



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

21 October 2015

**SHIRE OF MINGENEW**



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## SHIRE OF MINGENEW

### MINUTES FOR ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 21 October 2015 COMMENCING AT 4.00pm

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

The Chief Executive Officer, Mr Martin Whitely, declared the meeting open at 4.00 pm.

#### SWEARING IN OF ELECTED MEMBERS

##### Declaration of Councillors

Cr MA Bagley, Cr GJ Cosgrove, Cr HM Newton and Cr LM Eardley undertook the Declaration of Office before Cr Marguerite Pearce JP.

#### ELECTION OF PRESIDENT

##### Declaration of President

Cr HM Newton nominated Cr MA Bagley for the role of President. There being no other nominations, Cr MA Bagley was elected unopposed as President. Cr Bagley undertook the Declaration of Office before Cr Marguerite Pearce JP.

The Shire President Cr Bagley took the chair at 4.12pm

#### ELECTION OF DEPUTY PRESIDENT

Cr MA Bagley nominated Cr HM Newton for the role of Deputy President. There being no other nominations, Cr HM Newton was elected unopposed as Deputy President. Cr Newton undertook the Declaration of Office before Cr Marguerite Pearce JP.

#### 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

#### STAFF

MG Whitely	Chief Executive Officer
NS Jane	Manager of Finance and Administration

#### 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  
Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE  
Nil.

6.0 DECLARATIONS OF INTEREST  
Nil.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

**7.1 ORDINARY MEETING HELD, 14 SEPTEMBER 2015**

**COUNCIL DECISION – ITEM 7.1**

Moved Cr Newton

Seconded Cr Cosgrove

That the minutes of the ordinary meeting of the Shire of Mingenew held in the council chambers on 14<sup>th</sup> September 2015 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 SHIRE OF MINGENEW TOWNSITE EXPANSION STRATEGY

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0362  
**Date:** 16<sup>th</sup> October 2015  
**Author:** Martin Whitely, Chief Executive Officer

**Summary**

This report presents the public comments received and requests council to consider these comments and adopt the Mingenew Townsite Expansion Strategy.

**Attachment**

Public comments received.

**Background**

At the March 2013 Ordinary Council Meeting Council resolved to endorse the Draft Townsite Expansion Strategy and advertise the document for public comment. The document was advertised for public comment, however the final document was never presented to Council for adoption, nor has the document been approved by the Department of Planning or ultimately submitted to the Western Australian Planning Commission.

**Comment**

The matter was again brought up at the December 2014 Concept Forum where it was agreed that the Townsite Expansion Strategy be finalised on my commencement to allow myself to offer any input into the proposed strategy.

The Townsite Expansion Strategy was discussed at the strategic planning session held in late April 2015 and again at the June 2015 Concept Forum where some minor changes were suggested. Following this I met with Alan Stewart from Greg Rowe & Associates, who produced the original document, to implement the proposed changes as discussed.

At the June 2015 Concept Forum there were several minor changes to be made to the final Townsite Expansion Strategy. As such, these changes have now been implemented and a copy of the final draft Townsite Expansion Strategy is attached for Council information.

The Department of Planning have been very accommodating in granting numerous extensions with the latest extension being until October 2015 so it would be good to have the process finalised and the document submitted to the Western Australian Planning Commission.

**Consultation**

An information session for Elected Members and Shire Staff was held in September 2012 and a Community Workshop was held in October 2012 to allow for Council and community input into the Draft Townsite Expansion Strategy. A further information session with elected members was carried out in April 2015 and advertising for public comment has been given during September 2015.

Letters were sent directly to the following organisations inviting their comment:

- Heritage Council of WA
- Department of Fire and Emergency Services
- Mid West Development Commission
- Department of Regional Development

- Department of Lands
- Department of Agriculture and Food
- Department of Education
- Department of Training and Workforce Development
- Department of Environment Regulation
- Department of Parks and Wildlife
- Department of Water
- Department of Aboriginal Affairs
- Department of Mines and Petroleum
- Department of State Development
- Department of Health
- Water Corporation
- Western Power
- Main Roads Western Australia
- Department of Housing
- Department of Transport
- Public Transport Authority
- WA Police
- Department of Sport and Recreation
- Department of Planning
- Department of Local Government and Communities
- Department of Environment and Conservation
- Department of Culture and the Arts
- Department of Commerce
- Mingenew CRC
- Mingenew Irwin Group
- CBH
- Brookfield Rail
- NACC
- Tourism WA
- Mingenew Business Alliance
- Shire of Three Springs
- Shire of Morawa
- Shire of Irwin
- City of Greater Geraldton
- Shire of Perenjori

The period for public advertising closed on Thursday 15<sup>th</sup> October 2015. In total 7 submissions were received and these submissions are tabled for Council consideration. The submissions received will be tabled as a separate Appendix within the Townsite Expansion Strategy (the "Strategy") with Council to comment on any of the recommendations made within any of the submissions. Where Council deems it necessary the Strategy may be amended to include any of the recommendations made in the submissions. If any significant changes are required then the Strategy will need to be readvertised. If only minor changes were required to the Strategy then there would be no need for further advertising. The process would also involve the Western Australian Planning Commission making comment on each of the submissions.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Provision of \$10,000 was made in the 2015/16 Budget for the finalisation of the Townsite Expansion Strategy. If further public advertising and/or community consultation was required there are sufficient costs allocated to meet these expenses.

**Strategic Implications**

Community Strategic Plan

Outcome 1.2.1 – Ensure there are adequate land options available for residential, commercial and industrial land.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.1**

That Council;

1. Review the submissions and make comment as required,
2. Adopts the Townsite Expansion Strategy as a final document,
3. Seek endorsement from the Department of Planning

**COUNCIL RESOLUTION – ITEM 9.1.1**

Moved: Cr Pearce

Seconded: Cr Cosgrove

That:

This matter latter lay on the table until the November Ordinary meeting of Council as two interested parties have requested an extension of time to make submissions.

Carried: 6/0

The Presiding Person advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved: Cr Cosgrove

Seconded: Cr Eardley

That the reason the officer recommendation was changed was because two interested parties have requested an extension of time to make submissions.

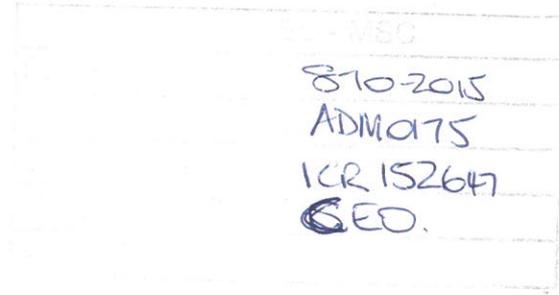
Carried: 6/0



Government of **Western Australia**  
Department of **Education**

Your ref : ADM0175  
Our ref : D15/0405022  
Enquiries :

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



Dear Mr Whitely

**Mingenew Townsite Strategy**

Thank you for your letter dated 22 September 2015 regarding the Mingenew Townsite Strategy.

The Department of Education has reviewed the document and advises that has no objection to this proposed strategy.

Yours sincerely

STEPHEN MULDOON  
SENIOR CONSULTANT  
STRATEGIC ASSET PLANNING

2 October 2015



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

750 - 1500  
8/10-2015  
ADM0175  
ICR 152648  
CEO

Dear Mr Whitely

**MINGENEW TOWNSITE STRATEGY**

I refer to your letter dated 22 September 2015 inviting comment from the Department of Environment Regulation (DER) on the Mingenew Townsite Strategy.

DER has no comment on this matter.

Where required, DER will provide input at subsequent stages of planning in reference to the Department's regulatory responsibilities under the *Environmental Protection Act 1986* and the *Contaminated Sites Act 2003*.

Yours sincerely

  
Jason Banks  
DIRECTOR GENERAL

2 October 2015



Government of Western Australia  
Department of Health

Your Ref: ADM0175  
Our Ref: EHB-02022 EHB15/1834  
Contact: Vic Andrich  
Phone: 9388 4978

SEARCHED	INDEXED
SERIALIZED	FILED
12-10-2015 ADM0175 1CR152664 CEO	
ANSWERED	

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

Dear Mr Whitely

## MINGENEW TOWNSITE STRATEGY

Thank you for your letter dated 22 September 2015 requesting comment from the Department of Health (DOH) on the above proposal.

The DOH provides the following comment:

### 1. *Water Supply and Wastewater Disposal*

DOH acknowledges that the strategy requires developments to connect to scheme water and reticulated sewerage in accordance with the draft *Country Sewerage Policy*.

Water supply, water management plan including the utilisation of recreational water and any waste water recycling is to comply with DOH guidelines and requirements which are available for download from:

<http://www.public.health.wa.gov.au/2/1062/2/water.pm>

[http://www.public.health.wa.gov.au/3/1275/2/recycled\\_water\\_guidelines\\_and\\_publications.pm](http://www.public.health.wa.gov.au/3/1275/2/recycled_water_guidelines_and_publications.pm)

The strategy should highlight that approval is required for any on-site waste water treatment process.

The necessary requirements may be referenced and downloaded from:

[http://www.public.health.wa.gov.au/3/672/2/wastewater\\_legislation\\_and\\_guidelines\\_pm](http://www.public.health.wa.gov.au/3/672/2/wastewater_legislation_and_guidelines_pm)

[http://www.public.health.wa.gov.au/3/1430/2/subdivisions\\_and\\_town\\_planning\\_approvals.pm](http://www.public.health.wa.gov.au/3/1430/2/subdivisions_and_town_planning_approvals.pm)

### 2. *Public Health Impacts*

DOH has a document on '*Evidence supporting the creation of environments that encourage healthy active living*' which may assist you with planning elements related to this strategy. A copy is attached or may be downloaded from:

[http://www.public.health.wa.gov.au/cproot/6111/2/140924\\_wahealth\\_evidence\\_statement\\_be\\_health.pdf](http://www.public.health.wa.gov.au/cproot/6111/2/140924_wahealth_evidence_statement_be_health.pdf)

An additional resource that will be helpful is an enHealth document '*Risky Business*' – *A resource to manage environmental health risks specifically tailored for local governments*. The document is available for download at:

[http://www.public.health.wa.gov.au/2/1400/2/health\\_risk\\_assessment.pm](http://www.public.health.wa.gov.au/2/1400/2/health_risk_assessment.pm)

#### Environmental Health

All correspondence PO Box 8172 Perth Business Centre Western Australia 6849

Grace Vaughan House 227 Stubbs Terrace Shenton Park WA 6008

Telephone (08) 9388 4999 Fax (08) 9388 4955

[wa.gov.au](http://www.wa.gov.au)

28 684 750 332

### **3. Toxicology Programs and Services**

The strategy should also acknowledge the DOH's *Guidelines for the Separation of Agricultural and Residential Land Use* as a means to help avoid conflict and potential adverse health effects and nuisance impacts from chemical use, dust and other rural pursuits.

A copy is attached or it may be accessed from the Public Health website:

<http://www.public.health.wa.gov.au/cproot/4913/2/Guidelines%20for%20Agricultural%20and%20Residential%20Buffer.pdf>

### **4. Land Use Planning for Natural Disasters**

Land use planning can guide the use of land to effectively reduce risk and enhance sustainability for areas prone to hazards such as flooding (including storm surge), fire, landslide, earthquake, strong wind and erosion.

Refer to: <https://www.em.gov.au/Documents/Manual07-PlanningSaferCommunities.pdf>

### **5. Disaster Preparedness and Emergency Management**

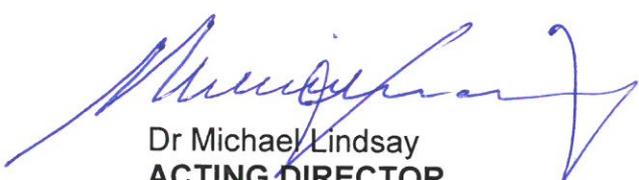
You should consider incorporating or integrating the Shires Disaster Management and Emergency Response Plan (DMERP) with the proposed strategy to maximize common infrastructure requirements.

The DMERP and the strategy should address the potential public health impacts and recovery management strategies of applicable incidents identified in the "*Critical Infrastructure Emergency Risk Management and Assurance Handbook*" (Emergency Management Australia, 2<sup>nd</sup> Ed May 2004,

<http://www.em.gov.au/Publications/Corporatepublications/Pages/CriticalInfrastructureEmergencyRiskManagementandAssuranceHandbook.aspx>)

Should you have queries or require further information please contact Vic Andrich on 9388 4978 or [vic.andrich@health.wa.gov.au](mailto:vic.andrich@health.wa.gov.au)

Yours sincerely



Dr Michael Lindsay  
**ACTING DIRECTOR**  
**ENVIRONMENTAL HEALTH DIRECTORATE**

7 October 2015



Government of **Western Australia**  
Department of **Health**

## Evidence supporting the creation of environments that encourage healthy active living

This evidence brief summarises the literature supporting the creation of environments that encourage healthy active living. It is designed to be used by State and Local Governments and developers, seeking to create new or redevelop existing neighbourhoods. It is structured according to six key components of urban development, and includes a rationale for action and a summary of the key design elements that have demonstrated effectiveness in increasing healthy active living.

The way in which our neighbourhoods and cities are designed can have a profound impact on the degree to which people can live healthy lifestyles (particularly in relation to active living and access to fresh and healthy food). Creating supportive built environments is well recognised as a means of improving health and wellbeing, whilst also contributing to a reduction in traffic congestion and parking problems, and improved social and environmental outcomes.

The Department of Health supports the incorporation of healthy design elements into urban development that encourage healthy active living. Design elements that are supported by current evidence are described below. Further information on each design element and the evidence base supporting these can be found at [www.healthyactivebydesign.com.au](http://www.healthyactivebydesign.com.au)

### Mixed Land Use

The location of different land uses and destinations relative to each other has a large impact on how accessible they are and how people travel to and between different places<sup>1</sup>. A good land use mix enables residents to fulfil a variety of daily activities where they live, work and play (e.g. shopping precincts, schools, employment, community spaces, recreation facilities and open spaces). The more of these land uses and destinations that exist within walking distance, the more likely residents are to walk, cycle or use public transport to get to those places<sup>2, 3</sup>.

Convenient access to fresh and healthy food can improve healthy eating<sup>4-6</sup>. Land use planning can impact on all parts of the 'paddock to plate' food chain (growing/producing, processing, transporting, distributing and selling food) which in turn affects the supply, access and cost of fresh and healthy food for the community<sup>7-9</sup>.

#### Design Elements

- Developments should have a compact mix of land uses and groupings of destinations within walking distance of most residents<sup>3, 10-15</sup>. Key destinations include retail, fresh and healthy food outlets, public open space, services, sport and recreation, local employment, schools, and community facilities.
- To ensure the availability and accessibility of fresh and nutritious food, arable land needs to be protected and appropriate land should be available for the production, storage, distribution and transportation of food<sup>11, 16</sup>. On a smaller scale, vacant public land, parks and streetscapes can be used to provide local opportunities to produce locally grown fruit and vegetables.

## Activity Centres

Developing activity centres and main streets with a mix of land uses and destinations within walking distance of most residential dwellings can support active transport<sup>3, 10-15, 17</sup>. The co-location and grouping of destinations within the centre allows for multiple activities to be undertaken which is more conducive for active transport (walking, cycling and public transport). With growth and higher residential density increasingly occurring around the network of activity centres, it is even more critical that access via active transport modes is prioritised.

The provision of fresh and healthy food stores within the mix of destinations in a centre is important to provide access to fresh and healthy food and encourage its consumption<sup>10-12, 15, 17</sup>. This could be through large supermarkets, grocery stores, smaller fruit and vegetable retailers and farmers markets.

### Design elements

- Developments should create activity centres with a mix of land uses and destinations that meet daily living needs within walking distance of most residential dwellings<sup>3, 11-14</sup> and near public transport.
- Centres should be surrounded by walking, cycling and public transport routes that are put in place early to enable access to key services and destinations from the outset<sup>18</sup>.
- Centres should provide a high quality, attractive and safe public realm, and be structured in main street formats that are not dominated by car parking.
- Centres should provide a variety of fresh and nutritious food outlets (supermarkets, grocery stores, farmers markets)<sup>10-12, 15, 17</sup>.

## Movement Network

Active transport is well recognised as a means of improving health and wellbeing, whilst also contributing to a reduction in traffic congestion and parking problems and improved environmental and social outcomes<sup>19, 20</sup>.

Car-centric infrastructure and urban planning has seen an increasing reliance on the car, associated traffic congestion, less walking and cycling for short trips and increased sedentary behaviour. Creating environments that support replacing short car trips with walking, cycling or public transport (which usually involves a walking or cycling trip to the stops and between destinations) and recreational walking and cycling can reduce overweight and obesity and improve overall health<sup>19</sup>.

Local access to a variety of good quality, affordable fresh and healthy food is reliant on the food transport system. As well as costing more, the range and quality of foods available decrease with increasing distance from Perth. A movement network that provides an effective food transport system locally and across the state can help to overcome this.

### Design elements

- Developments should provide an accessible, connected movement network integrating walking, cycling and public transport in which neighbourhoods, centres and destinations are connected to each other<sup>11-15</sup>. Walking and cycling routes should be continuous, connected<sup>21-28</sup>, convenient, direct and legible with paths located on at least one, but ideally both sides of the street<sup>3, 11-13, 21-23, 29-31</sup>.
- Development should provide a safe, functional and attractive environment to support walking, cycling and public transport and maximise pedestrian safety by heightening visibility<sup>32</sup>, providing safe places to cross streets<sup>22, 33</sup>, minimising the potential for conflicts with motorists and providing amenities that enhance functionality and comfort<sup>34, 35</sup>.
- Public transport should be available and accessible and be a viable and attractive alternative transport option. Transit stops should be located within walkable catchments of all residents, workplaces and key destinations along well connected streets and in safe locations<sup>2, 36, 37</sup>.
- The movement network should integrate appropriate infrastructure for the efficient and timely transport of fresh and healthy food around the state to ensure access by all.

## Public Open Space

The provision of high quality attractive parks and public open spaces helps to create an enjoyable and attractive neighbourhood environment in which to walk or cycle<sup>28, 38</sup>. Parks provide opportunities to be active within them and those living closer to a park or having more parks are more likely to be active<sup>24, 39-44</sup> and have a healthier weight<sup>44</sup>. Having more parks and a greater public open space area<sup>45</sup> can also increase physical activity. The inclusion of footpaths, trails, natural play spaces, sport facilities/courts, equipment and playgrounds has been shown to encourage park use and physical activity within parks<sup>45-48</sup>. This is becoming increasingly important for those living in higher density housing without a private backyard<sup>49</sup>.

Parks can provide opportunities to grow and provide local access to fresh and healthy foods. Community gardens can positively influence a healthy diet, provide greater access to fruit and vegetables<sup>50, 51</sup>, enable residents to consume more fruit and vegetables<sup>52</sup> and provide opportunities to be active<sup>51, 52</sup>. Parks and community gardens also improve social activity and social connections with neighbours<sup>50, 53</sup> and offer improved mental health outcomes<sup>51, 52</sup>.

### Design elements

- Developments should provide a range of quality public open spaces to contribute towards the recreation, physical activity, health and social needs of the community.
- Parks and open spaces should be located within walking distance of most residents<sup>3, 11-13</sup>, along connected routes<sup>3, 12, 13</sup> and be co-located with other community facilities to encourage access by walking or cycling.
- The design of parks and open space and the infrastructure provided within them should cater for a variety of users to undertake a mix of activities that increase physical activity, provide access to healthy nutritious foods (though community gardens) and prevent injury.

## Housing Diversity

A combination of higher residential density and mixed land use can increase walking among adults, particularly walking for transport<sup>24, 41, 49, 54-57</sup>. Higher densities and smaller lot sizes generally result in the creation of more compact uses of land decreasing the distances between destinations. This increases the likelihood that people will walk and cycle for transport,<sup>58-61</sup> and also provides increased patronage to support local businesses, services and facilities<sup>3, 62</sup>.

### Design elements

- Developments should provide a range of residential lot sizes and choice of housing types within walking distance of key destinations<sup>14</sup>.
- Residential densities should be increased in areas within close proximity to mixed use centres, local employment, community facilities and public transport<sup>3, 14, 29</sup>.
- Lot layouts could be oriented to maximise opportunities for residents to grow fruit and vegetables, especially in areas with limited access to fresh and healthy food.
- *Crime Prevention Through Environmental Design* features should be incorporated to lessen the opportunity for crime and enhance personal safety, traffic safety, property safety and security. This will contribute to streetscape amenity which in turn encourages walking, cycling and use of public spaces<sup>32, 36</sup>.

## Schools

Environments that support children and their parents to walk, cycle or use public transport to get to school increases their physical activity and reduces traffic in the local community<sup>63</sup>. Living in close proximity to school is one of the most consistent predictors of walking or cycling to school<sup>33, 64-68</sup>. Infrastructure that maximises connectivity and safety is also critical so the environment surrounding the school must also incorporate connected pathways, traffic management and safe crossings<sup>69</sup>.

Schools grounds are an ideal location for students to achieve part of their daily physical activity needs. The provision of playspaces, sports facilities, line markings for games and grassed areas increases the likelihood that students will be active during recess and lunch<sup>70-73</sup>. Enabling community use of these facilities outside of school hours has also been shown to increase the community's physical activity<sup>74, 75</sup>.

Growing fresh and healthy food through school kitchen gardens can increase children's exposure to fruit and vegetables<sup>76</sup> and can encourage healthier diets and fruit and vegetable consumption<sup>76</sup>. Extending the school garden to be accessible to the wider community outside of school hours can facilitate shared maintenance and shared benefits.

The food environment and presence of food stores around schools also plays an important role in children's daily exposure of healthy or unhealthy foods, which can influence healthy eating behaviours. Emerging evidence is showing that the closer someone is to fresh and healthy food outlets the more likely they are to consume healthy products<sup>77</sup>.

### Design elements

- Developments should locate schools within 800m walkable catchments of most residents that are integrated with connected walking and cycling networks and serviced by public transport routes (where appropriate) to enable students to conveniently and safely access the school via means other than the car<sup>3</sup>.
- School grounds and facilities should be designed to encourage active and unstructured play during school hours. Site design should enable shared use by the general public outside of school hours.
- End of trip facilities should be provided within schools to encourage walking and cycling to school (e.g. bike racks).
- School grounds could be utilised to grow fresh and healthy food<sup>3</sup>.
- School car parks and ovals could be designed to host farmers markets to enable fresh and healthy food to be sold locally, particularly in areas underserved by fresh and healthy food stores.
- Consider limiting the location of fast food outlets in close proximity of schools<sup>78</sup>.

## References

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# **Guidelines for Separation of Agricultural and Residential Land Uses**

**Establishment of Buffer Areas**

**August 2012**

## Definitions

**Agricultural land use** - The use of land for the production of food, fibre and timber, including grazing, cropping, horticulture and forestry.

**Buffer area/zone** - A buffer is formed to create an area of separation between conflicting land uses.

**Buffer element** - A natural or artificial feature within a buffer area that mitigates an adverse impact, including open ground, vegetation or constructed/acoustic barrier.

**No-spray zone** - An area in which direct application of the agricultural chemical is prohibited; this area is specified in distance between the closest point of direct chemical application and the nearest boundary of a site to be protected, unless otherwise specified on a product label (APVMA).

**Registered pesticide** - A pesticide that is registered under the Agvet Code of Western Australia Part 2

**Residential development** - Urban subdivision, low-density residential subdivision and rural allotments created primarily for residential purposes and other places used as human accommodation, excluding dwellings associated with bonafide agricultural holdings.

**Sensitive land use** - Land uses considered to be potentially sensitive to emissions from industry and infrastructure including residential developments, hospitals, hotels, motels, hostels, caravan parks, schools, hospitals, nursing homes, child care facilities, shopping centres, playgrounds, and some public buildings.

**Separation distances** - The total linear distance between a source and a sensitive receptor.

**Spray Drift** - The movement of pesticide away from the target area in the atmosphere. The three main forms of drift are droplet drift, vapour drift and particulate drift.

**Vegetative barrier** - A vegetative barrier is usually a tree or shrub line that is located on the downwind side of a sprayed area to protect an area susceptible to spray drift. Vegetation is sometimes planted deliberately to filter spray drift from the environment.

## Abbreviations

**APVMA** - Australian Pesticides and Veterinary Medicine Authority, a Commonwealth government statutory authority established in 1993 to centralise the registration of all agricultural and veterinary chemical products and labels into the Australian marketplace

**DOH** - Department of Health

## Introduction

This document has been developed to consolidate the current Department of Health (DOH) position for the establishment of buffer areas in new residential subdivisions where possible conflicts with existing agricultural land use exist. The need for a formal policy arises as an increasing number of residential developments encroach on land previously occupied for agricultural use and concerns are raised or health impacts reported. Buffer areas can reduce conflict, health impacts and resulting complaints from conflicting agricultural, residential and other urban land uses.

The DOH has largely adopted the best practice standards described by the Queensland Department of National Resources in their "Planning Guidelines: Separating Agricultural and Residential Land Uses – August 1997" and supported by CSIRO (2002). Other jurisdictions have used similar processes.

## Purpose

This document provides specific requirements to assist local governments, developers, land owners and consultants in providing adequate separation from conflicting land uses. These guidelines should be used in conjunction with State Planning Policy 4.1 (draft for public comment WAPC July 2009) and *Guidance for the Assessment of Environmental Factors No 3 Separation distances between industrial and sensitive land uses* (Environmental Protection Authority, (June 2005).

All chemical use must comply with existing legislation. Spraying practices will also need to comply with the APVMA "no spray zone" which is being introduced to the labels of new and existing pesticides. A designated buffer area under these guidelines will contribute to the area included as a "no spray zone", allowing a greater portion of agricultural land to be available for crops where a large "no spray zone" applies.

## Scope

This document provides recommendations on the minimum separation distance required between agricultural land use and residential land use based on current scientific knowledge and industry practice. These separation distances may be applied to other proposed sensitive land uses.

Single residential dwellings located in land zoned Rural, Agricultural or equivalent in local and regional planning schemes are excluded from this document.

## Objective

The objective of this guideline is to avoid conflicts arising from proposed residential developments and other sensitive land use near existing agricultural land. This guideline will assist in minimising health and nuisance impacts from chemical use and dust.

## Limitations

Considering the complexity in determining a safe buffer distance applicable to multiple situations it is important that the design of buffer areas is based on the best possible evidence and is conservative in its approach.

Vegetative buffers may not be suitable where the chemicals in use may result in vapour drift (eg. soil fumigants) or where herbicide spray drift would impact on the vegetative buffer. In these circumstances a 300m buffer distance would apply.

Safe application of chemicals, design and use of spray technology/equipment and requirements under existing legislation are not specifically covered by this document. Buffers are not substitutes for good spray management practices.

## Establishment and maintenance of buffer areas

New residential developments should protect the rights of the existing agricultural producers to continue to perform farming activities on their land.

The following measures should be implemented at the earliest possible planning stage to minimise impacts on public health:

1. Where land is approved for subdivision or residential development the prospective proponent must be advised by the local government of the requirement for buffer areas to be included.
2. Applications for development are to consider and describe the existence and location of surrounding land uses, including viticultural and agricultural activities, and site the development in a position which will not result in the potential for land use conflict between neighbouring land uses.
3. Applications for a site being developed for residential purposes are to include buffer areas that are planned and funded by the proponent of that development, unless otherwise determined by mutual agreement with existing land owners (including land owned by State and Local Authorities).
4. Buffer areas should apply from the boundary to boundary of the conflicting land uses.
5. Consideration needs to be given to the time in which an area remains "mixed use". Buffer areas may be temporary and can be reserved for public open spaces or further residential development once conflicting agricultural land use has ceased. Residential subdivision applications may include future residential lots that will fall within the buffer area that will be constructed only when neighbouring agricultural activities have ceased.
6. Persons intending to live in or adjacent to an agricultural land use area need to be fully informed of the agricultural practices and their potential impact on health or amenity before they settle into the area.

7. Where a vegetative buffer is planned, the proposals must state who is responsible for planting and maintaining the buffer area vegetation. The vegetative buffer needs to be planted and established before building approval is granted. A legal agreement must be established that specifies the legal and ongoing obligations on the developers, local government and landowners.
8. Any alternative design is based on a thorough analysis of the specific site conditions by an expert and should be approved by the Environmental Protection Authority/ Department of Health.

EPA Guidelines require the following separation distances for common agricultural uses:

Industry	Description of Industry	Buffer Distances
Market Gardens	Broad Scale Operations	300-500m
Orchards		500m
Turf-farms and lawns		500m
Vineyards		500m

The precise design of the buffer will depend on many different factors including the chemicals used, method of application, the site, the proposed land-uses and the adjacent or nearby land use and characteristics including road reserves and existing vegetation.

The following minimum requirements will be considered suitable by the DoH:

1. A separation distance of 300m for to control spray drift, dust, smoke and ash.
2. Alternatively a 40 m separation distance can be used where a vegetative buffer has been adequately designed, implemented and maintained in accordance with these guidelines.
3. Vegetative buffers will not be operational until trees reach the minimum effective height to control spray drift. Residential areas should not be developed within 300m until this time.

Natural geographical features (watercourses and ridge lines), public open spaces, road reserves etc. can be used to meet the required separation distances. Areas reserved for public open spaces should not be designed for recreational use (eg. playground, community facilities) until agricultural activities are ceased.

In some circumstances a temporary, suitably designed constructed buffer with 50% porosity and of sufficient height may be accepted (ie. where residential development of existing agricultural land is likely to occur before a vegetative buffer can be established and chemicals used are of low public health risk). Temporary buffers are subject to the same design criteria as permanent ones to ensure their effectiveness. Constructed buffers should be submitted for approval as an alternative design.

## Requirements for Vegetative buffers

To be effective barriers to spray drift, the vegetated buffers need to meet the following criteria:

- Be located as close as practicable to the point of release of the spray.
- A minimum total width of 40m made up of 10m cleared fire break area either side of a 20 m wide planted area.
- Contain random plantings of a variety of tree and shrub species of differing growth habitats, at spacings of 4-5m.
- Include species with long, thin (needle-like) and rough (furry/hairy) foliage which facilitates the more efficient capture of spray droplets and which are fast growing and hardy;
- Foliage should be from the base to the crown; mixed plantings of trees may be required to ensure there are no gaps in the lower canopy.
- Provide a permeable barrier which allows air to pass through the buffer. A porosity of 0.5 is acceptable (that is, approximately 50% of the screen should be air space).
- Have a mature tree height twice the height of the spray release height.
- Have mature height and width dimensions which do not detrimentally impact upon adjacent crop land.

Applications for development where biological buffers are proposed shall include a detailed landscaping plan indicating the extent of the buffer area, the location and spacing of trees and shrubs and a list of tree and shrub species. The application shall also contain details concerning the proposed ownership of the buffer area and the means by which the effectiveness of the buffer is to be maintained.

**This document is available in alternative formats on request for a person with a disability.**



Government of **Western Australia**  
 Department of **Mines and Petroleum**

RECEIVED - MSC	
DATE	14-2015
FILE	ADM0175
COPIES	CR151628
ATTENTION	ICR152628
ANSWERED	CEO

Your ref: ADM0175  
 Our ref: A1920/201501  
 Enquiries: Colin Strickland - Ph 9222 3139 Fax 9222 3638  
 Email: colin.strickland@dmp.wa.gov.au

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

Dear Sir

**DRAFT MINGENEW TOWNSITE STRATEGY - SHIRE OF MINGENEW**

Thank you for your letter dated 22 September 2015 inviting comment on the above draft townsite strategy which proposes expansion of 'Rural Residential' development to the northwest in the medium term, and expansion of 'Industrial' development to the northeast in the medium-long term.

The Geological Survey of Western Australia (GSWA) has assessed this proposal on behalf of the Department of Mines and Petroleum (DMP) with respect to access to mineral and petroleum resources, geothermal energy and basic raw materials. The GSWA has no concerns with the proposals presented within the draft strategy proposals, including the future expansion of the Mingenew townsite to the north.

Yours sincerely

*for* Rick Rogerson  
 Executive Director  
 GEOLOGICAL SURVEY OF WESTERN AUSTRALIA

29 September 2015



Government of **Western Australia**  
Department of **Parks and Wildlife**

Your ref: ADM0175  
Our ref: 38465  
Enquiries: Liz Rushforth  
Phone: 08 9688 6000  
Email: elizabeth.rushforth@dpaw.wa.gov.au

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

Dear Mr Whitely

## **MINGENEW TOWNSITE STRATEGY**

Thank you for your letter of 22 September 2015 requesting submissions on the above mentioned strategy.

The following advice gives a broad overview of conservation issues within the Mingenew townsite strategy area. More specific advice can be provided if required. The primary point of contact for Land Use Planning within the Department of Parks and Wildlife Midwest Region is Liz Rushforth (08 9688 6000)

### **Overview**

Parks and Wildlife recommends that all local planning strategies are aligned with the advice and recommendations in the:

- Environmental Protection Authority (EPA) Guidance Statement No.33 – ‘Environmental Guidance for Planning and Development’; and
- Western Australian Planning Commission (WAPC) Statement of Planning Policy No.2 – ‘Environment and Natural Resource Policy’.

The objectives of these guidance statements, policies and guidelines include;

- To integrate environmental and natural resource management with broader land use planning and decision making;
- To protect, conserve and enhance the natural environment; and
- To promote and assist in the sustainable use and management of natural resources.

The above EPA and WAPC documents should be the primary references in relation to biodiversity and environmental matters in preparation of the local planning strategy.

### **Threatened Species and Communities**

In Western Australia, the *Wildlife Conservation Act 1950* provides for species, subspecies and varieties, (taxa) of native plants and animals to be specifically protected because they are under identifiable threat of extinction are rare, or otherwise in need of special protection. Such specially protected plants and animals are considered to be threatened. Parks and Wildlife maintains threatened flora (Declared Rare Flora (DRF)) lists and also maintains lists of priority flora that are not ranked as threatened but are considered a high priority for protection.

Within the townsite strategy area there are two known species that have been identified that have not been mentioned in the document. The DRF species *Grevillea phanerophlebia* has been found in the Mingenew Golf Course near the 17<sup>th</sup> fairway and the priority flora *Malleostemon decipiens* has been found on Victoria Road, near the water reservoir.

These areas are not subject at this stage to any future development as per the townsite strategy map but if any clearing or modifying of these areas was to occur they should be surveyed for DRF and priority flora prior to disturbance. Flora surveys should be carried out in accordance with the EPA's Guidance Statement . 51 '*Terrestrial Flora and Vegetation Surveys for Environmental Impact Assessment in Western Australia*'. If DRF is identified and the development is likely to disturb it then an 'Application for permit to take DRF' pursuant to Section 23F of the *Wildlife Conservation Act 1950* will need to be completed and approved by the Minister for the Environment prior to any disturbance.

### Native Vegetation

Native vegetation is protected through the State by the *Environmental Protection Act 1986* (EP Act) and Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (regulations). Any clearing of native vegetation requires a clearing permit or an exemption listed under schedule 6 of the EP Act or the regulations. It should be noted there are no exemptions for areas listed as Environmentally Sensitive Areas, including Threatened Ecological Communities, riparian zones, and known habitats of DRF and/or endangered and threatened fauna.

The National Objectives and *Targets for Biodiversity Conservation 2001-2005* (Commonwealth of Australia 2001) recognise that the retention of 30 percent or more of the pre-clearing extent of each ecological community is necessary if Australia's biological diversity is to be protected.

This is the threshold level, below which species loss appears to accelerate and loss below this level should not be permitted. This level of recognition is in keeping with the targets recommended in the review of the *National Strategy for the Conservation of Australia's Biological Diversity* (ANZECC 2000) and in *EPA Position Statement No. 2* on Environmental Protection of Native Vegetation in Western Australia (EPA 2000).

The Mingenew Townsite Strategy has two native vegetation associations (*Beard's Vegetation Survey of Western Australia 1976*). See Table 1 for the extent of each association.

It is recommended that in the townsite strategy the purpose of the clearing regulations and target retention rate of 30 percent of Beard's vegetation association are addressed. In addition the acquisition of the additional areas containing vegetation associations poorly represented in the conservation reserve system should be considered.

**Table 1: Mingenew Townsite Strategy study area native vegetation associations and comparative extents. Source CAR System Analysis Report 2012 – Department of Parks and Wildlife**

Beard Vegetation Association	Pre-European Extent (ha)	Current Extent (ha)	% Remaining	Current extent in All Parks and Wildlife Managed Lands (ha)	% Current extent in All Parks and Wildlife Managed Lands
354	91,254.36	10,783.34	11.82	894.90	8.30
379	1,229.69	236.92	19.27	15.37	6.49

### Conservation Tenure

The townsite strategy area boundary is adjacent to the Mingenew Nature Reserve, which is vested in the Conservation Commission of Western Australia and managed by Parks and Wildlife for the conservation of flora and fauna.

### **Bushfire Mitigation**

The Eastern section of the strategy area (Lot 800) is immediately adjacent to Mingenew Nature Reserve. This area is highlighted to be developed as a rural residential expansion area in the medium term on the townsite strategy map. When this area is planned and developed, bushfire mitigation measures will need to be implemented to ensure the subsequent lots are protectable if threatened in an extreme bush fire event. All fire protection requirements will need to be provided for on the property itself and do not place impositions or reliance upon the management of the adjoining Nature Reserve. Fire breaks should be contained entirely within the boundary of the Lot 800 and should not be planned in consideration of firebreaks within the nature reserve, as outlined in the document *Planning for Bushfire Protection Guidelines* (WAPC, 2010)

### **Boundary Interface**

The proposed future rural residential development on Lot 800 should not impact directly on Mingenew Nature Reserve, however it is likely to place increasing pressure on the reserve from visitation and the presence of domestic animals. It is important that the interface between residential development and the Nature Reserve is designed to minimise impact on conservation values of the reserve and the impacts of reserve management on local residents are minimised. Accordingly Parks and Wildlife recommends that if this area is developed, that a fence with appropriate gates and signage is constructed to the satisfaction of Parks and Wildlife along the adjoining boundary. Any landscaping put in place should not include species known to be invasive or environmentally damaging and surface water runoff should also not be directed into the nature reserve.

Yours sincerely



Anthony Desmond  
A/REGIONAL MANAGER  
Midwest Region

14 October 2015



Government of **Western Australia**  
Housing Authority

**OPENING DOORS**  
To Affordable Housing



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

RECEIVED - MSC	
DATE	13-10-2015
FILE	ADMIN 175
COMM	ICR 152665.
ATTN	CEO.
ANSWERED	

Dear Sir

**SHIRE OF MINGENEW TOWNSITE STRATEGY - SUBMISSION**

Thank you for referring the draft Mingenew Townsite Strategy for our comment and I wish to advise you that the Housing Authority supports the Strategy.

The Housing Authority is the owner of the following properties scattered throughout the town:

- Five properties for Government Regional Officers Housing (9 Fogarty St, 31 William St, 29 Shenton St and 17 & 21 Bride St).
- Three properties for Community Housing (12 and 38 Victoria Rd and 51 King St).
- Three properties for Rentals (42 & 62 King St and 2 Wattle St).
- One property is under construction at 7 Fogarty St.

It is acknowledged that providing for alternative housing choice at Mingenew is currently constrained by the lack of reticulated sewer. The Authority supports the Strategy's objectives and actions, which is expected to provide for the town's ongoing growth, affordable housing and housing choice for aged person and workers accommodation through a joint venture program.

For your information.

Yours sincerely

Cane Spaseski  
Senior Planner; Urban Planning, Design and Approvals  
Business Services

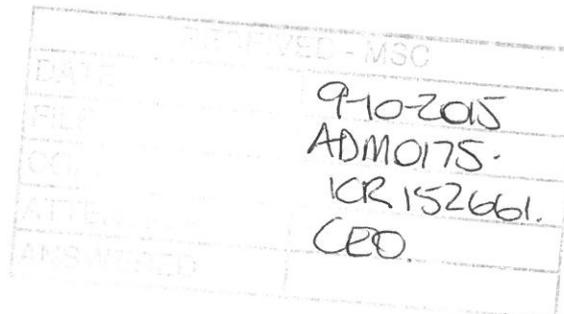
5 October 2015

Your Ref:      (Insert Applicant's Reference Number here)  
Our Ref:      JT1 2012 01855 V01 - LPS340689  
Enquiries:      Mark Willson  
Direct Tel:      08 9923 4910  
Fax:      08 9923 4966



09 October 2015

Chief Executive Officer  
Shire Of Mingenew  
PO BOX 120  
MINGENEW WA 6522  
enquiries@mingenew.wa.gov.au



Attention of: Martin Whitley

**Re: Shire of Mingenew Townsite Strategy**

Thank you for your letter dated 22 September 2015. The Water Corporation offers the following comments in regard to this proposal.

**Proposed development areas outside of water system planning boundary**

The following proposed development areas are outside of the water system planning boundary, therefore a reticulated potable water supply is not immediately available;

- No. 22      Heritage Tourism Site
- No. 14      Mingenew Hill – rural res. expansion area

If a reticulated water connection is required the proponent should arrange for water infrastructure planning to be undertaken. A formal submission by the proponent should be made in a timely manner considering the proposed development schedule and the water infrastructure planning review.

There are areas in the proposed Mingenew Hill rural residential expansion location that are unable to be provided with the required standard service pressure from the existing Mingenew Tank on the opposite side of town. The maximum height / level which can be provided with the required standard service pressure from the existing Mingenew Tank would need to be confirmed in a review. Areas which cannot be provided with the correct pressure would likely require headworks to boost the pressure.

**Proposed changes in landuse within the water system planning boundary.**

The proposed changes in landuse for the development areas listed below may result in additional water demands. Therefore upgrading of the current system may be required to prevent existing customers being affected by the proposed development. When the proposed demands are provided the Water Corporation can review the proposed development.

- No. 1      Commercial Expansion
- No. 16 & 17      Expansion of industrial areas
- No. 3      Redevelopment

**Asset Protection - Buffer**

Please be aware that there is a chemical storage buffer for chlorine as part of the water treatment plant facility at the Mingenew Tank site . This should be located on strategy maps and scheme plans when they are next up for review. The buffer is 60m in diameter measured from the centre of the building. The building and tank site is located approx.. 0.5 Km south of Philip St on Victoria Rd.

**Urban Water**

It would be expected that the Strategy should also make reference to to contain a District Water Management Strategy. The need is to address the State Water Strategy 2003, State Water Plan 2007 and the State Planning Policy 2.9.

Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact the Enquiries Officer.

*Mark Willson*

Mark Willson  
Development Planner  
Development Services

## 9.1.2 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0147  
**Date:** 16<sup>th</sup> October 2015  
**Author:** Martin Whitely, Chief Executive Officer

### **Summary**

This report recommends that Council appoints Bush Fire Officers for the Shire of Mingenew for the 2015/16 fire season.

### **Attachment**

Nil

### **Background**

The Mingenew Bush Fire Advisory Meeting is scheduled for Monday 19<sup>th</sup> October 2015. At this meeting the Bush Fire Advisory Committee will make recommendations for the appointment of Bush Fire Control Officers including the positions of Chief Fire Control Officer, Deputy Chief Fire Control Officer and Fire Weather Officer.

### **Comment**

Since the meeting is yet to be held the recommendations for the office positions from the Bush Fire Advisory Committee are unknown. As a guide the current office bearers are as follows;

#### **Bush Fire Control Officers**

Mingenew Town – Michael Beare  
Yandanooka – Justin Bagley & Nick Duane  
Lockier – Daniel Michael & Kim Fleay  
Guranu – Murray Thomas & Ben Cobley  
Mingenew North – Andrew Green

#### **Chief Bush Fire Control Officer**

Rob McTaggart

#### **Deputy Chief Bush Fire Control Officer**

Justin Bagley  
Murray Thomas

#### **Permit Issuing Officers**

Rob McTaggart  
Justin Bagley  
Daniel Michael  
Murray Thomas

#### **Fire Weather Officer**

Rob McTaggart

### **Consultation**

Shire of Mingenew Fire Brigades  
Rick Ryan, Community Emergency Service Manager

**Statutory Environment**

Bush Fire Act 1954

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Community Strategic Plan

Outcome 3.7.3 – Continuously improve emergency services

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.2**

That Council endorse the recommendations of the Bush Fire Advisory Committee for the relevant Bush Fire Control Officer dignitaries.

**COUNCIL RESOLUTION – ITEM 9.1.2**

Moved: Cr Newton

Seconded: Cr Eardley

That the following appointments be endorsed:

**Chief Bush Fire Control Officer**

Rob McTaggart

**Deputy Chief Bush Fire Control Officer**

Murray Thomas

**Permit Issuing Officer**

Rob McTaggart

**Fire Weather Officer**

Rob McTaggart

**Bush Fire Control Office**

Mingenew Town: Captain - Michael Beare

Yandanooka: Captain - Nick Duane & Deputy Captain - Justin Bagley

Lockier: Captain - Daniel Michael & Deputy Captain - Tim Dempster

Guraru: Captain - Murray Thomas & Deputy Captain - Ben Cobby

Mingenew North: Captain - Alex Pearse & Deputy Captain - Andrew Green

Carried: 6/0

9.1.3 SHIRE OFFICE HOURS
--------------------------

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0089  
**Date:** 16<sup>th</sup> October 2015  
**Author:** Martin Whitely, Chief Executive Officer

**Summary**

This report recommends that Council approves the Shire Office to be closed over the Christmas and New Year period.

**Attachment**

Nil

**Background**

During the Christmas and New Year period it is proposed that the Shire Office be closed from 12pm on Thursday 24<sup>th</sup> December until Sunday 3<sup>rd</sup> January 2016 and re-opening as per usual on Monday 4<sup>th</sup> January 2016. This will mean that any payments or licensing will not be processed during this period. This works out to be three normal working days. With sufficient notification the community will be able to make alternate arrangements for licensing and other payments and a skeleton works crew will still be on board during the break for any road maintenance.

**Comment**

Staff will be required to take leave; either annual leave or RDO's during this period and the proposed office hours will be as follows;

Monday 21 <sup>st</sup> December 2015	8.00am to 5.00pm
Tuesday 22 <sup>nd</sup> December 2015	8.0am to 5.00pm
Wednesday 23 <sup>rd</sup> December 2015	8.00am to 5.00pm
Thursday 24 <sup>th</sup> December 2015	8.00am to 12.00pm
Friday 25 <sup>th</sup> December 2015	Closed
Saturday 26 <sup>th</sup> December 2015	Closed
Sunday 27 <sup>th</sup> December 2015	Closed
Monday 28 <sup>th</sup> December 2015	Closed
Tuesday 29 <sup>th</sup> December 2015	Closed
Wednesday 30 <sup>th</sup> December 2015	Closed
Thursday 31 <sup>st</sup> December 2015	Closed
Friday 1 <sup>st</sup> January 2016	Closed
Saturday 2 <sup>nd</sup> January 2016	Closed
Sunday 3 <sup>rd</sup> January 2016	Closed
Monday 4 <sup>th</sup> January 2016	8.00am to 5.00pm

**Consultation**

Notification of the office opening times will be published in the Mingenew Matters and Shire Office noticeboard in the months leading up to Christmas.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.3**

That Council endorse the Shire Office to be closed for normal business from 12pm on Thursday 24<sup>th</sup> December 2015 through to Sunday the 3<sup>rd</sup> January 2016 inclusive.

**COUNCIL RESOLUTION – ITEM 9.1.3**

Moved: Cr Cosgrove

Seconded: Cr Pearce

That Council endorse the Shire Office to be closed for normal business from 12pm on Thursday 24<sup>th</sup> December 2015 through to Sunday the 3<sup>rd</sup> January 2016 inclusive.

Carried: 6/0

**9.1.4 CEO PERFORMANCE APPRAISAL**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Impartiality Interest

**File Reference:** ADM0077  
**Date:** 16<sup>th</sup> October 2015  
**Author:** Martin Whitely, Chief Executive Officer

**Summary**

This report recommends that Council sets a date to carry out the annual performance review of the Chief Executive Officer.

**Attachment**

Nil

**Background**

It is a requirement under section 5.38 of the Local Government Act for Council to review the performance of the Chief Executive Officer ("CEO") at least once in relation to every year of employment.

**Comment**

Given that the CEO's commencement date was the 5<sup>th</sup> January 2015, the review should be carried out prior to the 4<sup>th</sup> January 2016.

**Consultation**

Nil

**Statutory Environment**

Local Government Act 1995  
Local Government (Administration) Regulations 1996

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.1.4**

That Council sets a date to carry out the performance review of the Chief Executive Officer.

**COUNCIL RESOLUTION – ITEM 9.1.4**

Moved: Cr Pearce

Seconded: Cr Eardley

That the Executive Committee liaises with the Chief Executive Officer to set a date and carry out the performance review prior to the 4<sup>th</sup> January 2016.

Carried: 6/0

## 9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 30<sup>th</sup> September 2015

<b>Location/Address:</b>	Shire of Mingenew
<b>Name of Applicant:</b>	Shire of Mingenew
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM0304
<b>Date:</b>	15 October 2015
<b>Author:</b>	Nita Jane, Manager Finance and Administration
<b>Senior Officer:</b>	Martin Whitely, Chief Executive officer

**Summary**

The Monthly Statement of Financial Activity report for the period ending 30<sup>th</sup> September 2015 is presented to Council for adoption.

**Attachment**

Finance Report for period ending 30<sup>th</sup> September 2015.

**Background**

The Monthly Financial Report to the 30<sup>th</sup> September 2015 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**

<b>SUMMARY OF FUNDS – SHIRE OF MINGENEW</b>	
Municipal Account	60,296
Business Cash Maximiser (Municipal Funds)	1,317,697
Trust Account	138,606
Mid-West Regional Council Trust Account	Closed
Reserve Maximiser Account	272,986

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<sup>th</sup> September 2015:

Amount	Current	30+ Days	60+ Days	90+ Days	TOTAL
	(2,118)	39,538	0	3,080	40,500

Rates Outstanding at 30<sup>th</sup> September 2015 were:

	Current	Arrears	TOTAL
Rates	534,921	29,553	564,474
Rubbish	10,888	0	10,888
<b>TOTAL</b>	<b>545,809</b>	<b>29,553</b>	<b>575,362</b>

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

### **Consultation**

Chief Executive Officer  
Senior Finance Officer

### **Statutory Environment**

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

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

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

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

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

That the Monthly Statement of Financial Activity for the period 1<sup>st</sup> July 2015 to 30<sup>th</sup> September 2015 be received.

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

Moved: Cr Cosgrove

Seconded: Cr Pearce

That the Monthly Statement of Financial Activity for the period 1<sup>st</sup> July 2015 to 30<sup>th</sup> September 2015 be received.

Carried: 6/0

## SHIRE OF MINGENEW

### MONTHLY FINANCIAL REPORT

For the Period Ended 30 September 2015

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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## Shire of Mingenew

### Compilation Report

For the Period Ended 30 September 2015

### 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 September 2015 of \$1,865,915.

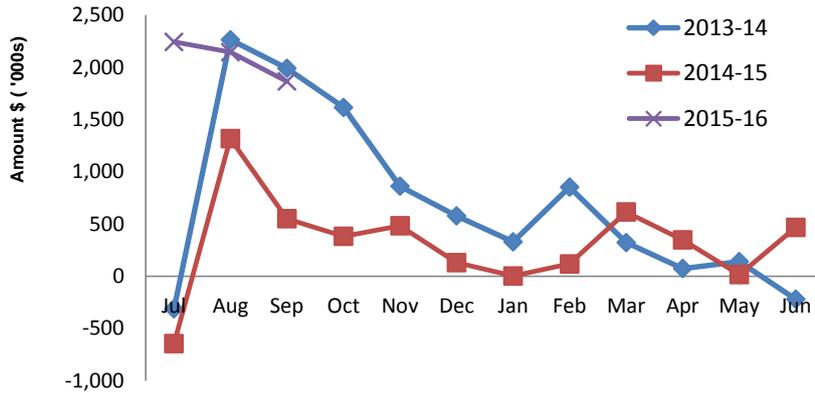
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

### Preparation

Prepared by: Nita Jane  
Reviewed by: Martin Whitely  
Date prepared: 15/10/2015

**Shire of Mingenew**  
**Monthly Summary Information**  
 For the Period Ended 30 September 2015

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



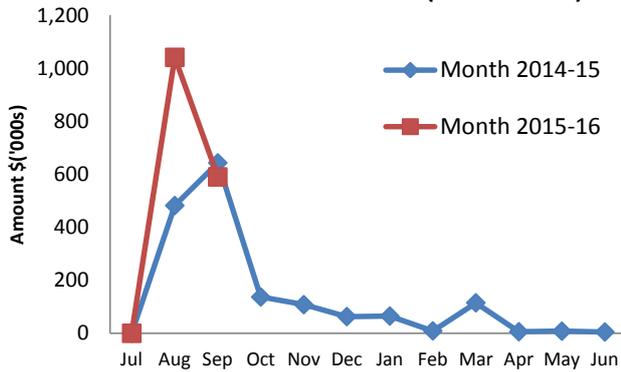
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 1,052,047
Restricted	\$ 602,805
	\$ 1,654,851

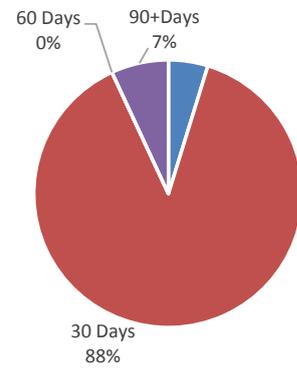
**Receivables**

Rates	\$ 590,422
Other	\$ 40,500
	\$ 630,921

**Rates Receivable (Refer Note 6)**



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

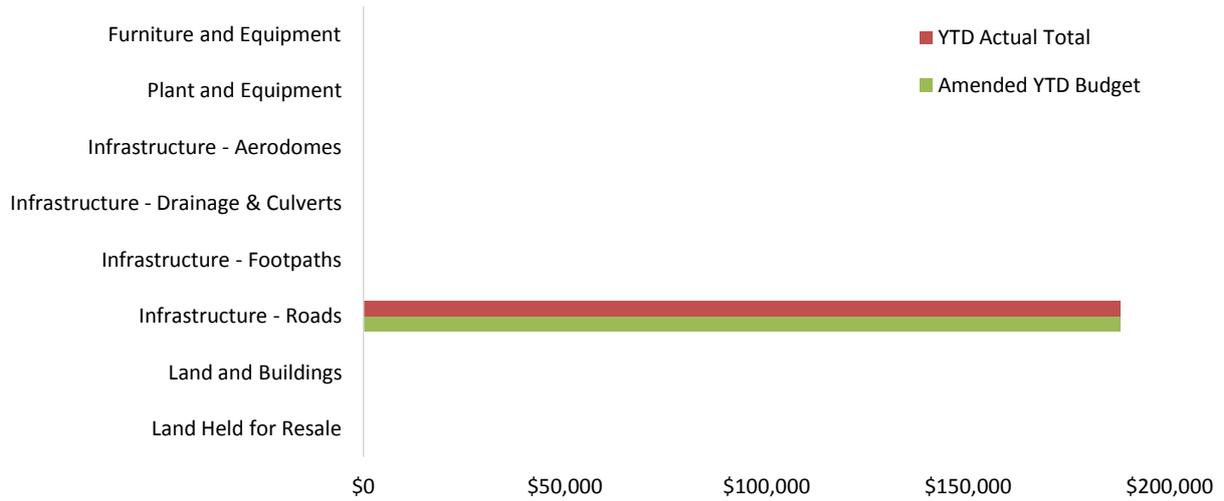


**Comments**

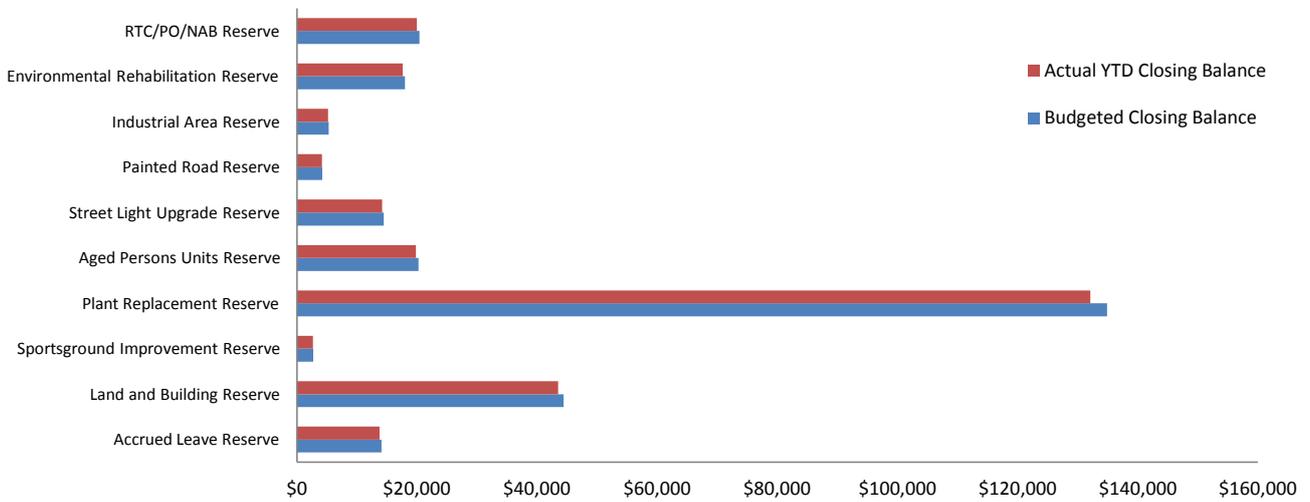
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**Shire of Mingenew**  
**Monthly Summary Information**  
 For the Period Ended 30 September 2015

**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.

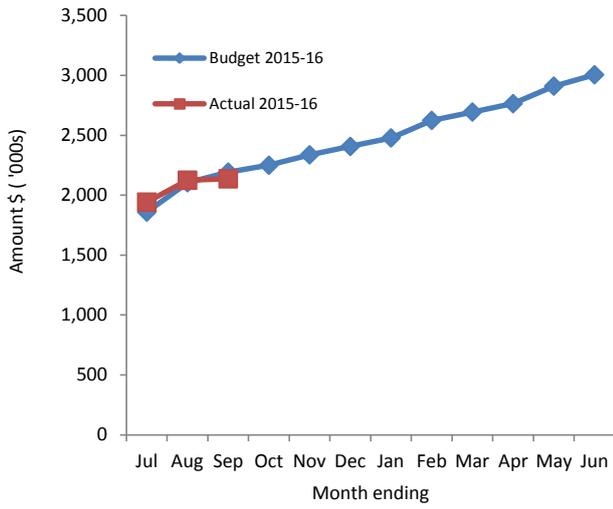
# Shire of Mingenew

## Monthly Summary Information

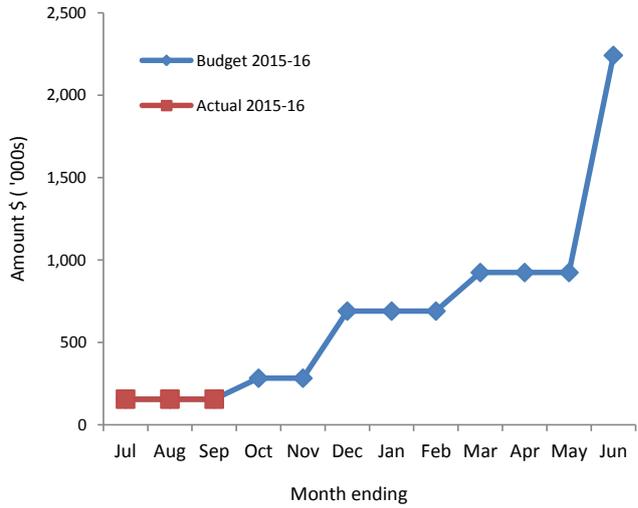
For the Period Ended 30 September 2015

### Revenues

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

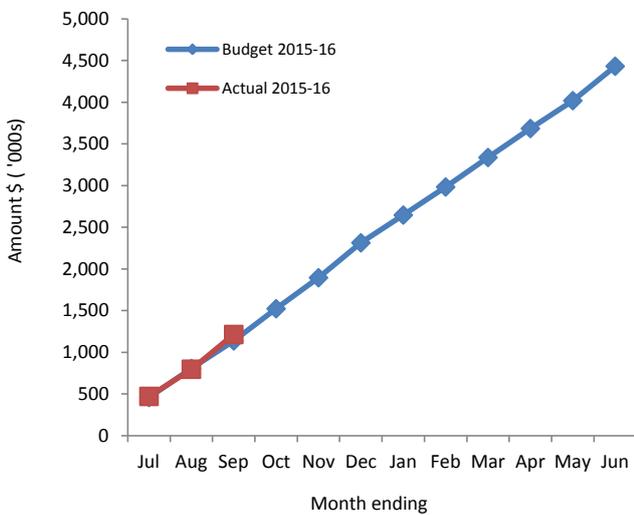


**Budget Capital Revenue -v- Actual (Refer Note 2)**

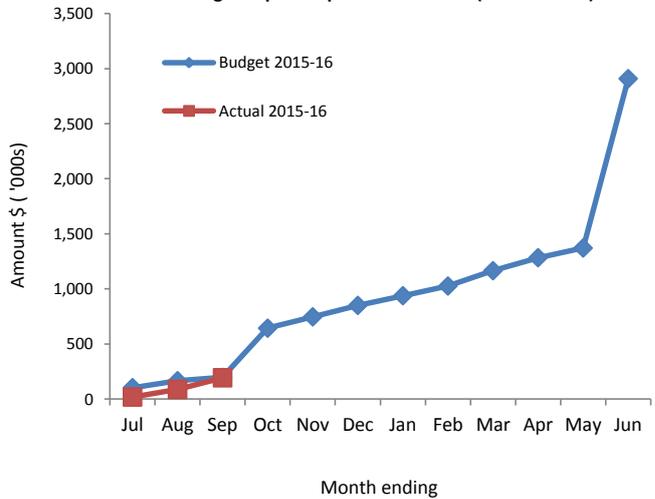


### Expenditure

**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 September 2015

Note	2015/16 Forecast Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
	\$	\$	\$	\$	\$	%	
General Purpose Funding	2,093,128	2,093,128	1,835,187	1,798,682	(36,505)	(1.99%)	
Governance	12,564	12,564	1,128	2,296	1,168	103.51%	
Law, Order and Public Safety	33,780	33,780	7,335	528	(6,807)	(92.81%)	
Health	1,000	1,000	249	0	(249)	(100.00%)	
Education and Welfare	5,290	5,290	1,320	846	(474)	(35.88%)	
Housing	117,343	117,343	29,328	25,771	(3,557)	(12.13%)	
Community Amenities	86,175	86,175	76,134	71,694	(4,440)	(5.83%)	
Recreation and Culture	31,086	31,086	30,215	30,494	279	0.92%	
Transport	551,558	551,558	181,147	185,159	4,012	2.21%	
Economic Services	10,630	10,630	2,649	2,244	(405)	(15.30%)	
Other Property and Services	128,359	128,359	28,332	19,540	(8,792)	(31.03%)	
<b>Total Operating Revenue</b>	<b>3,070,913</b>	<b>3,070,913</b>	<b>2,193,024</b>	<b>2,137,254</b>	<b>(19,265)</b>		
<b>Operating Expense</b>							
General Purpose Funding	(83,530)	(83,530)	(14,622)	(11,317)	3,305	22.60%	▲
Governance	(200,235)	(200,235)	(75,436)	(82,934)	(7,498)	(9.94%)	
Law, Order and Public Safety	(133,639)	(133,639)	(32,933)	(28,739)	4,194	12.73%	▲
Health	(69,122)	(69,122)	(15,446)	(14,715)	731	4.73%	
Education and Welfare	(56,731)	(56,731)	(13,137)	(18,498)	(5,361)	(40.81%)	
Housing	(278,427)	(278,427)	(75,423)	(70,496)	4,927	6.53%	
Community Amenities	(180,101)	(180,101)	(42,333)	(28,822)	13,512	31.92%	▲
Recreation and Culture	(903,725)	(903,725)	(224,128)	(232,041)	(7,913)	(3.53%)	
Transport	(2,206,314)	(2,206,314)	(582,543)	(695,846)	(113,303)	(19.45%)	▼
Economic Services	(228,403)	(228,403)	(53,494)	(50,204)	3,290	6.15%	
Other Property and Services	(92,008)	(92,008)	(6,903)	20,126	27,029	391.55%	▲
<b>Total Operating Expenditure</b>	<b>(4,432,234)</b>	<b>(4,432,234)</b>	<b>(1,136,398)</b>	<b>(1,213,488)</b>	<b>(77,090)</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation	1,850,000	1,850,000	462,492	544,315	81,823	17.69%	▲
Adjust (Profit)/Loss on Asset Disposal	(25,370)	(25,370)	0	0	0		
Adjust Provisions and Accruals	0	0	0	0	0		
<b>Net Cash from Operations</b>	<b>463,309</b>	<b>463,309</b>	<b>1,519,118</b>	<b>1,468,080</b>	<b>(14,533)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	2,065,347	2,065,347	156,000	155,866	(134)	(0.09%)	
Proceeds from Disposal of Assets	110,000	110,000	0	0	0		
<b>Total Capital Revenues</b>	<b>2,175,347</b>	<b>2,175,347</b>	<b>156,000</b>	<b>155,866</b>	<b>(134)</b>		
<b>Capital Expenses</b>							
Land Held for Resale	(200,000)	(200,000)	0	0	0		
Land and Buildings	(966,804)	(966,804)	(5,998)	(5,485)	513	8.55%	
Infrastructure - Roads	(1,151,751)	(1,151,751)	(188,393)	(187,775)	618	0.33%	
Infrastructure - Footpaths	(150,000)	(150,000)	0	0	0		
Infrastructure - Drainage & Culverts	0	0	0	0	0		
Infrastructure - Aerodomes	0	0	0	0	0		
Infrastructure - Other	(280,000)	(280,000)	0	0	0		
Plant and Equipment	(125,000)	(125,000)	0	0	0		
Furniture and Equipment	(28,000)	(28,000)	(2,000)	0	2,000	100.00%	▲
<b>Total Capital Expenditure</b>	<b>(2,901,555)</b>	<b>(2,901,555)</b>	<b>(196,391)</b>	<b>(193,260)</b>	<b>3,131</b>		
<b>Net Cash from Capital Activities</b>	<b>(726,208)</b>	<b>(726,208)</b>	<b>(40,391)</b>	<b>(37,394)</b>	<b>2,997</b>		
<b>Financing</b>							
Proceeds from New Debentures	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	0	0	0	0	0		
Advances to Community Groups	0	0	0	0	0		
Repayment of Debentures	(172,463)	(172,463)	(65,344)	(69,080)	(3,736)	(5.72%)	
Transfer to Reserves	(25,428)	(25,428)	0	(1,023)	(1,023)		
<b>Net Cash from Financing Activities</b>	<b>(197,891)</b>	<b>(197,891)</b>	<b>(65,344)</b>	<b>(70,103)</b>	<b>(4,759)</b>		
<b>Net Operations, Capital and Financing</b>	<b>(460,791)</b>	<b>(460,791)</b>	<b>1,413,383</b>	<b>1,360,583</b>	<b>(16,295)</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>467,988</b>	<b>467,988</b>	<b>467,988</b>	<b>505,333</b>	<b>37,345</b>	<b>7.98%</b>	
<b>Closing Funding Surplus(Deficit)</b>	<b>7,197</b>	<b>7,197</b>	<b>1,881,371</b>	<b>1,865,915</b>	<b>21,050</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

STATEMENT OF FINANCIAL ACTIVITY

(By Nature or Type)

For the Period Ended 30 September 2015

Note	2015/16 Amended Annual Budget	2015/16 Original Budget (a)	2015/16 YTD Budget (a)	2015/16 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
<b>Operating Revenues</b>							
9	\$ 1,754,614	\$ 1,754,614	\$ 1,750,561	\$ 1,713,745	\$(36,816)	(2.10%)	
					0		
11	522,884	522,884	173,460	177,953	4,493	2.59%	
	296,559	296,559	151,154	140,208	\$(10,946)	(7.24%)	
	0	0	0	0	0		
	24,498	24,498	6,105	14,293	8,188	134.12%	
	446,988	446,988	111,744	91,053	\$(20,691)	(18.52%)	▼
8	25,370	25,370	0	0	0		
	<b>3,070,913</b>	<b>3,070,913</b>	<b>2,193,024</b>	<b>2,137,254</b>	<b>\$(55,771)</b>		
<b>Operating Expense</b>							
	\$(861,988)	\$(861,988)	\$(231,469)	\$(300,422)	\$(68,953)	(29.79%)	▼
	\$(828,372)	\$(828,372)	\$(162,530)	\$(132,780)	29,750	18.30%	▲
	\$(161,042)	\$(161,042)	\$(33,139)	\$(14,495)	18,644	56.26%	▲
	\$(1,850,000)	\$(1,850,000)	\$(462,492)	\$(544,315)	\$(81,823)	(17.69%)	▼
	\$(63,422)	\$(63,422)	\$(19,891)	\$(26,557)	\$(6,666)	(33.51%)	
	\$(166,025)	\$(166,025)	\$(87,300)	\$(103,455)	\$(16,155)	(18.50%)	▼
	\$(501,385)	\$(501,385)	\$(139,577)	\$(91,464)	48,113	34.47%	▲
8	0	0	0	0	0		
	<b>(4,432,234)</b>	<b>(4,432,234)</b>	<b>(1,136,398)</b>	<b>(1,213,488)</b>	<b>\$(77,090)</b>		
<b>Funding Balance Adjustments</b>							
	1,850,000	1,850,000	462,492	544,315	81,823	17.69%	▲
8	\$(25,370)	\$(25,370)	0	0	0		
	0	0	0	0	0		
	<b>463,309</b>	<b>463,309</b>	<b>1,519,118</b>	<b>1,468,080</b>	<b>\$(51,038)</b>		
<b>Capital Revenues</b>							
11	2,065,347	2,065,347	156,000	155,866	\$(134)	(0.09%)	
8	110,000	110,000	0	0	0		
	<b>2,175,347</b>	<b>2,175,347</b>	<b>156,000</b>	<b>155,866</b>	<b>\$(134)</b>		
<b>Capital Expenses</b>							
13	\$(200,000)	\$(200,000)	0	0	0		
13	\$(966,804)	\$(966,804)	\$(5,998)	\$(5,485)	513	8.55%	
13	\$(1,151,751)	\$(1,151,751)	\$(188,393)	\$(187,775)	618	0.33%	
13	\$(150,000)	\$(150,000)	0	0	0		
13	0	0	0	0	0		
13	0	0	0	0	0		
13	\$(280,000)	\$(280,000)	0	0	0		
13	\$(125,000)	\$(125,000)	0	0	0		
13	\$(28,000)	\$(28,000)	\$(2,000)	0	2,000	100.00%	▲
	<b>(2,901,555)</b>	<b>(2,901,555)</b>	<b>(196,391)</b>	<b>(193,260)</b>	<b>3,131</b>		
	<b>(726,208)</b>	<b>(726,208)</b>	<b>(40,391)</b>	<b>(37,394)</b>	<b>2,997</b>		
<b>Financing</b>							
	0	0	0	0	0		
	0	0	0	0	0		
	0	0	0	0	0		
7	0	0	0	0	0		
	0	0	0	0	0		
10	\$(172,463)	\$(172,463)	\$(65,344)	\$(69,080)	\$(3,736)	(5.72%)	
7	\$(25,428)	\$(25,428)	0	\$(1,023)	\$(1,023)		
	<b>(197,891)</b>	<b>(197,891)</b>	<b>(65,344)</b>	<b>(70,103)</b>	<b>\$(4,759)</b>		
<b>Net Operations, Capital and Financing</b>							
	<b>(460,791)</b>	<b>(460,791)</b>	<b>1,413,383</b>	<b>1,360,583</b>	<b>\$(52,800)</b>		
3	467,988	467,988	467,988	505,333	37,345	7.98%	
3	7,197	7,197	1,881,371	1,865,915	\$(15,456)		

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.

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING

For the Period Ended 30 September 2015

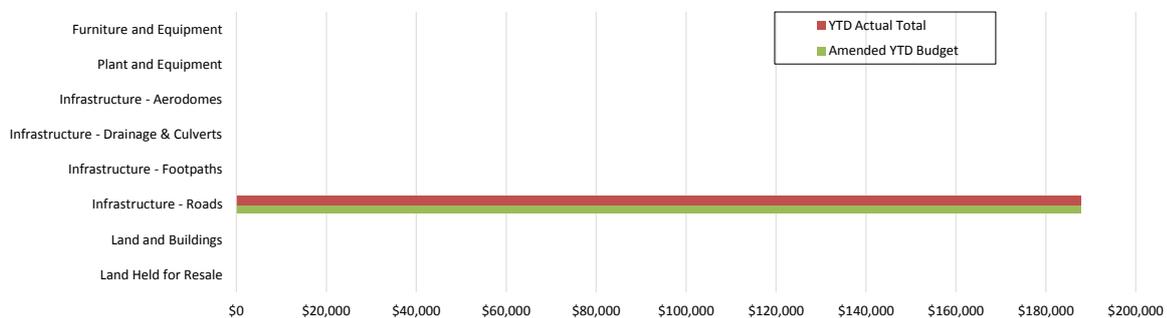
		YTD 30 09 2015					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land Held for Resale	13	\$ 0	\$ 0	\$ 0	\$ 0	\$ 200,000	\$ 0
Land and Buildings	13	0	0	0	0	966,804	0
Infrastructure - Roads	13	187,775	0	187,775	187,775	1,151,751	0
Infrastructure - Footpaths	13	0	0	0	0	150,000	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	280,000	0
Plant and Equipment	13	0	0	0	0	125,000	0
Furniture and Equipment	13	0	0	0	0	28,000	0
<b>Capital Expenditure Totals</b>		<b>187,775</b>	<b>0</b>	<b>187,775</b>	<b>187,775</b>	<b>2,901,555</b>	<b>0</b>

**Funded By:**

Capital Grants and Contributions	155,866	156,000	2,131,147	134
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	0	110,000	0
<b>Own Source Funding - Cash Backed Reserves</b>				
Land and Building Reserve	0	0	0	0
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	0	0	0	0
Industrial Area Reserve	0	0	0	0
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Own Source Funding - Operations</b>	<b>31,909</b>	<b>31,775</b>	<b>660,408</b>	<b>134</b>
<b>Capital Funding Total</b>	<b>187,775</b>	<b>187,775</b>	<b>2,901,555</b>	<b>0</b>

Comments and graphs

Capital Expenditure Program YTD



MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
SHIRE OF MINGENEW

STATEMENT OF BUDGET AMENDMENTS  
(Statutory Reporting Program)  
For the Period Ended 30 September 2015

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
<b>Operating Revenues</b>				
General Purpose Funding - Rates	2,093,128	0	2,093,128	1,835,187
Governance	12,564	0	12,564	1,128
Law, Order and Public Safety	33,780	0	33,780	7,335
Health	1,000	0	1,000	249
Education and Welfare	5,290	0	5,290	1,320
Housing	117,343	0	117,343	29,328
Community Amenities	86,175	0	86,175	76,134
Recreation and Culture	31,086	0	31,086	30,215
Transport	551,558	0	551,558	181,147
Economic Services	10,630	0	10,630	2,649
Other Property and Services	128,359	0	128,359	28,332
<b>Total Operating Revenue</b>	<b>3,070,913</b>	<b>0</b>	<b>3,070,913</b>	<b>2,193,024</b>
<b>Operating Expense</b>				
General Purpose Funding	(83,530)	0	(83,530)	(14,622)
Governance	(200,235)	0	(200,235)	(75,436)
Law, Order and Public Safety	(133,639)	0	(133,639)	(32,933)
Health	(69,122)	0	(69,122)	(15,446)
Education and Welfare	(56,731)	0	(56,731)	(13,137)
Housing	(278,427)	0	(278,427)	(75,423)
Community Amenities	(180,101)	0	(180,101)	(42,333)
Recreation and Culture	(903,725)	0	(903,725)	(224,128)
Transport	(2,206,314)	0	(2,206,314)	(582,543)
Economic Services	(228,403)	0	(228,403)	(53,494)
Other Property and Services	(92,008)	0	(92,008)	(6,903)
<b>Total Operating Expenditure</b>	<b>(4,432,234)</b>	<b>0</b>	<b>(4,432,234)</b>	<b>(1,136,398)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	1,850,000	0	1,850,000	462,492
Adjust (Profit)/Loss on Asset Disposal	(25,370)	0	(25,370)	0
Adjust Provisions and Accruals	0	0	0	0
<b>Net Cash from Operations</b>	<b>463,309</b>	<b>0</b>	<b>463,309</b>	<b>1,519,118</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	2,065,347	0	2,065,347	156,000
Proceeds from Disposal of Assets	110,000	0	110,000	0
<b>Total Capital Revenues</b>	<b>2,175,347</b>	<b>0</b>	<b>2,175,347</b>	<b>156,000</b>
<b>Capital Expenses</b>				
Land Held for Resale	(200,000)	0	(200,000)	0
Land and Buildings	(966,804)	0	(966,804)	(5,998)
Infrastructure - Roads	(1,151,751)	0	(1,151,751)	(188,393)
Infrastructure - Footpaths	(150,000)	0	(150,000)	0
Infrastructure - Drainage & Culverts	0	0	0	0
Infrastructure - Aerodomes	0	0	0	0
Infrastructure - Other	(280,000)	0	(280,000)	0
Plant and Equipment	(125,000)	0	(125,000)	0
Furniture and Equipment	(28,000)	0	(28,000)	(2,000)
<b>Total Capital Expenditure</b>	<b>(2,901,555)</b>	<b>0</b>	<b>(2,901,555)</b>	<b>(196,391)</b>
<b>Net Cash from Capital Activities</b>	<b>(726,208)</b>	<b>0</b>	<b>(726,208)</b>	<b>(40,391)</b>
<b>Financing</b>				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	0	0	0	0
Transfer from Reserves	0	0	0	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(172,463)	0	(172,463)	(65,344)
Transfer to Reserves	(25,428)	0	(25,428)	0
<b>Net Cash from Financing Activities</b>	<b>(197,891)</b>	<b>0</b>	<b>(197,891)</b>	<b>(65,344)</b>
<b>Net Operations, Capital and Financing</b>	<b>(460,791)</b>	<b>0</b>	<b>(460,791)</b>	<b>1,413,383</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>467,988</b>	<b>0</b>	<b>467,988</b>	<b>467,988</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>7,197</b>	<b>0</b>	<b>7,197</b>	<b>1,881,371</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**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 September 2015**

**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 September 2015**

**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 September 2015**

**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 September 2015**

**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 September 2015**

**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 September 2015**

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

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

**EDUCATION AND WELFARE**

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

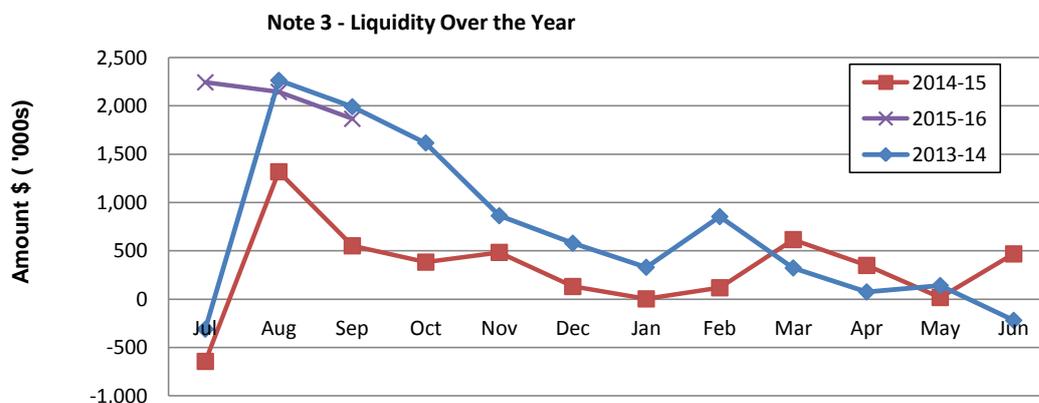
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	(36,505)	(1.99%)			Interim rates (-) due to adjustment of Council properties to non rateable
Governance	1,168	103.51%			
Law, Order and Public Safety	(6,807)	(92.81%)			
Health	(249)	(100.00%)			
Education and Welfare	(474)	(35.88%)			
Housing	(3,557)	(12.13%)			
Community Amenities	(4,440)	(5.83%)			
Recreation and Culture	279	0.92%			
Transport	4,012	2.21%			
Economic Services	(405)	(15.30%)			
Other Property and Services	(8,792)	(31.03%)			
<b>Operating Expenses</b>					
General Purpose Funding	3,305	22.60%	▲		Timing variances with Maintenance Grading (+\$19k), Asset Preservation Rural (+\$36k), Increase in Depreciation allocation following revaluation of assets (+\$96k) Timing variance Police Licensing (-\$34k)
Governance	(7,498)	(9.94%)			
Law, Order and Public Safety	4,194	12.73%	▲		
Health	731	4.73%			
Education and Welfare	(5,361)	(40.81%)			
Housing	4,927	6.53%			
Community Amenities	13,512	31.92%	▲		
Recreation and Culture	(7,913)	(3.53%)			
Transport	(113,303)	(19.45%)	▼		
Economic Services	3,290	6.15%			
Other Property and Services	27,029	391.55%	▲		
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(134)	(0.09%)			
Proceeds from Disposal of Assets	0				
<b>Capital Expenses</b>					
Land Held for Resale	0				
Land and Buildings	513	8.55%			
Infrastructure - Roads	618	0.33%			
Infrastructure - Footpaths	0				
Infrastructure - Drainage & Culverts	0				
Infrastructure - Aerodomes	0				
Plant and Equipment	0				
Furniture and Equipment	2,000	100.00%	▲		
<b>Financing</b>					
Loan Principal	(3,736)	(5.72%)			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2015

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 30 Sep 2015	30th June 2015	YTD 30 Sep 2014
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	4	1,052,047	482,373	694,189
Cash - Restricted Reserves	4	272,987	271,964	371,547
Cash - Restricted Unspent Grants		329,818	329,818	0
Investments		0	0	0
Rates - Current	6	590,422	34,985	565,831
Sundry Debtors	6	40,500	54,737	92,297
Provision for Doubtful Debts		(1,585)	(1,585)	(1,370)
ESL Levy		0	0	0
GST Receivable		11,705	0	33,449
Receivables - Other		0	0	0
Inventories - Fuel & Materials		6,003	9,025	30,904
Inventories - Land Held for Resale		40,394	80,788	40,394
		2,342,290	1,262,105	1,827,240
<b>Current Liabilities</b>				
Sundry Creditors		(177,268)	(368,901)	(502,219)
GST Payable		(474)	6	(5,639)
PAYG		(10,062)	5,876	(11,879)
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		(103,383)	(172,463)	(82,691)
		(506,282)	(816,389)	(860,791)
<b>NET CURRENT ASSETS</b>		<b>1,836,008</b>	<b>445,716</b>	<b>966,448</b>
<b>Less:</b>				
Cash - Restricted Reserves		(272,987)	(271,964)	(371,547)
Inventories - Land Held for Resale		(40,394)	(80,788)	(40,394)
<b>Add Back:</b>				
Current Loan Liability		103,383	172,463	82,691
Cash Backed Employee Provisions	7	239,906	239,906	225,457
<b>Net Current Funding Position (Surplus / Deficit)</b>		<b>1,865,916</b>	<b>505,333</b>	<b>862,656</b>



**Comments - Net Current Funding Position**

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
SHIRE OF MINGENEW

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For the Period Ended 30 September 2015

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	2.35%	1,051,748	329,817		1,381,565	NAB	At Call
Trust Bank Account	0.00%			138,606	138,606	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	272,987		272,987	NAB	At Call
<b>(b) Term Deposits</b>							
Short Term Deposits	0.00%	0	0		0		
<b>Total</b>		<b>1,052,048</b>	<b>602,803</b>	<b>138,606</b>	<b>1,793,458</b>		

**Comments/Notes - Investments**

**Restricted Cash**

**(1) Municipal Fund**

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

SHIRE OF MINGENEW

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 September 2015

**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	\$	\$	\$	\$
	Permanent Changes						0
				0	0	0	

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015

SHIRE OF MINGENEW

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 September 2015

**Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE**

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

Strategy Ref	Strategy	Action Ref	Action	2014/15 per CBP	GL Account		Adopted Budget	Amended Budget	YTD Expenditure
<b>ECONOMIC</b>									
1.1	Increase the number of visitors and extend the tourism season within the region	Project 1.1	Support Tourism Development and Promotions	41,000	3912	Area Promotion Tourist & Promotional Committee	800	6,300	773
		Project 1.5	Wildflower Way and Artbelt	50,000	3942		4000	2,500	2,500
1.2	Increased availability of serviced, residential, commercial and industrial land Protect and enhance economic infrastructure To maintain and increase the number of local businesses, industries and services that will provide a range of employment opportunities for the people of Mingenew	Project 3.1	Residential and Light Industrial Land Development						
1.3		Project 3.3							
1.4		Project 3.4	Develop a Business Incubator Project Support local business and community groups	1,000					
1.5		Project 3.2	Improved digital communications access for the community						
			Licensing services				32,930		
<b>ENVIRONMENT</b>									
2.1	Our natural environment is enhanced, promoted, rehabilitated and leveraged so it continues to be an asset to our community	Project 2.2	Pursuing sustainability project	41,000	3892	MIG Donation	3,000	3,000	0
2.2		Refer Project 3.4				3102	Donations	400	750
2.3	Our indigenous and cultural heritage is acknowledged To retain Mingenew as an attractive town that is a comfortable and welcoming place to live and visit, and reflects our lifestyle values	Project 4.5	Heavy traffic by-pass	20,000					
		Project 4.6	Relocate Shire depot and Redevelop Vacated Land						
2.4	To provide recognition and retention of places of heritages	Project 1.4	Maintain and enhance heritage infrastructure	30,000	2642	Public Gardens & Reserves	181,503	136,544	45,309
		Project 4.2	Restoration of old Railway Station		3042	Railway Station	35,000	0	0
						3122	Road Board Office	9,500	1,212
2.5	Safe and functional road and ancillary infrastructure				3054	Museum - Storeroom	17,000	220,000	0
		Project 4.1	Roads Program	1,508,000					

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015

Strategy Ref	Strategy	Action Ref	Action	2014/15 per CBP	GL Account	Adopted Budget	Amended Budget	YTD Expenditure
<b>ECONOMIC</b>								
2.6	Efficient usage of resources	Project 2.1	Waste Management - Regional Project			1,873,585 515,481		
<b>SOCIAL</b>								
3.1	Maintain and increase population		Refer project 3.1					
3.2	Maintain the provision of high quality community infrastructure	Project 4.7	Develop Recreation Complex					
				1652	Senior Citizens Building	7,747	10,342	3,097
				2322	Public Conveniences	20,627	18,210	5,846
				2652	Sporting Complex & Amenities	278,545	323,318	68,462
				2834	Recreation Centre Upgrades	33,200	0	0
3.3	Improved capacity of education and training				Library	64,315		
3.4	Affordable housing options that respond to community needs	Project 4.3	Aged Care Units					
		Project 4.4	Key Worker Housing	9010	Key Worker Housing	104,500	25,000	0
3.5	Improved community health and well-being	Project 1.3	Upgrade Medical Facility - Ambulance setdown at Silver Chain					
				3112	Mingenew Mens Shed	25,000	2,090	3,946
				3082	Arts & Crafts Centre	1,970	2,954	905
				1582	GP & Dental Services Support	31,634	31,660	4,593
3.6	Community events continue to be supported			1682	Community Christmas Tree	1,500	1,000	0
				2312	Community Activities	1,150	10,650	0
3.7	Maintain a safe community environment			0752	Ranger Services	23,340	25,920	5,687
				0742	Community Emergency Services Manager	15,000	16,500	0
<b>CIVIC LEADERSHIP</b>								
4.1	A well informed and engaged community that actively participates	Project 5.1	Leadership support	7,500				
4.2	An open and accountable local government that is respected, professional and trustworthy							
4.3	Improved partnerships	Project 5.3	Leadership and advocacy role					
4.4	Long term planning and strategic management	Project 5.2	Invest in Council's capacity					
4.5	Achieve a high level of compliance				0502	Consultants - Record Keeping	4,000	40,000
								0
Total				1,698,500		3,285,727	877,949	141,838

**SHIRE OF MINGENEW**

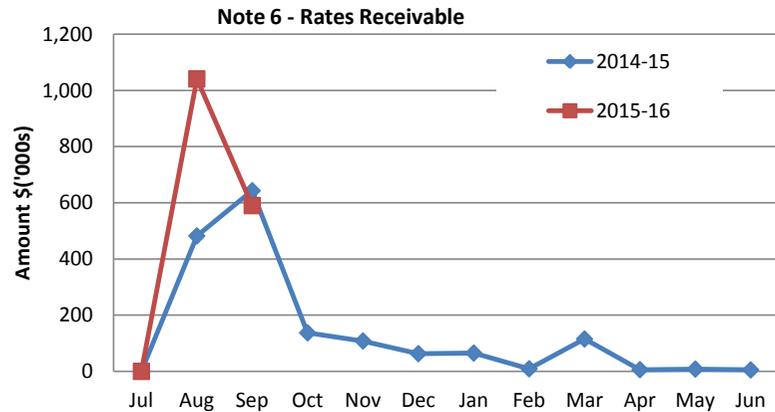
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For the Period Ended 30 September 2015

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

	YTD 30 Sep 2015	30 June 2015
Opening Arrears Previous Years	\$ 22,660	\$ 18,152
Levied this year	1,713,745	1,473,879
Less Collections to date	(1,145,984)	(1,469,371)
Equals Current Outstanding	590,422	22,660
<b>Net Rates Collectable</b>	<b>590,422</b>	<b>22,660</b>
% Collected	66.00%	98.48%



**Comments/Notes - Receivables Rates**

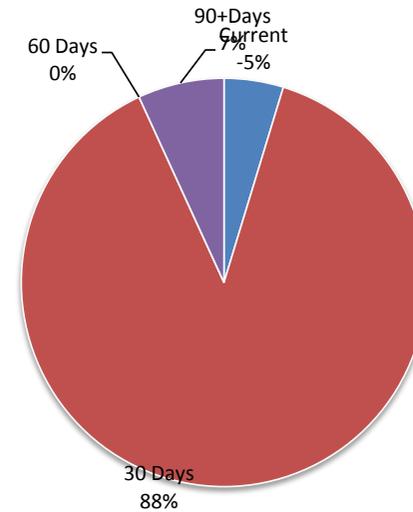
Final notices were sent 14 September and letters of demand will be sent mid-October.

**Receivables - General**

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ (2,118)	\$ 39,538	\$ 0	\$ 3,080
<b>Total Receivables General Outstanding</b>				<b>40,500</b>

Amounts shown above include GST (where applicable)

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



**Comments/Notes - Receivables General**

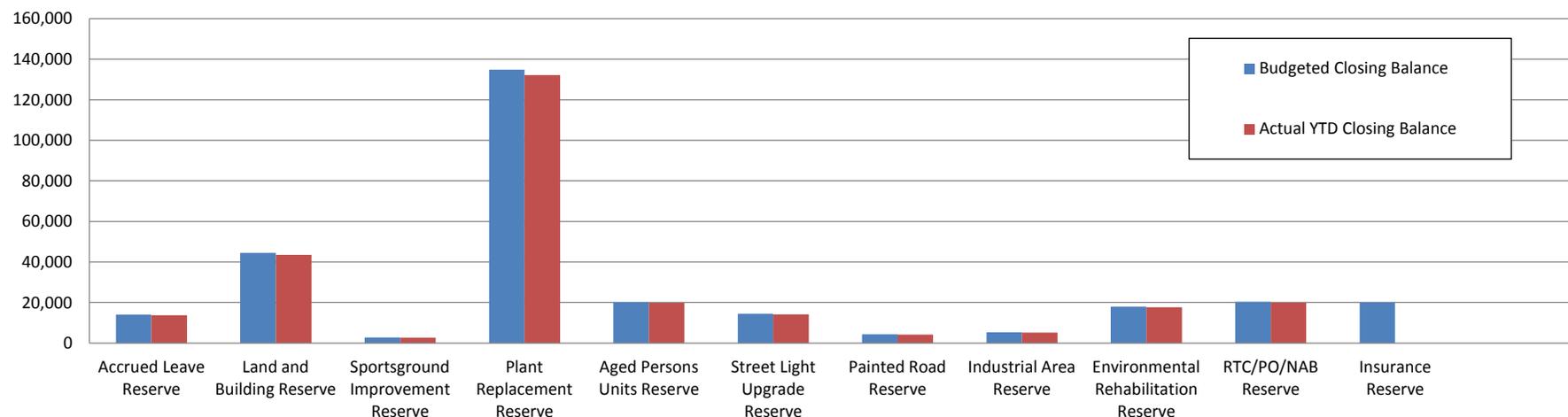
Of the >30 days - \$32,816 relates to Sporting Club - Annual charges  
Debtors >90 days have been sent to AMPAC for further action

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2015

**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	\$ 66	\$ 52	\$ 274	\$ 0	\$ 0	\$ 0		\$ 14,064	\$ 13,775
Land and Building Reserve	43,342	216	163	866	0	0	0		44,424	43,505
Sportsground Improvement Reserve	2,659	12	10	53	0	0	0		2,724	2,669
Plant Replacement Reserve	131,625	654	495	2,626	0	0	0		134,905	132,120
Aged Persons Units Reserve	19,739	96	74	394	0	0	0		20,229	19,813
Street Light Upgrade Reserve	14,118	69	53	282	0	0	0		14,469	14,171
Painted Road Reserve	4,146	18	16	83	0	0	0		4,247	4,162
Industrial Area Reserve	5,159	24	19	103	0	0	0		5,286	5,178
Environmental Rehabilitation Reserve	17,565	87	66	350	0	0	0		18,002	17,631
RTC/PO/NAB Reserve	19,887	99	75	397	0	0	0		20,383	19,962
Insurance Reserve	0	0	0	20,000	0	0	0		20,000	0
	<b>271,964</b>	<b>1,341</b>	<b>1,023</b>	<b>25,428</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>298,733</b>	<b>272,987</b>

**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 September 2015

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 09 2015			
					2015/16 Budget Profit/(Loss)	2015/16 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
0	0	0	0	<b>Plant and Equipment</b>				
0	0	0	0	CEO Vehicle	8,020	0	(8,020)	
0	0	0	0	Road Inspector Vehicle	7,000	0	(7,000)	
0	0	0	0	Works Manager Vehicle	10,350	0	(10,350)	
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>25,370</b>	<b>0</b>	<b>(25,370)</b>	

Comments - Capital Disposal/Replacements

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
SHIRE OF MINGENEW

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 September 2015

Note 9: RATING INFORMATION	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 \$
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV - Mingenew - Residential	13.1289	135	1,322,880	173,680	(12,362)	129	161,447	173,680	1,500	400	175,580
GRV - Mingenew - Commercial	13.1289	17	384,380	50,465	(3,009)		47,457	50,465			50,465
GRV - Mingenew - Industrial	13.1289	1	12,480	1,638			1,638	1,638			1,638
GRV - Yandanooka	6.5645	2	14,716	966			966	966			966
UV - Rural	1.4310	125	97,585,500	1,396,449	83		1,396,532	1,396,449	3,500		1,399,949
UV - Mining	30.0000	7	53,155	15,947	0	(3,083)	12,864	21,924			21,924
<b>Sub-Totals</b>		287	99,373,111	1,639,144	(15,287)	(2,954)	1,620,903	1,645,121	5,000	400	1,650,521
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV - Mingenew - Residential	636	75	92,612	47,700	(6,360)		41,340	46,428	0	0	46,428
GRV - Mingenew - Commercial	636	10	16,686	6,360	(3,816)		2,544	6,360	0	0	6,360
GRV - Mingenew - Industrial	636	4	9,583	2,544	(1,272)		1,272	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			12,084	12,084	0	0	12,084
UV - Mining	636	5	(8,949)	3,180		(1,272)	1,908	3,180	0	0	3,180
<b>Sub-Totals</b>		114	614,052	72,186	(11,766)	(1,272)	59,148	70,596	0	0	70,596
Discounts							1,680,051				1,721,117
<b>Amount from General Rates</b>							0				0
Ex-Gratia Rates							1,680,051				1,721,117
Specified Area Rates							33,494				33,497
<b>Totals</b>							0				0
							<b>1,713,545</b>				<b>1,754,614</b>

Comments - Rating Information

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
SHIRE OF MINGENEW

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 September 2015

**10. INFORMATION ON BORROWINGS**

**(a) Debenture Repayments**

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	YTD Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
			\$	\$	\$	\$	\$	\$
<b>Education &amp; Welfare</b>								
Loan 137 - Senior Citizens Buildings	101,512		2,361	0	99,151	101,512	3,056	6,751
<b>Housing</b>								
Loan 133 - Triplex	83,767		5,226	5,315	78,541	78,452	2,819	3,064
Loan 134 - SC Housing	57,444		2,616	2,657	54,828	54,787	1,755	1,944
Loan 136 - Staff Housing	125,720		5,839	3,629	119,881	122,091	3,992	4,375
Loan 142 - Staff Housing	75,003		4,539	4,596	70,464	70,407	1,879	2,084
<b>Recreation &amp; Culture</b>								
Loan 138 - Pavilion Fitout	97,452		0	0	97,452	97,452	2,933	1,620
<b>Transport</b>								
Loan 139 - Roller	53,149		6,878	6,991	46,271	46,158	1,743	906
Loan 141 - Grader	129,354		11,250	11,423	118,104	117,931	3,965	2,121
Loan 143 - 2 x Trucks	107,044		25,832	26,137	81,212	80,907	2,526	1,296
Loan 144 - Side Tipping Trailer	75,003		4,539	4,596	70,464	70,407	1,879	1,041
Loan 145 - Drum Roller	154,192	0	0	0	0	0	0	1,440
	1,059,640	0	69,080	65,344	836,368	840,104	26,546	26,642

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

Nil

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015

SHIRE OF MINGENEW

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 September 2015

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Forecast Budget	2015-16 Original Budget	Variations Additions (Deletions)	Operating 2015/16 Budget	Capital 2015/16 Budget	Recoup Status	
								2015-16 YTD Actual	2015-16 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>									
Financial Assistance Grant - Roads	Grants Commission	Y	164,636	164,636	0	164,636	0	37,943	41,159
Financial Assistance Grant - General	Grants Commission	Y	136,128	136,128	0	136,128	0	31,044	34,032
<b>LAW, ORDER, PUBLIC SAFETY</b>									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,400	4,400	0	4,400	0	0	0
ESL Annual Grant	Department of Fire & Emergency Services	Y	25,000	25,000	0	25,000	0	0	6,249
<b>HEALTH</b>									
Ambulance Set Down Bay	Mid West Development Commission	Y	2,600	2,600	0	0	2,600	0	0
Ambulance Set Down Bay	Silver Chain	Y	15,000	15,000	0	0	15,000	0	0
Childcare Facility Upgrade	Lotterywest	N	10,000	10,000	0	0	10,000	0	0
<b>EDUCATION &amp; WELFARE</b>									
Seniors Week	Department of Local Government & Communities	Y	2,000	2,000	0	2,000	0	0	498
Men's Shed Ablution	Mid West Development Commission	Y	3,447	3,447	0	0	3,447	0	0
<b>HOUSING</b>									
Aged Care Units	Mid West Development Commission	N	80,000	80,000	0	0	80,000	0	0
<b>COMMUNITY AMENITIES</b>									
Thank a Volunteer Day	Department of Local Government & Communities	N	500	500	0	500	0	0	0
Anzac Day	Lotterywest	N	3,000	3,000	0	3,000	0	0	873
Cemetery Upgrade	Mid West Development Commission	N	50,000	50,000	0	0	50,000	0	0
War Memorial Project	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
<b>RECREATION AND CULTURE</b>									
Museum	Lotterywest	N	30,000	30,000	0	0	30,000	0	0
Enanty Barn	State Heritage Council	N	50,000	50,000	0	0	50,000	0	0
Old Roads Board	State Heritage Council	N	20,000	20,000	0	0	20,000	0	0
Railway Station	Lotterywest	N	120,000	120,000	0	0	120,000	0	0
Town Hall / Recreation Centre Upgrade	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Water Park	Lotterywest	N	150,000	150,000	0	0	150,000	0	0
Tennis Courts	Department of Sport & Recreation	N	80,000	80,000	0	0	80,000	0	(7,916)
Outdoor Cinema	Lotterywest	N	15,000	15,000	0	0	15,000	0	7,916
<b>TRANSPORT</b>									
Direct Grant	Main Roads WA	Y	65,800	65,800	0	65,800	0	65,800	65,800
Regional Road Group	Main Roads WA	Y	389,667	389,667	0	0	389,667	155,866	156,000
Roads To Recovery	Department of Infrastructure	Y	337,133	337,133	0	0	337,133	0	0
Main Street Footpaths	Mid West Development Commission	N	150,000	150,000	0	0	150,000	0	0
Street Lighting	Main Roads WA	Y	7,000	7,000	0	7,000	0	0	0
<b>ECONOMIC SERVICES</b>									
Business Incubator	Mid West Development Commission	N	112,500	112,500	0	0	112,500	0	0
<b>ECONOMIC SERVICES</b>									
Industrial Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	8,333
<b>TOTALS</b>			<b>2,473,811</b>	<b>2,473,811</b>	<b>0</b>	<b>408,464</b>	<b>2,065,347</b>	<b>290,653</b>	<b>312,944</b>
Operating	Operating		342,664	342,664				134,787	81,440
Non-Operating	Non-operating		2,131,147	2,131,147				155,866	222,298
			<u>2,473,811</u>	<u>2,473,811</u>				<u>290,653</u>	<u>303,738</u>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2015**

**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-Sep-15
	\$	\$	\$	\$
BCITF Levy	0	0	0	0
BRB Levy	0	269	0	269
Autumn Committee	974	0	0	974
Community Bus	2,660	300	(600)	2,360
ANZAC Day Breakfast Donation	279	0	0	279
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	47,343	0	0	47,343
Mingenew Cemetery Group	4,314	0	0	4,314
Other Bonds	1,878	565	(125)	2,318
Rates Incentive Prizes	100	0	(100)	0
Rec Centre Kitchen Upgrade	1,000	0	0	1,000
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	0	0	5,836
Joan Trust	4,461	500	0	4,961
Youth Advisory Council	746	0	0	746
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	0	320
	<b>137,477</b>	<b>1,954</b>	<b>(825)</b>	<b>138,606</b>

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015

SHIRE OF MINGENEW

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 September 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
	<b>Land Held for Resale</b>						
	<b>Community Amenities</b>						
	<b>Other Property &amp; Services</b>						
	Industrial Area Development	4924	100,000	100,000	(8,333)	0	100,000
	Rural Residential Area Development	4924	100,000	100,000	8,333	0	100,000
	<b>Other Property &amp; Services Total</b>		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Land Held for Resale Total</b>		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Land &amp; Buildings</b>						
	<b>Governance</b>						
	Shire Office	0594	10,000	10,000	0	0	10,000
	<b>Housing Total</b>		<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
	<b>Health</b>						
	Ambulance Set Down Bay	0074	85,804	85,804	0	144	85,660
	Child Care Facility	0075	15,000	15,000	0	0	15,000
	<b>Health Total</b>		<b>100,804</b>	<b>100,804</b>	<b>0</b>	<b>144</b>	<b>100,660</b>
	<b>Education &amp; Welfare</b>						
	Men's Shed Ablution Block	0048	36,000	36,000	5,998	4,438	31,562
	<b>Education &amp; Welfare Total</b>		<b>36,000</b>	<b>36,000</b>	<b>5,998</b>	<b>4,438</b>	<b>31,562</b>
	<b>Land &amp; Buildings</b>						
	<b>Housing</b>						
	Construction - Staff Housing	9005	0	0	0	903	(903)
	Construction - Staff Housing	9010	25,000	25,000	0	0	25,000
	Aged Care Units	1774	100,000	100,000	0	0	100,000
	<b>Housing Total</b>		<b>125,000</b>	<b>125,000</b>	<b>0</b>	<b>903</b>	<b>124,097</b>
	<b>Recreation And Culture</b>						
	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	50,000	50,000	0	0	50,000
	Museum	0068	30,000	30,000	0	0	30,000
	Old Roads Building	0069	20,000	20,000	0	0	20,000
	Old Railway Station	0070	120,000	120,000	0	0	120,000
	<b>Recreation And Culture Total</b>		<b>520,000</b>	<b>520,000</b>	<b>0</b>	<b>0</b>	<b>520,000</b>
	<b>Transport Total</b>						
	Depot	3274	25,000	25,000	0	0	25,000
	<b>Transport Total</b>		<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
	<b>Economic Services</b>						
	Business Incubator	5964	150,000	150,000	0	0	150,000
	<b>Economic Services Total</b>		<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
	<b>Land &amp; Buildings Total</b>		<b>966,804</b>	<b>966,804</b>	<b>5,998</b>	<b>5,485</b>	<b>961,319</b>
	<b>Infrastructure - Drainage/Culverts</b>						
	<b>Transport</b>						
	Nil						
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Infrastructure - Drainage/Culverts Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Infrastructure - Footpaths</b>						
	<b>Transport</b>						
	Midlands Road Town Footpaths	1291	150,000	150,000	0	0	150,000
	<b>Transport Total</b>		<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
	<b>Infrastructure - Footpaths Total</b>		<b>150,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>
	<b>Infrastructure - Other</b>						
	<b>Community Amenities</b>						
	War Memorial Project	0072	100,000	100,000	0	0	100,000
	Little Well Project	0071	30,000	30,000	0	0	30,000
	Cemetery	0073	50,000	50,000	0	0	50,000
	<b>Community Amenities Total</b>		<b>180,000</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>180,000</b>
	<b>Recreation</b>						
	Tennis Courts	2884	100,000	100,000	0	0	100,000
	<b>Community Amenities Total</b>		<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>
	<b>Infrastructure - Other Total</b>		<b>280,000</b>	<b>280,000</b>	<b>0</b>	<b>0</b>	<b>280,000</b>

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015

SHIRE OF MINGENEW

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 September 2015

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
<b>Furniture &amp; Office Equip.</b>							
<b>Governance</b>							
	Laptops / iPads	0014	8,000	8,000	0	0	8,000
	PA System	0584	2,000	2,000	2,000	0	2,000
	<b>Governance Total</b>		<b>10,000</b>	<b>10,000</b>	<b>2,000</b>	<b>0</b>	<b>10,000</b>
<b>Recreation</b>							
	Outdoor Cinema	2854	15,000	15,000	0	0	15,000
	Christmas Lights	2854	3,000	3,000	0	0	3,000
	<b>Recreation Total</b>		<b>18,000</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>18,000</b>
<b>Transport</b>							
	Nil			0	0	0	0
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Furniture &amp; Office Equip. Total</b>		<b>28,000</b>	<b>28,000</b>	<b>2,000</b>	<b>0</b>	<b>28,000</b>
<b>Infrastructure - Aerodomes</b>							
<b>Transport</b>							
	Nil			0	0	0	0
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Infrastructure - Aerodomes Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant, Equip. &amp; Vehicles</b>							
<b>Governance</b>							
	CEO Vehicle Replacement	0554	60,000	60,000	0	0	60,000
	<b>Governance Total</b>		<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>60,000</b>
<b>Law, Order And Public Safety</b>							
	Nil			0	0	0	0
	<b>Law, Order And Public Safety Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transport</b>							
	Works Manager Vehicle	3554	50,000	50,000	0	0	50,000
	Sundry Plant	3554	15,000	15,000	0	0	15,000
	<b>Transport Total</b>		<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>65,000</b>
	<b>Plant, Equip. &amp; Vehicles Total</b>		<b>125,000</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>125,000</b>
<b>Roads &amp; Bridges</b>							
<b>Transport</b>							
	2014/15 Mingenew Mullewa Rd (RRG)	RR64	150,000	150,000	0	0	150,000
	2015/16 Mingenew Mullewa Rd (RRG)	RR65	434,500	434,500	85,954	9,664	424,835
	Moore Stree	6058	(1)	(1)	0	795	(796)
	Depot Hill North Rd (R2R)	6066	344,874	344,874	86,211	164,520	180,353
	Yandanooka Melara Rd (R2R)	6067	126,507	126,507	16,228	12,795	113,712
	Depot Hill Road (CLGF)	CL05	60,000	60,000	0	0	60,000
	Yarragadee Bridge	1227	35,871	35,871	0	0	35,871
	<b>Transport Total</b>		<b>1,151,751</b>	<b>1,151,751</b>	<b>188,393</b>	<b>187,775</b>	<b>963,976</b>
	<b>Roads (Non Town) Total</b>		<b>1,151,751</b>	<b>1,151,751</b>	<b>188,393</b>	<b>187,775</b>	<b>963,976</b>
	<b>Capital Expenditure Total</b>		<b>2,901,555</b>	<b>2,901,555</b>	<b>196,391</b>	<b>193,260</b>	<b>2,508,295</b>

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 21<sup>st</sup> October 2015

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 1<sup>st</sup> October 2015  
**Author:** Julie Borrett, Senior Finance Officer  
**Senior Officer:** Nita Jane, Manager of Administration and Finance

**Summary**

Council to confirm the payment of creditors for the month of September 2015 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 September 2015 from the Municipal Fund totalling \$296,447.89 represented by Electronic Funds Transfers of EFT 9221 to EFT9296, Direct Deduction DD7314.1, 2 and 3, DD7335.1 2 and 3, Trust Cheque number 458 and Cheque numbers 8002-8004.

**COUNCIL RESOLUTION – ITEM 9.2.2**

Moved: Cr Cosgrove

Seconded: Cr Pearce

That Council confirm the accounts as presented for September 2015 from the Municipal Fund totalling \$296,447.89 represented by Electronic Funds Transfers of EFT 9221 to EFT9296, Direct Deduction DD7314.1, 2 and 3, DD7335.1 2 and 3, Trust Cheque number 458 and Cheque numbers 8002-8004.

Carried: 6/0

Date: 01/10/2015

Time: 8:58:24AM

## Shire of MINGENEW

## List of accounts for September 2015

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
458	21/09/2015	WARREN & VICKI CRIDDLE	RATES INCENTIVE EARLY PAYMENT 2ND PRIZE	T		100.00
8002	15/09/2015	MINGENEW SHIRE COUNCIL	Payroll deductions	M		200.00
8003	15/09/2015	TELSTRA	TELSTRA	M		1,610.18
8004	21/09/2015	SYNERGY	POWER	M		3,507.70
EFT9221	07/09/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	CHARGES	M		1,213.17
EFT9222	07/09/2015	Australian Taxation Office	BAS	M		8,957.00
EFT9223	07/09/2015	LEADING EDGE COMPUTERS	CHARGES	M		190.00
EFT9224	07/09/2015	ASB MARKETING	UNIFORM	M		323.02
EFT9225	07/09/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	GOODS	M		30.24
EFT9226	07/09/2015	Courier Australia	FREIGHT	M		9.85
EFT9227	07/09/2015	LANDGATE	CHARGES	M		765.60
EFT9228	07/09/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,698.41
EFT9229	07/09/2015	D-TRANS	CHARGES	M		443.91
EFT9230	07/09/2015	FREDS MOWER REPAIRS	CHARGES	M		250.20
EFT9231	07/09/2015	Great Northern Rural Services	MATERIALS	M		875.25
EFT9232	07/09/2015	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	CHARGES	M		385.00
EFT9233	07/09/2015	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		880.00
EFT9234	07/09/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 143	M		45,565.16

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MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9235	07/09/2015	WALGA	ADVERTISING	M		1,925.00
EFT9236	07/09/2015	WESTRAC PTY LTD	CHARGES	M		2,084.62
EFT9237	09/09/2015	Shire of Mingenew - Payroll	PAYROLL	M		29,542.16
EFT9238	09/09/2015	Australian Services Union	Payroll deductions	M		25.80
EFT9239	09/09/2015	CHILD SUPPORT AGENCY	Payroll deductions	M		252.90
EFT9240	09/09/2015	LGRCEU	Payroll deductions	M		19.40
EFT9241	15/09/2015	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	LEASE	M		421.30
EFT9242	15/09/2015	BUNNINGS BUILDING SUPPLIES PTY LTD	CHARGES	M		29.46
EFT9243	15/09/2015	Courier Australia	FREIGHT	M		95.10
EFT9244	15/09/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,983.96
EFT9245	15/09/2015	DONGARA TREE SERVICE	CHARGES	M		2,618.00
EFT9246	15/09/2015	FESA	CHARGES	M		24,904.00
EFT9247	15/09/2015	GERALDTON AG SERVICES	CHARGES	M		175.82
EFT9248	15/09/2015	IT Vision	CHARGES	M		470.80
EFT9249	15/09/2015	CANINE CONTROL	FEES	M		998.80
EFT9250	15/09/2015	State Library Of Western Australia	CHARGES	M		44.00
EFT9251	15/09/2015	MINGENEW IGA	GROCERIES	M		285.87
EFT9252	15/09/2015	STARICK TYRES	TYRES	M		103.95

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MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9253	15/09/2015	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	FEES	M		1,000.00
EFT9254	15/09/2015	MIDWEST MOWERS & SMALL ENGINES	CHARGES	M		480.50
EFT9255	15/09/2015	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	CHARGES	M		39,600.00
EFT9256	15/09/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 136	M		7,564.10
EFT9257	15/09/2015	WALGA	CHARGES	M		3,308.01
EFT9258	15/09/2015	MINGENEW FABRICATORS	CHARGES	M		158.62
EFT9259	21/09/2015	NAB BUSINESS VISA	CREDIT CARD	M		2,726.43
EFT9260	21/09/2015	AMPAC	FEES	M		48.95
EFT9261	21/09/2015	LANDGATE	CHARGES	M		64.00
EFT9262	21/09/2015	DONGARA BUILDING & TRADE SUPPLIES	GOODS	M		292.20
EFT9263	21/09/2015	DELTAZONE NOMINEES PTY LTD T/AS MIDWEST FIRE PROTECTION SERVICES	CHARGES	M		1,584.55
EFT9264	21/09/2015	VEOLIA ENVIRONMENTAL SERVICES AUSTRALIA PTY LTD	CHARGES	M		7,197.75
EFT9265	21/09/2015	Great Northern Rural Services	FERTILISER	M		761.75
EFT9266	21/09/2015	JASON SIGN MAKERS	CHARGES	M		1,122.00
EFT9267	21/09/2015	Reliance Petroleum	FUEL	M		8,782.48
EFT9268	21/09/2015	WALGA	CHARGES	M		1,567.50
EFT9269	23/09/2015	Shire of Mingenew - Payroll	PAYROLL	M		27,862.76
EFT9270	23/09/2015	Australian Services Union	Payroll deductions	M		25.80

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MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9271	23/09/2015	CHILD SUPPORT AGENCY	Payroll deductions	M		247.73
EFT9272	23/09/2015	LGRCEU	Payroll deductions	M		19.40
EFT9273	24/09/2015	SUFFOLK MEWS	CHARGES	M		800.00
EFT9274	29/09/2015	SGFLEET	LEASE	M		1,333.80
EFT9275	29/09/2015	AUSTRALIA POST	POSTAGE	M		145.36
EFT9276	29/09/2015	LEADING EDGE COMPUTERS	FEES	M		2,250.00
EFT9277	29/09/2015	ABCO PRODUCTS	GOODS	M		326.18
EFT9278	29/09/2015	BATAVIA COAST AUTO ELECTRICAL PTY LTD	CHARGES	M		1,785.10
EFT9279	29/09/2015	Courier Australia	FREIGHT	M		175.15
EFT9280	29/09/2015	DONGARA DRILLING & ELECTRICAL	CHARGES	M		1,653.59
EFT9281	29/09/2015	FREDS MOWER REPAIRS	GOODS	M		69.95
EFT9282	29/09/2015	GERALDTON AG SERVICES	GOODS	M		26.24
EFT9283	29/09/2015	GREENFIELD TECHNICAL SERVICES	CHARGES	M		9,359.77
EFT9284	29/09/2015	Great Northern Rural Services	CHARGES	M		104.30
EFT9285	29/09/2015	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA LIMITED	SUBSCRIPTION	M		715.00
EFT9286	29/09/2015	JASON SIGN MAKERS	SIGNS	M		1,406.90
EFT9287	29/09/2015	CANINE CONTROL	FEES	M		1,201.54
EFT9288	29/09/2015	Reliance Petroleum	FUEL	M		3,929.87
EFT9289	29/09/2015	MINGENEW SPRING CARAVAN PARK	CHARGES	M		1,552.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT9290	29/09/2015	THE MURRAY HOTEL PTY LTD	CHARGES	M		226.00
EFT9291	29/09/2015	PATIENCE SANDLAND PTY LTD	CHARGES	M		299.20
EFT9292	29/09/2015	ROTARY CLUB OF GERALDTON	MWIRSA DONATION	M		2,000.00
EFT9293	29/09/2015	RECORDS ARCHIVES & HISTORICAL MANAGEMENT	CHARGES	M		2,970.00
EFT9294	29/09/2015	THURKLE'S EARTHMOVING & MAINTENANCE PTY LTD	CHARGES	M		13,200.00
EFT9295	29/09/2015	WESTRAC PTY LTD	CHARGES	M		1,099.25
EFT9296	29/09/2015	Martin Gerard Whitely	REIMBURSEMENT	M		166.00
DD7314.1	09/09/2015	WA SUPER	Payroll deductions	M		4,765.32
DD7314.2	09/09/2015	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7314.3	09/09/2015	PRIME SUPER	Superannuation contributions	M		195.88
DD7314.4	09/09/2015	AMP Corporate Superannuation	Superannuation contributions	M		178.94
DD7335.1	23/09/2015	WA SUPER	Payroll deductions	M		4,735.17
DD7335.2	23/09/2015	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,051.20
DD7335.3	23/09/2015	PRIME SUPER	Superannuation contributions	M		195.88
DD7335.4	23/09/2015	AMP Corporate Superannuation	Superannuation contributions	M		178.94

Date: 01/10/2015  
Time: 8:58:24AM

Shire of MINGENEW  
MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015  
**List of accounts for September 2015**

USER: SFO  
PAGE: 6

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
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**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
M	MUNI - NATIONAL AUST BANK	<b>296,447.89</b>
T	TRUST- NATIONAL AUST BANK	<b>100.00</b>
<b>TOTAL</b>		<b>296,547.89</b>

9.2.3 Settlement of Refugees

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0  
**Date:** 5<sup>th</sup> October 2015  
**Author:** Nita Jane, Manager Finance and Administration  
**Senior Officer:** Martin Whitely, Chief Executive officer

**Summary**

Council is requested to consider Mr Rosenwald's email.

**Attachment**

Email from Mr Arthur Rosenwald  
 Map 03 – Mingenew Townsite  
 Map 05 – Yandanooka Townsite

**Background**

Mr Rosenwald is assisting asylum seekers and refugees to settle in Western Australia.

**Comment**

The role of Mr Rosenwald is to assist in find these people housing and work. He has looked around in Mingenew and has the following questions:

1. What would be the attitude of the Mingenew community towards welcoming a number of refugees? Depending on the work we can create this may be some 50 or more people.
2. Are home based light industry and trade allowed in your town? As an example a dressmaker or carpenter working from home?
3. There is a large factory site opposite the caravan park. I have not investigated the availability of this property, but if it was available, what kind of industry would be allowed there? In particular I have in mind to build pre-fabricated house frames from a factory like that.
4. If this type of industry is no longer allowed in town, is industrial land available across the railway line and on what basis? Would Council lease the land and would people be allowed to live in a house on site? Would there be other incentives or ideas on offer from the Council to assist a new young population?

Comments from the Planning Officer are:

- 2 Light Industry is allowed (requires planning approval) in the General Industry and Rural Townsite zones only. In the Residential, Town Centre, Rural Residential, Rural Mining and Rural Townsite zones the Home Occupation land use is permissible (requires planning approval.) Home Occupation is defined in the planning scheme as:

*“home occupation” means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which –*

- a) *Does not employ any person not a member of the occupier's household;*
- b) *Will not cause injury to or adversely affect the amenity of the neighbourhood;*
- c) *Does not occupy an area greater than 20 square metres;*
- d) *Does not display a sign exceeding 0.2 square metres;*
- e) *Does not involve the retail sale, display or hire of goods of any nature;*

- f) *In relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and*
- g) *Does not involve the use of an essential service of greater capacity than normally required in the zone.*

3 This land is in the Residential zone where the land uses that can occur are primarily residential use. It is not possible to allow a pre-fab factory in this zone as it is an Industrial land use. The zoning table in the planning scheme:

USE CLASS	RESIDENTIAL	TOWN CENTRE	GENERAL INDUSTRIAL	RURAL RESIDENTIAL	RURAL MINING	RURAL TOWNSITE
Aged & Dependant Persons Dwelling	D	D	X	X	X	D
Agriculture – extensive	X	X	X	X	P	X
Agriculture – intensive	X	X	X	X	A	X
Amusement parlour	X	A	X	X	X	D
Ancillary accommodation	D	SD	X	D	D	D
Animal husbandry – intensive	X	X	X	X	A	X
Aquaculture	X	X	X	X	A	X
Bed and Breakfast Accommodation	D	D	X	A	D	D
Betting Agency	X	A	X	X	X	D
Camping Area	X	X	X	X	A	D
Caravan Park	X	X	X	X	A	D
Caretakers Dwelling	X	X	D	X	X	X
Carpark	X	P	X	X	X	D
Cattery/Dog Kennel	X	X	X	D	D	A
Child Care Premises	A	D	X	X	X	D
Civic Use	A	D	X	X	X	D
Club Premises	X	A	X	X	X	D
Consulting Rooms	A	D	X	X	X	D
Convenience Store	A	D	X	X	X	D
Corner Shops	A	D	A	X	X	D
Dry Cleaning Premises	X	D	P	X	X	D
Educational Establishment	D	A	X	D	D	D
Equestrian Centre	X	X	X	A	A	A
Factory Unit Building	X	X	P	X	X	D
Family Day Care Centre	A	D	X	X	X	D
Fast Food Outlet	X	D	X	X	X	D
Fish Shop	X	D	X	X	X	D
Fuel Depot	X	X	P	X	X	X
Funeral Parlour	X	D	X	X	X	D
Grouped Dwelling	D	D	X	X	A	D
Health Centre	X	D	X	X	X	D
Health Studio	X	D	D	X	X	D
Holiday Accommodation	A	D	X	D	D	D
Home Occupation	A	D	X	D	D	D
Hotel	X	A	X	X	X	A

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES - 21 October 2015

Industry – General	X	X	P	X	X	X
Industry – Light	X	X	P	X	X	A
Industry – Service	X	D	D	X	X	A
Industry – Extractive	X	X	X	X	A	X
Industry – Cottage	A	D	D	D	D	D
Liquor Store	X	A	X	X	X	D
Lunch Bar	X	D	D	X	X	D
Market	X	D	X	A	X	D
Medical Centre	A	D	X	X	X	D
Motel	A	A	X	X	X	A
Motor Vehicle – Repairs	X	X	P	X	X	A
Motor Vehicle – Wrecking	X	X	P	X	X	A
Motor Vehicle Hire	X	D	D	X	X	D
Motor Vehicle Wash	X	A	D	X	X	D
Motor Vehicle, Boat or Caravan Sales	X	D	P	X	X	D
Multiple Dwelling	D	D	X	X	X	D
Museum	X	P	X	A	A	D
Night Club	X	A	X	X	X	D
Nursery	X	D	D	D	D	D
Office	X	P	X	X	X	A
Place of Worship	A	D	X	X	X	D
Public Amusement	X	D	X	X	X	D
Public Utility	P	P	P	P	X	D
Radio & TV Installation	X	X	P	D	D	D
Reception Centre	X	A	X	X	X	D
Recreation – Private	A	D	X	A	A	D
Residential Building	A	A	X	A	A	D
Resort	X	X	X	A	A	D
Restaurant	X	A	X	X	X	D
Restricted Premises	X	X	X	X	X	D
Rural Industry	X	X	X	X	D	X
Rural Pursuit	X	X	X	P	P	X
Salvage Yard	X	X	P	X	X	D
Service Station	X	A	D	X	X	D
Shop	X	P	X	X	X	D
Showroom	X	P	P	X	X	D
Single House	P	D	X	P	P	P
Tavern	X	A	X	X	X	D
Theatre/Cinema	X	A	X	X	X	D
Transport Depot	X	X	P	X	D	A
Veterinary Consulting Rooms	X	X	D	D	D	A
Veterinary Hospital	X	X	D	D	D	A
Warehouse	X	D	P	X	X	D
Wayside Stall	X	X	X	D	D	D
Winery	X	X	X	X	A	X

Land Uses are listed in the left hand column. The 'X's in the Residential column mean the land use is prohibited – 'P', 'A', and 'D' uses are permissible (need planning approval.)

- One Caretaker's Dwelling is allowed per lot in the General Industrial zone (purple on the attached zoning map).

**Consultation**

Chief Executive Officer  
Doug Fotheringham – Planning Officer, Shire of Irwin

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Absolute Majority

<b>OFFICER RECOMMENDATION – ITEM 9.2.3</b>
--

That Council advise Mr Rosenwald that:

1. The Mingenew Community would welcome the settlement of refugees in our community;
2. Light Industry is allowed (requires planning approval) in the General Industry and Rural Townsite zones only. In the Residential, Town Centre, Rural Residential, Rural Mining and Rural Townsite zones the Home Occupation land use is permissible (requires planning approval.) ;
3. This land is in the Residential zone where the land uses that can occur are primarily residential use. It is not possible to allow a pre-fab factory in this zone as it is an Industrial land use;
4. One Caretaker's Dwelling is allowed per lot in the General Industrial, and
5. Currently available lots in the industrial area.

MOTION

Moved: Cr Cosgrove

Seconded: Cr Eardley

That Council advise Mr Rosenwald that:

1. The Mingenew Community would welcome the settlement of refugees in our community;
2. Light Industry is allowed (requires planning approval) in the General Industry and Rural Townsite zones only. In the Residential, Town Centre, Rural Residential, Rural Mining and Rural Townsite zones the Home Occupation land use is permissible (requires planning approval.) ;
3. This land is in the Residential zone where the land uses that can occur are primarily residential use. It is not possible to allow a pre-fab factory in this zone as it is an Industrial land use;
4. One Caretaker's Dwelling is allowed per lot in the General Industrial, and
5. Currently available lots in the industrial area.

AMENDMENT

Moved: Cr Cosgrove

Seconded: Cr Eardley

That point 6 is added:

6. Mr Rosenwald is invited to a future meeting of Council to present on this topic.

Carried: 6/0

**COUNCIL RESOLUTION – ITEM 9.2.3**

The Presiding Person put the amended motion:

That Council advise Mr Rosenwald that:

1. The Mingenew Community would welcome the settlement of refugees in our community;
2. Light Industry is allowed (requires planning approval) in the General Industry and Rural Townsite zones only. In the Residential, Town Centre, Rural Residential, Rural Mining and Rural Townsite zones the Home Occupation land use is permissible (requires planning approval.) ;
3. This land is in the Residential zone where the land uses that can occur are primarily residential use. It is not possible to allow a pre-fab factory in this zone as it is an Industrial land use;
4. One Caretaker's Dwelling is allowed per lot in the General Industrial, and
5. Currently available lots in the industrial area.
6. Invite Mr Rosenwald to a future meeting of Council.

Carried: 6/0

The Presiding Person advised the meeting that the reason for the change would need to be recorded in the minutes.

Moved: Cr Cosgrove

Seconded: Cr Eardley

That the reason the officer recommendation was changed was because elected members felt that it would provide an opportunity to discuss this proposal further with Mr Rosenwald by having him present in person at a future meeting.

Carried: 6/0

**From:** arthur rosenwald [<mailto:artrosen@iinet.net.au>]  
**Sent:** Friday, 25 September 2015 1:42 PM  
**To:** enquiries  
**Subject:** settlement of refugees - please present to your next Council meeting

Dear Mingenew Council.

I am an individual, assisting asylum seekers and refugees to settle in WA. You may be aware that a new settlement scheme is starting soon to allow refugees to work, study and live in regional centres. There are about 2000 people in WA who may be offered this option. Their visa is called Safe Haven Enterprise Visa. If they can live, study or work in a regional town for three and a half years, they will be able to apply for a permanent migration visas and stay in Australia.

My task is to find these people housing and work. I have been looking around Mingenew and find that there are properties for sale or rent. My questions to you are as follows:

1. What would be the attitude of the Mingenew community towards welcoming a number of refugees? Depending on the work we can create this may be some 50 or more people.
2. Are home based light industry and trade allowed in your town? As an example a dressmaker or carpenter working from home?
3. There is a large factory site opposite the caravan park. I have not investigated the availability of this property, but if it was available, what kind of industry would be allowed there? In particular I have in mind to build pre-fabricated house frames from a factory like that.
4. If this type of industry is no longer allowed in town, is industrial land available across the railway line and on what basis? Would Council lease the land and would people be allowed to live in a house on site? Would there be other incentives or ideas on offer from the Council to assist a new young population?

I look forward to your response and thank you for your assistance.

Regards  
Arthur Rosenwald  
Mt Helena WA  
0417 743577

9.2.4 WALGA – Elected Member Training Discussion Paper

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0  
**Date:** 15<sup>th</sup> October 2015  
**Author:** Nita Jane, Manager Finance and Administration  
**Senior Officer:** Martin Whitely, Chief Executive officer

**Summary**

Council is requested to provide feedback, general comments and answers to the questions posed in the Discussion Paper.

**Attachment**

Discussion Paper – Policy Options to Increase Elected Member Training Participation

**Background**

To guide WALGA’s future policy development and advocacy, Council consideration and feedback is requested on the Discussion Paper: Policy Options to Increase Elected Member Training Participation.

The Discussion Paper provides an opportunity for WALGA to be guided by sector feedback on a contemporary and important policy issue prior to State Government policy or legislative intervention.

The Paper, after discussing the policy context and existing Elected Member training, explores the following six policy options aimed at increasing Elected Member participation in training:

1. Enhance the desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and
6. Mandate training for newly elected Elected Members.

Following feedback from the sector, an item will be prepared for future Zone and State Council consideration.

**Comment**

The following questions are posed:

**1 Best Practice Induction Programs**

Does Council support Local Governments adopting and delivering a structured and thorough Council induction program?  
 If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

**2 Training and Development Policy**

Does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

**3 Candidate Requirements**

Does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

**4 Incentivised Training**

Does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?

If so, how should the fees and allowances framework be structured? I.e, should Elected Members be paid a specified annual amount, a percentage bonus of using some other method?

**5 Mandatory Training**

Does Council support legislative amendments to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?

For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?

What is the appropriate penalty for non-completion of the required training?

**Consultation**

Chief Executive Officer

**Statutory Environment**

Local Government Act 1995 Section

**Policy Implications**

Nil

**Financial Implications**

The budget allocation for Elected Member training in 2015/16 is \$9,150.

**Strategic Implications**

Nil

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 9.2.4**

**That Councils responses be provided to the WALGA questions:**

**1 Best Practice Induction Programs**

Does Council support Local Governments adopting and delivering a structured and thorough Council induction program?

If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

**2 Training and Development Policy**

Does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

**3 Candidate Requirements**

Does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

**4 Incentivised Training**

Does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?

If so, how should the fees and allowances framework be structured? Ie, should Elected Members be paid a specified annual amount, a percentage bonus of using some other method?

**5 Mandatory Training**

Does Council support legislative amendments to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?

For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?

What is the appropriate penalty for non-completion of the required training?

**COUNCIL RESOLUTION – ITEM 9.2.4**

Moved: Cr Newton

Seconded: Cr Pearce

**That Councils responses be provided to the WALGA questions:**

**1 Best Practice Induction Programs**

Does Council support Local Governments adopting and delivering a structured and thorough Council induction program?

If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

Response:

Council does not support legislation changes; rather Induction Programs should remain voluntary.

**2 Training and Development Policy**

Does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

Response:

Council does not support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election. This should be voluntary.

**3 Candidate Requirements**

Does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

Response:

Council does not support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election. This should be voluntary.

**4 Incentivised Training**

Does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?

If so, how should the fees and allowances framework is structured? I.e., should Elected Members be paid a specified annual amount, a percentage bonus of using some other method?

Response:

Council does not support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken.

Council supports Elected Members undertaking training and believes this could be encouraged by the reduction in costs of training and delivery in the regions.

## **5 Mandatory Training**

Does Council support legislative amendments to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?

For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?

What is the appropriate penalty for non-completion of the required training?

Response:

Council does not support legislative amendments to require Elected members to be required to undertake foundation training.

Council strongly encourages members to undertake training, especially newly elected Elected Members. Incentives that may assist more Elected Members to undertake training in delivery in the regions.



# Policy Options to Increase Elected Member Training Participation **Discussion Paper**

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## Contacts

For further information regarding any of the issues explored in this paper, please contact:

**Timothy Lane**

Manager, Strategy & Reform  
(08) 9213 2029 or [tlane@walga.asn.au](mailto:tlane@walga.asn.au)

**Jacqueline Dodd**

Training Services Manager  
(08) 9213 2090 or [jdodd@walga.asn.au](mailto:jdodd@walga.asn.au)

**Tony Brown**

Executive Manager, Governance & Organisational Services  
(08) 9213 2051 or [tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)

To inform future policy development and advocacy, feedback from Local Governments is sought on this paper. Please provide general feedback as well as answers to the questions on pages 30-31, by **Friday, 13 November 2015** to:

**Timothy Lane**

Manager, Strategy and Reform  
[tlane@walga.asn.au](mailto:tlane@walga.asn.au)

## Executive Summary

In the context of calls for increased participation in Elected Member training in Western Australia and in other Australian jurisdictions, WALGA is undertaking a thorough consultation process with the Local Government sector to explore policy options relevant to this contemporary and important discussion.

This paper, and its associated consultation and policy development process, represents a proactive opportunity for the Local Government sector to shape the debate and develop a policy framework that will increase Elected Member participation in training and professional development, prior to Government imposed policy or legislative change.

Increasing participation in Elected Member training is considered a desirable policy goal for individual Elected Members, for Councils and for the Local Government sector due to the competing demands on Elected Members, the complexity of the Local Government regulatory regime, and importance of Local Government to communities across Western Australia.

To facilitate exploration of policy options to increase Elected Member participation in training, three tiers of currently available training, based on the nationally recognised Local Government Training Package and designed specifically for Elected Members, are discussed:

- i. Introductory training, which aims to provide a fundamental understanding of the role of Local Government;
- ii. Foundation training, which addresses the introductory skills required to operate effectively in a Local Government environment; and,
- iii. Advanced Training, which further enhances the skills required of Elected Members.

Council induction programs, which are often the first point of learning for newly elected Elected Members, are also discussed as complementary to the formal Elected Member training framework.

In addition, three mechanisms which increase accessibility to formal training are discussed: recognition of prior learning, the ability for assessments to be modified to suit individual needs and modes of content delivery.

Utilising the existing training framework for Elected Members, the following six policy options, which are not exhaustive, nor mutually exclusive, are explored in this paper:

1. Enhance the desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

Feedback from the Local Government sector in relation to the policy options listed above, or any other relevant matter, is sought by **Friday, 13 November 2015**.

The policy framework recommendations that stem from this consultation process will be the subject of thorough Zone and State Council consideration during a subsequent Zone and State Council meeting process.

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## 1. Background

This paper aims to facilitate a discussion about policy options to increase Elected Member training participation. In particular, policy options for mandating or incentivising training through the fees and allowances framework will be explored.

The Local Government sector consultation process accompanying this paper represents an opportunity for the sector to proactively explore options for increasing Elected Member participation in training. In the context of increasing calls from the State Government for policy or legislative changes to increase Elected Member participation in training, not developing a sector-led policy framework risks future Government intervention.

This paper comprises four sections:

- I. **Section One** discusses the role of WALGA, outlines the importance and benefits of training, and explores the policy context in Western Australia and interstate;
- II. **Section Two** outlines the existing training framework for Local Government Elected Members, including Council induction programs and accessibility features of the formal training framework;
- III. **Section Three** explores policy options to increase Elected Member participation in training including options to compel or incentivise training; and,
- IV. **Section Four** summarises the policy options and outlines a process for Local Government and stakeholder feedback.

### 1.1 Role of WALGA – Training Provider and Advocate

WALGA, as the lead Association for Local Government in Western Australia, advocates and develops policy on behalf of 139 Western Australian Local Governments and offers a diverse range of Local Government specific services.

WALGA has a dual and potentially conflicting position in policy development relating to incentivising or mandating Elected Member training: WALGA is both an advocate for policy change on behalf of the Local Government sector and a provider of Elected Member training as a Registered Training Organisation (RTO). Policy or legislative changes resulting in increased Elected Member participation in training have the potential to financially benefit WALGA as a key provider of Local Government specific training in Western Australia. It is important that this potential conflict of interest is forthrightly acknowledged by WALGA.

To address the potential conflict of interest, this paper will focus on nationally accredited training based on the Local Government Training Package. Any RTO is able to offer training that complies with the Local Government Training Package and it would be expected that increasing demand resulting from policy or legislative change would potentially lead to other RTOs offering specific Elected Member training.

Further, at no stage will WALGA advocate to the Minister for Local Government or the Salaries and Allowances Tribunal that specific WALGA training should be mandated or

incentivised. Instead, policy or legislative changes should only reference nationally accredited training that could be offered by a number of RTOs in a competitive market. On balance, while acknowledging the potential conflict of interest, it is considered appropriate for WALGA to facilitate a dialogue with the sector in relation to policy or legislative changes seeking to increase Elected Member participation in training, as this represents a significant and contemporary policy issue in Local Government nationally. To not proactively develop a policy position on behalf of the sector in relation to this issue would be a disservice to Western Australia's current and future Elected Members and to the communities they serve and represent.

## 1.2 Benefits of Elected Member Training

Policy development aiming to increase Elected Member participation in training is predicated on the supposition that there are benefits for the individual Elected Member, their Council and the Local Government sector to be realised from training and professional development.

For individuals, training and professional development can be valuable in assisting Elected Members to navigate their increasingly complex and demanding role. Managing competing demands, fully understanding complex issues and working within the confines of a unique legislative and regulatory system can be challenging, particularly for new or inexperienced Elected Members. The complexity and challenge of the role of an Elected Member is demonstrated by the Elected Member Position Description, which was developed by the Department of Local Government and Communities, and is mapped against the Elected Member Skill Set (see Section 2.1.2) in Appendix 1.

Elected Members who have undertaken training are typically very satisfied with the benefits of training and with the applicability of their learnings to their role. During the 2014-15 financial year, 308 Elected Members participated in WALGA delivered training subsidised by the Royalties for Regions Country Local Government Fund. In a post-training survey, participants rated all four courses five out of six or better (on a one to six scale) when asked to what extent they felt their personal learning objectives had been achieved. For individual Elected Members to be able to make a meaningful contribution to their Council, training in the key responsibilities of their role can be extremely beneficial.

Councils also benefit from Elected Member training. As the strategic decision-making body of the Local Government, it is crucial that Councils understand their responsibilities and contain the appropriate skills and understanding to make informed strategic decisions on behalf of their communities.

With \$4.4 billion in annual revenue and \$27.6 billion of non-financial assets under management, the Local Government sector requires competent and well qualified political leadership. It is crucial for the sustainability and reputation of the Local Government sector that Elected Members and Councils fully appreciate the significance of their role and are competent in overseeing complex public organisations.

Given the significance of the role of an Elected Member and the importance of Councils in overseeing complex organisations, coupled with the utility of training and professional development, it is not surprising that state governments and other stakeholders, in Western Australia and elsewhere, have been suggesting policy or legislative change to increase Elected Member participation in training.

### **1.3 Policy Context in Western Australia and Other States**

The Minister for Local Government, the Department of Local Government and Communities, and other stakeholders have, over recent years, suggested that participation in Elected Member training should be mandatory or incentivised through the Elected Member remuneration framework.

Calls for greater Elected Member training are predicated on the belief that Elected Members who undertake training and professional development are better able to perform their role as an Elected Member and are able to offer greater strategic contributions to the Council's decision making processes. Indeed, in all Australian jurisdictions, a common feature of nearly every inquiry into governance failures at an individual Council or a more general review of Local Government capacity and capability is a recommendation for an increase in Elected Member participation in training.

The desire of state governments for increased Elected Member participation in training is not unique to Western Australia. For instance, in 2014, training for Elected Members became mandatory for newly elected Elected Members in South Australia. Further, the New South Wales Local Government Independent Review Panel recommended the introduction of mandatory Elected Member training in its 2013 report.

While mandatory training is one option, some stakeholders argue for a more nuanced policy approach: using the fees and allowances framework to incentivise – rather than compel – training. Others argue for a less interventionist approach, such as encouraging Elected Members to undertake training or requiring Councils to adopt a training policy.

A range of options will be explored in Section Three of this paper and feedback invited from the Local Government sector.

#### **1.3.1 Salaries and Allowances Tribunal**

The Salaries and Allowances Tribunal determination, issued in June 2014, stated that the Minister for Local Government has an appetite for Elected Members to be incentivised to undertake training through the fees and allowances framework:

*As part of the Tribunal's 2013 inquiry, the Minister for Local Government requested that consideration be given to the possibility of providing incentives for elected*

*council members who participate in training programs in an effort to increase the capacity of local governments to successfully deliver services to the community.<sup>1</sup>*

The Salaries and Allowances Tribunal concluded that it was not appropriate to provide incentives or rewards for completion of training as part of its 2014 determination while a program of training for Elected Members, funded by the Royalties for Regions program, is being undertaken in non-metropolitan areas.

In their 2015 determination, the Salaries and Allowances Tribunal reiterated their previous position regarding their openness to providing incentives for training and stated:

*While the Tribunal is generally amenable to providing incentives for Elected Members to undertake that will develop skills related to their core responsibilities, it has determined that it is not appropriate to provide incentives until the completion of the pilot program and the training for Elected Members is more generally available.<sup>2</sup>*

Following the completion of the second round of Royalties for Regions training during the 2015-16 financial year, the Minister for Local Government may request the Salaries and Allowances Tribunal to further investigate options for incentivising training.

### **1.3.2 Inquiry into the City of Canning**

The 2014 *Report of the Panel of Inquiry into the City of Canning* discussed issues associated with Elected Member induction training, continuing education and remuneration, and made a number of relevant recommendations to the State Government.

In particular, as per point two of the recommendation below, the Report recommended that newly elected Councillors be required to undertake training within their first three months:

#### *Recommendation Seven*

*I recommend that:*

- 1. Consideration be given to providing newly elected Councillors a period of time after their election (perhaps three months), and prior to officially taking up their role as local government Councillors, to participate as non-voting members in the Council process as remunerated observers.*
- 2. During this period, these newly elected Councillors should be required to complete a formal training program in their new role as per an appropriate, government mandated, local government training program.*
- 3. This training be funded by each local government and be offered to any other Councillor who requests it.*

<sup>1</sup> Salaries and Allowances Tribunal. 2014. *Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal on Local Government Elected Council Members*: p5. Available from: <http://www.sat.wa.gov.au/LocalGovernmentElectedMembers/Pages/Determination18June2014.aspx>

<sup>2</sup> Salaries and Allowances Tribunal. 2015. *Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members*: p7. Available from: <http://www.sat.wa.gov.au/LocalGovernmentCEOsandElectedMembers/Documents/2015-06-17-Local-Government-Combined-Remuneration-Determination.pdf>

4. *The Local Government Act 1995 should be amended accordingly to accommodate these new educational and learning initiatives.*<sup>3</sup>

Beyond recommending mandatory induction training within three months of election to Council, the Inquirer into the City of Canning argued that, due to the complex and sophisticated Local Government environment, continuing education for Elected Members would be valuable to anyone seeking to become an Elected Member.<sup>4</sup>

The Report recommended that more detailed and involved training should be made compulsory for Elected Members in due course:

*Recommendation Eight*

*I recommend that the Department of Local Government, in cooperation with the WA Local Government Association and Local Government Managers Australia, investigate the offering of continuing education programs of the sort detailed in this Report and that, in due course, the Local Government Act 1995 be amended to make continuing education and training mandatory for all Elected Members.*<sup>5</sup>

The Inquirer also discussed remuneration for Elected Members and linked Elected Member remuneration with training and further education. The Report recommended that remuneration for Elected Members be reviewed simultaneously with requirements for training:

*Recommendation Nine*

*I recommend that any changes of the sort suggested above in relation to induction and continuing education be undertaken simultaneously with an investigation of the current remuneration levels for local government members – remuneration levels which are, in my opinion, inadequate given the considerable time requirements now imposed on Elected Members.*<sup>6</sup>

### **1.3.3 Metropolitan Local Government Review Panel**

The Metropolitan Local Government Review Panel's Final Report also discussed Elected Member training and sought to link Elected Member training and remuneration:

*The model for elected members needs to be updated to encourage an increased capacity for strategic decision-making. The Panel believes elected members need to exhibit a higher standard of executive governance, similar to that of a board. This can be reinforced by training which is encouraged by appropriate remuneration.*<sup>7</sup>

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<sup>3</sup> Kendall, C. N. 2014. *Report of the Panel of Inquiry into the City of Canning: An Inquiry under Division 2, Part 8 Local Government Act 1995*: p366.

<sup>4</sup> Kendall, C. N. 2014: p366-7

<sup>5</sup> Kendall, C. N. 2014: p367

<sup>6</sup> Kendall, C. N. 2014: p368

<sup>7</sup> Metropolitan Local Government Review Panel. 2012. *Metropolitan Local Government Review: Final Report of the Independent Panel*: p153

### 1.3.4 South Australia

Training for Elected Members was made compulsory in South Australia in 2014, and newly elected Elected Members must complete the mandatory training requirements within the first 12 months of their four year term 2014-2018.<sup>8</sup>

The mandatory training involves four modules, which are able to be completed in seven and a half hours in total and can be delivered in-person or online via webinar.

The four modules are:

1. Introduction to Local Government;
2. Legal Responsibilities;
3. Council and Committee Meetings; and,
4. Financial Management and Reporting.

While the training is mandatory, it is unclear at this stage what the consequences will be for Elected Members who fail to successfully complete the mandated modules.

It is also a requirement in South Australia for Councils to adopt a Training and Development Policy for Elected Members that is intended to ensure Elected Members are offered opportunities to undertake required training and any other training and development activities relevant and beneficial to their role.

To assist Local Governments to comply with this requirement, the Local Government Association of South Australia provides a model policy to its members that can be adapted by individual Local Governments.

### 1.3.5 New South Wales – Fit for the Future

Local Government in New South Wales has undergone a thorough review process since the establishment in 2012 of the NSW Independent Local Government Review Panel, led by Professor Graham Sansom.

The Panel reported in 2014 and the NSW Government has responded to the Panel's recommendations. Notably, the Panel recommended that professional development of Elected Members be linked to the remuneration system:

*Increase remuneration for councillors and mayors who successfully complete recognised professional development programs.<sup>9</sup>*

The Government, in their response to the Panel's report did not accept the above recommendation. However, in response to another recommendation the Government stated

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<sup>8</sup> Further information can be found on the Local Government Association of South Australia website: <http://www.training.lga.sa.gov.au/index.cfm/council-member-training/lga-training-standard/>

<sup>9</sup> NSW Independent Local Government Review Panel. 2013. *Revitalising Local Government: Final Report of the NSW Independent Local Government Review Panel*: p68

that it would give further consideration to mandating induction training for newly elected Councillors:

*Ensuring new mayors and first time councillors undergo induction training. The Government believes in addition to this that councils should encourage all councillors, mayors and candidates to undergo training to ensure they have the necessary information and skills to decide to stand for council and perform their role effectively.<sup>10</sup>*

Further, the Panel also recommended that candidates be required to attend an information session prior to submitting a nomination:

*Before their nomination is accepted, require all potential candidates for election to local government to attend an information session covering the roles and responsibilities of councillors and mayors.<sup>11</sup>*

### 1.3.6 Systemic Sustainability Study

The 2008 Final Report of the sector's Systemic Sustainability Study (SSS), *The Journey: Sustainability into the Future*, also discussed "Building Councillor Capability" at length. While the SSS Panel Report, published in 2006, recommended mandatory training for Elected Members following their election, this proposition was not supported by the sector during the consultation process relating to the final report.

Consequently, the Final Report of the SSS recommended that Local Governments be required to resource Elected Member training and that Elected Members continue to be encouraged to undertake further training and skill development. Actions 28 and 29 of the SSS Final Report are relevant for this discussion. Action 28 recommends that Local Governments be required to allocate funding for Elected Member training.

#### Action 28

*That the Local Government Act 1995 be amended to require Local Governments to resource the participation of Councillors in professional development.<sup>12</sup>*

Action 29 recommends encouraging Elected Members to undertake four core units, similar to the four core units that are now compulsory for newly elected Councillors in South Australia, as discussed in Section 1.2.4.

#### Action 29

*That Councillors be encouraged to undertake the following four core units for professional development in the Councillor's first term:*

- *Legal responsibilities*
- *Finance*

<sup>10</sup> NSW Office of Local Government. 2014. *Fit for the Future: NSW Government Response – Independent Local Government Review Panel Recommendations; Local Government Acts Taskforce Recommendations*: p10

<sup>11</sup> NSW Independent Local Government Review Panel. 2013: p68

<sup>12</sup> WALGA. 2008. *The Journey: Sustainability into the Future*: p61

- *Corporate Governance / Ethics*
- *Sustainable Asset Management or Land Use Planning, with the selection dependent on the extent to which asset management is a core function of the Local Government concerned.*<sup>13</sup>

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<sup>13</sup> WALGA. 2008: p61

## 2. Elected Member Training

To assist with the exploration of policy options to increase participation in Elected Member training, which are explored in Section Three, this section outlines existing Elected Member training offerings.

Section 2.1 outlines the existing Elected Member training framework and categorises training into three tiers:

1. Introductory training;
2. Foundation training; and,
3. Advanced training.

Section 2.2 describes a number of important initiatives that ensure that training is as accessible to as many Elected Members as possible. This is particularly important to ensure the widespread applicability of the policy options explored in Section Three in the context of a state as geographically and culturally diverse as Western Australia.

Section 2.3 discusses Council induction programs, which are important for newly elected Elected Members but are considered complementary to the formal Elected Member training framework explored below.

### 2.1 Elected Member Training Framework

This section outlines the existing training framework for Local Government Elected Members. The training discussed is, where relevant, based on the nationally recognised Local Government Training Package and is able to be offered by other Registered Training Organisations.

To assist with analysis and the exploration of policy options for increasing Elected Member participation in training, this paper discusses three tiers of training, and makes reference to the corresponding WALGA offering.

**Table 1: Tiers of Training and Corresponding WALGA Offering**

	Type	Purpose	WALGA Offering
1.	Introductory	To understand the role of Local Government.	Fundamentals – Understanding Local Government
2.	Foundation	To address the introductory skills required to operate effectively in Local Government environment.	Elected Member Skill Set – nationally recognised
3.	Advanced	Further enhancement of the skills required of Elected Members.	Diploma of Local Government (Elected Member) – nationally recognised

WALGA's training offerings provide a pathway for Elected Members to progress from introductory training through to the Diploma of Local Government (Elected Member).

WALGA's Elected Member Learning and Development Pathway is represented by the following diagram.



## Elected Member Learning and Development Pathway

Further explanation of the training listed above is explored below before Section Three of this paper explores policy options for increasing Elected Member participation in training.

### 2.1.1 Introductory Training

Introductory training is designed to provide a basic level of understanding about the role, function and constitution of Local Government.

As per Section 1.3.5, the New South Wales Independent Local Government Review Panel recommended that candidates be required to attend an information session about the role of Councillors and Mayors. This is a policy option worthy of exploration and is discussed in Section 3.4 of this paper. WALGA's introductory training course – *Understanding Local Government* – is discussed below.

#### *Understanding Local Government*

WALGA offers an online introductory course – *Understanding Local Government* – that can be undertaken in approximately two hours. The course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and protocols and procedures.

It may be appropriate for the Department of Local Government and Communities to provide this type of training should it become mandatory or incentivised for candidates or newly elected Elected Members.

### 2.1.2 Foundation Training

To assist with the exploration of policy options in Section Three of this paper, the second tier of training has been categorised as “Foundation Training” and is best represented by the nationally accredited Elected Member Skill Set. The Elected Member Skill Set is similar to the training required to be undertaken by newly elected Councillors in South Australia as detailed in Section 1.3.4.

#### *Elected Member Skill Set*

The Elected Member Skill Set contains three units of competency that form the nationally recognised Elected Member training program contained within the LGA04 Local Government Training Package.

The three units of competency are:

- LGAGEN501A – Undertake councillor roles and responsibilities
- LGAGENE503 – Perform the role of an elected member
- LGAGENE302A – Contribute to effective decision making

These three units of competency are targeted at newly elected Elected Members, but are also relevant for serving Elected Members seeking to refresh their knowledge and understanding of their role within Local Government.

As these units of competency are nationally recognised, they are able to be offered by a range of Registered Training Organisations.

WALGA offers two courses that meet the requirements of the nationally recognised Elected Member Skill Set.

**Table 2: WALGA’s Elected Member Skill Set**

Course Title	Duration	Relationship to Competency Standards
<b>Serving on Council</b>	1 day or 3 hours online	LGAGENE501A LGAGENE503
<b>Decision Making at a Governing Board Level</b>	1 day or 3 hours online	LGAGENE302A

The Department of Local Government and Communities has developed a position description for an Elected Member, which outlines the responsibilities and skills required for the role. To highlight the usefulness and applicability of the Elected Member Skill Set, the three units of competency are mapped against the Elected Member position description in Appendix 1. The charts map the skills, knowledge, accountabilities, standards and values from the position description against the performance, skills and knowledge delivered and assessed in the three units of the Elected Member Skill Set.

The successful completion of this skill set provides a pathway for Elected Members into the Elected Member stream of the Diploma of Local Government. It is important for the Local Government sector to support the Elected Member Skill Set as nationally accredited Local Government specific training.

### 2.1.3 Advanced Training

To assist with the exploration of policy options in Section Three of this paper, the third tier of training has been categorised as “Advanced Training”, which aims to further build the skills of Elected Members to successfully undertake their role. Examples of advanced training could include the nationally recognised Diploma of Local Government (Elected Member) or the Company Directors Course offered by the Australian Institute of Company Directors (AICD).

#### *Diploma of Local Government (Elected Member)*

The Diploma of Local Government (Elected Members) is nationally accredited training and can therefore be offered by other Registered Training Organisations (RTO). WALGA offers its Diploma of Local Government (Elected Member) course in a 10-day format and the first two units comprise the Elected Member Skill Set, discussed in Section 2.1.2 above.

The content of WALGA’s Diploma of Local Government (Elected Member) course and the relationship of each unit to the competency standards are detailed in the table below.

**Table 3: WALGA’s Diploma of Local Government (Elected Member)**

Course Title	Duration	Relationship to Competency Standards
<b>Serving on Council</b>	1 day	LGAGENE501A LGAGENE503
<b>Decision Making at a Governing Board Level</b>	1 day	LGAGENE302A
<b>Meeting Procedures and Debating</b>	1 day	LGAGENE304A
<b>Effective Community Leadership</b>	1 day	LGAGENE502A
<b>Strategy and Risk Management</b>	1 day	BSBMGT616A
<b>Policy Development</b>	1 day	LGADMIN527A
<b>Land Use Planning</b>	1 day	DLGLUP501A
<b>Sustainable Asset Management</b>	1 day	DLGSAM501A
<b>CEO Performance Appraisals</b>	1 day	BSBMGT502B
<b>Manage Conflict</b>	1 day	BSBATSIL503C

Participants in the Diploma are assessed and receive a nationally recognised qualification upon completion of the course requirements. To date, 18 Elected Members have completed the Diploma and nine are currently enrolled.

### *Company Directors Course*

When discussing further professional development for Elected Members, a number of stakeholders including the Minister for Local Government, have proposed the Company Directors Course, offered by the Australian Institute of Company Directors, as a potential option that could be incentivised or mandated. The Company Directors Course, while not Local Government specific, focuses on the duties and responsibilities of a director. The Company Directors Course contains 10 modules, each of which is half a day in duration.

**Table 4: Company Directors Course Content**

<b>Module 1</b>	The role of the Board and the Practice of Directorship
<b>Module 2</b>	Decision Making
<b>Module 3</b>	The Director's Duties and Responsibilities
<b>Module 4</b>	The Board's Legal Environment
<b>Module 5</b>	Risk: Issues for Boards
<b>Module 6</b>	Strategy: The Board's Role
<b>Module 7</b>	Financial Literacy for Directors
<b>Module 8</b>	Driving Financial Performance
<b>Module 9</b>	Achieving Board Effectiveness
<b>Module 10</b>	Learning into Practice

Participants are assessed upon completion of the modules, and must pass a test and submit an essay to a required standard to successfully complete the course. As it is not designed for Elected Members, the Company Directors Course is seen as complementary to Local Government specific training.

## **2.2 Accessibility of Training**

To ensure that training is as accessible as possible, and to ensure that the policy options explored in Section Three are broadly applicable, the following key accessibility issues are discussed:

1. Recognition of Prior Learning;
2. Reasonable Adjustments; and,
3. Modes of Delivery.

It is particularly important that training is widely accessible given the widespread diversity of Western Australian Local Governments in terms of geography, remoteness, culture, language and capacity.

### **2.2.1 Recognition of Prior Learning**

Registered Training Organisations, including WALGA, offer Recognition of Prior Learning (RPL) as a legitimate assessment pathway for Elected Members that have extensive experience in their role. Recognition of Prior Learning enables Elected Members to demonstrate competence from prior experience and learning. The process involves a self-assessment and consideration of additional supporting evidence specified for each individual Elected Member and their particular needs.

### 2.2.2 Reasonable Adjustments

For assessment purposes, 'reasonable adjustments' should be made, where possible, to support an individual student's learning needs. This may be applicable to Elected Members who live in a remote location, have difficulty with reading, writing or numeracy or with particular cultural or religious needs.

The reasonable adjustment process enables assessments to be adjusted to meet the needs and characteristics of the Elected Members being assessed, taking into account any equity requirements.

Providing a framework for adjusting assessments ensures that training is widely accessible and that policy options in Section Three are able to be broadly applied.

### 2.2.3 Modes of Delivery

To further ensure training is widely accessible, WALGA and other training organisations deliver training in a range of formats. Training can be offered in person in a central or regional location, or it can be provided at a particular Local Government.

Many courses are also offered online through Electronic Learning (eLearning) platforms, which can enable access to participants anywhere in the world using contemporary technologies. This is particularly important in Western Australia given the remoteness of some Local Governments.

## 2.3 Local Government Induction Programs

Local Governments typically deliver an induction program for newly elected Elected Members to introduce them to their new role. As Council induction programs are the responsibility of each Local Government, they often vary in the depth and breadth of their content. While important in assisting new Elected Members to understand their role and responsibilities, Council induction programs are considered to be complementary to the formal training programs described in Section 2.1.

The Department of Local Government and Communities has published an Elected Member Induction Guideline, which lists a range of topics that an induction program should aim to address including practical, legislative, operational, and other matters.<sup>14</sup>

Some Local Governments deliver a structured and thorough induction program staged over a number of days, which can include mock Council meetings and presentations from guest speakers representing key stakeholders such as WALGA and the Department of Local Government and Communities. Other Local Governments take a less formal approach, providing only basic information and allowing Elected Members to learn from experience during the early part of their first term.

<sup>14</sup> Available from: [http://publications.dlg.wa.gov.au/DLGC\\_LG\\_Operational-Guideline\\_4.pdf](http://publications.dlg.wa.gov.au/DLGC_LG_Operational-Guideline_4.pdf)

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To enhance the knowledge and professionalism of Councils, structured and thorough induction programs delivered universally across the Local Government sector would be beneficial and there may be a role for WALGA in promoting a best practice induction program outline. The delivery of best practice Council induction programs, while not a replacement for formal Elected Member training and professional development, is a policy option that is explored in Section 3.2.

### 3. Policy Options

This section explores policy options to increase Elected Member participation in training with reference to the existing Elected Member training framework outlined in Section Two of this paper.

The discussion regarding increasing Elected Member participation in training occurs in the context of policy discussions in Western Australia and other Australian states, as outlined in Section 1.3.

A range of possible options are discussed below:

1. Enhance desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

The six options listed above seek to increase the participation of Elected Members in training, which is presumed, for the purposes of this discussion, to be a desirable policy goal. Increased participation in training is believed to increase the capacity and capability of Elected Members and therefore Councils in Western Australia.

The options explored below are not exhaustive, nor mutually exclusive, and feedback from Local Governments relating to a combined or amended policy framework is welcome.

#### 3.1 Enhance Desirability of Training Offerings

The first policy option to be explored in attempting to increase Elected Member training participation is for stakeholders to ensure training is offered in desirable locations and formats. This option would not require significant policy or legislative change.

There is evidence that policy interventions of this nature are having an impact, as demonstrated by Elected Member participation in Royalties for Regions subsidised training held in a range of non-metropolitan locations since 2013. In 2014-15, 308 Elected Members participated in training provided by the program in eight different WALGA Zones. As discussed in Section 1.2, participants in this training found it to be extremely valuable in terms of their personal learning objectives.

A key benefit of pursuing this option is that it would require minimal change to legislation or the Elected Member remuneration framework.

The main disadvantage of this approach is that some Elected Members may not seek further training or skill development under a strictly voluntary framework no matter the training offered. Secondly, the training program discussed above relies on funding from the Royalties for Regions program, and such funding may not be consistently forthcoming. Further, given

recent calls from the Minister for Local Government to incentivise or mandate training in Western Australia, coupled with the trend in this direction evident in other states, pursuing this option may not be satisfactory to the Minister and therefore there would be a risk of further Government intervention.

### **3.2 Best Practice Induction Programs**

Another policy option that may not require significant legislative or policy change is for Local Governments to adopt and deliver a best practice Council induction program for newly elected Elected Members.

While Council induction programs should be seen as complementary to formal training programs, they often provide the first point of learning about the role for newly elected Elected Members.

The adoption and delivery of a best practice induction program could either be voluntary or through legislative change requiring Local Governments to provide an induction program to a particular standard. There may be a role for WALGA in the development and publication of a best practice induction guide.

The main advantage of this policy option is that it would be relatively straightforward to implement, particularly if it was not a legislative requirement.

There are a number of disadvantages of this approach. Firstly, an induction program is not a replacement for the formal Elected Member training outlined in Section 2.1. Secondly, if induction programs are delivered by individual Local Governments there is likely to be a significant variance in the content and depth of induction programs across the state. Finally, adoption of this policy option in isolation risks future Government intervention as it may not be considered a sufficient policy response by the State Government.

### **3.3 Require Councils to Adopt a Training Policy**

Another policy option that has been considered previously in Western Australia and other states of Australia is for Councils to be required to adopt a training policy.

As discussed in Section 1.3.6, the Final Report of the Systemic Sustainability Study recommended that Councils be required to allocate funds to Elected Member training or professional development.

Councils in South Australia have been required to adopt a training and development policy for Elected Members for many years (see Section 1.3.4) and a similar policy approach was considered by the New South Wales Independent Local Government Review Panel.

An option for Western Australia could be for the *Local Government Act 1995* to be amended to require Councils to adopt a training policy similar to the policy framework in South Australia. The training policy would outline the training that Elected Members should aim to

complete upon their election and during their first and subsequent terms. It could be a requirement that the training and development policy is reviewed and updated following every biennial election.

This approach would ensure that Elected Members have access to suitable training and skill development, and would ensure that each Council continuously reviews and documents their training and development needs.

Implemented in isolation, this policy approach may not achieve the desired outcomes and would risk further Government legislative or policy intervention. Further, requiring Councils to adopt a training and development policy would add a compliance requirement to the Local Government sector.

### 3.4 Requirements for Candidacy

Another policy option is for candidates to be required to attend an introductory training session or an information session prior to their nomination for Council being accepted. This was put forward recently by the New South Wales Independent Local Government Review Panel, as detailed in Section 1.3.5.

Proponents of this approach want to ensure that candidates have an awareness of the role and responsibilities of an Elected Member prior to their nomination for election to Council. This approach may even dissuade some 'single issue' candidates from nominating once they have an understanding of the Local Government legislative framework, particularly in relation to conflicts of interest.

In advance of the upcoming 2015 Local Government elections, WALGA is developing a webinar that will be able to be accessed by candidates seeking to gain an understanding of Local Government. Further, WALGA and the Department of Local Government and Communities often speak at candidate information sessions hosted by Local Governments seeking to inform prospective candidates about the role of an Elected Member.

The typical argument against compelling candidates to attend an information session is that such an approach may create a barrier to nominating for some candidates, thereby reducing the potential pool of candidates and undermining the democratic process. Further, ensuring access for all candidates to the training or information session could be a significant practical challenge in Western Australia, notwithstanding the increasing ubiquity of online resources and internet access.

WALGA's introductory training offering, as outlined in Section 2.1.1, is *Understanding Local Government*, which can be completed in two hours online, and could be applied to a regime requiring candidates to undertake specified training prior to acceptance of their nomination for election.

If legislation were to be changed to require potential candidates to attend a training or information session, or complete an online module, it may be considered more appropriate for the material to be provided by the Department of Local Government and Communities.

### 3.5 Incentivisation of Training

A more nuanced policy approach, being explored in a number of jurisdictions and suggested by the Minister for Local Government (see Section 1.3.1), would be for Elected Members to be incentivised to undertake training through the remuneration framework.

#### 3.5.1 Elected Member Remuneration Framework

Elected Members are remunerated in one of two ways in Western Australia: a meeting attendance fee for each Council, Committee or prescribed meeting attended, or an annual allowance in lieu of meeting fees.

Further, the Mayor or President is entitled to an additional annual allowance that takes into account the additional responsibilities of their role. The Deputy Mayor or Deputy President is entitled to receive 25 percent of the Mayor or President’s annual allowance. Logically, it would make sense that a framework seeking to incentivise greater Elected Member participation in training would focus on payments made to all Elected Members, not on payments made to the Mayor, President, Deputy Mayor or Deputy President. Therefore, only the payments for meeting attendance, made on a per-meeting basis or an annual basis, will be discussed in this paper.

The Salaries and Allowances Tribunal categorises Local Governments into four bands based on their relative size in terms of population, operating revenue and other factors, and publishes a range that Local Governments can pay within their attributed band.

The following table applies to Local Governments that choose to pay an annual attendance fee in lieu of Council meeting, Committee meeting and prescribed meeting attendance fees.

**Table 5: Elected Member Annual Attendance Fees**

Band	For a Council member other than the Mayor or President		For a Council member who holds the office of Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$24,000	\$30,900	\$24,000	\$46,350
2	\$14,500	\$22,660	\$14,500	\$30,385
3	\$7,500	\$15,965	\$7,500	\$24,720
4	\$3,500	\$9,270	\$3,500	\$19,055

The following tables outline the meeting fees payable to Elected Members where the Local Government elects to pay on a per-meeting basis.

**Table 6: Council Meeting Fees per Meeting**

Band	For a Council member other than the Mayor or President		For a Council member who holds the office of Mayor or President	
	Minimum	Maximum	Minimum	Maximum
1	\$600	\$773	\$600	\$1,159
2	\$363	\$567	\$363	\$760
3	\$188	\$400	\$188	\$618
4	\$88	\$232	\$88	\$477

Where a Local Government pays on a per-meeting basis, Elected Members are also entitled to meeting fees for attendance at Committee meetings and Prescribed meetings.

**Table 7: Committee Meeting and Prescribed Meeting Fees per Meeting**

Band	For a Council Member (including the Mayor or President)	
	Minimum	Maximum
1	\$300	\$386
2	\$181	\$283
3	\$94	\$200
4	\$44	\$116

### 3.5.2 Incentivisation Policy Options

There are a range of options that could be applied to the Elected Member remuneration framework to incentivise greater participation in training, some of which may require legislative change.

One option would be for Elected Members to be paid an annual 'training allowance' if they have met specified training standards. For example, an Elected Member could receive a specified amount on top of their other allowances for completing the Elected Member Skill Set or equivalent. Then, an additional allowance could be paid for Elected Members who have completed advanced training, such as the Local Government (Elected Member) Diploma or the Company Directors Course.

A second option would be for Elected Members to get a percentage bonus of their meeting fee or annual allowance for completing specified training. Again, this could be tiered with Elected Members who have completed the Elected Member Skill Set or equivalent eligible for a percentage bonus and Elected Members who have completed advanced training, such as the Diploma of Local Government (Elected Member) or the Company Directors Course, eligible for a greater percentage bonus.

A key benefit of the incentivisation approach is that providing a monetary incentive is more likely to successfully increase participation in training than some of the other options discussed above without the need to mandate participation in training. Further, linking training participation with the Elected Member remuneration framework would explicitly

recognise the additional capacity and capability that Elected Members who have undertaken training will bring to their role as an Elected Member.

A major disadvantage of this approach would be the complexity that would potentially be added to the remuneration framework. This would also add to the compliance requirements for Local Governments to ensure that each Elected Member is remunerated appropriately. Further, consideration regarding smaller Local Governments' ability to pay increased remuneration should be considered.

### **3.6 Mandatory Training**

The final policy approach to be explored is the mandating of training for Elected Members. There are options regarding the type of training that could be mandated and the consequences for non-completion. It is suggested that only foundation training (see Section 2.1.2) would be suitable for a mandatory training regime, as is the case in South Australia (see Section 1.2.4), because advanced training, discussed in Section 2.1.3, would be too onerous for a mandatory regime at this stage.

#### **3.6.1 Mandatory Foundation Training**

One policy option would be for completion of foundation training, typified by the Elected Member Skill Set, to be a requirement for newly elected Elected Members within a given timeframe. This is similar to the South Australian regime (see Section 1.3.4) and was recommended in the Systemic Sustainability Study report (see Section 1.3.6) and in the NSW Independent Local Government Review Panel Report (see Section 1.3.5).

In pursuing this policy option, consideration is necessary regarding the timeframe within which newly elected Elected Members would be required to complete their training.

Further, consequences for non-completion would also need to be determined. One option would be for an Elected Member's position to be declared vacant at the next available election if they did not complete the training within the required timeframe. Another option would be for allowances and sitting fees to be withheld until the required training has been completed.

Another policy option would be to apply the mandatory training to all Elected Members, not only newly elected Elected Members. Such a policy framework may require completion of a proficiency test or demonstration of prior learning by existing Elected Members to be exempted from completion of the training.

The benefit of mandatory foundation training would be that participation rates would be expected to be very high, and would, if implemented appropriately, provide most newly elected Elected Members with a reasonable level of knowledge soon after commencing their role.

There are advantages and disadvantages associated with a mandatory training regime. In particular, Local Governments would have to resource the provision of training and ensure

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compliance with the mandatory training regime and this could present a fiscal challenge for some Local Governments. Further, mandatory training could be a barrier that prevents some people from nominating for election to Council, which could represent an impediment to democracy. It is also argued that, since elected officials in other spheres of government are not subject to a mandatory training regime, training for Local Government Elected Members should not be mandatory. While it is true that training is not mandatory for politicians in State or Federal Parliament, it could be countered that parliamentarians are not often 'executive' – i.e. 'Cabinet' – decision-makers on day one as is the case for Local Government Elected Members.

## 4. Conclusion

This paper has sought to explore policy options for increasing Elected Member participation in training in the context of increasing calls in Western Australia, and other jurisdictions, for Elected Member training to be mandated or incentivised through the remuneration framework.

Utilising the existing training framework, and in the context of calls for Elected Member participation in training to be increased, six policy options have been explored:

1. Enhance desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Councils to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and,
6. Mandate training for newly elected Elected Members.

The advantages and disadvantages of each of the six policy options explored in Section Three are summarised in the table below.

**Table 8: Advantages and Disadvantages of Policy Options**

	Advantages	Disadvantages
<b>Enhance desirability of training offerings</b>	No legislative change.	May not achieve desired results – some Elected Members may not pursue training. Funding for subsidised training may not be forthcoming. Risk of further Government intervention.
<b>Local Governments to adopt and deliver best practice induction program</b>	Potentially no legislative change. Straightforward implementation.	Not a replacement for formal training. Potential variance in standard if Local Government delivered. Risk of further Government intervention without other policy changes.
<b>Require Councils to adopt a training policy</b>	Ensures Councils review, document and resource training.	May not achieve desired results. Compliance requirement for Local Government. Risk of further Government intervention.
<b>Require candidates to attend information session</b>	Ensures candidates have knowledge of the role and responsibilities of being an Elected Member.	Could be a barrier to nomination. Practical challenges for some candidates to access material.
<b>Incentivised training</b>	Monetary incentive expected to raise participation rates. Link between capability and reward.	Added complexity to remuneration framework. Potential compliance requirement.

<b>Mandatory training</b>	Expected to raise participation rates. Would be expected to increase overall Elected Member knowledge.	Compliance requirement for Local Governments. Could be a barrier to nomination. Not consistent with other spheres of government.
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The six policy options explored in this paper are not exhaustive, nor mutually exclusive. In practice, a combination of some of the policy options explored above may be the most suitable framework. Further, there may be other policy options that have not been countenanced by this paper.

The aim of this paper has been to seek feedback and stimulate discussion in the Local Government sector about potential policy options to increase Elected Member participation in training. Accordingly, the policy options have been explored openly and feedback is sought on the how they could be applied in practice. Furthermore, no figures were used regarding annual training bonus payments, or timeframes in which training must be completed. Feedback from the sector is also sought in relation to these types of practical issues.

#### 4.1 Process for Feedback

This paper represents an opportunity for the Local Government sector to proactively shape the debate in relation to increased Elected Member participation in training prior to Government policy or legislative change.

Local Governments are invited to provide feedback on any and all of the policy options explored in this paper, and any other relevant matter, including their preferred policy framework by **Friday, 13 November 2015**.

While the submission of general comments is welcome, the following questions have been prepared to assist in eliciting comparable information from Local Governments.

1. **Best Practice Induction Programs** – does Council support Local Governments adopting and delivering a structured and thorough Council induction program?
  - a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?
2. **Training and Development Policy** – does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?
3. **Candidate Requirements** – does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

4. **Incentivised Training** – does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?
  - a. If so, how should the fees and allowances framework be structured? I.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method?
  
5. **Mandatory Training** – does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?
  - a. Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?
  - b. For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?
  - c. What is the appropriate penalty for non-completion of the required training?

Please provide feedback, including general comments as well as answers to the questions above, by **Friday, 13 November 2015** to:

Tim Lane  
Manager, Strategy and Reform  
[tlane@walga.asn.au](mailto:tlane@walga.asn.au)  
+61 8 9213 2029

Following feedback from the sector, an item will be prepared for future Zone and State Council consideration. Outcomes from the State Council meeting will then be put forward as a formal Local Government sector policy position to the Minister for Local Government, the Department of Local Government and Communities or the Salaries and Allowances Tribunal as appropriate.

# Appendix 1 – Councillor Position Description Mapped to Skill Set Unit Requirements

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency  Requirements of the Elected Member Position Description (vertical axis) mapped against the unit of competency (horizontal axis)	LGAGENE501A Undertake councillor roles and responsibilities												
		Performance Criteria			Skills						Knowledge			
		Demonstrate awareness of roles and responsibilities in the performance of council activities	Conduct productive meetings in line with compliance requirements	Uphold council's legislative responsibilities	decision making	problem solving	conflict resolution	communication	networking	leadership and management	presentation and public speaking	state or territory legislation affecting councils and influencing bodies	councillor, executive, administrative and specialist roles within council structure	policies and protocols governing effective legal and ethical operation of council
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;		✓	✓	✓			✓				✓	✓	
	provide leadership and guidance to the community district;		✓			✓		✓	✓	✓		✓	✓	
	facilitate communication between the community and the council;		✓			✓		✓	✓	✓		✓	✓	
	participate in the local government decision making process at council and committee meetings;		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law							✓	✓					
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;											✓		✓
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;													
	an understanding of the process of managing the Chief Executive Officer's performance;											✓	✓	✓
	ability to read and understand financial statements and reports;													
	a basic understanding of legal processes		✓										✓	✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);	✓	✓	✓	✓			✓				✓	✓	✓
	an understanding of meeting process, including Standing Orders ;	✓	✓		✓	✓						✓	✓	✓
	an appreciation for policy development processes;	✓	✓	✓	✓							✓	✓	✓
	an awareness of risk management strategies;	✓												
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation							✓						✓
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;	✓	✓					✓	✓	✓				
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;	✓	✓	✓	✓			✓	✓	✓				
	ability to exercise independent judgements	✓	✓		✓	✓	✓	✓		✓				

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency  Requirements of the Elected Member Position Description (vertical axis) mapped against the unit of competency (horizontal axis)	LGAGENE503 Perform the role of an elected member														
		Performance			Skills						Knowledge					
		Identify the role and working environment of elected members	Provide support to council as an elected member	Function effectively as an elected member	Teamwork to work effectively with elected members	oral and written communication skills for interacting with the community during consultation	contributing to discussions on complex issues: negotiating and influencing others; debating and solving problems in collaboration with other elected members	numeracy and financial literacy skills for budgeting, asset management, strategic planning, financial planning and reporting	relevant state/territory Local Government Acts and amendments	code of conduct and relevant policies and procedures	separation of powers of council and administration	rights and responsibilities of elected members	WH&S responsibilities pertaining to elected member operating environment	meeting standing orders	peer support network, including external organisations	Australian constitution
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;	✓	✓	✓		✓			✓	✓		✓	✓		✓	
	provide leadership and guidance to the community district;	✓		✓		✓			✓	✓		✓			✓	
	facilitate communication between the community and the council;		✓	✓		✓	✓			✓		✓				
	participate in the local government decision making process at council and committee meetings;		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law	✓		✓		✓		✓	✓	✓		✓			✓	
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓			✓		✓		✓		✓		✓	
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;								✓		✓				✓	
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;										✓				✓	
	an understanding of the process of managing the Chief Executive Officer's performance;								✓		✓					
	ability to read and understand financial statements and reports;		✓						✓							
	a basic understanding of legal processes								✓		✓	✓				✓
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);	✓	✓						✓		✓	✓			✓	
	an understanding of meeting process, including Standing Orders ;	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓		
	an appreciation for policy development processes;	✓	✓						✓	✓	✓	✓				
	an awareness of risk management strategies;		✓						✓	✓	✓	✓				
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation		✓						✓	✓		✓				
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;		✓	✓	✓	✓	✓			✓		✓		✓	✓	
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;	✓	✓	✓	✓	✓	✓			✓	✓	✓			✓	
	ability to exercise independent judgements		✓	✓		✓	✓	✓			✓					

Skills and Knowledge Required to Perform Councillor Role (as per DLGC Position Description)	Elected Member Skill Set Units of Competency	LGAGENE302A Contribute to effect decision making												
		Performance Criteria				Skills				Knowledge				
		Identify problems or issues needing response	Develop solutions to problems	Evaluate solutions	Implement decisions	questioning	listening	research	management	lateral thinking	decision making processes	legislation affecting councils	responsibilities conferred upon councillors to act responsibly and ethically	
1. Role (and responsibilities), as prescribed by the Local Government Act 1995	represent the interests of electors, ratepayers and residents of the district;	✓	✓									✓	✓	
	provide leadership and guidance to the community district;	✓	✓	✓				✓	✓			✓	✓	
	facilitate communication between the community and the council;	✓	✓	✓		✓	✓		✓		✓	✓	✓	
	participate in the local government decision making process at council and committee meetings;		✓		✓	✓	✓		✓	✓	✓	✓	✓	
	perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law							✓			✓	✓		
2. Accountabilities, as prescribed by the Local Government Act 1995	an understanding of the role and structure of local government as prescribed by the Local Government Act 1995 and Regulations;	✓	✓	✓	✓							✓	✓	✓
	an understanding of the quasi-judicial town planning role of local government, as prescribed by the Planning and Development Act 2005;											✓		
	an understanding of Integrated Strategic Planning – the strategic plans for the future of the local government, the processes involved and the strategic role of a councillor;										✓			
	an understanding of the process of managing the Chief Executive Officer's performance;											✓		
	ability to read and understand financial statements and reports;													
	a basic understanding of legal processes												✓	
3. Governance and ethical standards	an understanding of the 'separation of powers' between councillors and the administration (the difference between governing and managing);		✓	✓	✓							✓		
	an understanding of meeting process, including Standing Orders ;		✓	✓	✓	✓	✓				✓		✓	
	an appreciation for policy development processes;			✓	✓				✓		✓			
	an awareness of risk management strategies;			✓										
	an understanding of the accountability framework prescribed by the Local Government Act 1995 and the Corruption and Crime Commission Act 2003, and other legislation			✓								✓	✓	
4. Values, characteristics and commitment to the role	the ability to communicate, debate and actively participate in meetings; ability to enhance discussion and assist discussions to reach closure; ability to disagree, without being disagreeable;	✓		✓		✓	✓		✓	✓	✓		✓	
	the ability to develop and maintain effective working relationships and to manage interpersonal conflicts;			✓		✓	✓		✓		✓		✓	
	ability to exercise independent judgements		✓		✓	✓	✓		✓	✓	✓		✓	

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

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

11.1 ELECTED MEMBERS  
Nil.

11.2 STAFF  
Nil

12.0 CONFIDENTIAL ITEMS  
Nil

13.0 TIME AND DATE OF NEXT MEETING

That the next Ordinary Council Meeting be held on Wednesday 18th November 2015 commencing at 4.00pm.

14.0 CLOSURE

The Shire President then thanked all for attending and declared the meeting closed at 4.43pm

**These minutes were confirmed at an Ordinary Council meeting on 18th November 2015.**

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

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