



**AGENDA FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON**

**Wednesday 15 June 2016**

**SHIRE OF MINGENEW**



# Shire of Mingenew

## Ordinary Council Meeting Notice Paper

15 June 2016

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 15 June 2016, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

**Martin Whitely**  
**Chief Executive Officer**

10 June 2016

**MINGENEW SHIRE COUNCIL**

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**CHIEF EXECUTIVE OFFICER**  
**10 JUNE 2016**



**SHIRE OF MINGENEW**

**WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL**

Chief Executive Officer  
Shire of Mingenew  
PO Box 120  
MINGENEW WA 6522

Dear Sir/Madam,

**Re: Written Declaration of Interest in Matter before Council**

I, (1)\_\_\_\_\_ wish to declare an interest in the following item to be considered by Council at its meeting to be held on

(2)\_\_\_\_\_

Agenda Item (3) \_\_\_\_\_

The type of interest I wish to declare is (4)

- ☐ Financial pursuant to Section 5.60A of the Local Government Act 1995  
☐ Proximity pursuant to Section to 5.60B of the Local Government Act 1995  
☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995  
☐ Impartiality pursuant to regulation 11 of the Local Government (Rule of Conduct) Regulations 2007

The nature of my interest is (5)

\_\_\_\_\_

The extent of my interest is (6)

\_\_\_\_\_

I understand that the above information will be recorded in the minutes of the meeting and recorded in the Financial Interest Register.

Yours faithfully,

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

1. Insert Name
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

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## **SHIRE OF MINGENEW**

### **AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 15 June 2016 COMMENCING AT 4.30pm**

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6.0 DECLARATIONS OF INTEREST**
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**
  - 7.1.1 ORDINARY MEETING HELD 18 MAY 2016**



**MINUTES FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON  
WEDNESDAY**

18 May 2016

**SHIRE OF MINGENEW**



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## SHIRE OF MINGENEW

### MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL 18<sup>th</sup> May 2016 COMMENCING AT 4.30pm

#### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Bagley, declared the meeting open at 4.30pm and welcomed all in attendance.

#### 2.0 ATTENDANCE

MA Bagley	President	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
LM Eardley	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward
CR Lucken	Councillor	Town Ward

#### STAFF

MG Whitely	Chief Executive Officer
NS Jane	Deputy Chief Executive Officer

#### APOLOGIES

Nil

#### LEAVE OF ABSENCE

MP Pearce	Councillor	Town Ward
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#### 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

#### 4.0 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

There being no members of public the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4:45pm

#### 5.0 APPLICATIONS FOR LEAVE OF ABSENCE

##### 5.1 REQUEST FOR LEAVE OF ABSENCE

Nil.

#### 6.0 DECLARATIONS OF INTEREST

Nil.

**7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**7.1 ORDINARY MEETING held 16 March 2016.**

<b>COUNCIL DECISION – ITEM 7.1</b>
------------------------------------

**Moved Cr Newton**

**Seconded Cr Eardley**

**That the minutes of the ordinary meeting of the Shire of Mingenew held in the Council Chambers on 20 April 2016 be confirmed.**

**CARRIED: 6/0**

**8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9.0 OFFICERS REPORTS**

## **9.1 CHIEF EXECUTIVE OFFICER**

### **9.1.1 MINGENEW HOCKY CLUB – LIGHTING REQUEST**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mingenew Hockey Club  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0017  
**Date:** 10 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends the installation of additional light towers at the Mingenew hockey oval.

#### **Attachment**

Letter from Mingenew Hockey Club and supporting documentation.

#### **Background**

The Mingenew Hockey Club has been looking into installing additional lighting towers at the hockey oval since 2010. At the May 2015 Ordinary Meeting Council considered a request from the Mingenew Hockey Club to install two lighting towers at the eastern end of the playing surface on the basis of a 2/3<sup>rd</sup> contribution from the Mingenew Hockey Club and a 1/3<sup>rd</sup> contribution from the Shire. Council resolved at the May 2015 Ordinary meeting to proceed with the installation on the basis requested for a total project cost of \$14,470 (GST Exclusive). The Mingenew Hockey Club have now approached Council to consider a request for a further two lighting towers at the middle of the playing surface on the southern and northern sides of the hockey oval.

#### **Comment**

After consultation with the hockey club quotes were obtained by the hockey club to install 4 new lighting towers at the hockey oval. The proposed installation included two new light towers located on the northern and southern sides of the oval in the centre of the playing surface and installing 2 new light towers at the western end of the playing surface which would replace the existing light towers which are coming to the end of their useful life.

The hockey club are supportive in installing 2 new light towers on opposite sides on the centre playing surface, however are not supportive of replacing the existing light towers on the western side of the oval. As such the hockey club is willing to contribute \$13,200 towards the project.

The original quote from S&K Electrical for the installation of 4 new light towers came in at \$37,800 (GST Exclusive). Given that the existing light tower was replaced in early 2015 by the Shire as routine maintenance, I requested a further quote from S&K Electrical to relocate this tower to the centre of the playing surface and to install 3 new light towers, one on the northern side of the oval and 2 towers at the western end of the oval to replace the existing towers. The quote to undertake these works came in \$35,000.

I agree with the hockey club that the replacement of the 2 existing towers on the western side of the oval is a maintenance issue as opposed to an upgrade and given the current condition of the light towers it would be expected that they would need to be replaced in the next 2-3 years regardless of the outcome on the installation of the 2 centre light towers.

I have spoken to hockey club and they are happy to contribute \$13,200 towards the project whichever way Council decide to proceed as long as there are two light towers on either side of the centre playing area. An allocation of \$15,000 was also made during the budget review meaning that if the total project was to be completed there is a shortfall of \$6,800. There is the ability for the additional \$6,800 to be absorbed from other capital projects which are scheduled to be completed that will come in under budget.

**Consultation**

Corrina Michael, Mingenew Hockey Club  
S&K Electrical  
Dongara Electrical & Drilling

**Statutory Environment**

Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

**Policy Implications**

The information submitted by the Mingenew Hockey Club is consistent with the requirements listed in the Shire's policy on cash contributions to clubs and organisations.

**Financial Implications**

Provision was made during the budget review process to allocate an amount of \$15,000 towards installing lighting towers at the hockey oval in the 2015/16 financial year.

**Strategic Implications**

Shire of Mingenew Community Strategic Plan  
Outcome 1.2.3 - Maintain and further develop the recreation complex, and  
Outcome 3.2.7 - Continue to provide facilities to support local community organisations and ensure the best use of community infrastructure

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
--

That Council;

1. Approves the installation of the three additional lighting towers and relocation of one lighting tower at the Mingenew Hockey oval by S&K Electrical for \$35,000 (GST Exclusive) on the condition that the Mingenew Hockey Club contributes \$13,200 towards the cost of the project, and
2. Agrees to the Shire of Mingenew paying the full amount of \$35,000 (GST Exclusive) to S&K Electrical and invoice the Mingenew Hockey \$13,200 (GST Exclusive) for their contribution to installing the lighting towers, and
3. The additional costs of \$6,800 to complete the light tower installation are absorbed from cost savings resulting from other capital expenditure projects

<b>COUNCIL DECISION – ITEM 9.1.1</b>
--------------------------------------

**Moved Cr Lucken**

**Seconded Cr Cosgrove**

That Council;

1. Approves the installation of the three additional lighting towers and relocation of one lighting tower at the Mingenew Hockey oval by S&K Electrical for \$35,000 (GST Exclusive) on the condition that the Mingenew Hockey Club contributes \$13,200 towards the cost of the project, and
2. Agrees to the Shire of Mingenew paying the full amount of \$35,000 (GST Exclusive) to S&K Electrical and invoice the Mingenew Hockey \$13,200 (GST Exclusive) for their contribution to installing the lighting towers, and
3. The additional costs of \$6,800 to complete the light tower installation are absorbed from cost savings resulting from other capital expenditure projects

**CARRIED 6/0**

### **9.1.2 MIDWEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES**

**Location/Address:** Mid West  
**Name of Applicant:** Dianne Hulme, Secretary, Mid West Group of Affiliated Agricultural Societies  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0051  
**Date:** 3 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council make a donation to the Mid West Group of Affiliated Agricultural Societies.

#### **Attachment**

Letter requesting donation and photo of 2015 display.

#### **Background**

The Mid West Group of Affiliated Agricultural Societies ('the Group') includes a total of seven agricultural societies covering Central Midlands, Chapman Valley, Dalwallinu, Mullewa, Northampton, Perenjori and the North Midlands. The Group uses funds from Shires within these localities to put together a Mid West display at the Perth Royal Show and are requesting a donation from the Shire of Mingenew.

#### **Comment**

Council have contributed an amount of \$150 in recent years to the Mid West Group of Affiliated Agricultural to assist towards the cost of hosting a display at the Perth Royal Show. Funds were again allocated in the 2015/16 Budget for Council to make a donation to the Group.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Section 3004 of The Shire of Mingenew's Policy Manual deals with donations as follows;

#### **3004.3 SUPPORT TO MIDWEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES**

Upon receipt of their request this Council donate an amount up to that allocated in the annual budget to this group

#### **Financial Implications**

An amount of \$150 has been allocated in the 2015/16 Budget.

#### **Strategic Implications**

There are no direct links with the Shire's Community Strategic Plan.

#### **Voting Requirements**

Simple Majority.

<b>OFFICER RECOMMENDATION – ITEM 9.1.2</b>
--

**That Council make a donation of \$150 to the Mid West Group of Affiliated Agricultural Societies as a contribution to the Mid West display at the 2016 Perth Royal Show.**

<b>COUNCIL DECISION – ITEM 9.1.2</b>
--------------------------------------

**Moved Cr Cosgrove**

**Seconded Cr Criddle**

**That Council make a donation of \$150 to the Mid West Group of Affiliated Agricultural Societies as a contribution to the Mid West display at the 2016 Perth Royal Show.**

**CARRIED 6/0**

### **9.1.3 SILVER CHAIN TRUST FUNDS**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mingenew Silver Chain Branch Committee  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0295  
**Date:** 11 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends Council release funds held in trust to the Mingenew Silver Chain Committee.

#### **Attachment**

Letter from Mingenew Silver Chain Committee.

#### **Background**

A letter was received from the Silver Chain Committee on 10 May 2016 requesting that funds held in trust by the Shire for Silver Chain be released. The balance of funds held in trust for Silver Chain is \$2,267.50 and this dates back to the 2004/05 financial year.

#### **Comment**

The existing funds have now been held in trust for in excess of 10 years. It is difficult to say with 100% certainty if the funds that are held in trust should have been transferred out of trust on completion of the refurbishment works done at the Silver Chain building for which they were given. However the funds allocated in the trust are currently backed by physical cash held representing the trust fund balance. I have no issue with releasing the funds to the Silver Chain Branch Committee. They have contributed generously to the Ambulance Set Down bay project and at the end of the day the funds will be utilised to provide a service back into the community.

#### **Consultation**

Cr Pearce, Mingenew Silver Chain  
Nita Jane, Deputy Chief Executive Officer

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan  
Outcome 3.5.2 – Continue to support medical practitioners and other health organisations

#### **Voting Requirements**

Simple Majority



<b>OFFICER RECOMMENDATION – ITEM 9.1.3</b>
--

That Council release the \$2,267.50 currently held in trust to the Mingenew Silver Chain Committee.

<b>COUNCIL DECISION – ITEM 9.1.3</b>
--------------------------------------

Moved Cr Newton

Seconded Cr Lucken

That Council release the \$2,267.50 currently held in trust to the Mingenew Silver Chain Committee.

**CARRIED 6/0**

#### **9.1.4 2016 WA LOCAL GOVERNMENT CONVENTION**

**Location/Address:** 170 Railway Parade, West Leederville  
**Name of Applicant:** WALGA  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0059  
**Date:** 11 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

##### **Summary**

This report recommends the registration of Councillors & CEO to attend the 2016 WA Local Government Convention.

##### **Attachment**

2016 WA Local Government Convention programme attached.

##### **Background**

The 2016 WA Local Government Convention will be held on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> August at the Perth Convention Centre. Prior to the official opening of the convention the State and Local Government Forum will be held on the Wednesday from 8.30am – 12.30pm, followed by the WALGA Annual General Meeting from 1.30pm – 5.30pm and the welcoming reception from 5.30pm – 7.00pm.

##### **Comment**

Five rooms have been booked at the Adina Apartment Hotel which is located directly opposite the Perth Convention Centre. The rooms have been booked for three nights, checking in on the Tuesday and checking out on the Friday.

Last year Council only registered for the Thursday of the convention and my thoughts were that we would do the same this year as well as attending the State and Local Government Forum, WALGA Annual General Meeting and Welcoming Reception on the Wednesday.

The delegates to attend the convention has been discussed by Council, but has not yet been finalised. My recommendation is that the President, Deputy President, CEO and two new Councillors attend the event.

##### **Consultation**

Nil

##### **Statutory Environment**

Nil

##### **Policy Implications**

Nil

##### **Financial Implications**

Funds have been allocated for attendance at the WA Local Government Convention.

##### **Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.4</b>
--

That registrations are completed for Cr Bagley, Cr Newton, Cr Eardley, Cr Criddle and the CEO to attend the WA Local Government Convention on Thursday 4 August 2016.

<b>COUNCIL DECISION – ITEM 9.1.4</b>
--------------------------------------

Moved Cr Eardley

Seconded Cr Cosgrove

That registrations are completed for Cr Bagley, Cr Newton, Cr Eardley, Cr Criddle and the CEO to attend the WA Local Government Convention on Thursday 4 August 2016.

**CARRIED 6/0**

### 9.1.5 2016 WALGA ANNUAL GENERAL MEETING VOTING DELEGATES

**Location/Address:** 170 Railway Parade, West Leederville  
**Name of Applicant:** WALGA  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0059  
**Date:** 11 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends the appointment of voting delegates and proxies for the 2016 WALGA Annual General Meeting.

#### **Attachment**

Nil

#### **Background**

The WALGA Annual General Meeting will be held on 3 August 2016 at the Perth Convention Centre in the lead up to the Local Government Convention. Two voting delegates from each participating Shire are required to be registered with WALGA by 4 July 2016.

#### **Comment**

Generally the President & Deputy President have been the voting delegates for the Shire, with proxy voting delegates chosen from either attendees at the event each year. I don't see any reason why this would need to change.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

#### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.5</b>
--

**That Council appoint;**

- 1. Cr Bagley & Cr Newton as voting delegates for the 2016 WALGA Annual General Meeting,  
and**
- 2. Cr Criddle & CEO as the proxy voting delegates**

<b>COUNCIL DECISION – ITEM 9.1.5</b>
--------------------------------------

**Moved Cr Newton**

**Seconded Cr Cosgrove**

**That Council appoint;**

- 1. Cr Bagley & Cr Newton as voting delegates for the 2016 WALGA Annual General Meeting,  
and**
- 2. Cr Criddle & CEO as the proxy voting delegates**

**CARRIED 6/0**

### 9.1.6 DRAINAGE IMPROVEMENTS - MOORE STREET

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0071  
**Date:** 12 May 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends improvements to the Moore Street and Phillips Street intersection to rectify the current drainage issues on Moore Street.

#### **Attachment**

Cardno Site Investigation Report

#### **Background**

The drainage issues on Moore Street were first discussed at the September 2015 Concept Forum when a letter was tabled from Maria Newton. The matter was again discussed at the October 2015 Concept Forum and at the December 2015 Ordinary Meeting Council resolved to make an allocation of \$5,000 to allow detailed drainage plans for Moore Street, including the Moore Street / Phillips Street intersection, to be prepared for further consideration by Council. In January 2016 Cardno were appointed to complete a site investigation report. The site investigation report was completed in February 2016 and the report was tabled for information at the March 2016 Concept Forum.

#### **Comment**

Since the site investigation report was tabled at the March 2016 Concept Forum a local contractor was approached to provide quotations for each of the three options recommended in the report. The local contractor has since informed me that they are unable to complete any of the works due to other work commitments. The Cardno report identified three different options to resolve the drainage issue on Moore Street;

1. Modifications to the existing works
2. Easement through to Linthorne Street, and
3. Installation of a Drainage Basin

Option 1 which is to make modifications to the existing works by installing a barrier kerb, reinstate the v-drain on the southern side of Phillips and to install a side entry pit on Moore Street is consistent with discussions that were had at the December 2015 Council Meeting. This option is also the cheapest option and could be carried out by the Shire with minimal interruption and capital outlay.

An amount of \$30,000 was allocated for works to be completed on Moore Street during the budget review and given favourable weather conditions there is still a small window of opportunity for the works to be completed in the 2015/16 financial year.

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 18 May 2016

Residents of Moore Street were last updated on 3 May 2016 that pricing has been requested from local contractors to carry out the works with the view to the matter being tabled at the May 2016 Ordinary Council Meeting for Council to make a resolution.

### **Consultation**

Warren Borrett, Manager of Works  
Nita Jane, Deputy Chief Executive Officer  
Deans Contracting  
Cardno

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

An allocation of \$30,000 was been made in the 2015/16 Budget Review for works to be completed.

### **Strategic Implications**

Community Strategic Plan  
Outcome 2.5.1 – Maintain and improve road assets

### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.6</b>
--

That Council proceed with Option 1 as per the Cardno Site Investigation Report and weather permitting, the works be completed by the Shire of Mingenew in the 2015/16 financial year.

<b>COUNCIL DECISION – ITEM 9.1.6</b>
--------------------------------------

Moved Cr Cosgrove

Seconded Cr Eardley

That Council proceed with Option 1 as per the Cardno Site Investigation Report and weather permitting, the works be completed by the Shire of Mingenew in the 2015/16 financial year.

**CARRIED 6/0**

## 9.2 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 APRIL 2016

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 9 May 2016  
**Author:** Nita Jane, Deputy CEO  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 30 April 2016 is presented to Council for adoption.

#### Attachment

Finance Report for period ending 30 April 2016.

#### Background

The Monthly Financial Report to 30 April 2016 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

#### Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	24,625
Business Cash Maximiser (Municipal Funds)	876,590
Trust Account	108,416



Reserve Maximiser Account	275,089
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Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 30 April 2016:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	(1,322)	322	113	895	8

Rates Outstanding at 30 April 2016 were:

	<b>Current</b>	<b>Arrears</b>	<b>TOTAL</b>
Rates	19,710	27,245	46,955
Rubbish	2,070	0	2,070
<b>TOTAL</b>	<b>21,780</b>	<b>27,245</b>	<b>49,025</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2015/ 2016 financial year.

### **Consultation**

Chief Executive Officer  
Senior Finance Officer

### **Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the month to which the statement relates; and
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.2.1</b>
--

**That the Monthly Statement of Financial Activity for the period 1 July 2015 to 30 April 2016 be received.**

<b>COUNCIL DECISION – ITEM 9.2.1</b>
--------------------------------------

**Moved Cr Newton**

**Seconded Cr Cosgrove**

**That the Monthly Statement of Financial Activity for the period 1 July 2015 to 30 April 2016 be received.**

**CARRIED 6/0**

## **9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 30 APRIL 2016**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 10 May 2016  
**Author:** Julie Borrett, Senior Finance Officer  
**Senior Officer:** Nita Jane, Deputy CEO

### **Summary**

This report recommends that Council confirm the payment of creditors for the month of April 2016 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

### **Attachment**

Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

### **Background**

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

### **Comment**

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

### **Consultation**

Nil

### **Statutory Environment**

Local Government Act 1996, Section 6.4

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

### **Policy Implications**

Payments have been made under delegation.

### **Financial Implications**

Funds available to meet expenditure.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.2.2</b>
--

That Council confirm the accounts as presented for April 2016 from the Municipal Fund totalling \$344,417.13 represented by Electronic Funds Transfers of EFT9753 to EFT9819, Direct Deduction DD7579.1, 2 and 3, DD7592.1 2 and 3, Trust Cheque number 474 and Cheque numbers 8057 to 8062.

<b>COUNCIL DECISION – ITEM 9.2.2</b>
--------------------------------------

Moved Cr Lucken

Seconded Cr Newton

That Council confirm the accounts as presented for April 2016 from the Municipal Fund totalling \$344,417.13 represented by Electronic Funds Transfers of EFT9753 to EFT9819, Direct Deduction DD7579.1, 2 and 3, DD7592.1 2 and 3, Trust Cheque number 474 and Cheque numbers 8057 to 8062.

**CARRIED 6/0**

## 9.3 ADMINISTRATION

### 9.3.1 ASSET MANAGEMENT POLICY

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0242  
**Date:** 9 May 2016  
**Author:** Nita Jane, Deputy CEO  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council adopt an Asset Management Policy.

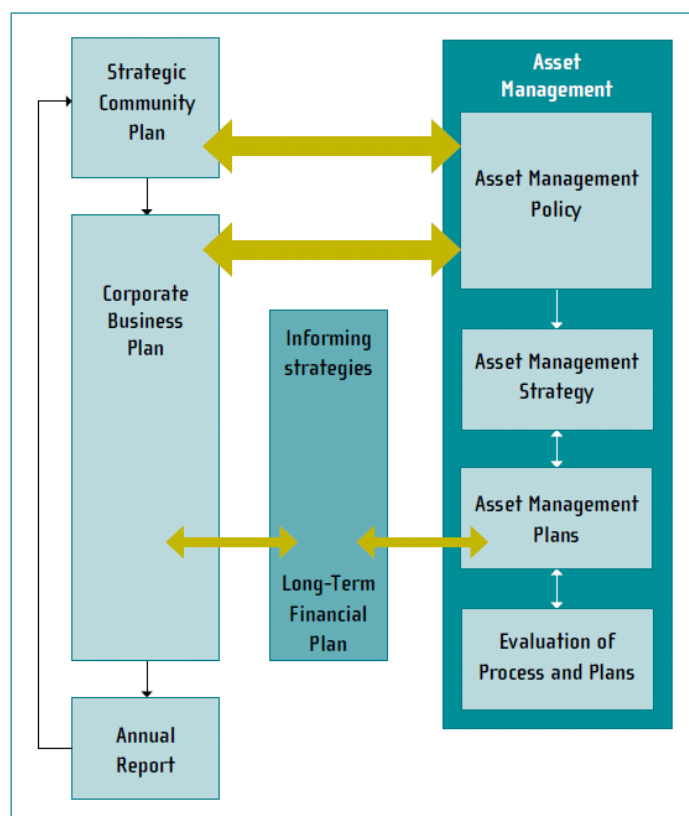
#### Attachment

- Asset Management Policy – Draft
- DLG – Integrated Planning and Reporting Framework and Guidelines
- DLG – Asset Management Framework and Guidelines

#### Background

Integrated Planning and Reporting has been implemented across the Local Government sector in Western Australia. As shown in the illustration below, Asset Management is an Informing Strategy to the Strategic Community Plan and Corporate Business Plan. The Strategic Community Plan and Corporate Business Plan make up the “Plan for the Future” required by the Local Government Act.

FIG 1 ELEMENTS OF WA ASSET MANAGEMENT FRAMEWORK



### **Comment**

The effective management of local government assets is crucial to the sustainable delivery of services to meet community needs and aspirations now and in the future.

To effectively and sustainably manage our assets, all local governments are required to:

- Develop an Asset Management Policy
- Develop an Asset Management Strategy
- Develop a process for evaluating Asset Management Plans, processes and asset sustainability
- Link Asset Management to the Annual Report

An Asset Management Policy outlines a local government's asset management objectives, targets and plans. It establishes a platform for service delivery and provides the framework that enables the Asset Management Strategy and Plans to be produced. The Asset Management Policy must support a 'whole of life' and 'whole of organisation' approach to asset management.

### **Consultation**

Martin Whitely, Chief Executive Officer

Lindsay Wright, Senior Consultant, Assetivity

### **Statutory Environment**

#### Local Government Act 1995

##### s5.56. Planning for the future

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

#### Local Government (Administration) Regulations

##### 19BA. Terms used

In this Part —

**corporate business plan** means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;

**strategic community plan** means a plan made under regulation 19C that, together with a corporate business plan, forms a plan for the future of a district made in accordance with section 5.56.

*[Regulation 19BA inserted in Gazette 26 Aug 2011 p. 3482-3.]*

### **Policy Implications**

New policy

### **Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 4.4.3 – Develop and implement Asset Management Planning

Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other relevant legislation

Outcome 4.5.2 – Maintain, review and ensure relevance of Council policies and local laws.

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.3.1</b>
--

**That Council adopt the Asset Management Policy as presented.**

<b>COUNCIL DECISION – ITEM 9.3.1</b>
--------------------------------------

**Moved Cr Eardley**

**Seconded Cr Cosgrove**

**That Council adopt the Asset Management Policy as presented.**

**CARRIED 6/0**

### 9.3.2 RECORD KEEPING POLICY

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0046  
**Date:** 9 May 2016  
**Author:** Nita Jane, Deputy CEO  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council adopt a Record Keeping Policy.

#### Attachment

- Record Keeping Policy – draft
- Shire of Mingenew Record Keeping Plan 2015

#### Background

The Shire of Mingenew Record Keeping Plan 2015 identifies a number of actions required to improve the compliance of record keeping practices. One of the actions identified is the adoption of a Record Keeping Policy.

#### Comment

State Records Commission Standard 2 – Recordkeeping Plans comprises six recordkeeping principles each of which contains minimum compliance requirements. The second of these principles is “Policies and Procedures”. Government organizations are to ensure that recordkeeping programs are supported by policy and procedures. This item presents a Record Keeping Policy for adoption by Council. Procedures will then be reviewed and documented to ensure they comply with this policy.

#### Consultation

Martin Whitely, Chief Executive Officer  
Kim Boulton - Consultant

#### Statutory Environment

State Records Act 2000, Section 3 – definitions:

**record** means any record of information however recorded and includes —

- (a) any thing on which there is writing or Braille; and
- (b) a map, plan, diagram or graph; and
- (c) a drawing, pictorial or graphic work, or photograph; and
- (d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them; and
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically;



State Records Commission (SRC) Standard 1 – Government Recordkeeping requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – Recordkeeping Plans comprises six recordkeeping principles each of which contains minimum compliance requirements.

**Policy Implications**

New policy

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other relevant legislation

Outcome 4.5.2 – Maintain, review and ensure relevance of Council policies and local laws.

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.3.2</b>
--

That Council adopt the Record Keeping Policy as presented.

<b>COUNCIL DECISION – ITEM 9.3.2</b>
--------------------------------------

Moved Cr Eardley

Seconded Cr Newton

That Council adopt the Record Keeping Policy as presented.

**CARRIED 6/0**

### 9.3.3 DISABILITY ACCESS AND INCLUSION PLAN

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0193  
**Date:** 11 May 2016  
**Author:** Nita Jane, Deputy CEO  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that Council review the Shire of Mingenew Disability Access and Inclusion Plan (DAIP) and include Outcome 7 as required by the Disability Services Act.

#### Attachment

- Amendments to the Disability Service Regulations
- Shire of Mingenew Disability Access and Inclusion Plan 2013-2018 Amended (Draft)

#### Background

The Shire of Mingenew Disability Access and Inclusion Plan 2013-2018 was reviewed in July 2013. The Disability Services Act has been reviewed, resulting in a key change for public authorities. The introduction of Outcome 7 into Disability Access and Inclusion Plans (DAIPs) requires agencies to include information in the DAIP about how they will improve employment opportunities for people with disability and break down existing barriers.

The Disability Services Amendment Regulations 2013 also included a change of procedure when carrying out public consultation. There is now a requirement to advertise for submissions in the printed media as well as on the website.

The reference to “disabilities” has also now been amended to “disability” and correct terminology is now people with disability.

#### Comment

The Shire of Mingenew DAIP has been reviewed and draft amendments made to include Outcome 7.

#### Outcome 7

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

Meaningful employment is essential to an individual’s economic security and is important to achieving social inclusion and independence. Employment contributes to physical and mental health, personal wellbeing and a sense of identity.

Finding employment is something many Western Australians take for granted. For people with disability, finding, securing and retaining employment can be challenging. People with disability are often overlooked by employers for a variety of reasons and are only half as likely to be employed as people without disability.

Some public authorities have incorporated Outcome 7 in the DAIP and improved employment opportunities by:

### **Using inclusive recruitment practices**

- Making sure job advertisements are in an accessible format (12 or 14pt, Arial).
- Including an Equal Employment Opportunity statement in the advert. For example “Promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. Encourages people with disability, Aboriginal Australians, young people and people from culturally and linguistically diverse backgrounds to apply for this job.”
- Making sure the interview is held in an accessible venue.

### **Looking at ways of improving how to attract, recruit and retain people with disability**

- Being flexible with job descriptions
- Breaking down the skills and tasks required
- Working from home
- Flexible working hours

### **Working with Disability Employment Service (DES) providers**

- DES providers can promote vacancies
- Advise what constitutes reasonable adjustments
- Provide initial assistance in the workplace if required
- Give information about financial incentives
- Is a free service for employers

### **Providing support and training for management staff**

- There are training providers in the disability sector who are able to deliver information sessions to management and staff
- DES' can also provide training around recruitment and retention practices
- Training providers are listed on the Commission's website at [www.disability.wa.gov.au](http://www.disability.wa.gov.au)

### **Appropriate training and access to information for new employees**

- Availability of information in accessible formats (Braille, large format or able to be read by a screen reader)
- Nominating a workplace mentor
- Requesting initial assistance from a Disability Employment Service provider

### **Making sure development opportunities are available**

- Regular personal development planning
- Access to development courses
- Opportunities to learn new skills through job rotations

### **Ensuring policies and procedures are regularly reviewed**

- Occupational health and safety
- Workplace accessibility
- Procedures relating to employment opportunities including casual, volunteer or work experience.
- Information relating to traineeships or apprenticeships.

### **The process to implement Outcome 7:**

- Add strategies related to outcome 7 as an amendment to DAIP
- Circulate in draft format and place notification in printed media for at least two weeks

- Collate responses
- Amend DAIP to include Outcome 7
- Send amended DAIP to the Commission for endorsement
- Promote amendment in printed media and on website.

Following this meeting it is proposed that public notice be given requesting feedback and comments on the amendment up until 8 June 2016. Responses can be collated and reported to Council at the Ordinary Meeting of Council on 15 June 2016 at which time the amended DAIP can be endorsed by Council.

### **Consultation**

Martin Whitely, Chief Executive Officer

Susan Henson – Senior Access & Inclusion Officer, Disability Services Commission

### **Statutory Environment**

#### **DISABILITY SERVICES ACT 1993 - SECT 28**

##### **28. Disability access and inclusion plans**

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).
- (7) Not more than 5 years is to elapse —
  - (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
  - (b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.

- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

### **Disability Services Amendment Regulations 2013**

Schedule 1 — Public authorities to which Part 5 applies [r. 6]

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

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Community Strategic Plan

Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other relevant legislation

Outcome 4.5.2 – Maintain, review and ensure relevance of Council policies and local laws.

#### **Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.3.3</b>
--

**That Council;**

- 1. Endorse the Disability Access and Inclusion, and**
- 2. Public notice in the prescribed form is given of the proposed amendment to the Shire of Mingenew Disability Access and Inclusion Plan, and**
- 3. Any community feedback and comments be tabled for Council consideration at the June 2016 Ordinary Council Meeting**

<b>COUNCIL DECISION – ITEM 9.3.3</b>
--------------------------------------

**Moved Cr Eardley**

**Seconded Cr Newton**

**That Council;**

- 1. Endorse the Disability Access and Inclusion, and**
- 2. Public notice in the prescribed form is given of the proposed amendment to the Shire of Mingenew Disability Access and Inclusion Plan, and**
- 3. Any community feedback and comments be tabled for Council consideration at the June 2016 Ordinary Council Meeting**

**CARRIED 6/0**

**10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

**11.1 ELECTED MEMBERS**

**11.2 STAFF**

The President advised the meeting that the CEO had sought leave to introduce an urgent item of business. The reason for the urgency was that before the next meeting a Development Application needs to be dealt with.

<b>COUNCIL DECISION – ITEM 11.2.1</b>
---------------------------------------

**Moved Cr Newton**

**Seconded Cr Lucken**

That the meeting consider the Development Application for Outbuilding, 9 William Street, Mingenew.

**CARRIED 6/0**

**11.2.1 DEVELOPMENT APPLICATION FOR OUTBUILDING, 9 WILLIAM ST, MINGENEW**

<b>Location/Address:</b>	9 William Street, Mingenew
<b>Name of Applicant:</b>	Brad Howard
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	
<b>Date:</b>	6 May 2016
<b>Author:</b>	Martin Whitely - CEO

**Summary**

Shire of Irwin Planning Services recommends conditional approval of the development application, subject to conditions and advice notes.

**Attachment**

Planning application and plans

**Background**

Development application was received for an Outbuilding at 9 William Street, Mingenew. The applicant sent an email, dated 21 March 2016, to confirm that the side setback is to be 1m.

The Lot is zoned Residential, with a density to R12.5. The Deemed Provisions contained within the Planning and Development (Local Planning Schemes) Regulations 2015 require the application to be assessed under the Residential Codes of WA (R-Codes).

The Shire of Mingenew requested that neighbour consultation be undertaken for this application.

**Comment**

Variation is sought to the Deemed-to-Comply criteria of the R-Codes in relation to the building height. The maximum wall height is 2.4m; the proposed wall height is 3m. Due to the location of the outbuilding on the property, it is unlikely to have an adverse amenity impact when viewed from neighbouring properties and the public road. The proposal is consistent with the R Codes Design Principles (P3).

The Shire of Irwin undertook neighbour referral, at the Shire of Mingenew's request. The Shire of Irwin sent referrals to two neighbouring properties. The Shire of Irwin received one neighbour submission, in support of the proposed outbuilding.

The proposed floor area and ridge height is consistent with the Deemed-to-Comply criteria. The proposed setbacks comply with the Deemed-to-Comply criteria.

The proposed outbuilding complies with the relevant provisions of the Shire of Mingenew Local Planning Scheme No.3, the Planning Regulations and the R-Codes.

**Consultation**

Shire of Irwin's Development Control Unit. There was no objection when referred to Building Services and Environmental Health Services.

The application was referred to neighbouring properties. No submissions were received

**Statutory Environment**

Shire of Mingenew Local Planning Scheme No. 3  
SPP 3.1 Residential Design Codes

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 11.2.1</b>
---

That Council APPROVE the application, subject to the following conditions and advice notes:

Conditions

1. The approved development shall be in accordance with the attached stamped approved plans.
2. The approved outbuilding shall not be used for human habitation, commercial or industrial uses.



3. All stormwater and drainage runoff from all roofed and impervious areas is to be retained on site to the satisfaction of the Shire of Mingenew.
4. Any soils disturbed or deposited on site shall be stabilised and retained on site to the satisfaction of the Shire of Mingenew.

Advice Notes:

1. In accordance with the Building Act, the approved development requires planning approval.
2. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Mingenew will take no responsibility for incorrectly located buildings.
3. It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants.
4. The Shire of Mingenew recommends that a rainwater tank be installed.

<b>COUNCIL DECISION – ITEM 11.2.1</b>
---------------------------------------

**Moved Cr Lucken**

**Seconded Cr Cosgrove**

That Council APPROVE the application, subject to the following conditions and advice notes:

Conditions

1. The approved development shall be in accordance with the attached stamped approved plans.
2. The approved outbuilding shall not be used for human habitation, commercial or industrial uses.
3. All stormwater and drainage runoff from all roofed and impervious areas is to be retained on site to the satisfaction of the Shire of Mingenew.
4. Any soils disturbed or deposited on site shall be stabilised and retained on site to the satisfaction of the Shire of Mingenew.

Advice Notes:

5. In accordance with the Building Act, the approved development requires planning approval.
6. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Mingenew will take no responsibility for incorrectly located buildings.
7. It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants.
8. The Shire of Mingenew recommends that a rainwater tank be installed.

**CARRIED 6/0**

**12.0 CONFIDENTIAL ITEMS**

Nil

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 15 June 2016 commencing at 4.30pm.

**14.0 CLOSURE**

The Shire President thanked all for attending and declared the meeting closed at 4.55 pm.

**These minutes were confirmed at an Ordinary Council meeting on 15 June 2016.**

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

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

**8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**9.0 OFFICERS REPORTS**

## 9.1 CHIEF EXECUTIVE OFFICER

### 9.1.1 ASBESTOS MANAGEMENT ASSESSMENT

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Ian Watkins, IW Projects  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0070  
**Date:** 9 June 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends the processes to be put in place for asbestos management at Reserve 9693, Mingenew.

#### Attachment

Assessment Management Report.

#### Background

At the April 2016 Concept Forum there were discussions regarding asbestos findings that had been reported to the Shire located in Reserve 9693, Mingenew. As an interim measure a 400m temporary fence with signage was installed in the area immediately south of the hockey oval and a consultant was engaged to conduct a site inspection of the Reserve to ascertain a procedure to address the issue.

#### Comment

A site inspection was carried out by Mr Ian Watkins, IW Projects on 25 May 2016 and his findings from the site inspection are tabled at **Attachment 9.1.1**.

An initial estimate to have the asbestos collected and removed offsite came in at around \$150k. Following the site inspection on 25 May 2016 it was agreed that the cost to address the situation will be substantially more than the original estimate simply due to the extensive area of potential asbestos contamination.

I have spoken with our insurers in relation to the matter and kept them informed. They have indicated that the Shire will not be able to recover any of the costs associated with cleaning up the asbestos through our general insurance cover. They are however satisfied with the proposed course of action in having the report prepared which will address any potential future liability issues. The Department of Environment Regulation have also been informed that a site inspection of the Reserve has been carried out as a result of the area being a potentially contaminated site.

I have spoken with the outside staff and the feedback is that the Shire has in general been following reasonable practices for the disposal of asbestos however it has highlighted that the processes in place and recording of asbestos disposal needs to be improved.

The report compiled from the site inspection includes several recommendations including;

- The establishment of an Asbestos Management Procedure
- Methodology for the Shire to address the potentially contaminated site, and
- A solution for future asbestos disposal

**Consultation**

Shire Councillors  
Nita Jane, Deputy Chief Executive Officer  
Monty Archdale, LGIS Regional Risk Co-ordinator  
Udam Wickremaratne, LGIS  
Ian Watkins, IW Projects  
Naomi Telford, Department of Environment Regulation

**Statutory Environment**

Contaminated Sites Act 2003  
Environmental Protection Act 1986

**Policy Implications**

**Policy No. 2013 - RISK MANAGEMENT POLICY**

**PURPOSE**

The Shire of Mingenew ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

**POLICY**

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk Management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognized as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

**DEFINITIONS (from AS/NZS ISO 31000:2009)**

**Risk:** Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product or process).

**Risk Management:** Coordinated activities to direct and control an organization with regard to risk.

**Risk Management Process:** Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

## **RISK MANAGEMENT OBJECTIVES**

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organizational resilience.
- Identify and provide for the continuity of critical operations.

## **RISK APPETITE**

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organizational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilized; however these cannot exceed the organizations appetite and are to be noted within the individual risk assessment.

## **ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES**

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

## **MONITOR AND REVIEW**

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed within a three year cycle.

### **Financial Implications**

There are likely to be substantial costs associated with addressing the potential contaminated site. It is suggested that provision is made during the budget review process to allocate an amount of \$50,000 towards addressing the issue in the 2016/17 financial year, with additional funds allocated in future years to implement a staged procedure to address the issue in line with Council's financial capacity to so.

### **Strategic Implications**

Shire of Mingenew Community Strategic Plan

Outcome 2.1.1 – Support and promote environmental practises

Outcome 2.1.5 – Rehabilitate, protect and conserve Shire land

Outcome 2.6.1 – Develop and implement a Waste Management Plan

Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other legislation

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
--

That Council appoints IW Projects to develop an Asbestos Management Procedure and Waste Management Plan and that funds are allocated in the 2016/17 Budget to address the potential contaminated site at Reserve 9693, Mingenew in line with the Asbestos Management Procedure.



6 Anembo Close  
DUNCRAIG  
WA 6023  
[iwatkins@iwprojects.com.au](mailto:iwatkins@iwprojects.com.au)  
Mobile 0402 909 291

2 June 2016

Shire of Mingenew  
PO Box 120  
MINGENEW  
WA 6522

Attention: Martin Whitley

**Re: Asbestos Management Assessment and Options**

Dear Martin,

Following my site visit of 25 May 2016 to inspect the area of asbestos disposal to the south of the town recreational area, I provide the following comments:

1. There is an extensive area of potential asbestos contamination.
2. Typically, there were small amounts of asbestos widely spread throughout the area inspected. This varied from a few small fragments through to a number of broken sheets of asbestos.
3. There were a couple of areas where there were concentrations of asbestos. This appeared to be areas of previous landfill activity, where the waste material was not adequately covered. However, there were also extensive areas where indiscriminate disposal of waste material, including asbestos has occurred.
4. Based on a review of available aerial imagery from Landgate, it would appear that the current landfill was operational in the mid 1990s and that the asbestos disposal occurred before this time. This is substantiated by on-site observations, which indicate that the asbestos material has been in place for many years. There was no evidence of any recent asbestos disposal in the area, which would be unusual seeing that there is an unmanned landfill adjacent to the asbestos contaminated area, where the community could simply dispose of asbestos.
5. Attached is a marked-up aerial image of the potentially asbestos contaminated area, with specific areas indicated where asbestos was observed or is likely to be observed (based on bush clearing and vehicle access).
6. It is my understanding that the Shire proposes to develop a walking trail through the area for the primary intention of observing wildflowers.
7. Due to the spread out nature of the asbestos disposal, it is highly unlikely that the full area would ever be declared as being completely asbestos free.



8. Due to limited financial resources, the Shire is looking for a reasonable solution to manage the asbestos, while enabling the establishment of a walking trail through the area.
9. From my point of view there are a number of remedial options:
  - a. Fence off the area and exclude public access. This is the most cost-effective solution, but it does not achieve the Shire's immediate aim of establishing a walking trail. In addition, this solution effectively excises the area of land from future community use and transfers the liability for the site cleanup to future generations.
  - b. Contract out the site cleanup to a commercial entity. This is by far the most expensive solution, but most rapid, providing the Shire has sufficient finances to clean up the area as a single exercise.
  - c. The Shire undertakes the site cleanup at a rate that suits its financial ability and community services needs.
10. Typically the solution would entail covering some areas, burying some asbestos on-site and/or removing some asbestos to a predetermined disposal location within the existing landfill. The determining factor would be the location and intensity of asbestos contamination. It will however be necessary to scrape away and remove/bury surrounding soil and not just remove the pieces of asbestos. From observations, it would appear that the pieces of asbestos that are visible, are simply those pieces that remain on the surface after the biodegradable component of the disposed waste has disappeared and it is highly likely that just below the surface there will be more asbestos pieces; hence, the need to remove some of the underlying soil to clean up the near surface contamination. These scraped areas may also need to be backfilled, as it is possible that there may be asbestos immediately below the cleaned surface.
11. Whichever of the cleanup options the Shire opts for, the preferred methodology is that the Shire undertake a detailed inspection of the area proposed to be cleaned up (the whole area or progressive portions) and clearly mark all areas of visible asbestos contamination. The contractor or Shire staff would then undertake the cleanup and thereafter the Shire would undertake a final inspection to confirm that all visible asbestos has been removed. The area could then be reasonably declared safe.
12. The ideal time for undertaking the inspection for asbestos would be in the summer months when there was the least vegetation on site and the asbestos pieces would be the most visible.
13. The ideal time for undertaking the site cleanup would be in winter time when the soil was moist so as to reduce dust generation and the potential of spreading asbestos fibres.

14. The asbestos that was observed on site was typically flat sheets or corrugated roof sheeting. It was not in a friable form and was well cemented construction materials; consequently, it did not appear to be a significant health concerns. However, it is highly likely that there were finer asbestos particles that were not easily identifiable, that may pose a health concern. In time (many years), the pieces of asbestos would weather and the cement content will breakdown, exposing the asbestos fibres and subsequently causing health concerns. Consequently, there is a preference to deal with the problem sooner than later, while the asbestos fibres are bound up and less likely to be a health concern. "Sooner" being in the next 5 to 10 years, not necessarily immediately.
15. The Shire needs to develop an Asbestos Management Procedure for the appropriate cleanup of the asbestos contamination area. This procedure should provide guidance to whoever is undertaking the cleanup on how to execute the cleanup and what precautions should be observed.
16. In addition to the above, the Shire needs to establish an Asbestos Management Procedure for the future management of asbestos that is generated within the Shire. Currently, there is no formal procedure for the community to follow with regards to asbestos disposal. It is highly likely that any asbestos generated is simply disposed of at the bulk waste area within the existing landfill site or placed in the general waste bin at the transfer station. Neither of these solutions is compliant or acceptable.

Based on observations on site, the following is the recommended way forward:

1. The Shire should develop an Asbestos Management Procedure for the management of legacy asbestos waste;
  - a. Initial inspection;
  - b. Cleanup and disposal; and
  - c. Final inspection.
2. The Shire should determine the urgency of implementing the asbestos cleanup solution. This will then determine the financial resources required to undertake the cleanup and disposal. It may be that the financial resources will determine the urgency of implementation.
3. Based on 1 and 2 above, appoint the appropriate staff to undertake the cleanup and disposal activity.
4. Following final inspection and the "all clear" being given, the Shire should develop a walking trail through the cleaned up area. Included in this there should be warning signs not to dig into the ground as there may be buried asbestos in the area. Not an ideal situation for a public amenities area, but seen as a responsible steps for the Shire.

5. To provide a solution for future asbestos disposal within the Shire, the Shire should develop an Asbestos Management Procedure for the management of asbestos that is generated within the Shire. This will involve:
  - a. Handling/wrapping methodology;
  - b. Delivery methodology/timing;
  - c. Disposal methodology; and
  - d. Recording methodology.
6. Having the landfill permanently manned during the operating hours will significantly improve the likelihood of success in implementing the procedure.

It is to be noted that, due to the highly dispersed nature of the asbestos material, there will never be a 100% cleanup solution, however, there can be a reasonable solution achieved in relation to the scale of the problem, financial resources and intended futures site usage.

Should you have any further queries, please do not hesitate to contact the undersigned.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'I. Watkins'.

Ian Watkins  
**IW Projects**

### 9.1.2 MINGENEW IRWIN GROUP SPONSORSHIP AGREEMENT

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Sheila Charlesworth, Mingenew Irwin Group  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0258  
**Date:** 9 June 2016  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council enter into a new three year sponsorship agreement with the Mingenew Irwin Group.

#### **Attachment**

2013-2016 Sponsorship Agreement.

#### **Background**

At the July 2013 Ordinary Meeting Council resolved to enter into a three year sponsorship agreement with the Mingenew Irwin Group. The previous agreement was for an annual cash contribution of \$3,000 + GST and is due to expire on 30 June 2016. Details of the current sponsorship agreement are shown at **Attachment 9.1.2.**

#### **Comment**

Council provides support to the Mingenew Irwin Group in a number of ways including provision of the building, subsidised housing, an annual cash contribution and at times venues for various events are also provided free of charge.

The Mingenew Irwin Group is an important business entity in the community and the current sponsorship agreement is working well with the Shire of Mingenew acknowledged as a Diamond level sponsor.

Among other entitlements outlined within the attachment the agreement allows Council to nominate at their discretion a representative to the Mingenew Irwin Group Environmental Division Committee.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

### **Policy No. 3005 - CASH CONTRIBUTIONS/SELF SUPPORTING LOANS TO CLUBS / ORGANISATIONS**

Any application made to Council from any Club, or Organisation, seeking the provision of a cash contribution or self supporting loan shall be in accordance with, as well as accompanied by, the following information

- as a general principle, funds for any project will only be considered where maximum Government (State and Federal) funding has been obtained, the Club, or Organisation, is ineligible for Government funding, or Government funding has been refused (in whole or part).

Council will be seeking evidence of procurement of, or attempted procurement of, Government grant monies.

- it must be demonstrated that Council funding is necessary to the success of the project

## MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 June 2016

- funds will only be permitted to be used for projects upon land under the care, or control, of Council, unless it otherwise determines.
- detailed project financial information including budget estimates, quotes etc. accompanied by project drawings and specifications, to a satisfactory standard, must be provided
- detailed financial information about the Club or Organisation will also need to be provided. Such information will need to include financial statements

Where Council considers the information as provided in accordance with the above to be satisfactory, the provision of any funds will be in accordance with the following;

- payment will only be made at the conclusion of the project, and then only in strict accordance with the determination as to amount and conditions as set by Council; unless otherwise agreed upon
- Council reserves the right to approve/decline any application irrespective of previous decisions of a similar nature and no prior decision in any way or manner can be construed as setting a precedent.

### **Financial Implications**

An amount of \$3,000 would be allocated in the annual budget for the next three financial years.

### **Strategic Implications**

Shire of Mingenew Community Strategic Plan

Outcome 1.4.2 – Support sustainable farming and other industry developments including mining

Outcome 2.1.1 – Support and promote environmental practises

### **Voting Requirements**

Simple Majority.

<b>OFFICER RECOMMENDATION – ITEM 9.1.2</b>
--

**That Council enter into a three sponsorship agreement with the Mingenew Irwin Group for an annual contribution of \$3,000 + GST per annum with the sponsorship agreement to run for the period 1 July 2016 to 30 June 2019.**



# SHIRE OF MINGENEW

Victoria Street  
PO Box 120  
MINGENEW WA 6522  
Telephone: (08) 9928 1102  
Facsimile: (08) 9928 1128  
Email: [ceo@mingenew.wa.gov.au](mailto:ceo@mingenew.wa.gov.au)

Your ref:

Our ref:

Sheila Charlesworth  
Executive Officer  
Mingenew-Irwin Group  
PO Box 6  
MINGENEW WA 6522

Dear Sheila,

## SHIRE OF MINGENEW - MINGENEW-IRWIN GROUP SPONSORSHIP AGREEMENT

At the June 2103 Ordinary Council Meeting Council resolved the following:

### *130602 COUNCIL DECISION (OFFICER'S RECOMMENDATION) – ITEM 9.3.1*

*That Council agree to lease the Victoria Street Karara house to the Mingenew Irwin Group with the following variable conditions:*

- *A Five (5) year lease with a five (5) year option to renew, if offered by Council.*
- *A rent of \$300.00 per week (Cash payment \$150.00 and \$150.00 from Council's in-kind contribution).*
- *MIG to be responsible for minor/day to day maintenance of building and gardens.*
- *MIG to be responsible for payments for connection to and use of all utilities.*
- *Standard conditions, including; major repairs, insurance, dispute resolution etc. are as stated in Council's standard lease document.*

Construction of the house is not yet complete and it is estimated that it will be ready for occupation in mid-September 2013, however the date is flexible and a more accurate date will be provided closer to completion.

At the July 2013 Ordinary Council Meeting, Council endorsed the 2013 -2016 Sponsorship Agreement between the Mingenew Shire and the Mingenew – Irwin Group (MIG). Council also endorsed the change indicated in the draft Agreement which was to remove the section that limited the number of Shire Councils that could seek Diamond membership of MIG.

Yours sincerely,

Mike Sully  
Chief Executive Officer  
23 July 2013

(Encl. Signed copy of Agreement)





## **SPONSORSHIP AGREEMENT** Between **THE MINGENEW-IRWIN GROUP INC & THE SHIRE OF MINGENEW**

### **Background:**

The Mingenew-Irwin Group Inc (**MIG**) is a well-established farmer driven group, which incorporates sustainable farming systems with the environment. The group came about through the co-operation of the Mingenew and Irwin Land Conservation District Committees in the 1990's.

### **The Shire of Mingenew and MIG:**

**The Shire of Mingenew (The Shire)** and **MIG** have been working together since the group's inception, when an agreement was reached to provide administrative, office and leasing services to the Group. Since that time, **The Shire** has continued to provide this support, as well as an annual financial contribution of \$3,000.00. As a Diamond Sponsor, **The Shire** will have local government sponsorship exclusively at the diamond level.

### **Diamond Sponsorship Terms:**

#### **1) Duration of this sponsorship agreement**

- a) Unless otherwise terminated earlier, this sponsorship agreement will run for three (3) years, terminating on the 30<sup>th</sup> of June 2016, subject to any extension agreed between the parties.
- b) The parties will review the terms of this sponsorship agreement before the end of each financial year.

#### **2) Diamond level sponsorship obligations of The Shire of Mingenew**

As the diamond level sponsor

- a) **The Shire** will continue to pay a base cash sponsorship fee of \$3,000.00 AUD (plus GST) per annum. This is to be paid on invoice on the 1<sup>st</sup> of July each year and will run on a financial year basis.
- b) **The Shire** will provide banners, signs and logos reasonably required by **MIG** for promotional purposes.
- c) At the sole discretion of **The Shire**, **The Shire** may provide training and professional training opportunities for **MIG** Members.

#### **3) The Shire's Diamond level sponsorship rights and the Diamond level sponsorship obligations to MIG**

For the duration of this sponsorship agreement:



- a) A representative nominated by **The Shire** is entitled to sit on the **MIG** Environmental Division committee.
- b) **MIG** will encourage its members to respond/ participate in **The Shire's** community activities.
- c) **MIG** will provide a timeslot for a Shire speaker or supporter at the **MIG** Spring Field Day (September) and Annual Crop Update Day (March), providing the topic is relevant and/or of interest to event participants. Topics to be agreed upon by the **MIG** R&D Committee and **The Shire**.
- d) **The Shire** will have the opportunity to contribute promotional articles to the **MIG** bi-monthly newsletter to members.
- e) **The Shire** is granted the right to freely publicise its involvement in sponsoring **MIG**
- f) Shire representatives will be invited to any special sponsor functions.
- g) **The Shire** may, in its absolute discretion, direct **MIG** in writing that **MIG** cannot, or must cease to:
  - i) use **The Shire's** name or logo in relation to any **MIG** field day, event, text production or press release; or
  - ii) make reference to the relationship between **The Shire** and **MIG** generally or to any specified third party.
- h) **The Shire** and **MIG** will maintain reciprocal website links. However, **MIG** must comply with any direction from **The Shire** in writing that **MIG** remove the reciprocal website links.
- i) **The Shire** may, in its discretion, promote **MIG** events through their electronic and distributor branch networks.
- j) The **MIG** board will be available for Shire executives and councillors to use as a sounding board on ideas and possible future directions for local government. If deemed appropriate by **The Shire** and **MIG**, **MIG** members will also be made available to Shire executives and councillors. For the avoidance of doubt, no party is required to play any form of lobbying role on behalf of the other parties by virtue of this sponsorship agreement

Sheila Charlesworth  
Executive Officer  
Mingenew-Irwin Group

Signed

Mike Sully  
Chief Executive Officer  
Shire of Mingenew

Signed



## 9.2 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MAY 2016

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 10 June 2016  
**Author:** Nita Jane, Deputy CEO  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 May 2016 is presented to Council for adoption.

#### Attachment

Finance Report for period ending 31 May 2016.

#### Background

The Monthly Financial Report to 31 May 2016 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity by Program
- Statement of Capital Acquisitions and Capital Funding
- Explanation of Material Variances
- Net Current Funding Position
- Cash and Investments
- Budget Amendments
- Receivables
- Cash Backed Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants & Contributions
- Trust

#### Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Account	67,844
Business Cash Maximiser (Municipal Funds)	627,365
Trust Account	104,556
Reserve Maximiser Account	308,376

## MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 June 2016

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 May 2016:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	6,005	0	6,185	651	12,841

Rates Outstanding at 31 May 2016 were:

	<b>Current</b>	<b>Arrears</b>	<b>TOTAL</b>
Rates	12,427	25,907	38,334
Rubbish	2,070	0	2,070
<b>TOTAL</b>	<b>14,497</b>	<b>25,907</b>	<b>40,404</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2015/2016 financial year.

### **Consultation**

Chief Executive Officer  
Senior Finance Officer

### **Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.

- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.2.1</b>
--

**That the Monthly Statement of Financial Activity for the period 1 July 2015 to 31 May 2016 be received.**

**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 May 2016**

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

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## Shire of Mingenew

### Compilation Report

For the Period Ended 31 May 2016

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2016 of \$729,182.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

### Preparation

Prepared by: Nita Jane

Reviewed by: Martin Whitely

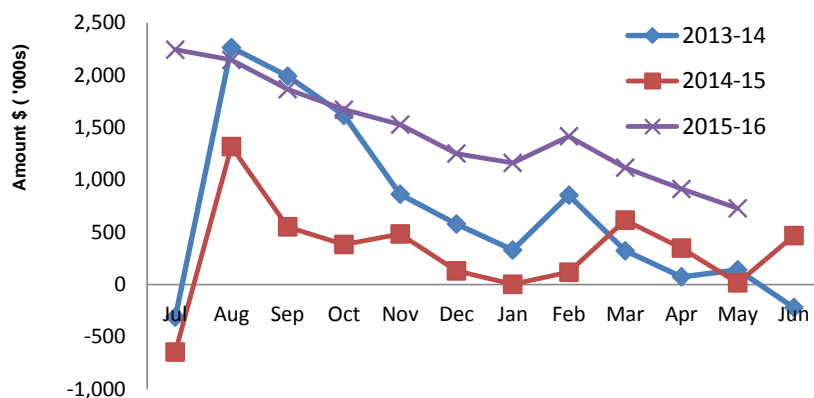
Date prepared: 10/06/2016

# Shire of Mingenew

## Monthly Summary Information

For the Period Ended 31 May 2016

**Liquidity Over the Year (Refer Note 3)**



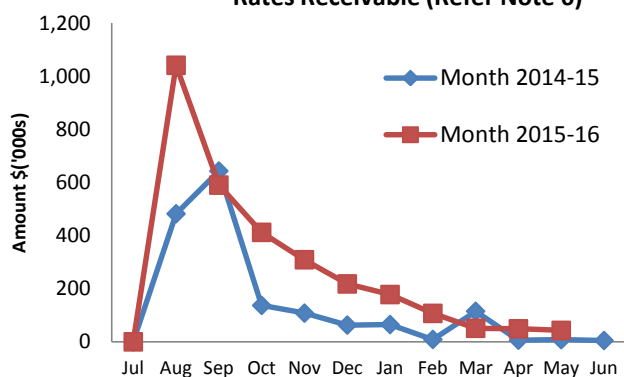
### Cash and Cash Equivalents as at period end

Unrestricted	\$	365,700
Restricted	\$	638,194
	\$	<u>1,003,894</u>

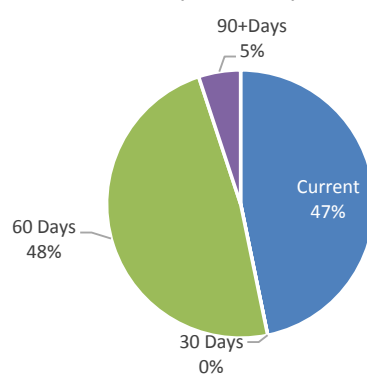
### Receivables

Rates	\$	42,659
Other	\$	12,841
	\$	<u>55,500</u>

**Rates Receivable (Refer Note 6)**



**Accounts Receivable Ageing (non- rates)  
(Refer Note 6)**



### Comments

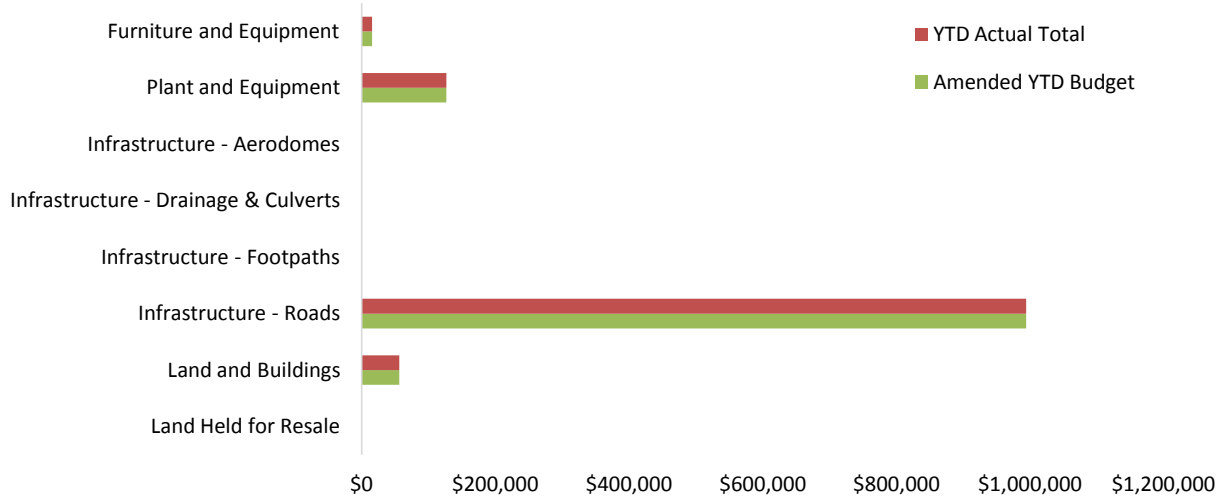
This information is to be read in conjunction with the accompanying Financial Statements and notes.

# Shire of Mingenew

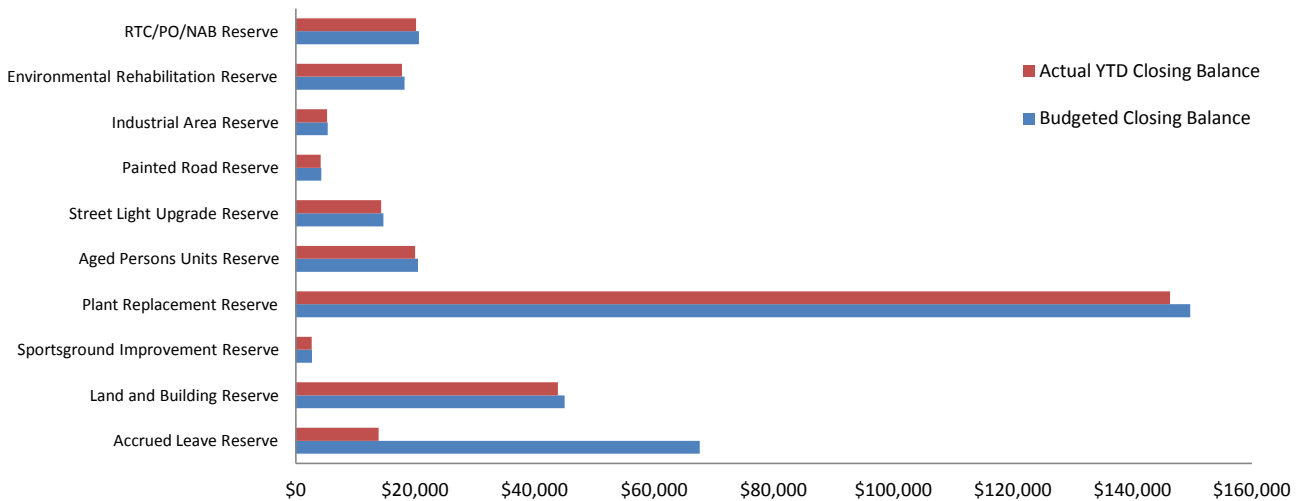
## Monthly Summary Information

For the Period Ended 31 May 2016

### Capital Expenditure Program YTD (Refer Note 13)



### Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



### Comments

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

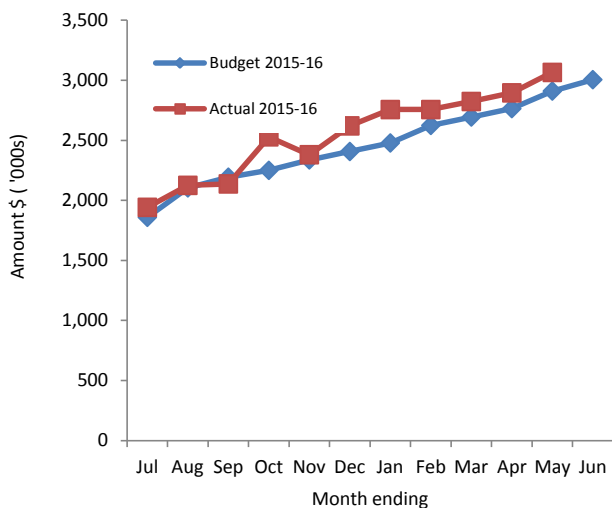
# Shire of Mingenew

## Monthly Summary Information

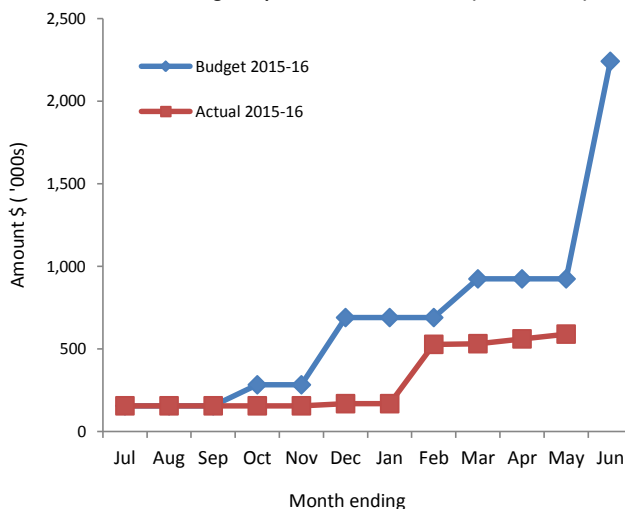
For the Period Ended 31 May 2016

### Revenues

**Budget Operating Revenues -v- Actual (Refer Note 2)**

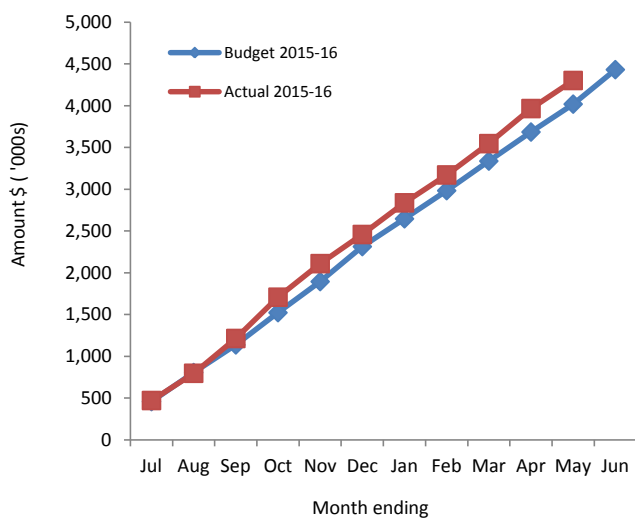


**Budget Capital Revenue -v- Actual (Refer Note 2)**

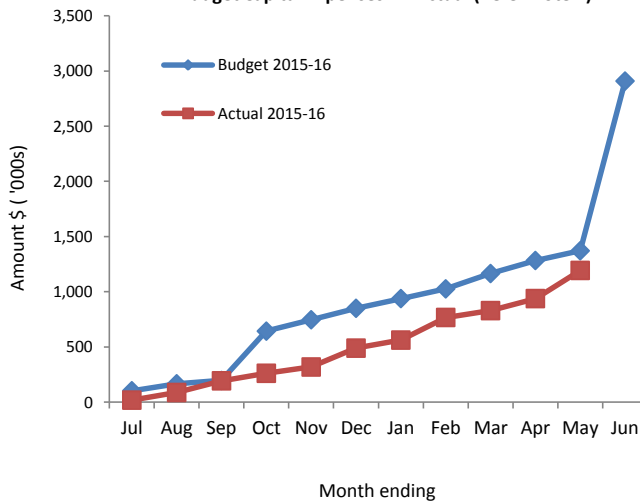


### Expenditure

**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



**Budget Capital Expenses -v- Actual (Refer Note 2)**



### Comments

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



**SHIRE OF MINGENEW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2016**

	Note	2015/16 Forecast Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
General Purpose Funding		2,016,809	2,093,128	2,016,792	2,017,975	1,183	0.06%	
Governance		16,334	12,564	15,621	23,483	7,862	50.33%	
Law, Order and Public Safety		36,110	33,780	33,440	28,723	(4,717)	(14.10%)	
Health		1,000	1,000	913	436	(477)	(52.25%)	
Education and Welfare		6,194	5,290	5,918	5,532	(386)	(6.52%)	
Housing		112,263	117,343	102,883	97,744	(5,139)	(5.00%)	
Community Amenities		76,775	86,175	76,100	73,899	(2,201)	(2.89%)	
Recreation and Culture		31,086	31,086	30,967	30,770	(197)	(0.64%)	
Transport		553,694	551,558	534,000	613,529	79,529	14.89%	▲
Economic Services		11,630	10,630	10,626	6,629	(3,997)	(37.62%)	
Other Property and Services		168,171	128,359	159,143	166,899	7,756	4.87%	
<b>Total Operating Revenue</b>		<b>3,030,066</b>	<b>3,070,913</b>	<b>2,986,403</b>	<b>3,065,618</b>	<b>78,033</b>		
<b>Operating Expense</b>								
General Purpose Funding		(67,530)	(83,530)	(49,935)	(47,468)	2,467	4.94%	
Governance		(191,164)	(200,235)	(179,591)	(161,914)	17,677	9.84%	
Law, Order and Public Safety		(122,139)	(133,639)	(89,506)	(127,395)	(37,889)	(42.33%)	▼
Health		(157,962)	(69,122)	(55,280)	(47,786)	7,494	13.56%	▲
Education and Welfare		(62,731)	(56,731)	(58,143)	(55,469)	2,674	4.60%	
Housing		(294,427)	(278,427)	(247,665)	(222,385)	25,280	10.21%	▲
Community Amenities		(177,600)	(180,101)	(154,666)	(139,490)	15,176	9.81%	
Recreation and Culture		(1,008,724)	(903,725)	(904,369)	(876,759)	27,610	3.05%	
Transport		(2,610,280)	(2,206,314)	(2,415,767)	(2,486,664)	(70,897)	(2.93%)	
Economic Services		(235,403)	(228,403)	(204,660)	(186,838)	17,822	8.71%	
Other Property and Services		(109,966)	(92,008)	23,330	49,829	26,499	(113.59%)	
<b>Total Operating Expenditure</b>		<b>(5,037,926)</b>	<b>(4,432,234)</b>	<b>(4,336,252)</b>	<b>(4,302,339)</b>	<b>33,913</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		2,370,200	1,850,000	2,172,687	2,172,379	(308)	(0.01%)	
Adjust (Profit)/Loss on Asset Disposal	8	(15,370)	(25,370)	(8,020)	(11,071)	(3,051)	38.05%	
Adjust Provisions and Accruals		0	0	0	0	0		
<b>Net Cash from Operations</b>		<b>346,970</b>	<b>463,309</b>	<b>814,818</b>	<b>924,587</b>	<b>108,586</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	11	780,595	2,065,347	770,595	590,029	(180,566)	(23.43%)	▼
Proceeds from Disposal of Assets	8	112,273	110,000	112,273	111,364	(909)	(0.81%)	
<b>Total Capital Revenues</b>		<b>892,868</b>	<b>2,175,347</b>	<b>882,868</b>	<b>701,393</b>	<b>(181,475)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	13	0	(200,000)	0	0	0		
Land and Buildings	13	(122,750)	(974,000)	(67,282)	(56,152)	11,130	16.54%	▲
Infrastructure - Roads	13	(1,145,880)	(1,151,751)	(974,134)	(994,415)	(20,281)	(2.08%)	
Infrastructure - Footpaths	13	0	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	0	0		
Infrastructure - Aerodomes	13	0	0	0	0	0		
Infrastructure - Other		(50,000)	(280,000)	(29,999)	0			
Plant and Equipment	13	(144,000)	(125,000)	(87,000)	(126,887)	(39,887)	(45.85%)	▼
Furniture and Equipment	13	(18,280)	(28,000)	(15,780)	(15,801)	(21)	(0.13%)	
<b>Total Capital Expenditure</b>		<b>(1,480,910)</b>	<b>(2,908,751)</b>	<b>(1,174,195)</b>	<b>(1,193,256)</b>	<b>(49,060)</b>		
<b>Net Cash from Capital Activities</b>		<b>(588,042)</b>	<b>(733,404)</b>	<b>(291,327)</b>	<b>(491,863)</b>	<b>(230,535)</b>		
<b>Financing</b>								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	(13,000)	0	0	(13,000)	(13,000)		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(172,463)	(172,463)	(172,461)	(172,462)	(1)	(0.00%)	
Transfer to Reserves	7	(91,797)	(25,428)	(20,000)	(23,412)	(3,412)	(17.06%)	
<b>Net Cash from Financing Activities</b>		<b>(277,260)</b>	<b>(197,891)</b>	<b>(192,461)</b>	<b>(208,874)</b>	<b>(16,413)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(518,332)</b>	<b>(467,988)</b>	<b>331,030</b>	<b>223,849</b>	<b>(138,363)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>505,333</b>	<b>467,988</b>	<b>505,333</b>	<b>505,333</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(13,000)</b>	<b>(0)</b>	<b>836,363</b>	<b>729,182</b>	<b>(138,363)</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 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 ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2016**

	Note	2015/16 Amended Annual Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
<b>Operating Revenues</b>								
Rates	9	\$ 1,710,713	\$ 1,754,614	\$ 1,713,225	\$ 1,709,614	\$ (3,611)	% (0.21%)	
Operating Grants, Subsidies and Contributions	11	559,688	522,884	544,827	543,639	(1,188)	(0.22%)	
Fees and Charges		268,809	296,559	254,544	254,544	0	0.00%	
Service Charges		0	0	0	0	0		
Interest Earnings		31,498	24,498	28,798	32,589	3,791	13.16%	
Other Revenue		443,988	446,988	436,989	508,666	71,677	16.40%	▲
Profit on Disposal of Assets	8	15,370	25,370	8,020	16,566			
<b>Total Operating Revenue</b>		<b>3,030,066</b>	<b>3,070,913</b>	<b>2,986,403</b>	<b>3,065,618</b>	<b>70,669</b>		
<b>Operating Expense</b>								
Employee Costs		(957,209)	(861,988)	(742,036)	(786,131)	(44,095)	(5.94%)	
Materials and Contracts		(801,454)	(828,372)	(575,901)	(435,714)	140,187	24.34%	▲
Utility Charges		(156,042)	(161,042)	(123,447)	(94,491)	28,956	23.46%	▲
Depreciation on Non-Current Assets		(2,370,200)	(1,850,000)	(2,172,687)	(2,172,379)	308	0.01%	
Interest Expenses		(63,422)	(63,422)	(60,572)	(59,488)	1,084	1.79%	
Insurance Expenses		(170,214)	(166,025)	(166,032)	(171,847)	(5,815)	(3.50%)	
Other Expenditure		(519,385)	(501,385)	(495,577)	(576,795)	(81,218)	(16.39%)	▼
Loss on Disposal of Assets	8	0	0	0	(5,495)			
<b>Total Operating Expenditure</b>		<b>(5,037,926)</b>	<b>(4,432,234)</b>	<b>(4,336,252)</b>	<b>(4,302,339)</b>	<b>39,407</b>		
<b>Funding Balance Adjustments</b>								
Add back Depreciation		2,370,200	1,850,000	2,172,687	2,172,379	(308)	(0.01%)	
Adjust (Profit)/Loss on Asset Disposal	8	(15,370)	(25,370)	(8,020)	(11,071)	(3,051)	38.05%	
Adjust Provisions and Accruals		0	0	0	0	0		
<b>Net Cash from Operations</b>		<b>346,970</b>	<b>463,309</b>	<b>814,818</b>	<b>924,587</b>	<b>106,717</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	11	780,595	2,065,347	770,595	590,029	(180,566)	(23.43%)	▼
Proceeds from Disposal of Assets	8	112,273	110,000	112,273	111,364	(909)	(0.81%)	
<b>Total Capital Revenues</b>		<b>892,868</b>	<b>2,175,347</b>	<b>882,868</b>	<b>701,393</b>	<b>(181,475)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	13	0	(200,000)	0	0	0		
Land and Buildings	13	(122,750)	(974,000)	(67,282)	(56,152)	11,130	16.54%	▲
Infrastructure - Roads	13	(1,145,880)	(1,151,751)	(974,134)	(994,415)	(20,281)	(2.08%)	
Infrastructure - Footpaths	13	0	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	0	0		
Infrastructure - Aerodomes	13	0	0	0	0	0		
Infrastructure - Other	13	(50,000)	(280,000)	(29,999)	0			
Plant and Equipment	13	(144,000)	(125,000)	(87,000)	(126,887)	(39,887)	(45.85%)	▼
Furniture and Equipment	13	(18,280)	(28,000)	(15,780)	(15,801)	(21)	(0.13%)	
<b>Total Capital Expenditure</b>		<b>(1,480,910)</b>	<b>(2,908,751)</b>	<b>(1,174,195)</b>	<b>(1,193,256)</b>	<b>(49,060)</b>		
<b>Net Cash from Capital Activities</b>		<b>(588,042)</b>	<b>(733,404)</b>	<b>(291,327)</b>	<b>(491,863)</b>	<b>(230,535)</b>		
<b>Financing</b>								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	(13,000)	0	0	(13,000)	(13,000)		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(172,463)	(172,463)	(172,461)	(172,462)	(1)	(0.00%)	
Transfer to Reserves	7	(91,797)	(25,428)	(20,000)	(23,412)	(3,412)	(17.06%)	
<b>Net Cash from Financing Activities</b>		<b>(277,260)</b>	<b>(197,891)</b>	<b>(192,461)</b>	<b>(208,874)</b>	<b>(16,413)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(518,332)</b>	<b>(467,988)</b>	<b>331,030</b>	<b>223,849</b>	<b>(140,232)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>505,333</b>	<b>467,988</b>	<b>505,333</b>	<b>505,333</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(13,000)</b>	<b>(0)</b>	<b>836,363</b>	<b>729,182</b>	<b>(140,232)</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 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 CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 31 May 2016

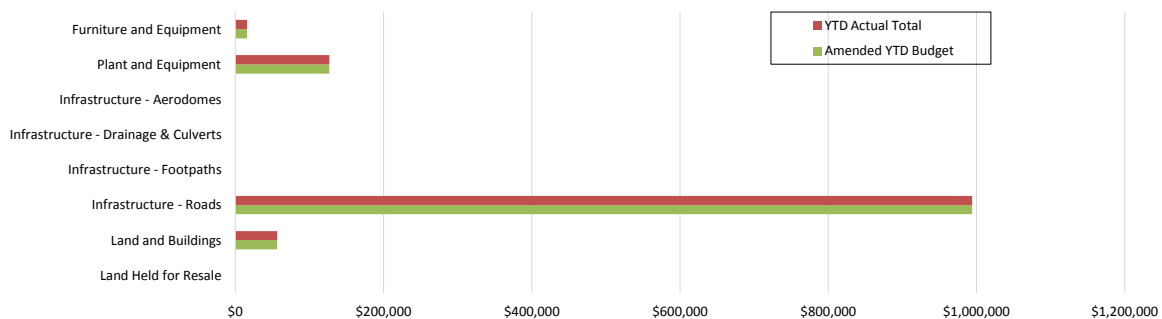
YTD 31 05 2016						
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Land and Buildings	13	40,147	16,005	56,152	56,152	122,750
Infrastructure - Roads	13	934,837	59,578	994,415	994,415	1,145,880
Infrastructure - Footpaths	13	0	0	0	0	0
Infrastructure - Drainage & Culverts	13	0	0	0	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0
Infrastructure -Other	13	0	0	0	0	50,000
Plant and Equipment	13	126,887	0	126,887	126,887	144,000
Furniture and Equipment	13	9,842	5,959	15,801	15,801	18,280
<b>Capital Expenditure Totals</b>		<b>1,111,713</b>	<b>81,543</b>	<b>1,193,256</b>	<b>1,193,256</b>	<b>1,480,910</b>

**Funded By:**

Capital Grants and Contributions	586,582	770,595	849,299	184,013
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	111,364	112,273	112,273	(909)
<b>Own Source Funding - Cash Backed Reserves</b>				
Land and Building Reserve	5	0	0	5
Sportsground Improvement Reserve	0	0	0	0
Plant Replacement Reserve	-13,000	0	0	(13,000)
Aged Persons Units Reserve	0	0	0	0
Street Light Upgrade Reserve	0	0	0	0
Painted Road Reserve	-5	0	0	(5)
Industrial Area Reserve	0	0	0	0
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>13,000</b>	<b>0</b>	<b>0</b>	<b>13,000</b>
<b>Own Source Funding - Operations</b>	<b>495,310</b>	<b>310,388</b>	<b>519,338</b>	<b>184,922</b>
<b>Capital Funding Total</b>	<b>1,193,256</b>	<b>1,193,256</b>	<b>1,480,910</b>	<b>0</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF MINGENEW**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2016**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
<b>Operating Revenues</b>	\$	\$	\$	\$
General Purpose Funding - Rates	2,093,128	(76,319)	2,016,809	2,016,792
Governance	12,564	3,770	16,334	15,621
Law, Order and Public Safety	33,780	2,330	36,110	33,440
Health	1,000	0	1,000	913
Education and Welfare	5,290	904	6,194	5,918
Housing	117,343	(5,080)	112,263	102,883
Community Amenities	86,175	(9,400)	76,775	76,100
Recreation and Culture	31,086	0	31,086	30,967
Transport	551,558	2,136	553,694	534,000
Economic Services	10,630	1,000	11,630	10,626
Other Property and Services	128,359	39,812	168,171	159,143
<b>Total Operating Revenue</b>	<b>3,070,913</b>	<b>(40,847)</b>	<b>3,030,066</b>	<b>2,986,403</b>
<b>Operating Expense</b>				
General Purpose Funding	(83,530)	16,000	(67,530)	(49,935)
Governance	(200,235)	9,071	(191,164)	(179,591)
Law, Order and Public Safety	(133,639)	11,500	(122,139)	(89,506)
Health	(69,122)	(88,840)	(157,962)	(55,280)
Education and Welfare	(56,731)	(6,000)	(62,731)	(58,143)
Housing	(278,427)	(16,000)	(294,427)	(247,665)
Community Amenities	(180,101)	2,500	(177,600)	(154,666)
Recreation and Culture	(903,725)	(104,999)	(1,008,724)	(904,369)
Transport	(2,206,314)	(403,966)	(2,610,280)	(2,415,767)
Economic Services	(228,403)	(7,000)	(235,403)	(204,660)
Other Property and Services	(92,008)	(17,958)	(109,966)	23,330
<b>Total Operating Expenditure</b>	<b>(4,432,234)</b>	<b>(605,692)</b>	<b>(5,037,926)</b>	<b>(4,336,252)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	1,850,000	520,200	2,370,200	2,172,687
Adjust (Profit)/Loss on Asset Disposal	(25,370)	10,000	(15,370)	(8,020)
Adjust Provisions and Accruals	0	0	0	0
<b>Net Cash from Operations</b>	<b>463,309</b>	<b>(116,339)</b>	<b>346,970</b>	<b>814,818</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	2,065,347	(1,284,752)	780,595	770,595
Proceeds from Disposal of Assets	110,000	2,273	112,273	112,273
<b>Total Capital Revenues</b>	<b>2,175,347</b>	<b>(1,282,479)</b>	<b>892,868</b>	<b>882,868</b>
<b>Capital Expenses</b>				
Land Held for Resale	(200,000)	200,000	0	0
Land and Buildings	(974,000)	851,250	(122,750)	(67,282)
Infrastructure - Roads	(1,151,751)	5,871	(1,145,880)	(974,134)
Infrastructure - Footpaths	(150,000)	150,000	0	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(280,000)	230,000	(50,000)	(29,999)
Plant and Equipment	(125,000)	(19,000)	(144,000)	(87,000)
Furniture and Equipment	(28,000)	9,720	(18,280)	(15,780)
<b>Total Capital Expenditure</b>	<b>(2,908,751)</b>	<b>1,427,841</b>	<b>(1,480,910)</b>	<b>(1,174,195)</b>
<b>Net Cash from Capital Activities</b>	<b>(733,404)</b>	<b>145,362</b>	<b>(588,042)</b>	<b>(291,327)</b>
<b>Financing</b>				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	0	(13,000)	(13,000)	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(172,463)	0	(172,463)	(172,461)
Transfer to Reserves	(25,428)	(66,369)	(91,797)	(20,000)
<b>Net Cash from Financing Activities</b>	<b>(197,891)</b>	<b>(79,369)</b>	<b>(277,260)</b>	<b>(192,461)</b>
<b>Net Operations, Capital and Financing</b>	<b>(467,988)</b>	<b>(50,346)</b>	<b>(518,332)</b>	<b>331,030</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>467,988</b>	<b>37,345</b>	<b>505,333</b>	<b>505,333</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>(0)</b>	<b>(13,001)</b>	<b>(13,000)</b>	<b>836,363</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also 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.

**Critical Accounting Estimates**

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

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

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

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

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

**(h) Inventories**

**General**

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

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

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	25 to 50 years
Construction other than Buildings (Public Facilities)	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Heritage Assets	25 to 50 years
Roads	25 years
Footpaths	50 years
Sewerage Piping	75 years
Water Supply Piping and Drainage Systems	75 years

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

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.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

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



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*"Standing proud, growing strong"*

The Strategic Community Plan defines the key objectives of the Shire as:

*"Economic: To be a diverse and innovative economy with a range of local employment opportunities.*

*Environment: A sustainable natural and built environment that meets current and future community needs.*

*Social: A safe and welcoming community where everyone has the opportunity to contribute and belong.*

*Civic Leadership: A collaborative and innovative community with strong and vibrant leadership."*

**(s) Reporting Programs**

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**EDUCATION AND WELFARE**

Support of day care for children. Autumn Centre for Senior Citizens.  
Youth & seniors projects.

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, walk trails, youth recreation,  
Public halls and Mingenew Recreation Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

**ECONOMIC SERVICES**

Tourism, community development, pest control, building services and private works.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	1,183	0.06%			
Governance	7,862	50.33%			
Law, Order and Public Safety	(4,717)	(14.10%)			
Health	(477)	(52.25%)			
Education and Welfare	(386)	(6.52%)			
Housing	(5,139)	(5.00%)			
Community Amenities	(2,201)	(2.89%)			
Recreation and Culture	(197)	(0.64%)			
Transport	79,529	14.89%	▲		Police licensing is up by \$79k YTD
Economic Services	(3,997)	(37.62%)			
Other Property and Services	7,756	4.87%			
<b>Operating Expenses</b>					
General Purpose Funding	2,467	4.94%			
Governance	17,677	9.84%			
Law, Order and Public Safety	(37,889)	(42.33%)	▼		Depn on Fire Truck of \$37k
Health	7,494	13.56%			
Education and Welfare	2,674	4.60%			
Housing	25,280	10.21%	▲		Housing allocation higher than budgeted
Community Amenities	15,176	9.81%			
Recreation and Culture	27,610	3.05%			
Transport	(70,897)	(2.93%)			
Economic Services	17,822	8.71%			
Other Property and Services	26,499	(113.59%)			
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(180,566)	(23.43%)	▼		Regional Road Grants - timing variance
Proceeds from Disposal of Assets	(909)	(0.81%)			
<b>Capital Expenses</b>					
Land Held for Resale	0				
Land and Buildings	11,130	16.54%	▲		Timing variance
Infrastructure - Roads	(20,281)	(2.08%)			
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	0				
Infrastructure - Aerodomes	0				
Plant and Equipment	(39,887)	(45.85%)	▼		Timing variance
Furniture and Equipment	(21)	(0.13%)			
<b>Financing</b>					
Loan Principal	(1)	(0.00%)			

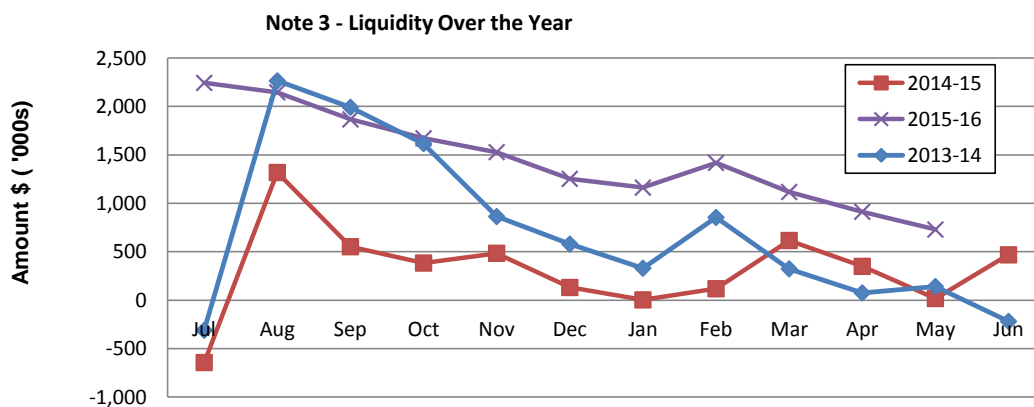
All variances are within the limits adopted for the 2015/2016 year.

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2016

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 May 2016	30th June 2016	YTD 01 Jun 2015
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	4	365,700	482,373	482,373
Cash - Restricted Reserves	4	308,376	271,964	271,964
Cash - Restricted Unspent Grants		329,818	329,818	329,818
Investments		0	0	0
Rates - Current	6	42,659	34,985	34,985
Sundry Debtors	6	12,841	54,737	54,737
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	0	0
GST Receivable		25,498	0	0
Receivables - Other		0	0	0
Inventories - Fuel & Materials		1,072	9,025	9,025
Inventories - Land Held for Resale		40,394	80,788	80,788
		1,124,774	1,262,105	1,262,105
<b>Current Liabilities</b>				
Sundry Creditors		(50,380)	(368,901)	(368,901)
GST Payable		(7,939)	6	6
PAYG		(13,313)	5,876	5,876
Accrued Interest on Debentures		24,810	(24,734)	(24,734)
Accrued Salaries & Wages		0	(16,268)	(16,268)
Current Employee Benefits Provision		(239,906)	(239,906)	(239,906)
Current Loan Liability		(1)	(172,463)	(172,463)
		(286,729)	(816,389)	(816,389)
<b>NET CURRENT ASSETS</b>		<b>838,045</b>	<b>445,716</b>	<b>445,716</b>
<b>Less:</b>				
Cash - Restricted Reserves		(308,376)	(271,964)	(271,964)
Inventories - Land Held for Resale		(40,394)	(80,788)	(80,788)
<b>Add Back:</b>				
Current Loan Liability		1	172,463	172,463
Cash Backed Employee Provisions	7	239,906	239,906	239,906
<b>Net Current Funding Position (Surplus / Deficit)</b>		<b>729,181</b>	<b>505,333</b>	<b>505,333</b>

(0)



**Comments - Net Current Funding Position**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Bank Account	2.35%	365,401	329,817		695,218	NAB	At Call
Trust Bank Account	0.00%			104,846	104,846	NAB	At Call
Cash Maximiser Account (Muni)	2.35%					NAB	At Call
Cash On Hand	Nil	300	0		300	NAB	At Call
Reserve Funds	2.35%	0	308,376		308,376	NAB	At Call
(b) <b>Term Deposits</b>							
Short Term Deposits	0.00%	0	0		0		
<b>Total</b>		365,701	638,193	104,846	1,108,741		

**Comments/Notes - Investments**

**Restricted Cash**

**(1) Municipal Fund**

Purpose for Funds Being Restricted	Funding Organisation	Date to be Expended	Amount
1 Depot Hill Rd	2012/13 CLGF Regional	28 February 2016	51,630
2 2014/15 Road Projects	Roads to Recovery	30 June 2018	134,248
3 Yarragadee Bridge	Roads to Recovery	30 June 2016	35,871
4 Ambulance Set Down Bay	Mid West Development Commission	31 January 2016	23,400
5 Men's Shed Ablution	Mid West Development Commission	30 November 2015	31,025
6 Rural Watch	Office of Crime Prevention	30 September 2015	3,643
7 Mingenew Mullewa Rd	2012/13 CLGF Individual	28 February 2016	50,000
<b>Sub-total</b>			<b>329,817</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus	\$	\$	\$	\$
	Actual Opening value as per audited financial report 30/6/2015				37,347		0
							<b>37,347</b>
0011	Rates Levied	31/03/2016	Operating Revenue			(8,137)	<b>29,210</b>
0121	Interim Rates Levied	31/03/2016	Operating Revenue			(35,764)	<b>(6,554)</b>
0131	Rates Legal Fees Recovered	31/03/2016	Operating Revenue			(14,600)	<b>(21,154)</b>
0472	Rating Valuations	31/03/2016	Operating Revenue		5,000		<b>(16,154)</b>
0482	Rate Legal Costs	31/03/2016	Operating Revenue		11,000		<b>(5,154)</b>
0091	General Purpose Grant	31/03/2016	Operating Revenue			(433)	<b>(5,587)</b>
0071	Local Road Grants	31/03/2016	Operating Revenue			(24,385)	<b>(29,972)</b>
4903	Bank Interest on Investments	31/03/2016	Operating Revenue		7,000		<b>(22,972)</b>
0033	Reimbursements	31/03/2016	Operating Expenses		1,770		<b>(21,202)</b>
0022	Election Expenses	31/03/2016	Operating Revenue		5,500		<b>(15,702)</b>
0072	Council Chambers Mtce	31/03/2016	Operating Expenses			(3,000)	<b>(18,702)</b>
0113	Sundry Income - Other	31/03/2016	Operating Revenue		2,000		<b>(16,702)</b>
0292	Insurance	31/03/2016	Operating Expenses			(4,188)	<b>(20,890)</b>
0032	Staff Conferences	31/03/2016	Operating Revenue		5,000		<b>(15,890)</b>
0392	Telephone	31/03/2016	Operating Expenses			(3,540)	<b>(19,430)</b>
0412	Postage and Freight	31/03/2016	Operating Expenses			(1,200)	<b>(20,630)</b>
0502	Consultants	31/03/2016	Operating Expenses		10,000		<b>(10,630)</b>
0595	Proceeds from Sale - Plant & Equipment	31/03/2016	Operating Expenses		27,273		<b>16,643</b>
0614	Realisation on Sale of Plant & Equipment	31/03/2016	Operating Expenses	(27,273)			<b>16,643</b>
6530	Asset Depreciation	31/03/2016	Non Cash Item	3,500			<b>16,643</b>
0833	Dog/Cat Registration Fees	31/03/2016	Operating Revenue		1,500		<b>18,143</b>
0843	Fines & Penalties	31/03/2016	Operating Revenue		400		<b>18,543</b>
0853	Impounding Fees	31/03/2016	Operating Revenue		430		<b>18,973</b>
6540	Asset Depreciation	31/03/2016	Non Cash Item	11,500			<b>18,973</b>
1582	Medical Practitioner Support	31/03/2016	Operating Expenses		6,660		<b>25,633</b>
1492	Mosquito Control	31/03/2016	Operating Expenses			(2,300)	<b>23,333</b>
1492	Mosquito Control	31/03/2016	Operating Expenses	(200)			<b>23,333</b>
1633	Seniors Weeks Community Grant	31/03/2016	Operating Expenses			(2,000)	<b>21,333</b>
1643	Grants - Other Welfare	31/03/2016	Operating Revenue		2,904		<b>24,237</b>
1682	Community Christmas Tree	31/03/2016	Operating Expenses			(2,000)	<b>22,237</b>
6570	Asset Depreciation	31/03/2016	Non Cash Item	(4,000)			<b>22,237</b>
1745	Country Housing Grant	31/03/2016	Capital Revenue			(80,000)	<b>(57,763)</b>
1753	GEHA House Rent	31/03/2016	Operating Revenue			(5,080)	<b>(62,843)</b>
6580	Asset Depreciation	31/03/2016	Non Cash Item	(16,000)			<b>(62,843)</b>
1803	Domestic Refuse Removal	31/03/2016	Operating Revenue			(3,900)	<b>(66,743)</b>

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
6590	Asset Depreciation	31/03/2016	Non Cash Item	7,000			(66,743)
2213	Charges - Rezonings	31/03/2016	Operating Revenue			(3,000)	(69,743)
2122	Town Plan Scheme	31/03/2016	Operating Expenses		3,000		(66,743)
2393	Sundry Income	31/03/2016	Operating Revenue			(2,500)	(69,243)
2405	Contributions & Donations	31/03/2016	Operating Revenue			(150,000)	(219,243)
2302	Cemetery Operations & Maintenance	31/03/2016	Operating Expenses			(12,000)	(231,243)
2312	Community Activities	31/03/2016	Operating Expenses		4,500		(226,743)
2433	Grant Contributions	31/03/2016	Capital Revenue			(300,000)	(526,743)
2915	Capital Expenditure Grant Contributions	31/03/2016	Capital Revenue			(95,000)	(621,743)
2642	Public Parks & Gardens	31/03/2016	Operating Expenses			(35,000)	(656,743)
6600	Asset Depreciation	31/03/2016	Non Cash Item	(70,000)			(656,743)
3123	Museum Conservation Grant	31/03/2016	Capital Revenue			(30,000)	(686,743)
3163	Heritage Grant	31/03/2016	Capital Revenue			(50,000)	(736,743)
3173	Grants Other Culture	31/03/2016	Capital Revenue			(20,000)	(756,743)
3113	Lotterywest Giant - Railway Station	31/03/2016	Capital Revenue			(120,000)	(876,743)
3315	Capital Project Grants	31/03/2016	Capital Revenue			(150,000)	(1,026,743)
4203	Road to Recovery Grant	31/03/2016	Capital Revenue		22,748		(1,003,995)
3533	Street Lighting	31/03/2016	Operating Revenue			(2,000)	(1,005,995)
3322	Maintenance Grading	31/03/2016	Operating Expenses			(30,000)	(1,035,995)
3342	Asset Preservation Urban	31/03/2016	Operating Expenses			(10,000)	(1,045,995)
3372	Bridge, Culverts & Pipes	31/03/2016	Operating Expenses		3,000		(1,042,995)
3402	Depot Maintenance	31/03/2016	Operating Expenses		5,000		(1,037,995)
3422	Lighting of Streets	31/03/2016	Operating Expenses		10,000		(1,027,995)
3432	Street Cleaning	31/03/2016	Operating Expenses		6,000		(1,021,995)
3452	Street Pruning	31/03/2016	Operating Expenses		4,000		(1,017,995)
3492	Drainage	31/03/2016	Operating Expenses		10,000		(1,007,995)
6620	Asset Depreciation	31/03/2016	Non Cash Item	(390,000)			(1,007,995)
3574	Realisation on Sale of Plant & Equipment	31/03/2016	Non Cash Item	25,000			(1,007,995)
3585	Sale of Plant & Equipment	31/03/2016	Non Cash Item		(25,000)		(1,032,995)
6721	Profit on Sale of Asset Disposal	31/03/2016	Non Cash Item	(10,000)			(1,032,995)
7510	MRWA Service Agreement Income	31/03/2016	Operating Revenue		14,136		(1,018,859)
7050	Superannuation - MWLGSA Staff	31/03/2016	Operating Expenses			(1,170)	(1,020,029)
7120	Other Allowances - MWLGSA Staff	31/03/2016	Operating Expenses			(30)	(1,020,059)
7150	Vehicle Costs - MWLGSA Staff	31/03/2016	Operating Expenses			(192)	(1,020,251)
7340	Other Employee Costs - MWLGSA Staff	31/03/2016	Operating Expenses			(3,070)	(1,023,321)
7360	Communication Expenses - MWLGSA Staff	31/03/2016	Operating Expenses			(132)	(1,023,453)
7990	Overheads Allocated to Works	31/03/2016	Operating Expenses		2,185		(1,021,268)
1201	Main Roads ISA State Route Maintenance	31/03/2016	Operating Expenses			(6,967)	(1,028,235)
4003	Grants - General	31/03/2016	Capital Revenue			(112,500)	(1,140,735)
6630	Asset Depreciation	31/03/2016	Non Cash Item	(12,000)			(1,140,735)
4082	Group Scheme Expenses	31/03/2016	Operating Expenses		10,000		(1,130,735)
4273	Water Sales	31/03/2016	Operating Revenue		1,000		(1,129,735)
4232	Water Supply Stand Pipes	31/03/2016	Operating Expenses			(5,000)	(1,134,735)
4333	Charges - Private Works Various	31/03/2016	Operating Revenue			(4,000)	(1,138,735)
4282	Private Works - Various	31/03/2016	Operating Expenses		10,000		(1,128,735)
7262	Administration	31/03/2016	Operating Expenses		7,999		(1,120,736)
4453	Diesel Rebates	31/03/2016	Operating Revenue			(3,000)	(1,123,736)



GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
4493	Reimbursements	31/03/2016	Operating Revenue		6,812		(1,116,924)
4472	Fuel & Oils	31/03/2016	Operating Expenses		40,000		(1,076,924)
4492	Parts & Repairs	31/03/2016	Operating Expenses		20,000		(1,056,924)
4502	Expendable Tools	31/03/2016	Operating Expenses			(1,000)	(1,057,924)
4562	Depreciation of Plant	31/03/2016	Non Cash Item	(60,000)			(1,057,924)
6890	Depreciation Written Back	31/03/2016	Operating Expenses			(2,548)	(1,060,472)
4225	Contributions towards Capital Projects	31/03/2016	Capital Revenue			(200,000)	(1,260,472)
4623	MWIRSA Reimbursements	31/03/2016	Operating Revenue		25,000		(1,235,472)
4675	Expenses Recovered (Income)	31/03/2016	Operating Revenue		15,000		(1,220,472)
4662	MWIRSA Expenses	31/03/2016	Operating Expenses			(25,000)	(1,245,472)
4682	Expenses Recovered (Expense)	31/03/2016	Operating Expenses			(15,000)	(1,260,472)
6640	Asset Depreciation	31/03/2016	Non Cash Item	10,000			(1,260,472)
4924	Industrial Area Development	31/03/2016	Capital Expenses		100,000		(1,160,472)
4924	Rural Residential Area Development	31/03/2016	Capital Expenses		100,000		(1,060,472)
0594	Shire Office	31/03/2016	Capital Expenses			(5,251)	(1,065,723)
9003	Staff Housing	31/03/2016	Capital Expenses			(2,041)	(1,067,764)
9004	Staff Housing	31/03/2016	Capital Expenses			(3,485)	(1,071,249)
9006	Staff Housing	31/03/2016	Capital Expenses			(973)	(1,072,222)
1774	Aged Care Units	31/03/2016	Capital Expenses		100,000		(972,222)
2434	Recreation Centre / Town Hall	31/03/2016	Capital Expenses		150,000		(822,222)
2434	Water Park	31/03/2016	Capital Expenses		150,000		(672,222)
0067	Enanty Barn	31/03/2016	Capital Expenses		50,000		(622,222)
0068	Museum	31/03/2016	Capital Expenses		30,000		(592,222)
0069	Old Roads Building	31/03/2016	Capital Expenses		20,000		(572,222)
0072	Old Railway Station	31/03/2016	Capital Expenses		120,000		(452,222)
5964	Business Incubator	31/03/2016	Capital Expenses		150,000		(302,222)
6058	Moore Street - Drainage	31/03/2016	Capital Expenses			(30,000)	(332,222)
1227	Yarragadee Bridge	31/03/2016	Capital Expenses		35,871		(296,351)
1291	Midlands Road Town Footpaths	31/03/2016	Capital Expenses		150,000		(146,351)
0072	War Memorial Project	31/03/2016	Capital Expenses		100,000		(46,351)
0073	Cemetery	31/03/2016	Capital Expenses		50,000		3,649
2884	Tennis Courts	31/03/2016	Capital Expenses		100,000		103,649
2884	Hockey Oval Lights	31/03/2016	Capital Expenses			(15,000)	88,649
0054	CEO Vehicle	31/03/2016	Capital Expenses		15,000		103,649
0054	DCEO Vehicle	31/03/2016	Capital Expenses			(42,000)	61,649
3554	Works Manager Vehicle	31/03/2016	Capital Expenses		8,000		69,649
0014	Councillor Laptops / Ipads	31/03/2016	Capital Expenses		2,959		72,608
0574	Office Computer	31/03/2016	Capital Expenses			(918)	71,690
0584	PA System	31/03/2016	Capital Expenses		410		72,100
2854	Outdoor Cinema	31/03/2016	Capital Expenses		12,500		84,600
2854	Bouncy Castle & Water Slide	31/03/2016	Capital Expenses			(5,231)	79,369
	RV Friendly Sites	31/03/2016	Capital Expenses			(5,000)	74,369
8021	Transfers to Accrued Leave Reserves	31/03/2016	Capital Expenses			(53,369)	21,000
6351	Transfers to Plant Replacement Reserve	31/03/2016	Capital Expenses			(13,000)	8,000
0222	Donations	16/12/2015	Operating Expenses			(2,000)	6,000
0222	Donations	10/02/2016	Operating Expenses			(1,000)	5,000

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Job 1212 8021	Midlands Road	10/02/2016	Operating Expenses	\$	\$	\$	\$
	Transfers to Accrued Leave Reserves	20/04/2016	Capital Expenses		30,000	(5,000)	0
	Subdivision - Lot 4 Ernest St	20/04/2016	Capital Expenses			(30,000)	30,000
							0
				(532,473)	1,793,904	(1,793,904)	

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

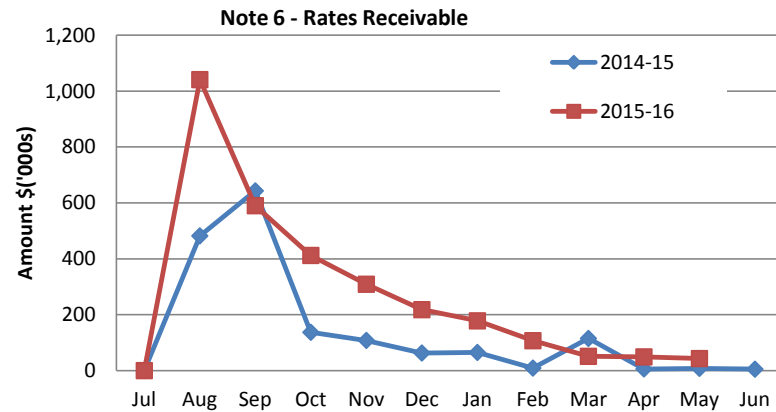
**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

Opening Arrears Previous Years  
 Levied this year  
Less Collections to date  
 Equals Current Outstanding

**Net Rates Collectable**  
 % Collected

YTD 31 May 2016	30 June 2015
\$	\$
22,660	18,152
1,709,614	1,473,879
(1,689,615)	(1,469,371)
42,659	22,660
<b>42,659</b>	<b>22,660</b>
97.54%	98.48%



**Comments/Notes - Receivables Rates**

Majority of outstanding rates is made up of three assessments:

A152	6272
A353	12739
A482	23405

A353 - process has commenced for possession of land.

Aside from these, recovery of rates is good.

**Receivables - General**

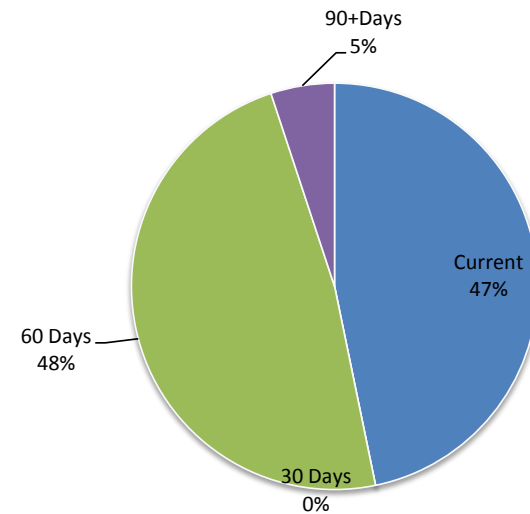
Receivables - General

**Total Receivables General Outstanding**

Current	30 Days	60 Days	90+Days
\$ 6,005	\$ 0	\$ 6,185	\$ 651
			<b>12,841</b>

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



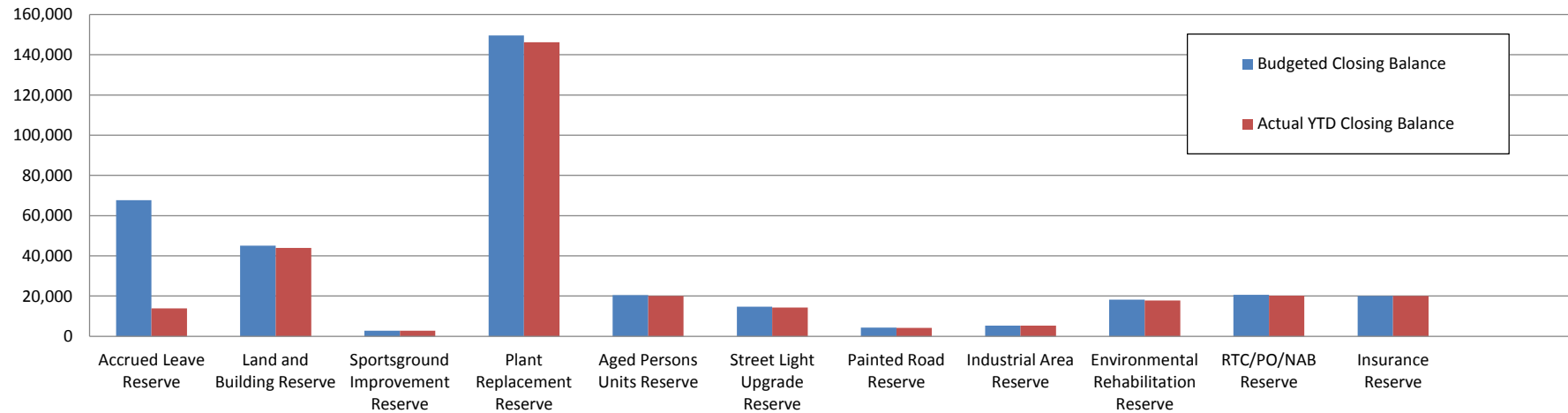
**Comments/Notes - Receivables General**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2016

**Note 7: Cash Backed Reserve**

Name	Opening Balance	YTD Budget Interest Earned	Actual Interest Earned	YTD Budget Transfers In (+)	YTD Actual Transfers In (+)	YTD Budget Transfers Out (-)	YTD Actual Transfers Out (-)	Transfer out Reference	Budgeted Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Accrued Leave Reserve	13,724	242	172	53,643	0	0	0		67,609	13,896
Land and Building Reserve	43,342	792	549	866	0	0	(5)		45,000	43,886
Sportsground Improvement Reserve	2,659	44	33	53	0	0	0		2,756	2,692
Plant Replacement Reserve	131,625	2,398	1,652	15,626	0	0	13,000		149,649	146,276
Aged Persons Units Reserve	19,739	352	248	394	0	0	0		20,485	19,987
Street Light Upgrade Reserve	14,118	253	177	282	0	0	0		14,653	14,295
Painted Road Reserve	4,146	66	47	83	0	0	5		4,295	4,198
Industrial Area Reserve	5,159	88	65	103	0	0	0		5,350	5,223
Environmental Rehabilitation Reserve	17,565	319	220	350	0	0	0		18,234	17,785
RTC/PO/NAB Reserve	19,887	363	250	397	0	0	0		20,647	20,137
Insurance Reserve	0	0	0	20,000	20,000	0	0		20,000	20,000
	271,964	4,917	3,412	91,797	20,000	0	13,000	0	368,678	308,376

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2016

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			
					YTD 31 05 2016			
Cost	Accum Depr	Proceeds	Profit (Loss)		2015/16 Budget Profit/(Loss)	2015/16 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	Comments
				Plant and Equipment				
54,715	(31,000)	38,182	14,467	CEO Vehicle	8,020	14,467	6,447	
40,669	(6,084)	29,091	(5,494)	DCEO Vehicle	0	0	0	
40,890	(28,925)	13,182	1,217	Road Inspector Vehicle	7,000	1,217	(5,783)	Sold by tender.
46,166	(16,139)	30,909	882	Works Manager Vehicle	350	882	532	
182,440	(82,148)	111,364	11,072		15,370	16,566	1,196	

Comments - Capital Disposal/Replacements

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2016

**Note 9: RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>2014/15 Budget Rate Revenue \$</b>	<b>2015/16 Budget Interim Rate \$</b>	<b>2015/16 Budget Back Rate \$</b>	<b>2015/16 Budget Total Revenue \$</b>
<b>Differential General Rate</b>											
GRV - Mingenew - Residential	13.1289	135	1,322,880	173,680	(12,362)	129	161,447	173,680	1,500	400	175,580
GRV - Mingenew - Commercial	13.1289	17	384,380	50,465	(3,009)		47,457	50,465			50,465
GRV - Mingenew - Industrial	13.1289	1	12,480	1,638			1,638	1,638			1,638
GRV - Yandanooka	6.5645	2	14,716	966			966	966			966
UV - Rural	1.4310	125	97,585,500	1,396,449	83		1,396,532	1,396,449	3,500		1,399,949
UV - Mining	30.0000	7	53,155	15,947	(3,009)	(518)	12,420	21,924			21,924
<b>Sub-Totals</b>		287	99,373,111	1,639,144	(18,296)	(389)	1,620,459	1,645,121	5,000	400	1,650,521
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV - Mingenew - Residential	636	75	92,612	47,700	(6,996)		40,704	46,428	0	0	46,428
GRV - Mingenew - Commercial	636	10	16,686	6,360	(5,088)		1,272	6,360	0	0	6,360
GRV - Mingenew - Industrial	636	4	9,583	2,544	(1,908)		636	2,544	0	0	2,544
GRV - Yandanooka	318	1	20	318	(318)		0	0	0	0	0
UV - Rural	636	19	504,100	12,084	(636)		11,448	12,084	0	0	12,084
UV - Mining	636	5	(8,949)	3,180	(1,492)	(86)	1,602	3,180	0	0	3,180
<b>Sub-Totals</b>		114	614,052	72,186	(16,438)	(86)	55,662	70,596	0	0	70,596
Discounts							1,676,121				1,721,117
<b>Amount from General Rates</b>							0				0
Ex-Gratia Rates							1,676,121				1,721,117
Specified Area Rates							33,494				33,497
<b>Totals</b>							0				0
							<b>1,709,615</b>				<b>1,754,614</b>

**Comments - Rating Information**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2016

**10. INFORMATION ON BORROWINGS**

**(a) Debenture Repayments**

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
			\$	\$	\$	\$	\$	\$
<b>Education &amp; Welfare</b>								
Loan 137 - Senior Citizens Buildings	101,512		4,793	4,792	96,719	96,720	6,383	6,751
<b>Housing</b>								
Loan 133 - Triplex	83,767		10,631	10,630	73,136	73,137	5,745	6,128
Loan 134 - SC Housing	57,444		5,314	5,314	52,130	52,130	3,627	3,888
Loan 136 - Staff Housing	125,720		11,860	7,258	113,860	118,462	8,297	8,750
Loan 142 - Staff Housing	75,003		9,192	9,192	65,811	65,811	3,891	4,168
<b>Recreation &amp; Culture</b>								
Loan 138 - Pavilion Fitout	97,452		0	4,602	97,452	92,850	6,127	5,940
<b>Transport</b>								
Loan 139 - Roller	53,149		13,981	13,981	39,168	39,168	3,445	3,322
Loan 141 - Grader	129,354		22,845	22,845	106,509	106,509	8,017	7,777
Loan 143 - 2 x Trucks	107,044		52,274	52,274	54,770	54,770	4,792	4,752
Loan 144 - Side Tipping Trailer	75,003		9,192	9,191	65,811	65,812	3,891	3,817
Loan 145 - Drum Roller	154,192	0	32,381	32,382	121,811	121,810	5,196	5,280
	1,059,640	0	172,462	172,461	887,178	887,179	59,411	60,573

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

Nil

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2016

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2015-16 Forecast Budget	2015-16 Original Budget	Variations Additions (Deletions)	Operating 2015/16 Budget	Capital 2015/16 Budget	Recoup Status	
								2015-16 YTD Actual	2015-16 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>									
Financial Assistance Grant - Roads	Grants Commission	Y	140,251	164,636	(24,385)	164,636	0	151,770	164,636
Financial Assistance Grant - General	Grants Commission	Y	135,695	136,128	(433)	136,128	0	124,176	136,128
<b>LAW, ORDER, PUBLIC SAFETY</b>									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	4,400	4,400
ESL Annual Grant	Department of Fire & Emergency Services	Y	25,000	25,000	0	25,000	0	18,750	22,913
<b>HEALTH</b>									
Ambulance Set Down Bay	Mid West Development Commission	Y	2,600	2,600	0	0	2,600	0	17,600
Ambulance Set Down Bay	Silver Chain	Y	15,000	15,000	0	0	15,000	0	0
Childcare Facility Upgrade	Lotterywest	N	10,000	10,000	0	0	10,000	0	0
<b>EDUCATION &amp; WELFARE</b>									
Seniors Week	Department of Local Government & Communities	Y	0	2,000	(2,000)	2,000	0	0	1,826
Men's Shed Ablution	Mid West Development Commission	Y	6,351	3,447	2,904	0	3,447	2,798	3,447
<b>HOUSING</b>									
Aged Care Units	Mid West Development Commission	N	0	80,000	(80,000)	0	80,000	0	0
<b>COMMUNITY AMENITIES</b>									
Thank a Volunteer Day	Department of Local Government & Communities	N	500	500	0	500	0	0	0
Anzac Day	Lotterywest	N	3,000	3,000	0	3,000	0	0	3,201
Cemetery Upgrade	Mid West Development Commission	N	0	50,000	(50,000)	0	50,000	0	0
War Memorial Project	Mid West Development Commission	N	0	100,000	(100,000)	0	100,000	0	0
<b>RECREATION AND CULTURE</b>									
Museum	Lotterywest	N	0	30,000	(30,000)	0	30,000	0	0
Enanty Barn	State Heritage Council	N	0	50,000	(50,000)	0	50,000	0	0
Old Roads Board	State Heritage Council	N	0	20,000	(20,000)	0	20,000	0	0
Railway Station	Lotterywest	N	0	120,000	(120,000)	0	120,000	0	0
Town Hall / Recreation Centre Upgrade	Lotterywest	N	0	150,000	(150,000)	0	150,000	0	0
Water Park	Lotterywest	N	0	150,000	(150,000)	0	150,000	0	0
Tennis Courts	Department of Sport & Recreation	N	0	80,000	(80,000)	0	80,000	0	(7,916)
Outdoor Cinema	Lotterywest	N	0	15,000	(15,000)	0	15,000	0	7,916
<b>TRANSPORT</b>									
Direct Grant	Main Roads WA	Y	65,800	65,800	0	65,800	0	65,800	65,800
Regional Road Group	Main Roads WA	Y	389,667	389,667	0	0	389,667	155,866	389,667
Roads To Recovery	Department of Infrastructure	Y	359,881	337,133	22,748	0	337,133	430,716	337,133
Main Street Footpaths	Mid West Development Commission	N	0	150,000	(150,000)	0	150,000	0	0
Street Lighting	Main Roads WA	Y	5,000	7,000	(2,000)	7,000	0	2,425	0
<b>ECONOMIC SERVICES</b>									
Business Incubator	Mid West Development Commission	N	0	112,500	(112,500)	0	112,500	0	0
<b>ECONOMIC SERVICES</b>									
Industrial Subdivision	Mid West Development Commission	N	0	100,000	(100,000)	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	0	100,000	(100,000)	0	100,000	0	8,333
<b>TOTALS</b>			<b>1,163,145</b>	<b>2,473,811</b>	<b>(1,310,666)</b>	<b>408,464</b>	<b>2,065,347</b>	<b>956,701</b>	<b>1,155,084</b>
Operating	Operating		313,846	342,664				370,119	331,524
Non-Operating	Non-operating		849,299	2,131,147				586,582	794,426
			<b>1,163,145</b>	<b>2,473,811</b>				<b>956,701</b>	<b>1,125,950</b>



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 31-May-16
	\$	\$	\$	\$
BCITF Levy	0	1,277	(1,095)	182
BRB Levy	0	1,425	(1,213)	212
Autumn Committee	974	0	0	974
Community Bus	2,660	300	(900)	2,060
ANZAC Day Breakfast Donation	279	222	0	501
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	47,343	55,000	(78,182)	24,161
Mingenew Cemetery Group	4,314	0	0	4,314
Other Bonds	1,878	895	(125)	2,648
Rates Incentive Prizes	100	200	(100)	200
Rec Centre Kitchen Upgrade	1,000	0	(1,000)	0
Sinosteel Community Trust Fund	63,415	0	0	63,415
Tree Planter - LCDC	88	0	0	88
Weary Dunlop Memorial	87	0	0	87
Mingenew P & C - NBN Rental	5,836	6,010	(11,846)	0
Joan Trust	4,461	500	0	4,961
Youth Advisory Council	746	0	(4,000)	(3,254)
Centenary Committee	897	0	0	897
Community Christmas Tree	132	0	0	132
Silverchain Committee	2,267	0	0	2,267
Nomination Fees	0	320	(320)	0
	<b>137,477</b>	<b>66,149</b>	<b>(98,781)</b>	<b>104,845</b>

SHIRE OF MINGENEW  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
<b>Infrastructure Assets</b>							
Land Held for Resale							
Community Amenities							
Other Property & Services							
Industrial Area Development	4924	0	100,000	(8,333)	0	0	
Rural Residential Area Development	4924	0	100,000	8,333	0	0	
<b>Other Property &amp; Services Total</b>		<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Land Held for Resale Total</b>		<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Land &amp; Buildings</b>							
Governance							
Shire Office	0594	15,251	10,000	15,251	8,604	6,647	
<b>Housing Total</b>		<b>15,251</b>	<b>10,000</b>	<b>15,251</b>	<b>8,604</b>	<b>6,647</b>	
Health							
Ambulance Set Down Bay	0074	0	93,000	0	0	0	
Child Care Facility	0075	15,000	15,000	0	0	15,000	
<b>Health Total</b>		<b>15,000</b>	<b>108,000</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	
Education & Welfare							
Men's Shed Ablution Block	0048	36,000	36,000	35,998	31,083	4,917	
<b>Education &amp; Welfare Total</b>		<b>36,000</b>	<b>36,000</b>	<b>35,998</b>	<b>31,083</b>	<b>4,917</b>	
<b>Land &amp; Buildings</b>							
Housing							
Construction - Staff Housing	9003	2,041	0	1,870	2,041	0	
Construction - Staff Housing	9004	3,485	0	3,190	3,485	0	
Construction - Staff Housing	9005	0	0	0	903	(903)	
Construction - Staff Housing	9006	973	0	973	973	0	
Construction - Staff Housing	9010	25,000	25,000	10,000	9,064	15,936	
Aged Care Units	1774	0	100,000	0	0	0	
<b>Housing Total</b>		<b>31,499</b>	<b>125,000</b>	<b>16,033</b>	<b>16,465</b>	<b>15,034</b>	
Recreation And Culture							
Recreation Centre Town Hall	2434	(150,000)	150,000	0	0	(150,000)	
Water Park	2434	150,000	150,000	0	0	150,000	
Enanty Barn	0067	0	50,000	0	0	0	
Museum	0068	0	30,000	0	0	0	
Old Roads Building	0069	0	20,000	0	0	0	
Old Railway Station	0070	0	120,000	0	0	0	
<b>Recreation And Culture Total</b>		<b>0</b>	<b>520,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Transport Total</b>							
Depot	3274	25,000	25,000	0	0	25,000	
<b>Transport Total</b>		<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	
Economic Services							
Business Incubator	5964	0	150,000	0	0	0	
<b>Economic Services Total</b>		<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Land &amp; Buildings Total</b>		<b>122,750</b>	<b>974,000</b>	<b>67,282</b>	<b>56,152</b>	<b>66,598</b>	
<b>Infrastructure - Drainage/Culverts</b>							
Transport							
Nil							
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Drainage/Culverts Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Footpaths</b>							
Transport							
Midlands Road Town Footpaths	1291	0	150,000	0	0	0	
<b>Transport Total</b>		<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Footpaths Total</b>		<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Other</b>							
Community Amenities							
War Memorial Project	0072	0	100,000	0	0	0	
Little Well Project	0071	30,000	30,000	29,999	0	30,000	
Cemetery	0073	0	50,000	0	0	0	
<b>Community Amenities Total</b>		<b>30,000</b>	<b>180,000</b>	<b>29,999</b>	<b>0</b>	<b>30,000</b>	
Recreation							
Tennis Courts	2884	20,000	100,000	0	0	20,000	
<b>Community Amenities Total</b>		<b>20,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	
<b>Infrastructure - Other Total</b>		<b>50,000</b>	<b>280,000</b>	<b>29,999</b>	<b>0</b>	<b>50,000</b>	

SHIRE OF MINGENEW  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
	<b>Furniture &amp; Office Equip.</b>							
	<b>Governance</b>							
	Laptops / iPads	0014	5,041	8,000	5,041	5,041	0	
	Replacement office Computer	0574	918	0	918	918	(0)	
	PA System	0584	1,590	2,000	1,590	2,920	(1,330)	
	<b>Governance Total</b>		<b>7,549</b>	<b>10,000</b>	<b>7,549</b>	<b>8,879</b>	<b>(1,330)</b>	
	<b>Recreation</b>							
	Outdoor Cinema	0064	2,500	15,000	0	5,231	(2,731)	
	Inflatables - Bouncy Castle & Slide	0078	5,231	0	5,231	0		
	Christmas Lights	0065	3,000	3,000	3,000	1,691	1,309	
	<b>Recreation Total</b>		<b>10,731</b>	<b>18,000</b>	<b>8,231</b>	<b>6,922</b>	<b>(1,422)</b>	
	<b>Transport</b>							
	Nil				0	0	0	
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Furniture &amp; Office Equip. Total</b>		<b>18,280</b>	<b>28,000</b>	<b>15,780</b>	<b>15,801</b>	<b>(2,732)</b>	
	<b>Infrastructure - Aerodomes</b>							
	<b>Transport</b>							
	Nil							
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Infrastructure - Aerodomes Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Plant , Equip. &amp; Vehicles</b>							
	<b>Governance</b>							
	CEO Vehicle Replacement	0554	87,000	60,000	87,000	84,501	2,499	
	<b>Governance Total</b>		<b>87,000</b>	<b>60,000</b>	<b>87,000</b>	<b>84,501</b>	<b>2,499</b>	
	<b>Law, Order And Public Safety</b>							
	Nil				0	0	0	
	<b>Law, Order And Public Safety Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Transport</b>							
	Works Manager Vehicle	3554	42,000	50,000	0	0	42,000	
	Sundry Plant	3554	15,000	15,000	0	42,387	(27,387)	
	<b>Transport Total</b>		<b>57,000</b>	<b>65,000</b>	<b>0</b>	<b>42,387</b>	<b>14,613</b>	
	<b>Plant , Equip. &amp; Vehicles Total</b>		<b>144,000</b>	<b>125,000</b>	<b>87,000</b>	<b>126,887</b>	<b>17,113</b>	
	<b>Roads &amp; Bridges</b>							
	<b>Transport</b>							
	2014/15 Mingenew Mullewa Rd (RRG)	RR64	150,000	150,000	116,000	79	149,922	
	2015/16 Mingenew Mullewa Rd (RRG)	RR65	434,501	434,500	375,602	489,737	(55,237)	
	Moore Stree	6058	30,000	(1)	30,000	9,185	20,815	
	Depot Hill North Rd (R2R)	6066	344,872	344,874	339,107	350,644	(5,773)	
	Yandanooka Melara Rd (R2R)	6067	126,507	126,507	113,425	85,271	41,237	
	Depot Hill Road (CLGF)	CL05	60,000	60,000	0	53,584	6,417	
	Yarragadee Bridge	1227	0	35,871	0	5,916	(5,916)	
	<b>Transport Total</b>		<b>1,145,880</b>	<b>1,151,751</b>	<b>974,134</b>	<b>994,415</b>	<b>151,464</b>	
	<b>Roads (Non Town) Total</b>		<b>1,145,880</b>	<b>1,151,751</b>	<b>974,134</b>	<b>994,415</b>	<b>151,464</b>	
	<b>Capital Expenditure Total</b>		<b>1,480,910</b>	<b>2,908,751</b>	<b>1,174,195</b>	<b>1,193,256</b>	<b>282,423</b>	

## **9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MAY 2016**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 8 June 2016  
**Author:** Julie Borrett, Senior Finance Officer  
**Senior Officer:** Nita Jane, Deputy CEO

### **Summary**

This report recommends that Council confirm the payment of creditors for the month of May 2016 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

### **Attachment**

Copy of list of accounts due (EFT & cheque payments), which will enable Council to confirm the payment of its creditors in accordance with Local Government (Financial Management) Regulations 1996, Section 13(1).

### **Background**

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

### **Comment**

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

### **Consultation**

Nil

### **Statutory Environment**

Local Government Act 1996, Section 6.4

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

### **Policy Implications**

Payments have been made under delegation.

### **Financial Implications**

Funds available to meet expenditure.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.2.2</b>
--

That Council confirm the accounts as presented for May 2016 from the Municipal Fund totalling \$334,603.27 represented by Electronic Funds Transfers of EFT 9820 to EFT9898, Direct Deduction DD7608.1, 2 and 3, DD7623.1 2 and 3 and Cheque numbers 8063 to 8069.

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Time: 10:56:16AM

Shire of MINGENEW  
List of Accounts for May 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
8063	02/05/2016	SYNERGY	SYNGERY	M		7,884.90
8064	09/05/2016	CANNING BRIDGE AUTO LODGE	CHARGES	M		1,376.00
8065	09/05/2016	CITY OF GREATER GERALDTON	CHARGES	M		367.00
8066	09/05/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		190.00
8067	16/05/2016	SYNERGY	CHARGES	M		4,591.05
8068	23/05/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		190.00
8069	23/05/2016	SYNERGY	POWER	M		1,107.35
EFT9820	02/05/2016	AUSTRALIA POST	CHARGES	M		140.77
EFT9821	02/05/2016	AVON WASTE	CHARGES	M		2,298.56
EFT9822	02/05/2016	MOORE STEPHENS	CHARGES	M		209.00
EFT9823	02/05/2016	ELDERS LIMITED	CHARGES	M		654.50
EFT9824	02/05/2016	GERALDTON MOWER & REPAIR SPECIALISTS	CHARGES	M		358.40
EFT9825	02/05/2016	Great Northern Rural Services	CHARGES	M		242.00
EFT9826	02/05/2016	Mingenew - Irwin Group	CONTRIBUTION	M		11,000.00
EFT9827	02/05/2016	MINGENEW SPRING CARAVAN PARK	CHARGES	M		1,712.00
EFT9828	02/05/2016	WESTRAC PTY LTD	CHARGES	M		369.23
EFT9829	02/05/2016	MINGENEW FABRICATORS	CHARGES	M		225.50
EFT9830	02/05/2016	YOUNG MOTORS	PLANT	M		13,930.65

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**Shire of MINGENEW**  
**List of Accounts for May 2016**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9831	04/05/2016	Shire of Mingenew - Payroll	PAYROLL	M		32,419.90
EFT9832	04/05/2016	Australian Services Union	Payroll deductions	M		103.20
EFT9833	04/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9834	04/05/2016	LGRCEU	Payroll deductions	M		20.50
EFT9835	09/05/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT9836	09/05/2016	AMPAC	COMMISSION	M		23.10
EFT9837	09/05/2016	AVON WASTE	CHARGES	M		2,280.46
EFT9838	09/05/2016	Butler Settineri	CHARGES	M		4,953.45
EFT9839	09/05/2016	LANDGATE	CHARGES	M		2,595.45
EFT9840	09/05/2016	DONGARA GLASS AND GLAZING	CHARGES	M		65.00
EFT9841	09/05/2016	EJ DIESEL	CHARGES	M		320.35
EFT9842	09/05/2016	HOWSON	CHARGES	M		2,821.50
EFT9843	09/05/2016	MCDONALDS WHOLESALERS	CHARGES	M		49.15
EFT9844	09/05/2016	MORAWA SHIRE	CHARGES	M		2,187.50
EFT9845	09/05/2016	PEMCO DIESEL PTY LTD	CHARGES	M		8,062.29
EFT9846	09/05/2016	STARTRACK EXPRESS	FREIGHT	M		40.38
EFT9847	16/05/2016	NAB BUSINESS VISA	CREDIT CARD	M		2,194.60
EFT9848	16/05/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		853.95

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**Shire of MINGENEW**  
**List of Accounts for May 2016**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9849	16/05/2016	Australian Taxation Office	BAS	M		5,707.00
EFT9850	16/05/2016	BINGO AUSTRALIA PTY LTD	CHARGES	M		49.50
EFT9851	16/05/2016	Ella SUCKLING	REIMBURSEMENTS	M		199.43
EFT9852	16/05/2016	DONGARA IGA	CHARGES	M		90.95
EFT9853	16/05/2016	FREDS MOWER REPAIRS	CHARGES	M		82.50
EFT9854	16/05/2016	GERALDTON TV & RADIO SERVICES	CHARGES	M		991.25
EFT9855	16/05/2016	IT Vision	CHARGES	M		2,959.00
EFT9856	16/05/2016	CANINE CONTROL	CHARGES	M		1,997.60
EFT9857	16/05/2016	Reliance Petroleum	FUEL	M		11,109.80
EFT9858	16/05/2016	Telstra Corporation	TELSTRA	M		1,876.43
EFT9859	16/05/2016	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	CHARGES	M		11,088.00
EFT9860	16/05/2016	Martin Gerard Whitely	REIMBURSEMENT	M		700.99
EFT9861	16/05/2016	YOUNG MOTORS	CHARGES	M		11,915.45
EFT9862	18/05/2016	Shire of Mingenew - Payroll	payroll 18/05/2016	M		30,862.55
EFT9863	18/05/2016	Australian Services Union	Payroll deductions	M		103.20
EFT9864	18/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9865	18/05/2016	LGRCEU	Payroll deductions	M		20.50
EFT9866	23/05/2016	AVON WASTE	CHARGES	M		2,316.26



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**Shire of MINGENEW**  
**List of Accounts for May 2016**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9867	23/05/2016	Courier Australia	FREIGHT	M		1,122.49
EFT9868	23/05/2016	CATWEST	CHARGES	M		2,819.30
EFT9869	23/05/2016	DELTAZONE NOMINEES PTY LTD T/AS MIDWEST FIRE PROTECTION SERVICES	CHARGES	M		869.83
EFT9870	23/05/2016	Great Northern Rural Services	CHARGES	M		4,245.25
EFT9871	23/05/2016	IRWIN PLUMBING SERVICES	CHARGES	M		709.50
EFT9872	23/05/2016	JT PROFESSIONAL SERVICES PTY LTD	CHARGES	M		1,650.00
EFT9873	23/05/2016	STARICK TYRES	TYRES	M		169.40
EFT9874	23/05/2016	ANNE MITCHELL	CHARGES	M		506.00
EFT9875	23/05/2016	Northern Country Zone Of Walga	CHARGES	M		410.00
EFT9876	23/05/2016	PEMCO DIESEL PTY LTD	CHARGES	M		2,359.83
EFT9877	23/05/2016	LANDMARK	CHARGES	M		77.66
EFT9878	23/05/2016	TRAINWEST	CHARGES	M		192.60
EFT9879	23/05/2016	MINGENEW FABRICATORS	CHARGES	M		323.35
EFT9880	30/05/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN	M		18,536.50
EFT9881	30/05/2016	AUSTRALIA POST	POSTAGE	M		161.48
EFT9882	30/05/2016	Asphalt In A Bag	CHARGES	M		1,718.75
EFT9883	30/05/2016	MOORE STEPHENS	CHARGES	M		2,090.00
EFT9884	30/05/2016	BITUTEK PTY LTD	CHARGES	M		75,575.19

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**Shire of MINGENEW**  
**List of Accounts for May 2016**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9885	30/05/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	M		203.84
EFT9886	30/05/2016	SHIRE OF HARVEY	DONATION	M		1,000.00
EFT9887	30/05/2016	IPWEA	CHARGES	M		475.00
EFT9888	30/05/2016	SHIRE OF IRWIN	CHARGES	M		282.52
EFT9889	30/05/2016	ANNE MITCHELL	CHARGES	M		101.20
EFT9890	30/05/2016	MINGENEW MIDWEST EXPO	CHARGES	M		495.00
EFT9891	30/05/2016	MINGENEW IGA X-PRESS & LIQUOR	GROCERIES	M		472.48
EFT9892	30/05/2016	MAC RAC AUSTRALIA PTY LTD	CHARGES	M		447.00
EFT9893	30/05/2016	PEST A KILL WA	CHARGES	M		660.00
EFT9894	30/05/2016	S & K ELECTRICAL PTY LTD	CHARGES	M		5,445.00
EFT9895	30/05/2016	SUNSET IT SOLUTIONS	CHARGES	M		1,722.20
EFT9896	30/05/2016	TRAINWEST	TRAINING	M		192.60
EFT9897	30/05/2016	MINGENEW FABRICATORS	CHARGES	M		153.46
EFT9898	30/05/2016	YOUNG MOTORS	PLANT	M		7,018.00
DD7608.1	04/05/2016	WA SUPER	Payroll deductions	M		5,516.10
DD7608.2	04/05/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7608.3	04/05/2016	PRIME SUPER	Superannuation contributions	M		215.29
DD7623.1	18/05/2016	WA SUPER	Payroll deductions	M		5,466.78

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**Shire of MINGENEW**  
**List of Accounts for May 2016**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD7623.2	18/05/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7623.3	18/05/2016	PRIME SUPER	Superannuation contributions	M		209.35

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
M	MUNI - NATIONAL AUST BANK	334,603.27
<b>TOTAL</b>		334,603.27

# NATIONAL BUSINESS MASTERCARD

01 May to 31 May

## CEO - Martin Whitely

Accommodation	\$	390.00
MWDC Dinner	\$	120.00
Fuel	\$	50.00
Cleaning goods	\$	363.10
Fuel	\$	118.31
Refreshments for meeting	\$	27.00
Fuel	\$	86.28
Refreshments for meeting	\$	70.04
Staff amenities	\$	55.44
Accommodation	\$	99.00
Refreshments for meeting	\$	40.65
Vacuum for Rec Centre	\$	495.00
Adobe licence	\$	22.99
Bank Fees	\$	9.00
	<b>\$</b>	<b>1,946.81</b>

## Work's Manager - Warren Borrett

Flouro tubes	\$	15.60
Battery	\$	550.00
Soleoid Coil	\$	179.50
Bank Fees	\$	9.00
	<b>\$</b>	<b>754.10</b>

## Manager of Admin and Finance - Nita Jane

Internet	\$	179.90
Office goods	\$	47.88
Plate change fee	\$	24.70
Refreshments	\$	28.44
Info boards materials	\$	24.81
Driver's Licence	\$	132.00
Fuel	\$	60.49
Uniforms	\$	79.95
Photo frames	\$	74.85
Parking fees	\$	17.00
Parking fees	\$	16.00
Bank Fees	\$	9.00
	<b>\$</b>	<b>695.02</b>

Total Direct Debit Payment made on 1st June 2016

\$ 3,395.93

## POLICE LICENSING

Direbt Debits from Muni Account

01 May to 31 May

Monday, 2 May 2016	\$ 1,016.60
Tuesday, 3 May 2016	\$ 862.10
Wednesday, 4 May 2016	\$ 440.10
Thursday, 5 May 2016	\$ 887.00
Friday, 6 May 2016	\$ 1,136.30
Monday, 9 May 2016	\$ 484.40
Tuesday, 10 May 2016	\$ 53.00
Wednesday, 11 May 2016	\$ 739.60
Thursday, 12 May 2016	\$ 264.30
Friday, 13 May 2016	\$ 93.00
Wednesday, 18 May 2016	\$ 345.55
Thursday, 19 May 2016	\$ 255.30
Friday, 20 May 2016	\$ 223.00
Monday, 23 May 2016	\$ 477.55
Tuesday, 24 May 2016	\$ 3,112.80
Wednesday, 25 May 2016	\$ 597.95
Thursday, 26 May 2016	\$ 228.70
Monday, 30 May 2016	\$ 2,946.95
Tuesday, 31 May 2016	

\$ 14,164.20

## BANK FEES

Direct debits from Muni Account

01 May to 31 May

Total direct debited from Municipal Account

\$ 73.94

## PAYROLL

Direct Payments from Muni Account

01 May to 31 May

Wednesday, 4th May 2016	\$ 43,141.60
Wednesday, 18th May 2016	\$ 43,765.49

\$ 86,907.09

## **9.3 ADMINISTRATION**

### **9.3.1 DISABILITY ACCESS AND INCLUSION PLAN**

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0193
<b>Date:</b>	10 June 2016
<b>Author:</b>	Nita Jane, Deputy CEO
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that the amended Shire of Mingenew Disability Access and Inclusion Plan (DAIP) with the inclusion of Outcome 7 as required by the Disability Services Act be submitted to the Commissioner.

#### **Attachment**

Nil

#### **Background**

The Shire of Mingenew Disability Access and Inclusion Plan 2013-2018 was reviewed in July 2013. The Disability Services Act has been reviewed, resulting in a key change for public authorities. The introduction of Outcome 7 into Disability Access and Inclusion Plans (DAIPs) requires agencies to include information in the DAIP about how they will improve employment opportunities for people with disability and break down existing barriers.

The Disability Services Amendment Regulations 2013 also included a change of procedure when carrying out public consultation. There is now a requirement to advertise for submissions in the printed media as well as on the website.

The reference to “disabilities” has also now been amended to “disability” and correct terminology is now people with disability.

#### **Comment**

The Shire of Mingenew DAIP has been reviewed and draft amendments made to include Outcome 7.

The required request Public Notice has been given and no comments or responses have been received.

The process to implement Outcome 7:

- Add strategies related to outcome 7 as an amendment to DAIP
- Circulate in draft format and place notification in printed media for at least two weeks
- Collate responses
- Amend DAIP to include Outcome 7
- Send amended DAIP to the Commission for endorsement
- Promote amendment in printed media and on website.

Following this meeting it is proposed that the amended Shire of Mingenew DAIP be sent to the Commission for endorsement.

#### **Consultation**

Martin Whitely, Chief Executive Officer

Susan Henson – Senior Access & Inclusion Officer, Disability Services Commission

### **Statutory Environment**

#### **DISABILITY SERVICES ACT 1993 - SECT 28**

##### **28. Disability access and inclusion plans**

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).
- (7) Not more than 5 years is to elapse —
  - (a) between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
  - (b) between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.
- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

#### **Disability Services Amendment Regulations 2013**

Schedule 1 — Public authorities to which Part 5 applies [r. 6]

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

### **Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 4.5.1 – Ensure compliance with local, town planning, building and health and all other relevant legislation

Outcome 4.5.2 – Maintain, review and ensure relevance of Council policies and local laws.

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.3.1</b>
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**That Council;**

- 1. Note that no comments or responses were received during the Public Notice period;**
- 2. That the Shire of Mingenew Disability Access and Inclusion Plan be forwarded to the commission for endorsement; and**
- 3. That promotion of the updated Plan be undertaken in print media and on the website.**



**10.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

**11.1 ELECTED MEMBERS**

**11.2 STAFF**

**12.0 CONFIDENTIAL ITEMS**

Nil

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 20 July 2016 commencing at 4.30pm.

**14.0 CLOSURE**