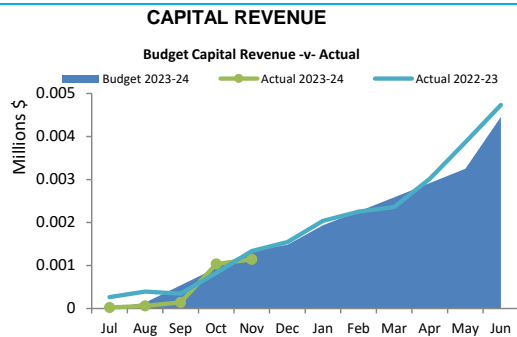
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

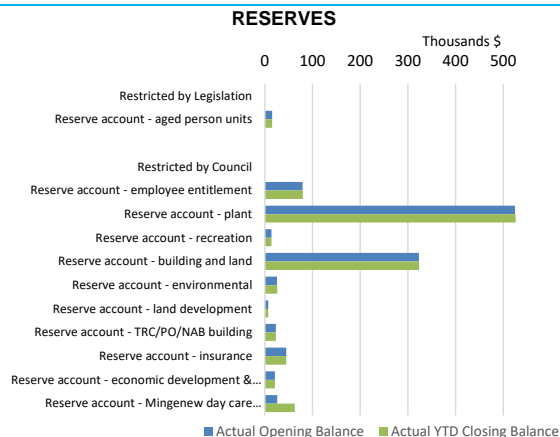
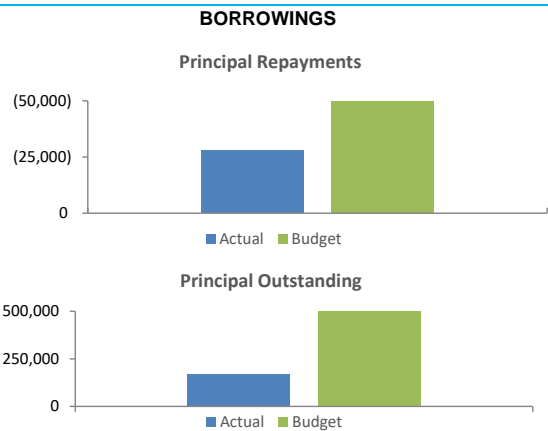
OPERATING ACTIVITIES



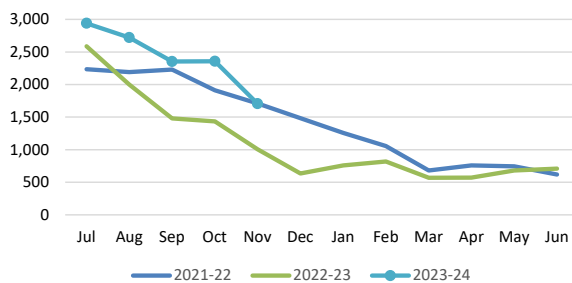
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

**SHIRE OF MINGENOW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Float	Cash and cash equivalents	100	0	100	0			On Hand
Municipal Fund	Cash and cash equivalents	1,193,069	832,568	2,025,637	0	NAB	4.10%	Chq A/C
Reserve Fund	Cash and cash equivalents	0	62,688	62,688	0	NAB	4.80%	June 2024
Reserve Fund	Financial assets at amortised cost	0	1,079,710	1,079,710	0	NAB	5.11%	August 2024
Trust Fund	Cash and cash equivalents	0	1	1	1	NAB	4.10%	Chq A/C
Total		1,193,169	1,974,967	3,168,136	1			
Comprising								
Cash and cash equivalents		1,193,169	895,257	2,088,426	1			
Financial assets at amortised cost		0	1,079,710	1,079,710	0			
		1,193,169	1,974,967	3,168,136	1			

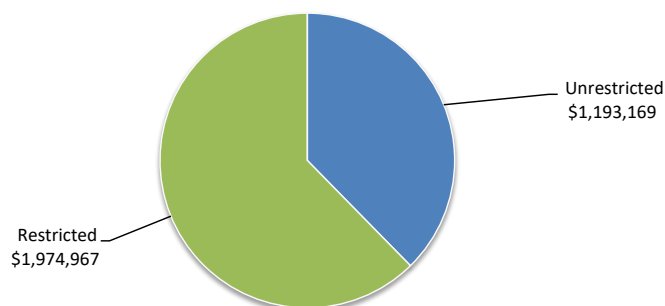
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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. 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.



SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance \$	Budget Interest Earned \$	Budget Transfer s In (+) \$	Budget Transfers Out (-) \$	Budget Closing Balance \$	Actual Opening Balance \$	Actual Interest Earned \$	Actual Transfer s In (+) \$	Actual Transfer s Out (-) \$	Actual YTD Closing Balance \$
Restricted by Legislation										
Reserve account - aged person units	12,859	532	1,000	0	14,391	15,217	33	0	0	15,250
Restricted by Council										
Reserve account - employee entitlement	77,063	2,776	0	0	79,839	79,212	171	0	0	79,383
Reserve account - plant	275,869	18,372	22	(258,265)	35,998	524,627	1,130	0	0	525,757
Reserve account - recreation	13,263	112	0	0	13,375	13,633	29	0	0	13,662
Reserve account - building and land	71,080	9,851	0	0	80,931	323,061	696	0	0	323,757
Reserve account - environmental	19,734	709	0	0	20,443	25,649	55	0	0	25,704
Reserve account - land development	7,020	0	0	0	7,020	7,216	16	0	0	7,232
Reserve account - TRC/PO/NAB building	22,351	807	0	0	23,158	22,974	50	0	0	23,024
Reserve account - insurance	43,481	838	0	0	44,319	44,693	96	0	0	44,789
Reserve account - economic development & marketing	20,534	373	0	0	20,907	21,107	45	0	0	21,152
Reserve account - Mingenew day care centre redevelopment	25,688	904	0	0	26,592	25,688	0	37,000	0	62,688
	588,942	35,274	1,022	(258,265)	366,973	1,103,077	2,321	37,000	0	1,142,398

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	152,000	52,000	0	(52,000)
Buildings - non-specialised	1,825,000	80,000	78,433	(1,567)
Buildings - specialised	855,000	400,000	325,666	(74,334)
Furniture and equipment	10,000	0	0	0
Plant and equipment	188,000	20,000	19,380	(620)
Bushfire equipment	450,000	0	0	0
Acquisition of property, plant and equipment	3,480,000	552,000	423,479	(128,521)
Infrastructure - roads	1,363,000	1,096,499	836,797	(259,702)
Infrastructure - drainage	15,000	0	0	0
Infrastructure - bridges	800,000	640,000	533,333	(106,667)
Infrastructure - parks & ovals	325,000	20,700	16,640	(4,060)
Infrastructure - other	105,000	39,169	5,600	(33,569)
Acquisition of infrastructure	2,608,000	1,796,368	1,392,370	(661,040)
Total capital acquisitions	6,088,000	2,348,368	1,815,849	(789,561)
Capital Acquisitions Funded By:				
Capital grants and contributions	4,741,100	1,382,740	1,136,635	(246,105)
Borrowings	400,000	0	0	0
Lease liabilities	15,000	0	0	0
Other (disposals & C/Fwd)	173,900	0	0	0
Reserve accounts				
Reserve account - plant	258,265	0	0	0
Contribution - operations	499,735	965,628	679,214	(286,414)
Capital funding total	6,088,000	2,348,368	1,815,849	(532,519)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

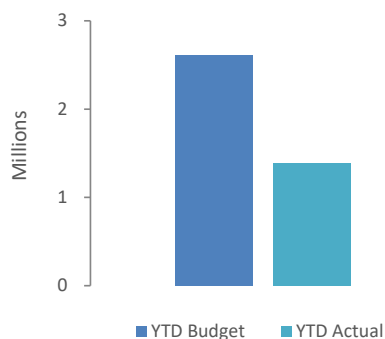
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

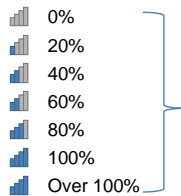
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

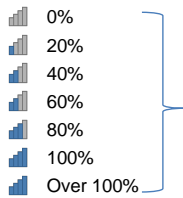
Level of completion indicator, please see table at the end of this note for further detail.

		Amended		Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
Land - freehold					
LC042	Land Purchase - 42 Victoria Road (Lot 109)	50,000	0	0	0
LC049	Land Purchase - 49 Shenton Street (Lot 114)	50,000	0	0	0
LC999	Community Housing Project - Land Purchase (Budget Only)	52,000	52,000	0	52,000
Land - freehold Total		152,000	52,000	0	52,000
Buildings - non-specialised					
BC085	25 Victoria Road (Lot 85) - Fire Shed - Building (Capital)	400,000	0	0	0
BC076	76 Phillip Street (Lot 106) - Daycare Centre - Building (Capital)	1,000,000	0	11,931	(11,931)
BC005	23 Field Street (Lot 5) - Residence - Building (Capital)	15,000	15,000	6,619	8,381
BC042	42 Victoria Road (Lot 109) - Residence (Karara) - Building (Capital)	150,000	0	0	0
BC049	49 Shenton Street (Lot 114) - Residence (Karara) - Building (Capital)	150,000	0	0	0
BC451	45 King Street (Lot 9) - Unit 1 - Building (Capital)	5,000	5,000	0	5,000
BC452	45 King Street (Lot 9) - Unit 2 - Building (Capital)	5,000	5,000	0	5,000
BC453	45 King Street (Lot 9) - Unit 3 - Building (Capital)	5,000	5,000	0	5,000
BC121	12 Victoria Road (Lot 66) - Unit 1 (APU) - Building (Capital)	15,000	15,000	16,870	(1,870)
BC122	12 Victoria Road (Lot 66) - Unit 2 (APU) - Building (Capital)	20,000	20,000	22,238	(2,238)
BC123	12 Victoria Road (Lot 66) - Unit 3 (APU) - Building (Capital)	15,000	15,000	17,277	(2,277)
BC124	12 Victoria Road (Lot 66) - Unit 4 (APU) - Building (Capital)	5,000	0	3,498	(3,498)
BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	10,000	0	0	0
BC021	21 Victoria Road (Lot 83) - Administration Office - Building (Capital)	30,000	0	0	0
Building - non-specialised Total		1,825,000	80,000	78,433	1,567
Buildings - specialised					
BC030	30 Bride Street (Lot 65) - Tennis Club - Building (Capital)	400,000	400,000	319,380	80,620
BC098	Recreation Centre - Building (Capital)	455,000	0	0	0
BC016	16 Midlands Road - Railway Station - Building (Capital)	0	0	6,286	(6,286)
Building - specialised Total		855,000	400,000	325,666	74,334
Furniture & equipment					
FE003	ADMIN - Furniture & Equipment - Capital	10,000	0	0	0
Furniture & equipment Total		10,000	0	0	0
Plant & equipment					
PE4650	Skid Steer - MI4650 - Capital	98,000	0	0	0
PE999	Sundry Plant Purchases - Capital	90,000	20,000	19,380	620
Plant & equipment Total		188,000	20,000	19,380	620
Bushfire equipment					
PE384	Fire Truck - MI384 - Capital	450,000	0	0	0
Bushfire equipment Total		450,000	0	0	0
Infrastructure - roads					
RC000	Road Construction - Rural - Gravel - Council Funded (Budgeting)	190,000	190,000	0	190,000
RC997	Road Construction - Rural - Priority Wet Grading (Budgeting Only)	260,000	0	43,698	(43,698)
RC005	Yandanooka Melara Road (Capital)			21,779	
RC014	Yandanooka South Road (Capital)			10,014	
RC015	Morawa - Yandanooka Road (Capital)			8,310	
RC016	Tip Road (Capital)			616	
RC030	Moffett Road (Capital)			1,359	
RC079	Mingenew Hill Look-out Road (Capital)			1,620	
RC999	Road Construction - Urban - Sealed - Council Funded (Budgeting)	13,000	6,499	0	6,499
RRG003	Coalseam Road (RRG)	450,000	450,000	413,942	36,058
RRG503	Coalseam Road (RRG)	450,000	450,000	379,157	70,843
Infrastructure - roads Total		1,363,000	1,096,499	836,797	259,702
Infrastructure - drainage					
DC002	Yandanooka North East Road - Drainage Capital	15,000	0	0	0
Infrastructure - drainage Total		15,000	0	0	0

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



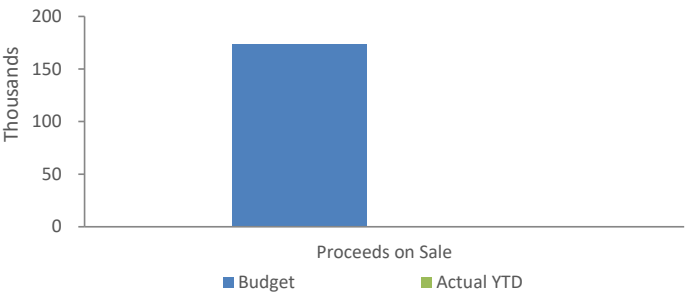
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

		Amended		Variance
Account Description		Budget	YTD Budget	(Under)/Over
		\$	\$	\$
Infrastructure - bridges				
BR0833	Yarragadee - Mingenew - Mullewa Road - Bridge (Capital)	800,000	640,000	533,333
Infrastructure - bridges Total		800,000	640,000	533,333
Infrastructure - parks & gardens				
PC012	Mingenew Spring - (Capital)	100,000	1,500	12,440
PC025	Community Garden (Capital)	10,000	0	0
PC026	Rec Centre - Parks & Gardens Infrastructure (Capital)	15,000	15,000	0
PC027	Water Park (Capital)	150,000	1,500	1,500
PC028	Town Landscaping (Capital)	50,000	2,700	2,700
Infrastructure - parks & gardens Total		325,000	20,700	16,640
Infrastructure - other				
OC002	Mingenew Hill Walk Trail (Capital)	55,000	9,169	3,800
OC012	Cenotaph Upgrade (War Memorial) (Capital)	20,000	0	1,800
OC013	Digital Information Sign	30,000	30,000	0
Infrastructure - other Total		105,000	39,169	5,600
		6,088,000	2,348,368	1,815,849
				532,519

6 DISPOSAL OF ASSETS

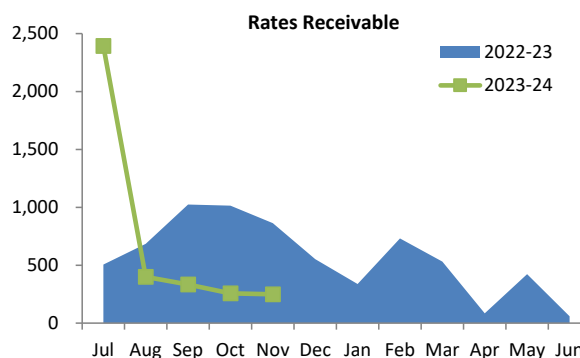
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Fire Truck - MI384	123,900	123,900	0	0			0	0
	Water Truck - MI255	8,250	30,000	21,750	0			0	0
	Skid Steer - MI4650	2,576	20,000	17,424	0			0	0
		134,726	173,900	39,174	0	0	0	0	0



7 RECEIVABLES

Rates receivable

	30 Jun 2023	30 Nov 2023
	\$	\$
Opening arrears previous years	39,714	57,681
Levied this year	2,340,269	2,370,395
Less - collections to date	(2,322,280)	(2,179,334)
Gross rates collectable	57,703	248,742
Allowance for impairment of rates receivable	(22)	0
Net rates collectable	57,681	248,742
% Collected	97.6%	89.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(70)	711,889	96,972	86	13,717	822,594
Percentage	0.0%	86.5%	11.8%	0.0%	1.7%	
Balance per trial balance						
Trade receivables						121,094
GST receivable						66,665
Allowance for credit losses of trade receivables						(22)
Total receivables general outstanding						187,737

Amounts shown above include GST (where applicable)

KEY INFORMATION

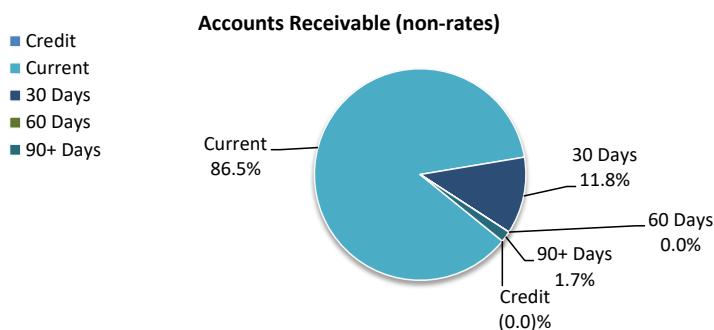
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 November 2023
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost	563,254	516,456	0	1,079,710
Inventory				
Fuel	8,808	25,500	(24,780)	9,528
Other assets				
Prepayments	5,200	5,200	(6,900)	3,500
Accrued income	429,374	0	(307,321)	122,053
Total other current assets	1,006,636	547,156	(339,001)	1,214,791
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

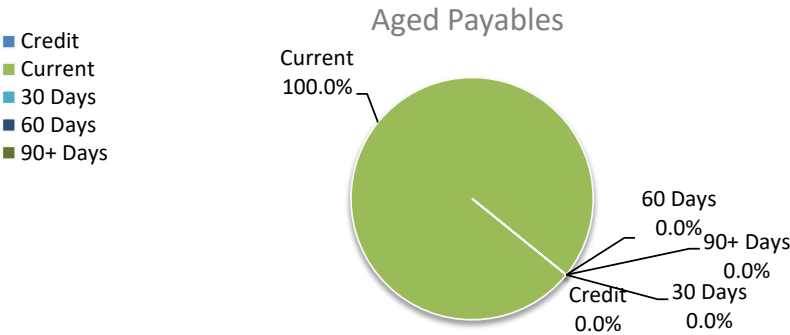
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,859	0	0	0	1,859
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	(Sundry creditors \$1,859 + ESL creditors \$972 + Payroll creditors \$0)					2,844
Accrued salaries and wages						(149)
ATO liabilities						24,233
Receipts in advance						1,000
Other payables - bonds held						16,470
Prepaid rates						1,631
Accrued expenses						32,022
Total payables general outstanding						78,051
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Mingenew	0.155660	132	1,186,016	184,162	0	184,162	184,615	2,095	186,710
Yandanooka	0.155660	1	8,892	1,384	0	1,384	1,384	0	1,384
Commercial	0.155660	17	555,472	86,465	0	86,465	86,465	0	86,465
Industrial	0.155660	1	12,480	1,943	0	1,943	1,943	1,150	3,093
Unimproved value									
Rural	0.009676	111	204,021,000	1,975,143	15,000	1,990,143	1,974,107	(1,853)	1,972,254
Mining	0.009676	0	0	0	0	0	0	0	0
Sub-Total		262	205,783,860	2,249,097	15,000	2,264,097	2,248,514	1,392	2,249,906
Minimum payment	Minimum Payment \$								
Gross rental value									
Mingenew	840	66	27,340	55,440	0	55,440	55,440	1,067	56,507
Yandanooka	840	1	4,992	840	0	840	840		840
Commercial	840	10	11,160	8,400	0	8,400	8,400		8,400
Industrial	840	3	2,786	2,520	0	2,520	2,520	(938)	1,582
Unimproved value									
Rural	1,263	21	1,038,700	26,523	0	26,523	26,523		26,523
Mining	1,263	22	129,789	27,786	0	27,786	27,786	(68)	27,718
Sub-total		123	1,214,767	121,509	0	121,509	121,509	61	121,570
Concession						(1,112)			(1,081)
Amount from general rates						2,384,494			2,370,395
Ex-gratia rates						62,537			62,853
Total general rates						2,447,031			2,433,248

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Grader	146	197,168			(27,832)	(55,773)	169,336	141,395	(385)	(1,463)
Karara Houses	147	0	0	400,000	0	(31,630)	0	368,370	0	(19,282)
Total		197,168	0	400,000	(27,832)	(87,403)	169,336	509,765	(385)	(20,745)
Current borrowings		55,773					27,941			
Non-current borrowings		141,395					141,395			
		197,168					169,336			

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget				\$		Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Purchase housing	0	400,000	WATC	Debenture	10				0	
	0	400,000				0		0	0	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars		Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Photocopier	1		642			(642)	(642)	0	0	(7)	0
Photocopier	3		0	0	15,000	0	(2,545)	0	12,455	0	(705)
Total			642	0	15,000	(642)	(3,187)	0	12,455	(7)	(705)
Current lease liabilities			642					0			
			642					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 November 2023 \$
Other current liabilities						
Other liabilities						
Contract liabilities		10,600	0	0	(6,825)	3,775
Capital grant/contributions liabilities		655,637	0	1,034,451	(879,714)	810,374
Total other liabilities		666,237	0	1,034,451	(886,539)	814,149
Employee Related Provisions						
Provision for annual leave		75,614	0	0	0	75,614
Provision for long service leave		31,394	0	0	0	31,394
Total Provisions		107,008	0	0	0	107,008
Total other current liabilities		773,245	0	1,034,451	(886,539)	921,157

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14 and 15

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 Related Provisions

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 employee related 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.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD Budget	YTD Revenue
	1 July 2023		(As revenue)	30 Nov 2023	30 Nov 2023	Revenue		Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General	0	0	0	0	0	0	0	9,249
Grants Commission - Roads	0	0	0	0	0	0	0	10,162
DFES - LGGS Operating Grant	0	0	0	0	0	20,517	10,258	11,779
DFES - AWARE program	3,775	0	0	3,775	3,775	7,600	7,600	0
DFES - DRFAWA - TC Seroja	0	0	0	0	0	15,000	15,000	1,820
FRRR - Town Centre Mural	1,000	0	0	1,000	1,000	0	0	0
DLGSCI - Mingenew Hill Design	6,825	0	(6,825)	0	0	0	0	6,825
MRWA - Street Light Subsidy	0	0	0	0	0	2,700	0	0
MRWA - Direct Grant	0	0	0	0	0	94,000	94,000	100,407
BBRF - Astrotourism (2022/23 funds)	0	0	0	0	0	0	0	9,709
	11,600	0	(6,825)	4,775	4,775	139,817	126,858	149,951
Contributions								
Autumn Centre	0	0	0	0	0	50	50	50
	0	0	0	0	0	50	50	50
TOTALS	11,600	0	(6,825)	4,775	4,775	139,867	126,908	150,001

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD
	1 July 2023		(As revenue)	30 Nov 2023	30 Nov 2023	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
DFES - Fast Attack Vehicle	0	0	0	0	0	726,100	0	0
LRCI Phase 3 - Daycare Centre upgrade	105,560	0	(11,930)	93,630	93,630	150,000	8,300	11,931
Lotterywest - Daycare Centre upgrade	0	0	0	0	0	500,000	0	0
REDS - Daycare Centre upgrade	0	0	0	0	0	150,000	0	0
TBC - Cenotaph upgrade	0	0	0	0	0	10,000	0	0
CSRFF - Tennis Pavilion upgrade	0	86,951	(86,951)	0	0	87,000	0	86,951
TBC - Mingenew Spring	0	0	0	0	0	80,000	0	0
TBC - Walk Trail	0	0	0	0	0	30,000	0	0
BBRF - Mingenew Hill (2022/23 funds)	0	0	0	0	0	0	0	12,584
LRCI Phase 3 - Tennis Pavilion upgrade	0	0	0	0	0	44,000	0	0
DRFAWA - Rec Centre upgrade	0	500,000	0	500,000	500,000	455,000	0	0
DRFAWA - Shade sails at Rec Centre	0	0	0	0	0	15,000	0	0
DRFAWA - Tennis Pavilion upgrade	0	50,000	0	50,000	50,000	50,000	0	0
DRFAWA - Water Park	0	150,000	0	150,000	150,000	150,000	0	0
LRCI Phase 3 - Midlands Road garden (transfer to Victoria Rd beautification)	7,500	0	(7,500)	0	0	0	0	0
LRCI Phase 3 - Victoria Road Beautification	0	7,500	0	7,500	7,500	0	0	0
Regional Road Group	0	240,000	(240,000)	0	0	600,000	600,000	240,000
Roads to Recovery	0	0	0	0	0	206,000	206,000	0
Grants Commission - Bridges	542,577	0	(533,333)	9,244	9,244	800,000	533,440	533,333
LRCI Phase 3 Extension - Coalseam Road	0	0	0	0	0	274,000	0	0
DRFAWA - Roads Flood Damage	0	0	0	0	0	0	0	7,644
DRFAWA - Digital Sign	0	0	0	0	0	30,000	0	0
RAP - Airstrip upgrade (2022/23 funds)	0	0	0	0	0	0	0	29,884
	655,637	1,034,451	(879,714)	810,374	810,374	4,357,100	1,347,740	922,326
Capital contributions								
Community Resource Centre - Daycare Centre upgrade	0	0	0	0	0	150,000	0	0
Community Contributions - Daycare Centre upgrade	0	0	0	0	0	50,000	35,000	37,000
Tennis Club - Pavilion upgrade	0	0	0	0	0	184,000	0	177,309
	0	0	0	0	0	384,000	35,000	214,309
TOTALS	655,637	1,034,451	(879,714)	810,374	810,374	4,741,100	1,382,740	1,136,635

SHIRE OF MINGENEW
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 NOVEMBER 2023

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						
Mulcher and profiler	18210623	Capital expenses			(70,000)	(70,000)
Purchase Skid Steer	18210623	Capital expenses			(98,000)	(168,000)
Transfer from Plant Reserve	18210623	Capital revenue		148,000		(20,000)
Difference between budgeted opening surplus and actual surplus						
Interest on reserves	11160823	Opening surplus(deficit)		346,725		326,725
Daycare centre grants	11160823	Operating revenue		25		326,750
Hall consultants	11160823	Capital revenue		30,000		356,750
Admin IT (reduced fibre costs and LTFP costs)	11160823	Operating expenses			(50,000)	306,750
Road consultants	11160823	Operating expenses		40,000		346,750
Admin office grants	11160823	Operating expenses		10,000		356,750
Coalseam Road grant (LRCI)	11160823	Capital revenue			(18,000)	338,750
Depreciation on adjusted plant purchases	11160823	Capital revenue		274,000		612,750
Members - Printing & stationery (correction - shown as income)	11160823	Non cash item	(16,672)			612,750
Profit on sale of assets on adjusted plant sales	11160823	Operating expenses			(1,050)	611,700
Proceeds on sale of assets on adjusted plant sales	11160823	Non cash item	17,424			611,700
Realisation on disposal of assets on adjusted plant sales	11160823	Capital revenue		20,000		631,700
Transfer from Plant Reserve to balance budget	11160823	Non cash item	(20,000)			631,700
Transfer to reserves adjusted to balance budget	11160823	Capital revenue		110,265		741,965
Financial Assistance Grants received in advance	11160823	Capital expenses		28,231		770,196
Financial Assistance Grants received in advance	11160823	Operating revenue			(357,000)	413,196
EM Grant for waste site rehab	11160823	Operating revenue			(437,000)	(23,804)
Waste side rehab	11160823	Operating revenue		15,000		(8,804)
Various admin allocations	11160823	Operating expenses			(15,000)	(23,804)
Hockey oval adjustment	11160823	Operating expenses		24,506		702
					(702)	0
				1,046,752	(1,046,752)	0

List of Payments for the period 01/10/2023 to 27/11/2023

Chq/EFT	Date	Name	Description	Amount	Total
EFT16993	06/10/2023	FIVE STAR BUSINESS & COMMUNICATIONS	Kyocera billing for September 2023	-170.75	
EFT16994	06/10/2023	AUSTRALIA POST	Postage for the period - September 2023	-314.78	
EFT16995	06/10/2023	ABCO	Assorted cleaning supplies for - Rec Centre, Public Toilets, Autumn Centre and refuse collection.	-2,780.07	
EFT16996	06/10/2023	BOC GASES	Gas cylinders: Oxy, acetylene, Argoshield, Cellamix	-47.28	
EFT16997	06/10/2023	BEDROCK ELECTRICAL SERVICES	Fix power tripping issue at 33 Victoria St and Oven changeout and circuit alteration at 34 William St.	-1,595.00	
EFT16998	06/10/2023	BREEZE CONNECT PTY LTD	Phone Services for September 2023	-260.00	
EFT16999	06/10/2023	BABA MARDIA ROAD SERVICES	Traffic control, 24/08/23 - Coalseam Rd (RRG)	-1,100.00	
EFT17000	06/10/2023	CLEANAWAY	Administration and Management Charge - September 2023	-12,125.51	
EFT17001	06/10/2023	CORSIGN WA	Traffic control signs for Coalseam Rd (RRG)	-660.00	
EFT17002	06/10/2023	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	-738.31	
EFT17003	06/10/2023	BARBARA CARTER	Lunches and Kitchen Hire for Seniors Activities - 11/09/23	-120.00	
EFT17004	06/10/2023	CONPLANT PTY LTD	Pad Foot Roller Hire, 01/08/23 to 31/08/23, Coalseam Rd (RRG)	-11,618.75	
EFT17005	06/10/2023	LANDGATE	SLIP Annual Subscription for 23-24	-2,658.20	
EFT17006	06/10/2023	D'ANGELO LEGAL PTY LTD	Disbursements for the purchase of 35 King St (Water Bill)	-189.92	
EFT17007	06/10/2023	DONGARA IGA	Refreshments for Seniors Activities, Council Meeting and Staff BBQ	-95.37	
EFT17008	06/10/2023	ELDERS LIMITED	Droppers for marking out - Coalseam Rd (RRG)	-176.00	
EFT17009	06/10/2023	GRACE FANNING	Payroll Deductions/Contributions	-747.61	
EFT17010	06/10/2023	GH COUNTRY COURIERS	Silver Chain Freight Costs - 22/09/2023	-102.96	
EFT17011	06/10/2023	GREENFIELD TECHNICAL SERVICES	Road assessments and submissions for RRG project	-3,850.00	
EFT17012	06/10/2023	IT VISION	Altus Play Account Fee for August & September 2023	-550.00	
EFT17013	06/10/2023	C & J LUCKEN TRANSPORT	Gravel Cartage and Loader Hire - Coalseam Rd (RRG)	-99,072.40	
EFT17014	06/10/2023	LATERAL ASPECT	Service Fee and Social Media Costs for September 2023	-8,573.93	
EFT17015	06/10/2023	LA3 PTY LTD	Mingenew Springs Concept Master Plan	-4,131.60	
EFT17016	06/10/2023	LGRCEU	Payroll Deductions/Contributions	-22.00	
EFT17017	06/10/2023	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Weekly contribution to medical services in Mingeneu 04/09/23 & 18/09/23	-1,500.00	
EFT17018	06/10/2023	MINGENEU HORSE AND PONY CLUB	Catering for 12 for September council meeting	-210.00	
EFT17019	06/10/2023	MINGENEU TYRE SERVICES PTY LTD	Grease for Mobile Plant	-200.80	
EFT17020	06/10/2023	MINGENEU SUPERMARKET PLUS LIQUOR (IGA)	Refreshments for Seniors Activities, Council Meeting, Staff BBQ and Admin - September 2023	-319.31	
EFT17021	06/10/2023	OFFICEWORKS	Assorted Stationery - Admin	-558.03	
EFT17023	06/10/2023	PEMCO DIESEL PTY LTD	Repair Seals on Side Tipper - 1THQ579	-9,579.12	
EFT17024	06/10/2023	RAMSAY CONSTRUCTIONS PTY LTD	Environmental Health Services - September 2023	-198.00	
EFT17025	06/10/2023	NUTRIEN AG SOLUTIONS LIMITED	Weed killer spray for Cecil Newton Precinct	-114.84	
EFT17026	06/10/2023	STRUCTERRE	Fee proposal Q101708 Child care soil testing and reports.	-5,187.60	

Chq/EFT	Date	Name	Description	Amount	Total
EFT17027	06/10/2023	TELSTRA LIMITED	Phone Services for the period 22/09/23 to 21/10/23	-342.93	
EFT17028	06/10/2023	THINK WATER GERALDTON	Pipe fittings for reticulation repair - Cecil Newton Precinct	-132.50	
EFT17029	06/10/2023	VALLEY BUILDING PTY LTD	Repair of Town Hall Toilet and walkway roof - TC Seroja	-12,360.00	
EFT17030	06/10/2023	WESTRAC PTY LTD	Mirror Assembly - MI528	-392.28	
EFT17031	06/10/2023	WREN OIL	Waste Oil Collection - 19/09/23	-16.50	
EFT17032	06/10/2023	WA CONTRACT RANGER SERVICES PTY LTD	Ranger visits - Animal & Emergency Services - 21/09/23, 27/09/23 & 04/10/23	-1,384.62	
EFT17033	19/10/2023	JUSTIN BAGLEY	Refund of councillor nomination fee	-100.00	
EFT17034	19/10/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MI4541- Service 7200 hours	-1,899.08	
EFT17035	19/10/2023	AIT SPECIALISTS PTY LTD	Professional services for determination of fuel tax credit for the period of September 2023	-242.55	
EFT17036	19/10/2023	BUNNINGS GERALDTON	PPE, Jockey wheel for MI3484, toilet sanitiser for portable toilet, string lines and spray paint for Coalseam Rd (RRG), Gas regulator for Depot BBQ, Reticulation controllers for Karara houses, black plastic for Tennis clubrooms and padlock for fire shed.	-1,505.97	
EFT17037	19/10/2023	BLACKBOX CONTROL	InControl ICB15 12 month Plan - 2023/24	-360.00	
EFT17038	19/10/2023	BEDROCK ELECTRICAL SERVICES	Replace lights with LED at Depot, Replace switch to pressure washer and install new inlet to caravan	-1,978.79	
EFT17039	19/10/2023	BABA MARDA ROAD SERVICES	Traffic control - Coalseam Rd (RRG)	-2,554.97	
EFT17040	19/10/2023	BUILDING BASE PTY LTD	Delivery of RFT6 21-22 Mingenew Railway Station Renovation - Progress Claim #4 (Final)	-6,914.70	
EFT17041	19/10/2023	GARY JOHN COSGROVE	Refund of councillor nomination fee	-100.00	
EFT17042	19/10/2023	CENTRAL WEST PUMP SERVICE	New pump for tennis court irrigation system	-6,274.40	
EFT17043	19/10/2023	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	-738.31	
EFT17044	19/10/2023	DONGARA BUILDING & TRADE SUPPLIES	Poly pipe and brass fittings - Tennis clubhouse	-63.50	
EFT17045	19/10/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2023/24 ESL in accordance with the Fire & Emergency Services Act 1998 Part 6A	-2,646.00	
EFT17046	19/10/2023	DONGARA CONCRETE SERVICES	Concrete for footings 4.1m cubed 25MPA. - Tennis clubhouse	-1,761.65	
EFT17047	19/10/2023	ELDERS LIMITED	Gas bottle for Depot BBQ and mouse baits for U3/45 King St.	-519.40	
EFT17048	19/10/2023	GRACE FANNING	Payroll Deductions/Contributions	-747.61	
EFT17049	19/10/2023	GH COUNTRY COURIERS	Silver Chain Freight Costs - 05/10/23	-102.96	
EFT17050	19/10/2023	CITY OF GREATER GERALDTON	Building Certification Services July - September 2023	-711.66	
EFT17051	19/10/2023	INFINITUM TECHNOLOGIES	Managed Service Agreement - 01/10/23 - 31/10/23	-4,814.68	
EFT17052	19/10/2023	ILLION TENDERLINK	Tender Portal - Annual License Fee - 02/10/23 to 02/10/24	-2,750.00	
EFT17053	19/10/2023	PERTH KALEXPRESS AND QUALITY TRANSPORT	Delivery of road signs for Coalseam Rd (RRG)	-58.13	
EFT17054	19/10/2023	LGRCEU	Payroll Deductions/Contributions	-22.00	
EFT17055	19/10/2023	MAIN ROADS MIDWEST REGION	Co-contribution to the maintenance works carried out by Main Roads on Yarragadee-Mingenew-Mullewa Bridge	-586,666.30	

Chq/EFT	Date	Name	Description	Amount	Total
EFT17056	19/10/2023	MIDWEST TURF SUPPLIES	Turf renovation works to main oval, race track, tennis courts and hockey oval	-52,580.00	
EFT17057	19/10/2023	MIDWEST SOLAR & WATER WA	New septic tank installation - Tennis Clubrooms	-14,800.62	
EFT17058	19/10/2023	HELLENE MCTAGGART	Refund of councillor nomination fee	-100.00	
EFT17059	19/10/2023	NORTH MIDLANDS ELECTRICAL PTY LTD	Electrical works to New Tennis Clubhouse	-5,072.06	
EFT17060	19/10/2023	PEST A KILL WA	Exterra Renewal - Enanty Barn 10/10/23 to 10/10/24	-866.25	
EFT17061	19/10/2023	PEMCO DIESEL PTY LTD	205L Drum of engine oil	-1,397.04	
EFT17062	19/10/2023	SOUTHERN STAR EXPLORATION PTY LTD	Rates refund for assessment A991 LOT E70/05380 MINING TENEMENT MINGENEW WA 6522	-1,052.50	
EFT17063	19/10/2023	TELSTRA LIMITED	Satellite Phone Services - 22/09/23 to 21/10/23	-55.00	
EFT17064	19/10/2023	WESTRAC PTY LTD	MI541 - 1 set Cat Grader cutting edges	-2,028.62	
EFT17065	06/11/2023	FIVE STAR BUSINESS & COMMUNICATIONS	Kyocera billing for October 2023	-167.19	
EFT17066	06/11/2023	AUSTRALIA POST	Postage for the period of October 2023	-134.67	
EFT17067	06/11/2023	BUNNINGS GERALDTON	Colourbond door post - Rec Centre	-37.48	
EFT17068	06/11/2023	MOORE AUSTRALIA (WA)	2023 WALGA Tax Webinar - FBT & Entertainment and Remote Area Concessions - Staff	-528.00	
EFT17069	06/11/2023	BOC GASES	Gas cylinders: Oxy, acetylene, Argoshield, Cellamix	-48.85	
EFT17070	06/11/2023	BITUTEK PTY LTD	Spray seal SLK 17.9 to SLK 20 - Coalseam Rd (RRG)	-153,172.23	
EFT17071	06/11/2023	BULLIVANTS PTY LTD	Testing and tagging of lifting equipment	-901.30	
EFT17072	06/11/2023	BREEZE CONNECT PTY LTD	Phone Services - October 2023	-260.00	
EFT17073	06/11/2023	CLEANAWAY	Management and Admin Charge - October 2023	-10,724.82	
EFT17074	06/11/2023	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	-738.31	
EFT17075	06/11/2023	CONPLANT PTY LTD	Pad Foot Roller and Pickup Hire from the 1-20 October 2023 - Coalseam Rd (RRG)	-7,887.00	
EFT17076	06/11/2023	LANDGATE	Mining Tenements Chargeable - 07/09/23 to 03/10/23	-43.50	
EFT17077	06/11/2023	DONGARA DRILLING AND ELECTRICAL	Role of 25mm rural poly - Yandanooka Hall	-115.06	
EFT17078	06/11/2023	DONGARA IGA	Refreshments for Seniors Activities, Staff BBQ and Skate Park Opening for October 2023	-213.85	
EFT17079	06/11/2023	GRACE FANNING	Payroll Deductions/Contributions	-747.61	
EFT17080	06/11/2023	GH COUNTRY COURIERS	Silver Chain Freight Costs - 19/10/23	-110.88	
EFT17081	06/11/2023	GERALDTON LOCK & KEY	3 keys cut for staff	-114.40	
EFT17082	06/11/2023	FLICK ANITCIMEX PTY LTD	Annual service fee for sanitary services - Admin, Rec Centre, Turf Bar/Pavilion, Autumn Centre and Public Conveniences.	-3,696.55	
EFT17083	06/11/2023	IRWIN PLUMBING SERVICES	Empty out the dump point and mobile toilet	-1,826.00	
EFT17084	06/11/2023	ILLION TENDERLINK	Posting of tender for Mingenew daycare	-181.50	
EFT17085	06/11/2023	JOBLINK MIDWEST (INC)	Senior Finance Officer Advertising Fee	-33.00	
EFT17086	06/11/2023	DESERT TO COAST TRAINING AND ASSESSING	HR licence training for outside staff	-1,550.00	
EFT17087	06/11/2023	LATERAL ASPECT	Service Fee October 2023	-4,583.33	
EFT17088	06/11/2023	LGRCEU	Payroll Deductions/Contributions	-22.00	
EFT17089	06/11/2023	SHIRE OF MINGENEW	Plate remake - MI255	-46.50	

Chq/EFT	Date	Name	Description	Amount	Total
EFT17090	06/11/2023	MINGENEW COMMUNITY RESOURCE CENTRE	Reimbursement of Tourism services expenses	-8,514.07	
EFT17091	06/11/2023	LGIS - WALGA AFT LGISWA	Second Instalment - Insurance for the period 01/07/23 to 30/06/24 - Public Liability, Workers Compensation, Property, Bush Fire, Crime, Casual Hirers Liability, Personal Accident, Environmental Impairment Liability, Management Liability, Travel and Motor Vehicle.	-108,710.21	
EFT17092	06/11/2023	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional services provided by Dr Emma Jones and Dr Tochi Eze - October 2023	-2,250.00	
EFT17093	06/11/2023	GERALDTON TOYOTA	70000km Service - 1MI	-466.47	
EFT17094	06/11/2023	MINGENEW PRIMARY SCHOOL	2023 Presentation Night Award Donation - Outstanding Awards for Years 1-5	-150.00	
EFT17095	06/11/2023	MINGENEW SUPERMARKET PLUS LIQUOR (IGA)	Refreshments for Seniors Activities, Admin, council Meeting, Staff BBQ, Stationery for Admin and Batteries for Karara House Retic.	-249.96	
EFT17097	06/11/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	Advertising - Local Govt Notices	-1,832.65	
EFT17098	06/11/2023	RAMSAY CONSTRUCTIONS PTY LTD	Environmental Health services for October 2023	-1,056.00	
EFT17099	06/11/2023	SHIRE OF CHAPMAN VALLEY	Planning Services for July to September 2023	-3,242.25	
EFT17100	06/11/2023	SEEK LIMITED	Employment vacancy advert - Senior Finance Officer & Works General Hand	-916.30	
EFT17101	06/11/2023	HELEN STERNICK	Reimbursement for Pizza Cutter & Paddle for skate park opening	-66.98	
EFT17102	06/11/2023	SMEC AUSTRALIA	Consultancy Service for the Mingenew Heavy Vehicle Bypass - Investigation & Business Case - RFQ3 2022-23	-65,140.86	
EFT17103	06/11/2023	SARA'S FACEPAINTING	3 Hours face painting for Skate Park Playground opening 28 October 2023	-200.00	
EFT17104	06/11/2023	TELSTRA LIMITED	Phone Services for the period 22/09/23 to 21/10/23	-1,416.19	
EFT17105	06/11/2023	THINK WATER GERALDTON	Reticulation supplies for 25 Shenton St and pump line fittings for Coalseam Rd (RRG)	-4,571.95	
EFT17106	06/11/2023	UYLANLE PTY LTD (MINGENEW BAKERY)	Catering - Strategic Community Plan Consultation Meeting 10/10/23	-496.80	
EFT17107	06/11/2023	WESTRAC PTY LTD	Servicing and replacement parts - Grader MI541	-4,487.65	
EFT17108	06/11/2023	WA CONTRACT RANGER SERVICES PTY LTD	Ranger visits - Animal and Emergency Services - October 2023	-679.25	
EFT17110	08/11/2023	EVOKE LIVING HOMES	Practical Completion - Tennis Clubrooms	-26,654.23	
EFT17111	16/11/2023	ABCO	Assorted cleaning products for Admin, Rec Centre and Public Toilets.	-542.99	
EFT17112	16/11/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MI4541 - Pully and belt repairs	-1,135.53	
EFT17113	16/11/2023	AIT SPECIALISTS PTY LTD	Professional services for determination of fuel tax credit for the period of October 2023	-326.48	
EFT17114	16/11/2023	BUNNINGS GERALDTON	Fittings for storm water and works at Tennis club house	-1,305.04	
EFT17115	16/11/2023	BITUTEK PTY LTD	Sealing from SLK 20 to 23.57 - Coalseam Rd (RRG)	-250,148.67	

Chq/EFT	Date	Name	Description	Amount	Total
EFT17116	16/11/2023	THE BLOCK MAKERS	Blocks and pallet hire for transport of blocks for Tennis clubhouse	-4,448.40	
EFT17118	16/11/2023	KYLIE MAREE BICKENDORF	Rates refund	-250.00	
EFT17119	16/11/2023	TEAM GLOBAL EXPRESS	Library freight costs	-32.84	
EFT17120	16/11/2023	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	-745.87	
EFT17121	16/11/2023	BARBARA CARTER	Meals and Kitchen hire for lunches for Seniors Activities- 09/10/23	-120.00	
EFT17122	16/11/2023	ELDERS LIMITED	Float valve - Rec centre bores	-243.26	
EFT17123	16/11/2023	GRACE FANNING	Payroll Deductions/Contributions	-747.61	
EFT17124	16/11/2023	GH COUNTRY COURIERS	Silver Chain Freight Costs - 2/11/23	-102.96	
EFT17125	16/11/2023	ERIN GREAVES	Expense claim for accommodation and meals 7-10 November 2023 - LG Pro Annual State Conference 2023	-936.83	
EFT17126	16/11/2023	INFINITUM TECHNOLOGIES	New laptop setup	-143.00	
EFT17127	16/11/2023	KENNEDYS (AUSTRALASIA) PARTNERSHIP	Insurance Excess - WorkSafe Investigation Legal Costs	-5,500.00	
EFT17128	16/11/2023	LGRCEU	Payroll Deductions/Contributions	-22.00	
EFT17129	16/11/2023	ML COMMUNICATIONS	Repairs to inverter and batteries - Rec Centre	-4,832.98	
EFT17130	16/11/2023	MINGENEW COMMUNITY RESOURCE CENTRE	Sponsorship for Jingle and Mingle Christmas Event	-2,000.00	
EFT17131	16/11/2023	MIDWEST MOWERS & SMALL ENGINES	Repairs to whippersnipper and chainsaw.	-531.75	
EFT17132	16/11/2023	MINGENEW HORSE AND PONY CLUB	Catering for October council meeting	-210.00	
EFT17133	16/11/2023	NEXIA PERTH PTY LTD	Audit of the Annual Report for LRCI Program and the Financial Statement for R2R Program	-2,772.00	
EFT17134	16/11/2023	PEMCO DIESEL PTY LTD	MI278 - Minor service and parts. Change timing belt and oil pump.	-6,420.90	
EFT17135	16/11/2023	QUANTUM SURVEYS	Feature survey of Mingenew Spring area	-8,074.00	
EFT17136	16/11/2023	STRUCTERRE	Completion of site and soil evaluation report for proposed child care facility.	-3,025.00	
EFT17137	16/11/2023	RICHARD ANDREW STARICK	Refund of councillor nomination deposit	-100.00	
EFT17138	16/11/2023	TELSTRA LIMITED	ADSL Phone Services - 25/10/23 to 24/11/23	-132.25	
EFT17139	16/11/2023	TERRAWAY CONTRACTING PTY LTD	Watercart hire for Coalseam Rd (RRG) gravel work	-15,089.25	
EFT17140	16/11/2023	DAMSTRA TECHNOLOGY PTY LTD	Annual subscription and usage charges - September 2023	-701.80	-1,615,308.98
EFT17022	06/10/2023	FUELEX (OILTECH)	Fuel Usage - September 2023	-14,100.42	
EFT17096	06/11/2023	FUELEX (OILTECH)	Fuel usage for the period 01/10/23 to 31/10/23	-19,542.74	-33,643.16
DD10452.1	01/10/2023	NODE ONE PTY LTD	Fixed Wireless Service September 2023	-140.00	
DD10464.1	02/10/2023	NODE ONE PTY LTD	25 Shenton St - Fixed Wireless for the period 26/09/23 to 25/10/23	-79.00	
DD10488.3	02/10/2023	NODE ONE PTY LTD	Fixed Wireless Service October 2023	-140.00	
DD10488.6	06/10/2023	DE LAGE LANDEN PTY LTD (DLL)	Kyocera Copier Rental October 2023	-356.80	
DD10488.10	10/10/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Bond R Warren - APU - U5/11 Shenton	-330.00	
DD10483.1	11/10/2023	BEAM	Superannuation contribution & employee deductions for PPE081023	-8,652.06	

Chq/EFT	Date	Name	Description	Amount	Total
DD10497.3	16/10/2023	BUSINESS1300 PTY LTD	Live Answering Services October 2023	-99.00	
DD10494.1	23/10/2023	AUSTRALIAN TAXATION OFFICE	BAS - September 2023	-5,495.00	
DD10495.1	23/10/2023	WATER CORPORATION	Various water accounts for water usage to 04/10/23 and service charge to 31/10/23	-5,065.76	
DD10500.1	25/10/2023	BEAM	Superannuation contribution & employee deductions for PPE221023	-8,349.16	
DD10502.1	26/10/2023	SYNERGY	Various electricity accounts for the period 13/09/23 to 11/10/23	-1,028.01	
DD10502.2	01/11/2023	NODE ONE PTY LTD	Fixed wireless for the period 26/10/23 to 25/11/23 - 25 Shenton St	-79.00	
DD10518.2	01/11/2023	NODE ONE PTY LTD	Fixed Wireless Services November 2023	-140.00	
DD10518.6	07/11/2023	DE LAGE LANDEN PTY LTD (DLL)	Kyocera Copier Rental November 2023	-356.80	
DD10520.1	08/11/2023	BEAM	Superannuation contribution & employee deductions for PPE051123	-7,808.84	
DD10527.1	15/11/2023	SYNERGY	Various electricity accounts for the period 25/08/23 to 25/10/23	-9,788.45	
DD10532.1	15/11/2023	SYNERGY	Correction to account for Electricity for the period 25/08/23 to 24/09/23	-0.30	
DD10535.7	15/11/2023	BUSINESS1300 PTY LTD	Live Answering Services November 2023	-99.00	
DD10538.1	22/11/2023	BEAM	Superannuation contribution & employee deductions for PPE191123	-7,883.55	-55,890.73
DD10484.1	02/10/2023	NAB BUSINESS VISA	Credit Card Transactions for September 2023	-3,637.97	
DD10506.1	30/10/2023	NAB BUSINESS VISA	Credit Card Transactions for October 2023	-8,177.61	
DD10486.1	20/10/2023	BP AUSTRALIA PTY LTD	Fuel Usage September 2023	-143.46	
DD10540.4	21/11/2023	BP AUSTRALIA PTY LTD	Fuel Usage October 2023	-321.12	-12,280.16
DD10488.1	02/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 28/09/2023	-203.10	
DD10488.4	04/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 02/10/2023	-2,556.25	
DD10488.5	05/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 03/10/2023	-1,185.10	
DD10488.7	06/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/10/2023	-2,956.85	
DD10488.8	09/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 05/10/2023	-130.50	
DD10488.9	10/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 06/10/2023	-238.50	
DD10488.2	11/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/10/2023	-13,481.10	
DD10497.1	12/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/10/2023	-484.15	
DD10497.2	13/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 11/10/2023	-255.55	
DD10497.4	18/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 16/10/2023	-138.95	
DD10497.5	19/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 17/10/2023	-40.90	
DD10497.6	20/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 18/10/2023	-354.85	
DD10497.7	23/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 19/10/2023	-73.20	
DD10497.8	24/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 20/10/2023	-937.75	
DD10505.1	25/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/10/2023	-2,389.25	
DD10505.2	26/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 24/10/2023	-1,615.90	

Chq/EFT	Date	Name	Description	Amount	Total
DD10505.3	30/10/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/10/2023	-2,326.60	
DD10518.1	01/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/10/2023	-310.45	
DD10518.3	02/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 31/10/2023	-417.80	
DD10518.4	03/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 01/11/2023	-99.70	
DD10518.5	06/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 02/11/2023	-1,073.20	
DD10518.7	07/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 03/11/2023	-159.90	
DD10535.1	08/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 06/11/2023	-3,891.50	
DD10535.2	09/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 07/11/2023	-28.40	
DD10535.3	10/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 08/11/2023	-416.15	
DD10535.4	13/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/11/2023	-270.70	
DD10535.5	14/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/11/2023	-31.10	
DD10535.6	15/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 13/11/2023	-202.50	
DD10535.8	16/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 14/11/2023	-91.30	
DD10540.1	17/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 15/11/2023	-570.35	
DD10540.2	20/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 16/11/2023	-120.00	
DD10540.3	21/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 17/11/2023	-345.05	
DD10543.3	23/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 21/11/2023	-5,681.40	
DD10543.2	24/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 22/11/2023	-217.00	
DD10543.1	27/11/2023	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/11/2023	-75.40	-43,370.40
			Net Salaries October 2023	-68,098.71	
			Net Salaries November 2023	-63,071.08	-131,169.79
		Total		-1,891,663.22	-1,891,663.22

Purchasing Cards for the period 01/10/2023 to 27/11/2023

Chq/EFT	Date	Name	Description	Amount	Total
EFT17022		FUELEX(OILTECH)	Purchase of fuel:		-14,100.42
	1/09/2023		MI108	-132.34	
	4/09/2023		MOBILE TANK 2, MI027	-712.14	
	5/09/2023		MOBILE TANK 1, MI4541, MI177, MI108	-477.49	
	6/09/2023		MOBILE TANK 1, MI028	-743.43	
	7/09/2023		MOBILE TANK 2, 1MI, MI027, MI4650, MI177	-1,014.78	
	8/09/2023		MOBILE TANK 1, MI029, MI372, Various minor plant including generators, pumps, mov	-1,094.99	
	9/09/2023		1MI, MI108	-307.28	
	10/09/2023		MI108	-86.28	
	11/09/2023		MOBILE TANK 1, 1HVA101	-847.28	
	12/09/2023		MOBILE TANK 1	-549.59	
	13/09/2023		MOBILE TANK 1, MI027	-1,167.25	
	14/09/2023		MOBILE TANK 1, MI029, MI177, MI108	-510.62	
	15/09/2023		MI4650, MI108	-154.57	
	16/09/2023		1MI	-218.06	
	18/09/2023		MOBILE TANK 1, MI262, MI108	-1,033.37	
	19/09/2023		MOBILE TANK 1, 1HVA101	-418.68	
	20/09/2023		MOBILE TANK 1, MI027, MI177	-1,006.44	
	21/09/2023		MI108, MI125	-217.36	
	22/09/2023		MOBILE TANK 1, MI029, MI108	-929.45	
	24/09/2023		1MI	-254.08	
	26/09/2023		MI5005, MI108, 1MI	-471.65	
	27/09/2023		MOBILE TANK 1, MOBILE TANK 2, 1HVA100	-936.14	
	28/09/2023		MOBILE TANK 2, 1HVA101, 177	-582.11	
	29/09/2023		MI196	-142.31	
	30/09/2023		1MI	-92.73	
EFT17096		FUELEX(OILTECH)	Purchase of fuel:		-19,542.74
	1/10/2023		MI108	-121.35	
	2/10/2023		MI028	-90.25	
	3/10/2023		MOBILE TANK 2, 1HVA101, MI372, MI4650	-961.42	
	4/10/2023		MOBILE TANK 1, MI029, MI4541, MI108, MI262	-1152.07	
	5/10/2023		MI278, MI177, MI4541, MI108	-348.77	
	6/10/2023		MI029, 1MI, MI125	-523.30	
	9/10/2023		MOBILE TANK 1, MI108, MI028	-1497.20	
	10/10/2023		MOBILE TANK 1, MI027, MI4541	-1413.68	
	11/10/2023		MI108, MI028	-194.74	
	12/10/2023		MI027, 1MI, MI177	-1016.12	
	13/10/2023		MI108	-108.61	

Chq/EFT	Date	Name	Description	Amount	Total
	16/10/2023		MOBILE TANK 1, MIO29, 1HVA101	-1092.85	
	17/10/2023		MOBILE TANK 1, 1HVA100, MI108, MI5005	-1116.53	
	18/10/2023		MOBILE TANK 1, MIO27, 1HVA100, MI4541	-1827.27	
	19/10/2023		MOBILE TANK 1, MOBILE TANK 2, MI177, MI108	-694.35	
	20/10/2023		MOBILE TANK 1, MIO29, MIO27, 1MI	-1322.65	
	21/10/2023		MI108	-46.36	
	23/10/2023		1HVA100	-124.82	
	24/10/2023		MOBILE TANK 1, MI108	-553.65	
	25/10/2023		MOBILE TANK 1, MOBILE TANK 2, MIO27, 1HVA101	-2396.00	
	26/10/2023		MI108, MI177	-172.12	
	27/10/2023		MOBILE TANK 2, MIO27	-1450.94	
	29/10/2023		1MI	-214.84	
	30/10/2023		MIO29, MI108	-244.79	
	31/10/2023		MIO27, MI278	-858.06	
DD10484.1		NAB BUSINESS VISA	Credit Card transactions:		-3637.97
	31/08/2023	HOTEL AT BOOKING.COM SYDNEY	Transaction cancelled	-305.33	
	4/09/2023	HOTEL AT BOOKING.COM SYDNEY	Cancellation of transaction	305.33	
	6/09/2023	WWW.SCANTEK.COM WEST PERTH	Digital verification of Staff for property transfers	-27.50	
	7/09/2023	GARMIN EASTERN CREEK	Monthly Subscription	-110.00	
	8/09/2023	PARADE HOTEL EAST BUNBURY	Accommodation Staff. IPWEA Training	-295.00	
	8/09/2023	ZOOM.US	Monthly Subscription	-24.63	
	8/09/2023	NAB INTNL TRAN FEE - (SC) FEES	Zoom NAB International Transaction Fee	-0.74	
	11/09/2023	DROPBOX KG4W9TVCP6D6	Annual Subscription x 3	-831.60	
	11/09/2023	PARADE HOTEL EAST BUNBURY	Meals - Staff - IPWEA Training	-72.28	
	11/09/2023	THE TRUSTEE FOR 62THIRTY BUNBURY	Meals - Staff - IPWEA Course	-59.00	
	11/09/2023	KFC ASCOT	Meals - Staff - IPWEA Course	-37.85	
	11/09/2023	KFC ASCOT	Meals - Staff - IPWEA Course	-33.90	
	11/09/2023	NAB INTNL TRAN FEE - (SC) FEES	Dropbox NAB International Transaction Fee	-24.95	
	11/09/2023	CITY OF BUNBURY	Parking - Staff - IPWEA Training	-10.00	
	12/09/2023	BUNNINGS 308000 GERALDTON	Tape Measure	-59.00	
	19/09/2023	CROWN JUNCTION GRILL BURSWOOD	WALGA Conference - Meal Member x 2, Member	-224.93	
	19/09/2023	CROWN JUNCTION GRILL BURSWOOD	WALGA Conference - Meal Staff	-74.97	
	19/09/2023	BUNNINGS 308000 GERALDTON	Shade sail & irrigation fittings for 23 Field St	-454.77	
	19/09/2023	CROWN METROPOL PERTH	WALGA Conference - accommodation Staff	-745.27	
	19/09/2023	WILSON PARKING PEROBS PERTH	WALGA Conference Staff Parking	-7.00	
	20/09/2023	CROWN LOBBY LOUNGE BURSWOOD	WALGA Conference - Meal Member, Member	-82.00	
	20/09/2023	CROWN LOBBY LOUNGE BURSWOOD	WALGA Conference - Meal Staff	-41.00	
	20/09/2023	CROWN PROMENDADE PERTH	WALGA Showcase - Accommodation Staff	-268.26	
	21/09/2023	CROWN MARKET N CO BURSWOOD	WALGA Professional Development - Meal - Staff	-56.00	
	21/09/2023	CROWN METROPOL PERTH	WALGA Conference - Meal Staff	-49.42	

Chq/EFT	Date	Name	Description	Amount	Total
	22/09/2023	KFC ASCOT	WALGA Showcase - Meal Staff	-20.90	
	28/09/2023	NAB	Card Fees x 3	-27.00	
DD10506.1		NAB BUSINESS VISA	Credit Card transactions:		-8177.61
	2/10/2023	JCI LOCKSMITHS	3 x keys cut for APU1	-472.00	
	2/10/2023	LG PROFESSIONALS	Annual State Conference 8/11/2023	-1500.00	
	2/10/2023	MINGENEW BAKERY	Heavy Vehicle Route Workshop Catering	-49.50	
	2/10/2023	GARMIN EASTERN CREEK	Monthly Subscription	-110.00	
	3/10/2023	CROWN PROMENADE PERTH BURSWOOD	Accommodation CEO IAAC Meeting Perth 2 Oct	-192.83	
	4/10/2023	CROWN METROPOL PERTH BURSWOOD	Accommodation CEO IAAC Meeting Perth 3 Oct	-338.05	
	4/10/2023	CROWN PROMENADE PERTH BURSWOOD	Meal CEO IAAC Meeting Perth 3 Oct	-90.77	
	5/10/2023	MACH 1 AUTO PARTS GERALDTON	AdBlue 10L	-54.95	
	5/10/2023	CROWN METROPOL PERTH BURSWOOD	Meals CEO IAAC Meeting Perth 4 Oct	-82.19	
	5/10/2023	STATEWIDE BEARINGS GERALDTON	2 x A32 Gates Vee Belts for mower coring machine at the Bowling Club	-23.10	
	5/10/2023	WILSON PARKING AUSTRALIA PERTH	Parking for CEO for meetings in Perth	-42.52	
	6/10/2023	WILSON PARKING PEROBs PERTH	Parking for CEO for meetings in Perth	-24.00	
	9/10/2023	NAB INTNL TRAN FEE	NAB Transaction Fee for Zoom Charge	-0.74	
	9/10/2023	ZOOM	Monthly Subscription	-24.63	
	16/10/2023	OUTDOOR 4WD Geraldton	6 x 3m Gazebo's for the Skate Park opening	-169.00	
	16/10/2023	CROWN PROMENADE PERTH BURSWOOD	Accommodation - ReadyTech IT Vision Conference	-176.69	
	16/10/2023	FOUR POINTS SHERATON PERTH	Accommodation - ReadyTech IT Vision Conference	-403.97	
	16/10/2023	CROWN PROMENADE PERTH BURSWOOD	Meal CEO ReadyTech Conference	-84.71	
	16/10/2023	RED ROOSTER BELMONT CLOVERDALE	Meal CEO ReadyTech Conference	-14.25	
	16/10/2023	CPP ELDER STREET PERTH	Parking for ReadyTech Conference	-18.17	
	16/10/2023	WILSON PARKING PEROBs PERTH	Parking for ReadyTech conference	-24.00	
	16/10/2023	SUPER CHEAP AUTO GERALDTON	Windscreen Wash Concentrate 1L	-46.98	
	18/10/2023	MACH 1 AUTO PARTS GERALDTON	Windscreen Wash for 1MI	-29.95	
	20/10/2023	COMPUTER ALLIANCE MT GRAVATT	Laptop for CEO	-4013.74	
	24/10/2023	BUNNINGS 308000 GERALDTON	Irrigation fittings for 25 Shenton St	-109.21	
	24/10/2023	BUNNINGS 308000 GERALDTON	Watering can and poly elbow	-14.67	
	25/10/2023	STATEWIDE BEARINGS GERALDTON	Belts for the 2nd hand Super Spreader	-30.99	
	30/10/2023	NAB	Card Fees x 4	-36.00	
DD10486.1		BP AUSTRALIA	Purchase of fuel		-143.46
	20/09/2023		MI108	-143.46	
DD10540.1		BP AUSTRALIA	Purchase of fuel		-321.12
	13/10/2023		MI177	-62.49	
	14/10/2023		MI177	-50.29	
	16/10/2023		MI177	-69.13	
	29/10/2023		MI108	-139.21	



COUNCIL POLICY Elected Members

1.1.1

Title:	1.1.1 ELECTED MEMBERS ENTITLEMENTS
Adopted:	20 February 2018
Last Reviewed:	15-6 December 2021-2023 (amended)
Associated Legislation:	Sections <u>2.25</u> , 5.98, 5.98A, 5.99, 5.99A and 5.100A of the Local Government Act 1995. Regulations 30, 31, 32 and 34AC of the Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975
Associated Documents:	
Review Responsibility:	Chief Executive Officer
Delegation:	-

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

Objective:

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

Policy Statement:

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

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

1. Payment of Fees and Allowances

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

- In lieu of paying the *President* meeting attendance fee for each prescribed meeting, the Shire will pay a percentage (not less than 33%) of the maximum annual attendance fee set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time. The amount to be paid will be set by Council as part of the adoption of the Annual Budget.
- In lieu of paying *Councillors* a meeting attendance fee for each prescribed meeting, the Shire will pay a percentage (not less than 40%) of the maximum annual attendance fee set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time. The amount to be paid will be set by Council as part of the adoption of the Annual Budget.
- Payments will be made quarterly in arrears on a pro-rata basis throughout the annual period.

1.2 Annual Local Government Allowances — President and Deputy President:

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- a) The Shire will pay an Annual Local Government Allowance for the President that is a percentage (not less than 37%) of the maximum set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time. The amount to be paid will be set by Council as part of the adoption of the Annual Budget.
- b) The Shire will pay an Annual Local Government Allowance for the Deputy President that is equivalent to 25% of the President's Allowance.
- c) Payments will be made quarterly on a pro-rata basis throughout the annual period.

1.3 Meeting fees for Independent Members

Independent members will be paid a per meeting fee based on the maximum threshold provided for in the Determination set by the Salaries and Allowances Tribunal (SAT).

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1.3.1.4 Expenses to be Reimbursed

Council members may be reimbursed for the following expenses in accordance with s5.98 of the *Local Government Act 1995* and as prescribed under Regulation 31(1) of the *Local Government (Administration) Regulations 1996*, (subject to provision of a tax invoice / receipt and a signed Expenses Claim form):

- Rental charges incurred in relation to one telephone and one facsimile machine; and
- Child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee ~~of~~ which they are a member.

The extent to which a council member can be reimbursed for these expenses is outlined in s8.2 Extent of Expenses to be Reimbursed of the Determinations the Salaries and Allowances Tribunal (SAT) for Local Government Chief Executive Officers and Elected Members.

1.4.1.5 Conditions of Payment

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

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

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- a) The following equipment will be issued to Elected Members upon commencement of role:
 - (i) A mobile device with keyboard or equivalent technology and inclusive of a data SIM Card.
- b) *Conditions*
 - (i) Any damage or loss of the equipment during that time caused by negligence or improper use is the responsibility of the Elected Member to repair and fund or replace. This may include the payment of any insurance excess where applicable.
 - (ii) The equipment is strictly to be used for Shire purposes only including, researching Council related matters, Shire-approved social media, Shire related



- pictures or filming, receiving and despatching email correspondence, diary requests and Council meeting agendas.
- (iii) The CEO, if requested, may provide assistance to Elected Members with user training and support.
 - (iv) All information on Shire issued equipment is subject to Freedom of Information requests.
 - (v) All Councillor's will receive an @mingenew.wa.gov.au email address which is to be used for all Shire related correspondence.
 - (vi) All emails received and sent through the @mingenew.wa.gov.au email account are to be captured in the Shire's Record Keeping System.
 - (vii) Any costs associated with upgrades or additional requirements over and above the standard equipment being offered should be met by the Elected Member.
- c) An Elected Member who incurs an ICT expense, as defined by the SAT, is entitled to be reimbursed for that expense up to \$100.00 per claim, provided sufficient evidence is submitted. As such, the Shire will not pay an ICT Annual Allowance.
- d) At the end of the operational life of any mobile devices issued to Elected Members or where they are being replaced with updated versions, Elected Members have the opportunity to purchase the obsolete device at market value.

2. Parental leave

Pursuant to s.2.25(5B) of the *Local Government Act 1995*, council members are entitled to parental leave when themselves, or their spouse or de facto partner, either:

- Gives birth
- Adopts a person under 16 years of age
- Becomes the guardian or foster parent of a person under 16 years of age.

A council member is entitled to 6 months of parental leave beginning on the day on which the council member, or their spouse or de facto partner gives birth, adopts or becomes a guardian or foster parent.

The Act does not allow for the period of parental leave to be deferred to a later date.

The period of parental leave can be less than 6 months if desired.

A council member does not need to apply for a leave of absence for their entitlement to take effect.

Note: While an Elected Member is on parental leave, their office on council is not to be counted when determining quorum for a meeting.

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2.3 Attendance at Conferences and Training within Australia

- a) Council will determine, as part of the annual budgetary process, the Annual Conference and Training budget, which is to be in addition to costs associated with attendance at the annual West Australian Local Government Association (WALGA) Convention.



- a) All fees associated with a training event or conference, including travel, meals and accommodation expenses and course fees etc will be covered by the Shire, to the extent listed in clause 2.3. Supporting evidence must be provided.
- b) Travel for any prescribed meeting (as prescribed in 30(3A) of the LG Regulations) or community consultation will be reimbursed by the Shire ~~providing~~provided sufficient evidence is submitted.

~~2.23.1~~ 3.1

2.23.1 Community and other Consultation

- a) In order for Councillors to consult with communities in an official Shire capacity outside the Mingenew townsite, and in the case of a Council vehicle not being available (private vehicle used) the Shire will reimburse associated vehicle costs at the rate set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time. Additionally, accommodation and meals will be paid by the Shire or reimbursed at cost.

2.23.2 Support Activities

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

2.23.3 Extent of Expenses to be reimbursed

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

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- f) Costs of taxi fares, ride-share services, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire in accordance with Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- g) All reimbursements require substantiation with details of the date, activity attended, the actual costs incurred, and original receipts being provided and attached to the claim form.
- h) Should an Elected Member withdraw their registration from a conference or training course past the last cancellation date, any costs incurred by Council that cannot be recouped from event organisers or recovered through insurance shall be reimbursed to Council by that Elected Member.

2.43.4 Air Travel

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

2.53.5 Elected Member/Delegate Accompanying Person

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

2.63.6 Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where travel and accommodation bookings or associated bookings are made and carry loyalty rewards or bonus points, they should not be personally claimed or used for private purposes. They may be used only for further official purposes.

34. Other Entitlements

3.4 4.1 Acknowledgement of Service

- a) Council will, upon retirement of Elected Members, acknowledge their service through the provision of an appropriate gift. The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out below and is in accordance with Regulation 34AC of the Local Government (Administration) Regulations 1996.
 - (i) Up to 4 years' service:
A certificate of appreciation
 - (ii) Greater than 4 years and up to and including 8 years of service:
A gift up to the value of \$200
 - (iii) Greater than 8 years and up to and including 12 years of service:

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- A gift up to the value of \$300
- (iv) Greater than 12 years of service:
\$300 plus \$25 per year of service to the maximum value of \$1,000.
 - a) Recognition will not take the form of a cash payment.
 - b) In the event that a sitting or retiring Councillor has performed an extensive range of functions on behalf of the municipality and the community which are beyond that normally associated with a Councillor's day to day duties, the Council may at its discretion grant the title of "Honorary Freeman of the municipality".



COUNCIL POLICY Elected Members

1.1.2

Title:	1.1.2 ELECTED MEMBER COMMUNICATIONS
Adopted:	21 March 2018
Reviewed:	15-6 December 2021-2023 (amended)
Associated Legislation:	State Records Act 2000 Freedom of Information Act 2000 Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee Members & Candidates Shire of Mingenew Freedom of Information Statement Shire of Mingenew Recordkeeping Plan Shire of Mingenew Records Management Policy
Review Responsibility:	Governance & Community Manager
Delegation:	

Previous Policy Number/s 2003, 2014.

Objective:

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

Policy Statement:

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

As such, it is the Shire's position that communications made on behalf of the Shire or Council, should be appropriately coordinated to ensure quality and ~~consistent~~ consistency of information is disseminated, and to provide the community and Shire stakeholders with opportunities to be informed, participate, engage and contribute to the decisions made by Council on issues that affect them. In addition, communication should be carried out with regard to the Shire's Code of Conduct, the Local Government Act 1995 and the Local Government (~~Rules-Model Code~~ of Conduct) Regulations ~~2007~~ 2021.

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



COUNCIL POLICY Elected Members

1.1.3

Title:	1.1.3 COMMUNICATION BETWEEN ELECTED MEMBERS AND STAFF
Adopted:	21 March 2018
Reviewed:	15-6 December 2021-2023 (amended)
Associated Legislation:	State Records Act 2000 Freedom of Information Act 2000 Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee & Candidates Shire of Mingenew Code of Conduct for Employees
Review Responsibility:	Governance & Community Manager
Delegation:	-

Previous Policy Number/s

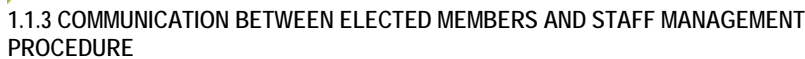
Objective:

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

Policy Statement:

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

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



1.1.3 Communication between Elected Members and Staff	N/A
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Review: Biennial

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

- Legislation:

- ### Procedures:

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

- a) All staff, other than the Chief Executive Officer, are not permitted to contact Elected Members unless:
 - (i) They have been requested to do so by the Chief Executive Officer.
 - (ii) They are dealing with an ongoing matter and the Chief Executive Officer was aware of the ongoing contact.

- ### 3. Appointments with the Chief Executive Officer and Employees

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COUNCIL POLICY Elected Members

1.1.4

Title:	1.1.4 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
Adopted:	16 June 2021
Reviewed:	15-6 December 2021-2023 (no change)
Associated Legislation:	Local Government Act 1995
Associated Documents:	Separate formatted document issued to Elected Members
Review Responsibility:	Governance & Community Manager
Delegation:	-

Previous Policy Number/s: Nil

PURPOSE

This Policy is adopted in accordance with section 5.104 of the Local Government Act 1995.

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

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

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

(a) act in accordance with the trust placed in council members and committee members; and

(b) participate in decision making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.



5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or

- (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. **Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. **Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

16. **Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. **Misuse of local government resources**

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918;

resources of a local government includes —

 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. **Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. **Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.



- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
document includes a part of a document;
non confidential document means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
interest —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

- (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



COUNCIL POLICY Elected Members

1.1.5

Title:	1.1.5 ELECTED MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT
Adopted:	18 December 2019
Reviewed:	15-6 December 2021 2023
Associated Legislation:	Local Government Act 1995 Local Government Amendment Act 2019
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates, and Elected Member Entitlements Policy
Review Responsibility:	Governance & Community Manager
Delegation:	-

Previous Policy Number/s: Nil

Objective:

To ensure that Elected Members have equitable access to a range of relevant training and professional development opportunities; to enhance their ability to fulfil their roles and responsibilities as Elected Members.

Policy Statement:

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide the opportunity for Elected Members to participate in appropriate training and development, including the minimum requirements for mandatory training, as legislated.

Mandatory Training

All Elected Members will comply with the requirements of s5.126 of the *Local Government Act 1995* and r55 and r36 of the *Local Government (Administration) Regulations 1996* which outline that Elected Members must complete the Council Member Essentials training course within the first 12 months of being elected.

These requirements are mandatory for newly elected members (an exemption may apply under r36 of the *Local Government (Administration) Regulations 1996*). Nothing in the legislation or this policy precludes an elected member, who is exempt under r36, from undertaking the training. Although approval will be required, and consideration must be had for budgetary implications. Priority may be given to those requiring the training under the legislation.

To ensure costs are kept to a minimum and flexibility in training can be maintained, it is Council's preference that Elected Members participate in the legislated training via an eLearning subscription. Where regional face-to-face training can be offered at a subsidised rate (such as through shared training costs with neighbouring local government's) this method may take precedence, if offering value for money.

The CEO will prepare a report on the training completed by council members following each financial year and publish it on the Shire's website.

Pre-Authorised Training / Conferences



All Elected Members shall be entitled to attend the annual Western Australian Local Government Association (WALGA) Conference, with estimated costs to be included in the annual budget each year.

Council generally authorises the following list of conferences and workshops where sufficient budget allocation has been made:

- West Australian Local Government Association and Australian Local Government Association conferences.
- Special 'once off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important / relevant matters.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
- West Australian Local Government Association Elected Member Training and Development.
- Training relating to the role of Elected Members.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

The CEO will administer any requests and approve any reimbursements in accordance with this Policy and the Elected Members Entitlements policy.

Application must be made prior to attendance and each Elected Member is to comply with any requests for information and/or receipts to satisfy the Shire's record keeping and administration/financial management systems.

Alternative or Unbudgeted Training / Conference Opportunities require Council Approval

A Councillor may apply in writing to the CEO to participate in a relevant alternative conference or training program requiring the approval of Council. The CEO will provide a report to Council after assessing the training against the requirements of the training/conference assessment matrix below. A score of fifteen or more will be required to receive a favourable recommendation.

Conference / Training Assessment Matrix

Criteria	1	2	3	4	Comment
Relevance to Councillors' governance role under LGA					
Value for money and cost/benefit					
Alignment with Council's Strategic Community Plan and current priorities					
Meets an identified skill gap					
Level of quality of networking opportunities with peers					

Rate based on how well the training/conference/event meets the statements above: 1 = Disagree/Does not apply, 2 = Neutral / Somewhat applies, 3 = Agree / Mostly applies, 4 = Strongly agree / highly relevant

In the event that there is insufficient time for Council approval to be obtained for a Councillor to attend an identified relevant training opportunity, that is not pre-authorized and sufficient budget funds are available, the CEO is authorised to register the Councillor's attendance in the training program after firstly, completing the evaluation matrix in liaison with the President, and the President and CEO being satisfied



that at least 15 points has been achieved. Where the training request is made by the President, the CEO will liaise with the Deputy President.

The Shire will meet the costs of associated accommodation, travel, conference costs and insurance costs, for approved training and development events, in accordance with the Elected Members Entitlements Policy and relevant legislation.

All interstate and overseas requests will require Council approval. Council's delegate is to provide a written report on the key outcomes from any interstate or overseas conference/event relevant to the Shire of Mingenew within one month of returning from the conference.

Other Matters

The CEO, in liaison with the President, shall bring forward for Council consideration any proposals for "in-house" training and Councillor development opportunities to meet Council's strategic objectives and priorities or to meet perceived gaps in Councillor skill development.

A Councillor shall not be permitted to nominate for attendance at a conference four months prior to their term of office expiring with the exception of WALGA's Local Government Convention.

Application responsibility for the implementation of this policy rests with the President, Councillors and Chief Executive Officer.

Review

The policy is to be reviewed within three (3) months after each ordinary election or at any other time as appropriate.



COUNCIL POLICY Elected Members

1.1.6

Title:	1.1.6 ELECTED MEMBER AND CEO ATTENDANCE AT EVENTS
Adopted:	18 December 2019
Reviewed:	15-6 December 2021-2023 (amended <u>no change</u>)
Associated Legislation:	Local Government Act 1995 Local Government Amendment Act 2019
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee Members, and Candidates, Elected Member Training and Professional Development Policy, and Elected Member Entitlements Policy
Review Responsibility:	Governance & Community Manager
Delegation:	-

Previous Policy Number/s: Nil

Objective:

To provide guidance and clarify eligibility and responsibilities for Elected Members and the CEO in attending events as representatives of the Shire of Mingenew.

Definitions

An event includes: a concert, conference, function, sporting event and any other occasion as prescribed.

Policy Statement:

Elected Members and the CEO are encouraged to engage with the community and attend events as representatives of the Shire of Mingenew.

The President reserves the right to attend as the key representative/guest on behalf of the Shire of Mingenew. In the event of the President relinquishing attendance at a function to the Deputy President, CEO or Council-delegated alternative Elected Member, the CEO will communicate with the nominated Elected Member to ensure that they are aware of relevant issues and is prepared for the function.

Where the event is of relevance to a group or committee to which an Elected Member has been appointed, then one of the appointed Elected Members will be the designated representative (where there is more than one, Council may appoint a delegate for the event).

Attendance at training and professional development events may be approved and purchased in accordance with the Elected Member Training and Professional Development Policy and Elected Member Entitlements Policy.

Application responsibility for the implementation of this policy rests with the President, Councillors and Chief Executive Officer.

Invitations

Invitations are to be addressed to Council, the CEO or Elected Member Committee delegate, rather than to individual Councillors. Where a specific number of tickets/allocations are provided, an invitation should be referred to a 'Council representative'.



Invitations received by Councillors for events may be forwarded to the CEO/President for eligibility and disclosure requirements to be checked and timely advice provided where necessary. This also enables consideration of whether an officer should accompany the nominated Elected Member, whether a speech needs to be developed for the President/Elected Member, and whether the event should be used as an opportunity for a media release.

Before accepting an invitation, consideration must be given to the political implications and community expectations that may be inadvertently placed on the Elected Member or CEO for attending an event.

Approval

Tickets and associated costs to events may be approved under the following circumstances:

- The applicant is an Elected Member or CEO; and
- They are attending as representatives of the Shire of Mingenew; and
- An appropriate allocation in the budget has been made/Council approval given/costs borne by individual; and
- The disclosure of financial interests and gifts requirements are met; and
- Records are kept in relation to the costs and attendance at the event; and
- The donor does not have a matter before Council or the donor is not expected to have a matter presented to Council (i.e. a pending application or recent known contact suggests a decision of Council may be required) which may imply a real or perceived conflict of interest.

Subject to the requirements above being met, Council pre-approves the attendance to any event that is offered by one of the following organisations:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A State Government department or agency
- The Federal Government
- A local government or regional local government
- Local community organisation or sporting club (based in the Shire of Mingenew)

Tickets and Associated Costs

This section relates to the purchasing or gifting of tickets, accommodation, travel and any other contributions associated with the attendance at an event.

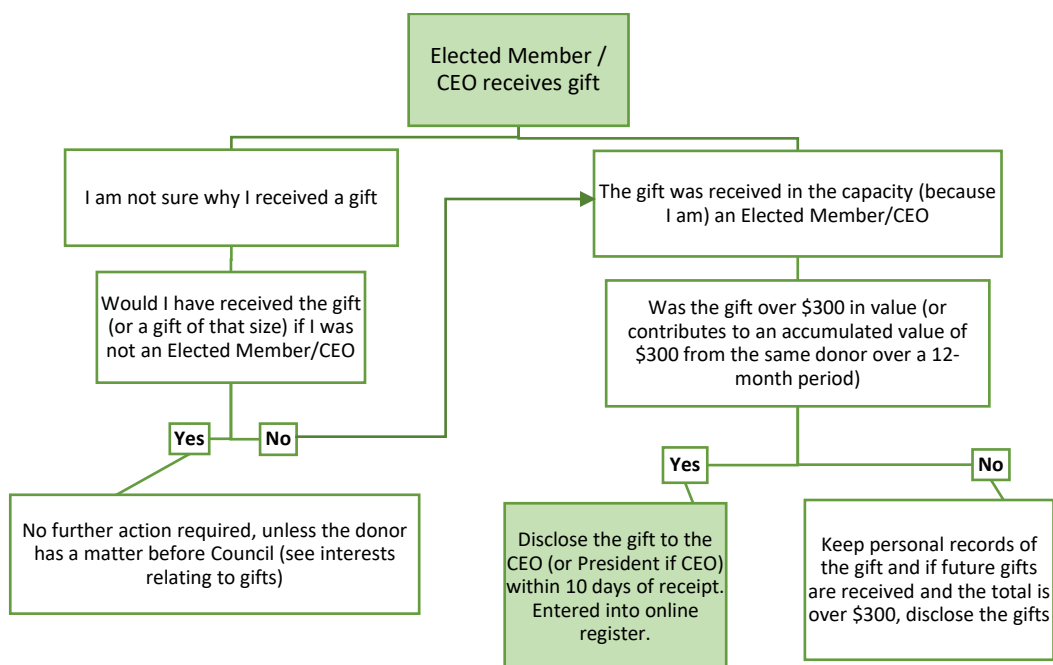
The procedure for purchasing of tickets and associated costs for approved events will be in accordance with the Shire's Elected Member Entitlements Policy.

The acceptance of gifted tickets and associated costs must be approved in accordance with this policy and legislated gift provisions.

The acceptance of any tickets or associated costs for events valued over \$300 (or contributes to an aggregated value of \$300 from the same person/organisation over a 12-month period) must be disclosed. Where tickets or associated costs are offered at no cost to the receiver, the value of the cost/s must first be obtained and considered against the gift provisions.

Elected Members and the CEO may have regard to the following flowchart to assist with their decision making and disclosure:

Gift Disclosure Flowchart



Should an Elected Member or the CEO be attending an event in a private capacity and not performing any official duties, the cost and associated arrangements will be borne by the individual. However, the Elected Member/CEO may still be required to act in a manner that befits their role as an Elected Member/CEO and are beholden to the requirements of the Code of Conduct.

Interests relating to gifts

If a council member receives any gift (or a series of gifts in a 12-month period) valued at \$300 or above and the donor has a matter before Council, the Elected Member must disclose an interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the gift). The donor becomes a closely associated person in accordance with section 5.62.

Review

The policy is to be reviewed biennially following each ordinary local government election, and at any other time as deemed appropriate.



COUNCIL POLICY

Elected Member

1.1.7

Title:	1.1.7 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION
Adopted:	19 May 2021-
Reviewed:	15-6 December 2021-2023 (no change)
Associated Legislation:	Local Government Act 1995 s5.39A and B
Associated Documentation:	Local Government (Model Code of Conduct) Regulations 2021
Review Responsibility:	Governance & Community Manager / 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.



COUNCIL POLICY

Elected Members

1.1.8

Title:	1.1.8 CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT
Adopted:	16 June 2021
Reviewed:	15-6 December 2021-2023 (amended no change)
Associated Legislation:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021
Associated Documentation:	Shire of Mingenew Code of Conduct Shire of Mingenew Customer Service Charter
Review Responsibility:	Governance & Community Manager
Delegation:	Chief Executive Officer

Previous Policy Number/s N/A

OBJECTIVE

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Mingenew Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

SCOPE

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

DEFINITIONS

Act means the *Local Government Act 1995*.

Behaviour Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3-2 of this Policy.

Behaviour Complaints Officer means a person authorised in writing [by Council resolution or by the CEO exercising delegated authority] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 and 3.12 of this Policy.

Breach means a breach of Division 3 of the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Mingenew or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct [by Council resolution or by the CEO exercising delegated authority].

Council means the Council of the Shire of Mingenew.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint and includes any supporting information or evidence that is supplied.

POLICY STATEMENT

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Mingenew will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

Information regarding Confidentiality:

- In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides reasons this should not occur.
- The Complainant's contact information will not be provided to the Respondent.
- The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.
- The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

1.4. Accessibility

The Shire of Mingenew will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to the Behaviour Complaints Committee.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

For the purposes of this Policy, the Chief Executive Officer and Governance & Community Manager are authorised Behaviour Complaints Officers.

2.2. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in ~~Council Policy <XXX>~~ 5.01 Behaviour Complaints Committee Terms of Reference.

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer may appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire of Mingenew's Purchasing Policy (if applicable). A Complaints Assessor may be offered as a voluntary role, for example to another appropriately qualified and experienced local government officer or elected member, independent from the Shire of Mingenew and its business.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9. Search of Local Government Records

The Behaviour Complaints Officer may conduct a search for any relevant records in the Shire's Record Management System as part of an investigation and at the request of the Complaints Assessor.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Mingenew Standing Orders Local Law 2017

The Behaviour Complaints Officer must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Behaviour Complaints Officer or Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Behaviour Complaints Officer / Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions or drafting the Complaint Report or recommendations.

3.11. Complaint Report

The Behaviour Complaints Officer / Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;

- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Behaviour Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Behaviour Complaints Officer / Complaint Assessor will include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Mingenew Standing Orders Local law 2017.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;

- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.



QUOTE

Shire of Mingenew

Date
16 Oct 2023

Expiry
10 Nov 2023

Quote Number
QUViz-1390

ABN
48 627 272 913

Vizona Pty Ltd
19 McCook Street
Forrestdale, WA, 6112
Ph: 1300 250 150
Email:
accounts@vizona.com.au

Description	Quantity	Unit Price	GST	Amount AUD
600W Exactor	12.00	1,450.00	10%	17,400.00
Double Headframe	4.00	195.00	10%	780.00
Single Headframe	4.00	155.00	10%	620.00
Once off Delivery of Lights & Headframes	1.00	590.00	10%	590.00
Installation of Lights to existing poles	1.00	21,470.00	10%	21,470.00
Subtotal				40,860.00
TOTAL GST 10%				4,086.00
TOTAL AUD				44,946.00

Terms

Terms

Price is based on using existing poles. Vizona does not take responsibility for the condition of the poles.
Installation is based on existing cabling to poles being in satisfactory condition to use for powering up the new lights.
No additional electrical componentry included apart from quoted items and required new cabling within the poles.
Existing control system and circuits to be reused. Any unquoted componentry may result in a variation to the cost.
Quotation is based on adequate access for the EWP to access all poles.
Quote is subject to Vizona Pty Ltd's standard terms and conditions.
<https://www.vizona.com.au/terms-conditions/>
Lead time approx. 12-14 weeks from day of order.
Price is based on doing installation all at one time.
25% Deposit required with order and balance at time of installation.
Quotation is valid for 30 days.
Delivery may require lifting equipment on site.

Exactor 3G

RECREATIONAL FLOOD LIGHT



SAA

CB



FEATURES

Patented LED module cold forged aluminium creates higher impact strength and higher structural integrity with superior heat dissipation capability.

LED driver by world class INVENTRONICS average rated life cycle > 76,000hrs. Ultra-uniformity, low glare and low spill light effect for Sports Field Lighting applications and delivering value beyond energy savings.

The surface of the lamp is specially sprayed with high quality AkzoNobel anti-corrosion Powder-coating, which has strong resistance to salt spray corrosion and is suitable for harsh environments.

Application

Indoor Stadium | Outdoor Stadium | Wharf | Apron Lighting | Large Area Illumination | Tower Lighting | Sports Facility

Product Advantages

- Dark Sky Friendly with Zero Upward Light
- Superior Optics for Spill Light Control
- Integral And Remote Driver Operation
- Cold Forged Pure 1070 Aluminium Heat Sink
- Compact Dimensions & Low EPA Wind Load
- 0-10V/DALI/WIFI/DALI/Zigbee/DMX
- Dim to Off Technology
- 7-10 years warranty

TECHNICAL SPECIFICATIONS

INPUT VOLTAGE	WATTAGE	Available CCT	CRI	CONTROLS/DIMMING	OPTICAL DISTRIBUTIONS
AC120V - 277V	500W/600W	5000K	Ra70 (Standard)	0-10V	NB/MB/WB
AC200V-480V	750W/1000W/1200W	5700K	Ra80 (Optional)	DALI	20°/40°-P10
REMOTE	1500W/1800W	4000K	Ra90 (Optional)	WIFI	25°x 105°
			TLCI is option available upon request	Zigbee	15°
				DMX	25°
					50°

ELECTRICAL DATA

Input Surge Protection | Line – Line 20kV, Line – FG 20kV

Power Frequency | 50 / 60 Hz

Power Factor | ≥ 0.9 at Max load

Power Efficiency | > 0.93

Flicker Factor | $< 1\%$

LED Life Span | $> 80,000$ Hrs

Operating Temperature | $-40^{\circ}\text{C} \sim 50^{\circ}\text{C}$

MATERIALS

Housing | Cold-forged aluminum

Bracket | SPCC (304/316 stainless steel optional)

Gasketing | Neoprene Rubber

Hardware | 18-8 Stainless Steel

Finish | 3000 Hour Salt Spray (Marine Specialty Painting if required)

Optic lens and cover | High transmittance PC cover, anti-UV

Glass | 4mm Tempered Glass is optional

IP Rating | IP 66

* Weight may vary depending on mounting bracket, visor, and driver box selection.

LUMINOUS DATA

Wattage (W)	500W	600W	750W	1000W	1200W	1500W	1800W
Delivered Lumens	70,000Lm	84,00Lm	112,500Lm	140,000Lm	168,000Lm	210,000Lm	252,000Lm
System Efficacy	140Lm/W	140Lm/W	150Lm/W	140Lm/W	140Lm/W	140Lm/W	140Lm/W

* Light efficiency or total lumen may vary depending on the optics, CRI and CCT, refer to IES file for actual data.

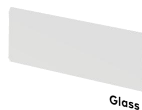
ACCESSORIES



Rotatable Laser Pointer



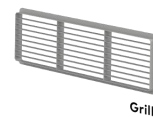
Rotatable Visor



Glass



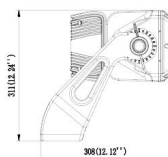
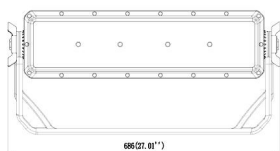
Visor



Grill

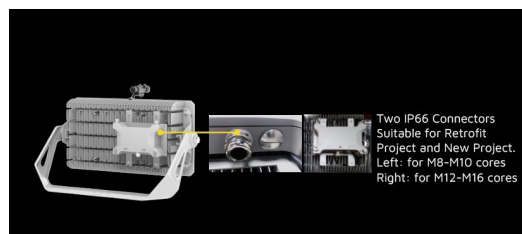
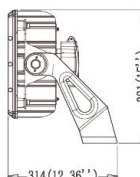
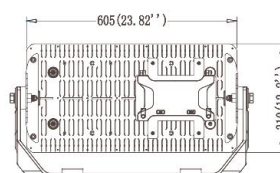
DIMENSIONS

500W/600W



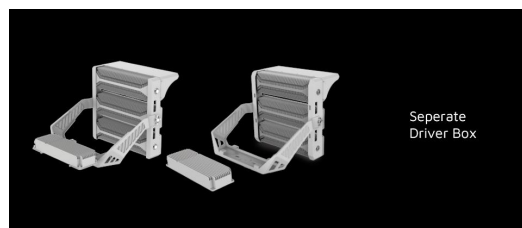
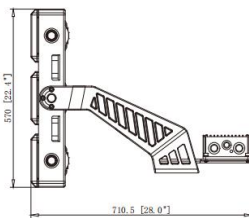
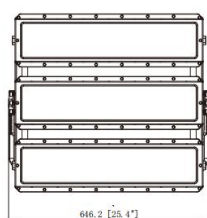
Quick Access of Inserting Intelligent Control Modules

750W/1000W/1200W



Two IP66 Connectors Suitable for Retrofit Project and New Project.
Left: for M8-M10 cores
Right: for M12-M16 cores

1500W/1800W



Separate Driver Box

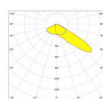
LIGHT DISTRIBUTION



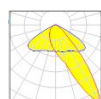
Narrow Beam



Medium Beam



Wide Beam



Wide Beam



20°40°-P10



25°x 105°



12°



15°



25°



50°

WEIGHT (lbs)

Wattage (W)

500/600

750/1000/1200

1500/1800

Lamp

/

17kg

29.5kg

Driver box

/

7.5kg

8kg

Integral

15kg

24.5kg

37kg

SIZE (Inch)

Wattage (W)

500/600

750/1000/1200

1500/1800

Size

685 x 308 x 308mm

700 x 607 x 382mm

693 x 680 x 570mm

LOW WIND RESISTANCE

Frontal EPA (Wind Surface):

500W/600W: 0.14m² (1.55ft²)

750W/1000W/1200W: 0.3m² (3.32ft²)

1500W/1800W: 0.38m² (4.13ft²)

Side EPA (Wind Surface):

500W/600W: 0.08m² (0.81ft²)

750W/1000W/1200W: 0.09m² (1.02ft²)

1500W/1800W: 0.15m² (1.56ft²)

* Weight may vary depending on mounting bracket, visor, and driver box selection.

* EPA may vary depending on the aiming angle and the visor.



Mingenew Tennis Club

Lighting Design
Shire of Mingeneu

16th October 2023





Luminaire Schedule							
Symbol	Qty	Label	Arrangement	LLF	Luminaire Lumens	Luminaire Watts	Total Watts
	12	EG309-600W-NB-P55	Single	0.900	78065	600	7200

Calculation Summary									
Label	CalcType	Avg	Max	Min	Units	Min/Avg	Min/Max	CV	UG
Tennis #1 PPA	Illuminance	369.88	492	228	Lux	0.62	0.46	0.20	1.24
Tennis #1 TPA	Illuminance	344.12	504	147	Lux	0.43	0.29	0.28	1.33
Tennis #2 PPA	Illuminance	352.71	489	221	Lux	0.63	0.45	0.18	1.17
Tennis #2 TPA	Illuminance	338.15	500	172	Lux	0.51	0.34	0.24	1.26
Tennis #3 PPA	Illuminance	352.10	502	242	Lux	0.69	0.48	0.19	1.17
Tennis #3 TPA	Illuminance	336.87	540	174	Lux	0.52	0.32	0.25	1.29
Tennis #4 PPA	Illuminance	374.81	552	224	Lux	0.60	0.41	0.22	1.21
Tennis #4 TPA	Illuminance	353.43	568	149	Lux	0.42	0.26	0.30	1.28



Luminaire Location Summary									
		Insertion Point					Aiming Point		
Lum No	Label	X	Y	Z	Orient	Tilt	X	Y	Z
1	EG309-600W-NB-P55	-15	18	12	268	10	-15.091	15.386	0.000
2	EG309-600W-NB-P55	-14	18	12	305	6	-12.990	16.557	0.000
3	EG309-600W-NB-P55	15	18	12	245	6	14.256	16.404	0.000
4	EG309-600W-NB-P55	16	18	12	275	10	16.228	15.394	0.000
5	EG309-600W-NB-P55	-32	8	12	0	0	-31.500	8.000	0.000
6	EG309-600W-NB-P55	34	8	12	180	1	33.291	8.000	0.000
7	EG309-600W-NB-P55	-32	-8	12	0	0	-31.500	-8.000	0.000
8	EG309-600W-NB-P55	34	-8	12	180	1	33.291	-8.000	0.000
9	EG309-600W-NB-P55	-15	-18	12	92	10	-15.091	-15.386	0.000
10	EG309-600W-NB-P55	-14	-18	12	55	6	-12.990	-16.557	0.000
11	EG309-600W-NB-P55	15	-18	12	115	6	14.256	-16.404	0.000
12	EG309-600W-NB-P55	16	-18	12	85	10	16.228	-15.394	0.000



