



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

Wednesday 18 May 2016

SHIRE OF MINGENEW



Shire of Mingenew

Ordinary Council Meeting Notice Paper

18 May 2016

Madam President and Councillors,

An ordinary meeting of Council is called for Wednesday, 18 May 2016, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

Martin Whitely
Chief Executive Officer

13 May 2016

MINGENEW SHIRE COUNCIL

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CHIEF EXECUTIVE OFFICER
13 MAY 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 18 May 2016 COMMENCING AT 4.30pm

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- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
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- 6.0 DECLARATIONS OF INTEREST**
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**
 - 7.1.1 ORDINARY MEETING HELD 20 APRIL 2016**



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

20 April 2016

SHIRE OF MINGENEW



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SHIRE OF MINGENEW

MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL 20 April 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
MP Pearce	Councillor	Town Ward
KL Criddle	Councillor	Rural Ward

STAFF

MG Whitely	Chief Executive Officer
NS Jane	Deputy Chief Executive Officer

APOLOGIES

CR Lucken	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 – CR PEARCE

COUNCIL DECISION – ITEM 7.1

Moved Cr Cosgrove

Seconded Cr Eardley

That Cr Pearce be granted leave of absence for the ordinary council meetings to be held on 17 May 2016, 15 June 2016 and 20 July 2016.

CARRIED: 6/0

6.0 DECLARATIONS OF INTEREST

Disclosure of Financial and Proximity Interest Item 10.1 – Cr Eardley
Disclosure of Proximity Interest Item 9.1.2 – Cr Pearce

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY MEETING held 16 March 2016.

COUNCIL DECISION – ITEM 7.1

Moved Cr Pearce

Seconded Cr Newton

That the minutes of the ordinary meeting of the Shire of Mingenew held in the Council Chambers on 16 March 2016 be confirmed.

CARRIED: 6/0

7.2 SPECIAL MEETING - BUDGET REVIEW 2015/16 held 31 March 2016.

COUNCIL DECISION – ITEM 7.2

Moved Cr Cosgrove

Seconded Cr Eardley

That the minutes of the special meeting of the Shire of Mingenew held in the Council Chambers on 31 March 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 CORPORATE BUSINESS PLAN 2015 - 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0120
Date: 7 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends the endorsement of the Shire of Mingenew's Corporate Business Plan 2015-2019.

Attachment

Corporate Business Plan.

Background

The Corporate Business Plan ("CBP") is a key component of the Integrated Planning Framework requirements that were introduced in 2012/13. The intent of the Integrated Planning Framework was to ensure improved strategic, financial and asset management planning across the WA local government sector.

Comment

The Corporate Business Plan outlines the priorities and strategies that Council will pursue over the next four years to deliver on the community vision documented within the Strategic Community Plan. During the recent review of the Plan, the strategies were amended to reflect a more current perception of the areas that would influence the Shire's direction and community expectations over the next few years. These were in turn assessed against available financial and workforce resources.

The priority for each action has been considered in accordance with available resources, but Council may decide to advance or push back tasks as part of the review of the Plan. The CBP will continue be reviewed annually at various workshops, thereby providing an opportunity to consider any change in priorities based on the circumstances that prevail at that time. Reporting against the measures will form part of Council's regular reporting systems and also be included in the Annual Report.

Council has the option of:

1. Endorsing the Corporate Business Plan 2015 - 2019 without amendment; or
2. Amending any part of the Corporate Business Plan to reflect a change in priorities.

A simplistic approach to the above is that the Corporate Business Plan is reviewed annually each year during the budget process with the adopted budget forming the outcomes to be achieved in the same corresponding year of the Corporate Business Plan with future years to be reviewed on an ongoing basis.

Consultation

Nita Jane, Deputy Chief Executive Officer

Statutory Environment

Section 5.56(1) and (2) of the Act requires that each local government is to plan for the future of the district, by developing plans in accordance with the regulations.

The new regulations also require each local government to include in its Annual Report any changes to either of the above plans.

Policy Implications

Nil

Financial Implications

The Plan is the key driver for the annual budget and the long term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

There is also an ongoing cost associated with the review of the Corporate Business Plan and reporting on the performance measures for each of the actions within the Plan.

Strategic Implications

The Corporate Business Plan has direct links to all of the following documents;

- Community Strategic Plan
- Long Term financial Plan
- Workforce Plan
- Asset Management Plan

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1
--

That Council;

1. Endorses the Shire of Mingenew Corporate Business Plan 2015 – 2019, and
2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.

COUNCIL DECISION – ITEM 9.1.1

Moved Cr Cosgrove

Seconded Cr Pearce

That Council;

1. Endorses the Shire of Mingenew Corporate Business Plan 2015 – 2019, and
2. Approves a local public notice being published in accordance with the requirements of the Local Government Act 1995 advising of the endorsement of the Corporate Business Plan.

CARRIED 6/0

9.1.2 POOL INSPECTION FEE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0399
Date: 7 April 2016
Author: Martin Whitely, Chief Executive Officer

Disclosure of Financial Interest Item 9.1.2 – Cr Pearce

Prior to any consideration of Item 9.1.2, President Bagley advised the meeting that she had received a written disclosure of interest from Cr Pearce relating to this matter. Cr Pearce had disclosed a financial interest under the 'proximity' provisions of the Act as she jointly owns a property that has a swimming pool.

COUNCIL DECISION ON DISCLOSURE

Moved Cr Newton

Seconded Cr Cosgrove

That Cr Pearce be allowed to participate in discussion and decision making on this matter as it is felt that her interest is so insignificant that it will not influence her conduct in relation to consideration of Item 9.1.2.

CARRIED 5/0

Summary

This report recommends that Council adopt a new fee for the inspection of swimming pools.

Attachment

Nil

Background

The Shire is required by statute to inspect, once in every four year period, all private pools and spa barriers. The inspection is to ensure that the barrier meets the [minimum requirements of AS1926.1](#). Our records show that there does not appear to have been any pool inspections carried out in recent years. The pool inspections are carried out by the Shire of Irwin on behalf of the Council and currently there is no pool inspection fee listed within our current Fees & Charges Schedule.

Comment

Following a review of our building and health records it was found that there have not been any swimming pool inspections carried out within the Shire of Mingenew in recent years. As such all landowners with a pool have been contacted advising them that a pool inspection will be carried in the first 2 weeks of May 2016. It is a requirement for pool inspections to be carried out every 4 years.

The Shire of Mingenew currently doesn't have a pool inspection listed within our Fees & Charges for the 2015/16 financial year. Council are required to adopt a swimming pool inspection fee if they intend to recover the costs incurred by the relevant officer to carry out the pool inspections.

Looking at surrounding Shire's there is a wide range in the amount that is charged for conducting a swimming pool inspection. Some of these comparative charges are;

- City of Greater Geraldton \$56 per annum
- Shire of Carnamah \$67 per annum
- Shire of Irwin \$30 per annum
- Shire of Coorow \$50 per inspection

Most local government's now appear to charge a yearly amount which form part of the landowner's annual rate assessment. The alternative is to set a fee per inspection. The rationale I have used in setting the pool inspection fee is that Council look to recover the cost of the officers to perform the inspections.

The adoption of a swimming pool inspection fee requires an absolute majority of Council.

Consultation

Julie Borrett, Finance Officer

Statutory Environment

Australian Standard AS 1926.1 – 1993

Local Government Act 1995 Section 6.16 to 6.18 states

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
 - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

Policy Implications

Nil

Financial Implications

The adoption of a fee for the swimming pool inspections is intended to offset the cost of having the swimming pool inspections carried out.

Strategic Implications

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 9.1.2
--

That Council;

Adopt a swimming pool inspection fee of \$120 (GST Inclusive) to be charged in yearly increments of \$30 a year which will form part of the landowner's annual rate assessment.

COUNCIL DECISION – ITEM 9.1.2

Moved Cr Newton

Seconded Cr Eardley

That Council;

Adopt a swimming pool inspection fee of \$120 (GST Inclusive) to be charged in yearly increments of \$30 a year which will form part of the landowner's annual rate assessment.

CARRIED 6/0

9.1.3 NORTH MIDLANDS FIXED WIRELESS NETWORK

Location/Address: Shire of Mingenew
Name of Applicant: Ted Jack, Community Development Officer, Shire of Coorow
Disclosure of Interest: Nil
File Reference: ADM0075
Date: 7 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council support an application for funding under the Royalties for Regions Regional Grants Scheme for the implementation of a fixed wireless network in the North Midlands servicing the Shires of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah.

Attachment

Nil

Background

At the March Ordinary Council Meeting Council resolved to make a financial commitment of \$16,667 for a funding proposal submitted under the National Stronger Regions program for a series of towers constructed in the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah that would result in the delivery of much higher levels of data at a lower cost than will be on offer through the NBN Sky Muster satellite broadband service. Ted Jack from the Shire of Coorow also prepared and submitted an additional funding application under the Royalties for Regions Regional Grant Scheme as an alternative funding solution for the project in the event that the funding application was unsuccessful under the National Stronger Regions program.

Comment

Feasibility studies conducted by Node 1 showed that a series of towers installed approximately every 25km's between the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah has the capacity to deliver far greater broadband data services at a much lower cost than the proposed NBN Sky Muster roll out. In addition to this the project cost of installing towers between the six Shire's is estimated to cost only \$400,000. This compares the cost of every NBN Sky Muster tower averaging approximately \$500,000 per tower.

A submission was made on behalf of the Shire's of Mingenew, Morawa, Perenjori, Three Springs, Coorow and Carnamah for funding under the National Stronger Regions program where Council resolved at the March 2016 Ordinary Meeting to allocate an amount of \$16,667 in the 2016/17 Draft Budget to contribute towards the project if funding was received through the National Stronger Regions program.

Ted Jack from the Shire of Coorow prepared a secondary and submitted this application under the Royalties for Regions Regional Grant Scheme as an alternative funding solution for the project in the event that the funding application was unsuccessful under the National Stronger Regions program. In this submission the contribution from each of the Shire's was based on a \$1 for \$1 contribution from Royalties for Regions. As such Council's contribution if the project was to be funded through the Regional Grants Scheme would need to double to \$33,334.

Further enquiries have established that the initial capacity of the established network would be able to handle several years of growth before any new infrastructure would be required and the maintenance

costs for the towers is estimated to be between \$1,500 - \$3,000 per annum for each Shire. These maintenance costs would include cleaning & checking solar panels, much of which could be carried out by the individual Shire's.

The initial investment of \$33,334 still seems like reasonable value if the level of broadband data service capacity is as expected.

Consultation

Ted Jack, Community Development Officer, Shire of Coorow

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The funding submission under the Regional Grant scheme requires a contribution of \$33,334 from Council. No funds have been allocated in the 2015/16 Budget for the project. However, if the funding application was successful the project would be completed in the 2016/17 financial year which would allow Council to make provision for the contribution in the 2016/17 Budget. Ongoing maintenance costs for the upkeep of the infrastructure would also need to be provided for in the Shire's Asset Management and Long Term Financial Plans.

Strategic Implications

Community Strategic Plan

Outcome 1.5.3 – Improved Telecommunications

Outcome 1.5.4 – Lobby to secure the national broadband network in Mingenew

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3
--

That Council;

- 1. Support the North Midland Fixed Wireless Network funding submission under the Royalties for Regions Regional Grants Scheme, and**
- 2. Commit to making a contribution of \$33,334 for the project in the 2016/17 Budget**

COUNCIL DECISION – ITEM 9.1.3

Moved Cr Newton

Seconded Cr Eardley

That Council;

- 1. Support the North Midland Fixed Wireless Network funding submission under the Royalties for Regions Regional Grants Scheme, and**
- 2. Commit to making a contribution of \$33,334 for the project in the 2016/17 Budget**

CARRIED 6/0

9.1.4 MINGENEW REFUSE SITE

Location/Address: Shire of Mingenew
Name of Applicant: Ian Watkins, IW Projects
Disclosure of Interest: Nil
File Reference: ADM0161
Date: 15 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that the tabled report on the Mingenew Refuse site is received by Council.

Attachment

Contaminated Site Assessment – Preliminary Site Investigation

Background

In October 2015 a letter was received from the Department of Environment Regulation (“DER”) advising that in June 2007 the Shire was notified that land located where the Mingenew Refuse site is operated had been classified as a potentially contaminated site and that further investigation of the site was required. There was no evidence that these investigations had been carried out so DER required an investigation to be carried out by a suitably qualified environmental consultant.

Comment

In January 2016 Mr Ian Watkins of IW Projects was engaged to complete a preliminary site investigation of the refuse site. IW Projects conducted a site visit on 2 February 2016 and the draft report was subsequently received on 11 April 2016 and is tabled for Council information.

The purpose of the investigation was to establish if there were any signs of contamination at the site and to prepare a report for DER.

The report found that based on the preliminary site investigation undertaken of the Mingenew Waste Management Facility, it has been concluded that it is extremely unlikely that the waste management activities on site will or would have had any negative impact to any adjacent human or ecological receptors.

IW Projects have requested some further information from the Shire before the report is finalised and forwarded to the DER for comment. DER will then advise the Shire if any further site investigations are required. The report from IW Projects recommends that no further site investigations are required.

If the Shire were instructed to carry out works directed by DER as a result of the findings, these costs would not be eligible to be claimed through the Shire’s Statutory Liability section of the Management Liability insurance cover.

Consultation

Mr Ian Watkins, IW Projects
Naomi Telford, Department of Environment

Statutory Environment

Contaminated Sites Act 2003

Environmental Protection Act 1986

National Environmental Protection (Assessment of Site Contamination) Measure 1999

Policy Implications

Nil

Financial Implications

There was a cost associated with engaging the consultant to prepare a report for DER and these costs are covered in our budget allocation for risk management.

Strategic Implications

Community Strategic Plan

Outcome 2.6.1 – Develop and implement a Waste Management Plan

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.4
--

That Council receive the tabled draft report.

COUNCIL DECISION – ITEM 9.1.4

Moved Cr Pearce

Seconded Cr Eardley

That Council receive the tabled draft report.

CARRIED 6/0

9.1.5 MINGENEW IGA

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0203
Date: 15 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council donate 5 x \$100 vouchers to the Mingenew IGA as a promotional tool to advertise the re-opening of the Mingenew IGA.

Attachment

Nil

Background

At the February 2016 Concept Forum it was discussed that the Shire liaises with Adrian Scatena at the Mingenew IGA to organise an opening / welcome event to promote the re-opening of the Mingenew IGA. Council also agreed to offer 5 x \$100 vouchers to the Mingenew IGA to be drawn over a period of 4 weeks for eligible customers spending over a certain amount during this period.

Comment

The Mingenew IGA officially opened for business on Monday 11 April 2016.

There could be the perception that other local businesses are not receiving the same benefit from Council so I thought I would formalise the decision made at the February 2016 Concept Forum.

Consultation

Adrian Scatena, Mingenew IGA
Ella Budrikis, Community Development Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are funds available in the budget for Council to provide vouchers for promotional activities.

Strategic Implications

Community Strategic Plan
Outcome 1.4.5 – Support a buy local policy

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5
--

That;

1. Shire staff liaise with Adrian Scatena, Mingenew IGA to organise a welcome event to be held at the Mingenew IGA, and
2. Council provide 5 x \$100 vouchers, with the first \$100 voucher to be drawn at the opening event and the remaining 4 x \$100 vouchers to be issued in the next four weeks, where customers who spend more than \$50 in that week will be eligible to go into the draw.

MOTION

Moved Cr Pearce

Seconded Cr Eardley

That;

1. Shire staff liaise with Adrian Scatena, Mingenew IGA to organise a welcome event to be held at the Mingenew IGA, and
2. Council provide 5 x \$100 vouchers, with the first \$100 voucher to be drawn at the opening event and the remaining 4 x \$100 vouchers to be issued in the next four weeks, where customers who spend more than \$50 in that week will be eligible to go into the draw.

AMENDMENT

Moved Cr Pearce

Seconded Cr Eardley

That part 2 be amended by adding “excluding alcohol and tobacco” after \$50.

CARRIED 6/0

COUNCIL DECISION – ITEM 9.1.5

President Bagley put the amended motion:

That;

1. Shire staff liaise with Adrian Scatena, Mingenew IGA to organise a welcome event to be held at the Mingenew IGA, and
2. Council provide 5 x \$100 vouchers, with the first \$100 voucher to be drawn at the opening event and the remaining 4 x \$100 vouchers to be issued in the next four weeks, where customers who spend more than \$50 (Excluding alcohol and tobacco) in that week will be eligible to go into the draw.

CARRIED 6/0

President Bagley advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved Cr Pearce

Seconded Cr Eardley

That the reason the officer recommendation was changed was because elected members felt that the \$50 spend should be focused on grocery lines.

CARRIED 6/0

9.1.6 LOCAL LAWS REVIEW

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0384
Date: 15 April 2016
Author: Martin Whitely, Chief Executive Officer

Summary

This report recommends a review of the Shire's Local Laws is conducted.

Attachment

Shire of Mingenew's Current Local Laws.

Background

The Local Government Act 1995 ("the Act"), requires that Council must every eight years after the adoption of any Local Law, or the last review, to conduct a review of the Local Law to ensure that it still retains currency.

Generally the first part of the review is to establish whether there were any Local Laws that were considered obsolete and consequently requiring repeal without being replaced.

There are two situations that may lead to the repeal of a Local Law;

1. Repealing a local law with the intent of making a new Local Law for substantially the same purpose, but reflecting contemporary practices i.e. new Standing Orders Local Law that reflects contemporary meeting procedure practices; or
2. A Local Law is deemed to be no longer necessary, has a defunct purpose or has been superseded by other legislation.

Section 3.16 of the Act provides the process to be followed for a review of Local Laws. It is appropriate to point out that any outcomes from a review that result in amendments to a Local Law must then be processed as though it was a change to the Local Law and the amendments formally adopted using section 3.12 of the Act.

This in effect means there are two distinct processes to follow - the first being a review and the second the implementation of the outcome of the review.

Comment

Currently there are 28 Shire of Mingenew Local Laws. There are a significant number of Local Laws that may no longer be relevant to the Shire. There are also some Local Laws that are currently not in place that may be required. It is intended that by reviewing the Local Laws Council adopt Local Laws suitable for the Shire.

It is proposed that the Shire conduct a review in accordance with section 3.16 of the Act of the Local Laws for Mingenew as per the **Shire of Mingenew's Current Local Laws** attachment. To commence the review process, Council is required to advertise state-wide its intention to review the Local Laws. A Discussion Paper outlining each Local Law and the subject of the review will need to be prepared as to what changes have been proposed as well as what other changes may be required for administrative or legal reasons along with suggested amendments to the level of penalties that may be applied in the event of a breach of the Local Law.

Consultation

To commence the review process Council is required to advertise state-wide its intention to review the Local Laws. The review will be advertised and the community will be able to access the information and make comments and submissions.

Statutory Environment

In relation the review of Local Laws the Local Government Act 1995 states;

3.16. Periodic review of local laws

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that —
 - (a) the local government proposes to review the local law; and
 - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
 - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.

The process for the adoption of Local Laws under the Local Government Act 1995 states;

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give Statewide public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

- (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- and
- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
** Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
 - (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Other relevant sections of the Local Government Act 1995 include;

- Section 2.7 – Role of the Council
- Section 3.1 – General Functions

Other relevant legislation is the Interpretation Act 1984.

Policy Implications

Nil

Financial Implications

There are funds available in the budget for Council to proceed with the review of the local laws.

Strategic Implications

Community Strategic Plan

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6
--

That Council

1. Proceed with the Review of the Shire of Mingenew Local Laws as per the Department of Local Government Laws Register in accordance with section 3.16 of the Local Government Act 1995, and
2. Advertise the Review of the current Local Laws as per the Department of Local Government Local Laws Register in accordance with section 3.16 (2) of the Local Government Act 1995.

COUNCIL DECISION – ITEM 9.1.6

Moved Cr Cosgrove

Seconded Cr Criddle

That Council

1. Proceed with the Review of the Shire of Mingenew Local Laws as per the Department of Local Government Laws Register in accordance with section 3.16 of the Local Government Act 1995, and
2. Advertise the Review of the current Local Laws as per the Department of Local Government Local Laws Register in accordance with section 3.16 (2) of the Local Government Act 1995.

CARRIED 6/0

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MARCH 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 12 April 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 March 2016 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 March 2016.

Background

The Monthly Financial Report to 31 March 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	45,857
Business Cash Maximiser (Municipal Funds)	1,175,551
Trust Account	107,998
Reserve Maximiser Account	274,503

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 March 2016:

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	(1,191)	1,053	0	1,345	1,207

Rates Outstanding at 31 March 2016 were:

	Current	Arrears	TOTAL
Rates	22,045	27,245	49,290
Rubbish	2,070	0	2,070
TOTAL	24,115	27,245	51,360

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

OFFICER RECOMMENDATION – ITEM 9.2.1
--

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

COUNCIL DECISION – ITEM 9.2.1

Moved Cr Newton

Seconded Cr Pearce

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

CARRIED 6/0

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MARCH 2016

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 4 April 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 March 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

OFFICER RECOMMENDATION – ITEM 9.2.2
--

That Council

Confirm the accounts as presented for March from the Municipal Fund totalling \$313,918.08 represented by Electronic Funds Transfers of EFT9679 to EFT9752, Direct Deduction DD7546.1, 2 and 3, DD7562.1 2 and 3, Trust Cheque number 473 and Cheque numbers 8050 to 8056.

COUNCIL DECISION – ITEM 9.2.2

Moved Cr Cosgrove

Seconded Cr Criddle

That Council

Confirm the accounts as presented for March from the Municipal Fund totalling \$313,918.08 represented by Electronic Funds Transfers of EFT9679 to EFT9752, Direct Deduction DD7546.1, 2 and 3, DD7562.1 2 and 3, Trust Cheque number 473 and Cheque numbers 8050 to 8056.

CARRIED 6/0

9.3 ADMINISTRATION

9.3.1 RV FRIENDLY SITE – YANDANOOKA HALL

Location/Address: Yandanooka North Road, Yandanooka Hall
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0175
Date: 6 April 2016
Author: Ella Budrikis, Community Development Officer
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council approve the Yandanooka Hall site as an area suitable as an RV Destination.

Attachment

RV Destination Application and Site Plan

Background

At the September Council forum Council discussed the implementation of RV Destination sites being recognised in the Shire of Mingenew.

Comment

An expression of interest was made on the 3rd March 2016 to the Campervan and Motorhome club of Australia. The expression of interest was approved and the Campervan and Motorhome club inspected the site.

Feedback received was that Yandanooka Hall met the basic criteria of a RV destination site. As per the application it was indicated that travellers were able to stay at the site for no longer than 72 hours at no cost.

I have obtained pricing for signage, seating and bins that could be installed at the site. The costs of these items are;

RV Signs	\$280
Directional Signs	\$560
2 x Seats	\$1,032
Bin and Bin Command post	\$ 430
TOTAL SITE COST	\$2,302

The above exclude the costs associated with installing the bin, seats and signs.

Council now need to approve the site so that they can be registered with the Campervan and Motorhome Club of Australia. As part of this registration the Campervan and Motorhome Club will advertise and promote the Yandanooka Hall site. By approving this site the Shire will also be agreeing to purchase 4 RV Destination signs supplied by the Campervan and Motorhome Club of Australia.

Consultation

Emily Smith, Campervan and Motorhome Club of Australia
Kyran Thorpe, Main Roads
Nita Jane, Deputy Chief Executive Officer
Martin Whitely, Chief Executive Officer

Statutory Environment

Camping & Caravanning Grounds Act 1995

Policy Implications

Nil

Financial Implications

An allocation of \$5,000 was made in the 2015/16 Budget Review for the establishment of RV Friendly sites.

Strategic Implications

Community Strategic Plan

Outcome 1.1.1 – Provide good quality tourism facilities such as rest areas and toilet

Outcome 1.1.3 – Support and encourage tourism development

Outcome 1.1.7 – Instigate 'Recreational Vehicle' friendly town status

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.1
--

That Council

1. Approve the Yandanooka Hall site as an RV destination.
2. Council approve the installation of a bin, seating and signage at the site.

COUNCIL DECISION – ITEM 9.3.1

Moved Cr Pearce

Seconded Cr Cosgrove

That Council

1. Approve the Yandanooka Hall site as an RV destination.
2. Council approve the installation of a bin, seating and signage at the site.

CARRIED 6/0

9.3.2 RV FRIENDLY SITE – ENANTY BARN

Location/Address: Mingenew-Morawa Road, Enanty Barn
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0175
Date: 6 April 2016
Author: Ella Budrikis, Community Development Officer
Senior Officer: Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council approves the Enanty Barn site as an area approved as an RV Destination.

Attachment

RV Destination Application and Site Plan

Background

At the September Council forum Council discussed the implementation of RV Destination sites being recognised in the Shire of Mingenew.

Comment

An expression of interest was made on the 11th March 2016 to the Campervan and Motorhome club of Australia. The expression of interest was approved and the Campervan and Motorhome club inspected the site.

Feedback received was that the Enanty Barn site met the basic criteria of a RV destination site. As per the application it was indicated that travellers were able to stay at the site for no longer than 24 hours at no cost.

I have obtained pricing for signage and bins that could be installed at the site. The costs of these items are

RV Signs	\$280
Directional Signs	\$675
Bin and Bin Command post	\$ 430
TOTAL SITE COST	\$1,385

The above exclude the costs associated with installing the bin, seats and signs.

Council now need to approve the site so that they can be registered with the Campervan and Motorhome Club of Australia. As part of this registration the Campervan and Motorhome Club will advertise and promote the Enanty Barn site. By approving this site the Shire will also be agreeing to purchase 4 RV Destination signs supplied by the Campervan and Motorhome Club of Australia.

Consultation

Emily Smith, Campervan and Motorhome Club of Australia
Kyrán Thorpe, Main Roads
Nita Jane, Deputy Chief Executive Officer
Martin Whitely, Chief Executive Officer

Statutory Environment

Camping and Caravanning Grounds Act 1995

Policy Implications

Nil

Financial Implications

An allocation of \$5,000 was made in the 2015/16 Budget Review for the establishment of RV Friendly sites.

Strategic Implications

Community Strategic Plan

Outcome 1.1.1 – Provide good quality tourism facilities such as rest areas and toilet

Outcome 1.1.3 – Support and encourage tourism development

Outcome 1.1.7 – Instigate 'Recreational Vehicle' friendly town status

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.3.2
--

That Council

1. Council approve the Enanty Barn Site as an RV destination site.
2. Council approve the installation of a bin and signage at the site.

COUNCIL DECISION – ITEM 9.3.2

Moved Cr Eardley

Seconded Cr Criddle

That Council

1. Approve the Enanty Barn site as an RV destination.
2. Council approve the installation of a bin, seating and signage at the site.

CARRIED 6/0

10. ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 MIDLANDS ROAD KERBING

Location/Address:	Shire of Mingenew
Name of Applicant:	Leah Eardley, Palm Roadhouse
Disclosure of Interest:	Nil
File Reference:	A795
Date:	12 April 2016
Author:	Martin Whitely, Chief Executive Officer

Disclosure of Financial Interest Item 10.1 – Cr Eardley

Prior to any consideration of Item 10.1, President Bagley advised the meeting that she had received a written disclosure of interest from Cr Eardley relating to this matter. Cr Pearce had disclosed a financial interest under the 'proximity' and "financial" provisions of the Act as she owns the business adjacent to the work request.

Cr Eardley left the meeting at 5.08pm and did not participate in any discussion or vote on this item.

Summary

This report tables a request from Cr Eardley to replace the kerbing to the entrance of the Palm Roadhouse on the Midlands Road, Mingenew.

Attachment

Nil

Background

An email was received from Cr Eardley on 12 April 2016 requesting "the viability for the shire to see if it's possible for the curbing to be removed and taken back as far possible from the front of the Palm Roadhouse on the midlands road. The curbing that is in place there at the moment is very difficult for trucks, cars caravans to drive over it and is a very steep drop. A mountable curbing would make such a difference for the public to come and go as they please or removed all together as this is a busy area for traffic and parking".

Comment

There is no Shire Policy relating directly relating to requests for kerbing. However, I have included a copy of the Shire's Policy for Crossings which is in some way similar to the recent request. This is shown under Policy Implications.

Approval from Main Roads would also be required to carry out any proposed works since the Midlands Road is a State road. I do not see this as being an issue if the Shire was not requesting the kerbing to be replaced by Main Roads.

There are no funds in the 2015/16 Budget to complete the works requested. If Council were to proceed with the request then an absolute majority of Council would be required to endorse the unbudgeted expenditure. An approximate cost for mountable kerbing is \$25 m² plus costs associated with the removal of the existing kerb and preparation for the kerbing to be installed.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

There is no Shire Policy on the treatment of requests for kerbing. The closest policy on such a request is for requests for crossings and the policy is shown below.

7002 CROSSINGS

Except in the case of a Government authority or department, where a proper work authority shall be sufficient, where Council agrees to undertake the construction of crossings it will require prepayment by the owner/occupier for their 50% contribution.

Crossings are to be constructed to the standard specifications as set out by Council. In the case of above standard crossings, prepayment of 75% of the additional cost estimate is required, with the balance being finalised on the completion of works. Council shall determine the number of crossovers it can cater for in any one year, dependent upon budgeting and works program restraints.

Council policy is to comply with requests for crossovers on a 'first come, first served' basis, within the budget constraints and consideration of Council's works program as determined by the CEO and/or Works Manager.

Where a second crossover is to be installed by the Council the total cost is to be met by the land owner.

This policy does not apply when crossovers are installed as part of Council's footpath installation program

Financial Implications

There are no funds allocated in the 2015/16 Budget for undertake the proposed works.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1

That;

Council consider the request for kerbing on Midlands Road for entry to the Palm Roadhouse during the preparation of the 2016/17 Budget.

COUNCIL DECISION – ITEM 10.1

Moved Cr Cosgrove

Seconded Cr Criddle

That;

Council consider the request for kerbing on Midlands Road for entry to the Palm Roadhouse during the preparation of the 2016/17 Budget.

CARRIED 5/0

Cr Eardley returned to the meeting at 5.11pm and President Bagley advised her of the Council Decision.

10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

10.1 ELECTED MEMBERS
Nil

11.2 STAFF
Nil

12.0 CONFIDENTIAL ITEMS

12.1 LOT 4 ERNEST STREET

COUNCIL DECISION – MEETING CLOSED TO PUBLIC
--

Moved Cr Pearce

Seconded Cr Newton

That the meeting be closed to members of the public in accordance with section 5.23(2)(e) of the Act to allow council to discuss a matter that concerns information that has a commercial value to a person or persons.

CARRIED 6/0

OFFICER

REPORT

The CEO tabled a confidential report on this matter and provided copies to each elected member. The report is dated 15 April 2016 and is located in the Confidential Items folder in the Council safe.

COUNCIL DECISION – ITEM 12.1

Moved Cr Pearce

Seconded Cr Newton

That Council:

1. Proceed with the subdivision of Lot 4 Ernest Street, Mingenew into two separate titles; and
2. On completion of the subdivision the two separate titles are advertised for sale by public tender in accordance with section 3.58 of the Local Government Act 1995; and
3. An amendment for the amount of \$30,000 is made to the 2015/16 Budget to reflect the cost of the subdivision; and
4. An amendment of \$30,000 is made to the 2015/16 Budget to reduce the transfer of funds at the end of the financial year to the Accrued Leave Reserve.

CARRIED 6/0

13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday 18 May 2016 commencing at 4.30pm.

14.0 CLOSURE

The Shire President thanked all for attending and declared the meeting closed at 5.25 pm.

These minutes were confirmed at an Ordinary Council meeting on 18 May 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 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 2/3rd contribution from the Mingenew Hockey Club and a 1/3rd 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

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 May 2016

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

OFFICER RECOMMENDATION – ITEM 9.1.1
--

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



Mingenew Women's Hockey Club
PO BOX 28, Mingenew W.A. 6522

Mingenew Shire
Victoria St
Mingenew WA 6530

30th April 2016

Dear Shire CEO and Councillors

RE: Installation of extra lights to the Hockey Field

The Mingenew Hockey Club (MHC) has been working with the Shire for a number of years on installing lights to the field. We successfully installed 2 lights on the eastern end of the field in July last year with the support from the Mingenew Shire and electrical contractors S&K Electrical. This has greatly improved the availability of the whole field for training and reduced safety concerns with the heavy use of one end of the field at training.

At the MHC AGM in September 2015, the hockey club and committee voted to complete the full lighting project in 2015-16, and wish to install lights approximately at the half way line on the northern side to improve the "shadows" across the centre of the field.

We presented the following quotes to the CEO at the end of 2015; included below for your reference:

1. **S&K Electrical: \$13,600.00** for installation of 2 poles (7.5m 125mm SHS galvanised) + 4 x 240W LED flood lights as per attachment (Please note the previous lights were installed for \$14,470)
2. **Dongara Electrical and Drilling: \$13,200** for installation of 2 x 11m poles + 4 x 180W LED lights (2/pole)

After discussion with the CEO, it was suggested we look at upgrading the original lights at the northern end of the field due to ongoing maintenance required on these, lesser quality lights and moving to LED will be a more sustainable option for lighting of the field for the forthcoming years.

The following quote was obtained from S&K Electrical for completion of this larger project:

1. Supply and installation of 2 x mid field lights

As requested please find our revised price of **\$18,500.00** (eighteen thousand, five hundred dollars only) to complete stage 2-1 of the light upgrade as based on the following qualifications:

- Our price is based on installing 2 new light poles at mid field area.
- Our price includes 2 x LED lights on each pole, both lights will be switched from a point at the base of each pole.
- Our price excludes removal of existing old poles currently on north side of field.
- Our price includes trenching and using removed soils as backfill.
- Our price has no allowance for trenching in rock or rock like substances.
- Great care and best practice will be used to limit damage to surfaces on the field.
- Our price is based on Shire of Mingenew identifying any underground services other than power.

2. Removal of existing lights on field (north end of the field)

As requested, please find our revised price of **\$955.00** (nine hundred and fifty five dollars only) to complete removal of existing lights as based on the following qualifications:

- Our price is based on removing redundant poles and fittings.
- Our price is based on removing cabling where able to.

3. Supply and installation of 2 x north end field lights

As requested please find our revised price of **\$18,500.00** (eighteen thousand, five hundred dollars only) to complete stage 2-2 of the light upgrade as based on the following qualifications:

- Our price is based on installing 2 new light poles at north end field
- Our price includes 2 x LED lights on each pole, both lights will be switched from a point at the base of each pole.
- Our price includes trenching and using removed soils as backfill.
- Our price has no allowance for trenching in rock or rock like substances.
- Great care and best practice will be used to limit damage to surfaces on the field.
- Our price is based on Shire of Mingenew identifying any underground services other than power.

**Total cost for 4 new light poles (including removal of existing poles) =
\$37 955.00**

The MHC is requesting the following from the Mingenew Shire Councillors:

- Ongoing commitment to this project and support to approve S&K Electrical to install the lights as per the above quote
- Financial support towards the payment of the lights.
- Please note we will not be applying for grants for this based on the time delay for the whole applications process
- the Mingenew Hockey club will contribute funding to the installation of NEW lights (as per our original request) only at the half way line; to the amount of 2/3rd of the costings; approx. \$12, 3000
- The shire to fund the removal of and replacement of existing lights (if they wish to proceed with this option)

Thank you once again for considering our request to complete the lighting project to our hockey field. We have detailed the benefits to our club previously, and in summary:

- Improved visibility for training at night
- Usage of the whole field at training to reduce damage to one end of the field with intense usage and improve the playing surface,
- Promote options for night games and summer hockey /soccer competitions.

The lights will also benefit the Expo as the hockey field is the main camping ground for exhibitors.

Finally, the MHC would like to make note that our field is regarded as one of the most consistent playing surfaces and well maintained hockey grounds in the Midwest District. We appreciate the efforts of the staff to ensure the surface is maintained at such a high level. This was especially noted at the recent North Midlands Women's Hockey Association Grand final played in Mingenew in September.

Many thanks and we look forward to hearing from the shire as soon as possible so we can move forward with this important project for our club and its members.

Corrina Michael

MHC Committee

Project Title: Mingenew Hockey Light Stage 2

W.O. No. _____

File: _____

Item: _____

Sheet No.: _____

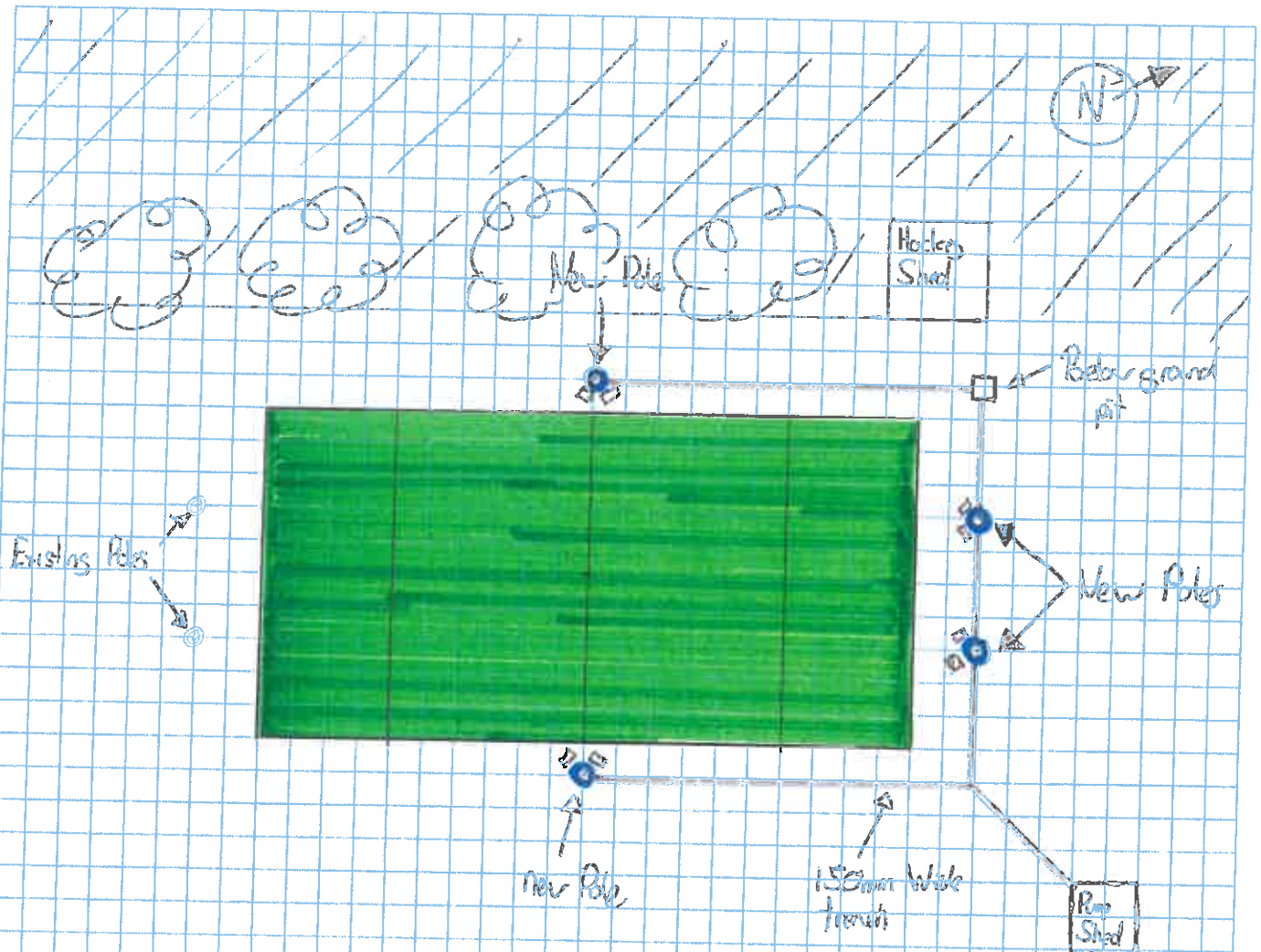
of _____

Designer: _____

Date: _____

Checked: _____

Date: 2/02/2016



- All trenching to be outside of playing surface
- Old poles to be removed

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

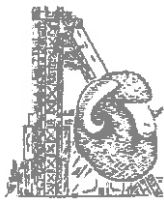
There are no direct links with the Shire's Community Strategic Plan.

Voting Requirements

Simple Majority.

OFFICER RECOMMENDATION – ITEM 9.1.2
--

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.



MID WEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES

INCL: Central Midlands, Chapman Valley, Dalwallinu, Mullewa, North Midlands, Northampton and Perenjori Societies



PRESIDENT	Mrs Jenny Harris	PHONE	99647563
SECRETARY/TREASURER	Mrs Dianne Hulme	PHONE	99361050

VED - MSD

02/05/16

'Wattle Grove'
Ajana, 6532
23rd April 2016

E-mail: 1wattlegrove@gmail.com

Chief Executive Officer
Shire of Mingenew
P.O. Box 120
Mingenew 6522

CEO

Dear Mike,

In previous years Council has very kindly supported the Mid West Group of Affiliated Agricultural Societies by giving us a donation towards the cost of presenting the Mid West District Display at the Perth Royal Show. I have enclosed two photos of last year's display for your perusal.

The theme of the Mid West District Display last year was 'Keeping the Mid West Productive and Pristine'. We were judged third for overall points at the 2015 Perth Royal Show according to the judges scoring and we also won the award for the Best Display of Wildflowers, Best Display of Minerals and also won the People's Choice. There were very few points between all the Displays and I am sure that anyone who saw the Mid West Display would agree it is an excellent advertisement for the whole of our region.

The Mid West Group includes only seven Agricultural Societies, however covers an area from Moora and Dalwallinu in the south and north and east to Sandstone, Meekatharra and the Murchison Shire; a huge area. Each part of this area has to be represented on the Display for us to gain maximum points, an enormous task both work wise and financially, which is why we need the assistance of all the Shires in the area encompassed by the Mid West Group.

As plans for our 2016 Mid West District Display are now well under way, I would like to know if your Shire will once again favour us with a donation towards this cause.

The contributions received from the Shire Councils in the Mid West Group are very much appreciated and assist us in continuing to promote the Mid West area through our Display. This provides an excellent opportunity to present tourism and produce of the highest quality from our area, at the largest congregation of people in Western Australia, providing people from outside our district with an insight into what we have to offer.

Added to this we also hand out brochures on the Display, detailing the Shires and various booklets containing information on the Mid West area and any literature you would like to contribute for us to hand out on the Display would be appreciated.

I would like to thank you for your past support, which is greatly appreciated and we look forward to your continued assistance.

Yours sincerely

Dianne Hulme

Mrs D. E. Hulme
Secretary

EFT: 306-012 4177905 If paying by EFT please e-mail a remittance advice and include your Shire name on the payment.

SHIRES AND MUNICIPALITIES
MID-WEST:

Carnamah, Chapman Valley, City of Greater Geraldton, Coorow, Cue, Dalwallinu, Dandaragan, Irwin, Meekatharra, Mingenew, Moora, Morawa, Mt Magnet, Murchison, Northampton, Perenjori, Sandstone, Sandstone and Spargo and Yalgoo.



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

OFFICER RECOMMENDATION – ITEM 9.1.3
--

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

Mingenew Silver Chain Branch Committee

C/- PO Box 201 Mingenew WA 6522

1 May 2016

Mr Martin Whitely
CEO Mingenew Shire
PO Box 120
Mingenew WA 6522

R	D- MSC
DATE	10/05/16
FILE	
COMMENTS	
ATTENTION	CEO
ANSWERED	

Tabled @ May 16 Agenda.

Dear Mr Whitely,

On behalf of the Mingenew Silver Chain Branch Committee I am writing in regards to the money that the Mingenew Shire has held, in trust, from the Mingenew Silver Chain Branch Committee dating back over a period of time.

At our recent Silver Chain Branch Committee meeting it was discussed that a letter be written to you requesting that this money (approx \$2267) be released back to the Silver Chain Branch Committee so that the Committee can use it for supporting community projects.

Please contact the Mingenew Silver Chain Branch Committee Treasurer, Mrs Sue Kelly, to discuss payment methods. Sue can be contacted on 08 99 275022 or paulsuekelly@westnet.com.au

Thank you for your assistance.

Yours sincerely,

NPElsegood

Narelle Elsegood
Secretary
Mingenew Silver Chain Branch Committee

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 4th and Friday 5th 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

OFFICER RECOMMENDATION – ITEM 9.1.4
--

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.

**WEDNESDAY 3 –
FRIDAY 5 AUGUST 2016**
Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth

LOCAL **IMPACT**

2016
**WA LOCAL
GOVERNMENT
CONVENTION**

Be part of this major event and
showcase your products and services
at the largest gathering of Local
Government in Western Australia.

**INFORMATION AND
REGISTRATION**

PRESENTED BY



WALGA

WORKING FOR LOCAL GOVERNMENT

FOUNDING CORPORATE PARTNER



GOVERNMENT PARTNER



WALGA

WORKING FOR LOCAL GOVERNMENT

EVENT PARTNERS



FOUNDING CORPORATE PARTNER

LGIS is a membership organisation owned and controlled by Western Australian Local Governments who have a shared vision and alignment of outlook, interest and loyalty. Local Governments benefit from this strength and commitment by working together to finance and manage their risk through an industry based self-insurance Scheme.

The Scheme incorporates protection for property, civil liability exposures, volunteer fire fighters and workers compensation and is a superior alternative to what is made available by the traditional insurance market.

Fundamental to the success of the self-insurance approach is each Local Government's ability to manage its exposure to risk. LGIS offers a broad range of complimentary risk management services including: health and wellbeing programs, human resource risk services, professional and emergency risk management as well as injury management.

LGIS is focused on ensuring the long term protection of WA Local Government.



CIVIC LEGAL

PRINCIPAL SPONSOR

Civic Legal are once again pleased to be a principal sponsor of the Convention. We are proud to maintain our tradition of delivering services steeped in a culture of approachability, responsiveness and supportiveness. We acknowledge the vibrancy of the sector, which continues to see Civic Legal increase its following amongst an ever-increasing number of Local Governments. Civic Legal extends best wishes to all participants for an enriching and educational experience at this year's Convention.

SUPPORTING SPONSORS



Government of Western Australia
Department of Local Government and Communities

synergy



CONVENTION SUPPORTERS



CITY of PERTH

AN INVITATION



It is my great pleasure to invite you to attend the 2016 WA Local Government Convention and Trade Exhibition at the Perth Convention and Exhibition Centre. Conference sessions are scheduled across two days – Thursday, 4 and Friday, 5 August – with the Annual General Meeting and Opening Welcome Reception on Wednesday, 3 August.

Themed Local Impact, the Conference aims to explore the ways in which individual contributions can markedly influence communities, with their effect moving beyond just the activity taken. We have a varied line-up of presenters and are excited to have as our keynote speaker, Sir Robin Wales, Mayor, London Borough of Newham, who has led community engagement and development of one of the most underprivileged London boroughs and has been recognised with a knighthood for his services to Local Government.

Also joining us is Lieutenant General David Morrison AO, retired senior officer of the Australian Army who shot to fame when a video of him ordering Army troops to accept women as equals or “get out” went viral.

Joining us from our home State is Tanya Dupagne, who was named on the Power 30 Under 30 list for Australasia by the Apex Society in America for worldwide contribution to community service. Also from the West is our Convention Breakfast speaker, Peter Bell, former captain of the Fremantle Dockers.

Respected commentator and journalist, Liam Bartlett will facilitate a Q & A session on emergency management with a panel of industry experts.

The youngest and second female expedition leader to Davis Station, Rachael Robertson, will share how she led and inspired her team of 18 in a year-long expedition to Antarctica.

Commentator Gene Tunney from Adept Economics will walk us through the trends, indicators, shifts and cycles of the economic environment so that we can better understand what the implications are for Local Governments as the economy ebbs and flows.

To close our Conference, we are honoured to present Michael Crossland, an extraordinary young man who has defied the odds of a life-threatening cancer to build a life of exceptional

achievements including: Australian of the Year finalist, National Ambassador for numerous charities and international hall of fame inductee.

The Trade Exhibition is once again a major feature of the annual gathering, with a wide range of organisations continuing their support of Local Government through considerable investment in displays and participation in the pavilions. In turn, I encourage delegates to take full advantage of this dedicated time to meet and discuss sector specific products and services with their representatives.

Partners are also catered for and can choose from a special activities program created for their enjoyment. Everyone is encouraged to network with friends and colleagues at the Convention Opening Welcome Reception on Wednesday, the Sundowner on Thursday, Mayors and Presidents' Government House Reception on Thursday and finally the Convention Gala Dinner held on Friday evening.

On behalf of the Association I would like to express appreciation for the valuable support provided by the Convention Founding Partner LGIS and Principal Sponsor Civic Legal. I also wish to thank our Supporting Sponsors, Department of Local Government and Communities, Synergy and RAC as well as the City of Perth for their continuing support for the popular Banners in the Terrace competition.

I look forward to seeing you in August.

Cr Lynne Craigie
President





ABOUT THE EVENT

WHO SHOULD ATTEND?

The Convention and Trade Exhibition is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by General Managers, Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

SOCIAL ACTIVITIES

The Partner Program offers an interesting range of options for accompanying guests, and social networking functions include the **Opening Welcome Reception** on Wednesday, a **Sundowner** and the invitational **Mayors and Presidents' Reception** hosted by The Rt Hon the Lord Mayor Lisa Scaffidi at Council House on Thursday, and the closing **Gala Dinner** which is scheduled for Friday evening.

There is also an optional fun tour to Lancelin available for delegates and partners on Saturday, 6 August.

OPTIONAL BREAKFASTS

Thursday, 4 August
ALGWA AGM and Breakfast

Friday, 5 August
Convention Breakfast with Peter Bell

ELECTED MEMBER TRAINING

To facilitate progress with the Elected Member Development Program, a number of modules are again being offered prior to the Convention, as well as after the Convention. Full details are enclosed in a separate flyer – enquiries to training@waiga.asn.au



BANNERS IN THE TERRACE

2015 Overall Winner – Shire of Ashburton

Take some time to view the outstanding display of this year's creative entries in the Banners in the Terrace competition – flying high along St Georges and Adelaide Terraces between Sunday, 24 July and Saturday 5, August.

THE PROGRAM



WEDNESDAY, 3 AUGUST

10.00am	Delegate Service Desk open for Convention Registration (PCEC Level 2)
12.00pm – 1.00pm	Luncheon for 2016 WALGA Honours Recipients
1.30pm – 5.30pm	WALGA ANNUAL GENERAL MEETING Parliamentarian addresses from Hon Tony Simpson MLA, Minister for Local Government (<i>Invited</i>) Mr David Templeman MLA, Shadow Minister for Local Government Presentation of Honour Awards
5.30pm – 7.00pm	CONVENTION OPENING WELCOME RECEPTION

THURSDAY, 4 AUGUST

7.00am	Delegate Service Desk open for Registration (PCEC Level 2)
7.00am – 8.30am	ALGWA (WA) AGM and Breakfast. Register online via Delegate Registration. Other enquiries to Cr Janet Davidson OAM JP, City of Perth – M: 0417 974 936 or janetdavidsonjp@hotmail.com
9.00am	OPENING KEYNOTE ADDRESS FROM SIR ROBIN WALES



Sir Robin Wales, Mayor, London Borough of Newham, has led community engagement and development of one of the most underprivileged London boroughs. Sir Robin Wales became Leader of the Newham Council in 1995, and following a local referendum in 2002 he became the first Labour directly elected Mayor in England, and was re-elected in 2006, 2010 and 2014. Under Sir Robin's leadership Newham is at the forefront of public policy and has led the way on a number of ground-breaking schemes in housing and education. Private tenants in Newham were the first in England to enjoy more protection as a result of the borough-wide licensing of private rented properties.

Newham was also the first borough in the country to offer free school meals to all primary school children. Robin's commitment to giving Newham's young people the best chance in life is also reflected in the successful Every Child programme. In recognition of his services to Local Government, Sir Robin was awarded a knighthood in the Birthday Honours List in 2000.

Sir Robin Wales, Mayor, London Borough of Newham
Sir Robin Wales appears by arrangement with Saxton Speakers Bureau

10.15am – 11.00am	Refreshments
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11.00am	SESSION 2 STRONG FORCE FOR EQUALITY
---------	--



Few would expect a tough-as-nails Chief of Army to be recognised internationally for his commitment to gender equality, diversity and inclusion. But when former Lieutenant-General David Morrison ordered misbehaving troops to 'get out' if they couldn't accept women as equals, his video went viral and he started a cultural shift that has changed Australia's armed forces forever. Since this time, the number of women joining the army has grown by two per cent and the culture is more accepting of racial, ethnic and sexual diversity.

Lt General David Morrison AO (retd)
Lt General David Morrison appears by arrangement with Saxton Speakers Bureau



THE PROGRAM

12.00pm

SESSION 3 CHANGING THE WORLD – ONE KID AT A TIME



Tanya Dupagne has worked with over 130,000 children in Australia, South Africa, America and Vietnam, and has trained people from across the world in leadership development and teambuilding. She is the founder and manager of the Shire of Kulin's nationally recognised Camp Kulin program, leading a team of over 120 staff and volunteers to provide camps for children, in particular children who have experienced trauma.

Tanya speaks about the impact youth work has had on her and with the children at Camp Kulin and community. She was the recipient of a prestigious Churchill Fellowship from the Winston Churchill Memorial Trust, which allowed her to work alongside the world's top domestic violence prevention institutions and industry leaders and present the Camp Kulin program in Denver, Chicago, Philadelphia, New York and New Hampshire.

Tanya Dupagne, Camp Kulin Manager, Shire of Kulin

1.00pm

Lunch

2.00pm

SESSION 4 CONCURRENT SESSIONS

All delegates will be asked to indicate session preference when registering to assist with venue planning.

Emergency Management – “Let the Locals Lead”

With an increasing number of significant natural disasters impacting on WA communities, Local Governments are more than ever in the 'hot seat' during an emergency to support response efforts, manage recovery, provide long term support to those affected within their community all whilst going about day to day business. The Australian Business Roundtable have released a report estimating the total cost of natural disasters in Australia in 2015 exceeded \$9 billion, or 0.6% of GDP. This is expected to double by 2030 and to reach an average of \$33 billion a year by 2050.

This session will introduce a fresh perspective on Emergency Management taking an organisational approach on how Local Governments can work within the EM framework creating a network and system to enhance recovery, maintain business as usual and work towards the ultimate goal of building community resilience.

Transparency and Empowerment

Enhancing Local Government transparency is not just a catch-cry. It's about creating a better understanding of what the Local Government does, how it's done and most importantly, it can help generate ideas about what might be possible. Community empowerment is about taking those possibilities and turning them into new realities.

This session is designed to give you a taste of how you might enhance your understanding of Council business, particularly the financial realities, in a world where not everyone is a finance expert. It's also about recognising that people want a say in what their Local Government does and how you can harness that energy and direct into tangible projects and outcomes that improve not just physical amenity or service delivery, but also the social capital of the community. It's a brave new world out there...

Finding a Better Way – Childcare in Regional WA

The childcare system is highly regulated and increasingly complex, and when combined with the added challenges faced in rural areas such as the attraction and retention of qualified staff, many services are struggling to manage.

The Shire of Brookton is leading a collaborative approach involving 43 Local Governments for more sustainable model of management for Wheatbelt Early Childhood Education and Care (ECEC) services. This session will introduce you to the project and its impact on the region's families.

3.30pm

Refreshments

4.15pm

Banners in the Terrace Awards



THE PROGRAM

12.00pm



SESSION 3 CHANGING THE WORLD – ONE KID AT A TIME

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Tanya Dupagne, Camp Kulin Manager, Shire of Kulin

1.00pm

Lunch

2.00pm

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3.30pm

Refreshments

4.15pm

Banners in the Terrace Awards

THE PROGRAM

4.30pm



SESSION 5 LEADING ON THE EDGE

Imagine living in months of darkness, the temperature hovers around minus 35 degrees, and there's no way in or out. Welcome to Antarctica. In this session Rachael will reveal how she kept her team inspired and productive through the long, dark winter. She will provide the tools to build respect and teamwork, stay resilient, and lead without a title. Rachael shares just how she managed everything from a search-and-rescue following a plane crash, to resolving a peaceful settlement to the Bacon War.

Rachel Robertson, Antarctic Expedition Leader

Rachael Robertson appears by arrangement with Saxton Speakers Bureau

5.30pm – 7.00pm

SUNDOWNER in the Trade Pavilions; OR

6.00pm – 7.30pm

MAYORS AND PRESIDENTS' RECEPTION at Council House hosted by The Rt Hon the Lord Mayor Lisa Scaffidi (by prior invitation)

FRIDAY, 5 AUGUST

7.00am

Delegate Service Desk open

7.30am – 8.45am

CONVENTION BREAKFAST WITH PETER BELL



Over an eight year football career, Peter experienced the highs and lows that Australian Rules Football had to offer. Peter captained the Fremantle Dockers, was an All Australian player in 1999 and 2003 and winner of the Doig Medal in 2001, 2003 and 2004. He was also awarded the Ross Glendinning Medal in 2006 and was President of the Australian Football League Players Association from 2003 to 2007. Born in South Korea, he came to Australia in 1979 and spent his formative years in Kojonup, Western Australia. Peter speaks about the game of AFL, with valuable stories about the hardships and many triumphs and how his personal life has had an impact on his successful football career.

Peter Bell appears by arrangement with Saxton Speakers Bureau

9.00am

SESSION 6 EMERGENCY!

Emergency services come into sharp focus when catastrophes are unfolding, but are often taken for granted in the long periods of relative calm between events. This session will examine the challenge of providing and maintaining these critical services, flavoured with real-life experiences from the service providers and the communities they protect. The presentations will be mediated by respected commentator and journalist Liam Bartlett who will facilitate audience participation in the Q & A session.

Liam Bartlett, Journalist

Tony Ahern, CEO, St John Ambulance

Prof. Tarun Weeramanthri, Assistant Director General, Public Health Division, Department of Health

Michael Parker, CEO, Shire of Harvey

10.15am – 11.00am

Refreshments

11.00am

SESSION 7 CONCURRENT SESSIONS

All delegates will be asked to indicate session preference when registering to assist with venue planning.

Changing the Face of Tourism

As a State, Western Australia is abundant in natural attractions with a climate conducive to tourism activity; there is a lot to celebrate. To make the most of its potential means managing the challenges and making the most of opportunities whilst protecting our natural wonders.

Come and find out what the Shire of Exmouth and partners are doing to ensure protection of the Ningaloo Reef and to ensure economic, environmental and cultural benefits to the community, visitors, and researchers. As one of the only healthy major coral reef systems on the planet, its conservation is critical. Join us for a robust panel discussion about tourism and the role of Local Government.

Inclusive Communities – Changing Lives

A socially inclusive community is one in which all members feel valued and have the opportunity to fully participate in the life of that community. In simple terms, a socially inclusive community is one in which everyone can participate. This session will highlight how Local Government has changed lives through better access to employment, service design and delivery, and investment. Listen to and be inspired by community and business leaders who are working together to better support our most vulnerable and lead the change that's needed.

Urban Forestry – 10 Steps to a More Resilient Community

Want to maximise the physiological, sociological, economic, biological, and aesthetic aspects of your Local Government? Easy – grow an urban forest.

Local Government is under increasing pressure to plan for larger populations and increased urban density within a changing climate. Urban forests are key to addressing these concerns, as they seek to create resilient, sustainable urban landscapes that improve community health, and provide enjoyable places for people to live and work.

But if urban forests can do all this, why doesn't everyone have one? Like many of the things worth having, planning and establishing an urban forest isn't always straight forward. Attend this session to gain inspiring ideas and practical tools and learn real world examples and clear next steps.

12.30pm

Lunch

1.30pm

SESSION 8 THE NATURE OF NUMBERS

The world we live in is mad about numbers.

How much of this? How many of that? What's the percentage? What's the measure?

This session will look at some fascinating numbers, firstly around the economic reality that we exist in at a global, national and local level. Commentator Gene Tunney from Adept Economics will walk us through the trends, indicators, shifts and cycles of the economic environment so that we can better understand what the implications are for Local Governments as the economy ebbs and flows. Then we will look at the numbers that make up our own elected membership. UWA researchers will present the findings of the first Census of Western Australia's Local Government Elected Members, helping us understand both what we have in common and what our diversity looks like.

Gene Tunney, Adept Economics

Prof. Fiona Haslam McKenzie, Centre for Regional Development at UWA

Dr. Paul Maginn, Centre for Regional Development at UWA

2.45pm

Refreshments

3.30pm

CONVENTION CLOSING ADDRESS

SESSION 9 ADVERSITY DOES NOT DEFINE YOU...



Michael Crossland is an extraordinary young man who has defied the odds of a life-threatening illness to build a life of exceptional achievements. Diagnosed with aggressive life-threatening cancer before his first birthday and spending nearly a quarter of his life in hospital, doctors said his future didn't look bright. Infection and fatigue were too great a risk to lead a normal life. His only wish was to be able to do all the things that other kids took for granted.

Now, Michael is a world-renowned inspirational speaker with audience numbers exceeding 500,000 people worldwide. He is an accomplished businessman, Australian of the Year finalist, six-time Australia Day Ambassador, National Ambassador for five different charities, runs a school and orphanage in Haiti and is an international hall of fame inductee. Michael's life is a remarkable success.

Michael Crossland

Michael Crossland appears by arrangement with ICMI Speakers & Entertainers

4.30pm

Official Close of the 2016 Local Government Convention

7.00pm – 11.30pm

Pre-Dinner Drinks and Gala Dinner, PCEC BelleVue Ballroom

PARTNER ACTIVITIES

Registration required for all activities – prices include GST

WEDNESDAY, 3 AUGUST

5.30pm – 7.00pm

Opening Welcome Reception in the Trade Exhibition \$60

THURSDAY, 4 AUGUST

9.00am – 1.30pm

FRAGRANCES AND FOOD – INDULGE YOUR SENSES

Come and be educated on the creative processes of creating beautiful perfumes. Hear the history of the making of various key scents and learn about the scents created for Winston Churchill, Grace Kelly and Clark Gable.

After this sensory experience it is time for another sensory sensation – this time taste. A short walk away is the delightful lunch venue, Rochelle Adonis.

Includes: Facilitator, bus fare, walk, lunch and refreshments.
\$120 (minimum 10 – maximum 20)

9.30am – 12.30pm

GOLD FEVER

Delve into the gold fever history that gripped our State in the 1890's. This activity is a walking tour and also includes the hop on CAT bus.

Tour the City by foot to hear about some of the sites that were very important in the financial history of our state. The tour will then move on to visit the Perth Mint – the oldest operating mint in the world still in its original location, and that until 1970 was

still under British control. If you have not been to the Mint for some time, this is really worth revisiting. Take time to step back and experience the wonder of this precious metal gold originally called "Red".

Includes: Entry to the museum, morning tea and guide.
\$70 (minimum 10 – maximum 20)

10.00am – 12.00pm

BEER O'CLOCK

The Northbridge Brewing Company (NBC) is a microbrewery situated in a truly unique venue.

NBC's master brewer has been responsible for some of the best beers in Australia and he will take the group through how beer is brewed and then to the actual tasting of the handcrafted beers. The group will then be taken on a tour of NBC.

Includes: Facilitator, beer and light food.
\$70 (minimum 10 – maximum 20)

1.30pm – 5.00pm

4WD – FACTS, FICTION & FAMILY FUN

(at the PCEC)

Planning on going on a 4WD holiday but are unsure:

How to set your 4WD up?

How to plan a driving holiday?

What you need to do to ensure a safe driving holiday?

The facilitator is an experienced adventure off-road trainer and a fully loaded 4WD will be on-site for the course.

Includes: Professional Off-Road Trainer, facilitator and afternoon tea.

\$110 (minimum 10 – maximum 30)



5.30pm – 7.00pm

SUNDOWNER IN THE TRADE EXHIBITION \$60

6.00pm – 7.30pm

MAYORS AND PRESIDENTS' RECEPTION

at Council House (by prior invitation)

FRIDAY, 5 AUGUST

7.30am – 8.45am

BREAKFAST WITH PETER BELL (at the PCEC) \$88

9.30am – 1.30pm

MATTERS OF TASTE

Come on a culinary adventure where we split off into three groups, one group will cook the entrée, one group will cook main and a third group will cook dessert. A great team building event where you get to mingle with people over great food and a glass of wine.

Includes: Cooking, coach transport, facilitator and lunch.

\$200 (minimum 15 – maximum 18)

9.30am – 4.30pm

SWAN VALLEY GOURMET DAY

Time to get the taste buds firing by exploring the amazing places the Swan Valley has to offer from honey, bush food, wine and coffee. It's not all about wine, the Swan Valley is a veritable food bowl.

Includes: Transport, facilitator, tour, lunch and refreshments.

\$140 (minimum 15 – maximum 30)

1.30pm – 4.00pm

DIGITAL PHOTO EDITING AND CREATING PHOTOBOOKS (at the PCEC)

Got stuck on what to do with all those digital photos sitting on your camera and on your computer? Well, this is the course to do. Learn how to edit your digital photos and create amazing photobooks that will last a lifetime.

Includes: Facilitator and afternoon tea.

\$115 (minimum 15 – maximum 30)

7.00pm – 11.30pm

CONVENTION GALA DINNER (at the PCEC)

\$90 for partners of Full Delegates and Life Members

\$190 for all other guests

SATURDAY, 6 AUGUST

An additional option for Delegates and Partners.

8.30am – 4.30pm

LANCELIN ADVENTURE

Now the seat belt is fastened get ready for some heart pumping excitement as our coach transforms into a 4WD. Squeal with delight or terror as we venture up and down the sand dunes. Still up for some more excitement? Then it is time to hop on a sand board and show off your "moves".

After this, there will be time to relax with a picnic lunch on the banks of the Moore River, followed by a leisurely river cruise up the River.

Includes: Comfortable coach transport, morning tea, lunch and River cruise.

\$210 (minimum 15 – maximum 25)



GENERAL INFORMATION

ONLINE CONVENTION REGISTRATIONS – A SIMPLE PROCESS.

Visit www.walga.asn.au – then go to the 2016 Convention and Trade Exhibition link to complete your registration online.

Full delegate fees cover the daily conference program, lunches and refreshments – the Opening Reception on Wednesday, 3 August and the Sundowner on Thursday, 4 August. The Convention Gala Dinner on Friday evening is optional and a ticket fee applies.

GENERAL INFORMATION

CONVENTION FEES

Prices are per person and are all inclusive of GST
Deadline for all Registrations is **Tuesday, 5 July 2016**

CONVENTION REGISTRATION

Full Delegate	\$1,475
WALGA Life Members	Complimentary

DAY DELEGATE REGISTRATION

Day: Thursday, 4 August (includes Sundowner)	\$780
Day: Friday, 5 August	\$725

OPTIONAL EXTRAS

Gala Dinner

Full Delegate & Partner	\$90 each
WALGA Life Member & Partner	\$90 each
Gala Dinner Only	\$190 each

Breakfast

ALGWA Breakfast (Thursday)	\$55
Convention Breakfast with Peter Bell (Friday)	\$88

PARTNERS/GUESTS

Opening Reception (Wednesday)	\$60
Sundowner (Thursday)	\$60
Lunch (Thursday)	\$50
Lunch (Friday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information if your partner would like to attend a particular conference session.

Elected Member Professional Development

– see enclosed leaflet for details.

CHANGES TO YOUR REGISTRATION

You can modify your online booking at any time by using the link provided in your confirmation email. Once you have completed your registration, a tax invoice with a confirmation number will be emailed to you. Click on the link and enter your Confirmation Number to make any changes or additions to your reservation.

Registration cancellations must be advised in writing prior to the deadline date of Tuesday, 5 July 2016. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

SPECIAL REQUIREMENTS

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

ACCOMMODATION

A range of accommodation options were issued to Councils in December, and hotel booking forms and details are available at www.walga.asn.au. Reservations are to be made direct and please note that city hotels have limited guest parking so clarify these arrangements when booking.

INTER-VENUE TRANSFERS

Coach transfers will be provided for the Mayors and Presidents Reception at Council House on Thursday, 4 August collecting guests from Mounts Bay Road (near Mill Street intersection) – with returns to both the PCEC and CBD hotels, as required.

A limited service will similarly be provided between CBD hotels and the PCEC for the Gala Dinner on Friday evening.

The convenient, free and frequent bus services operating within the CBD are recommended for transfers between city hotels and the PCEC – for detailed information on these services go to www.transperth.wa.gov.au – and hotel staff can offer some local advice to guests.

The limited transfer schedule will be displayed at the Delegate Service Desk.

PCEC PARKING

For those requiring daily parking, WALGA can arrange for a multi-entry (24 hour access) parking space in the underground car park at the PCEC at a daily cost of \$37. Parking space requests must be indicated on the registration form – **please note the non-extendable deadline for these requests is Tuesday, 5 July 2016**.

ENQUIRIES

Serena Shand, WALGA Marketing and Events Support Officer
T 08 9213 2097
F 08 9213 2077
E registration@walga.asn.au

Information in this brochure is current at time of printing but may be subject to change.





FOR FURTHER INFORMATION

Please contact Serena Shand, Marketing & Events Support Officer.

ONE70 LV1, 170 Railway Parade, West Leederville WA 6007

T (08) 9213 2097 | **F** (08) 9213 2077 | **E** sshand@walga.asn.au

www.walga.asn.au



FOUNDING CORPORATE PARTNER



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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

OFFICER RECOMMENDATION – ITEM 9.1.5
--

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**

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 a still a small window of opportunity for the works to be completed in the 2015/16 financial year.

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

OFFICER RECOMMENDATION – ITEM 9.1.6
--

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.

Moore St Drainage

Site Investigation Report

CW942200



Prepared for
Shire of Mingenew

8 February 2016

Contact Information

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Approved By:

Desmond Smith
Senior Project Manager

Document Information

Prepared for Shire of Mingenew
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File Reference CW942200-CI-R002-A-
Investigation_Report-
V1PR.docx

Job Reference CW942200
Date 8 February 2016

Version Number Rev A

Effective Date 08/02/2016

Date Approved: 08/02/2016

Document History

Version	Effective Date	Description of Revision	Prepared by:	Reviewed by:
A	08/02/16	Issued to Client	PR	DS

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1 Introduction

Historically there has been drainage issues at 1 Moore Street, Mingenew, mainly due to the fact that it sits within the valley line of the surrounding terrain. Recently the Shire of Mingenew has undertaken roadworks in the area immediately surrounding the subject lot, which appears to have exasperated the drainage issues for the lot.

The Shire has engaged Cardno (WA) Pty Ltd to undertake a site inspection of the area so as to determine possible solutions for the Shire to alleviate flooding issues in the area, and reduce or eliminate drainage issues within 1 Moore St.

Figure 1-1 Locality Plan



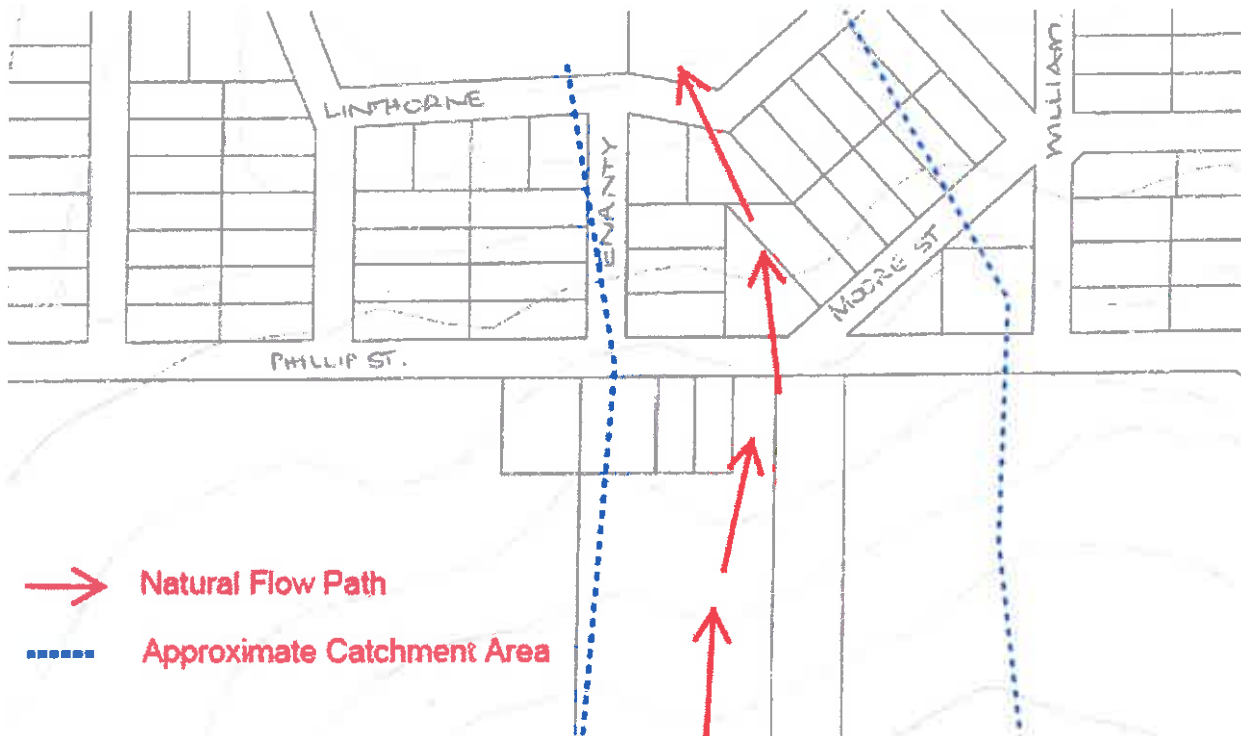
2 Site Investigation

2.1 Background

A local survey of the townsite shows there is a valley line running through 1 Moore St, with the natural catchment running through this area (see Figure 2-1). The house constructed at 1 Moore St sits some 700-800mm below street level, with access to the house from Moore St being through a gate in the middle of a solid brick wall. There is a double crossover access to the property from Phillip St.

Prior to the recent upgrade of Phillip St/Moore St intersection and installation of a footpath in Phillip Street, stormwater runoff from the roads into 1 Moore St (while still intermittently problematic) was not as much of an issue as it is now. Formerly Phillip St was crowned through the intersection, with a v-drain on the southern side taking water runoff past Moore St to the low-point near 48 Phillip St (currently a vacant block).

Figure 2-1 Existing Site Contours



3 Recommendations

After inspecting the site it is apparent that:

1. Changes to the road levels and elimination of the v-drain on the southern side of Phillip St have resulted in additional stormwater runoff to be directed towards 1 Moore St
2. There is insufficient head for the piped drainage system to drain water away from the subject area quickly enough

To resolve the above drainage issues three options could be undertaken.

- Option 1 – Modifications to the existing works
- Option 2 – Easement through to Linthorne Street
- Option 3 – Installation of a drainage basin

These are defined further on the following pages.

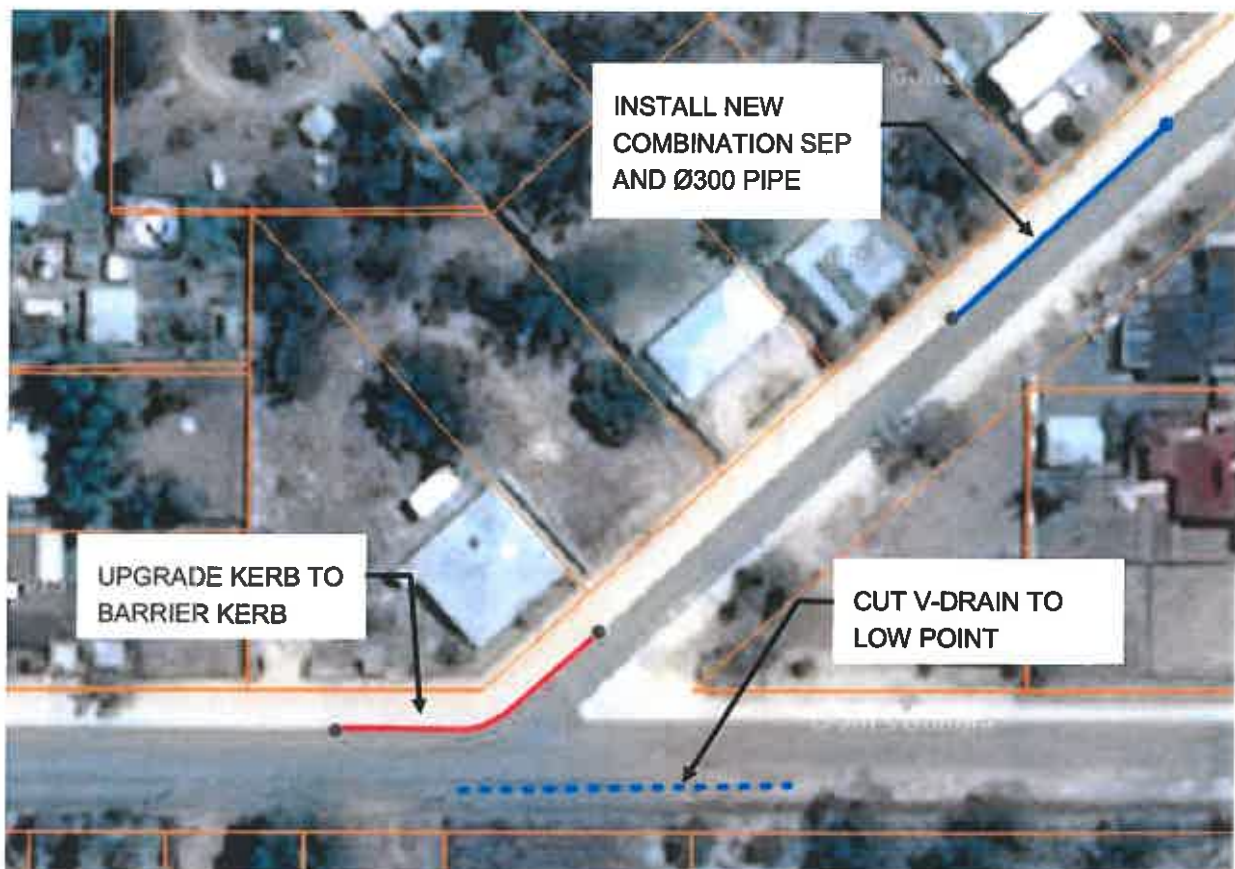
3.1 Option 1 – Modifications to the existing works

To alleviate both issues outlined above, the following minor works could be undertaken:

- Re-instate the v-drain on the southern side of Phillip St. While this would mean the footpath in front of 48 Phillip St would flood in rainfall events, it would reduce the amount of water sheeting across Phillip St and directly towards 1 Moore St. Should the area in front of 40 Phillip St fill up with water, it would flow over the intersection into Moore St, but in a more controlled manner and would be less likely to "jump" the kerbline
- Upgrading of the kerb between the two southern combination side entry pits in Phillip St and Moore St to give more protection to the property from stormwater runoff "jumping" the kerb. Vehicle access is currently not possible to the property at this location due to the solid boundary fence, and so should not cause any impingements to the landowner in this regard.
- Installation of an additional combination side entry pit to the north of the vehicle crossover to 11 Moore St, connecting into the northern most existing pit with a 300dia pipe. This would give the syphon system approximately 850mm of head to help drain the system and alleviate potential flooding in the area.

This option would be the simplest and most economical option for the Shire to carry out.

Figure 3-1 Option 1 – Modifications to Existing Works



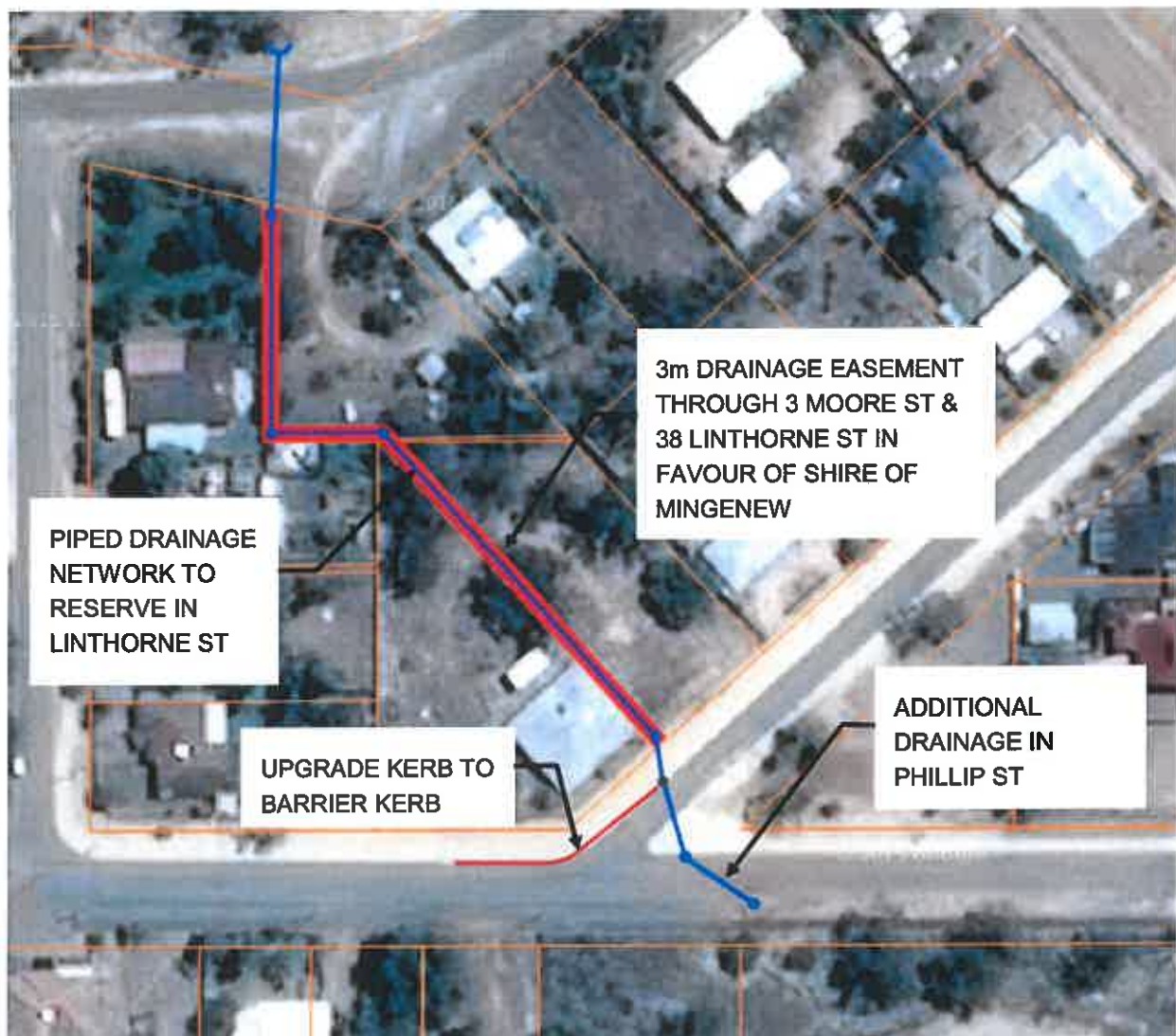
3.2 Option 2 – Easement through to Linthorne Street

A second option would be to obtain an easement through to Linthorne St to the north, and construct a piped drainage system to discharge stormwater into the reserve alongside the caravan park. To carry out this work it would require the following:

- Negotiating with the owners of 3 Moore St and 38 Linthorne St to obtain a 3m wide drainage easement
- Construction of a piped drainage system through the newly acquired drainage easement from Moore St to Linthorne St, discharging into the reserve
- Installation of additional pits in Phillip St to collect upstream runoff
- Upgrading of the kerb between the two southern combination side entry pits in Phillip St and Moore St as per Option 1 above

This option is dependent on the Shire successfully negotiating an easement through private lots, which could involve monetary compensation. It would also be more costly to construct a piped drainage network from Moore St to the reserve north of Linthorne St.

Figure 3-2 Option 2 – Easement from Moore St to Linthorne St

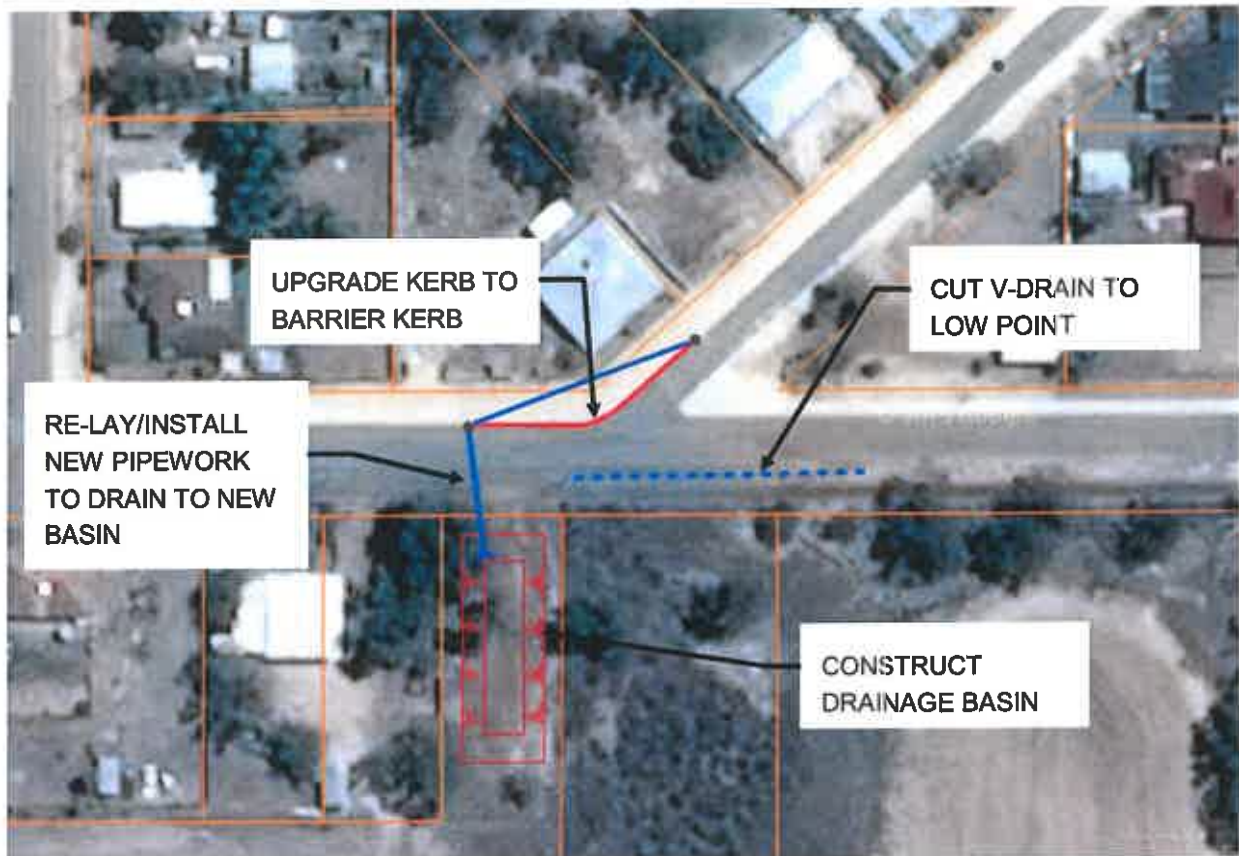


3.3 Option 3 – Installation of a Drainage Basin

A third option would be to purchase 48 Phillip St (which is currently on the market) for the purpose of constructing a drainage basin to take stormwater runoff from Phillip St and Moore St. This option would be subject to a geotechnical investigation proving that the ground is suitable for this purpose ie has sufficient infiltration capacity to act as an effective drainage basin.

This option would need to consider the cost of the purchase of the land, and costs of redirecting stormwater to the south into the proposed basin.

Figure 3-3 Option 3 – Installation of a Drainage Basin



About Cardno

Cardno is an ASX200 professional infrastructure and environmental services company, with expertise in the development and improvement of physical and social infrastructure for communities around the world. Cardno's team includes leading professionals who plan, design, manage and deliver sustainable projects and community programs. Cardno is an international company listed on the Australian Securities Exchange [ASX:CDD].

Contact

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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

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 May 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 30 April 2016:

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

Rates Outstanding at 30 April 2016 were:

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

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.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 May 2016

- (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

OFFICER RECOMMENDATION – ITEM 9.2.1
--

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

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2016

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

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Shire of Mingenew

Compilation Report

For the Period Ended 30 April 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 30 April 2016 of \$913,921.

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

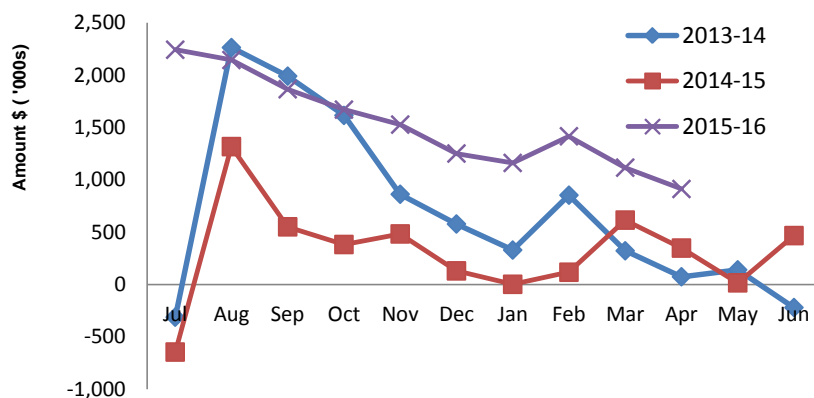
Date prepared: 9/05/2016

Shire of Mingenew

Monthly Summary Information

For the Period Ended 30 April 2016

Liquidity Over the Year (Refer Note 3)



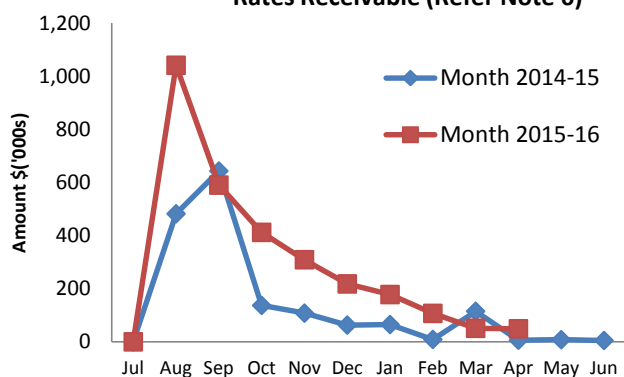
Cash and Cash Equivalents as at period end

Unrestricted	\$	571,289
Restricted	\$	604,908
	\$	<u>1,176,197</u>

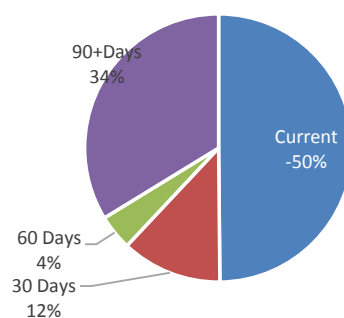
Receivables

Rates	\$	51,602
Other	\$	<u>8</u>
	\$	<u>51,610</u>

Rates Receivable (Refer Note 6)



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



Comments

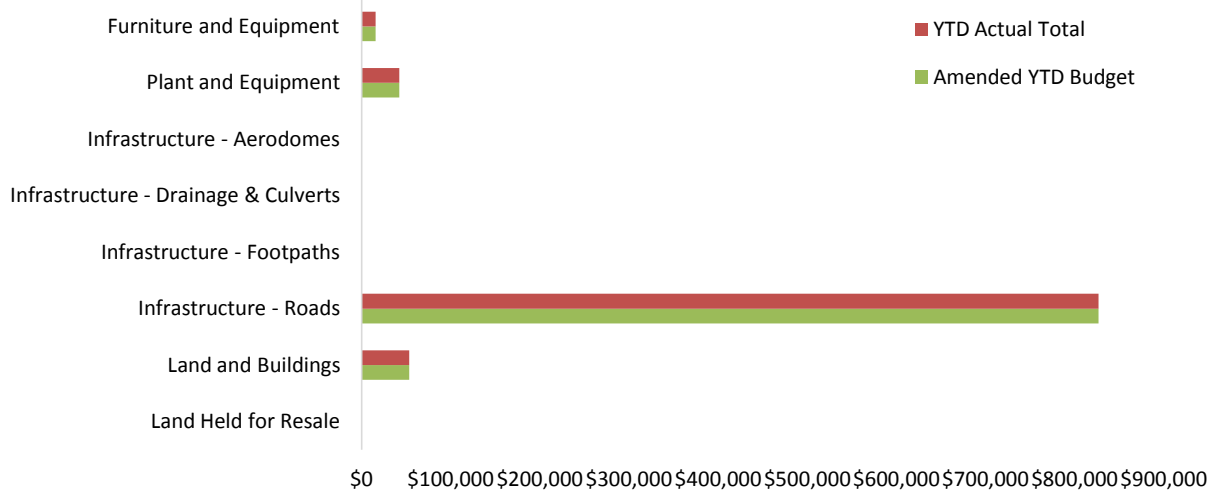
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew

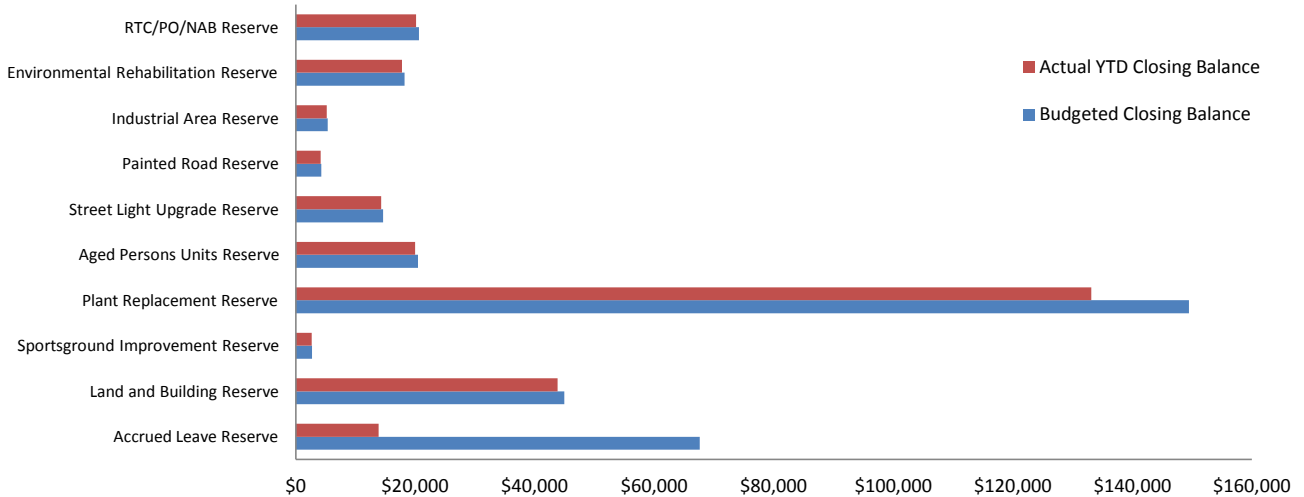
Monthly Summary Information

For the Period Ended 30 April 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.

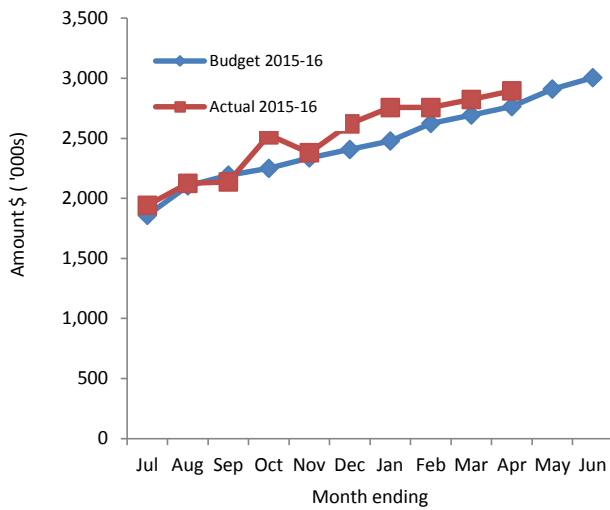
Shire of Mingenew

Monthly Summary Information

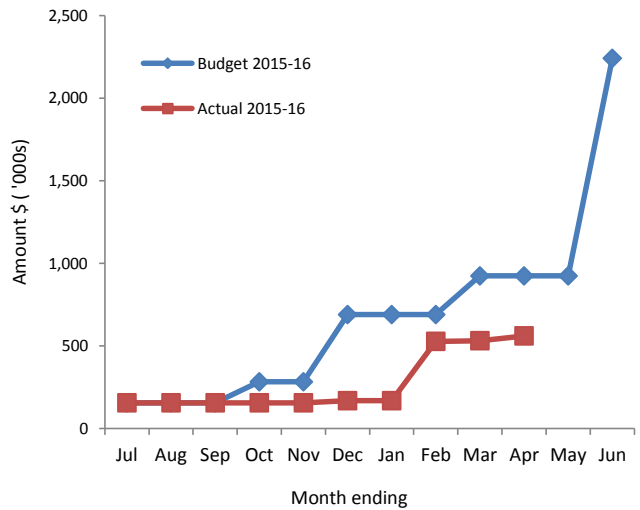
For the Period Ended 30 April 2016

Revenues

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

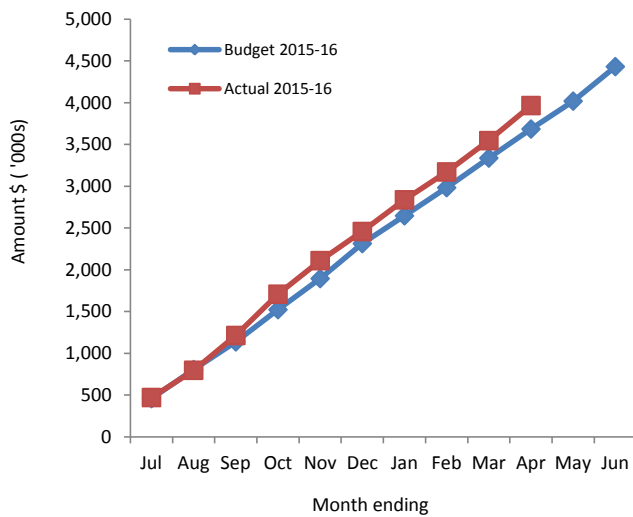


Budget Capital Revenue -v- Actual (Refer Note 2)

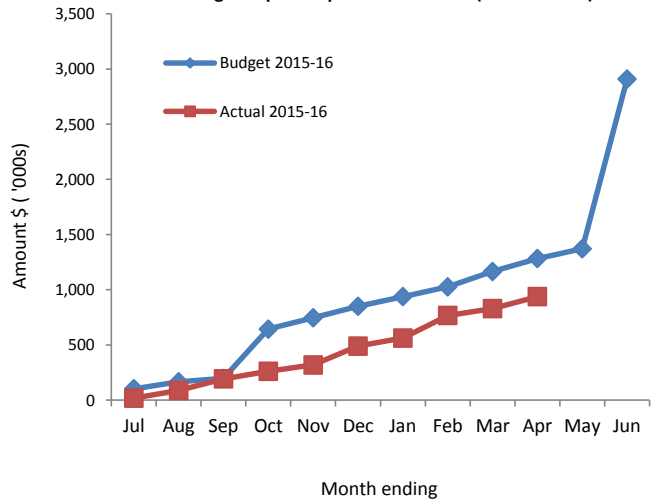


Expenditure

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 30 April 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.
Operating Revenues								
General Purpose Funding		\$ 2,016,809	\$ 2,093,128	\$ 1,947,828	\$ 1,947,202	\$ (626)	% (0.03%)	
Governance		16,334	12,564	14,930	8,619	(6,311)	(42.27%)	
Law, Order and Public Safety		36,110	33,780	30,800	28,592	(2,208)	(7.17%)	
Health		1,000	1,000	830	436	(394)	(47.47%)	
Education and Welfare		6,194	5,290	5,644	5,532	(112)	(1.99%)	
Housing		112,263	117,343	93,530	88,445	(5,085)	(5.44%)	
Community Amenities		76,775	86,175	75,445	73,405	(2,040)	(2.70%)	
Recreation and Culture		31,086	31,086	30,873	30,654	(219)	(0.71%)	
Transport		553,694	551,558	526,676	597,268	70,592	13.40%	▲
Economic Services		11,630	10,630	9,660	6,327	(3,333)	(34.51%)	
Other Property and Services		168,171	128,359	150,130	151,077	947	0.63%	
Total Operating Revenue		3,030,066	3,070,913	2,886,346	2,937,555	51,835		
Operating Expense								
General Purpose Funding		(67,530)	(83,530)	(44,577)	(44,506)	71	0.16%	
Governance		(191,164)	(200,235)	(181,688)	(174,148)	7,540	4.15%	
Law, Order and Public Safety		(122,139)	(133,639)	(79,728)	(80,675)	(947)	(1.19%)	
Health		(64,962)	(69,122)	(49,643)	(45,751)	3,892	7.84%	
Education and Welfare		(62,731)	(56,731)	(53,644)	(51,632)	2,012	3.75%	
Housing		(294,427)	(278,427)	(219,684)	(209,475)	10,209	4.65%	
Community Amenities		(177,600)	(180,101)	(139,828)	(128,670)	11,158	7.98%	
Recreation and Culture		(1,008,724)	(903,725)	(811,228)	(798,618)	12,610	1.55%	
Transport		(2,610,280)	(2,206,314)	(2,211,431)	(2,273,292)	(61,861)	(2.80%)	
Economic Services		(235,403)	(228,403)	(184,879)	(174,277)	10,602	5.73%	
Other Property and Services		(109,966)	(92,008)	37,666	13,731	(23,935)	63.55%	
Total Operating Expenditure		(4,944,926)	(4,432,234)	(3,938,664)	(3,967,314)	(28,650)		
Funding Balance Adjustments								
Add back Depreciation		2,370,200	1,850,000	1,975,170	1,970,148	(5,022)	(0.25%)	
Adjust (Profit)/Loss on Asset Disposal	8	(15,370)	(25,370)	(8,020)	4,277	12,297	(153.33%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		439,970	463,309	914,832	944,667	30,461		
Capital Revenues								
Grants, Subsidies and Contributions	11	780,595	2,065,347	519,328	519,194	(134)	(0.03%)	
Proceeds from Disposal of Assets	8	112,273	110,000	45,000	42,273	(2,727)	(6.06%)	
Total Capital Revenues		892,868	2,175,347	564,328	561,467	(2,861)		
Capital Expenses								
Land Held for Resale	13	0	(200,000)	0	0	0		
Land and Buildings	13	(215,750)	(974,000)	(53,301)	(53,195)	106	0.20%	
Infrastructure - Roads	13	(1,145,880)	(1,151,751)	(856,106)	(826,895)	29,211	3.41%	
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)	(42,000)	(42,387)	(387)	(0.92%)	
Furniture and Equipment	13	(18,280)	(28,000)	(15,780)	(15,801)	(21)	(0.13%)	
Total Capital Expenditure		(1,573,910)	(2,908,751)	(997,186)	(938,277)	28,910		
Net Cash from Capital Activities		(681,042)	(733,404)	(432,858)	(376,810)	26,049		
Financing								
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	0	0	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(172,463)	(172,463)	(156,270)	(156,142)	128	0.08%	
Transfer to Reserves	7	(91,797)	(25,428)	0	(3,126)	(3,126)		
Net Cash from Financing Activities		(264,260)	(197,891)	(156,270)	(159,268)	(2,998)		
Net Operations, Capital and Financing		(505,332)	(467,988)	325,704	408,588	53,511		
Opening Funding Surplus(Deficit)	3	505,333	467,988	505,333	505,333	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	(0)	831,037	913,921	53,511		

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 30 April 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)	
Operating Revenues		\$	\$	\$	\$	\$	%	
Rates	9	1,710,713	1,754,614	1,715,757	1,709,614	(6,143)	(0.36%)	
Operating Grants, Subsidies and Contributions	11	559,688	522,884	466,011	459,606	(6,405)	(1.37%)	
Fees and Charges		268,809	296,559	240,388	243,635	3,247	1.35%	
Service Charges		0	0	0	0	0		
Interest Earnings		31,498	24,498	26,180	30,630	4,450	17.00%	
Other Revenue		443,988	446,988	429,990	492,853	62,863	14.62%	▲
Profit on Disposal of Assets	8	15,370	25,370	8,020	1,217			
Total Operating Revenue		3,030,066	3,070,913	2,886,346	2,937,555	58,012		
Operating Expense								
Employee Costs		(923,615)	(861,988)	(663,067)	(729,126)	(66,059)	(9.96%)	
Materials and Contracts		(742,049)	(828,372)	(505,452)	(393,103)	112,349	22.23%	▲
Utility Charges		(156,042)	(161,042)	(106,750)	(89,240)	17,510	16.40%	▲
Depreciation on Non-Current Assets		(2,370,200)	(1,850,000)	(1,975,170)	(1,970,148)	5,022	0.25%	
Interest Expenses		(63,422)	(63,422)	(57,764)	(57,271)	493	0.85%	
Insurance Expenses		(170,214)	(166,025)	(164,304)	(171,847)	(7,543)	(4.59%)	
Other Expenditure		(519,385)	(501,385)	(466,157)	(551,084)	(84,927)	(18.22%)	▼
Loss on Disposal of Assets	8	0	0	0	(5,495)			
Total Operating Expenditure		(4,944,926)	(4,432,234)	(3,938,664)	(3,967,314)	(23,156)		
Funding Balance Adjustments								
Add back Depreciation		2,370,200	1,850,000	1,975,170	1,970,148	(5,022)	(0.25%)	
Adjust (Profit)/Loss on Asset Disposal	8	(15,370)	(25,370)	(8,020)	4,277	12,297	(153.33%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		439,970	463,309	914,832	944,667	42,132		
Capital Revenues								
Grants, Subsidies and Contributions	11	780,595	2,065,347	519,328	519,194	(134)	(0.03%)	
Proceeds from Disposal of Assets	8	112,273	110,000	45,000	42,273	(2,727)	(6.06%)	
Total Capital Revenues		892,868	2,175,347	564,328	561,467	(2,861)		
Capital Expenses								
Land Held for Resale	13	0	(200,000)	0	0	0		
Land and Buildings	13	(215,750)	(974,000)	(53,301)	(53,195)	106	0.20%	
Infrastructure - Roads	13	(1,145,880)	(1,151,751)	(856,106)	(826,895)	29,211	3.41%	
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)	(42,000)	(42,387)	(387)	(0.92%)	
Furniture and Equipment	13	(18,280)	(28,000)	(15,780)	(15,801)	(21)	(0.13%)	
Total Capital Expenditure		(1,573,910)	(2,908,751)	(997,186)	(938,277)	28,910		
Net Cash from Capital Activities		(681,042)	(733,404)	(432,858)	(376,810)	26,049		
Financing								
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	0	0	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(172,463)	(172,463)	(156,270)	(156,142)	128	0.08%	
Transfer to Reserves	7	(91,797)	(25,428)	0	(3,126)	(3,126)		
Net Cash from Financing Activities		(264,260)	(197,891)	(156,270)	(159,268)	(2,998)		
Net Operations, Capital and Financing		(505,332)	(467,988)	325,704	408,588	65,182		
Opening Funding Surplus(Deficit)	3	505,333	467,988	505,333	505,333	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	(0)	831,037	913,921	65,182		

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 30 April 2016

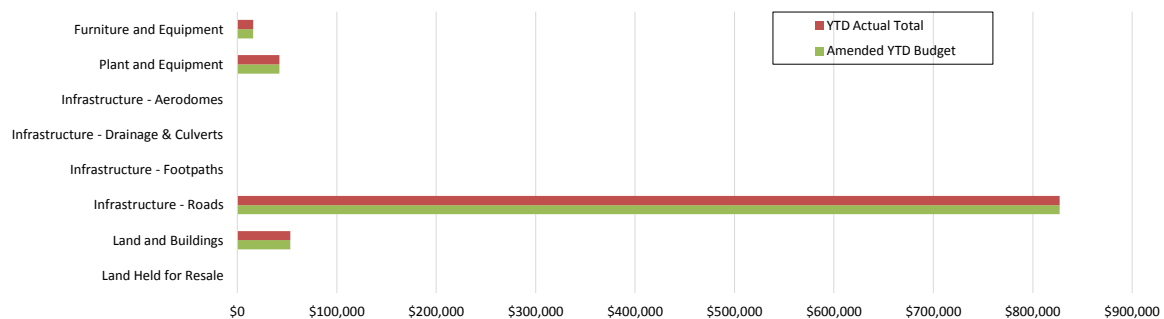
		YTD 30 04 2016					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Land and Buildings	13	40,147	13,048	53,195	53,195	215,750	0
Infrastructure - Roads	13	799,798	27,097	826,895	826,895	1,145,880	0
Infrastructure - Footpaths	13	0	0	0	0	0	0
Infrastructure - Drainage & Culverts	13	0	0	0	0	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0	0
Infrastructure -Other	13	0	0	0	0	50,000	0
Plant and Equipment	13	42,387	0	42,387	42,387	144,000	0
Furniture and Equipment	13	9,842	5,959	15,801	15,801	18,280	0
Capital Expenditure Totals		892,173	46,104	938,277	938,277	1,573,910	0

Funded By:

Capital Grants and Contributions	515,747	519,328	849,299	3,581
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	42,273	45,000	112,273	(2,727)
Own Source Funding - Cash Backed Reserves				
Land and Building Reserve	5	0	0	5
Sportsground Improvement Reserve	0	0	0	0
Plant Replacement Reserve	0	0	0	0
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
Total Own Source Funding - Cash Backed Reserves	(0)	0	0	(0)
Own Source Funding - Operations	380,257	373,949	612,338	6,308
Capital Funding Total	938,277	938,277	1,573,910	(0)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF MINGENEW
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 April 2016

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
General Purpose Funding - Rates	2,093,128	(76,319)	2,016,809	1,947,828
Governance	12,564	3,770	16,334	14,930
Law, Order and Public Safety	33,780	2,330	36,110	30,800
Health	1,000	0	1,000	830
Education and Welfare	5,290	904	6,194	5,644
Housing	117,343	(5,080)	112,263	93,530
Community Amenities	86,175	(9,400)	76,775	75,445
Recreation and Culture	31,086	0	31,086	30,873
Transport	551,558	2,136	553,694	526,676
Economic Services	10,630	1,000	11,630	9,660
Other Property and Services	128,359	39,812	168,171	150,130
Total Operating Revenue	3,070,913	(40,847)	3,030,066	2,886,346
Operating Expense				
General Purpose Funding	(83,530)	16,000	(67,530)	(44,577)
Governance	(200,235)	9,071	(191,164)	(181,688)
Law, Order and Public Safety	(133,639)	11,500	(122,139)	(79,728)
Health	(69,122)	4,160	(64,962)	(49,643)
Education and Welfare	(56,731)	(6,000)	(62,731)	(53,644)
Housing	(278,427)	(16,000)	(294,427)	(219,684)
Community Amenities	(180,101)	2,500	(177,600)	(139,828)
Recreation and Culture	(903,725)	(104,999)	(1,008,724)	(811,228)
Transport	(2,206,314)	(403,966)	(2,610,280)	(2,211,431)
Economic Services	(228,403)	(7,000)	(235,403)	(184,879)
Other Property and Services	(92,008)	(17,958)	(109,966)	37,666
Total Operating Expenditure	(4,432,234)	(512,692)	(4,944,926)	(3,938,664)
Funding Balance Adjustments				
Add back Depreciation	1,850,000	520,200	2,370,200	1,975,170
Adjust (Profit)/Loss on Asset Disposal	(25,370)	10,000	(15,370)	(8,020)
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	463,309	(23,339)	439,970	914,832
Capital Revenues				
Grants, Subsidies and Contributions	2,065,347	(1,284,752)	780,595	519,328
Proceeds from Disposal of Assets	110,000	2,273	112,273	45,000
Total Capital Revenues	2,175,347	(1,282,479)	892,868	564,328
Capital Expenses				
Land Held for Resale	(200,000)	200,000	0	0
Land and Buildings	(974,000)	758,250	(215,750)	(53,301)
Infrastructure - Roads	(1,151,751)	5,871	(1,145,880)	(856,106)
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)	(42,000)
Furniture and Equipment	(28,000)	9,720	(18,280)	(15,780)
Total Capital Expenditure	(2,908,751)	1,334,841	(1,573,910)	(997,186)
Net Cash from Capital Activities	(733,404)	52,362	(681,042)	(432,858)
Financing				
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	0	0	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(172,463)	0	(172,463)	(156,270)
Transfer to Reserves	(25,428)	(66,369)	(91,797)	0
Net Cash from Financing Activities	(197,891)	(66,369)	(264,260)	(156,270)
Net Operations, Capital and Financing	(467,988)	(37,346)	(505,332)	325,704
Opening Funding Surplus(Deficit)	467,988	37,345	505,333	505,333
Closing Funding Surplus(Deficit)	(0)	(1)	0	831,037

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 30 April 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 30 April 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 30 April 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 30 April 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 30 April 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 30 April 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
Operating Revenues	\$	%			
General Purpose Funding	(626)	(0.03%)			
Governance	(6,311)	(42.27%)			
Law, Order and Public Safety	(2,208)	(7.17%)			
Health	(394)	(47.47%)			
Education and Welfare	(112)	(1.99%)			
Housing	(5,085)	(5.44%)			
Community Amenities	(2,040)	(2.70%)			
Recreation and Culture	(219)	(0.71%)			
Transport	70,592	13.40%	▲		Police licensing is up by \$67k YTD
Economic Services	(3,333)	(34.51%)			
Other Property and Services	947	0.63%			
Operating Expenses					
General Purpose Funding	71	0.16%			
Governance	7,540	4.15%			
Law, Order and Public Safety	(947)	(1.19%)			
Health	3,892	7.84%			
Education and Welfare	2,012	3.75%			
Housing	10,209	4.65%			
Community Amenities	11,158	7.98%			
Recreation and Culture	12,610	1.55%			
Transport	(61,861)	(2.80%)			Police licensing is up by \$90k YTD
Economic Services	10,602	5.73%			
Other Property and Services	(23,935)	63.55%			
Capital Revenues					
Grants, Subsidies and Contributions	(134)	(0.03%)			
Proceeds from Disposal of Assets	(2,727)	(6.06%)			
Capital Expenses					
Land Held for Resale	0				
Land and Buildings	106	0.20%			
Infrastructure - Roads	29,211	3.41%			
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	0				
Infrastructure - Aerodomes	0				
Plant and Equipment	(387)	(0.92%)			
Furniture and Equipment	(21)	(0.13%)			
Financing					
Loan Principal	128	0.08%			

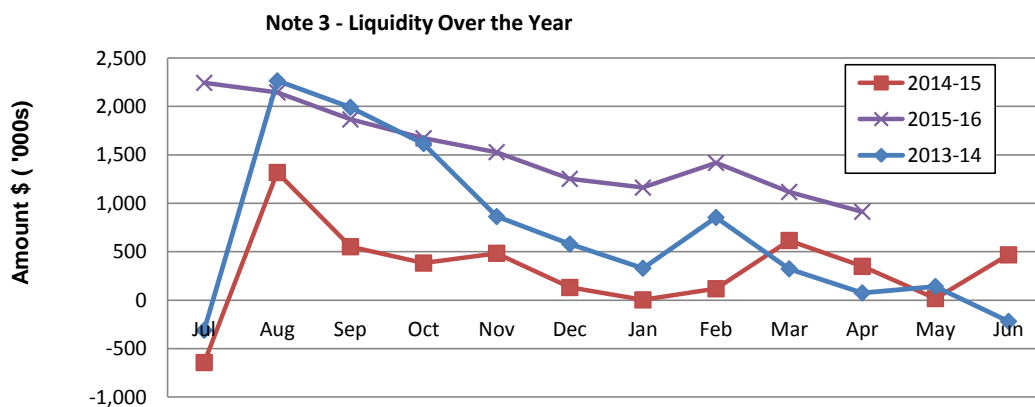
All variances are within the limits adopted for the 2015/2016 year.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2016

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Apr 2016	30th June 2016	YTD 01 May 2015
		\$	\$	\$
Current Assets				
Cash - Unrestricted	4	571,289	482,373	(102,692)
Cash - Restricted Reserves	4	275,090	271,964	271,589
Cash - Restricted Unspent Grants		329,818	329,818	307,752
Investments		0	0	0
Rates - Current	6	51,602	34,985	39,930
Sundry Debtors	6	8	54,737	51,450
Provision for Doubtful Debts		(1,585)	(1,585)	(1,370)
ESL Levy		0	0	0
GST Receivable		13,116	0	(7)
Receivables - Other		0	0	0
Inventories - Fuel & Materials		1,726	9,025	26,321
Inventories - Land Held for Resale		40,394	80,788	80,788
		1,281,458	1,262,105	673,761
Current Liabilities				
Sundry Creditors		(62,188)	(368,901)	(279,899)
GST Payable		(3,759)	6	0
PAYG		(10,916)	5,876	5,876
Accrued Interest on Debentures		24,810	(24,734)	(17,236)
Accrued Salaries & Wages		0	(16,268)	(15,670)
Current Employee Benefits Provision		(239,906)	(239,906)	(225,457)
Current Loan Liability		(16,321)	(172,463)	15,808
		(308,280)	(816,389)	(516,578)
NET CURRENT ASSETS		973,178	445,716	157,182
Less:				
Cash - Restricted Reserves		(275,090)	(271,964)	(271,589)
Inventories - Land Held for Resale		(40,394)	(80,788)	(80,788)
Add Back:				
Current Loan Liability		16,321	172,463	(15,808)
Cash Backed Employee Provisions	7	239,906	239,906	225,457
Net Current Funding Position (Surplus / Deficit)		913,921	505,333	14,455

(0)



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	2.35%	570,990	329,817		900,807	NAB	At Call
Trust Bank Account	0.00%			104,416	104,416	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	275,090		275,090	NAB	At Call
(b) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		571,290	604,907	104,416	1,280,613		

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
Sub-total			329,817

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

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 - Rezoning	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 30 April 2016

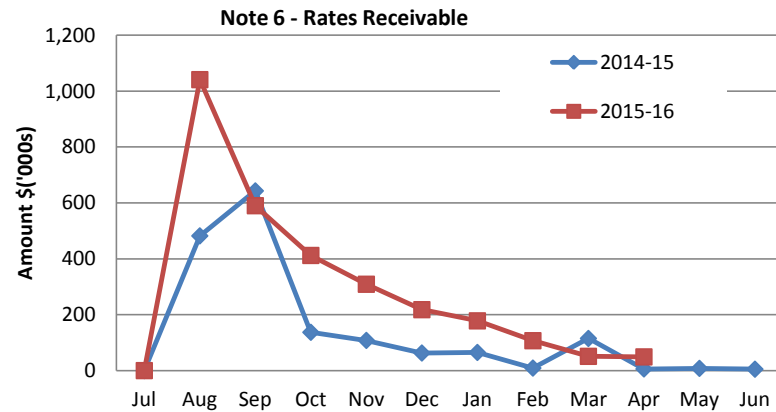
Note 6: RECEIVABLES

Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

YTD 30 Apr 2016	30 June 2015
\$	\$
22,660	18,152
1,709,614	1,473,879
(1,680,672)	(1,469,371)
51,602	22,660
51,602	22,660
97.02%	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

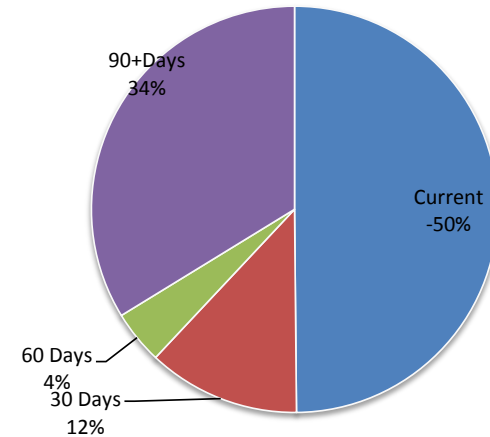
Receivables - General

Total Receivables General Outstanding

Current	30 Days	60 Days	90+Days
\$	\$	\$	\$
(1,322)	322	113	895
8			

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

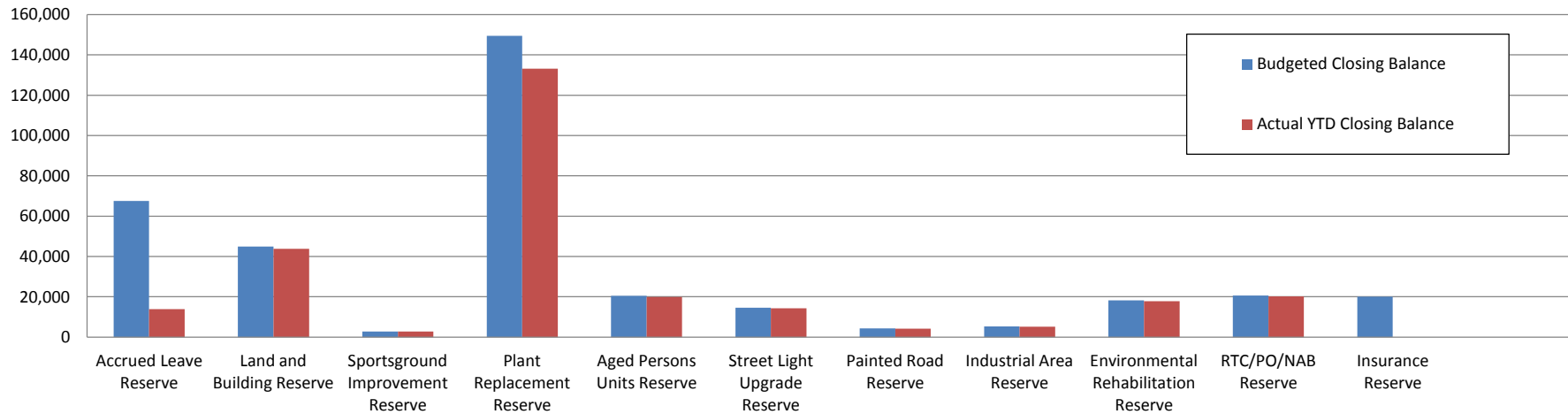
Debtors >90 days - payments have commenced via AMPAC.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	220	158	53,643	0	0	0		67,587	13,882
Land and Building Reserve	43,342	720	503	866	0	0	(5)		44,928	43,840
Sportsground Improvement Reserve	2,659	40	31	53	0	0	0		2,752	2,690
Plant Replacement Reserve	131,625	2,180	1,513	15,626	0	0	0		149,431	133,138
Aged Persons Units Reserve	19,739	320	227	394	0	0	0		20,453	19,966
Street Light Upgrade Reserve	14,118	230	162	282	0	0	0		14,630	14,280
Painted Road Reserve	4,146	60	43	83	0	0	5		4,289	4,194
Industrial Area Reserve	5,159	80	59	103	0	0	0		5,342	5,218
Environmental Rehabilitation Reserve	17,565	290	202	350	0	0	0		18,205	17,767
RTC/PO/NAB Reserve	19,887	330	229	397	0	0	0		20,614	20,116
Insurance Reserve	0	0	0	20,000	0	0	0		20,000	0
	271,964	4,470	3,126	91,797	0	0	(0)	0	368,231	275,090

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 30 April 2016

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			
					YTD 30 04 2016			
Cost	Accum Depr	Proceeds	Profit (Loss)		2015/16 Budget Profit/(Loss)	2015/16 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
0	0	29,091	29,091	Plant and Equipment				
				CEO Vehicle	8,020	0	(8,020)	
				DCEO Vehicle	0	0	0	
40,890	(27,779)	13,182	71	Road Inspector Vehicle	7,000	71	(6,929)	Sold by tender.
0	0	0	0	Works Manager Vehicle	350	0	(350)	
40,890	(27,779)	42,273	29,162		15,370	71	(15,299)	

Comments - Capital Disposal/Replacements

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2016

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2014/15 Budget Rate Revenue \$	2015/16 Budget Interim Rate \$	2015/16 Budget Back Rate \$	2015/16 Budget Total Revenue \$
Differential General Rate											
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
Sub-Totals		287	99,373,111	1,639,144	(18,296)	(389)	1,620,459	1,645,121	5,000	400	1,650,521
Minimum Payment	Minimum \$										
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
Sub-Totals		114	614,052	72,186	(16,438)	(86)	55,662	70,596	0	0	70,596
Discounts							1,676,121				1,721,117
Amount from General Rates							0				0
Ex-Gratia Rates							1,676,121				1,721,117
Specified Area Rates							33,494				33,497
Totals							0				0
							1,709,615				1,754,614

Comments - Rating Information

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 \$
Education & Welfare								
Loan 137 - Senior Citizens Buildings	101,512		4,793	4,792	96,719	96,720	6,383	6,751
Housing								
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
Recreation & Culture								
Loan 138 - Pavilion Fitout	97,452		0	4,602	97,452	92,850	6,127	5,400
Transport								
Loan 139 - Roller	53,149		13,981	13,981	39,168	39,168	3,445	3,020
Loan 141 - Grader	129,354		22,845	22,845	106,509	106,509	8,017	7,070
Loan 143 - 2 x Trucks	107,044		52,274	52,274	54,770	54,770	4,792	4,320
Loan 144 - Side Tipping Trailer	75,003		9,192	9,191	65,811	65,812	3,891	3,470
Loan 145 - Drum Roller	154,192	0	16,062	16,191	138,130	138,001	2,979	4,800
	1,059,640	0	156,142	156,270	903,498	903,370	57,194	57,765

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 30 April 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)	\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	140,251	164,636	(24,385)	164,636	0	113,828	123,477
Financial Assistance Grant - General	Grants Commission	Y	135,695	136,128	(433)	136,128	0	93,132	102,096
LAW, ORDER, PUBLIC SAFETY									
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	20,830
HEALTH									
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
EDUCATION & WELFARE									
Seniors Week	Department of Local Government & Communities	Y	0	2,000	(2,000)	2,000	0	0	1,660
Men's Shed Ablution	Mid West Development Commission	Y	6,351	3,447	2,904	0	3,447	2,798	3,447
HOUSING									
Aged Care Units	Mid West Development Commission	N	0	80,000	(80,000)	0	80,000	0	0
COMMUNITY AMENITIES									
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	2,910
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
RECREATION AND CULTURE									
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
TRANSPORT									
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	359,881	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
ECONOMIC SERVICES									
Business Incubator	Mid West Development Commission	N	0	112,500	(112,500)	0	112,500	0	0
ECONOMIC SERVICES									
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
TOTALS			1,163,145	2,473,811	(1,310,666)	408,464	2,065,347	816,880	1,077,353
Operating	Operating		313,846	342,664				301,133	254,250
Non-Operating	Non-operating		849,299	2,131,147				515,747	794,260
			1,163,145	2,473,811				816,880	1,048,510

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 30-Apr-16
	\$	\$	\$	\$
BCITF Levy	0	1,139	(1,095)	44
BRB Levy	0	1,273	(1,213)	60
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	755	(125)	2,508
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
	137,477	65,719	(98,781)	104,415

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Infrastructure Assets							
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	
Other Property & Services Total		0	200,000	0	0	0	
Land Held for Resale Total		0	200,000	0	0	0	
Land & Buildings							
Governance							
Shire Office	0594	15,251	10,000	0	4,774	10,477	
Housing Total		15,251	10,000	0	4,774	10,477	
Health							
Ambulance Set Down Bay	0074	93,000	93,000	1,730	872	92,128	
Child Care Facility	0075	15,000	15,000	0	0	15,000	
Health Total		108,000	108,000	1,730	872	107,128	
Education & Welfare							
Men's Shed Ablution Block	0048	36,000	36,000	35,998	31,083	4,917	
Education & Welfare Total		36,000	36,000	35,998	31,083	4,917	
Land & Buildings							
Housing							
Construction - Staff Housing	9003	2,041	0	1,700	2,041	0	
Construction - Staff Housing	9004	3,485	0	2,900	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	
Housing Total		31,499	125,000	15,573	16,465	15,034	
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	
Recreation And Culture Total		0	520,000	0	0	0	
Transport Total							
Depot	3274	25,000	25,000	0	0	25,000	
Transport Total		25,000	25,000	0	0	25,000	
Economic Services							
Business Incubator	5964	0	150,000	0	0	0	
Economic Services Total		0	150,000	0	0	0	
Land & Buildings Total		215,750	974,000	53,301	53,195	162,555	
Infrastructure - Drainage/Culverts							
Transport							
Nil							
Transport Total		0	0	0	0	0	
Infrastructure - Drainage/Culverts Total		0	0	0	0	0	
Infrastructure - Footpaths							
Transport							
Midlands Road Town Footpaths	1291	0	150,000	0	0	0	
Transport Total		0	150,000	0	0	0	
Infrastructure - Footpaths Total		0	150,000	0	0	0	
Infrastructure - Other							
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	
Community Amenities Total		30,000	180,000	29,999	0	30,000	
Recreation							
Tennis Courts	2884	20,000	100,000	0	0	20,000	
Community Amenities Total		20,000	100,000	0	0	20,000	
Infrastructure - Other Total		50,000	280,000	29,999	0	50,000	

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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
	Furniture & Office Equip.							
	Governance							
	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)	
	Governance Total		7,549	10,000	7,549	8,879	(1,330)	
	Recreation							
	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	
	Recreation Total		10,731	18,000	8,231	6,922	(1,422)	
	Transport							
	Nil				0	0	0	
	Transport Total		0	0	0	0	0	
	Furniture & Office Equip. Total		18,280	28,000	15,780	15,801	(2,720)	
	Infrastructure - Aerodomes							
	Transport							
	Nil							
	Transport Total		0	0	0	0	0	
	Infrastructure - Aerodomes Total		0	0	0	0	0	
	Plant , Equip. & Vehicles							
	Governance							
	CEO Vehicle Replacement	0554	87,000	60,000	42,000	41,512	45,488	
	Governance Total		87,000	60,000	42,000	41,512	45,488	
	Law, Order And Public Safety							
	Nil				0	0	0	
	Law, Order And Public Safety Total		0	0	0	0	0	
	Transport							
	Works Manager Vehicle	3554	42,000	50,000	0	0	42,000	
	Sundry Plant	3554	15,000	15,000	0	875	14,125	
	Transport Total		57,000	65,000	0	875	56,125	
	Plant , Equip. & Vehicles Total		144,000	125,000	42,000	42,387	101,613	
	Roads & Bridges							
	Transport							
	2014/15 Mingenew Mullewa Rd (RRG)	RR64	150,000	150,000	91,000	79	149,922	
	2015/16 Mingenew Mullewa Rd (RRG)	RR65	434,501	434,500	339,396	368,668	65,833	
	Moore Stree	6058	30,000	(1)	5,000	5,295	24,705	
	Depot Hill North Rd (R2R)	6066	344,872	344,874	328,370	350,644	(5,773)	
	Yandanooka Melara Rd (R2R)	6067	126,507	126,507	92,340	75,191	51,317	
	Depot Hill Road (CLGF)	CL05	60,000	60,000	0	21,785	38,215	
	Yarragadee Bridge	1227	0	35,871	0	5,233	(5,233)	
	Transport Total		1,145,880	1,151,751	856,106	826,895	318,985	
	Roads (Non Town) Total		1,145,880	1,151,751	856,106	826,895	318,985	
	Capital Expenditure Total		1,573,910	2,908,751	997,186	938,277	630,402	

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

OFFICER RECOMMENDATION – ITEM 9.2.2
--

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.

Date: 10/05/2016
Time: 9:33:53AM

Shire of MINGENEW
List of Accounts for April 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
474	28/04/2016	PRESBYTERIAN LADIES' COLLEGE	JOAN TRUST FUND REFUND CP95	T		4,000.00
8057	04/04/2016	CITY OF GREATER GERALDTON	CHARGES	M		76.00
8058	11/04/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		190.00
8059	11/04/2016	PALM ROADHOUSE	CHARGES	M		105.90
8060	18/04/2016	SYNERGY	CHARGES	M		1,800.45
8061	26/04/2016	MINGENEW SHIRE COUNCIL	Payroll deductions	M		190.00
8062	26/04/2016	WATER CORPORATION	CHARGES	M		8,467.33
EFT9753	04/04/2016	ABCO PRODUCTS	CHARGES	M		451.54
EFT9754	04/04/2016	BITUTEK PTY LTD	CHARGES	M		69,522.35
EFT9755	04/04/2016	Courier Australia	FREIGHT	M		51.06
EFT9756	04/04/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,512.74
EFT9757	04/04/2016	SHIRE OF IRWIN	CHARGES	M		1,036.58
EFT9758	04/04/2016	STATEWIDE BEARINGS	CHARGES	M		49.50
EFT9759	04/04/2016	SUNSET IT SOLUTIONS	CHARGES	M		899.60
EFT9760	04/04/2016	WESTRAC PTY LTD	CHARGES	M		1,717.67
EFT9761	06/04/2016	Shire of Mingenew - Payroll	PAYROLL	M		30,712.38
EFT9762	06/04/2016	Australian Services Union	Payroll deductions	M		103.20
EFT9763	06/04/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9764	06/04/2016	LGRCEU	Payroll deductions	M		20.50

Date: 10/05/2016
Time: 9:33:53AM

Shire of MINGENEW
List of Accounts for April 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9765	11/04/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT9766	11/04/2016	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		868.74
EFT9767	11/04/2016	AMPAC	FEES	M		34.65
EFT9768	11/04/2016	ABCO PRODUCTS	CHARGES	M		112.96
EFT9769	11/04/2016	AVON WASTE	CHARGES	M		2,303.56
EFT9770	11/04/2016	MOORE STEPHENS	CHARGES	M		220.00
EFT9771	11/04/2016	BITUTEK PTY LTD	Supply spray and sealing works	M		91,437.50
EFT9772	11/04/2016	Courier Australia	FREIGHT	M		17.27
EFT9773	11/04/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	M		279.04
EFT9774	11/04/2016	Cardno	CHARGES	M		3,663.00
EFT9775	11/04/2016	DONGARA DRILLING & ELECTRICAL	CHARGES	M		4,289.00
EFT9776	11/04/2016	MINGENEW SPRING CARAVAN PARK	CHARGES	M		312.50
EFT9777	11/04/2016	MIDWEST AUTO GROUP	CHARGES	M		323.36
EFT9778	11/04/2016	MINGENEW BAKERY	CHARGES	M		39.30
EFT9779	11/04/2016	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		2,557.50
EFT9780	11/04/2016	Telstra Corporation	CHARGES	M		2,206.17
EFT9781	18/04/2016	Department Of Agriculture & Food	CHARGES	M		239.84
EFT9782	18/04/2016	DURACK INSTITUTE OF TECHNOLOGY	CHARGES	M		675.50

Date: 10/05/2016
Time: 9:33:53AM

Shire of MINGENEW
List of Accounts for April 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9783	18/04/2016	GERALDTON MOWER & REPAIR SPECIALISTS	CHARGES	M		38.40
EFT9784	18/04/2016	CANINE CONTROL	FEES	M		998.80
EFT9785	18/04/2016	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		2,500.00
EFT9786	18/04/2016	NETREGISTRY	CHARGES	M		47.85
EFT9787	18/04/2016	LANDMARK	CHARGES	M		331.10
EFT9788	20/04/2016	Shire of Mingenew - Payroll	PAYROLL	M		30,895.37
EFT9789	20/04/2016	Australian Services Union	Payroll deductions	M		103.20
EFT9790	20/04/2016	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9791	20/04/2016	LGRCEU	Payroll deductions	M		20.50
EFT9792	26/04/2016	NAB BUSINESS VISA	CREDIT CARD	M		2,144.72
EFT9793	26/04/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOANS	M		10,616.42
EFT9794	26/04/2016	Australian Taxation Office	BAS	M		11,634.00
EFT9795	26/04/2016	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		574.20
EFT9796	26/04/2016	Ella SUCKLING	REIMBURSEMENT	M		207.42
EFT9797	26/04/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY	M		6.25
EFT9798	26/04/2016	CATWEST	CHARGES	M		1,980.00
EFT9799	26/04/2016	DONGARA IGA	CHARGES	M		200.00
EFT9800	26/04/2016	FREDS MOWER REPAIRS	CHARGES	M		29.00

Date: 10/05/2016
Time: 9:33:53AM

Shire of MINGENEW
List of Accounts for April 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9801	26/04/2016	GH COUNTRY COURIER	FREIGHT	M		24.64
EFT9802	26/04/2016	GUARDIAN PRINT & GRAPHICS	CHARGES	M		430.00
EFT9803	26/04/2016	IT Vision	CHARGES	M		854.70
EFT9804	26/04/2016	IRWIN PLUMBING SERVICES	CHARGES	M		673.20
EFT9805	26/04/2016	CANINE CONTROL	FEES	M		998.80
EFT9806	26/04/2016	State Library Of Western Australia	CHARGES	M		292.34
EFT9807	26/04/2016	LGIS RISK MANAGEMENT	CHARGES	M		4,620.25
EFT9808	26/04/2016	Reliance Petroleum	CHARGES	M		13,770.56
EFT9809	26/04/2016	STARICK TYRES	CHARGES	M		3,668.36
EFT9810	26/04/2016	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	CHARGES	M		330.00
EFT9811	26/04/2016	MINGENEW TOY LIBRARY	CATERING	M		936.00
EFT9812	26/04/2016	PROTECTOR FIRE SERVICES	CHARGES	M		895.56
EFT9813	26/04/2016	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		880.00
EFT9814	26/04/2016	SUNSET IT SOLUTIONS	CHARGES	M		460.95
EFT9815	26/04/2016	Shire Of Three Springs	CHARGES	M		22.91
EFT9816	26/04/2016	WALGA	CHARGES	M		255.00
EFT9817	26/04/2016	WESTRAC PTY LTD	CHARGES	M		4,982.82
EFT9818	26/04/2016	WILSON MACHINERY	CHARGES	M		728.75
EFT9819	28/04/2016	JT PROFESSIONAL SERVICES PTY LTD	CHARGES	M		2,222.00

Date: 10/05/2016
Time: 9:33:53AM

Shire of MINGENEW
List of Accounts for April 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD7579.1	06/04/2016	WA SUPER	Payroll deductions	M		5,476.95
DD7579.2	06/04/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7579.3	06/04/2016	PRIME SUPER	Superannuation contributions	M		219.10
DD7592.1	20/04/2016	WA SUPER	Payroll deductions	M		5,548.05
DD7592.2	20/04/2016	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,082.73
DD7592.3	20/04/2016	PRIME SUPER	Superannuation contributions	M		230.05

REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	340,417.13
T	TRUST- NATIONAL AUST BANK	4,000.00
TOTAL		344,417.13

NATIONAL BUSINESS MASTERCARD

01 April to 30 April 2016

CEO - Martin Whitely

Meals at conference	\$	120.79
Refreshments for meeting	\$	116.26
Bingo Licence	\$	74.00
Accommodation for Zone Conference/Lucken	\$	518.16
Refreshments for meeting	\$	45.00
Accommodation for Zone Conference/Eardley	\$	438.00
Refreshments for meeting	\$	222.48
Accommodation for Zone Conference/Newton	\$	209.00
Accommodation for CEO Round Table Conference	\$	119.00
Refreshments for meeting	\$	29.83
Parking during conference	\$	8.50
Bank Fees	\$	9.00
	\$	1,910.02

Work's Manager - Warren Borrett

Plate change fee	\$	24.70
Bank Fees	\$	9.00
	\$	33.70

Manager of Admin and Finance - Nita Jane

Internet	\$	179.90
Parking during conference	\$	21.60
Floor Mats for MI177	\$	33.88
Tarp for Anzac Day	\$	6.50
Bank Fees	\$	9.00
	\$	250.88

Total Direct Debit Payment made on 1st May 2016	\$	2,194.60
--	-----------	-----------------

POLICE LICENSING

Direbt Debits from Muni Account

01 April to 30 April 2016

Friday, 1 April 2016	\$	711.85
Tuesday, 5 April 2016	\$	2,452.20
Wednesday, 6 April 2016	\$	244.80
Thursday, 7 April 2016	\$	12,485.35

Friday, 8 April 2016	\$ 1,152.90
Monday, 11 April 2016	\$ 334.95
Tuesday, 12 April 2016	\$ 8,411.00
Wednesday, 13 April 2016	\$ 245.60
Friday, 15 April 2016	\$ 304.80
Monday, 18 April 2016	\$ 3,447.30
Tuesday, 19 April 2016	\$ 507.80
Wednesday, 20 April 2016	\$ 1,217.65
Thursday, 21 April 2016	\$ 225.65
Friday, 22 April 2016	\$ 1,320.15
Tuesday, 26 April 2016	\$ 1,471.55
Wednesday, 27 April 2016	\$ 1,421.50
Thursday, 28 April 2016	\$ 43,766.60
	\$ 79,721.65

BANK FEES

**Direct debits from Muni Account
01 April to 30 April 2016**

Total direct debited from Municipal Account	\$ 341.92
---	------------------

PAYROLL

**Direct Payments from Muni Account
01 April to 30 April 2016**

Wednesday, 6th April 2016	\$ 43,141.60
Wednesday, 20th April 2016	\$ 43,765.49
	\$ 86,907.09

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.

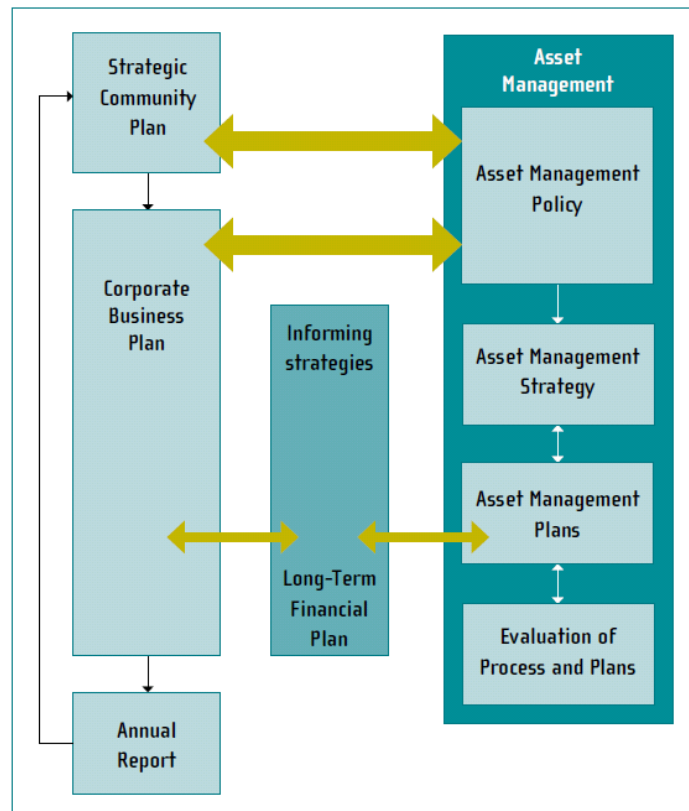
Attachment

- 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

OFFICER RECOMMENDATION – ITEM 9.3.1
--

That Council adopt the Asset Management Policy as presented.

Shire of Mingenew

Asset Management Policy

1. Purpose

The purpose of this Policy is to provide the basis for and guide the strategic management of the Shire's assets in order to deliver the Shire's long term strategic objectives.

The purpose will be achieved by:

- a) Developing and implementing an Asset Management Strategy
- b) Preparing and maintaining Asset Management Plans for each class of asset
- c) Preparing operation and maintenance plans for each asset class
- d) Maintaining up to date and validated Asset Management Systems and processes that are aligned and integrated with the Shire's business practices.

2. Scope

This Policy applies to all assets owned by the Shire of Mingenew. The asset types covered are as follows:

Infrastructure

- Roads
- Footpaths
- Recreation
- Drainage
- Airfield
- Bridges
- Other

Property Plant & Equipment

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment
- Bushfire Equipment
- Tools

3. Objective

The objective of this Policy is to provide a consistent framework that is aligned and integrated with the Shire's business practices and is consistent with the State Government's Integrated Planning and Reporting requirements such that:

- a) Assets are managed in accordance with the requirements of relevant legislation;
- b) Assets are managed in accordance with the National Asset Management Framework and taking into account affordability;
- c) A "whole of life" approach is taken to operational, maintenance, renewal and acquisition plans;
- d) Funding levels to ensure that assets deliver the required Levels of Service are identified and reported;
- e) Levels of Service and risks are taken into account in the development of operational, maintenance, renewal and acquisition plans;
- f) The performance of assets is measured and reported against the required levels of service and associated target performance levels;
- g) Assets are accounted for in accordance with the requirements of the appropriate accounting standards and reporting requirements.

4. Organisational Context

	Objectives	Key Performance Measures
ECONOMIC	<i>To be a diverse and innovative economy with a range of local employment opportunities.</i>	Population statistics No. of business licenses Vacancy rates (business and residential) No. of building approvals
ENVIRONMENT	<i>A sustainable natural and built environment that meets current and future community needs.</i>	Percentage of waste placed in landfill Energy usage statistics
SOCIAL	<i>A safe and welcoming community where everyone has the opportunity to contribute and belong.</i>	Crime rates Community participation rates Community satisfaction levels No. of cultural events
CIVIC LEADERSHIP	<i>A collaborative and innovative community with strong and vibrant leadership.</i>	Financial ratios Long-term financial viability Asset sustainability ratios Employee retention levels Volunteer levels

5. Roles and Responsibilities

Councillors

- Adopt the Asset Management Policy
- Adopt the Asset Management Strategy
- Adopt the Asset Management Plans
- Support the use of asset management planning throughout the organisation
- Make decisions regarding assets in accordance with the Asset Management Policy, Strategy and Plans.

Chief Executive Officer

- Develop and maintain the Asset Management Policy
- Develop and maintain the Asset Management Strategy
- Develop and maintain the Asset Management Plans
- Ensure alignment between the Asset Management Policy, Strategy and Plans and other policies and processes in the organisation
- Ensure compliance with legislative requirements
- Ensure assets are managed in accordance with Asset Management Policy, Strategy and Plans
- Support the use of asset management planning throughout the organisation
- Facilitate best practice asset management

6. Review of Policy

This policy will be reviewed in conjunction with the review of the Asset Management Strategy and Asset Management Plans.

Version 1
April 2016

Endorsed by Council Resolution xxxx at May 2016 Ordinary Council Meeting



ASSET MANAGEMENT

FRAMEWORK AND GUIDELINES

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May 2011

Department of Local Government

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Australian Government

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FOREWORD

It is my pleasure to introduce the *Asset Management Framework and Guidelines* for Western Australian Local Governments.

Careful planning and coordination of local government infrastructure is fundamental to the economic and social well-being of our communities. Assets, public utilities and services make possible our wide range of lifestyle choices and high standards of living.

Much of the sector has critical 'information gaps' in its overall planning process, including its asset management systems. Many current asset management processes do not provide for the true asset management costs to be accurately captured and evaluated on a uniform reporting basis.

The development of this Framework and supporting Guidelines reflects a national move towards improving asset management capability within the local government sector. The Framework has been developed to assist local governments plan and manage their assets so that the long term aspirations of their communities can be reached. It highlights the fundamental link between asset management, long term financial planning and strategic planning and will provide local governments with direction on ensuring adequate integration.

It is my intention to amend the *Local Government Act 1995* and regulations to ensure that asset management planning and long term financial planning, within the context of integrated planning, become standard business practices for all local governments.

Ultimately, I would like to see the local government sector defined by its ability not only to adapt to change, but more importantly, to anticipate and proactively plan for change. It is with this thought that I commend the *Asset Management Framework and Guidelines* to assist your local government transition to sound asset management practices, if not already in place.



Hon G M (John) Castrilli MLA

**MINISTER FOR LOCAL GOVERNMENT; HERITAGE;
CITIZENSHIP AND MULTICULTURAL INTERESTS**

PART 1 ASSET MANAGEMENT FRAMEWORK

1. INTRODUCTION

Local government assets deliver important community services. Their effective management is crucial to the sustainable delivery of those services to meet community needs and aspirations now and in the future.

This *Asset Management Framework* (the Framework) is part of the Western Australian Government's Local Government Reform Program initiated by the Hon John Castrilli MLA Minister for Local Government.

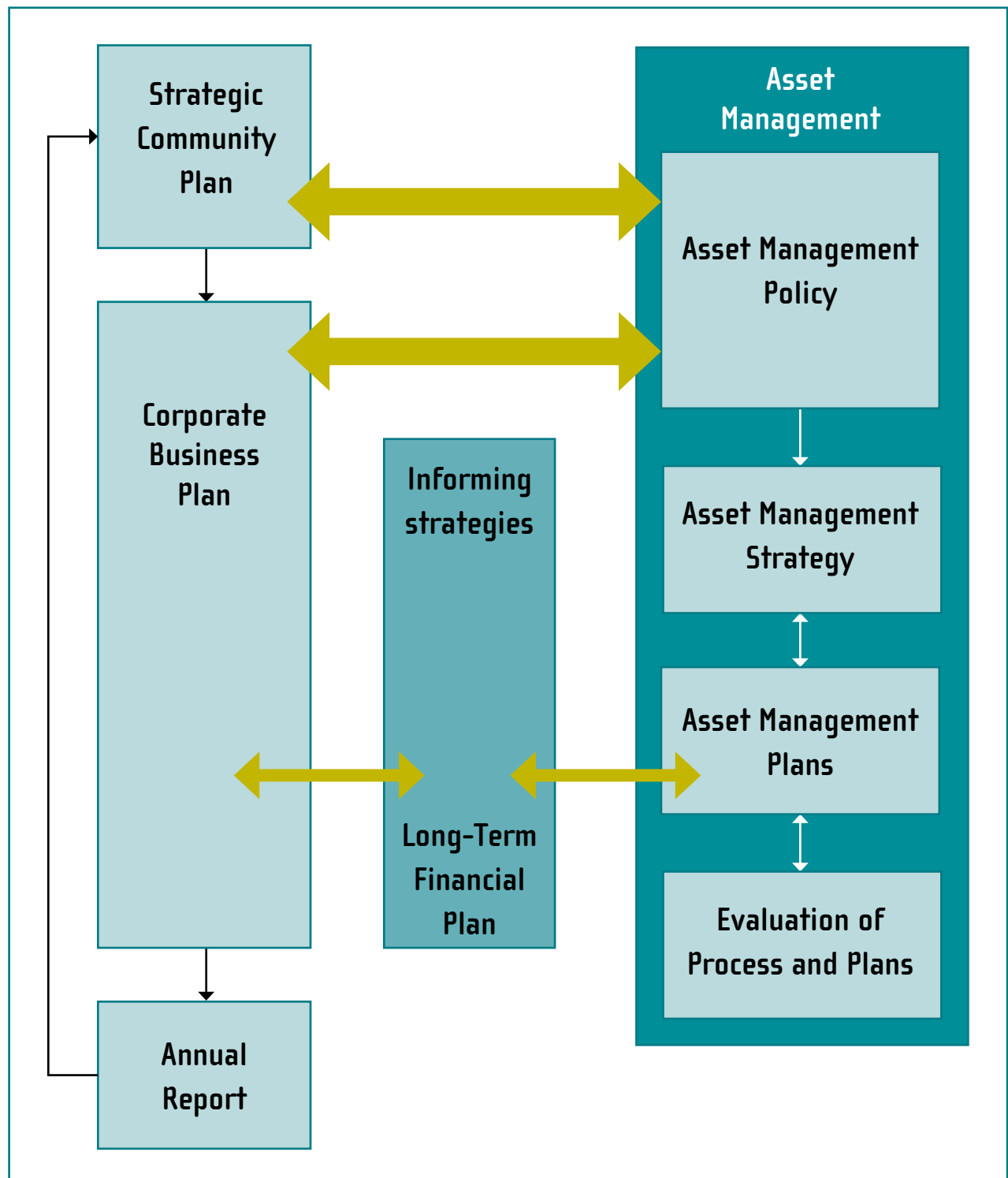
It has been developed for use by local governments with input from the Institute of Public Works Engineering Australia, the WA Local Government Association and the Local Government Managers Association (WA Division). It reflects a nationally consistent approach to asset management as established by the Council of Australian Governments' Local Government Planning Ministers' Council.

The aim of the Framework is to enhance the sustainable management of local government assets by encouraging 'whole of life' and 'whole of organisation' approaches and the effective identification and management of risks associated with the use of assets. It encourages a long-term view of asset management and requires local governments to understand and then meet the impacts of social, economic and environmental change in ways that ensure sustainable use of physical and financial resources. The Framework emphasises the importance of local governments developing robust asset management plans linked to rigorous long term financial and strategic planning as part of an integrated planning approach as set out within the *Integrated Planning and Reporting Framework and Guidelines*. Without this, any attempt to effectively and sustainably deliver the strategic direction of the organisation will be unsuccessful.

The complexity of the asset management approach taken by each local government will be determined by the range of services it offers and the size of its asset portfolio. However, the Framework will enable local governments to develop a process of continuous improvement in their asset management practice to match both the changing service delivery needs of their communities and the increasing integration of asset management with their strategic directions.

Further information on the development of Asset Management Policies, Strategies and Plans is provided in the Department of Local Government's *Asset Management Guidelines*.

FIG 1 ELEMENTS OF WA ASSET MANAGEMENT FRAMEWORK



2. THE FRAMEWORK

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

- **Develop an Asset Management Policy.**
- **Develop an Asset Management Strategy including:**
 - Asset Management Plans for major asset classes.
 - Processes that link Asset Management Plans to Long Term Financial Plans.
 - Defined levels of service and affordability.
 - Governance and management arrangements.
 - Data and systems to support asset management.
 - Improvement of skills and processes.
- **Develop a process for evaluating Asset Management Plans, processes and asset sustainability.**
- **Link Asset Management to the Annual Report.**

The Framework does not prescribe a single methodology, or restrict the processes that a local government may use to achieve these asset management outcomes. Asset management practices, processes and outcomes can be enhanced through a range of asset management improvement products available to local governments.

The Asset Management Framework will be used to inform proposals for future legislative requirements and should be referred to when addressing the legislative requirements regarding integrated planning (plan for the future) and reporting, and financial management.

3. RELATIONSHIP TO INTEGRATED PLANNING

Asset management is critical to meeting local government strategic goals within an Integrated Planning approach. Asset Management Policies, Asset Management Strategies and Asset Management Plans are informed by, and in turn inform, the community aspirations and service requirements in the Strategic Community Plan. They are also integral to developing and delivering the local government's strategic direction, service plans, projects and operational plans in the Corporate Business Plan. Asset management ensures that robust Long Term Financial Plans and Annual Budgets are developed and that local governments have the financial capacity to deliver their strategic priorities into the future.

Further information on Integrated Planning can be found in the Department of Local Government's *Integrated Planning and Reporting Framework and Guidelines*.

4. RELATIONSHIP TO OTHER FRAMEWORKS

This Framework is informed by the Local Government Financial Sustainability Nationally Consistent Frameworks 2 & 3 published by the Local Government and Planning Ministers' Council; Institute of Public Works Engineering Australia (IPWEA) – National Asset Management Strategy (NAMS.AU) Policy documents; IPWEA International Infrastructure Management Manual; IPWEA Australian Infrastructure Financial Management Guidelines; Tasmanian State Government Framework for Long-Term Financial and Asset Management Planning for all Tasmanian Councils; the Queensland Asset Management Planning Program 2009 and 2010; the WA Department of Treasury and Finance Strategic Asset Management Framework; and the *Western Australian Local Government Accounting Manual* (Edition 2), February 2011.

5. ASSET CLASSES AND SUB-CLASSES

The Framework relates to assets of significant value which a local government controls and uses to deliver various services and activities. These assets may have varying useful lives. Asset Management Plans should be developed for all major asset classes. The Framework acknowledges that local governments finance such assets in various ways, but focuses only on the assets a local government manages, not how they are financed.

Local governments should identify the classes and sub-classes of assets that they manage. Although the number and size of assets will vary, the following list of 'typical' examples can assist. Local governments should also refer to 59.2 of the *Western Australian Local Government Accounting Manual (Edition 2)*, February 2011.

Local Government Asset Classes	Sub-Class Examples
Land	Reserves, Botanical Garden, Parks, Sportsground and Playing Fields, Landfill Sites, Cemeteries and other land assets requiring management.
Buildings	Administration buildings, animal shelters, libraries, public toilets, halls, heritage listed sites and other building assets requiring management.
Infrastructure	Road networks (sealed, gravel, reseals, formed) including car parks, pavement, seal, kerb and channel, drainage, traffic management, furniture and signs, lighting and paths, drainage networks (including open channel storm water drains), flood mitigation networks, water supply network, sewerage networks (including waste treatment facilities), bridges airports, wharves, piers, jetties and pontoons, infrastructure on parks, gardens and reserves, tunnels, retaining walls, sea and river walls, canals as well as other infrastructure assets requiring management.
Information Technology	Hardware (including computers, monitors, servers, network hubs), software (including all operating software – excluding internally developed software, specialist software e.g. finance/GIS, customer service systems), communications (telephone systems, radio systems, fibre optics conduits/pipe), application specific technology (CCTV cameras/systems, CCTV monitoring room equipment, GIS recording units) as well as other information technology requiring management.
Plant and Equipment	Vehicles (including corporate fleet, service vehicles e.g. rubbish collection vehicles/ranger vehicles, works vehicles; heritage plant), equipment (including: fixtures and fittings, furniture, street cleaning equipment, roads/paving equipment, parks equipment, heritage equipment, library books) as well as other plant and equipment assets requiring management.
Other Assets	Off road paths, beaches, urban open space, street scapes and any other assets requiring management.

6. ROLES AND RESPONSIBILITIES

The community, Council and local government administration, through the Chief Executive Officer (CEO), have unique roles and responsibilities in effective asset management.

The community helps to set service needs and asset requirements.

The service needs and expectations of the community are the primary drivers for good asset management, which seeks to achieve the best possible value for the local government's ratepayers and communities.

Council acts as a steward for the asset management process.

Council determines affordable, realistic and achievable priorities and is responsible for ensuring that the local government's Asset Management Policy is developed and implemented and that appropriate resources are made available for asset management.

By making certain that Asset Management Plans are monitored and outcomes reported to the community, Council ensures that it is making progress towards meeting long-term community needs.

The local government administration, through the CEO, facilitates the asset management process.

The CEO leads the implementation and delivery of asset management and facilitates Council decision making by providing accurate and reliable information. The local government administration, through the CEO, also has responsibility for the development and implementation of Asset Management and Improvement Plans for individual asset classes.

7. ELEMENTS OF THE WESTERN AUSTRALIA ASSET MANAGEMENT FRAMEWORK

The size and complexity of each local government's asset portfolio will determine the most appropriate format in which to present its asset management approach.

7.1 ASSET MANAGEMENT POLICY

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.

The local government administration develops the Asset Management Policy with the Council based on Council priorities and community needs.

7.2 ASSET MANAGEMENT STRATEGY

An Asset Management Strategy outlines how the local government's asset portfolio will:

- Meet the service delivery needs of its communities into the future.
- Enable the local government's Asset Management Policy to be achieved.
- Ensure that asset management is established as part of the local government's plan for the future.

It prioritises and articulates the delivery of community service needs through the development of Asset Management Plans for each major asset class.

The Asset Management Strategy responds to four questions put to the local government:

- What assets do we currently have?
- What is the current asset management position, including current and forecast future needs and adequacy of funding?
- Where do we want to be (in relation to the plan for the future)?
- How will we get there?

It is recommended that the Asset Management Strategy be developed considering the following key elements to ensure it achieves the desired policy outcomes and effective corporate governance:

1. Asset Management Plans.
2. Defining Levels of Service.
3. Linking to the Long Term Financial Plan.
4. Governance and management arrangements.
5. Data and system requirements.
6. Improvement of skills and processes.

7.2.1 Asset Management Plans

Asset Management Plans define current levels of service and the processes local governments use to manage each of their asset classes. They should be developed for all major asset classes, including, but not limited to: roads, buildings, drainage, paths and parks and infrastructure.

Asset Management Plans should include:

- Reference to an asset register (which records all assets and their location, acquisition, disposal, transfer and other relevant transactions based on best current information and random condition/performance sampling).
- Defined levels of service for each asset category or particular actions required to provide a defined level of service in the most cost-effective manner.
- Demand forecasting.
- Risk management strategies.
- Financial information such as asset values, depreciation rates, depreciated values, capital expenditure projections for new assets as a result of growth, or to renew, upgrade and extend assets.
- Strategies to manage any funding gaps.
- Consideration of alternative service delivery solutions (leasing, private/public partnerships, shared services arrangements).
- Information on 'whole of life' costing including changes in service potential for assets.
- A schedule for asset performance review and plan evaluation.
- An asset management improvement program.
- Clear linkages to other strategic documents such as the Corporate Business Plan, Long Term Financial Plan and Annual Budget.

7.2.2 Defining Levels of Service

Level of service is the defined service quality for a particular activity (i.e. roading) or service area (i.e. street lighting) against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost) (IPWEA, 2006).

Local governments must determine the level of service and the quality and cost standards for each asset class and the entire asset portfolio. This is a key process in the development of Asset Management Plans and is shaped by both community need (as identified through the Strategic Community Plan and ongoing community engagement activities) and Council priorities.

7.2.3 Linking to the Long Term Financial Plan

The Asset Management Strategy must link the 'whole of life' costing for each asset class with the local government's annual budget and long term and operational financial planning.

Under the Department of Local Government's *Integrated Planning and Reporting Framework and Guidelines* and *Western Australian Local Government Accounting Manual (Edition 2)*, February 2011, there is a clear expectation that local governments will develop 10 year financial plans underpinned by robust estimates, cash flow predictions and expenditure projections based on asset maintenance, replacement or upgrade, renewal and disposal obtained from Asset Management Strategies and Asset Management Plans.

7.2.4 Governance and Management Arrangements

Good governance and management arrangements ensure that asset management is adequately linked to service delivery. Governance and management arrangements within the Asset Management Strategy should:

- Identify key roles and positions to undertake asset management.
- Identify the asset management roles and responsibilities of: the CEO, Senior Managers and Asset Managers, Mayor/President and Elected Members.
- Identify and address staff resourcing, funding and training needs.
- Identify and implement high level audit or oversight mechanisms for Asset Management Plan development and service delivery.
- Identify and implement mechanisms for reporting Asset Management Plan progress against elements of the plan for the future.

These arrangements should be reviewed annually to determine ongoing and future governance and management requirements and their financial impacts.

7.2.5 Data and Systems

Systems should be put in place for the collection and analysis of asset management data to ensure the development of efficient maintenance and capital works programs, asset management performance is adequately measured over time, infrastructure gaps are identified, and minimum reporting requirements prescribed under the legislation are achieved.

When data systems are used, adequate links must be made between asset management and financial systems, particularly in the recording and management of capital expenditure and allocations for depreciation, maintenance, renewal and upgrade.

7.2.6 Skills and Processes

Programs of continuous improvement that instil a 'whole of organisation', best practice approach to asset management should be implemented.

In partnership with appropriate peak bodies and agencies, ongoing training in key asset management topics such as improving condition assessments, valuation of assets and accounting treatment should be provided to administration staff. Elected members should be provided with training to help them understanding the importance of asset management.

7.3 EVALUATION

Asset management programs must include evaluation mechanisms to measure their effectiveness against the targets and outcomes of the Asset Management Strategy and Plans. The mechanisms chosen should meet accounting standards and be independently audited.

Evaluations should be conducted annually to highlight any organisational issues, including policy inputs required from Council that affect the asset portfolio's delivery of sustainable services. This will assist local governments to maintain and enhance a 'whole of organisation' approach to asset management.

The Asset Management Capacity Building Working Group of the Local Government Reform Implementation Committee has endorsed a set of key performance indicators (KPIs) that enable local governments to more readily measure and report their overall asset management sustainability. The agreed KPIs are based on those developed by the Local Government Association of South Australia (LGA) and the Institute of Public Works Engineering Australia (IPWEA) as outlined in the Australian Infrastructure Financial Management Guidelines (IPWEA, 2009). They require local governments to identify their asset consumption ratio, asset renewal funding ratio and asset sustainability ratio.

Consistent and appropriate use of these KPIs will help local governments to understand their resource capacity and provide a valuable input to Council's strategic decision making.

7.4 LINKING TO THE ANNUAL REPORT

Local governments should report the short and long-term service delivery levels provided by their asset portfolios in the Annual Report, and seek community feedback on the performance of their asset portfolios.

Further information on the development of Annual Reports can be found in the Department of Local Government's *Integrated Planning and Reporting Guidelines*.

PART 2 ASSET MANAGEMENT GUIDELINES

1. INTRODUCTION

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.

The Asset Management Framework for Western Australian local governments addresses the minimum processes and activities required to improve local government asset management.

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

- **Develop an Asset Management Policy.**
- **Develop an Asset Management Strategy including:**
 - Asset Management Plans for major asset classes.
 - Processes that link Asset Management Plans to Long Term Financial Plans.
 - Defined levels of service and affordability.
 - Governance and management arrangements.
 - Data and systems to support asset management.
 - Improvement of skills and processes.
- **Develop a process for evaluating Asset Management Plans, processes and asset sustainability.**
- **Link Asset Management to the Annual Report.**

The Asset Management Guidelines (the Guidelines) support the implementation of the Asset Management Framework (the Framework) to assist local government officers to more sustainably manage assets. The Guidelines outline a minimum planning and reporting methodology to achieve the outcomes of the Framework.

The Guidelines have been developed with input from the Institute of Public Works Engineering Australia (IPWEA), the WA Local Government Association and the Local Government Managers Association (WA Division), and reflect a nationally consistent approach to asset management as established by the Council of Australian Governments' Local Government Planning Ministers' Council.

The Framework emphasises the importance of local governments developing robust asset management plans linked to rigorous long term financial and strategic planning as part of an integrated planning approach as set out in the *Integrated Planning and Reporting Framework and Guidelines*. This is essential to the effective and sustainable delivery of the local government's strategic direction.

The Guidelines provide suggestions to assist local governments start and continue the asset management process. It is acknowledged that local governments will have varying starting points for asset management and many will have existing processes that specify how Asset Management Policies, Strategies and Plans are to be developed and managed.

The Guidelines do not intend to require a single methodology to be applied. They are designed to enable local governments to develop a process of continuous improvement in their asset management practice to match both the changing service delivery needs of their communities and the increasing integration of asset management with their strategic directions.

Sources for further information on asset management improvement can be found at the end of the Guidelines.

2. GLOSSARY

Term	Definition
Annual Budget	A statutory requirement outlining the financial estimates to deliver the Corporate Business Plan.
Asset	A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.
Asset Class	Groupings of assets of similar nature and use in a local government's operations (AASB 166.37).
Asset Consumption	The average proportion of "as new condition" left in an asset.
Asset Management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.
Asset Management Information Systems	A combination of process, data and software applied to provide essential outputs for effective asset management.
Asset Management Plan	A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.
Asset Management Policy	One or more documents outlining a local government's asset management objectives, levels of service and integration with Council corporate business and governance arrangements, data systems and long-term financial plans.
Asset Management Strategy	One or more documents that outlines how the local government's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the local government's Integrated Plan.
Asset Register	A record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical and financial information about each.
Asset Renewal Costs (Capital Renewal Expenditure)	Expenditure on an existing asset which returns the service potential or the life of the asset to that which it had originally.
Capital Expenditure	Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential.
Capital Upgrade Cost	Expenditure which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally.

Term	Definition
Community	A group of people living in the same locality under the same government. Can be extended to include those who visit, work or recreate within the locality.
Corporate Business Plan	A local government's internal business planning tool that translates Council priorities into operations within the resources available. In its entirety, it details the services, operations and projects that a local government will deliver over a defined period, the processes for delivering them and the associated costs.
Council	The group of individuals elected to the office of Councillor for the local government by members of the community from within defined local government area districts or wards.
Councillor	An elected member of a local government council, who is an eligible person elected to: <ul style="list-style-type: none"> (a) represent the interests of electors, ratepayers and residents of the district; (b) provide leadership and guidance to the community in the district; (c) facilitate communication between the community and the council; (d) participate in the local government's decision-making processes at council and committee meetings; and (e) perform such other functions as are given to a councillor by this Act or any other written law.
Current Replacement Cost	The cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate equivalent asset.
Depreciation	The wearing out, consumption or other loss of value of an asset whether arising from use, passing of time or obsolescence through technological and market changes.
Depreciated Replacement Cost	The replacement cost of an existing asset less an allowance for wear and consumption, having regard for the remaining economic life of the existing asset.
Disposal	Activities necessary to dispose of decommissioned assets and the costs of these.
Expenditure	The spending of money on goods and services.
Fair Value	The amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties in an arms length transaction.

Term	Definition
Gap Analysis	A method of assessing the gap between a business's current asset management practices and the future desirable asset management practices.
Integrated Planning and Reporting	A framework for establishing community priorities and linking this information into different parts of a local government's function.
Level Of Service	The defined service quality for a particular activity (i.e. roading) or service area (i.e. street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost.
Lifecycle	The cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset.
Lifecycle Cost	The total cost of an asset throughout its life including costs for planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.
Local Government	A general term for a body corporate constituted under the <i>Local Government Act 1995</i> (encompassing cities, towns and shires) which is governed by a Council, administered by employed staff, and which has responsibility for certain governing functions within territorial areas smaller than the State.
Local Government Administration	The group of individuals employed by a local government, headed by a Chief Executive Officer (CEO), and responsible for to enable the functions of the local government and the functions of the council to be performed.
Long Term Financial Plan	A ten year rolling financial plan incorporated into the local government's Corporate Business Plan that activates Strategic Community Plan priorities. Annual Budgets aligned with strategic objectives result from these planning processes.
Maintenance And Renewal Gap	Difference between estimated budgets and projected expenditures for maintenance and renewal of assets totalled over a defined time.
Maintenanc And Renewal Sustainability Index	Ratio of estimated budget to projected expenditure for maintenance and renewal.
Maintenance	All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.

Term	Definition
Objective	Statements that describe what a local government wants to achieve.
Outcome	What will be achieved as a result of doing something.
Performance Monitoring	Continuous or periodic quantitative assessments of the actual performance compared with specific objectives, targets and standards.
Renewal	Works to upgrade, refurbish or replace existing facilities with facilities of equivalent capacity or performance capability.
Repair	Action to restore an item to its previous condition after failure or damage.
Replacement	The complete replacement of an asset that has reached the end of its life, so as to provide a similar or agreed alternative level of service.
Replacement Cost	The cost of replacing an existing asset with a substantially identical new asset.
Reporting	Relaying information about how a local government has performed against what it said it would deliver.
Resourcing	The level of resources that a local government can afford in order to meet objectives – including assets, time, cost and people.
Risk Management	The application of a formal process to determine the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probable occurrence.
Strategic Community Plan	The strategy and planning document that reflects the longer term (10+ year) community and local government aspirations and priorities.
Strategy	Describes how a local government will achieve its objectives.
Useful Life	May be expressed as either: (a) The period over which a depreciable asset is expected to be used; or (b) The number of production or similar units (i.e. intervals, cycles) that is expected to be obtained from the asset.

Sources:

Local Government Act (1995)

International Infrastructure Management Manual (IPWEA, 2006).

Department of Local Government *Integrated Planning and Reporting Framework and Guidelines* (WA Government, 2010).

Department of Local Government *Asset Management Framework* (WA Government, 2011).

3. DEVELOPING THE ASSET MANAGEMENT POLICY

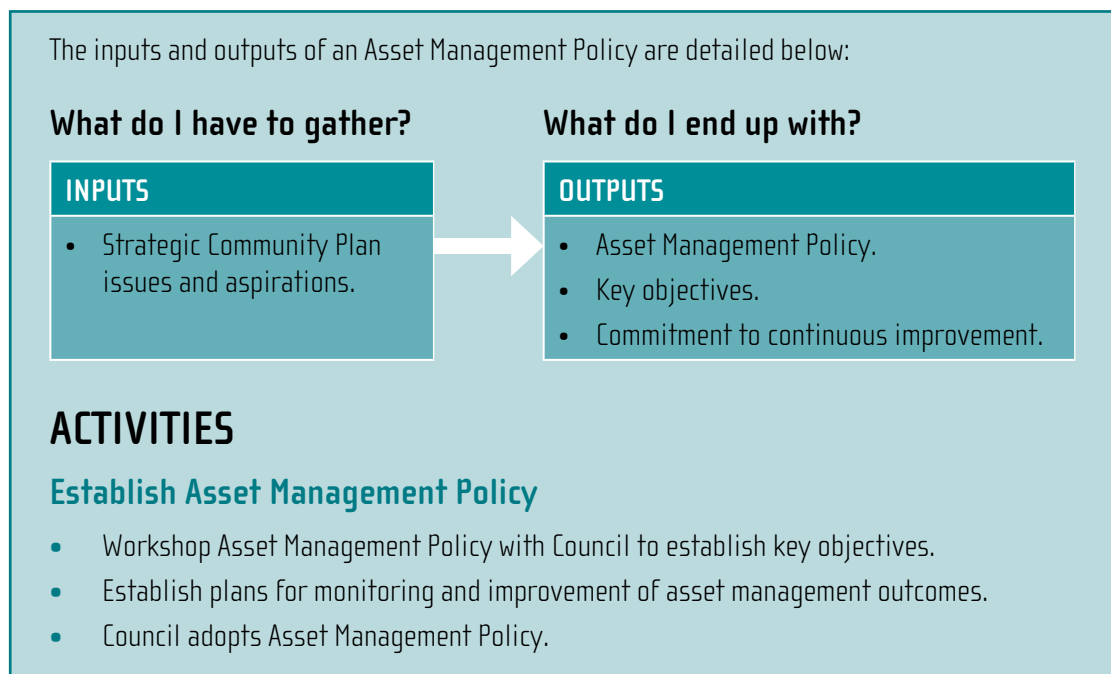
What is it?

- An Asset Management Policy is one or more documents outlining 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. It assigns specific service delivery responsibilities and supports 'whole-of-life' and 'whole-of-organisation' approaches to asset management.

Who is involved?

- Community:
 - Provides input into service requirements and expectations through the Strategic Community Plan and the local government's ongoing community engagement.
- Council:
 - Understands and approves the Asset Management Policy.
- Local Government Administration:
 - Develops and implements the Asset Management Policy for the Council.

3.1 GETTING STARTED



4. DEVELOPING THE ASSET MANAGEMENT STRATEGY

What is it?

- One or more documents that outline how the local government's asset portfolio will meet the service delivery needs of their communities into the future, enable the local government's Asset Management Policy to be achieved, and ensure that asset management is established as part of the local government's Integrated Plan.

Who is involved?

- Local Government Administration:
 - Develops the Asset Management Strategy.
 - Implements the Asset Management Strategy with agreed resources.
 - Develops Asset Management Plans for individual asset classes.
 - Undertakes appropriate risk management.
 - Monitors and reviews performance in achieving the Asset Management Strategy outcomes.

The Asset Management Strategy responds to four questions put to the local government:

- What assets do we currently have?
- What is the current asset management position, including current and forecast future needs and adequacy of funding?
- Where do we want to be (in relation to the plan for the future)?
- How will we get there?

It is recommended that the Asset Management Strategy be developed considering the following key elements to ensure it achieves the desired policy outcomes and effective corporate governance:

1. Asset Management Plans.
2. Defining levels of service.
3. Linking to the Long Term Financial Plan.
4. Governance and management arrangements.
5. Data and system requirements.
6. Improvement of skills and processes.

5. DEVELOPING ASSET MANAGEMENT PLANS

What are they?

- Documents developed for each major asset class which define current levels of service and the processes used to manage that asset class.

Who is involved?

- Council:
 - Ensures appropriate resources for asset management activities are made available.
- Local Government Administration:
 - Develops an Asset Management Plan for each asset class.
 - Implements the Asset Management Plans with agreed resources.
 - Delivers services to the agreed levels of standard and cost.
 - Undertakes appropriate risk management.
 - Monitors and reviews performance in delivery of Asset Management Plan outcomes.

Review

- Asset Management Plans must be regularly reviewed to determine ongoing and future service expectations and their financial impacts.

5.1 GETTING STARTED

The inputs and outputs of developing Asset Management Plans are detailed below:

What do I have to gather?

INPUTS

- Current asset data.
- Community satisfaction/service delivery data.
- State/Federal legislation.
- Demand forecasts.
- Risk management data.
- Renewal priorities and standards.
- Asset useful life estimates.
- New asset priorities.
- Assets identified for disposal.
- Asset management systems.
- Asset replacement schedules and values.
- Capital renewal shortfall/surplus.
- Capital program review.

What do I end up with?

OUTPUTS

- Asset Management Plans for each major asset class that include:
 - Links to an asset register.
 - Asset category levels of service.
 - Infrastructure risk management plan.
 - Alternate service delivery solutions.
 - Financial information (such as asset values, depreciation rates, depreciated value, capital expenditure projections for new assets as a result of growth, or to renew, upgrade and extend assets).
 - Asset Improvement Program.
- Identified expenditure projections:
 - Operations.
 - Depreciation.
 - Maintenance.
 - Capital renewal.
 - Capital upgrade.

ACTIVITIES

Set the Context

- Confirm the strategic objectives established in the Asset Management Policy and Strategy.
- Define responsibilities and ownership (see 8 Developing Governance and Management Arrangements).
- Establish organisational commitment.

Review Asset Register Data

- Review asset register for accuracy and establish asset hierarchies where appropriate.
- Establish dates of acquisition and condition where possible.
- Review the remaining useful life of assets.
- Update asset register.

Develop Asset Management Plans

- Source information for plans (asset summary data).
- State service delivery levels (see 6 Defining Levels of Service for further information).
- Inform Plans with relevant information from: community engagement activities; State/Federal legislation; changes in technology; known service deficiencies; other Council policies or strategies.
- Establish renewal standards and priorities.
- Establish communications processes.
- Develop an asset risk management plan, by:
 - Identifying and documenting local government risk context.
 - Establishing risk evaluation criteria.
 - Identifying and analysing risks.
 - Evaluating risks.
- Developing and documenting risk treatment plans where necessary.

Predict Demand

- Identify long term (20+ years) population growth, distribution, density and demographic projections.
- Assess the impact of projected demand on strategic and operational plans.
- Collate new strategic and operational needs.

Plan for Renewal

- Review and update asset life estimates.
- Update Corporate Business Plan (and Annual Budget) with asset replacement values.
- Calculate and document asset renewal costs.
- Review and update projected renewal year.

ACTIVITIES (continued)

Financial Forecast

- Calculate (using Fair Value criteria) and document estimated expenditure for operation, maintenance, renewal, capital works, upgrade or expansion, and planned disposals for 20 years.
- Review capital renewal program and expenditure projections.

Manage the Funding Gap

- Use asset management ratios to identify asset sustainability levels. (see 11 Evaluating Progress for further information).
- Identify shortfall in asset (renewal) funding.
- Identify surplus or low-use assets for disposal where appropriate.
- Consider alternative service delivery solutions (leasing, private/public partnerships, shared services arrangements).

Plan for Improvement

- Undertake an asset management gap analysis.
- Develop a schedule for asset performance review and Asset Management Plan evaluation.
- Identify and prioritise areas for improvement.
- Develop and document an improvement plan, including: tasks, resources, responsibilities and timeframes.

Complete the Asset Management Plans

- Incorporate relevant information from all steps into as Asset Management Plan for the asset class.
- Establish clear links to other strategic documents including the Corporate Business Plan, Annual Budget and Long Term Financial Plan.

6. DEFINING LEVELS OF SERVICE

What is it?

- The defined service quality for a particular activity (e.g. roading) or service area (e.g. street lighting) against which service performance can be measured. Defining the levels of service that will be provided by the asset portfolio is a key process in the development of Asset Management Plans.

Who is involved?

- Community:
 - Provides service requirements, expectations and satisfaction input as part of the local government's ongoing community engagement activities.
- Council:
 - Approves the determined levels of service.
- Local Government Administration:
 - Provides all relevant information to assist Council.
 - Revisits and renews defined service levels to align with reviews of the Strategic Community Plan and Asset Management Plans.

6.1 GETTING STARTED

The inputs and outputs of defining Levels of Service are detailed below:

What do I have to gather?

INPUTS

- Community needs and aspirations.
- Council long term visioning.
- Community service level expectations.
- Council service level expectations.
- Local area/place planning information.
- Current service levels.
- Asset capacity for service level delivery.



What do I end up with?

OUTPUTS

- Service delivery needs.
- Defined service levels.
- Quality and cost standards for service delivery.
- Service delivery review process.

ACTIVITIES

Establish Existing Levels of Service

- Establish and document existing levels of service for each asset class.

Define Levels of Service

- Identify community asset-related needs from the Strategic Community Plan.
- Communicate with Council on: Council strategic vision; organisational issues impacting on service delivery; Council service delivery requirements.
- Incorporate relevant information from relevant State/Federal legislation; local area/place plans, planning schemes/strategies, changes in technology; known service deficiencies; other Council policies or strategies.
- Ensure service delivery levels are within asset capacity.
- Establish and document levels of service to be provided by each asset class.

7. LINKING TO THE LONG TERM FINANCIAL PLAN

What is it?

- The Asset Management Strategy should link the 'whole-of-life' costing for each asset class with the local government's Corporate Business Plan, Annual Budget and long term and operational financial planning.

Who is involved?

- Council:
 - Approves the Long Term Financial Plan.
- Local Government Administration:
 - Collects the necessary data and completes the Long Term Financial Plan.
 - Monitors and reviews the Long Term Financial Plan and reports to Council.

7.1 GETTING STARTED

ACTIVITIES

Incorporate Information into Financial Plans

- Incorporate financial information such as depreciation, expenditure projections, operation, maintenance, renewal, capital works, upgrade or expansion, and planned disposals into the Corporate Business Plan, Annual Budget and Long Term Financial Plan.

Explore Revenue

- Explore options and opportunities for increasing revenue.

Develop a Funding Plan

- Develop a funding plan for the Long Term Financial Plan.

8. DEVELOPING GOVERNANCE AND MANAGEMENT ARRANGEMENTS

What is it?

Good governance and management arrangements ensure that asset management is adequately linked to service delivery. Governance and management arrangements within the Asset Management Strategy should:

- Identify key roles and positions to undertake asset management.
- Identify the asset management roles and responsibilities of: the CEO, Senior Managers and Asset Managers, Mayor/President and Elected Members.
- Identify and address staff resourcing, funding and training needs.
- Identify and implement high level audit or oversight mechanisms for Asset Management Plan development and service delivery.
- Identify and implement mechanisms for reporting Asset Management Plan progress against elements of the plan for the future.

Who is involved?

- Local Government Administration:
 - Provides all relevant information to assist Council.
 - Develops and implements the governance and management arrangements.
 - Revisits and renews governance and management arrangements annually.

Review

- Conducted annually in consultation with Council to determine ongoing and future governance and management requirements and the financial impacts of these.

8.1 GETTING STARTED

The inputs and outputs of Asset Management Governance Arrangements are detailed below:

What do I have to gather?

INPUTS

- Key officers/individuals.
- Key officer asset management knowledge.
- Current governance/audit processes.
- Currently available staffing/resourcing.



What do I end up with?

OUTPUTS

- Asset management roles and responsibilities.
- Asset management resourcing plan.
- Audit plan.
- Report to the community.
- Annual Report sections.
- Ongoing community engagement.

ACTIVITIES

Introduce Asset Management Planning

- Identify key positions to participate in sustainable asset management. These may include: Chief Executive Officer; Mayor/President; Engineers; Chief Financial Officer.

Establish a Cross Functional Team

- Where possible, establish a team including executive management, service managers, information technology/finance/risk/audit managers.
- Identify resources and responsibilities for the development and delivery of the asset management program.
- Identify staff resources, funding and training needs for the implementation of the asset management program.

Maintain the Corporate Approach

- Consult with Council on: the local government's asset management program and plans, Council responsibilities and required inputs; relevant resource implications.
- Establish a plan for ongoing asset management improvement.

9. ESTABLISHING DATA AND INFORMATION SYSTEMS

What is it?

- The process of putting data and information systems in place to collect and analyse asset management data to determine maintenance and renewal requirements, measure asset management performance over time, identify infrastructure gaps, and ensure minimum reporting requirements prescribed under legislation are achieved.
- It is a process of ensuring adequate links are made between asset management and financial data systems, particularly in the recording and management of capital expenditure and allocations for depreciation, maintenance, renewal and upgrade.

Who is involved?

- Local Government Administration:
 - Identifies data management systems appropriate to local government needs.
 - Implements data management systems and associated processes to link asset management systems and financial data systems.

9.1 GETTING STARTED

ACTIVITIES

Identify the Data Required to Implement and Improve Asset Management Processes for Each Asset Class

- Consider the cost of collecting and maintaining such data against the benefits it will provide.

Identify an Asset Management Information System

- Identify a data management system which is appropriate for the local government, its size and asset portfolio.

Collect or Collate the Necessary Data

- Establish an implementation plan for data collection and collation.

Utilise the System

- Ensure appropriate links are made between the asset management data system and that used for long term financial planning.

10. DEVELOPING SKILLS AND PROCESSES

What is it?

- A program that develops a 'whole-of-organisation' culture focused on continuous improvement in asset management.

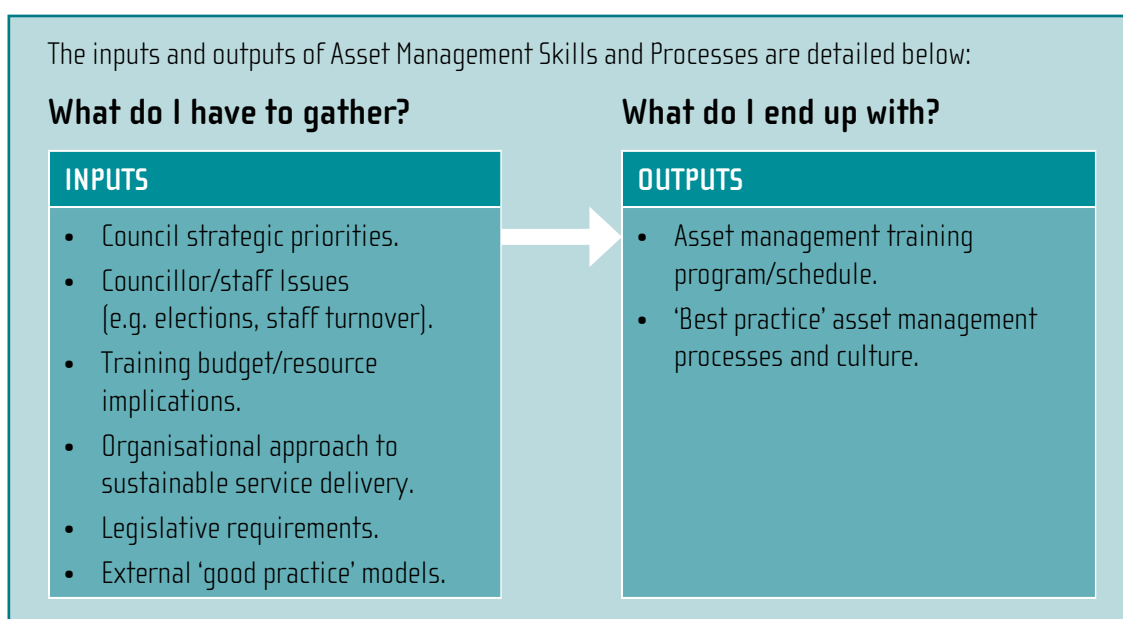
Who is involved?

- Council:
 - Endorses the 'whole-of-organisation' asset management approach as part of the Asset Management Policy.
 - Engages with training programs as required.
- Local Government Administration:
 - Identifies a continuous improvement program and training appropriate to the local government's needs.
 - Implements the continuous improvement program and associated processes.
 - Provides all relevant information to assist Council.
 - Regularly evaluates improvement in asset management performance.

Review

- Asset management practices should be evaluated annually and progress reported to Council and the community.
- The continuous improvement program should be regularly revisited and renewed as required (with Council input where necessary) to determine ongoing and future requirements and the financial impacts of these.

10.1 GETTING STARTED



11. EVALUATING PROGRESS

Asset management programs should include evaluation mechanisms to measure their effectiveness against the targets and outcomes in the Asset Management Strategy and Plans. The mechanisms chosen should meet accounting standards and be independently audited.

Evaluations should be conducted annually to highlight any organisational issues, including inputs required from Council, that affect the asset portfolio's delivery of sustainable services. This will assist local governments to maintain and enhance a 'whole-of-organisation' approach to asset management.

The Asset Management Capacity Building Working Group of the Local Government Reform Implementation Committee has endorsed a set of key performance indicators (KPIs) that enable local governments to more readily measure and report their overall asset management sustainability. The agreed ratios are based on those developed by the Local Government Association of South Australia (LGA) and the Institute of Public Works Engineering Australia (IPWEA) as outlined in the Australian Infrastructure Financial Management Guidelines (IPWEA, 2009). They encourage local governments to measure their asset management efforts through an asset consumption ratio, asset renewal funding ratio and asset sustainability ratio.

Consistent and appropriate use of these KPIs will help local governments to understand their resource capacity and provide a valuable input to Council's strategic decision making.

Asset Sustainability Ratios

ASSET CONSUMPTION RATIO

(The average proportion of "as new" condition remaining for assets.)

This ratio shows the written down current value of the local government's depreciable assets relative to their "as new" value. It highlights the aged condition of a local government's stock of physical assets and the potential magnitude of capital outlays required in future to preserve their service potential.

All local governments will be required to report this ratio utilising current financial records.

What does it mean?

This ratio highlights the aged condition of a local government's physical assets. If the local government is responsibly maintaining and renewing or replacing its assets in accordance with a well-prepared Asset Management Plan, then its Asset Consumption Ratio may be relatively low and/or declining. This should not be cause for concern – providing it is operating sustainably.

If a local government has been operating sustainably over the longer term and has not invested excessively in addition (enhancements to its existing depreciable assets) then it is likely that its financial assets will have grown in value to offset the decline in value of its physical assets. In such circumstances, the decline in the value of a local government's physical assets will be offset by a reduction in its net financial liabilities (by either an increase in its financial assets or preferably, wherever possible, a reduction in its debt) as a result of operating income generated being sufficient to cover its depreciation expense.

The Statement of Financial Position overall will be unaffected and the local government will be in a strong financial position and able to fund the future renewal or replacement of its physical assets when it is most favourable to do so.

Data and Calculation	Information	Measurement/Target
<p>Depreciated replacement cost (DRC) of assets (Written down value) divided by current replacements costs (CRC) of depreciable assets.</p> <p>Expressed as a percentage.</p> <p>Eg</p> <p>Asset Class CRC DRC</p> <p><i>Buildings \$50.1M \$34.2M</i></p> <p><i>Infrastructure \$361.0M \$254.4M</i></p> <p><i>P&EE F&E \$10.2M \$7.3M</i></p> <p><i>Total \$421.3M \$295.9M</i></p> <p><i>Asset Consumption Ratio = 70%</i></p> <p><i>[295.9 / 421.3 = 70%]</i></p>	<p>The average proportion of “as new” value remaining in the assets. This ratio shows the written down current value of a local government’s depreciable assets relative to their “as new” value in up to date prices. The ratio highlights the aged condition of the local government’s stock of physical assets.</p>	<p>Between 50% and 75%</p> <p><i>Note</i></p> <p><i>A ratio less than 50% indicates a rapid deterioration of the local government’s asset base. Urgent investment may be required to ensure service levels are maintained.</i></p> <p><i>A ratio of 60% indicates an adequate usable level of service across individual asset categories.</i></p> <p><i>A ratio greater than 75% indicates that the local government may be over investing in its asset base.</i></p>

Asset Sustainability Ratio

(Are assets being replaced at the rate they are wearing out?)

This ratio indicates whether a local government is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the rate of depreciation of assets for the same period. A local government would need to understand and be measuring its renewal expenditure to be able to determine this ratio.

What does it mean?

If capital expenditure on renewing or replacing assets is at least equal to depreciation on average over time, then the local government is ensuring the value of its existing stock of physical assets is maintained. If capital expenditure on existing assets is less than depreciation then, unless a local government's overall asset stock is relatively new, it is likely that it is underspending on renewal or replacement. This is likely to result in additional maintenance costs for assets that have exceeded their useful life that exceed the costs of renewal and replacement. This situation could progressively undermine a local government's financial sustainability as it is confronted with failed assets and significant renewal and replacement costs that cannot be accommodated without sudden large rate increases.

Local governments should be replacing or renewing assets at the appropriate times. Achievement of the asset sustainability ratio target means that a local government is reasonably preserving the stock of existing assets because renewal or replacement activity approximately matches the consumption of its asset stock for the period.

Data and Calculation	Information	Measurement/Target
<p>Capital expenditure on replacement or renewal of assets divided by the depreciation expense. Expressed as a percentage.</p> <p>Eg</p> <p>Capital renewal expenditure = \$7.9m</p> <p>Depreciation expense = \$8.8m</p> <p>Asset Sustainability Ratio = 90%</p>	<p>This is the measure of the extent to which assets managed by the local government are being replaced as they reach the end of their useful lives.</p> <p>Depreciation expense measures the extent to which the assets have been consumed during that period.</p> <p>Capital expenditure on renewals (replacing assets that the local government already has) is an indicator of the extent to which the assets are being replaced.</p>	<p>Between 90-110%</p> <p>Note</p> <p><i>A ratio greater than 110% indicates that the local government may be over investing in renewal and replacement of its asset base.</i></p> <p><i>A ratio of less than 90% indicates that the local government may be under investing in renewal and replacement of its asset base.</i></p>

Asset Renewal Funding Ratio

(Is there sufficient future funding for renewal and replacement of assets?)

What does it mean?

This indicator is a measure of the ability of the local government to fund its projected asset renewals and replacements in the future. The local government's Long Term Financial Plan makes annual provisions to renew assets where their condition has degraded beyond an objective threshold. This requirement will vary from year by year, potentially creating different short term and long term renewal funding needs. **A local government must have developed a Long Term Financial Plan supported by Asset Management Plans to determine this ratio.**

Data and Calculation	Information	Measurement/Target
<p>The net present value of planned capital expenditure on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period.</p> <p>Expressed as a percentage.</p> <p>Eg</p> <p>NPV of LTFP projected outlays = \$59.6M</p> <p>NPV of AMP projected expenditures = \$86.9M</p> <p>Future Renewal Funding Ratio = 69%</p> <p>[59.6 / 86.9]</p>	<p>Indicates whether the local government has the financial capacity to fund asset renewal as required and therefore continue to provide existing levels of services in future without additional operating income or reductions in operating expenses or an increase in net financial liabilities above that currently projected.</p>	<p>Between 95 and 105%</p> <p>Note</p> <p><i>A ratio of between 95 and 105% indicates that the local government's Long Term Financial Plan makes adequate provision to maintain existing levels of service and renew or replace assets.</i></p> <p><i>The 95 – 105% measurement is a suitable target if the Asset Sustainability Ratio falls within the 90 to 100% target and the Asset Consumption Ratio falls within the target range of 50 to 75%.</i></p> <p><i>A ratio between 50 and 75% indicates that the local government may not be making adequate provision for the future renewal or replacement of its asset base.</i></p>

12. LINKING TO THE ANNUAL REPORT

What is it?

- The prescribed reporting requirement that ensures that the short and long term service delivery levels being provided by a local government's asset base are adequately reported back to the community.

Who is involved?

- Council:
 - Approves the Annual Report.
- Local Government Administration:
 - Undertakes performance monitoring and compiles reports.
 - Publishes and distributes reports and performance information.
 - Engages with the community to obtain feedback on performance.
- Community:
 - Provides feedback on local government performance as part of the community engagement process.

Further information on the development of Annual Reports can be found in the Department of Local Government's *Integrated Planning and Reporting Guidelines*.

13. OTHER INFORMATION

Local governments wishing to further develop their asset management processes and practices can refer to a number of asset management improvement programs and information sources, including:

- *Western Australian Local Government Accounting Manual (Edition 2)*, February 2011.
- The IPWEA International Infrastructure Management Manual (IIMM)
- The IPWEA National Asset Management Committee (NAMS.AU)
- The Western Australian Asset Management Improvement Program (WAAMI)
- The IPWEA NAMS.PLUS asset management program
- The IPWEA NAMS for Small Rural or Remote Communities asset management program (AM4SRRC)
- The *ROMAN II* project (for road assets)
- The Australian Centre for Excellence in Local Government (ACELG)
- The Australian Local Governments' Association (ALGA)

APPENDIX A – ASSET MANAGEMENT FRAMEWORK SUMMARY

Element	Description	Intent	
Asset Management Plans	Plans that define current levels of service and the processes used to manage each of the local government's asset classes.	To identify the assets that a local government currently has and to manage the use of these with reference to the level of service that assets will provide to the community, agreed risk and cost standards.	

	Roles and Responsibilities	Timeframes and Review	Outputs and Interdependencies
	<p><u>Council:</u> Ensures appropriate resources for asset management activities are made available.</p> <p>Local Government Administration Guides and develops Asset Management Plans for each individual asset class.</p> <p>Implements the Asset Management Plans with agreed resources. Delivers services to the agreed level and cost standards.</p> <p>Undertakes appropriate risk management.</p> <p>Monitors and reviews performance in delivery of the Asset Management Plans and reports information to Council where appropriate.</p>	<p>Reviewed regularly (every 2-3 years).</p>	<p>Outputs</p> <p>Asset Management Plans that contain: Asset Management Plans for each major asset class that include:</p> <ul style="list-style-type: none"> • Links to an asset register. • Asset category levels of service. • Infrastructure risk management plan. • Alternate service delivery solutions. • Financial information (such as asset values, depreciation rates, depreciated value, capital expenditure projections for new assets as a result of growth, or to renew, upgrade and extend assets). <p>Identified expenditure projections:</p> <ul style="list-style-type: none"> • Operations. • Depreciation. • Maintenance. • Capital renewal. • Capital upgrade. An asset improvement program. • Clear linkages to other strategic documents such as the Corporate Business Plan, Annual Budget and Long Term Financial Plan. <p>Interdependencies</p> <ul style="list-style-type: none"> • Other informing strategies, projects etc. • Strategic Community Plan. • Corporate Business Plan. • Long Term Financial Plan.

APPENDIX A – ASSET MANAGEMENT FRAMEWORK SUMMARY (con't)

Element	Description	Intent	
Defining Levels of Service	Council's principal statement that sets the level of service to be provided by the asset base informed by the Strategic Community Plan, external factors and internal capability analysis.	<p>To identify the level of service that assets will provide to the community to drive asset use and management within the local government.</p> <p>To establish quality and cost standards to be delivered by assets.</p>	
Linking to the Long Term Financial Plan	The principal (10 year) financial expression of the activities that the local government plans to undertake over the medium to long term informed by the detail of the Asset Management Plans.	To inform long term cash flow predictions for the local government using asset maintenance, replacement and disposal costs based on local knowledge of assets and current levels of service.	
Governance and Management Arrangements	The principal statement of roles, responsibilities and governance processes that links asset management with service delivery.	<p>To identify key roles and responsibilities associated with the local government's asset management approach and to assign these to individuals/officers to undertake or manage.</p> <p>To implements high level audit/oversight and reporting mechanisms for Asset Management Plan development and service delivery.</p>	

	Roles and Responsibilities	Timeframes and Review	Outputs and Interdependencies
	<p><u>Council</u></p> <ul style="list-style-type: none"> Approves levels of service. <p><u>Local Government Administration</u></p> <ul style="list-style-type: none"> Provides all relevant information to assist Council. Revisits and renews defined service levels to align with reviews of the Strategic Community Plan and Asset Management Plans. Submits reviews of defined service levels to the community aligning with reviews of the Strategic Community Plan. <p><u>Community</u></p> <ul style="list-style-type: none"> Provides service requirements, expectations, and satisfaction levels as part of the local government's ongoing community engagement. 		<p>Outputs</p> <ul style="list-style-type: none"> Service delivery needs. Defined service levels. Quality and cost standards for service delivery. Service delivery review process. <p>Interdependencies</p> <ul style="list-style-type: none"> Informing strategies (workforce, long term financial). Strategic Community Plan. Corporate Business Plan.
	<p><u>Administration</u></p> <ul style="list-style-type: none"> Collects necessary data and completes Long Term Financial Plan. Monitors and reviews Long Term Financial Plan and reports information to Council. <p><u>Council</u></p> <ul style="list-style-type: none"> Approves the Long Term Financial Plan. 	Annually reviewed.	<p>Outputs</p> <p>Expenditure projections in both the relevant financial plans and Asset Management Strategy for:</p> <ul style="list-style-type: none"> Operations. Maintenance. Capital renewal. Capital upgrade/expansion. <p>Interdependencies</p> <ul style="list-style-type: none"> Asset Management Plans. Corporate Business Plan.
	<p><u>Administration</u></p> <ul style="list-style-type: none"> Provides all relevant information to assist Council. Implements governance and management arrangements. Revisits and renews governance and management arrangements annually in consultation with Council. 	Annually reviewed with Council input where necessary.	<p>Outputs</p> <ul style="list-style-type: none"> Asset management roles and responsibilities. Asset management resourcing plan. Audit plan. Report to community. Community engagement.

APPENDIX A – ASSET MANAGEMENT FRAMEWORK SUMMARY (con't)

Element	Description	Intent	
Data and Information Systems	The collection and management of asset management data by the local government.	<p>To ensure that asset management performance is adequately quantified and measured over time, infrastructure gaps are identified and that minimum reporting requirements prescribed under the legislation are achieved.</p> <p>To ensure that adequate links are made between asset management systems and financial data systems particularly in relation to the recording and management of capital expenditure and allocations between maintenance, renewal and upgrade.</p>	
Skills and Processes	The principal statement of the local government's commitment to a 'whole-of-organisation' culture, focused on continuous improvement in asset management.	<p>To implement a 'whole-of-organisation' perspective and to enable continuous improvement of asset management practices.</p> <p>To ensure that elected members and administration staff are provided with ongoing training programs on key asset management topics in partnership with appropriate peak bodies and agencies.</p> <p>To implement good practice processes to address key asset management issues such as improving condition assessments, valuation of assets and accounting treatment.</p>	

	Roles and Responsibilities	Timeframes and Review	Outputs and Interdependencies
	<p><u>Administration</u></p> <ul style="list-style-type: none"> Identifies data and information management systems appropriate to local government needs. Implements data and information management system and associated processes to link asset management systems and financial data systems. Provides all relevant information to assist Council. 	<p>As required.</p> <p>Data management arrangements are revisited and renewed as required in consultation with Council.</p>	<p>Interdependencies</p> <ul style="list-style-type: none"> Financial planning information systems.
	<p><u>Council</u></p> <ul style="list-style-type: none"> Approves the 'whole-of-organisation' approach as part of the Asset Management Policy. Engages with training programs as required. <p><u>Administration</u></p> <ul style="list-style-type: none"> Identifies an improvement program and training appropriate to local government needs. Implements the continuous improvement program and associated processes. Provides all relevant information to assist Council. Regularly evaluates asset management improvement. Regularly revisits and renews continuous improvement program in consultation with Council. 	<p>Annually to determine progress and ongoing and future requirements with outcomes reported to Council and community.</p>	<p>Outputs</p> <ul style="list-style-type: none"> Asset management training program/schedule. 'Best practice' asset management processes and culture. <p>Interdependencies</p> <ul style="list-style-type: none"> Resource specific informing strategies (workforce, financial). Corporate Business Plan.

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INTEGRATED PLANNING AND REPORTING

FRAMEWORK AND GUIDELINES

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FOREWORD

It is my pleasure to introduce the *Integrated Planning and Reporting Framework and Guidelines*.

A survey of local government conducted in 2009 as part of the local government reform program revealed:

- 36% of the State's 139 local governments undertook limited or no strategic planning
- 81% undertook limited or no planning for asset maintenance and renewal
- 77% undertook limited or no financial management planning, and
- 82% of local government undertook limited or no financial planning to identify asset maintenance and renewal gaps.

Clearly this is unacceptable.

It is my intention to change the Local Government Act (Administration) Regulations to ensure each local government adopts as a minimum 10 year Strategic Community Plans. It is hoped that the sector will embrace this initiative prior to it becoming a legislative imperative.

The guidelines set out in some detail suggested ways of proceeding. The broad elements of the process involve:

- Research (environmental scanning) on matters such as current and expected changes in community demographics, social issues and local national and global impacts.
- Active engagement with the community is an essential part of the process. Communities demand to be engaged to consider and to state their aspirations.
- Several meetings of the Council and senior management teams is envisaged as the Council, guided by its management team, prioritise community aspirations after considering business cases for each major initiative. The priorities in the final plans must be of community benefit, affordable including whole of life costing, realistic and achievable.
- Once the Strategic Community Plan is finalised, the management team will develop operational plans (Corporate Business Plans) and processes including internal measurement and monitoring structures and processes to ensure the priorities in the Strategic Community Plan are being achieved.
- Importantly the process requires annual reporting to the community on achievements/outcomes and the need for any variation as circumstances change. The community will want the opportunity to provide comment.

I commend these guidelines to you.



Hon John Castrilli MLA

**MINISTER FOR LOCAL GOVERNMENT; HERITAGE;
CITIZENSHIP AND MULTICULTURAL INTERESTS**

PART 1 INTEGRATED PLANNING AND REPORTING FRAMEWORK

PREFACE

All local governments are currently required to produce a plan for the future under 55.56 (1) of the *Local Government Act 1995* (the Act). It is intended that regulations will be made under 55.56(2) of the Act to briefly outline the minimum requirements to achieve this.

This Integrated Strategic Planning Framework provides the basis for improving the practice of strategic planning in local government. It addresses the minimum requirements to meet the intent of the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level.

There are three major parties to the development of an integrated strategic plan:

1. **The community** – participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions.
2. **The Council** – signs off the Strategic Community Plan resulting from the community planning process, the four year reviews updating that plan, and the annual budget.
3. **The local government administration** – supports delivery of the Strategic Community Plan, the 4-yearly reviews, and annual budget through its corporate business planning.

To achieve an integrated strategic planning process at least two plans are needed:

Figure 1.1



The minimum requirement to meet the intent of the plan for the future is the development of:

- A Strategic Community Plan; and
- A Corporate Business Plan.

The key principle of the planning process is to provide both the future aspirations for the local government and a path to achieve them. Specific strategies address issues such as community safety or disability plans and place or local area plans. Strategic outcomes are supported by the identification and planning of all financial, human resource, asset and infrastructure requirements and income opportunities over the longer term.

It is acknowledged that local governments will have different starting points for integrated strategic planning and many will have existing processes that specify how place or area plans, specific strategies, Council endorsement of four year plans or annual plans are to be treated.

The framework does not intend to require a single methodology to be applied by local governments.

The framework is intended to guide local governments to a successful integrated strategic planning process, which, at its most simple, would deliver the following outcomes:

- There is a long term strategic plan that clearly links the community's aspirations with the Council's vision and long term strategy.
- The local government has a Corporate Business Plan that integrates resourcing plans and specific council plans with the Strategic Plan.
- The Council has a clearly stated vision for the future viability of the local government area.

Adopting integrated strategic planning is potentially the most important performance improvement initiative available to local governments. Currently, more than two thirds of local governments in Western Australia do not have a strategic planning process that is linked to long term asset management and financial planning.

1. INTRODUCTION

An Integrated Planning and Reporting Framework and Guidelines are being introduced in Western Australia as part of the State Government's Local Government Reform Program initiated by Local Government Minister Hon John Castrilli MLA.

The Local Government Reform Steering Committee noted that while there are examples of good organisational planning in the local government sector, the sector overall is not strong in having:

- Strategic planning systems that deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- Effective asset management systems with the rigour of process and integrity of data to accurately reflect true asset management costs.

This framework document directly addresses these concerns by providing a process to:

- Ensure community input is explicitly and reliably generated.
- Provide the capacity for location specific planning where appropriate.
- Inform the long term objectives of the local government with these inputs.
- Identify the resourcing required to deliver against the long term objectives.
- Clearly articulate long term financial implications and strategies.

An integrated strategic planning approach will enable more effective delivery of the local government's strategic intentions.

2. PURPOSE OF GUIDELINES

The Framework and its Guidelines outline the minimum planning and reporting methodology to achieve the outcomes prescribed in the legislation. They are not intended to restrict the range of processes that may be undertaken within a local government to achieve those outcomes.

The Framework:

- Recognises that planning for a local government is holistic in nature and driven by the community.
- Builds organisational and resource capability to meet community need.
- Optimises success by understanding the integration and interdependencies between the components.
- Emphasises performance monitoring so that local governments remain adaptive and responsive to changes in community needs and the business environment.

The format and structure of individual local government's integrated strategic plans will vary with the size and complexity of the local government. While it is anticipated that local governments will develop a Strategic Community Plan and a Corporate Business Plan, planning elements such as Informing Strategies and the Corporate Business Plan may be presented in a single document or as a range of separate documents.

It is essential that planning information is integrated. Plans with a short term focus, such as annual or operational plans, are sub-plans of a longer term corporate business or strategic plan that deliver pre-determined priorities with pre-determined resources. Other shorter term plans, such as local area or place plans can be used to inform the Strategic Community Plan, but remain sub-plans of the Strategic Community Plan.

The Framework is intended to facilitate good practice and continuous improvement in strategic planning across the entire local government sector in Western Australia.

3. RELATIONSHIP TO NATIONAL FRAMEWORKS

These Guidelines are informed by:

- a. The Western Australian Local Government Reform Steering Committee Report.
- b. Local Government Sustainability Framework guides published by the Local Government and Planning Ministers' Council.
- c. The New South Wales Government's Integrated Planning and Reporting Guidelines.
- d. The Queensland Government's Planning and Accountability documents.
- e. The New Zealand Local Authority Planning Requirements.

4. ROLLOUT OF THE GUIDELINES

The Guidelines have been developed by the Strategic Planning and Community Engagement Working Group of the Local Government Reform Implementation Committee for use within the local government sector. They will be used to inform proposed legislative changes to be introduced in 2011.

5. GLOSSARY OF TERMS

The range of interchangeable terminology that is used within the local government sector to describe integrated strategic planning components and processes can cause confusion. Terms that have been assigned a specific meaning within the Guidelines have been defined below. These definitions aim to best describe the integrated planning component or process in terms of its purpose, without restricting or mandating terminology.

Term	Definition
Amalgamation	To combine into a unified or integrated whole; unite.
Budget / Annual Budget	A statutory requirement outlining the financial estimates to deliver the Corporate Business Plan.
Community	A group of people living in the same locality and under the same government. Can be extended to include those who visit, work or recreate within the locality.
Community Planning	A process for involving community members in identifying key issues and priorities for the given locality.
Corporate Business Plan	A local government's internal business planning tool that translates Council priorities into operations within the resources available. In its entirety, it details the services, operations and projects a local government will deliver over a defined period, the processes for delivering these and the associated cost. The Corporate Business Plan may be comprised of Corporate Business Plan Priorities and team operational, technical delivery and financial plans. It is often only the Corporate Business Plan Priorities that are endorsed by council and publicised to the community.
Corporate Business Plan Priorities	The summarised articulation of a local government's operations for a defined period of time. It identifies and summarises the services, projects and operations that the local government will seek to deliver and how much they will cost.
Corporate Governance	The system by which a local government is directed and controlled. It refers to the suite of processes, systems, rules and relationships under which decisions are made and control is exercised.
Council	The group of individuals elected to the office of Councillor for the local government by members of the community from within defined local government area districts or wards.
Informing Strategies	Interconnected local government plans or strategies that support, and are driven by, the development of integrated planning elements. These may include resource specific plans such as asset management plans and workforce plans or may be issue specific such as community safety strategies or active aging strategies.

Integrated Planning and Reporting	A framework for establishing community priorities and linking this information into different parts of a local government's functions.
Land Use Planning	Planning control mechanism to govern the way land is used.
Local Area Planning/Place Planning	A proactive and localised community planning process.
Local Government	A general term for a body corporate constituted under the <i>Local Government Act 1995</i> (encompassing cities, towns and shires) which is governed by a Council of elected members and administered by employed staff, which has responsibility for certain governing functions within territorial areas smaller than the State.
Local Government Administration / Administration	The group of individuals employed by a local government, headed by a Chief Executive Officer (CEO), and responsible for managing the local government to achieve the direction set by the Council.
Objective	Statements that describe what a local government wants to achieve.
Outcome	An end result; a consequence. What will be achieved as a result of doing something.
Reporting	Relaying information about how a local government has performed against what it said it would deliver.
Resourcing	The level of resources that a local government can afford in order to meet objectives – including assets, time, cost and people.
Strategic Planning	A review to see where a local government currently stands, where it wants to be in the future, and what major steps it must take in order to achieve its desired future state.
Strategic Community Plan Activation	The process by which short, medium and long term community aspirations are used to inform local government operations. This is achieved through a process of Council setting (4-5 years) priorities and direction and the local government administration actualising this through the delivery of operational plans.
Strategic Community Plan	The strategy and planning document that reflects the longer term (10+ year) community and local government aspirations and priorities.
Strategy	Describes how a local government will achieve its objectives.
Vision	Describes the desired future state of a community or local government.

6. ACKNOWLEDGEMENTS

The Western Australian Department of Local Government wishes to acknowledge the support of the Division of Local Government, Department of Premier and Cabinet – New South Wales Government.

7. DEVELOPING INTEGRATED STRATEGIC PLANNING

The Guidelines outline how to fully develop each component of the Framework and explains its purpose, and the roles of community, council and local government administration. Each section contains a summary table.

The Guidelines address two key local government planning processes:

- Strategic Community Planning – Resulting in a 10+ year Strategic Community Plan informed by community aspirations.
- Corporate Business Planning – Resulting in an ongoing and integrated Corporate Business Plan that activates Strategic Community Plan priorities. The Corporate Business Plan incorporates four to five year priorities set by Council and a ten year rolling financial plan. Annual reviews drive the operations of the local government within its resourcing capabilities.

Note: Annual Budgets that are aligned with strategic objectives result from these planning processes.

The **Strategic Community Plan** responds to three questions put to the community and the local government:

- Where are we now?
- Where do we want to be?
- How do we get there?

The plan prioritises community aspirations giving consideration to:

- Social objectives.
- Economic objectives.
- Environmental objectives.
- Factors such as changing demographics and land use.

The **Corporate Business Plan** activates the Strategic Community Plan by responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operational plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activating the Strategic Community Plan.
- Operations Planning – including:
 - Asset Management.
 - Financial Management.
 - Workforce Management.
- Annual reviews and reprioritisation of the Corporate Business Plan on the basis of:
 - Internal issues and performance.
 - External issues impacting in the near future.

The relative size and complexity of the local government will determine the most appropriate approach to the presentation of the Strategic Community Plan and Corporate Business Plan.

However strategic planning is expressed, local governments ensure sustainability by undertaking a process of identifying long term community aspirations and using these to shape the four to five year priorities of the local government within a context of long term financial planning and Annual Budgets.

This process occurs in consultation with the community, considering its communication and social inclusion needs. It also takes place within a context where progress against strategic planning goals is monitored, measured and reported back to the community, ensuring accountability and providing the opportunity to amend the strategic plan.

The Framework and Guidelines establish mechanisms to review and report on all elements of the integrated strategic planning process.

7.1 ROLES AND RESPONSIBILITIES

The three major parties to the development of an integrated strategic plan are:

- The local government administration through the Chief Executive Officer (CEO).
- The Council.
- The community.

Each has a unique role and set of responsibilities in effective and sustainable integrated strategic planning.

The local government administration CEO is the facilitator of the integrated strategic planning process.

The CEO ensures the process is transparent and has an articulated and genuine aim of delivering the aspirations of the range of communities in the local government area. The CEO then assists Council to develop services, operations and activities to fulfil community aspirations in line with priorities set by Council. The CEO plays a significant leadership role in establishing an organisational culture which delivers sustainable community outcomes through effective corporate governance and resource capability, and which supports robust strategy evaluation with regular reporting to the community.

The elected members of the Council set the local government's strategic and operational directions.

By working to understand community aspirations and desired outcomes as well as current local government capacity to deliver these, the Council can determine affordable, realistic and achievable priorities. It is not necessary for council to approve every element that comprises or drives the Corporate Business Plan. However, Council must ensure that it understands and approves the direction and priorities of the Corporate Business Plan, including the local government's short and long term capacity to deliver the plan.

Council should regularly review the Strategic Community Plan and local government priorities on the basis of changes in the community environment or aspirations. As community representatives, Council must ensure appropriate, transparent and regular reporting on progress towards local government priorities. It is intended that Councils will move towards decision making at a more strategic level to optimise achievement of community well-being and organisational sustainability.

The community is an active partner in realising the local government's future.

It is the future vision, aspirations and service needs of the community, or more accurately, the range of varied communities within a local government area, identified through local government forums and planning groups, which informs the local government's direction and operations. Communities also ensure, through examining Corporate Business Plan priorities and reviewing local government performance via Annual Reports and other communications, that the local government is making adequate progress towards achieving their needs and aspirations.

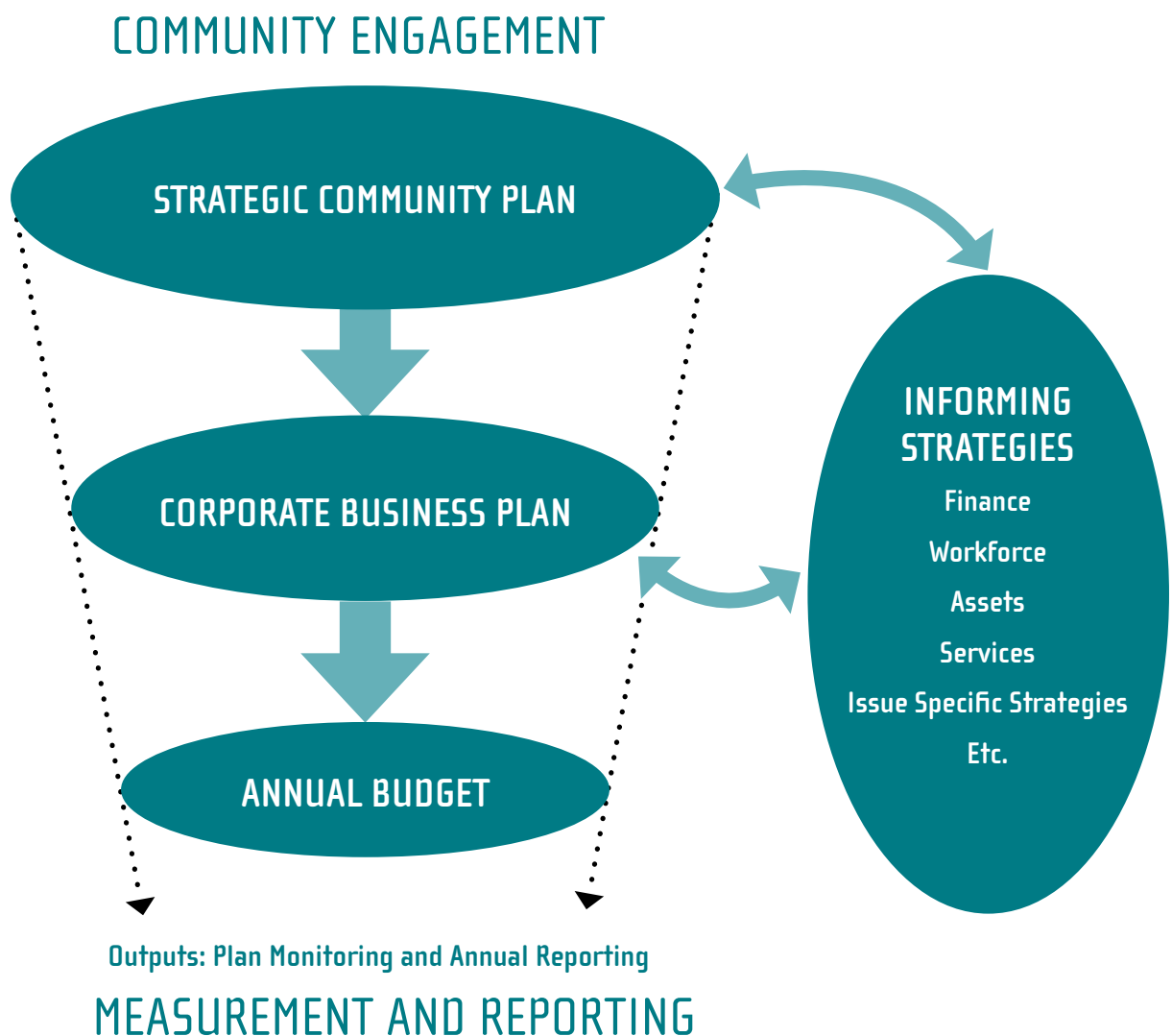
Local governments are ultimately accountable to the communities they serve. They need to recognise long term community aspirations and set priorities and directions to fulfil them by administering operations within the available resources. They should then report progress to the community by linking back to its initial aspirations and amending plans to reflect changing community needs and circumstances.

7.2 CONCLUSION

The Integrated Planning and Reporting Framework provides the mechanism to achieve sustainable local government in an environment of effective corporate governance.

The Guidelines provide information about the minimum planning and reporting requirements necessary to achieve the outcomes prescribed in the legislation. They are not intended to restrict the planning processes undertaken within a local government, but rather to provide a set of good practice processes that will assist local governments to implement the components of the Integrated Planning Framework, meet the outcomes prescribed in the legislation and ultimately achieve sustainable integrated planning outcomes.

Figure 1.2 Illustrates the different elements of the Integrated Planning Framework.



PART 2 INTEGRATED PLANNING AND REPORTING GUIDELINES

1. INTRODUCTION

The Integrated Planning and Reporting Guidelines have been developed to reflect good local government integrated planning practice and to assist local governments to increase their own integrated planning capacity and long term sustainability. They align with a nationally consistent approach to integrated strategic planning. A number of integrated planning models employed both nationally and internationally have been benchmarked and built on as part of the Guidelines development processes. Key findings from the models researched can be found in Appendix A.

2. DEVELOPING THE STRATEGIC COMMUNITY PLAN

What is it?

- The document which states community long term (10+ years) vision, values, aspirations and priorities with consideration to other local government plans, information and resourcing capabilities.
- It is not static and must be reviewed regularly.

What does it do?

- Establishes the community's vision for the local government's future and its aspirations and service expectations.
- Drives the development of local government Area/Place/Regional Plans, resourcing and other local government Informing Strategies (such as Workforce, Asset Management, Services) and supporting strategies.

Who is involved?

- Local government administration:
 - Facilitates the Strategic Community Planning process by providing the necessary information, plans and strategies.
 - Undertakes the required community engagement processes (through local government administration staff or a consultant).
 - Integrates community aspirations and desired outcomes with community planning, services, assets and land-use to develop achievable operational plans, services and issue specific strategies.
 - Publishes and distributes the completed document.

- Council (the elected members):
 - Approves the process and structure of the community engagement model.
 - Understands community aspirations and desired outcomes, and the interdependencies between community planning, services, assets and land-use.
 - Adopts the Strategic Community Plan.
- Community:
 - Provides genuine and, as far as practicable, representative community input.

How is it developed?

- Community engagement identifies long term aspirations and sets community priorities. Independent and professionally facilitated workshops are the preferred method for eliciting community views and aspirations, although other means may be appropriate.
- Information from local government Area/Place/Regional Plans, resourcing capabilities and other local government Informing Strategies such as Workforce, Asset Management and other supporting strategies can be used to assist in long term community aspiration development.

2.1 IN PRACTICE – STRATEGIC COMMUNITY PLAN

The information required, processes and outputs of Strategic Community Plan development are detailed below.



What do I have to gather?

Local governments could collate the information summarised in the table above.

Social inclusion issues affecting: established and emerging culturally and linguistically diverse groups; elderly people; young people; homeless people and transitory groups; and any other diversity groups forming the overall community of the local government should be considered as well as population demographics and how these may change into the future.

It is recommended that all the information in the table be available to the community during the planning processes in a form that is easily accessed and understood.

What do I do with it?

The table on page 23 summarises the processes that could be undertaken. Some explanatory notes follow:

- **COMMUNITY ENGAGEMENT** - the strategy should optimise community involvement and the quality of decision making. It may address different stakeholder groups and how they will be engaged, and make provision for public exhibition.
- **STRATEGY AND RESEARCH** - this is an internal process that analyses and identifies long term impacts and trends that can impact on and arise from the Strategic Community Plan.
- **INTERDEPENDENT COMPONENTS** - the engagement processes with the community will expose services, assets and land use requirements that will impact on long term financial planning. Community aspirations can be informed by local government Area/Place/Regional Plans, existing resourcing capabilities and other local government strategies.
- **LOCAL AREA/PLACE/REGIONAL PLANNING** - analyse information sourced from a local area, region or place in developing a set of specific community aspirations. This can assist local governments undertaking or considering structural reform as it ensures priorities identified at the local area/place/region are considered in the Strategic Community Plan for a new local government structure.
- **QUADRUPLE BOTTOM-LINE ANALYSIS** - identify and group key priorities under social, economic, environmental and civic leadership headings so that objectives and strategies can be developed.
- **ASSESSMENT** - when objectives and strategies have been identified, a method for monitoring achievement of the objectives should also be developed.
- **COUNCIL UNDERSTANDING** - Council undertakes a process of understanding community aspirations, the long term planning environment and the interdependencies between community planning, services, assets and land-use and begins to form a vision of what it wants the local government to deliver during its term.

What do I end up with?

The Strategic Community Planning processes may establish:

- A STRATEGIC COMMUNITY PLAN - a principal 10+ year strategy and planning document that outlines community vision and objectives, strategies to address social, economic, environmental and civic leadership issues, and incorporates changing internal and external factors that impact on the plan, and the means for assessing progress against the objective. This may also be known as a Community Plan.
- COMMUNITY IDENTIFIED SERVICE, ASSET AND LAND USE EXPECTATIONS.
- PERFORMANCE OUTCOMES AND REPORTING - The information and means of generating information on whether goals are being reached.

The Strategic Community Planning processes may drive:

- INFORMING STRATEGIES (ISSUE SPECIFIC STRATEGIES) – strategies that will turn identified community priorities into operational activities, for example, a Community Safety Strategy, Economic Development Strategy, Active Ageing Strategy, Tourism Strategy.
- PLACE BASED STRATEGIES
- LOCAL PLANNING STRATEGIES
- STRATEGIC PROJECTS BUSINESS CASES – for example Performing Arts Centres, Youth Centres, Major Road Projects, City/Town Centre Redevelopments, Recreation Centres, Urban Renewal, Social Programs.
- REGIONAL COUNCIL INVOLVEMENT AND ACTIVITIES

2.2 REVIEW

A schedule for local government and community review of the Strategic Community Plan must be developed. Amendments to the plan are based on performance information and changing circumstances.

At a minimum, a desk-top review of the Strategic Community Plan should be undertaken every two years (following councillor elections), and a full review and renewed long term visioning process be conducted every four years (following mayoral/presidential elections where held). This will ensure that community priorities and aspirations are kept up to date and remain relevant.

Ultimately, the Strategic Community Plan will be a driver for all other planning and the integration of asset, service and financial plans means the local government's resource capabilities are matched to communities' needs. Where structural reform is being put in place, this integrated approach to planning will help the new entities identify and meet the requirements of the participating local community.

STRATEGIC COMMUNITY PLAN SUMMARY

Description	Intent	Roles and Responsibilities	Elements
Principal strategy and planning document that reflects community long term vision, values, aspirations and priorities with consideration to local government Area/Place/ Regional Plans, local government strategies, and resourcing.	<ul style="list-style-type: none"> To involve the community in the establishment of a long term vision for the local government through the identification of strategic priorities and aspirations. To provide the local government with clear direction understanding of the community well-being priorities over a longer time frame (social, economic, environmental and civic leadership) and to understand long term impacts based on research that will translate to service, asset and land use planning requirements. To guide local government priority setting within the Corporate Business Plan. 	<p>Community</p> <p>Genuine community involvement is essential. Independent and professionally facilitated workshops are preferred.</p> <p>Council</p> <ul style="list-style-type: none"> Approves the process and structure of the community engagement model. Adopts the plan. Adopts the plan following reviews. <p>Administration</p> <ul style="list-style-type: none"> Enables, guides and documents the process. Provides administrative and technical support to the community and council. Understands broad resource implications of Strategic Community Plan. Integrates the priorities and focus areas into Corporate Business Plan deliverables. 	<ul style="list-style-type: none"> Long Term Community Vision. Short, medium and long term community aspiration. Objectives to address community well-being issues. Strategies to address the Objectives. Strategic performance Indicators. Means of measurement.

Supporting Processes	Timeframes and Review	Outputs and Interdependencies
<ul style="list-style-type: none"> Community Engagement strategy outlining stakeholder engagement methods. External analysis identifying trends, impacts. Alignment to State and National legislation and policy where appropriate. Interdependent relationship with local area/place/regional planning, land use planning and local planning scheme. Resourcing implications such as service and asset planning, financial planning. The tool for ensuring local community outcomes identified are considered in any local government, including new and reforming local governments. 	<p>10+ Years</p> <p>Major Review</p> <ul style="list-style-type: none"> Every four years, council reviews the vision, priorities and aspirations of the plan with full and wide ranging community engagement. Renews the plan in line with contemporary community desires. <p>Minor Review</p> <ul style="list-style-type: none"> Every two years following major review. "Desktop review" with community consultation and council endorsement. <p>Timing</p> <ul style="list-style-type: none"> Reviews should take place as soon as practicable after council elections with major reviews aligning with mayoral / presidential elections where held. 	<p>Outputs</p> <ul style="list-style-type: none"> Strategic Community Plan. <p>Interdependencies</p> <ul style="list-style-type: none"> Informing or specific issue strategies e.g. <ul style="list-style-type: none"> Community Safety Strategy Economic Development Strategy Active Ageing Strategy Health and Well Being strategy Tourism Strategy. Place Based Strategies. Local Planning Strategies. Strategic Project Business Cases e.g. <ul style="list-style-type: none"> Performing Arts Centres Youth Centres Major Road Projects City/Town Centre Redevelopments Recreation centres Urban renewal. Corporate Business Plans <ul style="list-style-type: none"> Asset Management Plans Workforce Plans Financial Plans Operational Plans Services. <p>Regional Council involvement and activities.</p>

3. HOW TO DEVELOP THE CORPORATE BUSINESS PLAN

It is recommended that the Corporate Business Plan be developed through the following processes to achieve the desired planning outcomes, ensure effective corporate governance and promote local government sustainability.

1. Activating the Strategic Community Plan
2. Operations Planning
3. Informing Strategies
4. Local Government Operations Review and Re-prioritisation

When completed, these inputs may be presented in a single document or as a number of separate documents. The relative size and complexity of the local government will determine the most appropriate approach.

These processes have been tabled separately in the Corporate Business Plan summary to provide greater clarity.

3.1 ACTIVATING THE STRATEGIC COMMUNITY PLAN

What is it?

- The process by which council, having adopted the 10+ year Strategic Community Plan, sets the strategic priorities that will drive the operation of the local government over the medium to short term.

What does it do?

- Integrates the Strategic Community Plan with local government business to turn community aspirations into operational priorities and activities.

Who is involved?

- Local government administration:
 - Provides all relevant information, plans and strategies to assist council in its priority setting process.
- Council:
 - Understands community outcomes and aspirations and the interdependencies between community planning, services, assets and land use.
 - Sets the future direction and strategic priorities (as informed by the Strategic Community Plan) to guide the local government administration to achieve community aspirations.
 - Revisits and renews 4-5 year priorities based on reviews of the Strategic Community Plan.
 - Submits reviews of the 4-5 year priorities to the Community for comment.
- Community:
 - Gives feedback on reviews of the 4-5 year priorities.

How is it developed?

- Councillors participate in workshops or other discussions facilitated by local government administration staff or a consultant.

3.1.1 IN PRACTICE – ACTIVATING THE STRATEGIC COMMUNITY PLAN

The information required, processes and outputs involved in Activating the Strategic Community Plan are detailed below.



What do I have to gather?

The information outlined in the table above could be used during the process.

It includes the objectives, aspirations and intent of the Strategic Community Plan, performance data linked to the Strategic Community Plan, and information relating to the resourcing capability of the local government to sustainably deliver community priorities and activities.

What do I do with it?

The following planning processes can be undertaken to ensure council meets its corporate governance and resource capability requirements:

- **STRATEGIC RISK ASSESSMENT** - identify and analyse any risks to the local government that may impact on achieving objectives, and how those risks can be managed.
- **EXTERNAL ANALYSIS** - examine the external factors that will, or could, have an impact over the short to medium term (four-five years). These might include population demographics; social inclusion; social; environment; economy; technology; political; and customer needs, among others.
- **INTERNAL ANALYSIS** – assess local government performance data to understand its capability to achieve council priorities.

- **RESOURCE CAPABILITY ANALYSIS** – examine resource capability (assets, finance, and workforce) so council has a clear understanding of the level of resource capability when determining future direction and priorities.
- **COUNCIL VISION AND DIRECTION SETTING** – determines strategic priorities. Council undertakes a process of:
 - Understanding purpose and direction as informed by the Strategic Community Plan;
 - Identifying where it wants to be in the (four-five year) short to medium term;
 - Determining where it is now; and
 - Defining key priorities to move towards its desired position.

What do I end up with?

Activating the Strategic Community Plan will generate:

- **STRATEGIC PRIORITIES** – A council's principal statement that sets strategic direction and identifies priority areas for the local government, informed by the Strategic Community Plan, external factors and internal capability analysis. This must be aligned to the review process detailed below.
- **RESOURCING REQUIREMENTS** – an understanding of the resourcing capability required over the term of office or planning period set by the council.

3.1.2 REVIEW

Local governments must establish a schedule to review council's priorities in line with reviews of the Strategic Community Plan.

At a minimum, council should undertake a desk-top review of its strategic priorities every two years (following councillor elections), and coinciding with its desk-top review of the Strategic Community Plan. Council should undertake a full review of its priorities and renewed long term visioning process every four years (following Mayoral/Presidential elections if held) and coinciding with the local government's full review of the Strategic Community Plan.

3.2 OPERATIONS PLANNING

What is it?

The local government administration:

- Plans the delivery of services, projects, infrastructure and other local government Informing Strategies to achieve the strategic priorities set by council.
- Establishes ongoing, rolling financial plans for the delivery of services, projects, infrastructure and other local government Informing Strategies.

What does it do?

- It details the operations and activities of the local government.
- The local government confirms its capability to achieve priorities by identifying and costing services, projects and Informing Strategies, including those that will be delivered as part of current Corporate Business Plan priorities and those that will inform long term financial projections.
- Details the financial capacity of the local government to deliver services and provide and maintain assets in the longer term.
- Establishes long term financial projections based on Strategic Community Plan aspirations and other local government Informing Strategies.
- Sets performance measures and processes for evaluating projects, services and the delivery of Corporate Business Plan priorities.

Who is involved?

- Local government administration:
 - Prepares the plan, taking into consideration all key inputs and strategic influences.
 - Develops and costs operational plans for the delivery of services, projects, and infrastructure based on the priorities and having used long term strategies related to Workforce, Assets and Finances to inform those plans.
 - Identifies and costs major infrastructure projects to meet current strategic priorities, and those to be included in long term financial projections.
 - Establishes long term financial projections based on Strategic Community Plan aspirations and other local government Informing Strategies.
 - Summarises operational plans into a set of Corporate Business Plan priorities for presentation to Council.
 - Sets performance measures and processes for evaluating projects, services and the delivery of Corporate Business Plan priorities.
- Community:
 - Gives feedback on the plan as part of the community consultation process in establishing and reviewing the annual outcomes of the Corporate Business Plan.
- Council:
 - Understands and approves the plan (that is, approves the Corporate Business Plan as a whole, based on the Corporate Business Plan Priorities). Council is not required to approve each individual business area or team operational plan.

3.2.1 IN PRACTICE – OPERATIONS PLANNING

The information required, processes and outputs of the Local Government Operations Planning component are detailed below.

Please Note: Some of the information gathering and processes will already have been undertaken to some extent as outlined in 3.1 Activating the Strategic Community Plan.



What do I have to gather?

The following information is gathered prior to commencing Local Government Operations Planning:

- The local government's strategic priorities, vision and values. These drive its operations.
- The resourcing capability of the local government to deliver all its operations and services.
- The levels of service that are expected by the community. These need to be considered in light of the levels of service which the local government has the capacity to provide.
- Performance data to assess where improvement is required.
- Where shared services agreements exist, all of the other local government's plans and strategies (including service plans) will need to be integrated in the 4-5 year and 10+ year financial planning process.
- External or internal challenges and opportunities that could impact on the local government's operations over the short term.
- Current and emerging State / National legislation or policy decisions that may impact on the local government and its operations.

What do I do with it?

During the development of the Corporate Business Plan the most important outcome is to integrate and determine resource capability. The following processes can assist in achieving the desired planning outcomes.

- **EXTERNAL ANALYSIS** – examine the external factors that will, or could, have an impact on the local government's operations. This must be done with reference to the priorities that the Council has determined.
- **OPERATIONAL RISK ASSESSMENT** – operational risks are generally concerned with a local government's systems, processes, resources and employees. The impact that these risks would have on delivering the local government's operations needs to be managed.
- **INTERNAL ANALYSIS** – performance data is assessed to understand how capable the local government is of delivering the vision and priorities that Council has determined. Required improvements are identified, as are the processes for building these into operations.
- **INTEGRATION** – determine the local government plans and strategies, operational requirements and other business considerations that need to be brought together and assessed. This is where a local government's options to achieve Council priorities are determined in line with the following process.
- **RESOURCE CAPABILITY ANALYSIS** – assess resource plans (assets, finance, workforce) to determine how capable the local government is to deliver its operations. This exercise ensures that changes in priorities are recognised, contributing to the sustainability of the local government. Performance targets will also be explored to monitor progress and provide a means for accountable reporting to community.
- **SERVICE / PROJECT EVALUATION** – a method of assessing and evaluating the local government's services and projects is required to ensure new and existing business is aligned to local government direction, is cost effective, optimises community outcomes and leads to a sustainable local government.
- **STRATEGIC COMMUNITY PLAN REFERENCE** – alignment between the Corporate Business Plan and the Strategic Community Plan must be ensured to enable accountable reporting to the community in the future.
- **ORGANISATIONAL DEVELOPMENT** – the vision and values Council has set for the local government need to be communicated throughout the local government administration. This encourages an integrated organisational system that understands purpose and alignment to strategic objectives.

What do I end up with?

The Local Government Operations Planning process will generate:

- **A CORPORATE BUSINESS PLAN** – Outlining the local government's operations (including services, assets, Council priorities and projects), with detailed financial estimates, administrative responsibilities and linkages to the Strategic Community Plan.
- **UPDATED RESOURCE SPECIFIC INFORMING STRATEGIES** – The interdependent relationship between the Corporate Business Plan and the Resource Specific Informing Strategies (financial, assets and workforce) ensures that resourcing capability is assessed and continually reviewed.

CORPORATE BUSINESS PLAN SUMMARY

Inputs	Description	Intent	Roles and Responsibilities	Timeframes and Review
Activation/ Linkage to Strategic Community Plan (Strategic Priorities)	<p>Council's principal statement that sets strategic direction and identifies priority areas informed by the Strategic Community Plan, external factors and internal capability analysis.</p>	<p>To identify council priorities over a shorter time frame to drive integrated planning within the local government.</p> <p>To integrate community aspirations into local government operations and service delivery.</p>	<p>Council</p> <ul style="list-style-type: none"> Sets realisable priorities and focus areas. Assesses the capacity and reality of the local government to deliver. <p>Local Government Administration</p> <ul style="list-style-type: none"> Enables, guides and documents the process. Provides administrative and technical support to the council. Integrates the priorities and focus areas into corporate business plan deliverables. Provides indicative costs and resource capability information on objectives, strategies and projects from Strategic Community Plan. 	<p>Prioritisation of community aspirations at 4-5 year intervals.</p> <p>Major Review</p> <p>Every 4 years - Aligns with reviews of Strategic Community Plan.</p> <p>Minor Review</p> <p>Every 2 years following major review.</p> <p>Timing</p> <p>Reviews should take place as soon as practicable after Council elections. Major reviews aligning with mayoral / presidential elections. Minor reviews aligning with council/half council elections.</p>
Operations Planning	<p>The principal planning process that reflects the local government's capacity and intention to deliver services and provide and maintain assets for their community.</p> <p>The organisation's internal business planning driven by Strategic Community Plan priorities that highlights the financial sustainability (or otherwise) of the local government.</p>	<p>To translate council priorities into actions and integrate all of the local government's planning efforts to determine what it can deliver within the available resources with the ability to cascade and drive annual planning and budgeting.</p>	<p>Administration</p> <p>Leads the process in the preparation of the Corporate Business Plan after taking into consideration all key inputs and strategic influences.</p> <p>Community</p> <p>Gives feedback on plan priorities as part of the community engagement process in either establishing or reviewing the plan.</p> <p>Council</p> <p>Approves the plan.</p>	<p>Articulated as a rolling 4 year plan supported by long term (10 year) financial projections.</p> <p>10 Year Financial Plan Years 1 to 3 of the plan should provide more detail than years 4 to 10.</p> <p>Year 1 of the plan is the annual operational plan for the organisation from which the budget is developed. It should therefore be accurate and deliverable.</p>

Elements	Supporting Processes	Outputs and Interdependencies
<ul style="list-style-type: none"> • Council Vision. • Guiding Principles and Values. • Activities to achieve the priority objectives and strategies from the Strategic Community Plan that will be addressed. • Other council identified priorities. 	<ul style="list-style-type: none"> • Assessment of external factors identifying trends, impacts and opportunities. • Resource capability processes to test and understand ability to deliver prior to finalisation of document. 	<p>Outputs</p> <ul style="list-style-type: none"> • Strategic Directions: <ul style="list-style-type: none"> – Vision – Values – Priorities – short to medium term (4-5 yrs). • Service levels. <p>Interdependencies</p> <ul style="list-style-type: none"> • Resource specific Informing Strategies (Asset, Workforce, Financial).
<ul style="list-style-type: none"> • Must address all of the local government's operations - including services, assets (capital works and ongoing operating), Strategic Community priorities and projects. • Identifies how operations link to the Strategic Community Plan. • Supported by detailed financial estimates (10 year financial plan). 	<ul style="list-style-type: none"> • Business planning process that integrates all internal and external factors. • Detailed internal resource planning that identifies asset, financial and workforce capability and must be understood prior to finalisation of the Corporate Business Plan. • 'Roll-forward' process that occurs after each annual review. 	<p>Outputs</p> <ul style="list-style-type: none"> • Corporate Business Plan. • Service Plans. • Operational Plans. • Specific Issues Based Plans e.g. Community Safety and Crime Prevention Plans. • Performance Measurement. <ul style="list-style-type: none"> – A small number of powerful, effective, and uniform performance indicators utilised across the entire sector. <p>Interdependencies</p> <ul style="list-style-type: none"> • 10 Year Financial Plan. <ul style="list-style-type: none"> – Financial projections based upon inputs by and summaries of: <ul style="list-style-type: none"> – Asset Management Plan – Workforce Plan – Divisional or team based service or business unit plans – Major project plans – Revenue Strategy – Subsidiary or specific issue strategies – Other documents . <p>Note: Not necessarily all of these documents would carry Council endorsement or involvement.</p> <ul style="list-style-type: none"> • Resource Specific Informing Strategies.

CORPORATE BUSINESS PLAN SUMMARY (cont)

Inputs	Description	Intent	Roles and Responsibilities	Timeframes and Review
Corporate Business Plan Review and Re-prioritisation	<p>Reviews the current year of the Corporate Business Plan to re-prioritise operations and drives development of the Annual Budget.</p> <p>It sets out what the local government will deliver in the current financial year and how much it will cost with reference to changing internal, external, community and business environments.</p> <p>Provides an accurate and reliable foundation on which to produce the annual budget.</p>	<p>To maintain the delivery of local government services, projects and other strategies that will meet community priorities in response to changing environments.</p> <p>To establish the program of works that will be delivered during a financial year as intended by the Corporate Business Plan.</p> <p>Determines the Annual Budget.</p>	<p>Administration</p> <p>Reviews the Corporate Business Plan after taking into consideration all key inputs and strategic influences.</p> <p>Council</p> <p>Approves the reprioritised plan.</p>	<p>Annually</p> <p>All elements of the plan should be reviewed and reported each year prior to the annual budget process.</p> <p>This allows the corresponding year of the financial plan to accurately inform the annual budget.</p>

Elements	Supporting Processes	Outputs and Interdependencies
<ul style="list-style-type: none"> • Must address all of the local government's operations for the financial year - including services, assets (capital works and ongoing operating), local government strategic priorities and projects. • Identifies how annual operations link to the Strategic Community Plan. Supported by detailed financial revenue, expenditure and processes that form the Annual Budget. 	<ul style="list-style-type: none"> • An annual process that drives development of the Annual Budget and is the review process to roll the Corporate Business Plan forward. • Detailed budget development processes that inform and is informed by, the long term financial projections. 	<p>Outputs</p> <ul style="list-style-type: none"> • Reprioritised 'Rolled Forward' Corporate Business Plan. • Annual Budget. • Performance Measures and Evaluation <ul style="list-style-type: none"> – Annually calculated with historical and current performance recorded in the Corporate Plan and Annual Report. <p>Interdependencies</p> <ul style="list-style-type: none"> • 10 Year Financial Plan.

3.3 INFORMING STRATEGIES

What are they?

- Informing Strategies (particularly Financial, Asset Management and Workforce) inform the local government of how capable it is to deliver the services and assets required by the community.
- Issue specific Informing Strategies such as Community Safety Strategies and Disability Support Strategies, or Major Infrastructure/Works Strategies also assist the local government to deliver the services, assets and projects required by the community.

What do they do?

- Informing Strategies allow a local government to set its priorities within its resourcing capability and deliver short term, medium term and long term community priorities and aspirations.
- All Informing Strategies have an interdependent nature throughout the Integrated Planning and Reporting Framework. This means they can inform other strategies, be informed by other components and be continually developed after other components are finalised. As they are managed somewhat separately to the Corporate Business Plan, local governments can explore options and pursue innovative solutions to resourcing issues.

Who is involved?

- Local government administration:
 - Leads the process in the preparation of the strategies after taking into consideration all key inputs and strategic influences.
- Council:
 - May approve some Informing Strategies (such as Finance, Asset and Workforce) but not all. The strategies which Council will be required to endorse will be determined by local government policy.

3.3.1 IN PRACTICE – INFORMING STRATEGIES

FINANCIAL

The information required, processes and outputs of the financial informing strategy are detailed below.



What do I have to gather?

The following information is gathered when developing and progressively updating the financial informing strategy:

- The start of any planning or reviewing process needs to commence with assumptions. These are the foundation upon which the plan is developed. Assumptions can include: the expected rate of growth, acceptable level of debt etc.
- The key input is to integrate the components of the Asset Management Plan; particularly the Capital Works Schedule, whole of life asset costs and implications of addressing the renewal funding gap.
- Service Plans also need to be integrated to ensure changes in service delivery (type or level) are costed.

What do I do with it?

During the development of the financial informing strategy the following key processes are used:

- FINANCIAL ANALYSIS - determine the income and expenditure projections, balance sheet, cash flow statement and any other statutory reporting requirement.
- REVENUE PLANNING - determine the rates, borrowings, commercial activities, investments, fees and charges and grant opportunities to maximise available revenue.
- SENSITIVITY ANALYSIS - determine those factors or assumptions that if varied are most likely to impact the Financial Plan.
- SCENARIO MODELLING - prepare the projections/estimates in the plan based on different scenarios (e.g. expected, best case, worse case) to understand the impact of variation.

What do I end up with?

The following are outputs of the financial informing strategy processes:

- FINANCIAL PLAN - Outlining assumptions, projections, statutory reports, revenue strategy and sustainability indicators that address the minimum requirements outlined in the National Frameworks.
- UP TO DATE FINANCIAL CAPABILITY INFORMATION - Can be used to inform other components of the Framework.

ASSET MANAGEMENT

The information required, processes and outputs of the asset management resourcing component are detailed below.



What do I need to gather?

The following information is gathered when developing and progressively updating asset management strategies:

- During development of the Strategic Community Plan, or progressively with Local Area / Place / Regional Planning, priorities about services, service levels and asset based solutions to key issues are identified. This information needs to integrate with asset planning.
- The local government asset register is the basis for costing information that needs to integrate with financial planning.
- Asset condition assessments show the current state of an asset and provide an indication of the upgrading or renewal required to keep the asset at an acceptable level.
- Assets must be planned for and managed based on their lifecycle cost.
- The Capital Works Schedule (for new and existing assets) needs to be costed and integrated with financial planning.

What do I do with it?

During the development of the asset management strategy, the following key processes are used:

- **POLICY DEVELOPMENT** - Council endorses a policy governing the management of local government assets.
- **SERVICE LEVEL REVIEW** - determine the level of service that the asset needs to provide to meet existing and future community requirements.
- **RISK ASSESSMENT** - identify what assets are critical to the local government's operations.
- **STRATEGY DEVELOPMENT** - develop strategies to ensure that risks to critical assets are managed and minimised.
- **IMPROVEMENT** - determine what actions are needed to improve the local government's asset management capability.

What do I end up with?

The following are outputs of the asset management strategy processes:

- **ASSET MANAGEMENT STRATEGY** – demonstrates how the local government's assets will meet the service delivery needs of the community.
- **ASSET MANAGEMENT PLAN** - Informed by community priority and includes an asset management policy, whole of life costing for the asset register, strategies for critical assets and an improvement plan to build asset management capability.
- **FINANCIAL IMPLICATIONS** - The Asset Management Plan is integrated with the Financial Plan to ensure capability is understood.

WORKFORCE

The information required, processes and outputs of the workforce resourcing component are detailed below.



What do I have to gather?

The following information is gathered when developing and progressively updating the workforce strategy:

- The Strategic Community Plan provides the enduring aspirations of the community. This needs to be considered when assessing how the workforce will need to change over the long term.
- The immediate strategic priorities set by Council. This provides information about how the workforce will need to change over the short term.
- The Corporate Business Plan outlines the short term operations of the local government identifying what it will deliver and who is responsible.
- Collect information about the external factors that would impact the workforce including current and projected economic factors, market factors, competitor factors and the level of supply.
- Data about the current workforce needs to be sourced. This can include demographics, skills, position requirements, succession plans etc.

What do I do with it?

During the development of the workforce strategy, the following key processes are used:

- **WORKFORCE ANALYSIS** - determine how capable the workforce currently is (in terms of achieving Corporate Business Plan objectives).
- **RISK ANALYSIS** - identify and assess the risks that are currently facing the workforce. This establishes a baseline for sensitivity analysis and allows for mitigation strategies to be included in the Workforce Plan.
- **FORECASTING** - analyse how the workforce will need to change over time to deliver the objectives in the Corporate Business Plan.
- **STRATEGY DEVELOPMENT** - identify how the local government will build workforce capability to deliver the Corporate Business Plan (with the view to achieving long term community priorities).

What do I end up with?

The following are outputs of the workforce strategy processes:

- **WORKFORCE PLAN** - A co-ordinated approach addressing the human resourcing requirements to deliver local government operations.

INFORMING STRATEGIES SUMMARY

Description	Intent	Roles and Responsibilities	Timeframe
<p>Local government's internal documents that determine the ability to achieve community priorities through planned and managed services, assets, finances and people.</p>	<p>To determine the local government's ability to deliver prioritised community requirements that it is responsible for so that a deliverable Corporate Business Plan can be achieved.</p> <p>Informing Strategies are managed separately to the Corporate Business Plan to allow for and assist with longer term planning. This will also give local governments the opportunity to explore options and pursue innovative solutions. It can include investigating lease options as opposed to purchasing, volunteer arrangements, shared arrangements etc.</p>	<p>Administration</p> <p>Leads the process in the preparation of the strategies after taking into consideration all key inputs and influences.</p> <p>Council</p> <p>Many approve some but not all Informing Strategies. e.g. Resource Specific Informing Strategies.</p>	<ul style="list-style-type: none"> • Assets 10+ years. • Financial 10+ years. • Workforce 4+ years.

Elements	Supporting Processes	Outputs and Interdependencies
<p>Assets</p> <ul style="list-style-type: none"> To be determined by Asset Management Framework - <i>must address existing and proposed asset base, whole of life costing, service levels and renewal funding gap, and is a major input to development of the Financial Plan.</i> <p>Financial</p> <ul style="list-style-type: none"> Assumptions. Income and Expenditure projections, balance sheet and cash flow statement. Revenue Planning (rates, borrowing, commercial, investments, fees and charges and grants - must be based on sound borrowing principles and practices). Sensitivity analysis. Scenario modelling. Financial performance monitoring (that addresses the National Frameworks as a minimum). <p>Workforce</p> <ul style="list-style-type: none"> Current workforce capacity and capability. Required workforce capacity and capability to deliver the Corporate Business Plan. Strategies to address the identified gaps in capacity and capability. 	<ul style="list-style-type: none"> Processes to inform community planning of resourcing capability. Processes to test the ability to deliver the Local Government Strategic Priorities component prior to adoption. Processes to integrate with the Corporate Business Plan. Internal learning and development processes to enhance organisational capability. Resourcing will be updated at least annually as part of the review of the Corporate Business Plan or earlier as changes in the external environment occur and alternative resourcing options are explored. 	<p>Outputs</p> <ul style="list-style-type: none"> Asset Management Strategy. Finance Strategy. Workforce Strategy. Issue Specific Strategies. <p>Interdependencies</p> <p>Strategic Community Plan Corporate Business Plan.</p>

3.4 CORPORATE BUSINESS PLAN REVIEW AND REPRIORITISATION

What is it?

- The process of annual review and reprioritisation of activities to ensure that the local government is capable of meeting the Corporate Business Plan priorities and long term priorities established by the Strategic Community Plan.

What does it do?

- It identifies the local government's current position in relation to the delivery of Corporate Business Plan priorities.
- It reprioritises services, projects or other operations to respond to changes in the community, business and environment or available resources.
- Allows for an evolving and rolling Corporate Business Plan which results in an Annual Budget.

Who is involved?

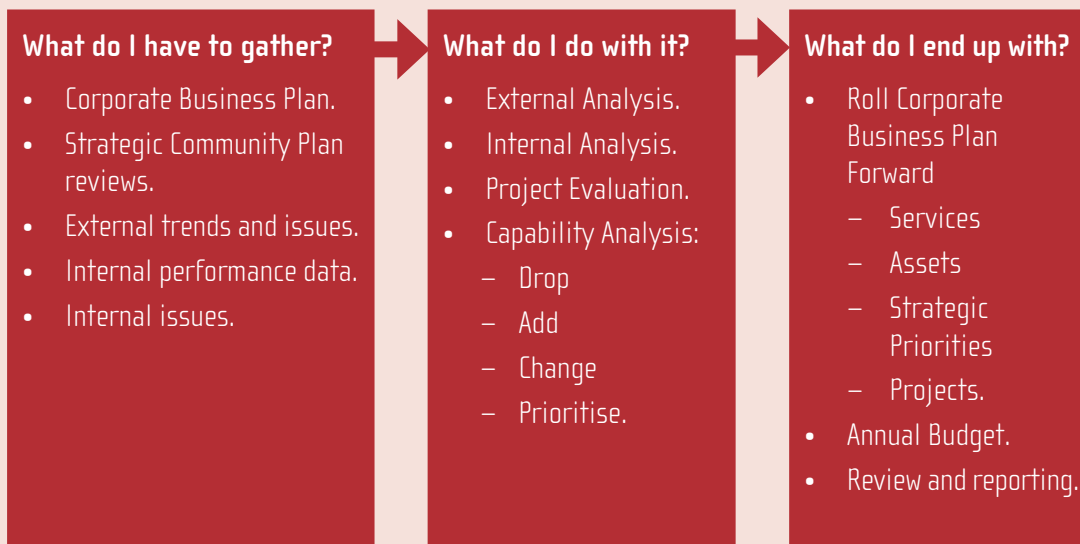
- Local government administration:
 - Reviews the Corporate Business Plan after taking into consideration all key inputs and strategic influences.
- Council:
 - Approves the reprioritised Corporate Business Plan.

How is it developed?

- External analysis and project evaluation, including Strategic Community Plan reviews, identifies internal and external changes that could impact on the local government's capacity to deliver ongoing Corporate Business Plan priorities.
- Projects, services, or other operations are dropped, added or reprioritised to respond to changes in the community and business environment or available resources.

3.4.1 IN PRACTICE – CORPORATE BUSINESS PLAN

The information required, processes and outputs of the Corporate Business Plan review are detailed below.



What do I have to gather?

The following information is gathered prior to commencing the review of the Corporate Business Plan. It is important that the initial planning aspect occurs to ensure alignment and resource capability before a budget is determined:

- The Corporate Business Plan is used to drive development of the Annual Budget. Each year of the Corporate Business Plan is intended to drive the Annual Budget.
- Any external trends or key issues that would impact on the objectives in the Corporate Business Plan for the ensuing financial year.
- Performance data to assess where improvement is required over the ensuing financial year.
- Any internal operational issues or requirements that could impact on objectives need to be sourced.
- Reviews of the Strategic Community Plan or reviews of Council priorities which activate short, medium or long term community aspirations.

What do I do with it?

During the review of the Corporate Business Plan and Reprioritisation, the following key processes may be used:

- EXTERNAL ANALYSIS - examine and manage external trends and issues that could impact on the local government's operations over the ensuing financial year.
- INTERNAL ANALYSIS - examine performance data, assess operational issues and identify the improvement strategies to be deployed throughout the duration of the Corporate Business Plan.
- SERVICE / PROJECT EVALUATION - significant changes in community aspirations, expectations, priorities or external factors may require a method for re-evaluating services and projects to ensure alignment, cost-benefit and resource capability.
- CAPABILITY ANALYSIS - micro testing of resource capability ensures that the local government responds to changes in the community and business environment by prioritising its operations within its available resources. The long term (10 year) financial projections are updated and utilised during this analysis. They also drive the development of the Annual Budget.

What do I end up with?

The following are outputs of the Corporate Business Plan review and Reprioritisation processes:

- ANNUAL BUDGET - The financial representation of “Year 1” of the Corporate Business Plan, including detailed statutory financial requirements.
- REPRIORITISED / ROLL FORWARD CORPORATE BUSINESS PLAN - Outlining all of the local government’s operations (including services, assets, Council priorities and projects), with detailed financial estimates, administrative responsibility and linkage to the Strategic Community Plan. The interdependent relationship with the Informing Strategies means that the level of resource capability over the extended life of the Corporate Business Plan is reviewed, assessed and updated as required.

4 REPORTING

What is it?

- The process by which the local government informs the community and statutory bodies on its progress in delivering services, projects and other operations to meet the community’s short term, medium term and long term aspirations.
- The Annual Report is the prescribed reporting requirement which local governments need to establish and maintain.

What does it do?

- It provides an internal review and monitoring function that allows the local government to respond to change.
- Ensures continued community involvement in the planning process and acknowledges that long term outcomes are being progressed.

Who is involved?

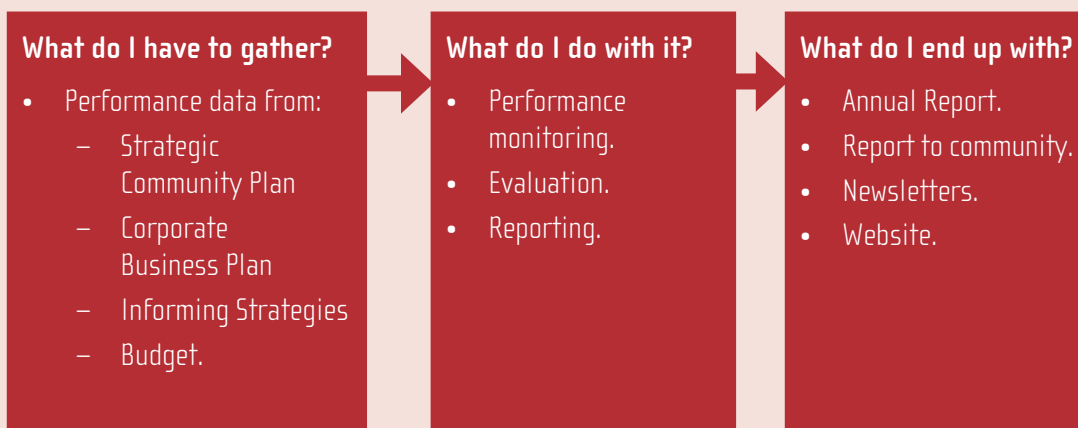
- Local government administration:
 - Undertakes performance monitoring and compiles reports.
 - Publishes and distributes reports and performance information.
 - Engages with community to obtain feedback on performance.
- Community:
 - Provides feedback on local government performance as part of the community engagement process.
- Council:
 - Approves the Annual Report.

How is it developed?

- The local government evaluates services, projects and other operations against their stated performance indicators.
- Progress is reported to the community and statutory bodies via a range of media.

4.1 IN PRACTICE – REPORTING

The information required, processes and outputs of local government reporting is detailed below.



What do I need to gather?

The following information is gathered for the purposes of Reporting:

- Performance data indicating progress and achievement against the Strategic Community Plan priorities, Corporate Business Plan and Budget.
- Use the defined method of assessment contained within these plans to build the systems to capture the required data.

What do I do with it?

To assist in accountable reporting the following key processes and minimum reporting standards are used. It is important to note that local governments that wish to report more frequently than suggested are encouraged to do so.

- PERFORMANCE MONITORING - establish systems that allow for review as follows:
 - Strategic Community Plan - annual monitoring
 - Corporate Business Plan - annual monitoring
 - Operational Plans - quarterly monitoring
 - Annual Budget - monthly monitoring.
- REPORTING - Establish systems that allow for reporting as follows:
 - Quarterly Reporting - report by the local government administration to Council outlining progress being made against the Budget that in turn reflects progress against the Corporate Business Plan.
 - Annual Reporting - report by the local government to the community outlining progress made against the Corporate Business Plan that in turn reflects progress against the Strategic Community Plan.

Outputs

The following are outputs of the reporting process:

ANNUAL REPORT - A report to community on the progress of Corporate Business Plan delivery and how this relates to achieving Strategic Community Plan priorities.

REPORTING

Description	Intent	Roles and Responsibilities	Timeframe
Report on the progress of delivering the Corporate Business Plan and how this relates to achieving priorities in the Strategic Community Plan	To satisfy local government's corporate governance requirement of accountable reporting to the community.	<p>Administration</p> <p>Undertakes performance monitoring and compiles reports.</p> <p>Council</p> <p>Approves the Annual Report.</p> <p>Community</p> <p>Provides feedback on local government performance as part of the ongoing community engagement process.</p>	Annually to community (against the Corporate Business Plan) and an additional report from the Council (against the Strategic Community Plan).

Elements	Supporting Processes	Outputs and Interdependencies
<p>As a minimum must include:</p> <ul style="list-style-type: none"> • Report from Mayor. • Report from CEO. • Overview of the Corporate Business Plan and progress made during the year - against the current year. • Other statutory requirements. • Financial statements. • Report against the Strategic Community Plan (from the outgoing councillors). • Standardised Performance Criteria. 	<ul style="list-style-type: none"> • Quarterly reporting process against the current year of the Corporate Business Plan to monitor performance and respond to changing priorities. • Development of key performance indicators at appropriate levels to assess performance. • Monthly financial reporting against the Annual Budget. • Statutory financial reporting processes. 	<p>Outputs</p> <ul style="list-style-type: none"> • Monthly financial reporting. • Quarterly reporting. • Annual Report. • Progress reports to community. <p>Interdependencies</p> <ul style="list-style-type: none"> • Strategic Community Plan Reviews. • Relevant State Government Legislation.

APPENDIX A – KEY FINDINGS FROM RESEARCHED MODELS

The models that have been benchmarked and built on as part of the Integrated Planning and Reporting Framework and Guidelines are:

- Local Government Sustainability Framework documents published by the Local Government and Planning Ministers' Council¹;
 - National Framework 1 – Criteria for Assessing Financial Sustainability;
 - National Framework 2 – Asset Planning and Management;
 - National Framework 3 – Financial Planning and Reporting; and
- New South Wales Integrated Planning and Reporting Guidelines published by the New South Wales Government – Division of Local Government, Department of Premier and Cabinet².

Additional research was conducted to establish a more considered view in proposing a recommendation for Integrated Planning. The additional models selected were:

- Queensland Planning and Accountability Documents (consultation draft) published by Queensland Government – Department of Infrastructure and Planning³
- New Zealand Local Authority Planning Requirements published via the New Zealand Department of Internal Affairs⁴

The research on the four models focussed on intent, approach and requirements. It did not address deployment or implementation.

NATIONAL FRAMEWORKS

The intent of the National Frameworks is to apply consistency across local governments by providing a standard reporting means so that each State or Territory can assess financial and management performance on a comparative basis⁵. They are deployed within the legislative and operating context of each State or Territory. A summary of the existing National requirements are as follows.

- Financial sustainability indicators – income generating efforts (rates, other own source revenue, operating costs, operating results), service delivery efficiency (reflecting community need), short and long term sustainability (liquidity and debts) and asset management (management of ageing assets).
- Asset Management planning that is integrated with longer term Strategic and Financial planning, and is informed by community driven service levels.
- A longer term Strategic Plan⁶ (that outlines current position, vision and objectives of Council, strategies to achieve objectives, resourcing and a means for monitoring performance) with a minimum life equal to the term of office of the Councillors that reflects community need.
- An Annual Budget⁷ (including estimates, assumptions, revenue strategy, linkage to strategic objectives and summary of financial performance/position).

An Annual Report (outlining progress of Council's operations, audited financial statements, budget to actual variation and the impact on the Strategic Plan of such variation).

1 www.lgpmcouncil.gov.au, May 2010.

2 www.dlg.nsw.gov.au, May 2010.

3 www.dip.qld.gov.au, June 2010.

4 www.dia.govt.nz, May 2010.

5 The National Frameworks are not intended to limit States or Territories in assessing the planning, management or performance of local governments – they provide a minimum base level.

6 Developed with Public Consultation.

7 Developed with Public Consultation and prepared so that community can understand.

NEW SOUTH WALES PLANNING AND REPORTING GUIDELINES

New South Wales (NSW) local governments must comply with the Essential Elements⁸ of a Planning and Reporting Framework. The key components of the framework prescribed in the *Local Government Act 1993* (NSW) are summarised below:

- A Community Strategic Plan⁹ with a minimum 10-year timeframe that outlines community aspirations and priorities, addresses quadruple bottom line issues (social, environmental, economic and civic leadership), identifies objectives and strategies, gives regard to the State Plan and other relevant state/regional plans, and is developed based on social justice principles;
- A Resourcing Strategy¹⁰ to ensure delivery of the Community Strategic Plan that includes long term Financial Planning, Workforce Planning and Asset Management Planning;
- A Delivery Program¹¹ developed for each four year period following the election outlining the key activities¹² Council will undertake to meet the objectives identified in the Community Strategic Plan within the constraints of the Resourcing Strategy, and a method for assessing performance.
- An Operational Plan¹³ is a sub-plan of the Delivery Plan that outlines the key activities to be undertaken throughout a financial year and includes a Statement of Revenue Policy¹⁴.
- An Annual Report¹⁵ that outlines achievement of the Delivery Program and the Community Strategic Plan¹⁶, a State of the Environment Report¹⁷ and the audited financial statements and notes¹⁸.

The development of the above key components is subject to prescribed community engagement requirements.

QUEENSLAND PLANNING AND ACCOUNTABILITY DOCUMENTS

The Queensland (QLD) *Local Government Act 1993* was reviewed and resulted in a Local Government Bill 2009. The Bill was debated and passed on 4 June 2009 and assented to on 12 June 2009. The new Act will become law when it is commenced by proclamation. Until commencement, local governments in Queensland will continue to be governed by the *Local Government Act 1993*.

The planning and accountability documents are stated in Chapter 4, Part 3, s104 (3) *Local Government Act 2009* with the key components prescribed under the Local Government (Finance, Plans and Reporting) Regulation 2009¹⁹. The following documents form the basis of this framework:

- A long term Community Plan²⁰ outlining the local government's vision and how it will implement the vision via goals, strategies and policies. It is structured by the areas of economic development, environmental management, governance and social well-being and is developed according to the community engagement policy requirement.
- A long term Financial Plan²¹ that includes an investment policy, debt policy, procurement policy and revenue policy.
- A long term Asset Management Plan²² outlining sustainable asset management strategies, estimated capital expenditure for asset renewal, upgrade and extension, an asset improvement program and must be integrated with the long term Financial Plan.
- A five year Corporate Plan that sets the strategic direction for the local government, includes performance measures to monitor progress in achieving the vision stated in the long term Community Plan and states how the Community Plan will be implemented. The engagement process must be included.

8 Compliance with the Essential Elements ensures compliance with the [NSW] *Local Government Act 1993*.

9 Section 402 of the [NSW] *Local Government Act 1993*, May 2010.

10 Section 403 of the [NSW] *Local Government Act 1993*, May 2010.

11 Section 404 of the [NSW] *Local Government Act 1993*, May 2010.

12 The General Manager must report to Council at least every six months on progress against achieving the key activities.

13 Section 405 of the [NSW] *Local Government Act*, May 2010.

14 Clause 201 of the [NSW] Local Government [General] Regulations, May 2010.

15 Section 428 of the [NSW] *Local Government Act*, May 2010.

16 During the year of the ordinary election.

17 During the year of the ordinary election.

18 Clause 217 of the [NSW] Local Government [General] Regulations, May 2010.

19 Expected to commence on 1st July, 2010, June 2010.

20 Covering minimum 10 year period, June 2010.

21 Covering minimum 10 years, June 2010.

22 Covering minimum 10 years, June 2010.

- An Annual Operational Plan stating the proposed outputs, activities to deliver the outputs, performance measures to monitor delivery of outputs and be integrated with the Corporate Plan.
- An Annual Report that outlines prescribed components including financial statements, general purpose financial reports, financial sustainability measures, specific resolutions, councillor particulars, overseas travel details, spending particulars, reserves and controlled roads, disclosures and specified other contents.

NEW ZEALAND PLANNING AND REPORTING REQUIREMENTS

There are different tiers of government in New Zealand - central, local and regional. The requirements prescribed within the *Local Government Act 2002* focus on local governments' role in community well-being and sustainable development. The key components of the New Zealand (NZ) planning and reporting framework are summarised below:

- Community Outcome Processes²³ that are co-ordinated by local government at least every six years to identify and prioritise community outcomes with its communities to inform the Long Term Council Community Plan, and are reported against at least every three years;
- A Long Term Council Community Plan (LTCCP)²⁴ that is produced every three years (providing direction for 10 years²⁵) outlining all of Council's activities, how it works towards achieving community outcomes, how it will be resourced and a means for monitoring performance;
- An Annual Plan is produced as the first year of LTCCP adoption and for the two years before the next LTCCP is adopted, and is the main annual budget driver detailing all activity for a 12 month period and explains any variation to the LTCCP;
- An Annual Report outlines activities undertaken in the financial year referring to performance levels and intended activities detailed in the LTCCP, and reports on progress and financial spend against community outcomes.

The key themes that underpin this framework are consultation and partnering.

²³ Sections 91 and 92 of the [NZ] *Local Government Act 2002*, May 2010.

²⁴ Section 93 of the [NZ] *Local Government Act 2002*, May 2010.

²⁵ Subject to requirements of Part 1 of Schedule 10 of the [NZ] *Local Government Act 2002*, May 2010.

APPENDIX B – SUGGESTED GROUPINGS AND MILESTONES FOR TRANSITION PERIOD

GROUP 1 – LOCAL GOVERNMENTS WITH A COMMUNITY FOCUSED PLAN FOR THE FUTURE

- Review the plan to align to the requirements of a Strategic Community Plan and test that community priorities are still relevant.
- Commence local area / place planning to inform the Strategic Community Plan in the future.
- Prepare (or update) the Financial and Asset Plans based on the Strategic Community Plan.
- Use the Strategic Community Plan and internal resourcing knowledge to inform the direction and prioritisation of the Local Government Strategic Priorities.
- Use the Local Government Strategic Priorities to drive development of the Corporate Business Plan.
- Prepare (or update) the Workforce Plan based on input from the draft Corporate Business Plan.
- Finalise the Corporate Business Plan within the resource constraints of the Financial, Asset and Workforce Plans.
- Use the Corporate Business Plan to drive annual budgeting processes.

GROUP 2 – LOCAL GOVERNMENTS WITH A LOCAL GOVERNMENT FOCUSED PLAN FOR THE FUTURE

- Conduct external analysis to identify community priorities (that will form the interim Strategic Community Plan).
- Prepare (or update) the Financial and Asset Plans based on the external analysis.
- Use the external analysis to activate community priorities by identifying and prioritising Local Government Strategic Priorities.
- Use the Local Government Strategic Priorities to drive development of the Corporate Business Plan.
- Prepare (or update) the Workforce Plan based on input from the draft Corporate Business Plan.
- Finalise the Corporate Business Plan within the resource constraints of the Financial, Asset and Workforce Plans.
- Commence local area / place / region planning to inform the Strategic Community Plan in the future.
- Use the Corporate Business Plan to drive annual budgeting processes.

GROUP 3 – LOCAL GOVERNMENTS WITH A COMBINATION OF COMMUNITY AND LOCAL GOVERNMENT FOCUSED PLAN FOR THE FUTURE

- Conduct external analysis to confirm / update community priorities to test existing community information and use this to satisfy the requirements of a Strategic Community Plan.
- Prepare (or update) the Financial and Asset Plans based on the Strategic Community Plan.
- Activate the Strategic Community Plan priorities by establishing the local government's strategic direction and prioritising local government strategic priorities.
- Use the local government strategic priorities to drive development of the Corporate Business Plan.
- Prepare (or update) the Workforce Plan based on input from the draft Corporate Business Plan.
- Finalise the Corporate Business Plan within the resource constraints of the Financial, Asset and Workforce Plans.
- Commence local area / place / region planning to inform the Strategic Community Plan in the future.
- Use the Corporate Business Plan to drive annual budgeting processes.

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;

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 18 May 2016

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

OFFICER RECOMMENDATION – ITEM 9.3.2
--

That Council adopt the Record Keeping Policy as presented.

2014 RECORD KEEPING POLICY

PURPOSE

To establish a framework for the Shire of Mingenew to effectively fulfill its obligations and statutory requirements under the State Records Act. Council has an obligation to maintain official records in its custody in good order and condition. This includes the capture, storage, maintenance and disposal of physical records and also records in electronic format.

Council has legal obligations in relation to records management and records are themselves subject to legislation, such as the Freedom of Information Act 1991, and legal processes, such as discovery and subpoenas.

Records may also be required by external parties such as:

- a. Royal Commission inquiry
- b. Ombudsman
- c. Courts
- d. Auditors
- e. Crime and Corruption Commission (CCC); and
- f. Other people or bodies to whom or which they may be subject.

The Shire operates in an accountable and community orientated environment and is committed to maintaining a records management system that meets its business needs and accountability requirements.

SCOPE

This policy applies to all Council business and relates to both physical and electronic Council records. It applies to all Council Staff, Elected Members, Contractors and Consultants acting on behalf of or employed by the Council.

DEFINITIONS

Councillors: Includes any elected member of Council, including the President and Deputy President.

Employees: Means all people employed by the Shire of Mingenew whether permanent, fixed term or casual contract of service, apprentice, trainee and independent contractors.

Record: Can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases and photographs.

Official Record: is a record made or received by the Council/Elected Members in the conduct of its business. An official record may be paper-based and/or electronic. An official record may be held off-site.

Capture: involves the management of official records in some form of logical sequence, which may be ensured by any of the following:

- a. Classification and indexing, which allow appropriate linking, grouping, naming, security protection, user permissions and retrieval, disposition and identifying vital records;

- b. Arrangement in a logical structure and sequence, whether a physical file or electronic directory, which facilitates subsequent user and reference;
- c. Registration which provides evidence of the existence of records in a records system; and
- d. Systems which profile or template the actions undertaken in business.

Disposal: is the destruction of a record; the carrying out of any process that makes it impossible to reproduce the information in a record; the transferring or delivering ownership or possession of a record; or the selling of a record.

General Disposal Authority – RD 20100469: is the General Disposal Authority for Local Government Records compiled by State Records Office. It applies to the disposal of all records. This is irrespective of format or media and created/received by any Local Government authorities in Western Australia. The Shire of Mingenew uses this method of classification for disposal of records.

POLICY PRINCIPLES

- Shire of Mingenew's recordkeeping system will support good corporate governance and compliance to legislative requirements and best practice standards;
- Shire of Mingenew staff are required to comply with legislative and administrative requirements to create, manage, protect and make accessible records that properly and adequately document the performance of the Shire's business functions;
- Ownership of any record received or created by an employee of Shire of Mingenew in the course of their work for the Shire resides with the Shire and not the individual.
- Shire Records have installed Keywords for Council as the structured framework and thesaurus for file creation.

ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

Chief Executive Officer

The CEO is to ensure that an organizational system for the capture and management of records is established that is compliant with legislative requirements and best practice standards. To establish records management policies and procedures for the Council as a whole and establish corporate standards for Records Management. To ensure record keeping policy and procedures are known and adhered to. Providing Council staff and Elected Members with appropriate training and tools to allow them to meet their records management responsibilities. Implementing this Policy and all other Record Keeping Plans, Procedures and Strategies.

Records Officer

Responsible for operational activities:

- a. Ensuring that official records are managed in accordance with the State Records Act and Record Keeping Plan.
- b. The efficient day to day management of Councils Records (Hard copy and electronic)
- c. Effective management and system administration of Councils primary record keeping system.

Council Staff

All Council staff need to be aware of record keeping requirements that affect the performance and exercise of their duties and functions. The record keeping obligations on Council staff include:

1. Learning how and where records are kept within council through induction processes
2. Making records to support the conduct of their business activities
3. Creating records as evidence of Council operations that otherwise not created
4. Not destroying council records but forwarding them to the records officer for action
5. Following records management procedures
6. Making records to support the conduct of their business activities as evidence of Council operations and saving them into SynergySoft.
7. Capturing work related incoming and outgoing emails into SynergySoft.

Elected Members

The State Records Commission has a policy regarding the creation and retention of records received by elected members.

Elected Members must create and keep records of communications or transactions, which convey information relating to local government business or functions. These records should be forwarded to the CEO for capture into the official recordkeeping system.

This policy applies regardless of a record's format or where it was received.

Which records should be captured?

YES – Forward to your local government administration	NO – you do not need to forward to your local government
Communications from ratepayers , such as: Complaints & compliments Correspondence concerning corporate matters; Submissions, petitions & lobbying Information for Council's interest relating to local government business activity and functions	Duplicate copies – of Council meeting agenda, minutes and papers.
Telephone, meetings & other verbal conversations – between an elected member and another party, regarding local government projects or business activities	Draft documents or working papers – which are already captured at the local government
Work diaries – containing information that may be significant to the conduct of the elected member on behalf of the local government	Publications – such as newsletters, circulars and journals
Presentations and speeches – delivered as part of an elected member's official duties	Invitations – to community events where an elected member is NOT representing Council or the local government
	Telephone, meetings and other verbal conversations which: Convey routine information only; or Do not relate to local government business or functions
	Electioneering – or party political information
	Personal records – not related to an elected members official duties.

SANCTIONS

The following relevant provisions relate to the compliance in the relevant Act required by all employees and Elected Members.

State Records Act: Offences – “A government organization employee who does not keep a government record in accordance with the Record Keeping Plan of the organization commits an offence.”

Penalty \$10,000

Shire of Mingenew

RECORDKEEPING PLAN

2015

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Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organization's Recordkeeping Plan and a review of it.

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.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Mingenew and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organization.

The objectives of the Shire of Mingenew RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Mingenew and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the

- Employees;
- Contractors;
- Organizations performing outsourced services on behalf of the Shire; and
- Elected members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

This Recordkeeping Plan supersedes the 2006 Record Keeping Plan and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
 - (b) a map, plan, diagram or graph;
 - (c) a drawing, pictorial or graphic work, or photograph;
 - (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
 - (e) any thing 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 Act, 2000)*

1. Principle One: Proper and Adequate Records

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

1.1 Historical Background

The region encompassing what is now recognized as the Shire of Mingenew was originally home to the Aboriginal "Wilikardi" and "Amarju" tribes. The name Mingenew is taken from a local Aboriginal expression "Mininoo" meaning "place of many waters", as the region surrounding Mingenew was abundant with game and fresh springs.

European exploration became increasingly extensive after 1845 with the discovery of new pastures (in the large area which Grey has named Victoria Province) suitable for sheep and agriculture covering almost the whole of the country between the Moore and Irwin Rivers.

The Gregory Brothers exploration to the now Murchison Region led to the discovery of coal on the southern branch of the Irwin River (which in 1846 the Government declared the area of 10,000 acres a reserve – now known as Mingenew Coalseam Conservation Park).

Samuel Pole Phillips pioneered a small portion of the Victoria Province – the district of Irwin – around 1848 where he took up 10,000 acres of finely grassed and well watered land. It was then the accepted custom of the pastoralists to secure control of any permanent water within their leases by the purchase of small areas surrounding such springs or soaks. In 1867 Mr Phillips secured Tillage Lease No 4524 comprising 100 acres surrounding Mingenew Spring. This land he passed onto his son Samuel James Phillips, who held it as a freehold block in 1890.

In 1891 S.J. Phillips engaged the professional assistance of Henry Sandford Kind (who was surveying the Midland Railway Company's land) to survey and subdivide the former tillage lease into 156 town allotments with streets and access roads (Mingenew remained a private town until 1912). The townsites subdivision coincided with the proclamation of the Murchison Goldfield in 1891 and due to its location became the trading and stock shipment centre for the supply of goods and services for cattle and sheep stations already established in the Murchison. The townsites in 1900 comprised of two hotels, four general stores, three blacksmiths and wheelwrights, nine general carriers and one saddler.

In 1901 Mingenew became the seat of the Upper Irwin Road Board. By 1919 it was renamed Mingenew Road Board followed by the Mingenew Shire Council in 1960.

The site of the original spring forms an attractive vista around the Mingenew Caravan Park which is becoming increasingly popular with tourists.

The Shire of Mingenew has essential relationships with the following organisations:

- The State Government - in particular the Department of Local Government and Regional Development and the Department of Planning and Infrastructure;
- Adjacent Local Authorities, i.e. Shires of Morawa, City of Greater Geraldton, Yalgoo, Carnamah, Coorow, Perenjori and Three Springs.

The Mid West Regional Council, which was dissolved on the 31st of March 2014, with its final financial report dated 12 March 2015, its records are now held by the Shire of Mingenew. The figures of inactive material are listed in the details below.

1.2 Strategic Focus and Main Business Activity

The strategic focus and main business activity of the Shire of Mingenew is to provide good governance of the people in the district.

Council's Mission Statement states: "Council, together with the community, will endeavour to utilise all available resources to meet the changing needs and valid expectations of the community".

Supporting our Mission Statement, the general function of Council, as provided in the Local Government Act of 1995, is to provide for the good government of the people in the district. This is done through statutory methods, Policy and Community consultation, in order to apply the finances and resources of the Shire of Mingenew in the most appropriate manner.

1.3 Functions, including those outsourced

Refer to Appendix 1.

1.4 Major Stakeholders

The Shire of Mingenew's major stakeholders are ratepayers, customers, residents and employees.

1.5 Enabling Legislation

The Shire of Mingenew is established under the *Local Government Act 1995*.

1.6 Legislation and Regulations Administered by the Shire of Mingenew

Refer to Appendix 2 including all Shire Local Laws

1.7 Other Legislation Affecting the Shire

Refer to Appendix 3.

1.8 Major Government Policy and/or Industry Standards

Refer to Appendix 4.

2. Principle Two: Policies and Procedures

Government organizations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management Systems

An overview of the current Records Management systems in place;

- *Currently the Shire runs a hybrid system which includes SynergySoft Records Management Module and a manual component;*
- *The SynergySoft system for records management was implemented and has Keywords For Council as its File Structure scheme.*

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Shire's Manager of Administration and Finance and day to day duties carried out by the Customer Services Officer

These will be completed by March 2016

Table 2.3

Recordkeeping Activities for the management of hard copy records and covered in the Shire's Policies and Procedures	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence.		✓
Digitization – including categories of records digitized; disposal of source records; digitization specifications. See <i>General disposal authority for source records</i> ; NB: <i>This procedure is only required where the organization intends to dispose of source records prior to the expiration of the approved minimum retention period after digitising.</i>	NA	
Mail distribution – including frequency, tracking mechanisms and security measures.		✓
File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.		✓
Access to corporate records – procedures for access to and security of corporate records.		✓
Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO) – any assigned responsibilities.	NA	
Electronic records management – including the organization's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc.)		✓
Website management – i) including guidelines to determine which is the complete and accurate record, particularly in regard to the purpose of the site (e.g. whether informational/transactional). ii) Responsibility for the website and strategies implemented for the management of the website over time, including capture of periodic snapshots of the site and mechanisms for recording website amendments.		✓
Metadata management – including authority for the capture and control of metadata.		✓

Recordkeeping Activities for the management of hard copy records and covered in the Shire's Policies and Procedures	YES	NO
System/s management – including any delegations of authority for the control and security of systems utilised by the organization (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).		✓
Migration strategy – strategies planned or in place for migrating information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i>		✓

2.4 Certification of Policies and Procedures

The Shire procedures need to be rewritten. New procedures need to be written to cover most key areas.

2.5 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Mingenew do not cover the following categories: these are listed in Table 2.3 and will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by March 2016.

Policy Statements

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Shire of Mingenew business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Mingenew policy. Access to the Shire's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Mingenew will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

3. Principle Three: Language Control

Government organizations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implement

The Shire of Mingenew has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records. The KFC was put in place in July 2009. The KFC was implemented by closing off the entire previous filing system, then setting up KFC for all old system files with active material and placing last twelve months material on new files.

3.2 Thesaurus (other than Keyword for Councils) Implemented

N/A

3.3 File Plan / List of Subject Headings / List of Authorised Headings

N/A

3.4 Assessment of its Effectiveness

Currently Keywords for Council is operating with limited effectiveness.

3.5 Identified Areas for Improvement

The Keywords file list is currently under review, but generally the list is effective, just not currently used effectively.

4. Principle Four: Preservation

4.1 Assessment of the Risks

4.1.1 On Site Storage

The Shire of Mingenew has its current and active records located in onsite storage at Mingenew. The storage facility includes:

- *Metal shelving,*
- *Secure premises,*
- *No Fire detection system, and*
- *Air - conditioning for 9 hours a day*

The main disaster threatening records stored onsite needs to be assessed, a risk assessment and Disaster Management plan need to be completed.

4.1.2 Offsite Storage

The Shire of Mingenew has its non-current, inactive and archival records located onsite.

The Storage facilities are

- In a secure location;
- There is Air-conditioning;
- Boxes are stored on benches and the floors;

Currently the storage of inactive records are not up to compliance, but plans are in place to revamp a room to a compliant level by June 2016

4.1.3 Storage of Archives

Currently the storage of Archive records are not up to compliance, but plans are in place to upgrade an office area for the storage of archives as outlined in the *Directions for keeping hardcopy State archives awaiting transfer to the State Records Office* by June 2016.

4.1.4 Storage of Backups

Electronic backups of the Shire's computer records are held offsite, the entire process is managed by the IT provider Leading Edge Computers Dongara.

4.1.5 Quantity of Records

The Shire of Mingenew has custody of:

- 42 linear metres of temporary records stored onsite; and
- 14.4 linear metres of temporary records stored onsite MWRC records; and
- 12 linear metres of State archives stored onsite.

4.1.6 Security and Access

The security of records storage areas and availability of access to records have not been recently assessed for risk and this will be carried out by December 2015

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Mingenew have not been recently addressed. The impact of a disaster on the organization is difficult to assess. There are currently not sufficient strategies in place to ensure that business activities of the organization are not unduly affected.

4.3 Strategies in Place for Prevention and Response

New strategies need to be written to meet the needs of the shire, including the development of a Disaster Management plan by December 2016.

4.3.1 Vital Records Program

A vital records program needs to be completed and will be done by December 2015

4.3.2 Back-up Procedures for Electronic Records

Electronic records of the Shire of Mingenew are managed by an IT provider in Dongara and procedures are provided at Appendix 5

4.3.3 Security

The following security measures have been implemented by the Shire of Mingenew to prevent unauthorized access to records:

- Hard copy records are stored in a compactus unit, accessible to all staff (except payroll records which are kept in a locked cabinet), the only security is obviously when the building is locked at night.
- Hard copy inactive and Archive records stored onsite.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organization. Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The records storage facilities utilised by the Shire of Mingenew were reviewed and changes to make site compliant will be completed by May 2016 and a regular annual review regime will be put in place following this.

4.3.5 Recovery of Lost Information

The Shire of Mingenew does not have a set of quick response strategies to recover lost information, in all formats, except for electronic records should a disaster occur. With the electronic records these include:

- *offsite storage of backups;*

4.4 Identified Areas for Improvement

A Vital Records Program along with suitable Strategies will be put in place to improve current protection of Records and recovery in the event of a major Disaster issue, this is currently not available but will be put in place by December 2015.

5. Principle Five: Retention and Disposal

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Shire of Mingenew uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.1.1 Disposal of Source Records

N/A

5.2 Existing Ad Hoc Disposal Authorities

N/A

5.3 Existing Disposal Lists

N/A

5.4 Restricted Access Archives

The Shire of Mingenew does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.5 Archives not Transferred to the SRO

Under s32(1) of the *State Records Act 2000*, a government organization is required to transfer its archives to the State archives collection when those archives become twenty-five (25) years old.

The Shire of Mingenew has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.6 Disposal Program Implemented

The Shire of Mingenew is implementing the General Disposal Authority for Local Government Records and will implement a regular disposal program to be completed by January 2016 and will be conducted annually after this date.

5.7 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

5.8 Identified Areas for Improvement

The implementation of the plan has started and once completed will move to an Annual Plan taking place in January each year.

6. Principle Six: Compliance

Government organizations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Mingenew has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

Table 6.1 lists several activities that the Local Government may implement to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Local Government's Recordkeeping Plan. Indicate in the table by ticking Yes or No as to which activities are conducted.

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.		✓
In-house recordkeeping training sessions for staff are conducted.		✓
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.		✓
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.	x	

Coverage of the training/information sessions as detailed here extends to all staff. Currently training is provided by a mixture of staff going offsite for training and consultants coming on site to provide training in areas of need as required.

Performance Indicators in Place

Performance indicators are now in place and setup to the Staffs Performance reviews

6.2 Agency's Evaluation

There is a need for some reviews of the Shire's recordkeeping systems in most major areas, but generally they are in place and will perform more satisfactorily when more training is carried

6.3 Annual Report

An excerpt from the Shire's latest Annual Report is attached, demonstrating the organization's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

6.4 Identified Areas for Improvement

System training needs to be updated, as well Council is looking to improve its General Records knowledge across the whole Admin area and this will be done by June 2015.

A full set of Policies and procedures will be completed and implemented at the Shire by March 2016.

7. SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organizations with persons to perform any aspect of record keeping for the organization.

State organizations may enter into contracts or other arrangements whereby an individual or an organization is to perform a function or service for the State organization, or act as the State organization's agent to deliver services to clients, or for the State organization's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organization's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

Refer to Appendix 1 for those functions outsourced.

7.2 Recordkeeping Issues included in Contracts

7.2.1 Planning

The Shire of Mingenew will include the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.2.2 Ownership

The Shire of Mingenew *will ensure* that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.2.3 Control

The Shire of Mingenew *will ensure* that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Mingenew and a contractor/agent will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement will be agreed between the Shire of Mingenew if contracts occur.

7.2.6 Custody

Custody arrangements between the Shire of Mingenew and the *contractor* for State records stored on and off site by the *contractor* will be specified if contracts occur.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the *contract* will be specified if required

7.3 Identified Areas for Improvement

Currently not compliant, but contracts will be identified and documentation in place by September 2015

APPENDIX 1 Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	✓
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		✓
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	✓	✓

APPENDIX 1

Functions of the Local Government

Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG.	✓	
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	✓	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		✓

APPENDIX 2**Legislation and Regulations that may be wholly or partly administered by
Local Government, And Local Laws of the Local Government**

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	✓
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Dangerous goods safety Act 2004	✓
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	✓
Health Act 1911	✓
Health Regulations	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	✓
Litter Act 1979	✓
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Radiation Safety Act 1975	✓
Radiation Safety Regulations	✓
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	✓
Residential Design Codes of WA 2010	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	✓

APPENDIX 2

Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Telecommunications Act (Commonwealth) 1997	✓
Telecommunications (Low Impact Facilities) Determination 1997	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓
Waterways Conservation Act 1976	✓
The Cat Act	✓
Local Laws of the Shire	
Mingenew Public Cemetery Reserve	✓
Adoption of Draft Model Local Laws relating to Motels No 3	✓
Firebreak By-Laws	✓
Dogs	✓
Fencing	✓
Control and Management of Recreation Grounds	✓
Management and Use of the Mingenew Town Hall	✓
Hawkers, Stallholders and Trading in Public Places	✓
Establishment, Maintenance and Equipment of Bush Fire Brigades	✓
Caravan Parks and Camping Grounds No 2	✓

APPENDIX 3

Other Legislation and Regulations affecting the functions and operations of the Local Government

<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
Building Services (Registration) Act 2011	✓
Criminal Code 1913	✓
Electronic Transactions Act 2011	✓
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Limitation Act 1935, 2005	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards 2002	✓
Workers Compensation and Injury Management Act 1981	✓

APPENDIX 4

Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government

<i>Government & Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓

Appendix 5
Current Procedures

Backup and Recovery Procedure

Backup System for the Shire of Mingenew as of the 20/04/15

Software:

Shadow Protect

Windows Server Backup

Devices:

5x External 1TB HDD's

1x NAS with mirrored array

Scheduled Backup times and procedures:

Shadow Protect

Both virtual servers back up to the NAS drive

Scheduled to run from 8am to 6pm daily running once per hour on both servers. Incremental backup

Saturday it performs a full backup for both servers

External HDD's connected to the NAS are to be swapped in the morning and taken off site

This backup reports once per day for each server via email to support@lecdongara.com.au showing the success or failure of the backups for both shadow protect and the NAS to external HDD

Windows server backup

Each server backs up to its own external HDD once per day at 9pm

This backup will contain more backup history then the shadow protect backups.

This is an onsite only backup and requires no intervention by staff members.

Disaster Recovery Server

Deletion of files

Data can be recovered from either backup. Shadow protect will have a copy of the data no more than 59 mins old during working hours.

If the data was deleted over 1 month ago the windows server backup will contain the data for much longer as this backup hasn't started to over write as yet and the amount of data backed up is variable. I am unable as yet to give a guaranteed time but approximately 2 years at the time of writing this document.

Time to recover files: 15mins to 2 hours once a technician has been assigned the task depending on the amount / size of files and their functions

Failure of OS:

OS can be restored from either backup to current hardware

Time to recover from OS failure:

1 to 3 hours from the time a technician has been assigned the task

Hardware failure, Fire or Theft:

Both Servers can be redeployed via either backup system to new or old hardware that supports VM ware with very little changes required to be made

Time to restore to new hardware:

3 to 5 hours from the time a technician has been assigned the task.

Leading edge computers currently has a replacement server that can be used in the event of hardware failure / loss this server will allow for all functions that are required by the users but will be slower than the current hardware

Warranty parts for the server take approx. 3 days to arrive and lead time on a total replacement server can be along as 2 weeks

During this time the network will be fully functional just slower than the users are currently use to

Fire and or Theft

Data can be recovered from the offsite EXT HDD to any hardware that supports VMware

Maximum loss of data in the event this happens is 1 day as long as the EXT HDD has been taken off site.

These times include travel to the site if required

Disaster Recovery Workstations

Due to all the users on the network operating in a terminal environment no data should be stored on the physical workstations.

Replacement and reconfiguring a workstation can be done in 2 way's the fastest method that allows for the least down time will take less than 5 mins per workstation.

Replacement of a workstation as required for permanent use will take approx. 30 mins per station

Leading edge computers currently has systems in stock that can be used for replacement.

These times need to have 45 mins travel included if we are unable to complete the task remotely

Robert Stevens
20th April 2015

Mail Registration and Distribution:

Incoming Mail

- Collect mail from the Post Office
- Open mail, sort into categories:
 - o Invoices and Statements – date stamped and given to creditors officer for processing
 - o Advertising, courses, anything not crucial to the running of the shire, date stamp and give to relevant officer
 - o Documents crucial to running the shire, important information, requests etc
 - o Incoming cheques
- Invoices and statements – date stamp and give to creditors officer for processing
- Advertising, brochures, catalogues – date stamped and distributed to appropriate staff
- Cheques - Enter cheque details into remittance book and then cashier will receipt and record receipt details in remittance book
- Corporate Records – stamp with records stamp, enter date, action officer, File Number and records number, procedure as follows:
 1. Open SynergySoft
 2. Select Records – Records registration
 3. Click Add
 4. Select Routing (incoming for received mail)
 5. Select Record Type, usually correspondence unless obviously something else.
 6. Only cross reference if you are aware of previous correspondence, can search correspondence associated with file number and select.
 7. Search for file, be as open-minded as possible can use keywords for councils to help, try to find somewhere, it is not beneficial to be creating lots of new files.
 8. Search a correspondent (sender), ensure spelling is correct and possibly search first word with asterisk. Ie. WALGA search Western* and select from results.
 9. If you need to add a correspondent:
 - a. Synergy will not be able to find a match so it will ask you to add a new, click yes
 - b. Enter name (companies in surname and select company not individual)
 - c. Add new in names & addresses
 - d. Enter postal and residential address as applicable, tick box if external.
 - e. Click check boxes
 - f. Save
 10. Synergy will ask for a contact, follow the prompts (tab twice after first name to create the row) and enter as much detail as possible click save and then select to add to coversheet.
 11. Include any document reference in client ref.
 12. Properties, Link to an assessment file if applicable.
 13. Enter details of the letter in Short Title / Content:
 - a. Include all relevant subject detail
 - b. Usually ok to just enter the RE: section of a letter, if not just a brief summary
 - c. When using ,/-() etc, leave a space either side, makes searching in the future easier.
 14. Add an internal correspondent, ie who the mail is addressed to.
 15. Edit the document date to reflect when the document was created by the sender.
 16. Before clicking save make sure you fill in the stamp on the original with file number etc.
 17. Complete all document cover sheets to this stage before moving on.

18. Gather all documents for scanning in the order you registered them.
19. Scan to scans files individually.
20. Click get existing files to work & select all the files you have scanned in (date is the easiest way to tell them apart).
21. From your pick list, or search via the correspondence number select the first coversheet, move to the attachments tab.
22. All the documents you scanned will appear, tick the appropriate document to match the coversheet (it will tell you under the yellow bar at the top of the screen if you minimize it) click back to the cover sheet & change it to final then save.
23. Repeat for all documents, ensuring you open the appropriate cover sheet before moving to the attachments tab.
24. Once all the coversheets are final use the related information button and select send mail messages. Use t and t for dates and select documents recorded then click process mail.

Other

- If you need to attach loose items, cds, brochures etc
- Move to the other tab
- Type a quick description and select medium Ie. CD
- Add a internal correspondent (same as who you have selected on the coversheet)
- Type records in the yellow section of location
- Save

Notes

Each time you save, you will be taken back to the pick list; you will need to open the coversheet again to make any further changes, you will have to do this quite frequently unless you are clever enough to do everything!!!!

When attaching documents you cannot save an attachment if the coversheet is flagged as final, changing the status to final is the last thing you do before saving.

The original document is filed in the appropriate files in the Records System by the Records officer.

Outgoing Mail

All mail to be sent out is placed in the front office 'mail out' tray for processing by the Customer Service Officer and then delivered to the post office each day.

All outgoing letters are to be photocopied and the copy set aside for recording, before the original is posted out.

Registering outgoing correspondence

Each outgoing piece of correspondence is to be entered into Synergy Records, scanned and attached to the appropriate cover sheet. The following details are to be recorded:

- File number
- Contact officer/internal correspondent
- Subject of the correspondence
- Author
- Date of letter

- Name and address of sender

A copy of the original document is filed in the appropriate files in the Records system by the Records officer.

Outgoing mail is taken to the post office each afternoon.

File creation

New files are created by the Records Officer, Manager Finance and Administration or Senior Finance Officer. These are created when a new function, subject, activity, project, property or subdivision is commenced or when an existing file becomes too large and a new volume is required.

Appendix 6

Annual Report Extract

APPENDIX 7 Performance Indicators

Responsibility 4 – Information and Records Management

Authority Level

- Works in consultation with the CEO, in accordance with the requirements of the State Records Act 2000, the requirements of the Local Government Act 1995 and associated regulations, other legislation (as applicable), Council Policy, the Record Keeping Plan submitted to the State Records Office, and procedures approved by the CEO.

Measurement

- The Shire's computer system is managed to ensure its optimum performance, and that it meets the needs of the organisation.
- An accurate, compliant, and up-to-date Record Keeping Plan is prepared and submitted to the State Records Office
- Effective and efficient document-handling processes are developed and documented to ensure that the Shire's records system:
 - Is able to provide relevant and accurate information both reactively and proactively; and
 - Is able to consistently and dependably meet the needs of clients (i.e. information users); and
 - Is able to retrieve documents easily and in a timely fashion
- The Council and staff are advised on all matters pertaining to the management of corporate records.

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

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

OFFICER RECOMMENDATION – ITEM 9.3.3
--

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**

Amendments to the Disability Service Regulations

Outcome 7 Employment Toolkit

Introduction

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.

Public authorities have until 1 July 2015 to make an amendment to the current DAIP with the addition of outcome 7.

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 and draft copies of advertisements are included in these attachments.

The reference to “disabilities” has also now been amended to “disability” and correct terminology is now people with disability. This is reflected throughout these attachments which includes information on the following:

- Correct wording for outcome 7
- Strategy examples
- Resources
- Examples of how to incorporate Outcome 7 into the DAIP
- Examples of wording for advertising when carrying out consultation
- Flow chart

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). (Information about advertising is available in the Disability Employment Toolkit, best practice guidelines to employing people with disability from The Human Rights Commission website and the State Government Access Guidelines for Information, Services and Facilities.)
- 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 (the Chairperson usually checks this when inviting people to attend for an interview by asking if the candidate requires any assistance).

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 adjustment
- 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.

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.

Resources

Disability Employment Toolkit

The Disability Employment Toolkit is available to download from the Commission's website at www.disability.wa.gov.au>Business and government> Employing people with disability>Disability Employment Toolkit. The Toolkit has been designed to complement the Western Australian Disability Employment Strategy and contains the following information:

- Benefits of employing people with disability
- What are my responsibilities?
- Recruitment and selection
- What are reasonable adjustments?
- Is my workplace inclusive and accessible?
- What financial support is available?
- Retention of employees who acquire a disability
- Frequently asked questions
- More information and help
- References

Employment DVD

The employment DVD that is attached contains a PowerPoint presentation of information that was delivered to public authorities. It also contains a video clip of how employment can be incorporated within a public authority.

Additional copies are available by contacting the Access and Inclusion team on 9426 9200 or at access@dsc.wa.gov.au.

Other Commission resources

These are available at www.disability.wa.gov.au.

Business and government>Disability Access and Inclusion Plans>Implementing your DAIP>Outcome 7.

Business and government> Disability Access and Inclusion Plans> Access and Inclusion Resource Kit (quick links) provides information about the outcome areas and other information relevant to DAIPs, including access checklists.

Business and government>Disability Access and Inclusion Plans>DAIP Resources>State Government Access Guidelines for Information, Services and Facilities – a guide to assist government, business and community groups to create Western Australia as an accessible and inclusive community.

Example DAIP incorporating Outcome 7

Outcome 7

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

1. Use inclusive recruitment practices.
2. Improve methods of attracting, recruiting and retaining people with disability
3. Work with key disability employment support provider(s) to employ a person with a disability

Some public authorities also have an implementation plan that sits under the DAIP which can be amended at any time without prior consultation. This is because when the DAIP is lodged with the Commission, it becomes an official document and if amendments are made to the DAIP public authorities are legislatively required to follow consultation processes. It is not a legislative requirement to have an implementation plan or to lodge this with the Commission.

Example DAIP implementation plan incorporating Outcome 7

Outcome 7

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

1. Use inclusive recruitment practices.	Tasks	Timeline
	1.1 Make sure job advertisements are in an accessible format (12 or 14pt, Arial).	End February 2014
	1.2 Include 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 diverse backgrounds to apply for this job”.	As above
	1.3 Make sure the interview is held in an accessible venue.	As above
2. Improve methods of attracting, recruiting and retaining people with disability	2.1 Examine current methods of recruitment.	End February 2014
	2.2 Assess current percentage of employees with disability.	End June 2014
	2.3 Carry out survey to gain feedback to improve methods listed opposite.	End July 2014
3. Work with key disability employment support provider(s) to employ a person with a disability	3.1 Check Disability Employment Service providers within 15km radius.	End March 2014
	21. Seek assistance to develop a flexible job description.	No timeline – as and when
	Seek assistance with advertising, interview, and employment requirements including reasonable adjustment.	No timeline – as and when

Strategies and tasks in the DAIP

Incorporating the above strategies and tasks into the amended DAIP would depend on the size of the public authority. For example, a larger public authority would probably have a Human Resources department, in which case a meeting would need to be arranged to find out what methods are already in place. A smaller public authority with less staff may choose to contact a DES provider for assistance when vacancies become available as there is no cost to employers.

Information is available about recruitment and selection in the Disability Employment Toolkit that is available to download from the Commissions website at www.disability.wa.gov.au.

Changes to consultation

Additional changes to the Disability Service Regulations are that all public authorities are now required to place a notice of consultation in a local or state newspaper as well as on the website as shown below:

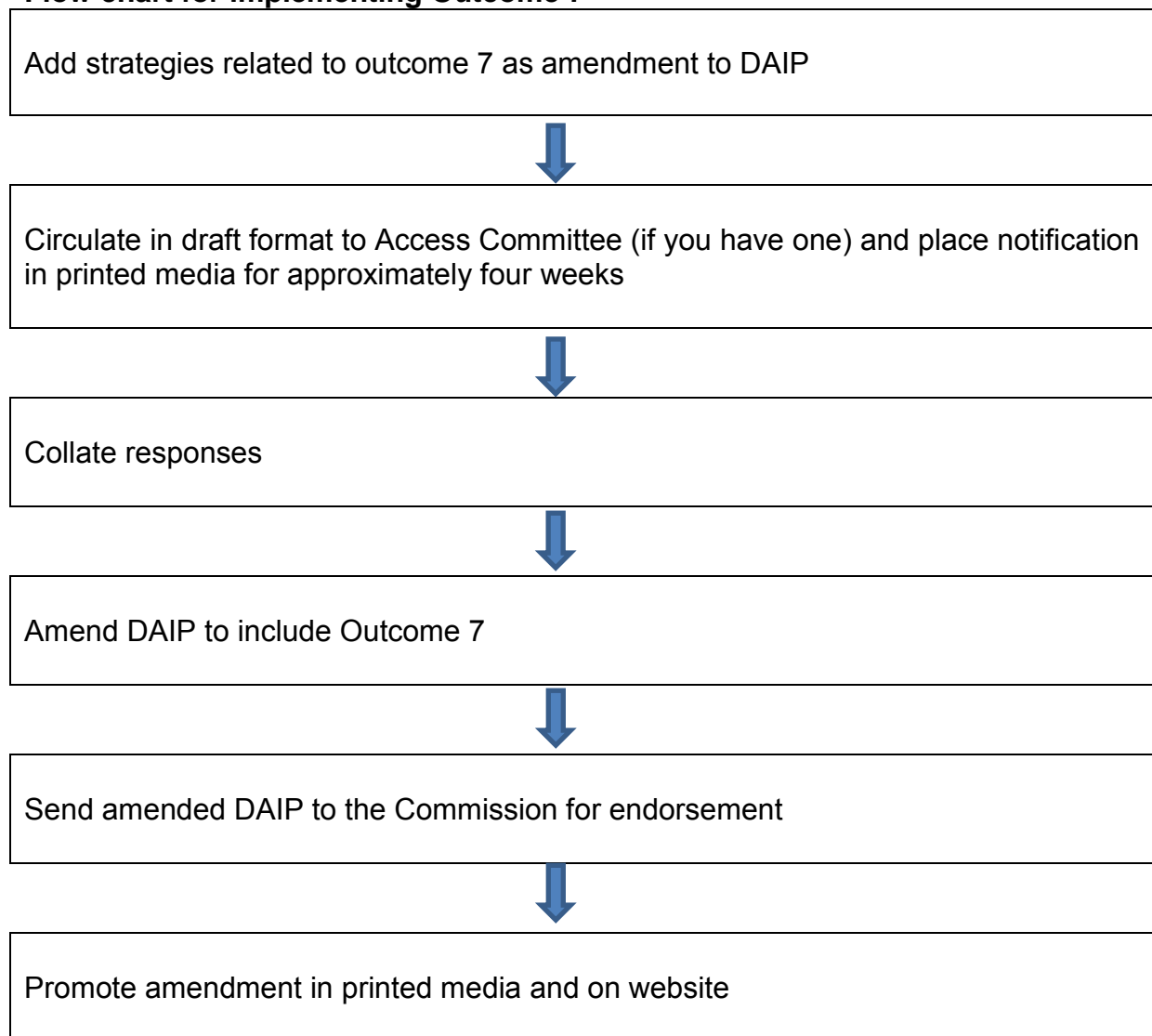
ADVERTISEMENT CALLING FOR CONSULTATION

1. (Insert name of public authority) is calling for consultation from members of the community to amend the Disability Access and Inclusion Plan (DAIP). The DAIP will now include Outcome 7 "People with disability have the same opportunities as other people to obtain and maintain employment with a public authority". Please visit our website at (insert website) to make comments by (insert date). The Plan is available in alternative formats upon request.

2. (Insert name of public authority) is requesting feedback as part of the amendments to the Disability Access and Inclusion Plan (DAIP). The DAIP will now include Outcome 7 "People with disability have the same opportunities as other people to obtain and maintain employment with a public authority". Please contact (insert contact name and number) to make comments by (insert date). The Plan is available in alternative formats upon request.

All resources are available on the Commissions website at www.disability.wa.gov.au
Alternatively please contact the Access and Inclusion team on 9426 9200 or at www.access.wa.gov.au.

Flow chart for implementing Outcome 7



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SHIRE OF MINGENEW



DISABILITY ACCESS AND INCLUSION PLAN 2013 - 2018

This DAIP is available in alternative formats upon request including large print, electronically by email, in audio format on compact disc and on the Shires website at www.mingenew.wa.gov.au

Disability Access and Inclusion Plan for the Shire of Mingenew

1.0 Background

1.1 The Shire of Mingenew

The Shire of Mingenew is located 383 kilometers north of Perth on the scenic Midlands Highway and 110 kilometers south east of Geraldton. Shire of Mingenew is a rural Local Government with a population of approximately 600. The primary industries in the region are cropping and livestock production. The Shire of Mingenew is bounded by the Shires of Three Springs, Morawa and Irwin.

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

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

The Shire of Mingenew provides;

Services to properties including-

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

Services to community include-

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

Regulatory services include-

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

General Administration including-

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

Process of Government including-

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

1.3 People with disability in the Shire of Mingenew

There is a small estimate of people with disabilities living within the Shire. The ABS figures were inconclusive of the number of people with disability in the Shire; however the officers, council and community are aware there are people with disability, who live in the community.

1.4 Planning for better access

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

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

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

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

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

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

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

2.0 Access and Inclusion Policy Statement

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

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

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

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Mingenew.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Mingenew.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Mingenew.
5. Provide a means of ensuring that people with disability have the same opportunities as others to make complaints to the Shire of Mingenew.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Mingenew.
7. Provide a means of ensuring that people with disability have the same opportunities as others to obtain and maintain employment with a public authority.

3.0 Strategies to Improve Access and Inclusion

The Shire of Mingenew is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

Outcome 1

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

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services.
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disabilities.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.

Outcome 2

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

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Ensure that public toilets meet the associated accessibility standards.

Outcome 3

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

Strategies
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print.
Improve staff awareness of accessible information needs and how to obtain information in other formats.
Ensure that the Shires website meets contemporary and universal design practices.

Outcome 4

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

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disabilities.
Improve the awareness of new staff and new Councilors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disabilities.

Outcome 5

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

Strategies
Council will ensure that current grievance mechanisms are accessible for people with disabilities and are acted upon.

Outcome 6

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

Strategies
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council.
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

Outcome 7

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

Strategies
Use inclusive recruitment practices.
Improve methods of attracting, recruiting and retaining people with disability.
Work with disability employment support providers to employ a person with a disability.

4.0 Development of the Disability Access and Inclusion Plan

4.1 Responsibility for the planning process

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

4.2 Community consultation

In 2013, the Shire of Mingenew undertook to review its Disability Services Plan (2009), and consult with key stakeholders to draft a revised Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

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

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

During the period of May/June 2016 an advertisement was placed in the Mingenew Matters inviting community members to make any suggestions via the Shire's website, email or mail.

4.3 Findings of the consultation

A number of respondents noted that they were pleased with the work that Council had undertaken in 2012/13 on the Midlands Road CBD area to improve access into a number of commercial operations. Respondents also requested that Council should continue the access program to the remaining shops along Midlands Road.

Respondents also encouraged Council to continue with its Town footpath and ramp upgrade program.

The review also identified that improving access to the historic Old Railway Station building was a priority.

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

Suggestions received during the consultation period were:

4.4 Responsibility for implementing the DAIP

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

4.5 Communication of the plan to staff and people with disability

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

As plans are amended Shire employees and the community will be advised of the availability of updated plans, using the above methods.

The community were advised that a copy of the amended DAIP is available on the Shires website and in alternative formats upon request through the Mingenew Matters on

4.6 Review and evaluation mechanisms

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

Monitoring and reviewing

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

Evaluation

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

4.7 Reporting of DAIP

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

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

5.0 Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented in 2013-2018 to progress the strategies of the DAIP.

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

This plan is available in alternative formats such as large print, electronic format (disk or email) on request.

Outcome 1

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

Strategy	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disabilities. Develop feedback mechanism for use of all disability services provider to by the Shire. 	Ongoing Ongoing	CEO
Make library technology as accessible as possible.	<ul style="list-style-type: none"> Make library technology as accessible as possible 	Ongoing	Library Officer
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC. 	Ongoing	CEO and CDO
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.	<ul style="list-style-type: none"> Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. Again using the guide and checklist provided through the access resource kit developed by the DSC. 	Ongoing	CEO

Outcome 2

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

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> • Audit and collate information on facilities. • Generate an improvement report. • Complete improvements from report where possible 	Ongoing	CEO and EHO
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> • All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. 	Annually/ Ongoing	CEO and EHO
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> • Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART) 	Ongoing	CEO and EHO
Ensure that parks and reserves and facilities are accessible.	<ul style="list-style-type: none"> • All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. 	Ongoing	CEO and EHO
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> • Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for. 	Ongoing	CEO and EHO

	The Shire currently has disabled toilet facilities at the Recreation Ground and Town Centre Public Toilets.		
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Outcome 3

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

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none">• Ensure all documents carry a notation regarding availability in alternative formats• Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats.	Ongoing Annually	CEO
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none">• Make accessible information guidelines available on the internet• Develop an accessible information policy• Conduct accessible information training and include as part of the induction of new staff.	Ongoing Ongoing Ongoing	CEO
Ensure that the Shires website meets contemporary and universal design practices.	<ul style="list-style-type: none">• Redevelop website according to the W3C guidelines as outlined by the state government access guidelines	Ongoing	CEO

Outcome 4

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

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> Advise staff of minimum requirements 	Ongoing	CEO
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none"> Provide information and training in the induction for new staff and councillors 	Ongoing	CEO
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> Keep an updated database on people who can be called upon to provide advice on access and inclusion options for people with disability 	Ongoing	Administration Officers

Outcome 5

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

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

Outcome 6

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

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> Promote the existence and role/purpose of the DAIP to the community. Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible. 	Annually Ongoing	CEO CEO
Improve access for people with disabilities to the established consultative process of Council.	<ul style="list-style-type: none"> Consult with people with disability using a range of mediums, including survey, focus groups and interviews, on a regular basis. 	Ongoing	CEO
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> Include appropriate questions about access and inclusion in general Shire surveys and consultative events. Actively pursue ideas and thoughts from people with disability. 	Ongoing Ongoing	CEO
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> The shire will regularly monitor the progress of the plan and be involved in the annual reviews. 	Ongoing	CEO

Outcome 7

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

Strategies	Task	Timeline	Responsibility
Use inclusive recruitment practices	<ul style="list-style-type: none"> • Make sure job advertisements are in an accessible format 	Ongoing	CEO
	<ul style="list-style-type: none"> • Include Equal Employment Opportunity statement in the advert. Eg. '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 diverse backgrounds to apply for this job.' 	Ongoing	CEO
	<ul style="list-style-type: none"> • Make sure the interview is held in an accessible venue. 	Ongoing	CEO
	<ul style="list-style-type: none"> • Develop a Reasonable Adjustment Policy 	February 2017	
	<ul style="list-style-type: none"> • Undertake a workplace assessment of physical environment and culture. 	February 2017	
	<ul style="list-style-type: none"> • Review Workforce Plan to ensure inclusion of inclusive recruitment practices 	February 2017	
	<ul style="list-style-type: none"> • Undertake training and education of Elected Members and staff to improve awareness of people with disability • Update Elected Member and staff inductions to include DAIP 		
Improve methods of attracting, recruiting and retaining people with disability	<ul style="list-style-type: none"> • Examine current methods of recruitment 	February 2017	CEO
		February 2017	CEO

	<ul style="list-style-type: none"> • Assess current percentage of employees with disability. • Carry out survey to gain feedback to improve methods. 	February 2017	CEO
Work with disability employment support providers to employ a person with a disability	<ul style="list-style-type: none"> • Check Disability Employment Service providers within 100km radius • Seek assistance to develop a flexible job description • Review current job descriptions to ensure relevance of essential criteria • Seek assistance with advertising, interview, and employment requirements including reasonable adjustment. 	November 2016 Ongoing – as and when Ongoing – as and when	CEO CEO CEO

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 15 June 2016 commencing at 4.30pm.

14.0 CLOSURE