



## MGC ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

21 August 2024 at 5:00pm

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**COUNCIL POLICY**  
Elected Members

1.1.1

<b>Title:</b>	<b>1.1.1 ELECTED MEMBERS ENTITLEMENTS</b>
<b>Adopted:</b>	20 February 2018
<b>Last Reviewed:</b>	21 August 2024 (amended)
<b>Associated Legislation:</b>	Sections 2.25, 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
<b>Associated Documents:</b>	
<b>Review Responsibility:</b>	Chief Executive Officer
<b>Delegation:</b>	-

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 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:

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

**1. Payment of Fees and Allowances**

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

- a) In lieu of paying the *President* meeting attendance fee for each prescribed meeting, the Shire will pay a percentage (not less than 60%) 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.
- b) 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.
- c) Payments will be made quarterly in arrears on a pro-rata basis throughout the annual period.

**1.2 Annual Local Government Allowances — President and Deputy President:**



- a) The Shire will pay an Annual Local Government Allowance for the President that is a percentage (not less than 60%) 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).

### 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.

### 1.5 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.

### 1.6 Information, Communication and Technology (ICT) Equipment & Use

- a) The following equipment will be issued to Elected Members upon commencement of role:
  - (i) A mobile device with keyboard or equivalent technology and inclusive of a data SIM Card.
- b) *Conditions*
  - (i) Any damage or loss of the equipment during that time 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.

## 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 provided sufficient evidence is submitted.

### 3.1 3.1 **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.

### 3.2 **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.

### 3.3 **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.



- 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.

### **3.4 Air Travel**

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

### **3.5 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.

### **3.6 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.

## **4. Other Entitlements**

### **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:



- 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".



**STRATEGIC PRIORITIES 2023-2033**  
and  
**CORPORATE BUSINESS PLAN 2024-2028 (YR 2 UPDATE)**



## 1. GROW MINGENEW

<b>GROW MINGENEW</b>		<i>Aspiration: Develop key enabling and underpinning investments to foster population growth</i>	
10YR OUTCOMES	STRATEGIC PRIORITIES 2023-2033	COUNCIL ROLE	4YR PRIORITY ACTIONS 2024-2028
1. Safe, efficient, and connected transport network	1.1 Advocate for external funding to support construction and maintenance of key road assets and pathways	ADVOCACY	a. Advocate for a regional freight movement strategy and associated resourcing plan
	1.2 Develop, deliver and review the Shire's Local Roads Improvement Plan and Shared Pathways Plan	SERVICE DELIVERY	a. Develop and implement a Roads Improvement Plan b. Seek funding to implement the Shire's 10 Year shared Pathways Plan c. Implement funded pathways in the Mingenew townsite for all ages and abilities
	1.3 Advocate for improved access and road alignment for the Mingenew CBH site	ADVOCACY	a. Receive the Mingenew Bypass study and determine next course of action b. Continue to liaise with CBH and Main Roads on expansion plans to represent local traffic and grower needs
	1.4 Engage with industry stakeholders to ensure accountability for quality road standards	ADVOCACY	a. Negotiate road user agreements with relevant industry stakeholders, as required.
<b>Progress Update and Completed Priority Actions 2023/24</b> 1.2a Roads Improvement Plan developed in 2023/24, Year 1 implemented 1.3a Draft Mingenew Bypass study received, awaiting completion of Final Plan for consideration in 2024 1.3b Ongoing engagement with CBH regarding expansion plans 1.4a Road User Agreement established with Terra Mining, template now available for future agreements			

2. Attract investment and grow resident population	2.1 Work collaboratively to grow resource, agricultural and service industries in Mingenew	ADVOCACY LIAISON	<ul style="list-style-type: none"> <li>a. Proactively promote local investment and seek out opportunities to leverage support for local employment.</li> <li>b. Continue to partner and engage with the Mingenew Irwin Group and local grower groups</li> <li>c. Maintain relations with space industry stakeholders to support the Mingenew Space Precinct</li> </ul>
	2.2 Develop a suitable asset renewal and maintenance program for Council's housing stock	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Develop a housing renewal and replacement program</li> <li>b. Develop a Building Maintenance Plan for Council-owned housing</li> <li>c. Support the purchase of two Karara-owned houses</li> </ul>
	2.3 Advocate for and promote opportunities to external stakeholders, including the resource sector, to provide local diverse accommodation options	ADVOCACY	<ul style="list-style-type: none"> <li>a. Partner with government agencies and stakeholders to support housing shortage and explore solutions to housing shortages</li> <li>b. Develop a housing strategy for increasing key worker housing stock</li> <li>c. Identify external funding sources and apply to support the expansion of quality housing stock</li> <li>d. Advocate to Government agencies for local housing to be included in operational approvals for resource sector projects.</li> </ul>
	2.4 Expand the number of industrial and residential lots	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Complete land swap transactions for rural land development around Mingenew Hill</li> <li>b. Investigate strategies for releasing and/or optimizing use of industrial land</li> </ul>

**Progress Update and Completed Priority Actions 2023/24**

- 2.1a Community Benefit Sharing Policy and Prospectus developed to promote local investment and employment
- 2.2a New housing projects currently being explored to increase Shire housing stock
- 2.2c Purchase of Karara-owned houses did not proceed (COMPLETE)
- 2.3a, b and c Investigating funding opportunities to build new GROH and key worker housing
- 2.3d Feedback to State Government provided on resource sector accommodation approvals

3. Supporting infrastructure initiatives that makes business easy and support them to thrive	3.1 Actively encourage pride in local businesses to represent town	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Create a welcoming Civic Precinct</li> <li>b. CAS support for improvements and promotion of local business</li> <li>c. <b>Conduct and support town beautification activities</b></li> </ul>
	3.2 Advocate for reliable, high-speed mobile and internet access across the Shire	ADVOCACY	<ul style="list-style-type: none"> <li>a. Advocate to ensure telecommunication services are consistently reliable</li> <li>b. Identity and advocate for funding to improve mobile blackspots</li> </ul>
	3.3 Advocate for and promote local spending and business partnerships	ADVOCACY	<ul style="list-style-type: none"> <li>a. Continue to participate in the local Business Alliance</li> <li>b. Ensure shared facilities are accessible and affordable for mobile business</li> <li>c. Continue to practice procurement activities that support local business</li> </ul>
	3.4 Deliver effective online services and information	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Ensure the Shire's website is relevant and current</li> </ul>
<p><b>Progress Update and Completed Priority Actions 2023/24</b></p> <p>3.1a Verge tree planting along Victoria Road and Shenton Street commenced</p> <p>3.1b Amendments to 'Supporting the Community' Policy to support doing business in Mingenew</p> <p>3.4a Currently undertake a review and update of the Shire's website to be more user-friendly</p>			
4. Visitors have a positive experience and extend their length of stay	4.1 CRC is supported to deliver tourism and information services	SERVICE DELIVERY COLLABORATION	<ul style="list-style-type: none"> <li>a. Agreement to deliver tourism and information services</li> <li>b. Review local visitor servicing model in conjunction with CRC to continue cultivating and sharing local knowledge and delivery of tourism and information services</li> </ul>
	4.2 Maintain a cost effective online presence to promote our tourism products, including social media	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Maintain, broaden and deliver relevant promotional campaigns such as 'See you in Mingenew' and 'Make Mingenew the Centre of your Universe'</li> </ul>

	4.3 Delivery of well-maintained and safely accessible attractions and amenities	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Deliver a water play space at Cecil Newton Park</li> <li>b. Design and consult on development of the Mingenew Spring Botanical Garden</li> <li>c. Support diverse accommodation options in Mingenew</li> <li>d. Improve accessibility of Mingenew Hill</li> </ul>
	4.4 Leverage and engage through regional partnerships to promote the diversity of tourism products, events, assets and programs	ADVOCACY PARTNERING	<ul style="list-style-type: none"> <li>a. Advocate for the continuation of Wildflower Country</li> <li>b. Identify and cultivate partnership opportunities with Tourism WA, Australia's Coral Coast, Astro tourism WA etc.</li> </ul>
<p><b>Progress Update and Completed Priority Actions 2023/24</b></p> <p>4.1a Support provided to Mingenew CRC for delivery of tourist and information services to 2025</p> <p>4.2a Ongoing maintenance of key marketing campaigns</p> <p>4.3a Water Play Space construction expected to commence before end of 2024</p> <p>4.3b REDS grant sought to fund Mingenew Spring Botanical Garden</p> <p>4.4a Actively participated in advocacy to continue Wildflower Country which is undergoing a strategic review</p>			
5. Local talent returns and is retained to support the local workforce	5.1 Deliver a fit for purpose Mingenew Childcare Facility to support current demand and future needs	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Build a value for money and fit for purpose Centre for early education and childcare</li> <li>b. Facilitate the best service delivery model for a new Childcare Facility</li> </ul>
	5.2 Offer career opportunities – “Grow Your own” targeted at the local market	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Appoint an Engineer Cadet</li> <li>b. Appoint Horticultural Trainee/Apprentice</li> <li>c. Promote the Shire to secondary and tertiary institutions as potential career path</li> <li>d. Encourage resource companies to support local employment, development and training opportunities for youth</li> </ul>
<p><b>Progress Update and Completed Priority Actions 2023/24</b></p> <p>5.1a New childcare facility construction due to commence late 2024</p> <p>5.2a Advertisement for Cadet Engineer commenced, further recruitment in coming months</p>			

5.2b Parks & Gardens Apprentice commenced in June 2024, employee living local

## 2. LOVE MINGENEW

<b>LOVE MINGENEW</b>		<i>Aspiration: A place where people are welcomed, can live a healthy life, and where people can reach their potential</i>	
10YR OUTCOMES	STRATEGIC PRIORITIES 2023-2033	COUNCIL ROLE	4YR PRIORITY ACTIONS 2024-2028
6. Strong sense of community and culture	6.1 Community facilities continue to be fit for purpose, multi-use and meet sustainable community needs	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Develop and facilitate implementation of a Sport and Recreation Master Plan, with a focus on rationalizing assets</li> <li>b. Facilitate minor upgrades to the CRC</li> <li>c. Upgrade the Mingenew Tennis Club lights</li> <li>d. Construct bike track at Cecil Newton Park</li> </ul>
	6.2 Support social inclusion through co-investment with local community groups and sporting clubs	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Ensure the CAS is adaptive to deliver positive community-based outcomes</li> <li>b. Establish and maintain sponsorship agreements for community and sporting groups</li> <li>c. Manage community cropping to support financially sustainable initiatives</li> <li>d. Activate and promote arts, crafts and cultural activity at the Mingenew Railway Station</li> </ul>
	6.3 Decide the future of the Town Hall	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Investigate options for the Town Hall</li> <li>b. Attract new cultural and recreational activities to support community use of the Hall</li> </ul>

	6.4 Protect, preserve and celebrate local heritage assets, culture and traditional owners	SERVICE DELIVERY CONSULTATION	a. Support the service and operation of the Museum and Historical Society b. Continue to support and work with our traditional owners c. Upgrade the Mingenew Cenotaph and precinct d. Undertake necessary renewal works at the Mingenew Museum
<b>Progress Update and Completed Priority Actions 2023/24</b> 6.1a Significant consultation undertaken to prepare Draft Sport and Recreation Master Plan 6.2d Currently working with MACC to develop user agreement for Railway Station 6.4a Regular engagement with Historical Society to assist with governance and potential merger of Mingenew Men's Shed (cancelled association)			
7. Mingenew is valued as a livable community that supports diversity	7.1 Utilise, activate and showcase community spaces to deliver successful local and regional events and programs	SERVICE DELIVERY PARTNERING	a. Acknowledge funders and contributors of community projects and outcomes b. Continue to partner with and support Mingenew Expo to increase participation and attendance c. Continue to partner with and support the Turf Club for the Mingenew Races
	7.2 Support and include disabled and vulnerable community members	SERVICE DELIVERY CONSULTATION	a. Review and implement the Shire's Disability Access and Inclusion Plan b. Continue to support the CRC in delivery of seniors' activities c. Activate a space for a community gym
<b>Progress Update and Completed Priority Actions 2023/24</b> 7.1a Council updates, postal box drops and social media posts regarding funding recognition and community projects 7.1b Financial and operational support provided for 2024 Mingenew Midwest Expo, including peppercorn lease for administration office throughout the year 7.1c Support provided to Mingenew Turf Club for 2024 Races and remedial and maintenance action for turf track 7.2b Financial support provided to CRC for seniors activities			

8. A healthy and active community with access to local health services and facilities	8.1 Support and advocate to retain local GP services in Mingenew	ADVOCACY	<ul style="list-style-type: none"> <li>a. Develop and continue to support service delivery agreement with service providers to ensure regular (at least fortnightly) doctor services are offered in Mingenew</li> <li>b. Provide quality facilities to encourage visiting health service providers</li> </ul>
	8.2 Facilitate local access to primary and allied health services and support for in-home care and recovery	ADVOCACY	<ul style="list-style-type: none"> <li>a. Support and promote local St John Ambulance services</li> <li>b. Advocate for in-home care and ageing in place services</li> <li>c. Continue advocacy for sustained and enhanced health services provided through WACHS</li> <li>d. Support seniors' activities and aged health services from the Autumn Centre</li> <li>e. Continue to promote and maintain the Autumn Centre for aged and health services</li> </ul>
	8.3 Provide and maintain affordable housing for aged and disabled residents to meet demand	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Maintain and upgrade existing APUs / Independent living units</li> <li>b. Increase residential housing for aged and disabled residents</li> </ul>
	8.4 Identify and monitor key community safety and health needs	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Develop a Public Health Plan</li> <li>b. Continue to support the WA Police in running youth engagement programs</li> </ul>

**Progress Update and Completed Priority Actions 2023/24**

8.1a Ongoing support for GP services at Mingenew Health Centre

8.2b CRC delivering on ageing in place services

8.2c Advocacy actions during transition from Silver Chain to WACHS to ensure continuity of quality services

8.2d Health and social services to support seniors provided at Autumn Centre, including CRC Seniors activities, Integrated Chronic Disease Care (ICDC), Centrecare, Mahjong Club, CWA

8.2e Ongoing maintenance and repairs of Autumn Centre to ensure fit for purpose

8.3a Maintenance work ongoing at APUs / Independent Living Units

8.3b Project planning underway for additional aged person units (beside existing units)			
9. Increased participation in sport and recreational activities	9.1 Facilitate options and funding to reduce volunteer fatigue, local club sustainability and administration efficiencies	FACILITATE  SERVICE DELIVERY	a. Facilitate discussions on potential Club amalgamations b. Provide resources and support training and development opportunities to build local governance skills
<b>Progress Update and Completed Priority Actions 2023/24</b>			
9.1a Club amalgamations being explored through development of Sport & Rec Master Plan			

### 3. PROTECT MINGENEW

<b>PROTECT MINGENEW</b>		<i>Aspiration: Healthy natural environment with sustainable use of resources</i>	
10YR OUTCOMES	STRATEGIC PRIORITIES 2023-2033	COUNCIL ROLE	4YR PRIORITY ACTIONS 2024-2028
10. Valued and protected natural environment	10.1 Community jointly engages in the management of invasive species and environmental initiatives	ADVOCACY	a. Completion of rural roadside vegetation management plan b. Develop weed management plan for Littlewell and Mingenew Hill c. Implement a mosquito management plan d. Develop a management plan for Mingenew Spring
	10.2 Fully compliant Mingenew Waste facility (Transfer Station)	SERVICE DELIVERY	a. Audit of Mingenew Transfer Station is regular and compliant b. Review Drummuster arrangements c. <b>Improve the Mingenew Transfer Station facilities (fencing and firebreaks)</b>



	10.3 Mining and energy companies are locally regulated to encourage responsible practices	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Local Planning Scheme to be updated to require Environmental Impact Statements and Social Management Plans be submitted with development applications.</li> <li>b. The Shire promotes and sets the expectation that Towards Sustainable Mining (TSM) benchmarks and principles are implemented by resource companies operating locally</li> </ul>
<p><b>Progress Update and Completed Priority Actions 2023/24</b>  10.2a Transfer Station audit nearing completion and will inform development of new Waste Management Contract for bin collection and Station oversight (external contract)</p>			
11. The community is resilient and prepared for emergencies and natural disasters	11.1 Collaboratively plan, run scenarios and respond to emergency situations	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Ensure LEMC functions effectively</li> <li>b. Adopt and Implement a Bushfire Risk Management Plan</li> <li>c. Establish appropriate minimum standards for bushfire volunteers</li> <li>d. Advocate for DFES to increase resources to support local government in management of emergency management volunteers</li> <li>e. Advocate for increased funding for emergency preparedness and recovery</li> </ul>
	11.2 Facilitate initiatives, infrastructure and networks for natural disaster preparedness and resilience	ADVOCACY	<ul style="list-style-type: none"> <li>a. Implement Council-led actions from Local Community Recovery Plan</li> <li>b. Upgrade the Town Fire Shed</li> <li>c. Advocate for adequate resourcing to support local volunteer emergency services e.g. fire brigades and St John Ambulance</li> </ul>
	11.3 Standalone resources at Rec Centre for community emergency hub	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Develop the Recreation Centre as a suitable and compliant Evacuation Centre</li> </ul>

			b. Seek funding support for solar and backup power at Rec Centre
<b>Progress Update and Completed Priority Actions 2023/24</b> 11.1a LEMC meeting regularly 11.1c Minimum Standards for bushfire volunteers developed but further consultation required to reach agreed standard 11.2a A number of Local Recovery Plan projects have been commenced or funding sought – increase housing availability, town beautification, Mingenew Hill upgrade, Tennis Clubhouse, Rec Centre / Evacuation Centre 11.2b Funding application submitted to DFES for new fire shed 11.3a Grant funding support successful from DFES for upgrade to Rec Centre to become Evacuation Centre (and additional grant funding pending), informed by community consultation			
12. Sustainable Council practices	12.1 Commit to developing locally appropriate mitigation and adaption strategies to manage climate change	SERVICE DELIVERY	a. Measure local climate impacts and develop a Climate Change Action plan b. Advocate for effective and adequately funded Commonwealth and State Government climate change policies and programs c. Investigate and implement feasible renewable, energy efficient utilities and services for facility renewals / builds d. Investigate water efficiency initiatives for sporting and recreation grounds
<b>Progress Update and Completed Priority Actions 2023/24</b> 12.1d Water efficiency options currently being explored for sporting and recreation grounds			

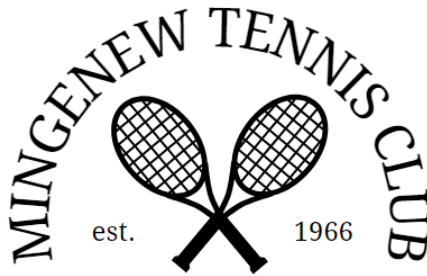
#### 4. LEAD MINGENEW

<b>LEAD MINGENEW</b>		<i>Aspiration: Responsible, accountable and transparent leadership to deliver our priorities</i>	
10YR OUTCOMES	STRATEGIC PRIORITIES 2023-2033	COUNCIL ROLE	4YR PRIORITY ACTIONS 2024-2028

13. Community feel they are heard and can understand Council decision making	13.1 Demonstrated achievement towards priority projects and SCP outcomes	SERVICE DELIVERY	a. Report quarterly on achievement of priority projects
	13.2 Community expectations are measured and reported	SERVICE DELIVERY	a. Conduct community satisfaction survey every two years and report on outcomes b. Report outcomes of community engagement activities and outcomes, as required
	13.3 Develop effective communication, engagement and marketing strategies	SERVICE DELIVERY	a. Implement the staged Marketing and Communications Strategy based on priority and available resources b. Install funded Community Digital Information Sign
<p><b>Progress Update and Completed Priority Actions 2023/24</b></p> <p>13.1a Quarterly reports being provided, informed by Strategic Community Plan and Corporate Business Plan updates, as well as progress of priority projects</p> <p>13.3a Marketing and Communications Strategy adopted by Council in July 2024. Scope of works for marketing contract renewal Through request for quote process) to be informed by Strategy.</p>			
14. Continued high standard of good governance and transparency	14.1 Seek innovative ways to continually improve organisational efficiency and effectiveness	SERVICE DELIVERY	a. Transition to a new business management IT system b. Continually review the Shire's ICT services
	14.2 Prepare and respond in a timely manner to Local Government Act reforms	SERVICE DELIVERY	a. Monitor and comply with the Local Government Act reform requirements b. Advocate for reform changes to consider resourcing capabilities of small, rural local governments
	14.3 Influence positive local and regional outcomes through WALGA and government agencies	ADVOCACY	a. actively participate and represent matters through NCZ

	14.4 Identify risks and implement adequate management controls	SERVICE DELIVERY	a. Continue to participate in the LGIS Regional Risk Coordinator Program
<b>Progress Update and Completed Priority Actions 2023/24</b> 14.1a Transition to new business management IT system delayed due to system changes by provider 14.1b Scoping of project to review the Shire's ICT services is currently underway and request for quote will be issued prior to end of financial year 14.2a Regular updates provided on Local Government Act reform and presented to Council where appropriate 14.2b Consultation on reform changes has been considerate of resourcing capabilities e.g. standard meeting procedures 14.3a Regular attendance and participation at WALGA Northern Country Zone meetings is ongoing 14.4a Regional Risk Coordinator Program renewed for 2024/25 and we continue to gain valuable support for risk and work, health and safety matters			
15. Financial practices are responsive to compliance requirements and revenue needs	15.1 Build our operational reserves to support long term goals and/or enable adaptation to changing needs	SERVICE DELIVERY	a. Establish through the LTFP a position on reserve management
	15.2 Balance value for money principles and compliance in procurement practices	SERVICE DELIVERY	a. Undertake a review of the Shire's Local Supplier Policy and Panel
	15.3 Develop an updated LTFP that considers asset management capabilities	SERVICE DELIVERY	a. Review and update Asset Management plans b. Develop and update LTFP
<b>Progress Update and Completed Priority Actions 2023/24</b> 15.1a Reserve management considered as part of development of Long Term Financial Plan, with particular regard to capital projects, plant replacement and community benefit funds 15.3d Updated Long Term Financial Plan was developed and endorsed by Council in June 2024			
16. Resources are sourced efficiently through cooperation and collaboration	16.1 Investigate resource sharing and partnership opportunities where feasible	SERVICE DELIVERY	a. Continue to support shared Planning Services b. Continue to support shared Building Services c. Continue to participate in regional discussions and resource sharing opportunities

	16.2 Participate in regional collaborations to advocate for local needs	ADVOCACY	<ul style="list-style-type: none"> <li>a. Continue to participate in the Midwest Library Consortium</li> <li>b. Participate in regional discussions and connect with organisations that can deliver value to our community and the Shire</li> </ul>
<b>Progress Update and Completed Priority Actions 2023/24</b> 16.1a Shared planning services provided by the Shire of Chapman Valley 16.1b Shared building services provided by the City of Greater Geraldton 16.1c Shared Environmental Health services provided by the Shire of Irwin 16.2a The Shire continues to participate in the Midwest Library Consortium as a shared regional cost			
17. Competent, invested and capable Council and organisation	17.1 Identify and promote incentives and alleviate barriers to create an environment for civic pride and participation on Council	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Review and promote benefit packaging for Elected Members</li> <li>b. Identify and establish opportunities to engage youth to be involved in local decision making</li> <li>c. Advocate for increased incentives to support a diverse Council</li> </ul>
	17.2 Continue to attract and retain high caliber staff as an employer of choice	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Adopt an Attraction and Retention policy</li> <li>b. Continue to offer quality and affordable residential options for Shire employees</li> <li>c. Actively promote the Shire as an Employee of Choice</li> </ul>
	17.3 Maintain a safe work environment and proactive safety culture	SERVICE DELIVERY	<ul style="list-style-type: none"> <li>a. Implement a comprehensive safety management system</li> <li>b. Establish a suitable safety program for volunteers</li> </ul>
<b>Progress Update and Completed Priority Actions 2023/24</b> 17.1a Elected Member Entitlements Policy recently reviewed to support appropriate remuneration for Council Members 17.2a Attraction and Retention Policy developed and adopted in 2023 17.3b Volunteer online safety inductions now available for bushfire volunteers and any other volunteers operating for the Shire			



Erin Greaves  
Governance & Community Manager  
Shire of Mingeneu  
21 Victoria Street  
Mingenew WA 6522

14 August 2024

Dear Erin,

**RE: Contribution of funds towards Mingeneu Tennis Club lights renewal project**

We thank the Shire of Mingeneu for supporting this project and preparing an application for the CSRFF Club Night Lights Program. Renewal of our court lights has been a priority for our club for around 5 years, however we had to put it on the backburner for the last three years as the rebuild of our clubhouse has understandably required all our funds and member efforts.

With our clubhouse completed in March 2024 we are really pleased that we can now focus on this key lighting project as currently only two of our four lit courts have adequate lighting for night tennis. This has been limiting on the club as our weekly fixtures are scheduled in the evenings to avoid the extreme heat, wind and sun of the Midwest summer. The evening fixtures have been very popular with our community and are now part of our tennis culture in Mingeneu. Last season we had to move our competitions/ tournaments to the daytime as we were unable to run them on just two lit courts, unfortunately we did see a drop in participation because of this. So, the replacement of lights (on existing poles) to enable all four courts to become available for night tennis will be very much welcomed by our community.

I am pleased to confirm that **Mingenew Tennis Club can make a financial contribution of \$12,500 towards the project.** Any contribution exceeding this will have to be fundraised by the club. However, we may be able to source in-kind hire of a 15m cherry picker work platform for the installation of the lights.

Please do not hesitate to contact me or President, Anthony Smyth (0428448031), should you require any further information or assistance in preparing the grant application.

Kind regards,

Hellene McTaggart  
Secretary  
M: 0409 083 898



**Tennis West**  
Victoria Park Drive  
Burswood WA 6100  
PO Box 116 WA 6100 T  
+61 8 6462 8300  
[www.tennis.com.au/wa](http://www.tennis.com.au/wa)

Western Australian  
Tennis Association Inc  
ABN 90 803 634 736  
Trading as Tennis West

27 June 2024

Shire of Mingenew  
21 Victoria Road  
Mingenew WA 6522

## RE: TENNIS WEST LETTER OF SUPPORT

Tennis West supports the initiative from the Shire of Mingenew to upgrade the lighting at Mingenew tennis clubs.

The Tennis West Strategic Facilities Plan provides clear direction and priorities for the future planning and development of tennis facilities in Western Australia. The plan aims to address the current issues and challenges experienced by tennis providers and facility owners and delivers a framework for growing tennis participation through the prioritisation and future provision of quality, accessible and sustainable tennis facilities.

The project proposed will align to one of the four strategic priorities, which are key to the successful and sustainable development of facilities.

### Priority 2. Enhancing venue capacity

*Increase the capacity and overall quality of existing tennis facilities by partnering with LGAs, facility owners and operators on renewal and upgrade projects.*

Mingenew Tennis Club have been affiliated with Tennis West for many years and we expect the club's affiliation to continue in the future.

If you require any further information, please do not hesitate to contact me on (08) 6462 8304 or [cking@tennis.com.au](mailto:cking@tennis.com.au)

Yours sincerely

A handwritten signature in black ink, appearing to read "King".

Charlotte King  
Places to Play Lead  
Tennis West

# Sandra Carr MLC

Member for Agricultural Region

To Whom it May Concern

**RE: Mingenew Tennis Club Community Night Lights Program (CNL)**

I am writing to express my support for Mingenew Tennis Club's application for CNL Funding.

As a regional Agricultural community, this funding will provide significant benefit for Mingenew and surrounding areas. It will enable the club to utilise the courts for night games, which will be particularly beneficial given the long, hot summers experienced in Mingenew. Moreover, allowing the community to participate later in the day/evening will broaden opportunity to participate for those who work later hours, and those who need to travel long distances to attend the club's activities.

The Mingenew Tennis Club is a central hub for recreation for Mingenew and surrounding areas and boasts more members than any other sporting club in Mingenew. In 2021/2022 their membership accounted for nearly 20% of Mingenew's population. Despite still being the most popular sport in Mingenew, membership has slightly declined over the last two years. This is largely since only two of the four courts can be used at night because of old non-operational halogen lights. Most senior members are unable to attend earlier fixtures due to work and family commitments, which is unfortunate given the popularity of the even games in Mingenew.

Given the social connection the club offers, the continued growth in membership and the extreme summer temperatures in Mingenew, CNL funding will provide significant benefit to the Mingenew community in terms of wellbeing, social cohesion and opportunity to continue to broaden the Mingenew Tennis Club's offerings.

Enquiries regarding this letter can be directed to my Electorate Office on 08 9964 1001 or via [Sandra.carr@mp.wa.gov.au](mailto:Sandra.carr@mp.wa.gov.au)





Kind regards



**Sandra Carr MLC**  
**Member for Agricultural Region**  
16 August 2024

---

Shop 1 Druid's Hall Cnr. Durlacher & Sanford St Geraldton WA 6530  
P.O Box 578 Geraldton WA 6531

 08 9964 1001  [sandra.carr@mp.wa.gov.au](mailto:sandra.carr@mp.wa.gov.au)  
 @sandracarragregion  @sandracarragregion







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4	DD/MM/YYYY
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1	Revision xx/xx/2024
0	Issue for Review 20/06/2024
REVISIONS	DD/MM/YYYY

CLIENT  
 Shire of Mingenew

PROJECT ADDRESS  
 LOT 40, 15 King Street  
 Mingenew, WA

PROJECT NAME  
 PROPOSED SINGLE RESIDENCE

DRAWING TITLE  
 Site Plan (1:100)

SCALE DRAWN CHECKED SIZE  
 1:100 NC/SBS - A3



**A101**  
 PROJECT NO.  
**J1103**

**ABBREVIATIONS**

- B - BATH
- B - BENCH
- D - DISHWASHER
- F - FRIDGE
- FP - FIREPLACE
- L - LINEN
- P - PANTRY
- R - ROBE
- S - SINK
- S - SHOWER
- S - SHELVES
- T - TROUGH
- V - VANITY
- W - WINDOW
- W - WASHING MACHINE
- TV - TELEVISION

- WD - WASHING MACHINE & DRYER
- SD - SLIDING DOOR
- CSD - CAVITY SLIDING DOOR
- HSD - HUNG SLIDING DOOR
- SW - SLIDING WINDOW
- SL - SKYLIGHT
- SB - SINGLE BED
- DB - DOUBLE BED
- QB - QUEEN BED
- KB - KING BED
- HRV - HEAT RECOVERY VENTILATION
- HWU - HOT WATER UNIT
- UBO - UNDER BENCH OVEN
- UBMW - UNDER BENCH MICROWAVE
- FHW - FULL-HEIGHT WINDOW
- WIP - WALK-IN PANTRY
- WIR - WALK-IN ROBE

**GENERAL NOTES**

- AFL - ABOVE FLOOR LEVEL
- 2.7m HIGH FLAT CEILINGS UNLESS NOTED OTHERWISE



**FORM**  
HOMES

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REVISIONS DD/MM/YYYY

CLIENT  
**Shire of Mingenew**

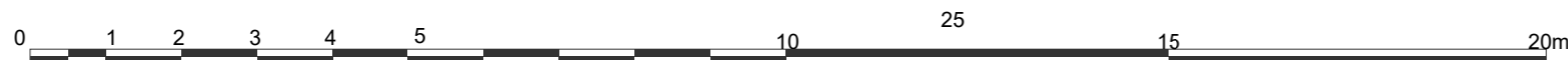
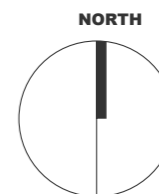
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**LOT 40, 15 King Street  
Mingenew, WA**

PROJECT NAME  
**PROPOSED SINGLE RESIDENCE**

DRAWING TITLE  
**George VI Floor Plan**

SCALE DRAWN CHECKED SIZE  
**1:50 NC/SBS - A3**

**A102**  
PROJECT NO.  
**J1103**





**FORM**<sup>TM</sup>  
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1	Revision xx/xx/2024
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REVISIONS	DD/MM/YYYY

**CLIENT**  
Shire of Mingenew

**PROJECT ADDRESS**  
LOT 40, 15 King Street  
Mingenew, WA

**PROJECT NAME**  
PROPOSED SINGLE RESIDENCE

**DRAWING TITLE**  
George VI External  
Perspective

SCALE	DRAWN	CHECKED	SIZE
NTS	NC/SBS	-	A3

**A103**

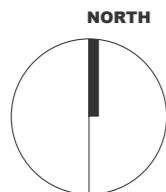
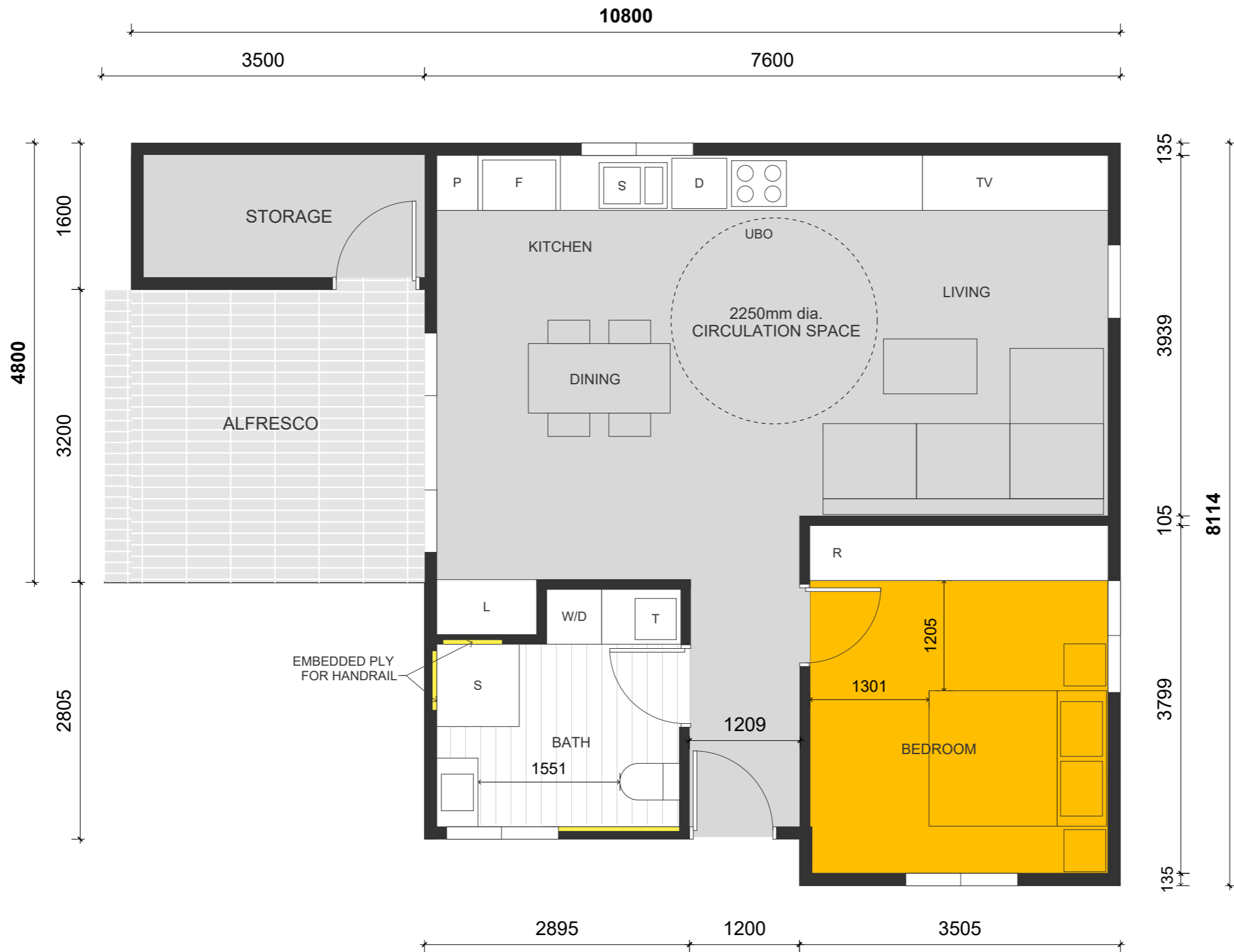
**PROJECT NO.**  
**J1103**

**GENERAL NOTES**

AFL - ABOVE FLOOR LEVEL  
 2.7m HIGH FLAT CEILINGS UNLESS NOTED OTHERWISE

**ABBREVIATIONS**

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CLIENT  
**Shire of Mingenew**

PROJECT ADDRESS  
**LOT 40, 15 King Street  
 Mingenew, WA**

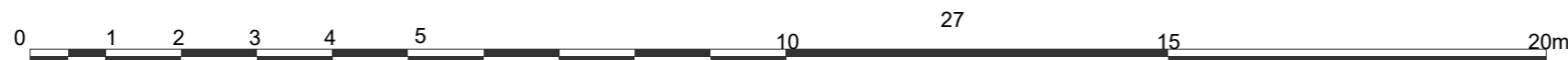
PROJECT NAME  
**PROPOSED SINGLE RESIDENCE**

DRAWING TITLE  
**Charles III Floor Plan**

SCALE DRAWN CHECKED SIZE  
**1:50 NC/SBS - A3**

**A104**

PROJECT NO.  
**J1103**





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CLIENT  
**Shire of Mingenew**

PROJECT ADDRESS  
**LOT 40, 15 King Street  
Mingenew, WA**

PROJECT NAME  
**PROPOSED SINGLE RESIDENCE**

DRAWING TITLE  
**Charles III External  
Perspective**

SCALE DRAWN CHECKED SIZE

**NTS NC/SBS - A3**

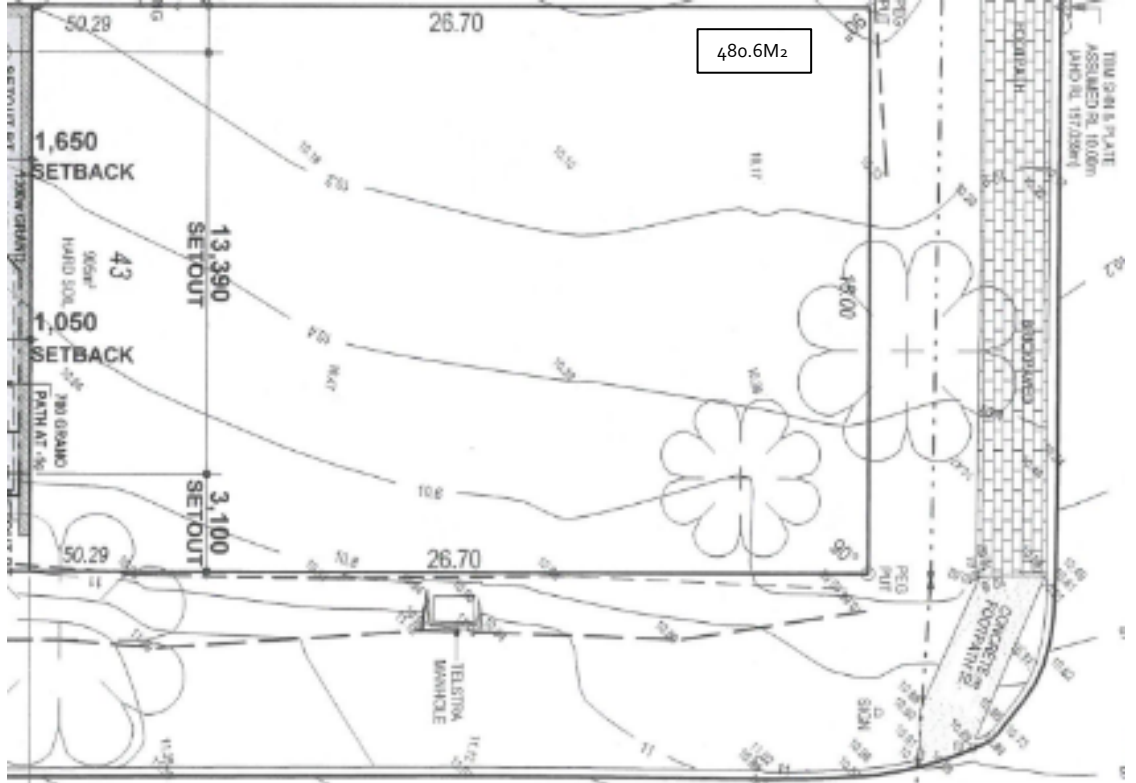
**A105**

PROJECT NO.  
**J1103**

# Site Features – Lot 43 (11) Shenton Street, Cnr King Street

**Site Notes**

- A retaining wall has been installed for the length of the Northern boundary
- Site is to be filled and compacted to provide for a flat cleared site
- Bordered by Independent Living Units on the Western Boundary
- Bordered by the Community Garden and a Park on the Northern Boundary
- Bordered by Shenton Street & King Street on the Eastern & Southern boundaries
- Located within 20m - 400m walking distance of all daily services & activity centres



# Site Features – Site is designated in the Local Planning Scheme as special use for Aged Persons Dwelling

## 21. Special use zones

- (1) Table 5 sets out -
- (a) special use zones for specified land that are in addition to the zones in the zoning table; and
  - (b) the classes of special use that are permissible in that zone; and
  - (c) the conditions that apply in respect of the special uses.

Table 5 - Special use zones in Scheme area

No.	Description of land	Special use	Conditions
1	Lots 43 and 66 on Plan 573. (located along King Street between Victoria Road and Shenton Street)	Aged Care Facility/Nursing Home; Aged Persons' Dwelling.	

### SHIRE OF MINGENEW

LOCAL PLANNING SCHEME NO. 4

AS GAZETTED ON THE 8/01/2020



Prepared by the  
Department of Planning, Lands and Heritage  
Original Town Planning Scheme Gazettal  
8<sup>th</sup> January 2020



Lot 43, Plan 573  
(11) Cnr Shenton St & King St

# SHIRE OF MINGENEW



## DISABILITY ACCESS AND INCLUSION PLAN 2019-2024

This Disability Access and Inclusion Plan (DAIP) is available in alternative formats upon request including large print, electronically by email and on the Shire's website at [www.mingenew.wa.gov.au](http://www.mingenew.wa.gov.au)

Ref: NCR191122



# Disability Access and Inclusion Plan for the Shire of Mingenew

## 1.0 Background

### 1.1 The Shire of Mingenew

The Shire of Mingenew is located 383 kilometers north of Perth on the scenic Midlands Road and 110 kilometers south east of Geraldton. The Shire of Mingenew is a rural Local Government with a population of approximately 460. The primary industries in the region are cropping and livestock production. The Shire of Mingenew is bounded by the Shires of Three Springs, Morawa, Irwin and the City of Greater Geraldton.

The Shire's economy is reliant on a range of agricultural pursuits including grain production and wool growing. Mingenew boasts the largest inland grain receival point in the southern hemisphere. Wildflowers, which abound in the region during spring, attract a large number of tourists. Basic camping is provided at the Coalseam National Park where tourists might enjoy the flowers and look for fossils in the Coalseam. Self-contained RV parking is also available at the Yandanooka townsite and Enanty Barn.

### 1.2 Functions, facilities and services provided by the Shire of Mingenew

The Shire of Mingenew provides;

#### ***Services to properties including-***

- Construction and maintenance of shire-owned roads, buildings, footpaths, walk trails, rubbish collection and disposal, caring of trees, street lighting, and bushfire control.

#### ***Services to community include-***

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of community centres, public buildings, library and information services.

#### ***Regulatory services include-***

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of local laws, dog, litter and pools/spas inspections.

**General Administration including-**

- The provision of general information to the public, rates notices, vehicle licensing and inspection services.

**Process of Government including-**

- Ordinary and special council meetings, committee meetings, electors' meetings and election of Councillors.

**1.3 People with disability in the Shire of Mingenew**

There is a small estimate of people with disabilities living within the Shire. The Australian Bureau of Statistics (ABS figures) were inconclusive with regards to the number of people with disability in the Shire; however, officers, Council and community are aware there are people with disability who live in the community.

**1.4 Planning for better access**

The Western Australian Disability Services Act (1993) requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability illegal.

Since the adoption of the Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Mingenew, these are as follows;

***Improvement of existing functions, facilities and services to meet the needs of people with disabilities.***

- Talking and large print books positioned in a clearly designated and easily accessible section of the library.
- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.

***Opportunities provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes are provided.***

- Council services, functions and facilities are available on request in large print, and other alternative formats.
- Council ensures that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement is available where required.

## **2.0 Access and Inclusion Policy Statement**

The Shire of Mingenew is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Mingenew believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Mingenew is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Mingenew is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

- People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
- People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
- People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
- People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
- People with disability have the same opportunities as other people to make complaints to a public authority.
- People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
- People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

## **3.0 Development of the Disability Access and Inclusion Plan**

### **3.1 Responsibility for the planning process**

The Shire's Community Development Officer was given responsibility to oversee the review and evaluation of the plan and efforts have been made to include the participation of a person with disability.

### **3.2 Community consultation**

In 2019, the Shire of Mingenew undertook to review its Disability Services Plan (2013) and consult with key stakeholders to draft a revised Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community and, in particular, people with disability.

The community was advised that Council was reviewing its disability access and inclusion plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services, and invited to contact Council officers in June / July 2019 to discuss and submit comments on the DAIP (2009 - 2013).

During the period of June/July 2019 an advertisement was placed in the Mingenew Matters inviting community members to make any suggestions via a online survey on the Shire's website or a hard copy survey available from the Shire Office. Community members were also advised that submissions could be made in other formats including in-person, over the phone, email or mail. The Shire also identified a number of key stakeholder groups and targeted them through direct correspondence.

Consultation with key staff members have also provided valuable input into the development of this Plan, with particular focus on developing achievable strategies and goals that can be integrated into operations for continuous improvement.

### 3.3 Findings of the consultation

The Shire received only 2 responses through its online survey. One respondent, who indicated they did not have a disability or care for or support someone with a disability, outlined they considered the Shire's Shire Office, Rec Centre, footpaths, public toilets, parking and parks to be 'very' accessible, whilst the Shire's roads were 'somewhat' accessible. Specifically, the respondent provided feedback that they were not aware of the location of ACROD parking bays in town and would like to see improved parking and disability access outside the Silver Chain with a suggestion to review access to toilets, the shop, Silver Chain, open spaces and Expo

The second respondent indicated they cared for or supported someone with a disability. In their experience Councillors, staff, contractors and volunteers were considered 'not very' friendly and welcoming when interacting with people with a disability. However, no further feedback was provided on specific issues or barriers they may have experienced. Public toilets and parks were considered 'not very' accessible and footpaths, roads and parking were considered 'somewhat' accessible, whilst all other buildings and infrastructure were rated as 'very' accessible. This respondent also outlined they considered information provided through printed documents, emails and signage were 'not very' accessible and the Shire's website and social media was 'somewhat' accessible. No suggestions for any particular issues, barriers or improvements were provided.

Neither respondent was aware of the Shire's DAIP.

During the consultation period, key stakeholder groups were written to asking for member feedback. The Mingenew Silver Chain Branch Committee wrote to advise that a member wished to specifically highlight the following:

*"One thing that has come to my attention is that where the disability ramp (such as in front of Our local IGA hits the road), there is a lip which means wheelchairs (& trolleys) need to step up or come down with a "thud". I find this to be difficult & I'd imagine uncomfortable for wheelchair riders & really difficult for wheelchair drivers as it does take a lot of effort when mounting the curve going UP a ramp. If the ramp from the road to the pavement was FLUSH- i.e. no lip creating difficulty in transfer from one hard surface to another, this would possibly make it easier to use the ramps. Thanks for your consideration on this topic"*

The identification of these issues will help determine the development of strategies in the Disability Access and Inclusion Plan. The issues will be prioritized in order of importance, to assist in setting timeframes for the completion of appropriate strategies.

### **3.4 Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire of Mingenew. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

### **3.5 Communication of the plan to staff and people with disability**

The community has been advised through the local media that copies of the plan are available to the community upon request and in alternative formats if required.

As plans are amended Shire employees and the community will be advised of the availability of updated plans, using an appropriate variety of communication methods.

### **3.6 Review and evaluation mechanisms**

The Disability Services Act requires that DAIP's be reviewed at least every five years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Department of Communities.

#### **Monitoring and reviewing**

The DAIP will be reviewed annually for progress and implementation with all progress and recommended changes reported to Council.

#### **Evaluation**

An evaluation will occur as part of a five-yearly review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by Council, will be available to the community in alternative formats.

### **3.7 Reporting of DAIP**

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- Progress towards the desired outcomes of its DAIP.

- Progress of its agents and contractors towards meeting the seven desired outcomes.
- The strategies used to inform agents and contractors of its DAIP.

Agents and contractors of the Shire of Mingenew will be provided access to the Shire's DAIP and be made aware of any specific actions required of them to comply with the DAIP outcome areas in undertaking work on behalf of the Shire, including requirements being stated within contracts and inductions as appropriate.



## **4.0 Progress of the DAIP 2013-2019**

### **Outcome 1**

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

- Audio and large print books located in a specific, clearly signed area of the Library.
- DVDs with subtitles available in the Library

### **Outcome 2**

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

- Public toilets meet standards and unisex toilets available at Recreation Centre, Turf Club and Town Centre.

### **Outcome 3**

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

- Information made available in alternative formats, on request.
- Information availability publicized in the Shire's Information Statement, through the local newspaper and on its website.
- Staff and Councillor inductions include disability access and inclusion matters to promote awareness of information accessibility.
- The Shire's website is set out under W3C guidelines

### **Outcome 4**

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

- Information made available in alternative formats, on request.
- Staff and Councillor inductions include disability access and inclusion matters to promote awareness of information accessibility.
- Expert advice is sought when required

### **Outcome 5**

People with disability have the same opportunities as other people to make complaints to a public authority.

- Grievances can be lodged using a number of mediums including submissions over the phone, written correspondence/form, electronic forms and face-to-face submissions with staff transcribing.

### **Outcome 6**

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

- Local government elections are held in a suitable location that provides for those with a disability
- The Shire communicates using a range of methods and mediums and makes information available in accessible formats.

### **Outcome 7**

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

- Employment opportunities are open to all.
- In-person interviews are conducted in an accessible building and reasonable modifications can be made for individual needs. Interviews may also be conducted using other various methods, such as over the phone, using the internet and other electronic applications.
- New policies and procedures are being developed with regard to Recruitment and Selection

## **5.0 Strategies and Implementation Plan**

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented in 2019-2023 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five-year plan.

This plan is available in alternative formats on request.

**Outcome 1**

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Ensure people with disability are consulted on their need for services and the accessibility of current services	<ul style="list-style-type: none"> <li>• Promote feedback mechanisms for use of all services, provided or funded.</li> <li>• Develop consultation guidelines for all future reviews of services.</li> </ul>	Ongoing  December 2019	CEO  CEO and GO
Make library technology as accessible as possible.	<ul style="list-style-type: none"> <li>• Continually monitor library services and technology to facilitate accessibility for library and information services.</li> </ul>	Ongoing	LO
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> <li>• Ensure the needs of people with disability are planned for and provided at events by using the access resource kit as provided by Disability Services.</li> </ul>	Ongoing	CEO and CS
Ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.	<ul style="list-style-type: none"> <li>• Incorporate the objectives and strategies of DAIP into the Shire’s existing planning processes, including the Strategic Community Plan.</li> <li>• Develop and implement key policies to support accessibility</li> </ul>	SCP Review 2020  June 2020	CEO  CEO and GO

## Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> <li>Identify access barriers to buildings and facilities.</li> <li>Prioritise and implement any recommendations as resourcing allows.</li> </ul>	Ongoing	CEO and EHO
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>All new or redeveloped facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> <li>Legal requirements with regard to disability access are checked prior to approval of development and building applications.</li> </ul>	Ongoing	CEO and EHO  PS and BS
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> <li>Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART)</li> </ul>	June 2020	CEO and EHO
Ensure that parks and reserves and facilities are accessible.	<ul style="list-style-type: none"> <li>All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> </ul>	Ongoing	CEO and EHO
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> <li>Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for.</li> </ul>	Ongoing	CEO and EHO

### Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> <li>• Ensure all public documents carry a notation regarding availability in alternative formats</li> <li>• Advise the community via local newspaper, social media, newsletters and other mediums as appropriate, that information is available in alternative formats</li> <li>• Provide information about technology and providers that support people with a disability</li> </ul>	Ongoing  Annually  Ongoing	CEO  CEO  CEO and GO
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> <li>• Make accessible information guidelines available on the internet</li> <li>• Develop an accessible information policy</li> <li>• Provide accessible information training and resources to employees, including as part of the induction of new staff.</li> </ul>	Ongoing  June 2020 Ongoing	CEO  CEO and GO CEO and GO
Ensure that the Shires website meets contemporary and universal design practices.	<ul style="list-style-type: none"> <li>• Monitor and maintain website compliance with W3C standards.</li> <li>• Investigate methods for improving accessibility on the Shire's website</li> </ul>	Ongoing  September 2019	CEO  GO

**Outcome 4**

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> <li>• Update staff on any identified disability and access issues through internal means</li> <li>• Develop a Customer Service Charter that establishes some guidelines on how to provide good service to people with a disability</li> </ul>	Ongoing  October 2019	CEO  GO
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none"> <li>• Provide information and training in the induction for new staff and Councillors</li> </ul>	Ongoing	CEO and GO
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> <li>• Maintain a network of organisations/people who can be called upon to provide advice on access and inclusion options for people with disability</li> </ul>	Ongoing	AO

**Outcome 5**

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Task	Timeline	Responsibility
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> <li>Review current grievance mechanisms and develop any appropriate policies or guidelines as appropriate</li> </ul>	Ongoing	CEO
	<ul style="list-style-type: none"> <li>Develop other methods of making complaints, such as web-based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates.</li> </ul>	Ongoing	CEO
	<ul style="list-style-type: none"> <li>Promote accessible complaints mechanisms to the community.</li> </ul>	Ongoing	CEO



**Outcome 6**

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies	Task	Timeline	Responsibility
Ensure that people with a disability are actively consulted about the DAIP and any other significant planning processes.	<ul style="list-style-type: none"> <li>Promote the existence and role/purpose of the DAIP to the community.</li> </ul>	Annually	CEO
	<ul style="list-style-type: none"> <li>Consult with people with disability using a range of mediums, including survey, focus groups and interviews, as required.</li> </ul>	Ongoing	CEO
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> <li>Include appropriate questions about access and inclusion in general Shire surveys and consultative events.</li> </ul>	Ongoing	CEO
	<ul style="list-style-type: none"> <li>Actively pursue ideas and thoughts from people with disability.</li> </ul>	Ongoing	CEO
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> <li>The shire will regularly monitor the progress of the plan and be involved in the annual reviews.</li> </ul>	Annually	GO/CEO
	<ul style="list-style-type: none"> <li>DAIP reviews to be included in the Shire's Compliance Calendar</li> </ul>	Annually	GO

## Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Task	Timeline	Responsibility
Use inclusive recruitment practices	<ul style="list-style-type: none"> <li>• Make sure job advertisements and career information is available in an accessible format</li> <li>• Promote the Shire's Equal Employment Opportunity statement when advertising vacancies.</li> <li>• Make sure the interview is held in an accessible venue.</li> <li>• Develop a Reasonable Adjustment Policy</li> <li>• Review Workforce Plan to ensure inclusion of inclusive recruitment practices</li> <li>• Undertake training and education of Elected Members and staff to improve awareness of people with disability</li> <li>• Update Elected Member and staff inductions to include DAIP</li> </ul>	Ongoing	CEO
		Ongoing	CEO
		Ongoing	CEO
		June 2020 December 2020	GO and CEO CEO
		June 2020 December 2019	CEO and GO GO and CEO
Improve methods of attracting, recruiting and retaining people with disability	<ul style="list-style-type: none"> <li>• Examine current methods of recruitment</li> <li>• Collect data on disability and diversity to monitor trends and needs</li> </ul>	June 2020	CEO
		Annually	CEO
Work with disability employment support providers to support any employees with a disability	<ul style="list-style-type: none"> <li>• Seek assistance from Disability Employment Service providers within 100km radius, as appropriate</li> <li>• Review current job descriptions to ensure relevance of essential criteria</li> <li>• Seek assistance with advertising, interview, and employment requirements including reasonable adjustment.</li> </ul>	Ongoing	GO, LGPWA, DSC
		Ongoing	CEO, LGIS, DSC
		Ongoing	CEO
Ensure policies and procedures are regularly reviewed.	<ul style="list-style-type: none"> <li>• Conduct annual reviews of policies and procedures</li> <li>• Identify and implement any new policies or procedures that support improved recruitment practices.</li> </ul>	March 2020	CEO and GO
		October 2019	CEO and GO

***Abbreviations used throughout this report:***

Administration officers (AOs)

Building Services (BS) – currently outsourced

Chief Executive Officer (CEO)

Community Services – currently provided in-house with additional support outsourced

Environmental Health Officer (EHO) – currently outsourced

Governance Officer (GO)

Library officer (LO)

Local Government Insurance Services (LGIS)

Local Government Professionals WA (LGPWA)

Planning Services (PS) – currently outsourced



## DISABILITY ACCESS AND INCLUSION SURVEY

1. What is your age range?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

2. How would you best describe your gender?

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3. How would you best describe your interactions with Mingenew?

- I am a local resident
- I travel to Mingenew for work
- I am visiting family/friends in Mingenew
- I am a tourist in Mingenew
- I am a contractor operating in Mingenew
- Other (please specify): \_\_\_\_\_

4. Are you a person living with disability?

*Persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.*

- Yes
- No

5. Do you provide direct care or support to someone with disability?

- Yes, I am a formal carer or support worker for someone with disability
- Yes, I provide informal care and/or support to a friend or family member with disability
- No
- Other [please specify]:  
\_\_\_\_\_

6. What types of disabilities are relevant to you or someone you care for?

- Sensory** - affecting vision and/or hearing
- Neurological** - affecting a person's ability to control their movements, for example, cerebral palsy
- Physical** – affecting mobility and/or a person's ability to use their upper or lower body
- Intellectual** – affecting a person's judgement, ability to learn and communicate
- Cognitive** – affecting a person's thought processes, personality and memory resulting, in example, from an injury to the brain
- Psychiatric** – affecting a person's emotions, thought processes and behaviour, for example, schizophrenia and manic depression
- I am not sure
- None of the above

7. How would you rate the overall performance of the Shire of Mingenew in regard to Disability Access and Inclusion?

*(please shade in – 1 star poor ----- 5 stars excellent)*



Or alternatively, provide a rating (number out of 5):

\_\_\_/5

8. What, if any, specific challenges have you faced (or witnessed others with disability facing), when trying to access services, programs, or places in the Shire of Mingenew?

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9. Which areas do you think need improvement in terms of accessibility and inclusion within the Shire of Mingenew?

- Public buildings
- Parks and recreational areas
- Footpaths and accessways
- Information and communication services
- Customer service
- Employment opportunities
- Disability services and support
- Events
- Other [please specify]:

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10. Do you have any suggestions on how these areas might be improved?

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11. Can you provide an example of a positive experience related to disability accessibility and/or inclusion within the Shire of Mingenew?

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12. *"I am satisfied with how informed I am about the Shire's activities to provide for people with disability"* [please select the option that best describes your response to this statement]

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly Disagree

13. The State's Disability Strategy 2020-2030 has 15 outcomes, which we plan to align our new DAIP with. To assist in determining our priorities, please select those that are important to you (select all that apply).

- People with disability get the education and skills development they need to thrive
- People with disability have opportunities for meaningful and inclusive employment and economic independence
- People with disability hold positions of leadership and influence across the public, private and community sectors
- People with high and complex needs have opportunities and networks that support the person to participate in the way they choose
- Communities' infrastructure is accessible to all
- People with disability can travel where they want to go with ease
- People with disability are welcomed and accepted by members of the community

- People with disability are included in a range of recreational, social, arts and cultural opportunities
- People with disability have access to suitable housing
- People with disability have access to quality disability services and supports
- People with disability have access to health and mental health services and attain the highest possible health and wellbeing outcomes throughout their lives
- Legislation and policies protect the rights and interests of people with disability
- People with disability and their advocates have their voices heard
- People with disability are safe from violence, abuse, neglect and exploitation
- People with disability have access to the right information in the right ways so they can make informed choices and decision

14. Please provide any other feedback or suggestions you may have in regard to disability access and inclusion in the Shire of Mingenew.

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Thank you for participating!

Completed surveys may be submitted:

 **In person to:** the Shire Administration at 21 Victoria Street Mingenew

 **By mail to:** Shire of Mingenew, PO Box 120, Mingenew WA 6522

 **By email to:** [enquiries@mingenew.wa.gov.au](mailto:enquiries@mingenew.wa.gov.au)