



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

**Wednesday 21 March 2018**

# Shire of Mingenew

## Ordinary Council Meeting Notice Paper

21 March 2018

Madam President and Councillors,

An Ordinary Meeting of Council is called for Wednesday, 21 March 2018, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

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

16 March 2018

### **DISCLAIMER**

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Mingenew expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

**SHIRE OF MINGENEW**

WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

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

Dear Sir/Madam,

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

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

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

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

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

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

The nature of my interest is (5)

\_\_\_\_\_

The extent of my interest is (6)

\_\_\_\_\_

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

Yours faithfully,

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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

## Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	5
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	5
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
4.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	5
5.0	APPLICATIONS FOR LEAVE OF ABSENCE .....	5
6.0	DECLARATIONS OF INTEREST .....	5
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES .....	5
7.1.1	ORDINARY MEETING HELD 21 FEBRUARY 2018 .....	5
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	35
9.0	OFFICERS REPORTS .....	35
9.1	CHIEF EXECUTIVE OFFICER .....	35
9.1.1	MINGENew NETBALL CLUB .....	35
9.1.2	MINGENew HOCKEY CLUB .....	67
9.2	FINANCE .....	73
9.2.1	BUDGET REVIEW .....	73
9.2.2	FINANCIAL STATEMENTS FOR PERIOD ENDING 28 FEBRUARY 2018 .....	109
9.2.3	ACCOUNTS FOR PAYMENT – MONTH ENDING 28 FEBRUARY 2018 .....	141
9.3	ADMINISTRATION .....	150
9.3.1	COMPLIANCE AUDIT RETURN 2017 .....	150
9.3.2	POLICY MANUAL REVIEW .....	164
9.4	TOWN PLANNING .....	359
9.5	BUILDING .....	359
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	359
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	359
11.1	ELECTED MEMBERS .....	359
11.2	STAFF .....	359
12.0	CONFIDENTIAL ITEMS .....	359
13.0	TIME AND DATE OF NEXT MEETING .....	359
14.0	CLOSURE .....	359

## **SHIRE OF MINGENEW**

### **AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 21 March 2018 COMMENCING AT 4.30pm**

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4.0 PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
- 5.0 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6.0 DECLARATIONS OF INTEREST**
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**
  - 7.1.1 ORDINARY MEETING HELD 21 FEBRUARY 2018**



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

**Wednesday 21 February 2018**

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# Shire of Mingenew

## Ordinary Council Meeting Notice Paper

21 February 2018

Madam President and Councillors,

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

16 February 2018

## Table of Contents

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	4
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	4
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	4
4.0	PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	5
5.0	APPLICATIONS FOR LEAVE OF ABSENCE .....	5
6.0	DECLARATIONS OF INTEREST .....	5
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES .....	6
7.1.1	ORDINARY MEETING HELD 20 DECEMBER 2017 .....	6
7.1.2	SPECIAL MEETING HELD 31 JANUARY 2018 .....	6
7.1.3	EXECUTIVE MEETING HELD 2 FEBRUARY 2018 .....	6
7.1.4	ANNUAL GENERAL MEETING OF ELECTORS HELD 20 DECEMBER 2017 .....	6
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	6
9.0	OFFICERS REPORTS .....	7
9.1	CHIEF EXECUTIVE OFFICER.....	7
9.1.1	MINGENEW FITNESS & REHABILITATION FACILITY .....	7
9.1	FINANCE .....	9
9.2.1	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2017 .....	9
9.2.2	FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2018.....	12
9.2.3	ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2017 .....	15
9.2.4	ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2018 .....	17
9.3	ADMINISTRATION .....	19
9.3.1	CEO DELEGATIONS.....	19
9.4	TOWN PLANNING .....	21
9.4.1	SHIRE OF MINGENEW LOCAL PLANNING SCHEME REVIEW.....	21
9.4.2	THIRD PARTY APPEAL RIGHTS.....	26
9.5	BUILDING .....	29
10.0	ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	29
11.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	29
11.1	ELECTED MEMBERS .....	29
11.2	STAFF.....	29
12.0	CONFIDENTIAL ITEMS.....	29
13.0	TIME AND DATE OF NEXT MEETING .....	29
14.0	CLOSURE .....	29

## SHIRE OF MINGENEW

### MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 21 February 2018 COMMENCING AT 4.40pm

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

The President HM Newton declared the meeting open at 4.40pm and welcomed all in attendance.

#### 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

##### COUNCILLORS

HM Newton	President	Town Ward
CR Lucken	Councillor	Town Ward
KJ McGlinn	Councillor	Town Ward
LM Eardley	Councillor	Town Ward
RW Newton	Councillor	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
JD Bagley	Councillor	Rural Ward

##### STAFF

MG Whitely	Chief Executive Officer
D Ojha	Finance Manager
B Bow	Governance Officer
D Forrest	Governance Advisor

##### PUBLIC

Nil

#### 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

**Questions submitted by Ms Jennifer Thomas which were taken on notice on 20 December 2017- email address supplied.**

##### Question - Keys to Shire Buildings

What processes are there in place to enable Shire staff to keep track of keys? As on several occasions I have been issued with the Master Key to the Rec Centre and Turf Club bar because the duplicate keys had not been returned to the Shire Office. This situation is not desirable as if the Master key is lost then it would be an expensive exercise for the MI Shire to have them replaced by a locksmith. Would a Bond system work? The CCG - Mullewa Office has in place a \$40 Bond system which works very well in insuring keys are returned.

##### Response

The Shire has a key register which is maintained at the Admin Office. The process is that each time a key is requested it is recorded into the key register and signed again when the key is returned.

Council agree that the master key should never be signed out to anyone other than a staff or elected member. The issue with the turf bar key however has been that the key for the turf bar does not always open the Stewards Room office. This may explain why the master key has previously been issued, however the problem will be resolved if the Stewards Room key is keyed alike to the turf bar key.

A key bond will assist with keys being returned and this is common practise for many Shires. The only issue with a key bond is the administrative side of recording as all bonds are paid into trust and the repaid out of trust by cheque. A simple key bond form outlining the conditions of use and the person supplying their credit card details would solve this issue

Question - Recreation Centre

What are the current arrangements for cleaning the venue i.e.

- how often, when and by whom and
- who is responsible for making sure that the work is being done and the building is presentable and ready for use by those hiring the venue?

The Mingenew Recreation Centre is a key venue for the Mingenew Community. As such ongoing maintenance and cleanliness is important.

In 2017 the Mingenew Irwin Group (MIG) hired the Rec Centre for the following events:

- GRDC Grains Research Updates and
- MIG Post Seeding dinner

Both these events were show casing Mingenew and were attended by international and interstate visitors. For both events the venue was booked 2 weeks in advance so the expectations were that the building would be clean. Upon arriving to set up for these 2 functions I had to get in the MIG cleaner and on each occasion she worked for 5 hours to clean the venue to an acceptable level.

Response

All bookings made for Shire Buildings are recorded in the Shire Calendar and forwarded to the cleaner on a weekly basis. Currently there is not a designated person that is responsible for ensuring facilities have been cleaned prior to an event. It would be best practise for this process to be implemented by the Shire.

Council is aware of the cleaning issue raised for the MIG/GRDC events as Council received a formal complaint from MIG. The complaint was received after the event so it was not possible for the Shire to agree or disagree with the state of the facility at the time. Council advise that patrons whom are hiring Shire owned facilities should contact the Shire immediately if the cleanliness of the building is in question. Council also recommend that the Shire make arrangements that enable the cleaning to be undertaken as close as possible to the event.

Question - Recreation Centre

Is there a method by which maintenance issues can be brought to the attention of the Shire?

As in the Rec Centre all of the chairs need to be examined for broken and distorted frames which make them unsafe for use by the general public.

Response

The Shire has recently appointed a building maintenance officer. All maintenance issues can be reported to the Shire Office and they will be forwarded to the Building Maintenance Officer.

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

There being no members of public present the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4:55pm.

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6.0 DECLARATIONS OF INTEREST**

Nil

## **7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

### **7.1.1 ORDINARY MEETING HELD 20 DECEMBER 2017**

#### **COUNCIL DECISION – ITEM 7.1.1**

**MOVED: Cr CR Lucken**

**SECONDED: Cr RW Newton**

**That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 20 December 2017 be confirmed.**

**VOTING DETAILS:**

**CARRIED 7/0**

### **7.1.2 SPECIAL MEETING HELD 31 JANUARY 2018**

#### **COUNCIL DECISION – ITEM 7.1.2**

**MOVED: Cr RW Newton**

**SECONDED: Cr JD Bagley**

**That the minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 31 January 2018 be confirmed.**

**VOTING DETAILS:**

**CARRIED 7/0**

### **7.1.3 EXECUTIVE MEETING HELD 2 FEBRUARY 2018**

#### **COUNCIL DECISION – ITEM 7.1.3**

**MOVED: Cr RW Newton**

**SECONDED: Cr LM Eardley**

**That the minutes of the Executive Meeting of the Shire of Mingenew held in the Council Chambers on 02 February 2018 be confirmed.**

**VOTING DETAILS:**

**CARRIED 7/0**

### **7.1.4 ANNUAL GENERAL MEETING OF ELECTORS HELD 20 DECEMBER 2017**

#### **COUNCIL DECISION – ITEM 7.1.4**

**MOVED: Cr CR Lucken**

**SECONDED: Cr LM Eardley**

**That the minutes of the Annual General Meeting of Electors of the Shire of Mingenew held in the Council Chambers on 20 December 2017 be received.**

**VOTING DETAILS:**

**CARRIED 7/0**

## **8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**Nil**

## **9.0 OFFICERS REPORTS**

### **9.1 CHIEF EXECUTIVE OFFICER**

#### **9.1.1 MINGENEW FITNESS & REHABILITATION FACILITY**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0067  
**Date:** 16 February 2018  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council consider an offer from Central West Health and Rehabilitation to provide a level of service delivery in Mingenew.

#### **Attachment**

Fitness & Rehabilitation Facility Information

#### **Background**

In May 2017 I was first approached by Mr Todd Teakle from Central West Health and Rehabilitation to see if the Shire would be amenable to hiring out the Autumn Centre for the ICDC team (Physiotherapist, Dieticians and Podiatrist) to conduct quarterly visits in Mingenew. At the time I mentioned to Mr Teakle that I felt the Shire would be very interested in providing such a service and indicated that subject to Council approval, the facility hire may be waived. Mr Teakle has since had follow conversations with the Shire's Community Development Officer and has put forward a proposal that would include free monthly visits if the Shire was to subsidise the visits to the value of \$7,800-\$9,000 per annum.

#### **Comment**

Central West Health and Rehabilitation are in process of purchasing new gym equipment for their office in Geraldton and have offered to donate the old equipment to the Shire of Mingenew for the purpose of establishing a small fitness and rehabilitation facility at the Mingenew Autumn Centre. The equipment to be donated would include;

- Tow commercial treadmills
- One commercial cross trainer
- Lat pull down machine
- Cable machine
- One commercial stationary bike
- Couple of smaller items such as benches, fitness balls, etc

The estimated value of the equipment to be donated is approximately \$10,000-\$12,000.

Central West Health and Rehabilitation are proposing to store the gym equipment in the Autumn Centre and provide monthly physiotherapist visits. The cost of the visits would be \$650-\$750 per visit which is inclusive of travel and maintaining the gym equipment. This equates to \$7,800-\$9,000 per annum.

Currently through an agreement with Karara and the Shire the Mingenew, the community are offered free dental and in February 2017 the Shire entered into an agreement with Mid West Aero Medical Services which saw the addition of free medical services via bulk billing. If Council did look favourably on the proposal then I believe the additional \$7,800-\$9,000 per annum is a great investment in terms of the benefits that will be derived for Mingenew.

**Consultation**

Todd Teakle, Central West Health and Rehabilitation  
Ella Budrikis, Community Development Officer

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

There is no provision in the 2017/18 Budget specifically for the provision of additional medical services. The cost per annum is estimated to be up to \$9,000 and given the timing of the proposal the maximum cost for the 2017/18 financial year would be \$2,250 based on the services be provided for April, May and June.

**Strategic Implications**

Community Strategic Plan

Outcome 3.5.1 - Increased access to appropriate medical services

Outcome 3.5.2 – Continue to support medical practitioners and other health organisations.

**Voting Requirements**

Absolute Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.1.1:**

**MOVED: Cr CR Lucken**

**SECONDED: Cr KJ McGlinn**

**That Council;**

- 1. Agree to the proposal from Central West Health and Rehabilitation to donate the gym equipment and to provide monthly physiotherapist visitations**
- 2. Council agrees to provide a contribution of up to \$10,000 per annum towards the monthly visitations**
- 3. Council endorses the unbudgeted expenditure of up \$3,000 for the provision of services in the 2017/18 financial year, and**
- 4. The provisional amount of \$3,000 is identified as part of the 2017/18 budget review process**

**VOTING DETAILS:**

**LOST 0/7**

***The substantive motion was lost and an Alternative Motion was put:***

**COUNCIL DECISION – ITEM 9.1.1:**

**MOVED: Cr CR Lucken**

**SECONDED: Cr KJ McGlinn**

**That Council engage in community consultation to determine if service is warranted.**

**VOTING DETAILS:**

**CARRIED 7/0**

## 9.1 FINANCE

### 9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 DECEMBER 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 15 February 2018  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 December 2017 is presented to Council for adoption.

#### Attachment

Finance Report for period ending 31 December 2017

#### Background

The Monthly Financial Report to 31 December 2017 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

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

#### Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Fund & Cash on Hand	\$675,494
3 Month Term Deposit @ 2.45%	\$1,513,822
Restricted Funds ( Unspent Grants) included in the above term deposit	\$568,498
Trust Fund	\$67,504
Reserve fund (6 Month Term Deposit) @ 2.55%	\$401,872

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 December 2017:

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	1,530	33,310	0	8,427	43,267

Rates Outstanding at 31 December 2017 were:

	<b>December 2017</b>	<b>November 2017</b>
Rates	393,957	417,233
Rubbish	14,104	15,938
ESL	5,491	6,468
<b>TOTAL</b>	<b>413,552</b>	<b>439,639</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

### **Consultation**

Martin Whitely, Chief Executive 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 sub regulation (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 sub regulation (2), are to be —
  - (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

**Policy Implications**

Nil

**Financial Implications**

Financial implications are outlined in comments.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.2.1**

**MOVED: Cr RW Newton**

**SECONDED: Cr LM Eardley**

**That the Monthly Statement of Financial Activity for the period 1 July 2017 to 31 December 2017 be received.**

**VOTING DETAILS:**

**CARRIED 7/0**

## 9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JANUARY 2018

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 15 February 2018  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

### Summary

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- Information on Borrowings
- Grants & Contributions
- Trust

### Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Fund & Cash on Hand	\$667,790
3 Month Term Deposit @ 2.45%	\$1,513,822
Restricted Funds ( Unspent Grants) included in the above term deposit	\$568,498
Trust Fund	\$67,504
Reserve fund (6 Month Term Deposit) @ 2.55%	\$401,872

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 31 January 2018:

# MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	46,842	945	33,310	10,264	91,360

Rates Outstanding at 31 January 2018 were:

	<b>January 2018</b>	<b>December 2017</b>
Rates	279,330	393,957
Rubbish	13,846	14,104
ESL	4,742	5,491
<b>TOTAL</b>	<b>297,918</b>	<b>413,552</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

## **Consultation**

Martin Whitely, Chief Executive 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 sub regulation (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.

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 21 February 2018

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
  - (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

### **Policy Implications**

Nil

### **Financial Implications**

Financial implications are outlined in comments.

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

### **OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.2.2**

**MOVED: Cr CR Lucken**

**SECONDED: Cr LM Eardley**

**That the Monthly Statement of Financial Activity for the period 1 July 2017 to 31 January 2018 be received.**

**VOTING DETAILS:**

**CARRIED 7/0**

### 9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 DECEMBER 2017

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 15 February 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council confirm the payment of creditors for the month of December 2017 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).

List of Payments  
Payroll, Licensing & Credit Card

#### **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 AND COUNCIL DECISION – ITEM 9.2.3**

**MOVED: Cr JD Bagley**

**SECONDED: Cr GJ Cosgrove**

**That Council confirm the accounts as presented for DECEMBER 2017 from the Municipal & Trust Fund totalling \$260,167.97 represented by Electronic Funds Transfers of EFT11191 to EFT11222, and EFT 11224 to EFT 11263 Direct Deduction DD8303.1, 2, 3, 4, 5 & 6 , DD 8314.1, DD 8317.1, 2, 3, 4,&6 and Municipal Cheque numbers 8531 to 8539.**

**VOTING DETAILS:**

**CARRIED 7/0**

## 9.2.4 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JANUARY 2018

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 15 February 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

### **Summary**

This report recommends that Council confirm the payment of creditors for the month of January 2018 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).

List of Payments  
Payroll, Licensing & Credit Card

### **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 AND COUNCIL DECISION – ITEM 9.2.4**

**MOVED: Cr LM Eardley**

**SECONDED: Cr JD Bagley**

**That Council confirm the accounts as presented for January 2018 from the Municipal & Trust Fund totalling 78634.37 represented by Electronic Funds Transfers of EF11264 to EFT 11304 Direct Deduction DD8336.1, 2, 3, 4, &5 , DD 8337.1, DD 8317.1, 2, 3, 4,&5 and 8338.1 Municipal Cheque numbers 8542.**

**VOTING DETAILS:**

**CARRIED 7/0**

## **9.3 ADMINISTRATION**

### **9.3.1 CEO DELEGATIONS**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0228  
**Disclosure of Interest:** Nil  
**Date:** 14 February 2018  
**Author:** Belinda Bow, Governance Officer  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### **SUMMARY**

The purpose of this report is to recommend the delegation of powers under the Cat Act 2011 and the Dog Act 1976 to the Chief Executive Officer to enable efficient administration and enforcement of the aforementioned Acts.

#### **ATTACHMENT**

Nil

#### **BACKGROUND**

The Cat Act 2011 and the Dog Act 1976 makes provisions for a number of actions and decisions that may be taken by the local government or an authorised officer of the local government. These include but are not limited to registration, breeding, operational management of facilities, delegations, authorisations and infringements.

Section 44 of the Cat Act 2011 and section 10AA of the Dog Act 1976 provides for the Council to delegate authority to the Chief Executive Officer the exercise of its powers or the discharge of any of its duties, by absolute majority.

#### **COMMENT**

The purpose of the delegations is to:

1. Enable the Shire to be able to administer and enforce the Cat Act 2011 and the Dog Act 1976; and
2. Provide Council with measures that control
  - (a) The number of cats/dogs that can be kept
  - (b) Places where cats/dogs can be kept,
  - (c) Encourage responsible pet ownership, and
  - (d) Provide for better management of the impacts of cats and dogs on the community and environment.

#### **CONSULTATION**

Darrell Forrest, Darrell Forrest Advisory Services

#### **STATUTORY ENVIRONMENT**

##### **Cat Act 2011**

##### **Part 4 Division 2 - s44 Delegation by local government**

- (1) The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) A decision to delegate under this section is to be made by an absolute majority.

### **Dog Act 1976**

#### **Part II s10AA Delegation of local government powers and duties**

- (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.
- (2) The delegation must be in writing.
- (3) The delegation may expressly authorise the delegate to further delegate the power or duty.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Community Strategic Plan

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

### **VOTING REQUIREMENTS**

Absolute Majority

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.3.1**

**MOVED: Cr RW Newton**

**SECONDED: Cr KJ McGlinn**

1. That Council delegates to the Chief Executive Officer under section 44 of the Cat Act 2011 the exercise of power and discharge of duties to administer and enforce provisions of the Cat Act 2011.
2. That Council delegates to the Chief Executive Officer under section 10AA of the Dog Act 1976 the exercise of power and discharge of duties to administer and enforce provisions of the Dog Act 1976.

**VOTING DETAILS:**

**CARRIED 7/0**

## 9.4 TOWN PLANNING

### 9.4.1 SHIRE OF MINGENEW LOCAL PLANNING SCHEME REVIEW

<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>	ADM0110
<b>Date:</b>	12 February 2018
<b>Author:</b>	Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### Summary

Council resolved at its 20 December 2017 meeting to defer its determination upon draft Shire of Mingenew Local Planning Scheme No.4 until the February meeting to allow further time for consideration with particular regard for exempting residences and outbuildings from the requirement to make planning application in the Rural Zone.

Draft Scheme No.4 has been updated with regard for the issues raised by Council at its 20 December 2017 meeting and this report recommends that Council resolve to forward the Scheme to the Environmental Protection Authority ('EPA') and the Western Australian Planning Commission ('WAPC') seeking consent to advertise.

#### Attachment

9.41a – draft Shire of Mingenew Local Planning Scheme No.4

9.4.1b – draft Shire of Mingenew 'Outbuildings' Local Planning Policy

#### Background

The current Shire of Mingenew Local Planning Scheme No.3 was gazetted on 18 April 2008 and requires review to ensure the Shire's statutory planning document is consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations'). The review of the Scheme has also provided an opportunity to update it with regard for the Mingenew Townsite Local Planning Strategy that was adopted by Council at its 18 November 2015 meeting and endorsed by the WAPC on 18 January 2017.

Council resolved at its 14 August 2017 meeting to initiate the preparation of Shire of Mingenew Local Planning Scheme No.4.

The draft Scheme No.4 was presented to Council at its 20 December 2017 meeting for initial consideration and feedback from Council was that it sought modification to ensure that residences within the Rural Zone were exempted from the requirement to make planning application, and that greater flexibility be introduced to enable consideration to be given to development of a second residence or workers accommodation within the Rural Zone.

Draft Scheme No.4 has been modified with regards for these directions of Council and a copy of the updated document has been provided as **Attachment 9.4.1.a** with the modified sections shown in purple to highlight the amendments.

In summary the modifications that have been undertaken to the version of draft Scheme No.4 previously reviewed by Council are as follows:

- Table 4-Zoning Table of draft Scheme No.4 has been updated to individually list and assign symbols for several land uses that relate to habitable developments, these generally align with their status under existing Scheme No.3.
- Part 6-Section 36 of the Scheme has been updated to reflect the updates made in Table 4.

- Schedule A has been introduced to provide supplemental provisions to the deemed provisions of the Regulations. These new provisions allow for exemptions from the requirement to lodge planning application for a residence, residence extension and associated outbuildings etc. in the Rural and Rural Townsite zones unless the development is located within an area identified upon the State Map of Bushfire Prone Areas or the development proposes alteration to, or is in proximity to, a heritage listed building, in which case a planning application is required to be lodged. This clause is similar to many other rural and regional local governments' Schemes and when read with the deemed provisions of the Regulations, which address exemptions for the Residential Zone, will streamline compliant development but retain Council's ability to give consideration on-merit to forms of development that warrant greater scrutiny.
- Removal of Clause 4 from Schedule 1, Table 1 (3.Rural) that previously limited the total number of dwellings on any Rural Zoned lot to 1 dwelling. With the designation of 'Grouped Dwelling' as a 'D' use in the 'Rural' Zone this now means that an application for a second residence in the Rural Zone will require a planning application and be at the discretion of Council.

### **Comment**

The current Shire of Mingenew Local Planning Scheme No.3 can be viewed at the following link to the WAPC website:

[https://www.planning.wa.gov.au/LPS/DATA/Local%20Planning%20Schemes/Mingenew%20-%20Shire%20of%20\(Scheme%203\)/index.aspx](https://www.planning.wa.gov.au/LPS/DATA/Local%20Planning%20Schemes/Mingenew%20-%20Shire%20of%20(Scheme%203)/index.aspx)

The Scheme Review process was not one of major overhauling of Scheme No.3, rather a fine-tuning exercise with changes generally limited to the following:

- Updating the Scheme text provisions to reference those as contained in the Regulations to ensure consistency and assist Council in statutory matters.
- Minor modifications to the Scheme map around the Mingenew townsite to reflect Council's planning directions as contained in the Mingenew Townsite Local Planning Strategy.
- Review of the zonings to ensure that privately owned land was not identified for public purposes and that zonings for public/Crown land matched the management purpose.

It is considered that draft Scheme No.4 is now able to be forwarded to the EPA and the WAPC seeking consent to advertise. It is noted that Scheme No.4 is required to be returned to Council for its further consideration, and modification, as required following the conducting of an advertising period.

### **Consultation**

Following its resolution to prepare a new Local Planning Scheme at the 14 August 2017 meeting, Council was required as per Part 4 of the Regulations to provide notification of the resolution to stakeholders that may be affected by the scheme. The Shire therefore wrote to 22 government agencies and service authorities and the 4 surrounding local governments, inviting within 21 days any recommendations in respect of the resolution and requests for issues for consideration in Scheme No.4.

In the event that Council and the WAPC are satisfied with draft Scheme No.4, the consultation process required for the advertising of a Local Planning Scheme is set by the Regulations. It is proposed that Scheme No.4 would be advertised for a period of 3 months, and the advertising would include the following actions:

- display of Scheme No.4 at the Shire office;
- display of Scheme No.4 at the WAPC office;
- display of Scheme No.4 on the Shire website;
- notice inviting comment to be published in a newspaper circulating in the district (i.e. Mid West Times);
- notice inviting comment being sent to all relevant government agencies.

At the conclusion of the advertising period Scheme No.4 would be returned to Council for its consideration of the received submissions.

A Stakeholder Engagement Strategy was also provided as an attachment with the 14 August 2017 Council Agenda that summarised the consultation actions that have informed the Mingenew Scheme Review process.

The consultant also made presentation to Councillors at the 20 December 2017 Forum Session.

### **Statutory Environment**

Section 88 of the *Planning and Development Act 2005* ('the Act') requires local governments to review their planning scheme every five years. Schemes are prepared and adopted under Part 5 of the Act and in compliance with the Regulations.

Should Council be satisfied with draft Scheme No.4, then Section 81 of the Act and Section 48 of the *Environmental Protection Act 1986* require the Scheme to be forwarded to the EPA for assessment, and the EPA have the authority under these Acts to call in the Scheme for Environmental Review. Given that the Scheme does not propose wholesale rezoning of land, rather more detailed refinement of existing zones, then it is anticipated that there would not be any basis for an Environmental Review to be requested. In the event that an Environmental Review was requested by the EPA this matter would be returned to Council for its further consideration.

Should the EPA not require the preparation of an Environmental Review, then Scheme No.4 can then be forwarded to the WAPC seeking its consent to advertise.

A chart illustrating the Scheme Review process was provided as an attachment with the 14 August 2017 Council Agenda.

### **Policy Implications**

Part 5 of current Scheme No.3 contains a number of sections that provide prescriptive direction relating to planning issues. It is suggested that some of these sections have been superseded by state-wide legislation that provide for enforcement including the *Environmental Protection Act 1986*, *Environmental (Noise) Regulations 1997*, *Caravan and Camping Grounds Act 1995*, *Local Government Act 1995*, *Land Administration Act 1997* and Residential Design Codes 2015.

Schedule 2 Part 2 Division 2 of the Regulations also provides Council with the ability to prepare Local Planning Policies. A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination. Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between a Policy and the Scheme.

It is suggested that in areas where Council wishes to establish development guidelines and assessment criteria that a Local Planning Policy can be more suited than Scheme provisions. A Policy is still considered as reasonable basis for Council to make determinations, and is an instrument that must be given due regard in instances where a development decision is appealed to the State Administrative Tribunal, but a Policy also has an improved, more responsive ability to be modified by Council where it considers that a Policy is no longer in-line with its planning, or Council considers that an individual application should be supported based upon its displayed merits.

A draft 'Outbuildings' Local Planning Policy (**Attachment 9.4.1.b**) has been prepared for Council's consideration, and were Council to be satisfied with this approach, the Policy would sit alongside Scheme No.4 and effectively replace Section 5.17 of Scheme No.3.

In the event that draft Scheme No.4 was given consent to advertise by the WAPC it is proposed that the draft 'Outbuildings' Local Planning Policy would be advertised concurrently to provide the opportunity for comment to be made, and for Council to consider those comments in its final deliberation upon the Scheme No.4 and Local Planning Policy.

### **Financial Implications**

The cost of preparation of the new Scheme is being funded through a grant received by the Shire from the Royalties for Regions Northern Planning Funding Program. The Shire called for expressions of interest in accordance with the procedures laid out in its Policy Manual, and received 7 submissions that were subsequently reviewed against evaluation criteria, with Urbis being appointed as the successful firm.

### **Strategic Implications**

The Scheme review will provide opportunity to ensure that the outcomes identified within the Shire of Mingenew Strategic Community Plan are incorporated into its statutory planning and zoning document.

### **Voting Requirements**

Simple Majority

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.4.1**

**MOVED: Cr CR Lucken**

**SECONDED: Cr JD Bagley**

**That:**

- 1 Council resolve to adopt Shire of Mingenew Local Planning Scheme No.4 pursuant to Part 5 of the *Planning and Development Act 2005* and forward, in accordance with Part 5 Division 3 Section 81 of the *Planning and Development Act 2005*, notice of the resolution to adopt and a copy of the Scheme to the Environmental Protection Authority to determine whether the Scheme should be formally assessed.**
- 2 Forward the Shire of Mingenew Local Planning Scheme No.4, in accordance with Part 4 Division 2 Section 21 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to the Western Australian Planning Commission seeking its consent to advertise.**
- 3 Delegate to the Chief Executive Officer to undertake minor modifications to the Shire of Mingenew Local Planning Scheme No.4 that do not significantly alter the intent of the Scheme (including but not limited to; changes to format, spelling, grammar, numbering; Model or Deemed provisions; updates necessitated by Scheme Amendments, Structure Plans, Policies or other Strategies that have been given approval in the interim period etc.) as may be required by the Western Australian Planning Commission or otherwise prior to its advertising consent being granted.**
- 4 Upon receipt of the Western Australian Planning Commission's advice that the Shire of Mingenew Local Planning Scheme No.4 can be advertised, and compliance with Part 5 Division 3 Section 82 of the *Planning and Development Act 2005*, proceed to advertise the Scheme in accordance with Part 4 Division 2 Section 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 5 At the conclusion of the advertising period return the draft Shire of Mingenew Local Planning Scheme No.4, and any received submissions, to Council for its further consideration.**
- 6 Adopt draft Local Planning Policy – Outbuildings as a draft for public comment and advertise it concurrently with the Shire of Mingenew Local Planning Scheme No.4 pursuant to Section**

**2.4 of the Shire of Mingenew Local Planning Scheme No.3. and Schedule 2 Part 2 Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

**VOTING DETAILS:**

**CARRIED 7/0**

#### 9.4.2 THIRD PARTY APPEAL RIGHTS

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0110  
**Date:** 12 February 2018  
**Author:** Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley  
**Senior Officer:** Martin Whitely, Chief Executive Officer

##### Summary

The Western Australian Local Government Association ('WALGA') have been reviewing the issue of Third Party Appeal Rights i.e. the ability for parties other than the applicant to lodge appeals against a decision to refuse an application or lodge appeal against a condition(s) imposed as part of the approval of an application. Third Party Appeal Rights can also extend to the ability for a party other than the applicant to lodge appeal against the approval of an application.

##### Attachment

Links provided in report

9.4.2a – WALGA Discussion Paper

9.4.2b – WALGA Submissions Report

##### Background

A Discussion Paper was presented to WALGA's May 2017 State Council meeting that provided a review of the arguments both for and against Third Party Appeal Rights, and this can be viewed at the following link:

[https://api.ning.com/files/\\*mpdmyo75I35DJu3Iir5CmtV-NXfII37tQDi3-BYjWKMnDkW5CE88GV4zzfpkkqXdzZKURxg5DUPuMmr0y5DNz4gaLy7wvPJ/ThirdPartyAppealsDiscussionPaperFinalDraft3April2017.pdf](https://api.ning.com/files/*mpdmyo75I35DJu3Iir5CmtV-NXfII37tQDi3-BYjWKMnDkW5CE88GV4zzfpkkqXdzZKURxg5DUPuMmr0y5DNz4gaLy7wvPJ/ThirdPartyAppealsDiscussionPaperFinalDraft3April2017.pdf)

WALGA subsequently sought feedback from Local Governments on the discussion paper and a Report outlining the submissions received can be viewed at the following link:

[https://api.ning.com/files/77IPnUIUbUQ4weXk-AE9u2K24QcVI4K2tavljegmzjqEBqpFP2RVbANmmmnJ\\*C4rKacrxsepnv0VsUWwSpSbhP-AiSZ9milO/OutcomesofConsultationandPreferredModelReportFINALNov2017.pdf](https://api.ning.com/files/77IPnUIUbUQ4weXk-AE9u2K24QcVI4K2tavljegmzjqEBqpFP2RVbANmmmnJ*C4rKacrxsepnv0VsUWwSpSbhP-AiSZ9milO/OutcomesofConsultationandPreferredModelReportFINALNov2017.pdf)

This matter was again discussed at WALGA's September 2017 State Council Meeting where it was resolved that:

- "1 State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.
- 2 WALGA undertake further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.
- 3 The findings to be distributed for comment and the Item then be reconsidered by State Council.
- 4 WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process."

WALGA's current position is to not support Third Party Appeal Rights and this was made at its February 2008 State Council meeting. This position was formed on the basis that the strategic and statutory planning

process in WA, and consideration of applications by Local Governments, already takes into account the views of affected parties and the community generally. WALGA's 2008 stance considered that there was no justification for Third Party Appeal Rights legislation and there were significant negative implications for Local Government, industry and the community.

WALGA now considers that in the intervening years there have been several changes to planning legislation, including changes to the structure planning process, the *Planning and Development (Local Planning Schemes) Regulations 2015* and the introduction of Development Assessment Panels (DAP's). These changes have resulted in the removal of Local Government in determining many aspects of the planning process, which in turn has led to the request to investigate the introduction of Third Party Appeal Rights to improve community representation in the planning process.

WALGA is requesting that its Local Government members consider the following as the preferred model for Third Party Appeal Rights in Planning in Western Australia, and advise of their support or otherwise of this model by 15 March 2018:

*"Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels."*

### **Comment**

It might be considered that the biggest drivers for this call for WALGA to review the issue of Third Party Appeal Rights are Local Governments who have taken issue with the decisions of DAP's, particularly those inner metropolitan Local Governments that have not supported higher density developments that have been subsequently approved by DAP's.

Whilst many Local Governments hold the view that DAP'S are unwanted, inefficient, unrepresentative and bureaucratic, it is suggested that the introduction of any level of Third Party Appeal Rights should not be supported as it will create a precedent for their introduction at all levels of the planning system. Third Party Appeal Rights will encourage vexatious or competitive parties to lodge appeals, they will add further levels of bureaucracy, uncertainty and delay to the planning system, raise an unrealistic level of expectation for communities in the ability to prevent development, and will increase costs to Local Governments in defending appeals. Local Government remains the most representative, accountable and transparent tier of government and it is considered that Councillors make decisions that take account of the communities they represent and there is little benefit and substantial risk in pursuing any form of Third Party Appeal Rights.

### **Consultation**

WALGA is seeking feedback from Local Governments in the formulation of its position.

### **Statutory Environment**

The *Planning and Development Act 2005* establishes a right of appeal and Schedule 2 Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015* establishes the parties able to lodge appeal as being:

"76 *Review of decisions*  
(1) *In this clause —*

*affected person, in relation to a reviewable determination, means —*

- (a) *the applicant for development approval; or*
- (b) *the owner of land in respect of which an application for development approval is made;*

*reviewable determination means a determination by the local government to —*

- (a) *refuse an application for development approval; or*

- (b) *to grant development approval subject to conditions; or*
  - (c) *to refuse to amend or cancel a development approval on an application made under clause 77.*
- (2) *An affected person may apply to the State Administrative Tribunal for a review of a reviewable determination in accordance with the Planning and Development Act 2005 Part 14.”*

On 24 March 2011 the *Planning and Development (Development Assessment Panels) Regulations 2011* commenced operation.

**Policy Implications**

Nil

**Financial Implications**

The introduction of Third Party Appeal Rights will ultimately lead to greater costs to Local Government through greater numbers of appeals being lodged, and appeals becoming more complex and lengthy.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.4.2**

**MOVED: Cr RW Newton**

**SECONDED: Cr KJ McGlenn**

**That Council advise WALGA that it does not support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels, as it is considered that this will create a precedent for the state government to introduce Third Party Appeal Rights for all development decisions.**

**VOTING DETAILS:**

**CARRIED 7/0**

**9.5 BUILDING**

Nil

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

Nil

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

**11.1 ELECTED MEMBERS**

Nil

**11.2 STAFF**

Nil

**12.0 CONFIDENTIAL ITEMS**

Nil

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 21 March 2018 commencing at 4.30pm.

**14.0 CLOSURE**

The President thanked all for attending and declared the meeting closed at 5:10pm.

**These minutes were confirmed at an Ordinary Council meeting on 21 March 2018**

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

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

## **8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

## **9.0 OFFICERS REPORTS**

### **9.1 CHIEF EXECUTIVE OFFICER**

#### **9.1.1 MINGENEW NETBALL CLUB**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mingenew Netball Club  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0074  
**Date:** 15 March 2018  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council consider a proposal from the Mingenew Netball Club to apply for funding to resurface the netball courts.

#### **Attachment**

Mingenew Netball Club Funding Application

#### **Background**

At the December 2017 Concept Forum representatives from the Mingenew Netball Club ("Netball Club") gave a presentation to Council to update them on the status of the Netball Courts and to confirm that funds allocated within the current budget will still be available for use given that the project will begin at the end of the playing season in 2018. It was agreed by Council that the Netball courts should be a priority and that the funds will be rolled over to next financial year if not used within this budget.

#### **Comment**

The Netball Club has submitted a funding application seeking endorsement from Council to submit the application to the Department of Local Government, Sport & Cultural Industries Community Sporting and Recreation Facility Funds ("CSRFF") small grants program.

Under the CSRFF program funding is eligible for projects up to a value of \$200,000 with a maximum grant contribution of \$66,667 from the Department of Local Government, Sport & Cultural Industries. The CSRFF fund opens twice a year with applications needing to be endorsed by Council and submitted to the Department of Local Government, Sport & Cultural Industries by the last working day in March and August respectively.

In addition to the CSRFF fund there is also an Annual Grants program administered by the Department of Local Government, Sport & Cultural Industries. This program is for projects costing \$200,001 - \$500,000. Applications under this program need to be endorsed by Council and submitted to the Department of Local Government, Sport & Cultural Industries by the end of September each year.

The submission received from the Netball Club has a total budget cost of \$214,574. This total cost comprises an amount of \$29,200 relating to in-kind costs, these being \$15,000 for volunteer contributions (Mingenew Football Club) and \$14,200 for the Shire to assist with site works.

Clearly the submission's total budget is greater than the \$200,000 cut off for projects usually funded through the CSRFF grants program. However it is an option to reduce the total budget to \$200,000 and apply for funding under the CSRFF program this March.

As a comparative, the maximum funding that would be received under the CSRFF program would be \$66,667. If an Annual Grant submission was successful for the \$214,574 projected cost, funding of \$71,527, the difference being \$4,860.

The pricing provided is also indicate pricing as the Shire will be required to call tenders since the total project costs is above the \$150,000 threshold. Tender pricing could well be lower than the quotes provided given that greater interest is usually shown by contractors once funding for projects have been approved.

The Netball Club are keen to progress the funding application so that the project can be completed prior to the 2019 netball season. The Annual Grants program which closes in September each year will usually notify successful applicants by January/February the following year, making it difficult to complete the project prior to the commencement of the netball season.

The Netball Club has advised that they currently only have capacity to contribute an amount of up to \$55,000. The Club is actively pursuing other funding opportunities including the Netball WA round of funding which will open in May 2018. The Netball Club has also advised that if required they would look at taking out a self supporting loan from the Shire if this was requested by Council.

Based on a 1/3<sup>rd</sup>, 1/3<sup>rd</sup> a 1/3<sup>rd</sup> basis this component would be \$71,524. Within the application the Shire are being asked to contribute \$77,907 (\$63,707 cash and \$14,200 in-kind), the Netball Club are proposing to contribute \$70,000 (\$55,000 cash and \$15,000 in-kind) with the balance coming from the CSRFF grant.

There are several options for Council consideration, some of which include;

- Endorse the funding request as submitted, revising the total budget to \$200,000 and submitting the application in the March 2018 CSRFF funding round,
- Deferring the application until the Annual Grants funding round in September
- Endorsing the funding application and reducing the Shire's contribution to 1/3<sup>rd</sup>
- Providing a self supporting loan to the Netball Club for the balance of funds required

While the Shire are being asked to contribute slightly more than 1/3<sup>rd</sup> of the total project cost, on this occasion I feel it is a reasonable request. The reason I believe that it is a reasonable request is that the netball courts are currently in a very poor condition and if the Netball Club and/or the Department of Local Government, Sport & Cultural Industries were not to contribute towards the project then the Shire may need to allocate a far greater amount of \$77,907 on the basis that the courts may need to be replaced in the eminent future to address any potential liability issues that could be associated with the safety of the courts.

### **Consultation**

Bronwyn Criddle, Mingenew Netball Club

Ella Budrikis, Community Development Officer

Richard Malacari, Department of Local Government, Sport & Cultural Industries

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

An allocation of \$150,000 was made in the 2017/18 Budget, of which a \$50,000 cash contribution was allocated from the Shire on a 1/3<sup>rd</sup>, 1/3<sup>rd</sup> a 1/3<sup>rd</sup> basis.

**Strategic Implications**

Community Strategic Plan

Outcome 3.2.3 - Maintain and further develop the recreation complex

Outcome 4.1.1 – Continue to support community groups.

**Voting Requirements**

Simple Majority

<b>OFFICER RECOMMENDATION – ITEM 9.1.1</b>
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That Council;

1. Endorse the proposal from the Mingenew Netball Club to make a funding submission under the Department of Local Government, Sport & Cultural Industries CSRFF funding round in March 2018
2. The Funding submission is endorsed on the basis of the Mingenew Netball Club contributing a minimum cash contribution of \$55,000 (GST Exclusive)
3. Agree to a Shire provide cash contribution of up to \$63,707 (GST Exclusive) towards the project
4. Agree to the Shire providing in-kind support for site works required
5. Make provision in the 2018/19 Budget for the project to be completed in that financial year

Bronwyn Criddle  
Mingenew Netball Club  
Secretary  
PO Box 26  
Mingenew WA 6522  
01/03/2018

Mr Whitely  
CEO  
Shire of Mingeneu  
22 Victoria Street  
Mingenew WA 6522

Dear Mr Whitely:

The Mingeneu Netball Club would like to apply for funding through the Shire of Mingeneu for the purpose of a major upgrade of the netball courts.

As outlined in the attached minutes of our general meeting held 27<sup>th</sup> February 2018, our club has allocated \$55,000 toward the project of the reconstruction of the netball courts and all that this entails.

Our club believes that it is essential that this upgrade takes place as soon as possible due to the very poor condition of the courts and the safety concerns that they currently pose to our members as well as the members of opposing clubs.

Thank you for your time and attention to this matter.

Sincerely

Bronwyn Criddle  
Mingenew Netball Club  
Secretary

**Mingenew Netball Club Inc**  
**General Meeting**  
**27<sup>th</sup> February 2018 Mingenew Rec centre 6pm**

Meeting open at 6.05pm

Present: Kate Mills, Nicole Bickford, Lilly Doran, Jacinta Spencer, Rikki Smith, Emma Jo Ryder, Sarah Christie, Bronwyn Criddle, Ella Budrikis.

Apologies: Bec Duane, Nicole Broad, Lesley Marsland, Jade Thompson, Netty Thomas, Marika Yewers and Fran Fowler.

Confirmation of previous minutes: moved by Bronwyn Criddle, sec by Emma Jo.  
Ella Budrikis Entered meeting

Correspondence out: Response to NM regarding changes to the times for games, Email to martin at shire regarding meeting to discuss courts, Email to Mark Watton and MWNA request a letter of support to reconstructed the Netball Courts. Emails to Sport Surfaces, Central west concrete, CIA fences for quotes. Emailed minutes, agenda and meeting notice to committee member

Correspondence in: Letter from Mingenew Hockey regarding playing surface at Dongara. Request quote from Sport surfaces, central west concrete, CIA fences. Kidsport reminder to claim invoice and remittance advice from DSR. Remittance advice from Canteen Committee. Quotes from Dongara sport shop and Sports power Geraldton for New balls. NM – Fixtures, General meeting notice and interest in Rules discussion @ TS. Email from martin @ Mingenew shire confirming meeting.

Treasurer's Report: See attached Documents Moved by Jacinta Spencer sec Kate Mills  
Term Deposit \$55,000.00 Community Saver \$7,156.52

Jacinta requires assistance with collecting any cash/fees while having baby during this season. Lilly Doran has offered to assist Jacinta until she's back on her feet with any financial task. Thank you Lilly.

**Agenda Items:**

- Junior Coaches - Marika and Fran unable to attend the meeting. Coaches will put together an email with question or ideas for the club.
- Email from Sam Copley regarding Juniors grades for 2018. Is it possible for juniors to play up in C grade ( 5 a side) to allow our older E grades to play D grade. Committee agreed that if numbers were high we could put in a C grade if parents are happy for their children to play up. At this stage we only have a rough idea on numbers so can't guarantee a C grade. Junior rego day to be held on the 6<sup>th</sup> April. **Action** Bronwyn to contact other junior reps to see if we can move up rego day to the 7<sup>th</sup> march. If no, do by our self at school. **Action** Bronwyn to contact coaches and organise rego day if possible.

E grade. Still to confirm coaches. Will know more after rego day. Rikki to catch up with Jasmine Simpson to see if still interested.

- Courts Update. We are still waiting on 1 last quote and letter of support. Hopefully we will receive this soon. Grant application will be completed once last quote is received. Grant application needs to be submitted to CEO Martin @ Mingenew Shire by 15<sup>th</sup> March 2018. Netball club needs to decide on how much we can contribute to project as \$40,000.00 will not be enough.

*Motion : Bronwyn Criddle moves that the Netball club contributes \$55,000.00 to the reconstruction of the Mingenew Netball Club Courts Sec Ella Budrikis All in favour.*

- B grade Coach. Some confusion over b grade coaches. Justine Simpsons had expressed interested in coaching but not confirmed he nomination with president Rikki. Justine feels that the club didn't want her to nominate. Everyone agrees this is not the case. Justine has withdrawn her expression of interest to coach b grade.  
Netty Thomas has nominated herself to coach b grade for 2018. All in favour.  
Action – Rikki to let Netty know  
Kate asked if the netball club could make sure in future that the President lets the nominated coaches know if they have been elected or not asap.

- Training – Training to carry on as fitness with some ball skills. New time 6pm  
Idea to hold a training with juniors. Kate to organise with Junior coaches and to let club know.

- Fundraising Update

2 Footy Ticket raffle. West Coast Vs Freo. 5<sup>th</sup> August Cost \$90 each. Auction ? Everyone agrees it would be better to raffle so everyone has a chance to win. A long term raffle?  
**Action** – Rikki to looking into licence.

Super 66- Rikki has applied for a permit. Wait for reply.

Colour run – Proposed date for colour run 6<sup>th</sup> October clashes with AFL Grandfinal  
New date 29<sup>th</sup> September?. **Action** – Emma to check date with fundraising committee and get back to Club

Chase the ace at Pub. Not sure when pub will be open but could be a good money make for club. Rikki to chat to owners.

MIG – netty to email out list of items to be donated. MIG AGM and trail update at Rec center. Netty to email list to junior parents aswell.

Bouncy castle at Race – Opportunity for netball member to do a half hour stint manning bouncy castle \$50 per ½ hour. Lilly, Jarrad Spence and Bron criddle available. Bronwyn to let Netty know names.

- 2018 Fixtures and dinners. Fixtures out. Waiting for NM to fit in PJ games. Netball club dinner 26<sup>th</sup> may and 28<sup>th</sup> July. Karoko Night? Gambling ? Ella mention whether it would be worth getting a licence for raffles or gambling to cover all the year. Might be cheaper in the long run. **Action** – Rikki to look into permits
- Rules discussion on 11<sup>th</sup> March. Day after Mingenew Races. No interest at this stage. Club will post again on FB.

- Hockey Letter to NMFL regarding unsatisfactory playing surface at Dongara for finals. Netball club supports hockey club and will over support at association meeting if needed.

#### Other Business:

- Grant application for equipment. Lilly has been looking into grant application for small equipments. Lilly will continue to look for a grant that suits our needs. Lilly to report back to Rikki with information.
- Junior sponsorship. Kate would like to sponsor our D grade. \$10 vouchers from Dongara Sport shop. **Action** Jacinta to invoice Kate once we know numbers of games. Bronwyn to organise vouchers.

Lilly left the meeting.

- Bronwyn has gained to quotes for netball. One from Sports power Gero and the other from Dongara sport shop. Not much in price difference. Hopefully if you use Dongara sports power she might come on board as a sponsor for next year. All agreed to support Dongara sports shop. **Action** Bronwyn to organise balls from Dongara. 6 new game balls ( white), 8 training balls ( any colour) and 1 Pink ball.

Meeting Closed at 7:30pm.

# CSRFF Small Grants Application Form

**For projects up to \$200,000 to be acquitted by 15 June 2019**

**You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.**

**All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.**

DLGSC Contact:	Date:	Office:
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## Applicant's Details:

Organisation Name:	Shire of Mingenew				
Postal Address:	PO Box 120				
Suburb:	Mingenew	State:	WA	Postcode:	6522
Street Address:	Victoria Street				
Suburb:	Mingenew	State:	WA	Postcode:	6522

## Preferred Contact Person:

*All application correspondence will be directed to this person*

Name:	Ella Budrikis	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Community Development Officer		
Business Phone:	08 99281 102	Facsimile:	
Mobile Phone:	0499950400	Email:	<a href="mailto:cdo@mingenew.wa.gov.au">cdo@mingenew.wa.gov.au</a>

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN:	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incorporation #:	*
<b>Bank details:</b>	Bank:	BSB:	A/c:

## Local Government Authority Details:

LGA:	Shire of Mingenew		
Contact:	Martin Whitely	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Chief Executive Officer		
Business Phone:	08 99281 102	Facsimile:	
Mobile Phone:	0428 795 621	Email:	<a href="mailto:ceo@mingenew.wa.gov.au">ceo@mingenew.wa.gov.au</a>

## PROJECT DETAILS

<b>Project Title (brief and specific):</b> Rebuilding the Mingenew Netball Courts			
<b>Project Description:</b> <p>The project involves removing the current surface, improving drainage, improving court foundations and re-applying a level surface. This will also involve upgrading of the lights and re-surfacing courts surrounds. The Mingenew Netball Club wish to have both courts upgraded so they can be utilised, as the use of the bottom court is limited due to: <i>(Ranking Order)</i></p> <p>1 Safety – Proximity to Recreation Centre wall doesn't permit senior netball games to be played on the court. See <i>WA Netball Court and Venue Specifications</i> - <a href="https://netball.com.au/our-game/court-venue-specifications/">https://netball.com.au/our-game/court-venue-specifications/</a></p> <p>2 Lighting is poor and underutilised</p> <p>3 Uneven Surface – cracks on the court surfaces</p> <p>4 Poor drainage causing mould on court surfaces</p>			
<b>How did you establish a need for your project?</b> <p>The project has been discussed by both the Mingenew Netball Club and the Shire of Mingenew over the past 12 months. Visiting towns have expressed their concerns for the future of the courts and agree with the Mingenew Netball Club that the surface will not be playable in the future and will impact on other community groups utilising the venue. The courts are a safety risk due to cracks that have lifted over time. As per the North Midlands Netball Association letter of support it has been said</p> <p><i>"In order to be able to hold fixtures, including finals the courts need to be resurfaced. The main concern is when it rains they do not allow water to run off and they become very dangerous. It is very important to small communities such as Mingenew that facilities are upgraded so that residents of the shire can still be active and belong to their communities through clubs such as the Mingenew Netball Club."</i> – Helen Jefferies NMNA President</p>			
<b>What alternatives were considered and why were they rejected?</b> <p>We have considered patching the courts but have been informed that the problem lies beneath the surface, involving rainfall running from a higher point and pooling on the Netball courts which is creating substantial moisture underneath, which then causes the soil to move, cracking and damaging the netball surface. We do not have any other surfaces in town to play netball on.</p>			
<b>Project location:</b>	Mingenew Recreation Centre		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Shire of Mingenew Lease Expiry (if applicable): N/A		
<b>Planning approvals</b>	If no, provide the date it will be applied for:		
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
<b>Department of Aboriginal Affairs?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
<b>Department of Parks and Wildlife? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	___/___/___	
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
<b>How will your project increase physical activity?</b> <p>By completing the identified project, the Mingenew Netball Club Seniors Members along with the Junior Netball Members train once a week and the Mingenew Community will continue to stay active, healthy and the social involvement of the local community will still be dynamic. The Mingenew Netball Club at times train twice a week and a large portion of training is fitness which requires a safe and risk-free environment.</p> <p>The Mingenew Netball Club which comprises of both Adult (15years and over) and Junior (5years and over) members runs a successful preseason mixed netball competition every year which invites the wider community to participate in a social/fun activity, participants are approx. 35 players. We have men and women of all ages participating and it's well received by the community members who attend as spectators. By upgrading the facilities these activities can continue to run throughout the year risk free, and the development of a longer summer mixed netball competition can be adopted.</p> <p>The Mingenew Netball Club will also be able to continue to participate in the North Midlands Netball Association long term as previously stated in the letter of support from the NMNA. This will encourage continued physical and social participation. The NMNA has 7 teams within the competition and the season runs from April through to September, approx. fixtured games played within a season is 15 plus finals</p>			

**Do you share your facility with other groups?** Yes ☒ No ☐ If so, who:  
Mingenew Junior Basketball, Mingeneu Midwest Expo

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Shire of Mingeneu residents	50	12
Mingenew Netball Club	35	8
Mingenew Junior Basketball Club	15	4

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

<b>2015/16</b>	43	<b>2016/17</b>	43	<b>2017/18</b>	45
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.DLGSC.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

**What is the name of the State Sporting Association for your activity/sport?**  
Netball WA

**Have you discussed your project with your State Sporting Association?** Yes ☒ No ☐

Contact Name: Mark Watton, Member Services Manager Date of contact: 14/2/2018

## PROJECT DELIVERY

**Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.**

Task	Date
Attainment of Council approvals	September 2018
Preparation of tender/quotes for the major works contract	October 2018
Issuing of tender for major works	November 2018
Signing of major works contract	November 2018
Site works commence	December 2018
Construction of project starts	January 2019
Project 50% complete	February 2019
Project Completed	March 2019
Project hand over and acquittal	March - April 2019

**Are there any operational constraints that would impact on the construction phase of your project?** (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.  
North Midlands Netball Association commences April 2019

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

**Ella Budrikis**

Name:

Position  
Held:

**Community Development Officer, Shire of Mingenew**

Signature:

Date:

## LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

### Grants up to \$66,666:

<input type="checkbox"/>	<b>Application form.</b>
<input type="checkbox"/>	<b>Incorporation Certificate.</b>
<input type="checkbox"/>	<b>Two written quotes.</b>
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).

<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

**Your application will be considered not eligible if:**

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on Department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

**DEVELOPMENT BONUS APPLICANTS ONLY**

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

## PROJECT BUDGET

### ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Restoration of courts	125,980	138,578	Westcoast Synthetic Surfaces
Fencing	16,000	17,600	CAI Fences
Installation of Lighting	34,500	37,950	S & K Electrical
Concrete Slab for Shed	8,894	9,783	Central West Concrete
<b>Volunteer Labour</b>			
Shed Dismantle and Re Install	7,500	7,500	In Kind Mingenew Football Club
Removal of Fence and Re Install	7,500	7,500	In Kind Mingenew Football Club
Site Works and Drainage	14,200	15,620	In Kind Shire of Mingenew
<b>Donated materials (Please provide cost breakdown)</b>			
<b>Volunteer labour (Please provide cost breakdown)</b>	15,000	15,000	
<b>Sub Total</b>			
<b>Cost escalation</b>			<i>Please explain amount used</i>
<b>Total project expenditure</b>	214,574	234,531	<b>Preference is to use Westcoast Synthetic Surfaces. Even though their pricing was slightly more than the other quote, similar surfaces prepared by Westcoast Synthetic Surfaces in the region have been highly recommended</b>

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

## PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	63,707	70,078	LGA cash	Y	Shire of Mingenew - Council Budget
Local Government	14,200	15,620	LGA In-kind	Y	
Applicant cash	55,000	60,500	Organisation's cash	Y	Letter of Support and Mingenew Netball Club Minutes
Volunteer labour	15,000	15,000	Cannot exceed applicant cash and LGA contribution combined	Y	Letter of Support from Mingenew Football Club
Donated materials					
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	66,667	73,333	up to 1/3 project cost	N	
Development Bonus			Up to ½ project cost	N	
<b>b) Total project funding</b>	<b>214,574</b>	<b>234,531</b>			
<b>*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?</b>					

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	
b) Total project funding	

c) Project variance*	
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\*Balance between a) and b) should be \$0

## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b> Martin Whitely
<b>Name of Applicant:</b> Ella Budrikis

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

#### Project Rating (Please tick the most appropriate box to describe the project)

- |   |  |                          |
|---|--|--------------------------|
| A | Well planned and needed by municipality        | <input type="checkbox"/> |
| B | Well planned and needed by applicant           | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required    | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed      | <input type="checkbox"/> |
| F | Not recommended                                | <input type="checkbox"/> |

**LGA comments (Required):**

**Signed**

**Position**

**Date**

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on the last working day in March**. Late applications cannot be accepted in any circumstances.

**DLGSC OFFICES**

**PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
PO Box 329  
Leederville WA 6903  
Tel: (08) 9492 9700  
Fax: (08) 9492 9711

**PEEL**

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
Fax: (08) 9550 3199

**PILBARA**

Karratha Leisureplex  
Dampier Hwy  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
Fax: (08) 9182 2199

**SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
Fax: (08) 9792 6999

**GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
Fax: (08) 9892 0199

**GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
Fax: (08) 9941 0999

**GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
Fax: (08) 9022 5899

**KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Facsimile (08) 9166 4999  
Mobile 0427 357 774

**WHEATBELT - NORTHAM**

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
Fax: (08) 9690 2499

**WHEATBELT – NARROGIN**

Government Offices  
Level 2, 11-13 Park Street  
Narrogin WA 6312  
Telephone 0429 881 369  
Facsimile (08) 9881 3363

**MID-WEST**

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
Fax: (08) 9956 2199





## West Coast Synthetic Surfaces

17 Evergreen Gardens

Carramar WA 6031

Phn : 9306 2725

Alan : 0419 044 257

Mark : 0419 944 341

Email : westcoastsyn@myoffice.net.au

Mingenew Netball Club

8 November 2017

Attention : Bronwyn Criddle

Re: **Court ReConstruction**

We are pleased to provide budget pricing for reconstruction of two new netball courts.

As advised Club will remove lights, fence and shed and organise works to the drainage and retaining wall.

### Brief Business History

Alan Disley has experience of over 27 years in the Sports Surfacing Installation industry. West Coast Synthetic Surfaces have been operating for 17 years.

### Qualitative Criteria

- Experience in completing similar projects and supplying similar goods and services, please see reference list attached.
- West Coast Synthetic Surfaces are a Member of the Sports Contractors Association with Alan the WA Representative.
- Laykold is our proposed product and is manufactured in Melbourne.

### Resources

- West Coast Synthetic Surfaces (WCSS) own all our own plant and equipment as required for performing surfacing work.
- Methodology and understanding : please see following pages.

Myself, Alan Disley Managing Director of West Coast Synthetic Surfaces or Mark Tucker Operations Manager, are available any time to discuss any aspect of the submission.

Kind regards

Lyn Disley

# INDEX

**Introduction** ..... **Page 1**

**Methodology and Price** ..... **Page 3**

**Key Personnel** ..... **Page 4**

**Laykold, History** ..... **Page 5**

**Terms & Conditions** ..... **Page 6**

Mingenew Netball  
Court Reconstruction

**Scope of Works** Based on size of 35.2m x 40.25m

**Works by Shire**

Shire to remove existing court surface and box out courts to new levels.

**Add GST to Prices**

**Earthworks**

Trim and compact sub-grade.

Supply and lay 100mm MRD roadbase

Supply and lay insitu concrete 200mm wide flush kerb.

Tack coat and seal with 25mm ave thickness black asphalt. \$ 82,000.00

Nuclear Density Test on roadbase. \$ 2,400.00

Supply and lay geofabric if required under the roadbase. \$ 13,000.00

If 50sqm of additional bitumen paving is required. Extra \$ 2,900.00

Any additional woks that are required. Per Day \$ 2,300.00

**Three Coat Laykold Acrylic System**

Supply and application of one coat of Laykold Acrylic Resurfacer.

Supply and application of two coats of Laykold Acrylic Colourflex.

Linemark for Basketball & Netball. \$ 25,680.00 + GST

**Note**

- Water to be provided by client.
- Local tip no more than 30ks away.
- No tip fees included
- Clear, hard access track to the courts required

## **Key Personnel**

As West Coast Synthetic Surfaces are owner operated we take very careful attention to detail and ensure every client is 100% satisfied during each stage of works, and at the completion of their project.

### **Managing Director – Alan Disley**

Alan is actively & personally involved with every project.

Alan is available at any time to discuss any aspect of the project.

### **Secretary - Lyn Disley**

Lyn has been involved in the industry for 23 years. Lyn is also actively and personally involved with every project.

- As West Coast Synthetic Surfaces are owner operated, we are contactable at any time.

### **Operations Manager**

Mark Tucker has been in the industry for 15 years and with WCSS for 2 years. Mark is very experienced in all aspects of the scope of our works.

### **Foreman**

Stephen Cocks has been with West Coast Synthetic Surfaces for 9 years. Steve is involved with the majority of our projects and very experienced in all aspects of the scope of works. Steve has also travelled to and worked on many country projects. Steve is easily approachable and happy to discuss aspects of the project when on site.

### **Surfacing Technician**

Alex Bullard has been with WCSS for 2 years and is a very dedicated and reliable employee.

### **Surfacing Technician**

James Dee has been with West Coast Synthetic Surfaces for 8 years full time and is now working with WCSS on a casual basis. James has been involved with many local and country projects over the years, he is very knowledgeable and willing to discuss any aspect of the scope when on site.

All of our Employees are committed to excellence in all aspects of our Business.

For your convenience, we can be contacted during office hours  
and after office hours on 9306 2725 or (Alan) 041 9044 257.

## A TRUSTED NAME for 75 YEARS

In the 1920's, cold pour asphalt was first developed by road manufacturers in the US. This system led to a boom in tennis hard courts during the 1940's. The leader was **Laykold** – which means to “lay cold”.

Over time, **Laykold** became a major brand that led in synthetic acrylic resin paints that literally changed the face of tennis in the 60's. As competition increased, sand was later introduced to control ball speed.

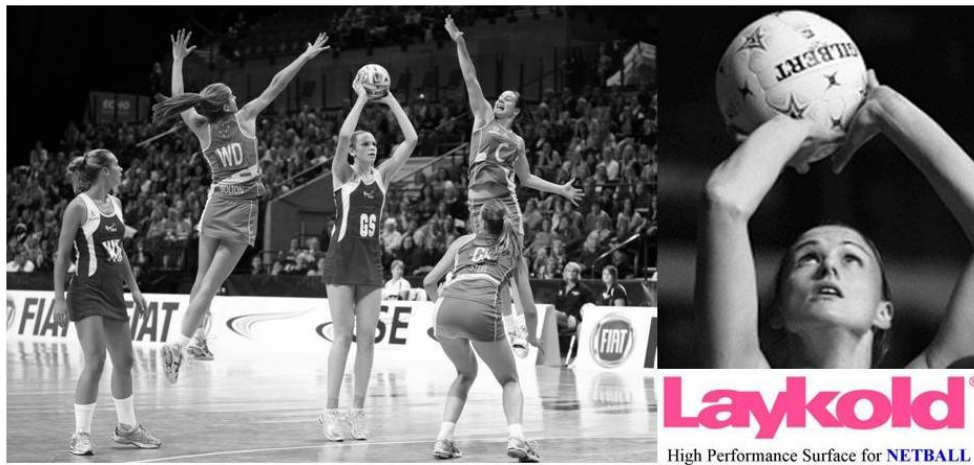
Today, literally tens of thousands of **Laykold** tennis courts can be found worldwide. From the oldest established tennis centres to the most exclusive. The **White House** which is the official residence of the President of the United States boasts a 669m<sup>2</sup> **Laykold** tennis court.

Presently, approx 12,500 tennis courts are coated in **Laykold** every year in the US alone.

The **Sony Ericsson Open** which is a major ATP & WTA tournament selected **Laykold** as their official surface.

In Australia, ATP's manufacturing facility is located in Melbourne and is the largest synthetic surface manufacturer in the Southern Hemisphere. The winner of the “Victorian Export Governor Awards” and placed in the “Victorian Manufacturing Hall of Fame”.

Clubs, Schools and Council in Australia, when given the option are more often choosing **Laykold** as their official surface for its enduring quality and sporting performance.



## PERFORMANCE ENHANCING SURFACE TECHNOLOGY

- 6 -

### **Terms & Conditions**

#### **Payment Schedule**

- Progress payment for stages of works.
- Final payment 30 days from EOM.
- Late payments may incur fees and charges.
- All goods and services supplied remain the property of West Coast Synthetic Surfaces until full payment is received.

#### **Clarifications & Exclusions**

- No allowance has been made for the reduction of low spots that is 3mm or more under a 3m straight edge when measured in any direction that shall cause any water ponding. This quotation is based on the courts complying to industry standards.
- No allowance for crainage, forklift or any other equipment hire required due to lack of clear access or obstructions.
- This quotation is based on clear access to site, power and water at all times throughout the installation of the sports surface.
- No allowance for hard / rock digging.

#### **Life expectancy / warranty**

- Life expectancy of the system is virtually indefinite. The initial five year warranty of the Laykold Acrylic surface can be renewed on a maintenance contract basis to ensure maximum life for an indefinite period.
- No guarantee is offered or implied against new and or existing cracks reflecting through the surface. Sub grade movement during seasonal changes and or expansion and contraction of pavement cannot be calculated and may be in excess of the systems capabilities.

### **Health Hazard Information**

All materials submitted in this quotation are non-toxic and do not come under the classification of dangerous goods Classification 4.1 and are unlikely to cause any adverse health effects.

- **All Laykold products are 100% water based and are non hazardous.**
- **All Laykold products do not contain any lead, solvents or heavy metals.**
- MSDS's are available upon request.

### **Work Schedule**

West Coast Synthetic Surfaces is happy to work with the principal and programme all works to suit the necessary schedule.

Kristell Pty Ltd ACN 104 900 085  
ATF Disley Trust  
T/A West Coast Synthetic Surfaces  
ABN : 75 928 592 403



Tel: 8 92442299  
 Fax: (61) 8 9244 1709  
 Email: [enquiries@sportssurfaces.com.au](mailto:enquiries@sportssurfaces.com.au)  
 Post: PO Box 2575 Clarkson WA 6030  
 ABN: 58521861188  
[www.sportssurfaces.com.au](http://www.sportssurfaces.com.au)

To:	<b>Rikki Smith</b>	From:	<b>Clive Peckham</b>
Company:	<b>Mingenew Netball Club</b>	Date:	<b>March 9, 2018</b>
Mobile:	<b>0427745015</b>	No. Pages	
Telephone:		Subject:	<b>Resurfacing Netball Courts</b>
Email:	<b>mingenewnetballclub@gmail.com</b>		

*The contents of this quote are intended for the persons / Company it is addressed to. It may contain legally confidential and privileged information. If this quote is received in error, please call this office immediately to advise us of the mistake. We would appreciate your co-operation in this matter*

**Ref: LtQ9359**

Dear Rikki

Sports Surfaces has pleasure in providing the following quotation to repair and resurface the netball courts at Mingenew Netball Club for your consideration.

### **Sports Surfaces**

**Sports Surfaces** is the agent in Western Australia for all **Plexipave Products**. We have laid the **Plexipave** Pure Acrylic Surfacing Systems on more than 4,000 playing surfaces throughout WA. **Plexipave/Plexicushion** was also selected as the preferred surface on thirteen courts at the **WA State Tennis Centre**, at the **1996 Atlanta Olympic Games** and was selected as the **Australian Open Series** surface. It has also been laid at the indoor and outdoor **Hopman Cup** courts at Burswood and more recently at the Perth Arena.

**Clive Peckham** has been involved in the sports industry with an excellent reputation for over 35 years; he is highly experienced at national and international level with an excellent track record of installing Multi Sports Surfaces in Australia, the UK and Globally.

- Training and leadership of staff in the installation of all aspects of the Plexipave systems and Health and Safety requirements set by the Government.
- Designing and the building of Plexipave and Har-Tru clay tennis facilities including courts constructed at **Wimbledon Lawn Tennis Club**.

This quotation is based on the understanding that: -

- The works are to be carried out during favorable weather conditions.
- There is unrestricted access to both a power and water supply close to the facility. (FOC)
- Clear access for the delivery of materials and equipment to site is to be provided.
- No allowance has been made for security or cost to store, if required a variation will be applied.
- Any further remedial work once a site visit has taken place will incur a variation.

## Scope of Work ~ 1417m2

### Earthworks

- Supply, placing and compaction of 150mm of road base.
- Supply and spray 7mm emulsion prime seal
- Supply and lay AC7 asphalt
- All mobilization and material transport costs.

**\$66,500.00**

### Surfacing

- Supply and lay a three coat, ***Plexipave*** Pure Acrylic Surface System comprising of one coat of ***Plexipave*** Acrylic Resurfacer (base coat) and two coats of ***Plexipave*** Fortified Finish in selected colours
- Line mark 2 netball courts

**\$36,110.00**

**Please note that a 20% deposit is required before work commences and full payment is due 14 days after completion.**

An additional 10% GST is applicable on the above mentioned price.

### Product Profile

The ***Plexipave*** Pure Acrylic Surface System is accredited with an **ITF CLASSIFICATION** and is regarded by Tennis Australia as a **Tier 1 Product**. A ***Plexipave Prestige*** Cushion System is the surface for the tennis courts at the **Australian Open, Hopman Cup (Perth Arena) and State Tennis Centre**.

Plexipave has been laid on over 4000 courts throughout WA by Sports. ***Plexipave*** Surface Systems are products of the most advanced sport surface producer in the world. This is reflected in the applied surface performance, colour stability and long-term cost saving attributes.

### Warranty

The three-coat, UV stabilized, Pure Acrylic Surface Systems carry a five-year warranty in respect to workmanship and materials subject to fair wear and tear. It is also dependent on a proper record / schedule of the suggested maintenance program and any other works undertaken being properly maintained, dated, and signed.

The warranty offered will not cover cracks that may re-establish in the acrylic surface that either emanates from sub-surface or base movement, or, any differential cracking due to different base mediums underlying the acrylic coatings.

Aside from the UV stability of the product, the life expectancy of any acrylic surface system is equally dependent on the amount of usage the facility is subject to. i.e. whether the surface is subject to one or twenty sessions a week.

### **Use of Fibreglass Membranes**

*The fibreglass membrane and Plexibond sealer combine to reduce the incidence of surface or face cracking from reappearing through the new acrylic surface*

*It is important to note that fibreglass membrane systems have limited design applications. To the best of our knowledge, the system was first introduced to the West Australian market by Sports Surfaces and the manufacturers of the Plexipave Acrylic Surface product over thirty years ago.*

*The system is designed to accommodate superficial cracking in either asphalt or concrete surfaces and not structural cracking. Other site conditions can also impact on the glass membranes. These include bubbling in the surface after it is laid which can occur as a result of moisture vaporization from the base below the asphalt surface. This can occur when the system is laid in adverse conditions or, over ground susceptible to runoff from high ground areas alongside the court facilities. This runoff can affect the base via osmosis. Although presented, no guarantees are offered in respect of the issues noted.*

This quotation is open for acceptance for 30 days from the date thereof and thereafter is subject to confirmation.

Should you require any further information please call this office on 9244 2299 (our ref: LtQ9359).

Regards,

Clive Peckham







Steve Villier &lt;Steve@skec.com.au&gt;

Jan 18 ☆

to me

Rikki,

Thank you for the chance to assist the Shire of Mingenew with their opportunity to apply for funds for the future Mingenew Netball Court Sports Lighting Upgrade.

Our price is \$34,500.00 (thirty four thousand five hundred dollars) only and is based on the following qualifications:

- Our price is ex GST and valid for 90 days only.
- Our price is based on the your e-mail received on Thursday, 24 August 2017 9:06 AM.
- Our price is based on using 2 x 15 metre poles and 2 x 2kw fixtures with the 240,000-lumen venture lamp with an average lux level of > 200 lux using a 0.66 uniformity.
- Our price is based on the lights being switched at the base of each pole with separate operation per light fitting.

Regards

Steve Villier || Managing Director



**ELECTRICAL  
CONTRACTING  
PTY LTD** AU26726

Geraldton  
Morawa  
Meekatharra

**Tel: (08) 9964 6880 || Facsimile: (08) 9964 6881 || [steve@skec.com.au](mailto:steve@skec.com.au) || [www.skec.com.au](http://www.skec.com.au) || PO Box 5160, Wontheleia, Western Australia 6531 || 43 Bradford Street, Geraldton, Western Australia, 6530 || ABN: 77 104 590 972 || ACN: 104 590 972**

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Our applicable terms and conditions can be found at [S&K Terms & Conditions](#)





Date	14/02/2018
Valid Until	March 16, 2018
Quote No	Mingenew Netball Club 140218

Mingenew Netball Club

Mingenew Netball Club

Att Rikki

[mingenewnetballclub@gmail.com](mailto:mingenewnetballclub@gmail.com)

0427 745015

Supply and lay concrete to the shed slab ( 19000mm x 8500mm ) at Mingenew.

SUBTOTAL	8,894.00
DISCOUNT	
GST	889.40
<b>TOTAL</b>	<b>9,783.40</b>

\*Part Payment may be required prior to provision of services/goods described in this quote.

Should you have any enquiries concerning this quote, please contact Mark Johnson 0428 388 858  
37 Bailey Street Dongara WA 6525, PO BOX 643 Dongara WA 6525  
Ph: 08 9927 2055 Fax: 08 9927 2088 Email: [centralwestconcrete@westnet.com.au](mailto:centralwestconcrete@westnet.com.au) ABN: 88 110 624 247



**TO WHOM IT MAY CONCERN**

Midwest Gascoyne Netball Region supports the application for Mingenew Netball Club to upgrade there facilities.

Mingenew Netball Club are a proactive club which is there to development their players, coaches and umpires. By having top quality facilities, they will be able to provide a better service to there Members in a safe environment.

With the upgrade will also encourage more community members to join the club and further the development of the sport of netball, in the Mingenew Community and surrounds.

We hope that you look favourable to the Mingenew Netball Club application.

Yours faithfully,

Janniel Harris  
Administrator

23<sup>rd</sup> February 2018



Department of  
Sport and Recreation



### 9.1.2 MINGENEW HOCKEY CLUB

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Mingenew Netball Club  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0204  
**Date:** 15 March 2018  
**Author:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council consider a proposal from the Mingenew Netball Club to install a 5mx3m visitors shed at the Mingenew Hockey oval.

#### **Attachment**

Mingenew Hockey Club Request

#### **Background**

A request has been submitted from the Mingenew Hockey Club ("Hockey Club") to install a 5x3 shed on the northern side of the Mingenew Hockey oval for the purpose of housing visiting hockey teams.

#### **Comment**

The Hockey Club are seeking permission to install a 5mx3m shed on the northern side of the Hockey oval for the purpose of housing the visiting hockey teams. The proposed plans for the shed are attached for Council information.

The Hockey Club are not seeking any financial contribution from the Shire, rather they are seeking endorsement from the Shire to proceed with the project.

With the timing of the project the Shire will have a contractor in town assisting with the preparation of site works for the footpath and kerbing maintenance. I have suggested to the Hockey Club that the Shire would be able to assist with the preparation of the sand pad for the shed whilst the contractor is in town. This would be a very minimal cost to Council.

#### **Consultation**

Carine De San Miguel, Mingenew Hockey Club

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Any financial costs to the Shire for the proposed project are negligible and would be absorbed within the Shire's operating budget.

#### **Strategic Implications**

Community Strategic Plan

Outcome 3.2.3 - Maintain and further develop the recreation complex

Outcome 4.1.1 – Continue to support community groups.

#### **Voting Requirements**

Simple Majority

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

**That Council;**

- 1. Endorse the proposal from the Mingenew Hockey Club to proceed with the installation of a 5mx3m shed at the Mingenew Hockey oval, and**
- 2. Assist the Mingenew Hockey Club by preparing the sand pad for the installation of the shed**



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

Mingenew Shire  
Victoria St  
Mingenew WA 6530

8th March 2018

Dear Shire CEO and Shire Councillors

**RE: Construction of opposition shed at Mingenew Hockey Oval**

The Mingenew Hockey Club (MHC) would like to request permission from the Shire to construct a small shed at the north eastern end of the hockey oval for use by opposition teams.

MHC will supply the shed in kit form and are happy to undertake the completion of the process should it meet Shire regulations. This process would include:

- site preparation
- building of kit shed

We understand that some of these processes may need to be completed by the Shire or contractors.

Following are the dimensions and a diagram of the proposed shed. This is currently being re-quoted as the initial quote was received last year. The dimensions will remain the same. The colour of the shed will be the same green colour as the current shed used by our hockey team.



**Let us Shed some light on your investment**

JOB REFERENCE      41837

**STRUCTURE DETAILS**

3m wide, 5m Long and 2.6m High

Length Consisting of 1 Bays. Each 5m Wide

Suitable for Reg B TCat 2.5

Footing as: SLAB

Building has 5Deg Monopitch Roof in Monoclad 0.42 ZA

Walls are Monoclad 0.42 ZA

## OPTIONS INCLUDED

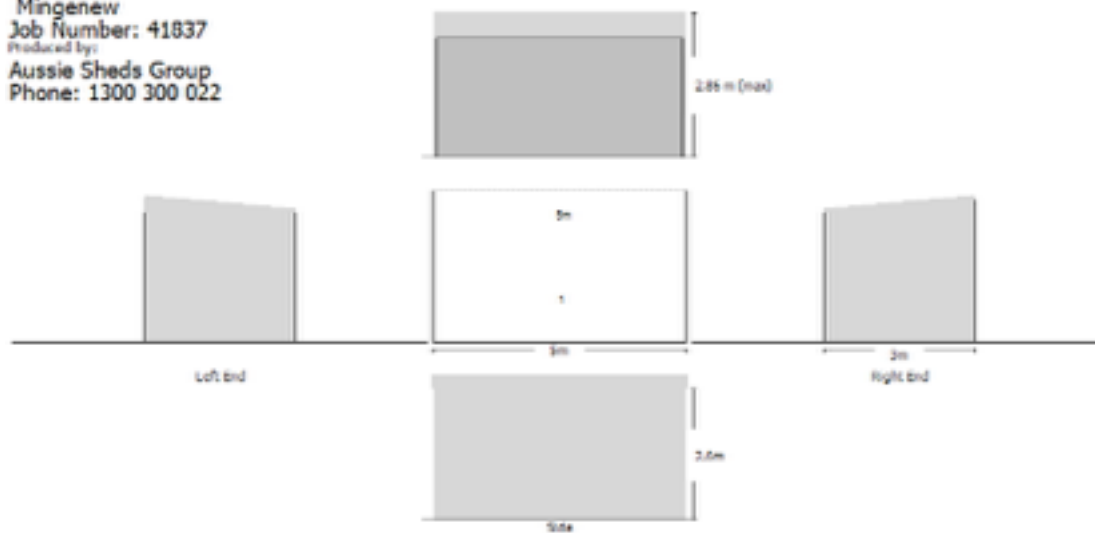
Open front cover

**Kit price \$3,500 inc GST**

Features include:

- Engineering drawings.
- Bolted Z purlins
- Colour Coded Class 4 Tech screws, suitable for Harsh conditions
- All steel is manufactured by BlueScope Steel, which means quality guarantee.
- A structure supplied by an Master Builders Association member

Building For:  
Carine  
Mingenew  
Job Number: 41837  
Produced by:  
Aussie Sheds Group  
Phone: 1300 300 022



Many thanks,  
Carine McTaggart

MHC Committee



### Let us Shed some light on your investment

Hi Carine

From the information received I have put together a design and pricing for your viewing.

Please find attached the layout and pricing below.

All of our Aussie Sheds are superior in construction and come with many features giving you a superior strength and peace of mind.

Please feel free to email or call to discuss changes to the quotation

**QUOTE ISSUED** 23/02/2017

**JOB REFERENCE** 41837

Carine

Mingenew

0414958365

### STRUCTURE DETAILS

3m wide, 5m Long and 2.6m High

Length Consisting of 1 Bays. Each 5m Wide

Suitable for Reg B TCat 2.5

Footing as: SLAB

Building has 5Deg Monopitch Roof in Monoclad 0.42 ZA

Walls are Monoclad 0.42 ZA

### OPTIONS INCLUDED

Open front cover

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Features include:

- Engineering drawings.
- Bolted Z purlins
- Colour Coded Class 4 Tech screws, suitable for Harsh conditions
- All steel is manufactured by BlueScope Steel, which means quality guarantee.
- A structure supplied by an Master Builders Association member

Please either email back or call to either order or discuss changes to the quotation

or if correct and you would like to proceed contact me and I will forward formal paperwork.

**Regards**

**Mick Desmond**

**Managing Director**

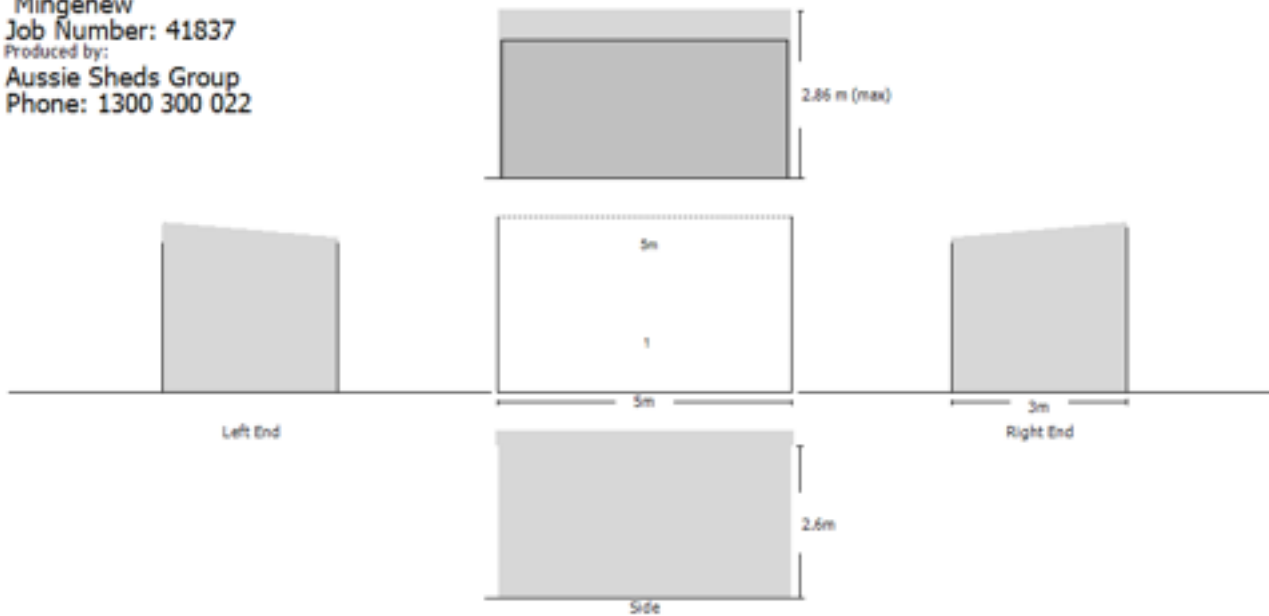


Phone: 1300 300 022 or 0439646911

Email: [mick@aussiesheds.com.au](mailto:mick@aussiesheds.com.au)

Web: [www.aussiesheds.com.au](http://www.aussiesheds.com.au)

Building For:  
Carine  
Mingenew  
Job Number: 41837  
Produced by:  
Aussie Sheds Group  
Phone: 1300 300 022



## **9.2 FINANCE**

### **9.2.1 BUDGET REVIEW**

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0130  
**Date:** 13 March 2018  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### **Summary**

Council is requested to review and adopt the documentation tabled for the 2017/18 Budget Review.

#### **Attachment**

Detailed Budget Review Documents

#### **Background**

Regulation 33A of the Local Government (Financial Management) requires a local government to carry out a review of its annual budget between 1 January and 31 March each financial year.

#### **Comment**

There are various timing and permanent timing variances that have been addressed in the budget review. Explanations for these variances are provided in the Budget Review commentary and a conservative approach has been taken in finalising the forecast closing surplus position.

#### **Consultation**

Chief Executive Officer

#### **Statutory Environment**

Local Government (Audit) Regulations 1996

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

The Budget Review process is an integral part of the integrated planning frameworks and risk management processes carried out by Council.

#### **Voting Requirements**

Simple Majority

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

**That Council**

- 1. Adopts the 2017/18 Budget Review as tabled, and**
- 2. That administration staff make the required budget amendments within the chart of accounts to reflect those changes adopted in “Note 4 – Predicted Variances” within the 2017/18 Budget Review document.**

**Shire of Mingenew**  
**REVIEW OF BUDGET REPORT**  
**For the Period Ended 28th February 2018**

**TABLE OF CONTENTS**

Statement of Financial Activity by Program	2
Statement of Financial Activity By Nature or Type	3
Note 1     Significant Accounting Policies	4 - 10
Note 2     Graphical Representation	11 - 12
Note 3     Net Current Funding Position	13
Note 4     Predicted Variances	14 - 16
Note 5     Budget Amendments	17
Note 6     Summary Budget Review	18
Note 7     Detailed Budget Review	19-34

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

Shire of Mingenew  
STATEMENT OF BUDGET REVIEW  
(Statutory Reporting Program)  
For the Period Ended 28th February 2018

FM Reg 33A

FM Reg Sch 1

FM Reg  
33A(2A)(b)

FM Reg 33A(2A)(a)			FM Reg 33A(2A)(c )			
Note	Budget v Actual		Predicted			
	Annual Budget \$ (a)	YTD Actual \$ (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End \$ (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
	12,586	17,293	42,068		54,654	▲
	2,185,519	2,065,016	(23,302)		2,162,217	▼
	60,874	61,215	12,500		73,374	▲
	371	315	0		371	
	3,755	3,749	0		3,755	
	104,924	61,399	3,400		108,324	▲
	83,595	66,149	0		83,595	
	38,665	32,393	0		38,665	
	3,330,448	310,646	(2,409,248)		921,200	▼
	11,355	5,175			11,355	
	157,475	43,167	0		157,475	
	5,989,567	2,666,517	(2,374,582)	0	3,614,985	
	(47,511)	(175,351)	(72,590)		(120,101)	▲
	(205,931)	(35,115)	0		(205,931)	
	(124,627)	(81,714)	0		(124,627)	
	(111,511)	(44,990)	0		(111,511)	
	(76,019)	(33,035)	0		(76,019)	
	(163,757)	(112,436)	0		(163,757)	
	(314,842)	(174,513)	0		(314,842)	
	(895,693)	(666,999)	0		(895,693)	
	(5,227,876)	(1,360,907)	2,409,248		(2,818,628)	▼
	(400,524)	(182,615)	0		(400,524)	
	(114,012)	133,645	450,000		335,988	▼
	(7,682,303)	(2,734,031)	2,786,658	0	(4,895,645)	
	2,190,310	1,153,325	0		2,190,310	
	(40,000)	1,653	0		(40,000)	
	0	0	0		0	
	457,574	1,087,464	412,076	0	869,650	
	1,303,450	839,721	398,000		1,701,450	▲
	365,650	4,545	(177,000)		188,650	▼
	1,669,100	844,266	221,000	0	1,890,100	
	(200,000)	0	0		(200,000)	
	(867,720)	(297,526)	(32,526)		(900,246)	▲
	(742,364)	(58,864)	177,000		(565,364)	▼
	(21,000)	0	0		(21,000)	
	(1,177,100)	(462,868)	0		(1,177,100)	
	(617,000)	(255,603)	150,000		(467,000)	▼
	(3,625,184)	(1,074,861)	294,474	0	(3,330,710)	
	(1,956,084)	(230,595)	515,474	0	(1,440,610)	
	0	0	0		0	
	85,507	0	(85,507)		0	▲
	(150,774)	(74,936)	0		(150,774)	
	0	0	0		0	
	(125,510)	(5,396)	0		(125,510)	
	(190,777)	(80,331)	(85,507)	0	(276,284)	
	(2,146,861)	(310,926)	429,967	0	(1,716,894)	
	(1,689,287)	776,538	842,043	0	(847,244)	
	1,722,222	1,721,405	(819)		1,721,403	▼
	32,937	2,497,941	841,224	0	874,161	▲

Shire of Mingenew  
STATEMENT OF BUDGET REVIEW  
(Nature or Type)  
For the Period Ended 28th February 2018

FM Reg 33A(2A)(a)

FM Reg 33A(2A)(c)

FM Reg 33A

FM Reg Sch 1

Operating Revenues

Rate Revenue  
Grants, Subsidies and Contributions  
Fees and Charges  
Service Charges  
Interest Earnings  
Other Revenue  
Profit on Asset Disposal

Operating Expense

Employee Costs  
Materials and Contracts  
Utilities Charges  
Depreciation (Non-Current Assets)  
Interest Expenses  
Insurance Expenses  
Other Expenditure  
Loss on Asset Disposal

Funding Balance Adjustment

Add Back Depreciation  
Adjust (Profit)/Loss on Asset Disposal  
Adjust Provisions and Accruals

Net Operating

Capital Revenues

Grants, Subsidies and Contributions  
Proceeds from Disposal of Assets

Capital Expenses

Land Held for Resale  
Land and Buildings  
Plant and Equipment  
Furniture and Equipment  
Infrastructure Assets - Roads  
Infrastructure Assets - Other

Total Capital Expenditure

Net Cash from Capital Activities

Financing

Transfer from Reserves  
Proceeds from New Debentures  
Repayment of Debentures  
Advances to Community Groups  
Transfer to Reserves

Net Cash from Financing Activities

Net Capital

Net Operating + Capital

Opening Funding Surplus(Deficit)

Closing Funding Surplus(Deficit)

FM Reg  
33A(2A)(b)

Note	Budget v Actual		Predicted			
	Annual Budget \$ (a)	YTD Actual \$ (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End \$ (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
	1,816,567	1,813,962	0		1,816,567	
4.1.1	3,145,800	293,157	(2,428,050)		717,750	▼
4.1.3	264,770	178,695	3,400		268,170	▲
	0	0	0		0	
4.1.4	65,440	44,299	8,000		73,440	▲
4.1.5	656,990	336,403	42,068		699,058	▲
	40,000	0	0		40,000	
	5,989,567	2,666,517	(2,374,582)	0	3,614,985	
4.2.1	(1,456,983)	(576,682)	468,525		(988,458)	▼
4.2.2	(3,097,470)	(479,456)	2,318,133		(779,337)	▼
	(136,355)	(60,429)	0		(136,355)	
	(2,190,310)	(1,153,325)	0		(2,190,310)	
	(22,523)	(14,637)	0		(22,523)	
	(91,762)	(106,984)	0		(91,762)	
	(686,900)	(340,865)	0		(686,900)	
	0	(1,653)	0		0	
	(7,682,303)	(2,734,031)	2,786,658	0	(4,895,645)	
	2,190,310	1,153,325	0		2,190,310	
	(40,000)	1,653	0		(40,000)	
	0	0			0	
	457,574	1,087,464	412,076	0	869,650	
4.3.1	1,303,450	839,721	398,000		1,701,450	▲
4.3.2	365,650	4,545	(177,000)		188,650	▼
	1,669,100	844,266	221,000	0	1,890,100	
	(200,000)	0	0		(200,000)	
4.4.2	(867,720)	(297,526)	(32,526)		(900,246)	▲
4.4.3	(742,364)	(58,864)	177,000		(565,364)	▼
	(21,000)	0	0		(21,000)	
	(1,177,100)	(462,868)	0		(1,177,100)	
	(617,000)	(255,603)	150,000		(467,000)	▼
	(3,625,184)	(1,074,861)	294,474	0	(3,330,710)	
	(1,956,084)	(230,595)	515,474	0	(1,440,610)	
	0	0	0	0	0	
4.3.3	85,507	0	(85,507)		0	▲
	(150,774)	(74,936)	0	0	(150,774)	
	0	0	0		0	
	(125,510)	(5,396)	0		(125,510)	
	(190,777)	(80,331)	(85,507)	0	(276,284)	
	(2,146,861)	(310,926)	429,967	0	(1,716,894)	
	(1,689,287)	776,538	842,045	0	(847,244)	
4.5.2	1,722,222	1,721,405	(819)		1,721,405	▼
	32,937	2,497,941	841,223	0	874,161	▲

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Government Act 1995 (as amended) and accompanying regulations (as amended).

**(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.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, 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**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

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

**(h) Inventories**

***General***

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be raised in the next 12 months.

***Land Held for Resale***

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale 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 Municipality 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.

**(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 periods used for each class of depreciable asset are:

Buildings	30 - 50 years
Furniture and Equipment	4 - 10 years
Plant and Equipment	5 - 15 years
Motor Vehicles	4 years
Roads - Aggregate	20 years
Roads - Unsealed - Gravel	50 years
Drains and Sewers	100 years
Airfield - Runways	25 years

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

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

**(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2017.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**(m) 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 municipality 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 Council 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 Council 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 BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

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

**(n) 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.

**(o) 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.

**(p) 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 BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**(q) 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, service charges and sewerage rates.

**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 these as television and radio broadcasting, underground electricity, neighbourhood surveillance services and water. 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 associated 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 BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**(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 Department of Fire and Emergency Services Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

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

**GOVERNANCE**

Details expenses related to Councils seven councillors, who normally meet the third Wednesday of each month, make policy decisions, review Councils operations, plan for current and future service provision requirements and undertake necessary appropriate training and attend conferences.

**GENERAL PURPOSE FUNDING**

Rates - the amount raised is determined by Councils budget "shortfall" that is known income and desired expenditure.

General purpose grants - are the grant amounts paid to the shire from Federal Government funding as determined by and via the Western Australian Local Government Grants Commission.

Interest - interest earned on monies invested or deposited by Council.

**LAW, ORDER, PUBLIC SAFETY**

Supervision of by-laws, fire prevention and animal control.  
Requirements that Council carries out by statute.

**HEALTH**

Food quality control, immunisation, contributions to medical, health and assistance to the child health clinic.

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**EDUCATION AND WELFARE**

Assists in the provision of the Aged and Community Care services, Seniors and Pensioner requirements.

**HOUSING**

Provides and maintains housing rented to staff and non-staff. Council is a major landlord, providing accommodation for aged, pensioner, single, married and Government Employees.

**COMMUNITY AMENITIES**

Operation and control of cemeteries, public conveniences and sanitation service. Provides public amenities. Controls and maintains one rubbish disposal site

**RECREATION AND CULTURE**

Maintenance of hall, the aquatic centre, library and various reserves.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works and cleaning of streets.  
Provision of infrastructure necessary to ensure adequate transport, communication, freight, social access routes and environmental enhancement within the shire.

**ECONOMIC SERVICES**

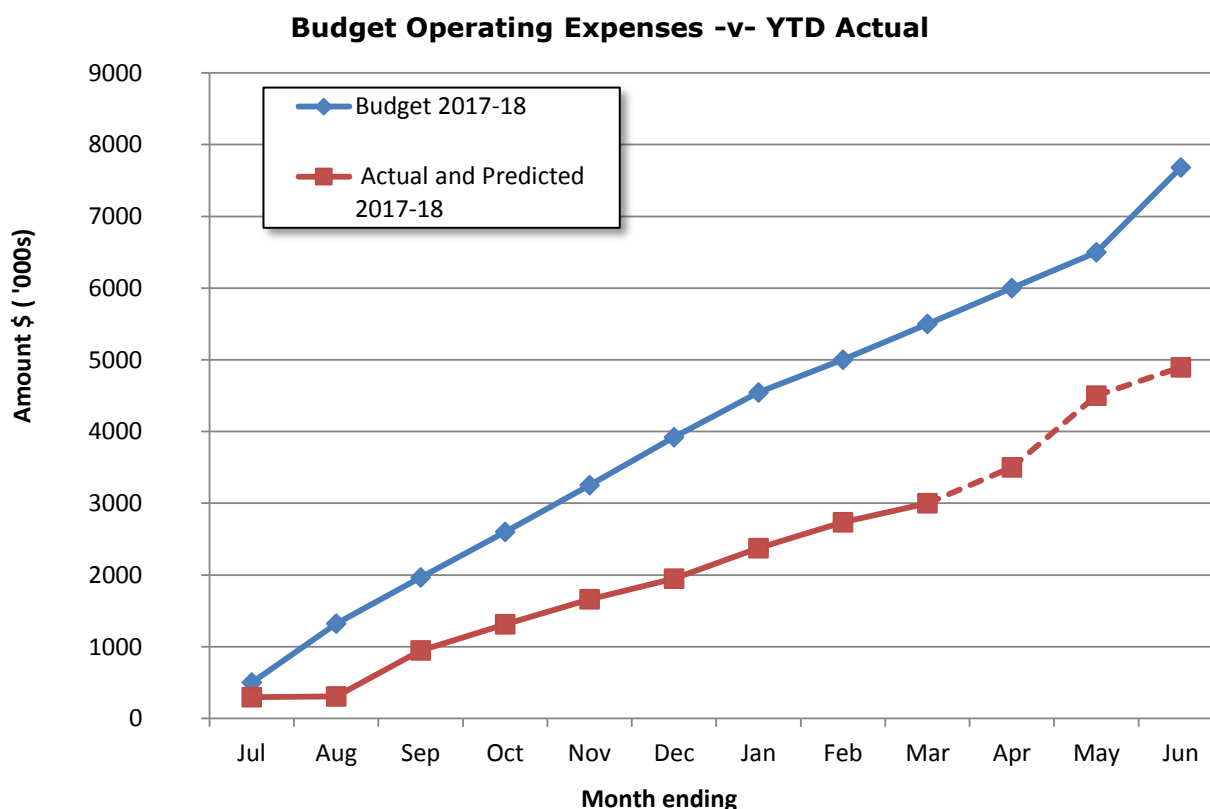
Tourism, pest control, building controls and natural resource management. Tourism facilities, information and directional signs. Weed and pest control services. Necessary building control services.

**OTHER PROPERTY & SERVICES**

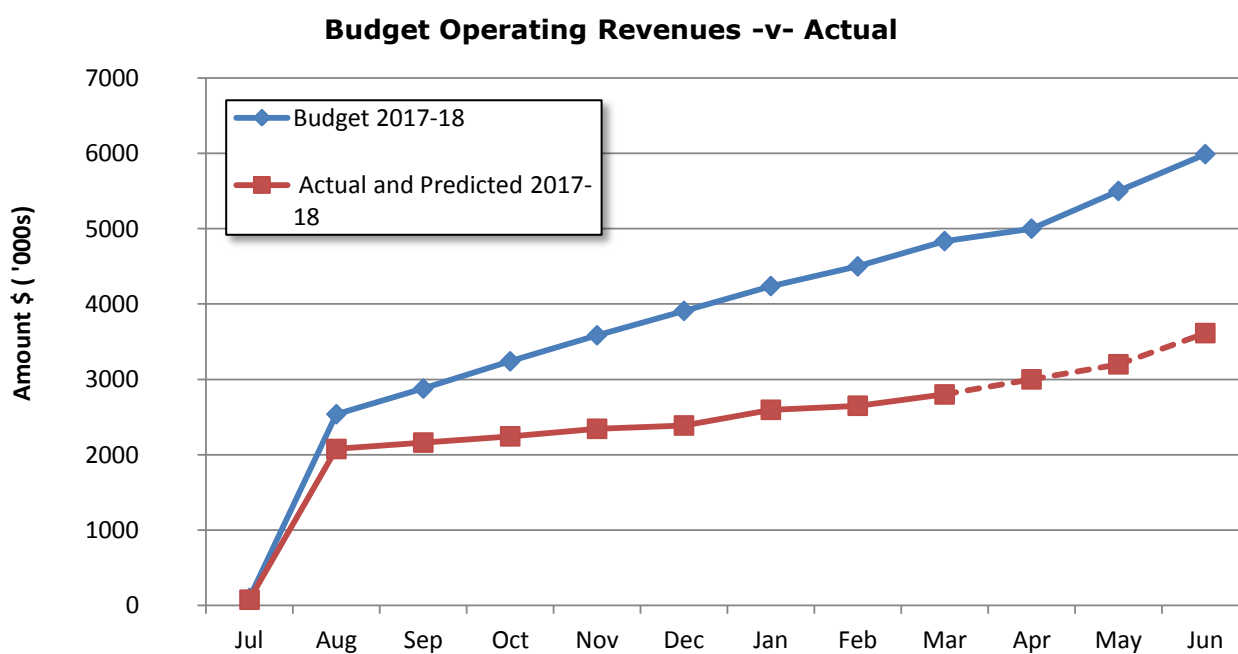
Private works carried out by council and indirect cost allocation pools.  
Public Works Overheads, plant operation and administrative costs are allocated to the various functions, works and services provided by Council.

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



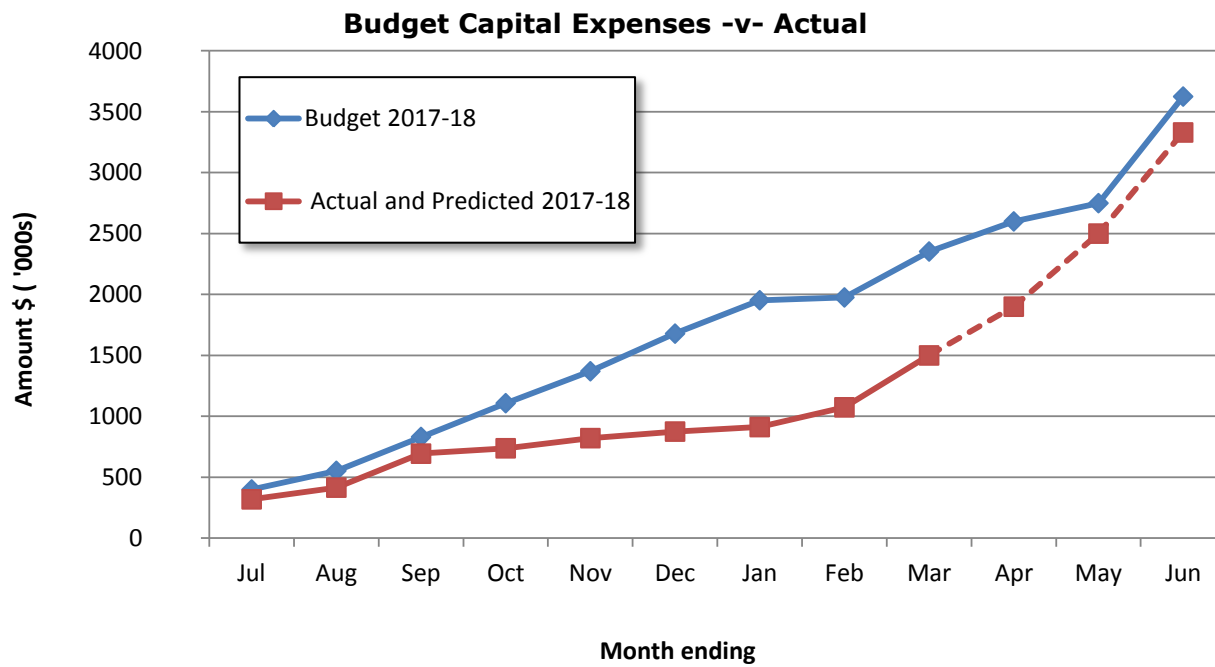
**Comments/Notes - Operating Expenses**



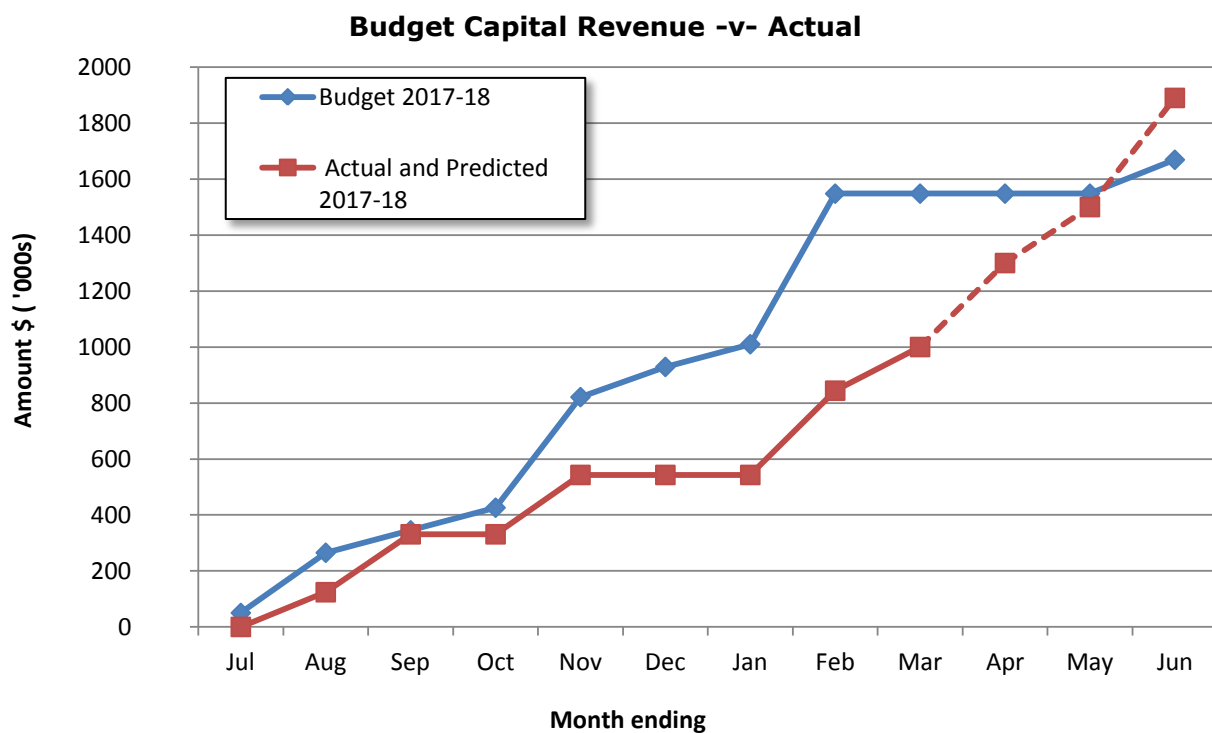
**Comments/Notes - Operating Revenues**

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**



**Comments/Notes - Capital Revenues**

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**Note 3: NET CURRENT FUNDING POSTION**

FM Reg 33A  
(2A)(c)

**Current Assets**

Cash Unrestricted  
Cash Restricted  
Receivables - Rates and Rubbish  
Receivables -Other  
Inventories

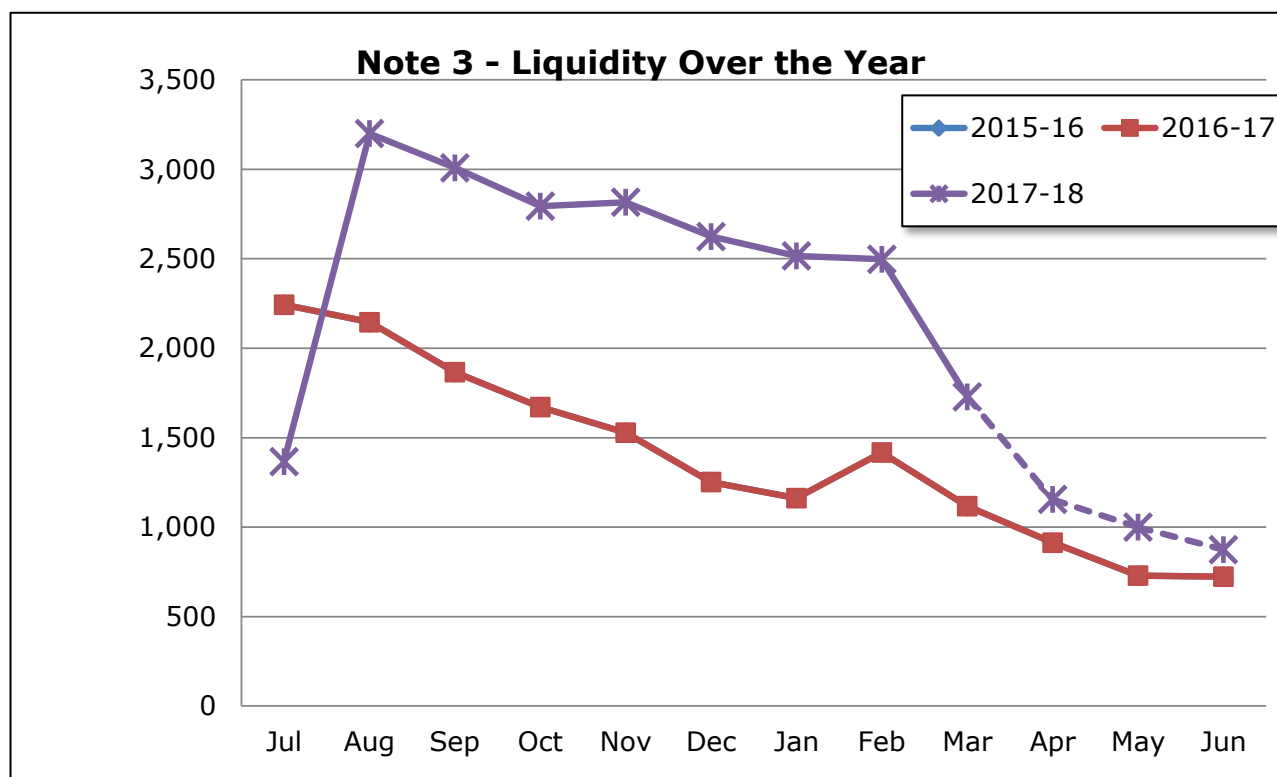
**Less: Current Liabilities**

Payables  
Provisions

Less: Cash Restricted Reserves  
Less: Inventories - Land held for resale  
Add Back: Current loan liability  
Add back Employee Provisions

**Net Current Funding Position**

Positive=Surplus (Negative=Deficit)			
2017-18			
Note	YTD 28 Feb 2017	30 June 2018	YTD 18 Feb 2017
	\$	\$	\$
	1,428,675	557,432	1,420,917
	985,372	1,029,495	547,125
	283,879	85,025	234,607
	290,102	6,500	15,455
	43,459	43,500	86,782
	3,031,487	1,721,952	2,304,886
	(86,807)	(423,569)	(87,619)
	(311,326)	(261,493)	(335,250)
	(398,133)	(685,062)	(422,869)
	(401,872)	(531,495)	(330,499)
	(40,394)	(43,500)	(80,788)
	75,839	150,774	73,757
	231,014	261,493	261,493
	2,497,945	874,161	1,805,980



Comments/Notes - Net Current Funding Position

**Shire of Mingenew**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 28th February 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>		
<b>4.1.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Financial assistance grants was reduced by \$31,256 & Flood damage grants reduced by = \$240,924	(2,428,050)	
<b>4.1.2 PROFIT ON ASSET DISPOSAL</b>		
No Material Variance		
<b>4.1.3 FEES AND CHARGES</b>		
Minor changes to various fees & charges	3,400	
<b>4.1.4 INTEREST EARNINGS</b>		
Rates Penalty Interest	8,000	
<b>4.1.5 OTHER REVENUE</b>		
minor Insurance reimbursement & LSS reimbursement	42,068	
Predicted Variances Carried Forward	(2,374,582)	0
Predicted Variances Brought Forward	(2,374,582)	0
<b>4.2 OPERATING EXPENSES</b>		
<b>4.2.1 EMPLOYEE COSTS</b>		
Flood damage works is under (\$541,115), CEO & Finance Manager LSL is over \$72,590	468,525	
<b>4.2.2 MATERIAL AND CONTRACTS</b>		
Flood damage works is under	2,318,133	
<b>4.2.3 UTILITY CHARGES</b>		
No Material Variance	0	
<b>4.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>		
No Material Variance		
<b>4.2.5 INTEREST EXPENSES</b>		
Interest on Overdraft Facility	0	
<b>4.2.6 INSURANCE EXPENSES</b>		
Minor variance to budget for insurance renewals		
<b>4.2.7 LOSS ON ASSET DISPOSAL</b>		
No Material Variance		
<b>4.2.8 OTHER EXPENDITURE</b>		
Predicted Variances Carried Forward	412,076	0

**Shire of Mingenew**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 28th February 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance		Variance \$	
		Permanent	Timing
Predicted Variances Brought Forward		412,076	0
<b>4.3 CAPITAL REVENUE</b>			
<b>4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>			
FAG's Special Purpose Funding \$498,000 & Netballcourt capital grants \$-100,000		398,000	
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>			
Proceed from disposal of executive vehicles		(177,000)	
<b>4.3.3 PROCEEDS FROM NEW DEBENTURES</b>			
Proceed from new debenture		(85,507)	
<b>4.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>			
Nil		0	
<b>4.3.5 PROCEEDS FROM ADVANCES</b>			
Nil		0	
<b>4.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>			
Nil		0	
<b>4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>			
No Material Variance		0	
Predicted Variances Carried Forward		547,569	0
Predicted Variances Brought Forward		547,569	0
<b>4.4 CAPITAL EXPENSES</b>			
<b>4.4.1 LAND HELD FOR RESALE</b>			
No Material Variance			
<b>4.4.2 LAND AND BUILDINGS</b>			
Independent livings units		(32,526)	
<b>4.4.3 PLANT AND EQUIPMENT</b>			
Executive vehicles		177,000	
<b>4.4.4 FURNITURE AND EQUIPMENT</b>			
No Material Variance			
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>			
No Material Variance		0	
<b>4.4.6 INFRASTRUCTURE ASSETS - OTHER</b>			
Net ball court capital expenditure		150,000	
<b>4.4.7 PURCHASES OF INVESTMENT</b>			
No Material Variance			
<b>4.4.8 REPAYMENT OF DEBENTURES</b>			
No Material Variance			
<b>4.4.9 ADVANCES TO COMMUNITY GROUPS</b>			
Nil			
Predicted Variances Carried Forward		842,043	0

**Shire of Mingenew**  
**NOTES TO THE REVIEW OF THE ANNUAL BUDGET**  
**For the Period Ended 28th February 2018**

**Note 4: PREDICTED VARIANCES**

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	842,043	0
<b>4.5 OTHER ITEMS</b>		
<b>4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
No Material Variance		
<b>4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
No Material Variance	0	
<b>4.5.1 RATE REVENUE</b>		
No Material Variance	0	
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>		
Provision of Creditors & Accruals less than provided for in budget	(817)	
<b>4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)</b>		
Depreciation	0	
(Profit)/Loss on Asset Disposal	0	
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>841,224</b>	<b>0</b>

**Shire of Mingenew**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28th February 2018**

**Note 5: BUDGET AMENDMENTS**

**udget since budget adoption. Surplus/(Deficit)**

GL Account / Job No.	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus(Deficit)	\$	\$	\$	\$
	Actual Opening value as per audited financial report 30/6/2017					(817)	32,937
							32,120
0061	Non-Payment Penalty	Proposed	Operating Revenue		8,000		40,120
0041	Special Purpose Road Grants	Proposed	Operating Revenue		498,000		538,120
0071	Financial assistance Road Grant	Proposed	Operating Revenue			(18,733)	519,387
0091	Financial assistance General Purpose Grant	Proposed	Operating Expenses			(12,569)	506,818
0123	Compensation / Insurance Reimbursement	Proposed	Operating Revenue		5,573		512,391
0595	Proceeds of Sale - Plant & Equipment (Vehicles)	Proposed	Operating Revenue			(177,000)	335,391
0614	Realisation on Sale of Plant & Equipment (Vehicles)	Proposed	Operating Expenses				335,391
0763	Grant - Bushfire Management Plan	Proposed	Operating Revenue		12,500		347,891
1753	Key Worker Housing Rent	Proposed	Operating Revenue		3,400		351,291
3573	Flood Damage Funding	Proposed	Operating Revenue			(2,409,248)	(2,057,957)
3472	Flood Damage works	Proposed	Operating Expenses		2,409,248		351,291
0165	Independent Living Units - Construction	Proposed	Capital Expenses			(32,526)	318,765
A101	Capital - Finance Manager Vehicle Changeover	Proposed	Capital Expenses		46,000		364,765
A100	Capital Works - Veo Vehicle Changeover	Proposed	Capital Expenses		85,000		449,765
0170	Works Managers Vehicle - Capital Purchase	Proposed	Capital Expenses		46,000		495,765
	Procced from new debenture	Proposed	Operating Expenses			(85,507)	410,258
4472	Fuel & Oils	Proposed	Operating Expenses		200,000		610,258
4482	Tyres & Sundries	Proposed	Operating Expenses		150,000		760,258
4492	Parts & Repairs	Proposed	Operating Expenses		100,000		860,258
0262	LSL - CEO / DCEO	Proposed	Operating Expenses			(72,590)	787,668
2915	Grants & Contribution for Netball court	Proposed	Operating Revenue			(100,000)	687,668
0169	Netball court capital expenditure	Proposed	Capital Expenses		150,000		837,668
0523	Reimbursement of LSL	Proposed	Operating Expenses		36,496		874,164
							874,164
<b>Amended Budget Cash Position as per Council Resolution</b>				<b>0</b>	<b>3,750,217</b>	<b>(2,908,990)</b>	<b>874,161</b>

# Shire of Mingenew

Note: 6 Summary Budget Review for the period 1 July 2017 to 28 February 2018

	YTD Actual	YTD Budget	Variance \$	Variance %		Original Budget	Revised Budget	Variance	\$	Variance %
<b>OPERATING REVENUE</b>										
General Purpose Funding	2,438,515	2,076,810	361,705	17%	0	2,185,519	2,660,217	474,698		22%
Governance	17,293	8,384	8,909	106%		12,586	54,654	42,068		334%
Law, Order and Public Safety	61,215	53,845	7,370	14%	0	60,874	73,374	12,500		21%
Health	315	240	75	31%	0	370	370	0		0%
Education and Welfare	3,749	2,488	1,261	51%	0	3,755	3,755	0		0%
Housing	61,399	69,920	(8,521)	-12%	0	104,924	108,324	3,400		3%
Community Amenities	66,149	250,917	(184,768)	-74%	0	338,595	338,595	0		0%
Recreation and Culture	77,393	270,701	(193,308)	-71%	0	530,188	430,188	(100,000)		-19%
Transport	731,867	2,605,434	(1,873,567)	-72%	0	3,887,375	1,478,127	(2,409,248)		-62%
Economic Services	5,175	7,536	(2,361)	-31%	0	11,355	11,355	0		0%
Other Property and Services	43,166	104,960	(61,794)	-59%	0	157,475	157,475	0		0%
<b>TOTAL OPERATING REVENUE</b>	<b>3,506,237</b>	<b>5,451,235</b>	<b>(1,944,998)</b>	<b>-36%</b>		<b>7,293,016</b>	<b>5,316,434</b>	<b>-197658200%</b>		<b>-27%</b>
<b>OPERATING EXPENDITURE</b>										
General Purpose Funding	35,114	31,656	(3,458)	-11%	0	47,511	47,511	0		0%
Governance	191,425	173,265	(18,160)	-10%	0	205,931	278,521	(72,590)		-35%
Law, Order and Public Safety	81,714	86,091	4,377	5%	0	124,627	124,627	0		0%
Health	44,990	74,280	29,290	39%	0	111,511	111,511	0		0%
Education and Welfare	33,035	50,624	17,589	35%	0	76,019	76,019	0		0%
Housing	112,436	109,048	(3,388)	-3%	0	163,757	163,757	0		0%
Community Amenities	174,513	218,128	43,615	20%	0	314,842	314,842	0		0%
Recreation and Culture	666,999	597,000	(69,999)	-12%	0	895,693	895,693	0		0%
Transport	1,360,907	3,485,048	2,124,141	61%	0	5,227,876	2,818,628	2,409,248		46%
Economic Services	182,615	266,896	84,281	32%	0	400,524	400,524	0		0%
Other Property and Services	(149,718)	75,880	225,598	297%	0	114,012	(335,988)	450,000		395%
<b>TOTAL OPERATING EXPENDITURE</b>	<b>2,734,030</b>	<b>5,167,916</b>	<b>2,433,886</b>	<b>47%</b>		<b>7,682,303</b>	<b>4,895,645</b>	<b>2,786,658</b>		<b>56.92%</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>772,207</b>	<b>283,319</b>	<b>488,888</b>			<b>(389,287)</b>	<b>420,789</b>	<b>810,076</b>		
<b>CAPITAL EXPENDITURE</b>										
Land Held for Resale	0	133,328	133,328	-100%	0	200,000	200,000	0		0
Land and Buildings	297,526	378,384	80,858	-100%	0	867,720	900,246	(32,526)		-3.61%
Road Infrastructure	462,868	784,664	321,796	41%	0	1,177,100	1,177,100	0		0.00%
Infrastructure - Other	255,603	410,800	155,197	38%	0	617,000	467,000	150,000		150,000
Plant and Equipment	58,864	506,560	447,696	88%	0	742,364	565,364	177,000		31%
Furniture and Equipment	0	13,992	13,992	100%	0	21,000	21,000	0		0
Procced from new debenture	0	0	0			(85,507)	0	(85,507)		100%
Repayment of Debentures	74,936	74,937	1	0%	0	150,774	150,774	0		0
Transfer to Reserves	5,396	32,968	27,572	84%	0	125,510	125,510	0		0
	<b>1,155,194</b>	<b>2,335,633</b>	<b>1,180,439</b>	<b>50.54%</b>		<b>3,815,961</b>	<b>3,606,994</b>	<b>208,967</b>		<b>5.48%</b>
<b>FUNDING BALANCE ADJUSTMENTS</b>										
Add Back Depreciation	1,153,325	1,460,176	306,851	21%	0	2,190,310	2,190,310	0		0.00%
Adjust (Profit) / Loss on Asset Disposal	1,653	0	1,653		0	(40,000)	(40,000)	0		0.00%
Proceeds from Disposal of Assets	4,545	259,376	(254,831)	-98%	0	365,650	188,650	177,000		94%
	<b>1,159,523</b>	<b>1,719,552</b>	<b>560,029</b>	<b>32.57%</b>		<b>2,515,960</b>	<b>2,338,960</b>	<b>177,000</b>		<b>7.57%</b>
<b>Opening Surplus / (Deficit)</b>	<b>1,721,405</b>	<b>1,722,222</b>	<b>(817)</b>	<b>0%</b>		<b>1,722,222</b>	<b>1,721,405</b>	<b>(817)</b>		
<b>CLOSING SURPLUS / (DEFICIT)</b>	<b>2,497,941</b>	<b>1,389,461</b>	<b>1,108,480</b>	<b>80%</b>		<b>32,937</b>	<b>874,161</b>	<b>841,224</b>		<b>2554%</b>

## Shire of Mingenew

### Note 7: Detailed Budget Review for the period 1 July 2017 to 28 February 2018

COA	Description			2017/18 YTD Actual	2017/18 YTD Budget	Variance (\$)	Variance (%)	2017/18 Original Budget	2017/18 Amended Budget	Variance	
RATES											
0011	Rates Levied All Areas	11	Rates	-\$1,781,044	-\$1,782,053	-\$1,009	0%	-\$1,782,053	-\$1,782,053	\$0	
0031	Administration Charges	12	User Charges	-\$2,490	-\$2,128	\$362	-17%	-\$3,200	-\$3,200	\$0	
0141	Rate Concessions Granted	11	User Charges	\$0	\$672	\$672	100%	\$1,009	\$1,009	\$0	
0051	C.B.H. Agreement Payment	11	Rates	-\$35,524	-\$35,523	\$1	0%	-\$35,523	-\$35,523	\$0	
0121	Interim Rates Levied	11	Rates	\$2,605	\$0	-\$2,605	-100%	\$0	\$0	\$0	
0061	Non-Payment Penalty	17	Interest Earned	-\$16,232	-\$8,000	\$8,232	-103%	-\$12,000	-\$20,000	\$8,000	
Total Revenue				\$1,832,685	\$1,827,032	\$5,653	0%	\$0	\$1,831,767	\$1,839,767	\$8,000
0080	Rates Written Off	09	Other Expenses	\$0	\$128	\$128	100%	\$200	\$200	\$0	
0472	Rating Valuations	02	Materials & Contract	\$601	\$2,800	\$2,199	79%	\$4,200	\$4,200	\$0	
0482	Rates Legal Costs	02	Materials & Contract	\$0	\$5,000	\$5,000	100%	\$7,500	\$7,500	\$0	
0492	Title Search	02	Materials & Contract	\$2,367	\$1,848	-\$519	-28%	\$2,780	\$2,780	\$0	
7302	Administration	36	Administration Allocations	\$26,277	\$12,888	-\$13,389	-104%	\$19,338	\$19,338	\$0	
Total Expenditure				\$29,245	\$22,664	-\$6,581	-29%	\$0	\$34,018	\$34,018	\$0
Sub-Total : RATES				\$1,803,439	\$1,804,368	-\$929	-29%		\$1,865,785	\$1,873,785	\$8,000
GENERAL PURPOSE GRANTS											
0041	Special Purpose Road Grants	18	Grants- Non Operating Activity	-\$373,500	\$0	\$373,500	100%	\$0	-\$498,000	\$498,000	
0071	Formula Local Road Grant	19	Grants- Operating Activity	-\$111,537	-\$125,586	-\$14,049	11%	-\$167,449	-\$148,716	-\$18,733	
0091	General Purpose Grant	19	Grants- Operating Activity	-\$97,308	-\$94,872	\$2,436	-3%	-\$142,313	-\$129,744	-\$12,569	
0042	Rounding Adjust Account	09	Other Expenses	\$1	\$0	-\$1	-100%	\$0	\$0	\$0	
0903	Property Enquiries	12	User Charges	-\$145	\$0	\$145	100%	\$0	\$0	\$0	
0903	Property Enquiries	21	Other Revenue/Income	-\$847	-\$160	\$687	-430%	-\$240	-\$240	\$0	
4903	Bank Interest On Investment	17	Interest Earned	-\$22,493	-\$29,160	-\$6,667	23%	-\$43,750	-\$43,750	\$0	
Total Revenue				\$605,830	\$249,778	\$356,052	143%	\$353,752	\$820,450	\$466,698	
7292	Administration	36	Administration Allocations	\$5,869	\$8,992	\$3,123	35%	\$13,493	\$13,493	\$0	
Total Expenditure				\$5,869	\$8,992	\$3,123	35%	\$13,493	\$13,493	\$0	
Sub-total: GENERAL PURPOSE GRANTS				\$599,961	\$240,786	\$359,175	149%	\$340,259	\$806,957	\$466,698	
SURPLUS / (DEFICIT) : GENERAL PURPOSE FUNDING				\$2,403,400	\$2,045,154	\$358,246	18%	\$2,206,044	\$2,680,742	\$474,698	
MEMBERS OF COUNCIL											
0033	Reimbursements	20	Contrib., Reimb. & Donations - Operating	\$0	-\$664	-\$664	100%	-\$1,000	-\$1,000	\$0	
0183	Sundry Income - Electoral Roll	14	Fees & Charges - L.G. Property	-\$59	\$0	\$59	-100%	\$0	\$0	\$0	
Total Revenue				\$59	\$664	\$605	91%	\$1,000	\$1,000	\$0	
0002	Members Travelling	09	Other Expenses	\$0	\$784	\$784		\$1,183	\$1,183	\$0	
0012	Conference Expenses	02	Materials & Contract	\$6,273	\$16,000	\$9,727	100%	\$16,000	\$16,000	\$0	
0012	Conference Expenses	09	Other Expenses	\$6,028	\$0	-\$6,028	-100%	\$0	\$0	\$0	
0022	Election Expenses	01	Employee Costs	\$0	\$1,000	\$1,000	100%	\$1,500	\$1,500	\$0	
0022	Election Expenses	02	Materials & Contract	\$1,855	\$1,656	-\$199	-11%	\$2,500	\$2,500	\$0	
0072	Council Chambers Maintenance	01	Employee Costs	\$963	\$8,200	\$7,238	752%	\$12,300	\$12,300	\$0	
0072	Council Chambers Maintenance	02	Materials & Contract	\$2,842	\$2,864	\$22	1%	\$4,300	\$4,300	\$0	
0072	Council Chambers Maintenance	03	Utility Charges	\$3,550	\$4,000	\$450	13%	\$6,000	\$6,000	\$0	

0072	Council Chambers Maintenance	30	Labour Overhead	\$1,251	\$4,000	\$2,749	220%	\$6,000	\$6,000	\$0
0082	Naturalisation Expenses	02	Materials & Contract	\$0	\$128	\$128	100%	\$200	\$200	\$0
0092	Councillors Training	02	Materials & Contract	\$245	\$2,664	\$2,419	985%	\$4,000	\$4,000	\$0
0122	Refreshments & Functions	02	Materials & Contract	\$7,085	\$5,664	<b>-\$1,421</b>	-20%	\$8,500	\$8,500	\$0
0122	Refreshments & Functions	09	Other Expenses	\$1,395	\$0	<b>-\$1,395</b>	-100%	\$0	\$0	\$0
0142	Deputy President's Allowance	09	Other Expenses	\$604	\$1,208	\$604	100%	\$1,812	\$1,812	\$0
0152	Presidents Allowance	09	Other Expenses	\$4,515	\$3,612	<b>-\$903</b>	-20%	\$7,222	\$7,222	\$0
0162	Members Allowances	09	Other Expenses	\$12,626	\$14,216	\$1,590	13%	\$28,433	\$28,433	\$0
0172	Expenses Other	02	Materials & Contract	\$4,261	\$800	<b>-\$3,461</b>	-81%	\$1,200	\$1,200	\$0
0172	Expenses Other	03	Utility Charges	\$0	\$2,800	\$2,800	100%	\$4,200	\$4,200	\$0
0172	Expenses Other	09	Other Expenses	\$598	\$0	<b>-\$598</b>	-100%	\$0	\$0	\$0
0182	Subscriptions	02	Materials & Contract	\$15,097	\$18,473	\$3,376	22%	\$18,473	\$18,473	\$0
0202	Insurance	04	Insurance	\$13,112	\$9,860	<b>-\$3,252</b>	-25%	\$9,860	\$9,860	\$0
0222	Donations & Gifts	09	Other Expenses	\$300	\$664	\$364	121%	\$1,000	\$1,000	\$0
7282	Administration	36	Administration Allocations	\$33,385	\$39,768	\$6,383	19%	\$59,662	\$59,662	\$0
<b>Total Expenditure</b>				<b>\$115,984</b>	<b>\$138,361</b>	<b>\$22,377</b>	<b>16%</b>	<b>\$194,345</b>	<b>\$194,345</b>	<b>\$0</b>
<b>Sub-Total: MEMBERS OF COUNCIL</b>				<b>\$115,925</b>	<b>\$137,697</b>	<b>\$21,772</b>	<b>16%</b>	<b>\$193,345</b>	<b>\$193,345</b>	<b>\$0</b>
<b>OTHER GOVERNANCE</b>										\$0
0073	Sundry Income - Photocopy / Fax	14	Fees & Charges - L.G. Property	<b>-\$9</b>	<b>-\$80</b>	<b>-\$71</b>	89%	<b>-\$120</b>	<b>-\$120</b>	\$0
0093	Hire Charges - PA and Projector	14	Fees & Charges - L.G. Property	\$0	<b>-\$80</b>	<b>-\$80</b>	100%	<b>-\$120</b>	<b>-\$120</b>	\$0
0123	Compensation / Insurance Reimburseme	21	Other Revenue/Income	<b>-\$5,573</b>	\$0	\$5,573	100%	\$0	<b>-\$5,573</b>	\$5,573
0523	Reimbursements	20	Contrib., Reimb. & Donations - Operating	<b>-\$11,058</b>	<b>-\$6,064</b>	\$4,994	-82%	<b>-\$9,096</b>	<b>-\$45,591</b>	\$36,495
0595	Proceeds of Sale - Plant & Equipment (v	24	Proceeds On Asset Disposal	\$0	<b>-\$152,720</b>	<b>-\$152,720</b>	100%	<b>-\$249,000</b>	<b>-\$72,000</b>	<b>-\$177,000</b>
0614	Realisation on Sale of Plant & Equipmer	25	Realisation Of Asset Disposal	\$0	\$152,720	\$152,720	100%	\$249,000	\$72,000	\$177,000
4773	Insurance Reserve - Interest	17	Interest Earned	<b>-\$350</b>	<b>-\$664</b>	<b>-\$314</b>	47%	<b>-\$1,000</b>	<b>-\$1,000</b>	\$0
4833	Accrued Leave Reserve - Interest	17	Interest Earned	<b>-\$243</b>	<b>-\$832</b>	<b>-\$589</b>	71%	<b>-\$1,250</b>	<b>-\$1,250</b>	\$0
<b>Total Revenue</b>				<b>17233.67</b>	<b>7720</b>	<b>-9513.67</b>	<b>-123%</b>	<b>11586</b>	<b>53654</b>	<b>\$42,068</b>
0262	LSL - CEO / DCEO	01	Employee Costs	\$16,073	\$10,712	<b>-\$5,361</b>	-50%	\$16,075	\$88,665	<b>-\$72,590</b>
0272	Salaries (Muni Fund)	01	Employee Costs	\$268,965	\$272,680	\$3,715	1%	\$409,021	\$409,021	\$0
0282	Superannuation	01	Employee Costs	\$26,881	\$45,488	\$18,607	41%	\$68,240	\$68,240	\$0
0292	Insurance	01	Employee Costs	\$4,006	\$0	<b>-\$4,006</b>	100%	\$0	\$0	\$0
0292	Insurance	04	Insurance	\$16,507	\$19,779	\$3,272	17%	\$19,779	\$19,779	\$0
0302	Staff Training	01	Employee Costs	\$2,716	\$8,000	\$5,284	66%	\$12,000	\$12,000	\$0
0312	Insurance Regional Risks Coordinator	02	Materials & Contract	\$2,720	\$4,000	\$1,280	32%	\$6,000	\$6,000	\$0
0322	Staff Conferences	01	Employee Costs	\$1,791	\$9,000	\$7,209	80%	\$13,500	\$13,500	\$0
0322	Staff Conferences	02	Materials & Contract	\$1,425	\$0	<b>-\$1,425</b>	100%	\$0	\$0	\$0
0322	Staff Conferences	09	Other Expenses	\$1,100	\$0	<b>-\$1,100</b>	100%	\$0	\$0	\$0
0352	Website Development / Training	02	Materials & Contract	\$0	\$4,000	\$4,000	100%	\$6,000	\$6,000	\$0
0362	Admin Staff Uniforms	01	Employee Costs	\$470	\$1,896	\$1,426	75%	\$2,850	\$2,850	\$0
0372	Bank Charges	02	Materials & Contract	\$3,021	\$3,016	<b>-\$5</b>	0%	\$4,524	\$4,524	\$0
0372	Bank Charges	09	Other Expenses	\$167	\$0	<b>-\$167</b>	100%	\$0	\$0	\$0
0382	Printing & Stationery	02	Materials & Contract	\$9,837	\$12,664	\$2,827	22%	\$18,996	\$18,996	\$0
0382	Printing & Stationery	09	Other Expenses	\$235	\$0	<b>-\$235</b>	100%	\$0	\$0	\$0
0392	Telephone / Facsimile	02	Materials & Contract	\$4,918	\$0	<b>-\$4,918</b>	100%	\$0	\$0	\$0
0392	Telephone / Facsimile	03	Utility Charges	\$657	\$11,440	\$10,783	94%	\$17,160	\$17,160	\$0
0392	Telephone / Facsimile	09	Utility Charges	\$191	\$0	<b>-\$191</b>	100%	\$0	\$0	\$0
0402	Equipment Repair & Maintenance	02	Materials & Contract	\$0	\$1,600	\$1,600	100%	\$2,400	\$2,400	\$0
0412	Postage & Freight	02	Materials & Contract	\$1,927	\$2,400	\$473	20%	\$3,600	\$3,600	\$0
0412	Postage & Freight	09	Other Expenses	\$5	\$0	<b>-\$5</b>	100%	\$0	\$0	\$0
0422	Advertising	02	Materials & Contract	\$3,061	\$4,800	\$1,739	36%	\$7,200	\$7,200	\$0
0422	Advertising	09	Other Expenses	\$1,776	\$0	<b>-\$1,776</b>	100%	\$0	\$0	\$0
0432	Office Expenses - Other	01	Employee Costs	\$668	\$3,320	\$2,652	80%	\$4,980	\$4,980	\$0
0432	Office Expenses - Other	02	Materials & Contract	\$1,011	\$0	<b>-\$1,011</b>	100%	\$0	\$0	\$0
0432	Office Expenses - Other	09	Other Expenses	\$515	\$0	<b>-\$515</b>	100%	\$0	\$0	\$0
0452	Office Maintenance	01	Employee Costs	\$8,133	\$11,328	\$3,195	28%	\$17,000	\$17,000	\$0
0452	Office Maintenance	02	Materials & Contract	\$3,810	\$6,648	\$2,838	43%	\$9,975	\$9,975	\$0
0452	Office Maintenance	03	Utility Charges	\$3,641	\$8,400	\$4,759	57%	\$12,600	\$12,600	\$0
0452	Office Maintenance	04	Insurance	\$2,453	\$1,632	<b>-\$821</b>	-50%	\$2,452	\$2,452	\$0

0452	Office Maintenance	30	Labour Overhead	\$10,486	\$5,328	-\$5,158	-97%	\$8,000	\$8,000	\$0
0452	Office Maintenance	31	Internal Plant Hire	\$297	\$0	-\$297	100%	\$0	\$0	\$0
0452	Office Maintenance	33	Internal Plant Depreciation	\$172	\$0	-\$172	100%	\$0	\$0	\$0
0462	Audit Fees	02	Materials & Contract	\$7,681	\$11,368	\$3,688	32%	\$17,060	\$17,060	\$0
0502	Consultants	02	Materials & Contract	\$28,597	\$38,584	\$9,987	26%	\$57,878	\$57,878	\$0
0532	Asset Management Expenditure	02	Materials & Contract	\$0	\$8,000	\$8,000	100%	\$12,000	\$12,000	\$0
0562	Computer S / W Licensing & Support	02	Materials & Contract	\$27,942	\$61,925	\$33,983	55%	\$61,925	\$61,925	\$0
0562	Computer S / W Licensing & Support	09	Other Expenses	\$130	\$0	-\$130	100%	\$0	\$0	\$0
0572	Legal Fees	02	Materials & Contract	\$0	\$1,600	\$1,600	100%	\$2,400	\$2,400	\$0
0682	Less Admin Allocations	36	Administration Allocations	-\$538,462	-\$686,152	-\$147,690	22%	-\$1,029,236	-\$1,029,236	\$0
0772	Administration Vehicle	02	Materials & Contract	\$0	\$7,728	\$7,728	100%	\$11,600	\$11,600	\$0
0772	Administration Vehicle	04	Insurance	\$0	\$728	\$728	100%	\$1,102	\$1,102	\$0
0772	Administration Vehicle	06	Depreciation	\$0	\$11,352	\$11,352	100%	\$17,034	\$17,034	\$0
6202	Housing Allocated to Other Governance	37	Housing Allocations	\$13,824	\$49,976	\$36,152	72%	\$74,966	\$74,966	\$0
6530	Asset Depreciation (Sch 4)	06	Depreciation	\$83,433	\$24,000	-\$59,433	-248%	\$36,000	\$36,000	\$0
7312	Administration	36	Administration Allocations	\$52,662	\$57,664	\$5,002	9%	\$86,505	\$86,505	\$0
<b>Total Expenditure</b>				<b>\$75,440</b>	<b>\$34,904</b>	<b>-\$40,536</b>	<b>-116%</b>	<b>\$11,586</b>	<b>\$84,176</b>	<b>-\$72,590</b>
<b>Sub-Total: OTHER GOVERNANCE</b>				<b>\$58,207</b>	<b>\$27,184</b>	<b>-\$31,023</b>	<b>-114%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,522</b>
<b>SURPLUS / (DEFICIT) : GOVERNANCE</b>				<b>\$40,973</b>	<b>\$19,464</b>	<b>-\$21,509</b>	<b>-111%</b>	<b>-\$11,586</b>	<b>-\$23,132</b>	<b>\$11,546</b>
<b>FIRE PREVENTION</b>										
0703	Fines and Penalties	13	Fines & Penalties	\$0	-\$328	-\$328	100%	-\$500	-\$500	\$0
0713	ESL Administration Grant	21	Other Revenue/Income	-\$4,400	-\$4,000	\$400	-10%	-\$4,000	-\$4,000	\$0
0723	ESL Annual Grant	19	Grants- Operating Activity	-\$12,280	-\$17,397	-\$5,117	29%	-\$23,194	-\$23,194	\$0
0763	Grant - Bushfire Management Plan	19	Grants- Operating Activity	-\$42,500	-\$30,000	\$12,500	-42%	-\$30,000	-\$42,500	\$12,500
0733	ESL Interest Penalty	17	Interest Earned	-\$177	-\$120	\$57	-48%	-\$180	-\$180	\$0
<b>Total Revenue</b>				<b>\$59,357</b>	<b>\$51,845</b>	<b>-\$7,512</b>	<b>-30%</b>	<b>\$57,874</b>	<b>\$70,374</b>	<b>\$12,500</b>
0522	ESL Grant - Plant & Equipment <\$1200	02	Materials & Contract	\$0	\$2,000	\$2,000	100%	\$3,000	\$3,000	\$0
0602	ESL Grant - Mtce of Land & Buildings	01	Employee Costs	\$0	\$160	\$160	100%	\$250	\$250	\$0
0602	ESL Grant - Mtce of Land & Buildings	02	Materials & Contract	\$132	\$664	\$532	80%	\$1,000	\$1,000	\$0
0602	ESL Grant - Mtce of Land & Buildings	30	Labour Overhead	\$0	\$128	\$128	100%	\$200	\$200	\$0
0612	ESL Grant - Other Goods & Services	02	Materials & Contract	\$335	\$1,416	\$1,081	76%	\$2,135	\$2,135	\$0
0632	ESL Grant - Mtce of Vehicles and Trailer	01	Employee Costs	\$57	\$0	-\$57	-100%	\$0	\$0	\$0
0632	ESL Grant - Mtce of Vehicles and Trailer	02	Materials & Contract	\$0	\$792	\$792	-100%	\$1,200	\$1,200	\$0
0632	ESL Grant - Mtce of Vehicles and Trailer	30	Labour Overhead	\$75	\$0	-\$75	-100%	\$0	\$0	\$0
0632	ESL Grant - Mtce of Vehicles and Trailer	31	Internal Plant Hire	\$41	\$0	-\$41	-100%	\$0	\$0	\$0
0632	ESL Grant - Mtce of Vehicles and Trailer	33	Internal Plant Depreciation	\$22	\$0	-\$22	-100%	\$0	\$0	\$0
0642	ESL Grant - Insurance	04	Insurance	\$9,284	\$9,219	-\$65	-1%	\$9,219	\$9,219	\$0
0652	ESL Grant - Clothing and Accessories	02	Materials & Contract	\$0	\$2,664	\$2,664	100%	\$4,000	\$4,000	\$0
0672	ESL Grant - Utilities, Rates, Taxes	02	Materials & Contract	\$371	\$0	-\$371	-100%	\$0	\$0	\$0
0672	ESL Grant - Utilities, Rates, Taxes	03	Utility Charges	\$456	\$1,760	\$1,304	74%	\$2,640	\$2,640	\$0
0692	Fire Control Expenses Other - Not Grant	02	Materials & Contract	\$153	\$1,328	\$1,175	88%	\$2,000	\$2,000	\$0
0692	Fire Control Expenses Other - Not Grant	03	Utility Charges	\$0	\$48	\$48	100%	\$75	\$75	\$0
0692	Fire Control Expenses Other - Not Grant	09	Other Expenses	\$75	\$0	-\$75	-100%	\$0	\$0	\$0
0742	Community Emergency Service Manage	02	Materials & Contract	\$3,948	\$7,664	\$3,716	48%	\$11,500	\$11,500	\$0
0762	ESL Grant - Mtce of Plant & Equipment	01	Employee Costs	\$0	\$80	\$80	100%	\$120	\$120	\$0
0762	ESL Grant - Mtce of Plant & Equipment	02	Materials & Contract	\$0	\$800	\$800	100%	\$1,200	\$1,200	\$0
0762	ESL Grant - Mtce of Plant & Equipment	30	Labour Overhead	\$0	\$64	\$64	100%	\$96	\$96	\$0
0802	Bushfire Management Plan	02	Materials & Contract	\$19,139	\$13,328	-\$5,811	-44%	\$20,000	\$20,000	\$0
7002	Administration	36	Administration Allocations	\$10,123	\$16,136	\$6,013	37%	\$24,206	\$24,206	\$0
<b>Total Expenditure</b>				<b>\$44,210</b>	<b>\$58,251</b>	<b>\$14,041</b>	<b>24%</b>	<b>\$82,841</b>	<b>\$82,841</b>	<b>\$0</b>
<b>Sub-Total: FIRE PREVENTION</b>				<b>\$15,147</b>	<b>-\$6,406</b>	<b>-\$21,553</b>	<b>336%</b>	<b>-\$24,967</b>	<b>-\$12,467</b>	<b>-\$12,500</b>
<b>ANIMAL CONTROL</b>										
0833	Dog / Cat Registration Fees	14	Fees & Charges - L.G. Property	-\$1,858	-\$1,600	\$258	-16%	-\$2,400	-\$2,400	\$0

0843	Fines and Penalties	13	Fines & Penalties	\$0	-\$200	-\$200	100%	-\$300	-\$300	\$0
0853	Impounding Fees	14	Fees & Charges - L.G. Property	\$0	-\$200	-\$200	100%	-\$300	-\$300	\$0
<b>Total Revenue</b>				<b>\$1,858</b>	<b>\$2,000</b>	<b>\$143</b>	<b>7%</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>
0752	Ranger Services	02	Materials & Contract	\$136	\$7,664	\$7,528	98%	\$11,500	\$11,500	\$0
0792	Cat Traps	09	Other Expenses	-\$9	\$0	\$9	100%	\$0	\$0	\$0
0822	Dog Pound Maintenance	01	Employee Costs	\$0	\$80	\$80	100%	\$120	\$120	\$0
0822	Dog Pound Maintenance	02	Materials & Contract	\$0	\$40	\$40	100%	\$60	\$60	\$0
0822	Dog Pound Maintenance	04	Insurance	\$27	\$16	-\$11	-70%	\$27	\$27	\$0
0822	Dog Pound Maintenance	30	Labour Overhead	\$0	\$64	\$64	100%	\$96	\$96	\$0
0832	Control Expenses Other	02	Materials & Contract	\$0	\$160	\$160	100%	\$240	\$240	\$0
6540	Asset Depreciation (Sch 5)	06	Depreciation	\$31,559	\$13,328	-\$18,231	-137%	\$20,000	\$20,000	\$0
7012	Administration	36	Administration Allocations	\$5,223	\$5,776	\$553	10%	\$8,667	\$8,667	\$0
<b>Total Expenditure</b>				<b>\$36,937</b>	<b>\$27,128</b>	<b>-\$9,809</b>	<b>-36%</b>	<b>\$40,710</b>	<b>\$40,710</b>	<b>\$0</b>
<b>Sub-Total: ANIMAL CONTROL</b>				<b>-\$35,079</b>	<b>-\$25,128</b>	<b>\$9,951</b>	<b>43%</b>	<b>-\$37,710</b>	<b>-\$37,710</b>	<b>\$0</b>
<b>OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>										\$0
0932	Other Expenses - Rural Watch	01	Employee Costs	\$0	\$80	\$80	100%	\$120	\$120	\$0
0932	Other Expenses - Rural Watch	02	Materials & Contract	\$567	\$568	\$1	0%	\$860	\$860	\$0
0932	Other Expenses - Rural Watch	30	Labour Overhead	\$0	\$64	\$64	100%	\$96	\$96	\$0
<b>Total Expenditure</b>				<b>\$567</b>	<b>\$712</b>	<b>\$145</b>	<b>20%</b>	<b>\$1,076</b>	<b>\$1,076</b>	<b>\$0</b>
<b>Sub-Total: OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>				<b>-\$567</b>	<b>-\$712</b>	<b>-\$145</b>	<b>-20%</b>	<b>-\$1,076</b>	<b>-\$1,076</b>	<b>\$0</b>
<b>SURPLUS / (DEFICIT) : LAW, ORDER &amp; PUBLIC SAFETY</b>				<b>-\$20,499</b>	<b>-\$32,246</b>	<b>-\$11,747</b>	<b>36%</b>	<b>-\$63,753</b>	<b>-\$51,253</b>	<b>-\$12,500</b>
<b>MATERNAL &amp; INFANT HEALTH</b>										\$0
1002	Maternal & Infant Health Clinic	01	Employee Costs	\$431	\$248	-\$183	-74%	\$380	\$380	\$0
1002	Maternal & Infant Health Clinic	02	Materials & Contract	\$2,547	\$664	-\$1,883	-284%	\$1,000	\$1,000	\$0
1002	Maternal & Infant Health Clinic	03	Utility Charges	\$1,157	\$712	-\$445	-63%	\$1,075	\$1,075	\$0
1002	Maternal & Infant Health Clinic	04	Insurance	\$524	\$344	-\$180	-52%	\$524	\$524	\$0
1002	Maternal & Infant Health Clinic	30	Labour Overhead	\$561	\$200	-\$361	-180%	\$304	\$304	\$0
1002	Maternal & Infant Health Clinic	31	Internal Plant Hire	\$20	\$0	-\$20	-100%	\$0	\$0	\$0
1002	Maternal & Infant Health Clinic	33	Internal Plant Depreciation	\$11	\$0	-\$11	-100%	\$0	\$0	\$0
7022	Administration	36	Administration Allocations	\$0	\$8,608	\$8,608	100%	\$12,918	\$12,918	\$0
<b>Total Expenditure</b>				<b>\$5,252</b>	<b>\$10,776</b>	<b>\$5,524</b>	<b>51%</b>	<b>\$16,201</b>	<b>\$16,201</b>	<b>\$0</b>
<b>Sub-Total: MATERNAL &amp; INFANT HEALTH</b>				<b>-\$5,252</b>	<b>-\$10,776</b>	<b>\$5,524</b>	<b>-51%</b>	<b>-\$16,201</b>	<b>-\$16,201</b>	<b>\$0</b>
<b>OTHER HEALTH</b>										\$0
1393	Charges - Food Vendors Licence	14	Fees & Charges - L.G. Property	-\$45	\$0	\$45	100%	\$0	\$0	\$0
1423	Charges - Other	14	Fees & Charges - L.G. Property	-\$270	-\$240	\$30	-13%	-\$370	-\$370	\$0
<b>Total Revenue</b>				<b>\$315</b>	<b>\$240</b>	<b>\$75</b>	<b>31%</b>	<b>\$370</b>	<b>\$370</b>	<b>\$0</b>
1292	Group Regional Scheme	02	Materials & Contract	\$1,812	\$3,328	\$1,516	46%	\$5,000	\$5,000	\$0
1552	Analytical Expenses	02	Materials & Contract	\$354	\$480	\$127	26%	\$720	\$720	\$0
1582	Medical Practitioner Support	02	Materials & Contract	\$20,791	\$29,224	\$8,433	29%	\$43,855	\$43,855	\$0
1582	Medical Practitioner Support	03	Utility Charges	\$0	\$480	\$480	100%	\$720	\$720	\$0
7032	Administration	36	Administration Allocations	\$12,008	\$20,240	\$8,232	41%	\$30,363	\$30,363	\$0
<b>Total Expenditure</b>				<b>\$34,964</b>	<b>\$53,752</b>	<b>\$18,788</b>	<b>35%</b>	<b>\$80,658</b>	<b>\$80,658</b>	<b>\$0</b>
<b>Sub-Total: OTHER HEALTH</b>				<b>-\$34,648</b>	<b>-\$53,512</b>	<b>\$18,864</b>	<b>-35%</b>	<b>-\$80,288</b>	<b>-\$80,288</b>	<b>\$0</b>
<b>PEST CONTROL</b>										\$0
1492	Mosquito Control	01	Employee Costs	\$597	\$1,664	\$1,067	64%	\$2,500	\$2,500	\$0
1492	Mosquito Control	02	Materials & Contract	\$2,864	\$2,000	-\$864	-43%	\$3,000	\$3,000	\$0

1492	Mosquito Control	06	Depreciation	\$161	\$440	\$279	63%	\$660	\$660	\$0
1492	Mosquito Control	30	Labour Overhead	\$776	\$1,328	\$552	42%	\$2,000	\$2,000	\$0
1492	Mosquito Control	31	Internal Plant Hire	\$243	\$328	\$85	26%	\$500	\$500	\$0
1492	Mosquito Control	33	Internal Plant Depreciation	\$134	\$0	<b>-\$134</b>	-100%	\$0	\$0	\$0
7042	Administration	36	Administration Allocations	\$0	\$3,992	\$3,992	100%	\$5,992	\$5,992	\$0
<b>Total Expenditure</b>				<b>\$4,774</b>	<b>\$9,752</b>	<b>\$4,978</b>	<b>51%</b>	<b>\$14,652</b>	<b>\$14,652</b>	<b>\$0</b>
<b>Sub-Total: PEST CONTROL</b>				<b>-\$4,774</b>	<b>-\$9,752</b>	<b>\$4,978</b>	<b>-51%</b>	<b>-\$14,652</b>	<b>-\$14,652</b>	<b>\$0</b>
<b>SURPLUS / (DEFICIT) : HEALTH</b>				<b>-\$44,675</b>	<b>-\$74,040</b>	<b>\$29,365</b>	<b>-138%</b>	<b>-\$111,141</b>	<b>-\$111,141</b>	<b>\$0</b>
<b>OTHER EDUCATION</b>										\$0
1622	Mingenew Primary School	01	Employee Costs	\$0	\$800	\$800	100%	\$1,200	\$1,200	\$0
1622	Mingenew Primary School	02	Materials & Contract	\$248	\$1,128	\$880	78%	\$1,700	\$1,700	\$0
1622	Mingenew Primary School	09	Other Expenses	\$79	\$0	<b>-\$79</b>	100%	\$0	\$0	\$0
1622	Mingenew Primary School	30	Labour Overhead	\$0	\$640	\$640	100%	\$960	\$960	\$0
1622	Mingenew Primary School	31	Internal Plant Hire	\$0	\$800	\$800	100%	\$1,200	\$1,200	\$0
<b>Total Expenditure</b>				<b>\$327</b>	<b>\$3,368</b>	<b>\$3,041</b>	<b>90%</b>	<b>\$5,060</b>	<b>\$5,060</b>	<b>\$0</b>
<b>Sub-Total: OTHER EDUCATION</b>				<b>-\$327</b>	<b>-\$3,368</b>	<b>\$3,041</b>	<b>-90%</b>	<b>-\$5,060</b>	<b>-\$5,060</b>	<b>\$0</b>
<b>AGED &amp; DISABLED</b>										\$0
1513	Senior Citizens Building	14	Fees & Charges - L.G. Property	<b>-\$182</b>	<b>-\$200</b>	<b>-\$18</b>	9%	<b>-\$300</b>	<b>-\$300</b>	\$0
1633	Seniors Week Community Grant	19	Grants- Operating Activity	<b>-\$2,658</b>	<b>-\$664</b>	\$1,994	-300%	<b>-\$1,000</b>	<b>-\$1,000</b>	\$0
<b>Total Revenue</b>				<b>\$2,840</b>	<b>\$864</b>	<b>\$1,976</b>	<b>229%</b>	<b>\$1,300</b>	<b>\$1,300</b>	<b>\$0</b>
1612	Loan Interest - Senior Citizens Building	05	Interest Expenses	\$1,826	\$2,056	\$230	11%	\$3,088	\$3,088	\$0
1652	Senior Citizens Building	01	Employee Costs	\$1,588	\$664	<b>-\$924</b>	-139%	\$1,000	\$1,000	\$0
1652	Senior Citizens Building	02	Materials & Contract	\$1,173	\$2,928	\$1,755	60%	\$4,400	\$4,400	\$0
1652	Senior Citizens Building	03	Utility Charges	\$1,389	\$2,376	\$987	42%	\$3,575	\$3,575	\$0
1652	Senior Citizens Building	04	Insurance	\$587	\$384	<b>-\$203</b>	-53%	\$587	\$587	\$0
1652	Senior Citizens Building	30	Labour Overhead	\$2,065	\$528	<b>-\$1,537</b>	-291%	\$800	\$800	\$0
1662	Seniors Week	02	Materials & Contract	\$23	\$800	\$777	97%	\$1,200	\$1,200	\$0
1852	Seniors Activities	02	Materials & Contract	\$1,015	\$2,400	\$1,385	58%	\$3,600	\$3,600	\$0
<b>Total Expenditure</b>				<b>\$9,667</b>	<b>\$12,136</b>	<b>\$2,469</b>	<b>20%</b>	<b>\$18,250</b>	<b>\$18,250</b>	<b>\$0</b>
<b>Sub-Total: AGED &amp; DISABLED</b>				<b>-\$6,826</b>	<b>-\$11,272</b>	<b>\$4,446</b>	<b>208%</b>	<b>-\$16,950</b>	<b>-\$16,950</b>	<b>\$0</b>
<b>OTHER WELFARE</b>										\$0
1643	Grants - Other Welfare	19	Grants- Operating Activity	<b>-\$909</b>	<b>-\$1,328</b>	<b>-\$419</b>	32%	<b>-\$2,000</b>	<b>-\$2,000</b>	\$0
1665	Fees & Charges	14	Fees & Charges - L.G. Property	\$0	<b>-\$296</b>	<b>-\$296</b>	100%	<b>-\$455</b>	<b>-\$455</b>	\$0
<b>Total Revenue</b>				<b>\$909</b>	<b>\$1,624</b>	<b>-\$715</b>	<b>-44%</b>	<b>\$2,455</b>	<b>\$2,455</b>	<b>\$0</b>
1682	Community Christmas Tree	01	Employee Costs	\$0	\$328	\$328	100%	\$500	\$500	\$0
1682	Community Christmas Tree	02	Materials & Contract	\$757	\$2,000	\$1,243	62%	\$3,000	\$3,000	\$0
1682	Community Christmas Tree	09	Other Expenses	\$272	\$0	<b>-\$272</b>	-100%	\$0	\$0	\$0
1682	Community Christmas Tree	30	Labour Overhead	\$0	\$264	\$264	100%	\$400	\$400	\$0
1692	Youth Park Operating	02	Materials & Contract	\$0	\$1,200	\$1,200	100%	\$1,800	\$1,800	\$0
3112	Mingenew Mens Shed	02	Materials & Contract	\$0	\$264	\$264	100%	\$400	\$400	\$0
3112	Mingenew Mens Shed	03	Utility Charges	\$167	\$400	\$233	58%	\$600	\$600	\$0
3112	Mingenew Mens Shed	04	Insurance	\$144	\$96	<b>-\$48</b>	-50%	\$144	\$144	\$0
6570	Asset Depreciation (Sch 8)	06	Depreciation	\$14,486	\$16,664	\$2,178	13%	\$25,000	\$25,000	\$0
7052	Administration	36	Administration Allocations	\$7,215	\$13,904	\$6,689	48%	\$20,865	\$20,865	\$0
<b>Total Expenditure</b>				<b>\$23,042</b>	<b>\$35,120</b>	<b>\$12,078</b>	<b>34%</b>	<b>\$52,709</b>	<b>\$52,709</b>	<b>\$0</b>
<b>Sub-Total: OTHER WELFARE</b>				<b>-\$22,132</b>	<b>-\$33,496</b>	<b>\$11,364</b>	<b>-34%</b>	<b>-\$50,254</b>	<b>-\$50,254</b>	<b>\$0</b>

SURPLUS / (DEFICIT) : EDUCATION & WELFARE										
								<b>-\$29,285.51</b>	<b>-\$48,136.00</b>	<b>\$18,850.49</b>
										<b>-39%</b>
									<b>-\$72,264.00</b>	<b>-\$72,264.00</b>
										<b>\$0.00</b>
<b>STAFF HOUSING</b>										
1823	Staff Housing Rent - Lot 89 Victoria Stre	14	Fees & Charges - L.G. Property					<b>-\$3,944</b>	<b>-\$3,896</b>	<b>-\$48</b>
1833	Staff Housing Rent - 15 Field Street	14	Fees & Charges - L.G. Property					<b>-\$3,400</b>	<b>-\$3,896</b>	<b>\$496</b>
1843	Staff Housing Rent - 13 Moore St	14	Fees & Charges - L.G. Property					<b>-\$3,198</b>	<b>\$0</b>	<b>-\$3,198</b>
1853	Staff Housing Rent - Triplex	14	Fees & Charges - L.G. Property					<b>-\$3,200</b>	<b>-\$10,136</b>	<b>\$6,936</b>
<b>Total Revenue</b>								<b>\$13,742</b>	<b>\$17,928</b>	<b>-\$4,186</b>
										<b>-23%</b>
									<b>\$26,910</b>	<b>\$26,910</b>
										<b>\$0</b>
6402	Less Housing Allocated - Staff Housing	37	Housing Allocations					<b>-\$34,559</b>	<b>-\$90,400</b>	<b>-\$55,841</b>
1702	Maintenance 13 Moore Street	01	Employee Costs					<b>\$877</b>	<b>\$1,664</b>	<b>\$787</b>
1702	Maintenance 13 Moore Street	02	Materials & Contract					<b>\$4,607</b>	<b>\$3,296</b>	<b>-\$1,311</b>
1702	Maintenance 13 Moore Street	03	Utility Charges					<b>\$948</b>	<b>\$3,376</b>	<b>\$2,428</b>
1702	Maintenance 13 Moore Street	04	Insurance					<b>\$617</b>	<b>\$368</b>	<b>-\$249</b>
1702	Maintenance 13 Moore Street	30	Labour Overhead					<b>\$1,141</b>	<b>\$1,328</b>	<b>\$187</b>
1702	Maintenance 13 Moore Street	31	Internal Plant Hire					<b>\$181</b>	<b>\$0</b>	<b>-\$181</b>
1702	Maintenance 13 Moore Street	33	Internal Plant Depreciation					<b>\$62</b>	<b>\$0</b>	<b>-\$62</b>
1712	Building Maintenance (Inc Ins)	01	Employee Costs					<b>\$6,973</b>	<b>\$11,664</b>	<b>\$4,691</b>
1712	Building Maintenance (Inc Ins)	02	Materials & Contract					<b>\$15,995</b>	<b>\$18,600</b>	<b>\$2,605</b>
1712	Building Maintenance (Inc Ins)	03	Utility Charges					<b>\$6,864</b>	<b>\$8,816</b>	<b>\$1,952</b>
1712	Building Maintenance (Inc Ins)	04	Insurance					<b>\$4,590</b>	<b>\$2,424</b>	<b>-\$2,166</b>
1712	Building Maintenance (Inc Ins)	30	Labour Overhead					<b>\$9,065</b>	<b>\$9,328</b>	<b>\$263</b>
1712	Building Maintenance (Inc Ins)	31	Internal Plant Hire					<b>\$101</b>	<b>\$0</b>	<b>-\$101</b>
1712	Building Maintenance (Inc Ins)	33	Internal Plant Depreciation					<b>\$50</b>	<b>\$0</b>	<b>-\$50</b>
1722	Interest - Council Loan	05	Interest Expenses					<b>\$3,982</b>	<b>\$1,144</b>	<b>-\$2,838</b>
1812	Interest Loan Moore Street	05	Interest Expenses					<b>\$850</b>	<b>\$2,488</b>	<b>\$1,638</b>
7062	Administration	36	Administration Allocations					<b>\$13,192</b>	<b>\$14,384</b>	<b>\$1,192</b>
<b>Total Expenditure</b>								<b>\$35,536</b>	<b>-\$11,520</b>	<b>-\$47,056</b>
										<b>408%</b>
<b>Sub-Total: STAFF HOUSING</b>								<b>-\$21,794</b>	<b>\$29,448</b>	<b>\$42,870</b>
										<b>-432%</b>
									<b>\$44,111</b>	<b>\$44,111</b>
										<b>\$0</b>
<b>OTHER HOUSING</b>										
1703	Rent - Karara Housing	14	Fees & Charges - L.G. Property					<b>-\$20,800</b>	<b>-\$20,800</b>	<b>\$0</b>
1753	Key Worker Housing Rent	14	Fees & Charges - L.G. Property					<b>-\$6,969</b>	<b>-\$13,784</b>	<b>-\$6,815</b>
1753	Key Worker Housing Rent	15	Fees & Chgs- Non L.G. Property					<b>-\$3,400</b>	<b>\$0</b>	<b>\$3,400</b>
1773	Aged Persons Units	14	Fees & Charges - L.G. Property					<b>-\$15,370</b>	<b>-\$16,120</b>	<b>-\$750</b>
4843	Land / Buildings Reserve - Interest	17	Interest Earned					<b>-\$768</b>	<b>-\$960</b>	<b>-\$192</b>
4893	A.P.U. Maintenance Reserve - Interest	17	Interest Earned					<b>-\$350</b>	<b>-\$328</b>	<b>\$22</b>
<b>Total Revenue</b>								<b>\$47,656</b>	<b>\$51,992</b>	<b>-\$4,336</b>
										<b>-8%</b>
									<b>\$78,014</b>	<b>\$81,414</b>
										<b>\$3,400</b>
1732	Interest Loan Silver Chain House	05	Interest Expenses					<b>\$327</b>	<b>\$992</b>	<b>\$665</b>
1502	Silver Chain Operating Expense	02	Materials & Contract					<b>\$0</b>	<b>\$5,360</b>	<b>\$5,360</b>
1502	Silver Chain Operating Expense	03	Utility Charges					<b>\$0</b>	<b>\$544</b>	<b>\$544</b>
1502	Silver Chain Operating Expense	04	Insurance					<b>\$0</b>	<b>\$368</b>	<b>\$368</b>
1602	Triplex Housing	02	Materials & Contract					<b>\$454</b>	<b>\$0</b>	<b>-\$454</b>
1802	Aged Persons Units	01	Employee Costs					<b>\$994</b>	<b>\$4,000</b>	<b>\$3,006</b>
1802	Aged Persons Units	02	Materials & Contract					<b>\$1,038</b>	<b>\$19,920</b>	<b>\$18,882</b>
1802	Aged Persons Units	03	Utility Charges					<b>\$1,542</b>	<b>\$1,264</b>	<b>-\$278</b>
1802	Aged Persons Units	04	Insurance					<b>\$1,812</b>	<b>\$1,096</b>	<b>-\$716</b>
1802	Aged Persons Units	30	Labour Overhead					<b>\$1,292</b>	<b>\$3,200</b>	<b>\$1,908</b>
1802	Aged Persons Units	31	Internal Plant Hire					<b>\$511</b>	<b>\$0</b>	<b>-\$511</b>
1802	Aged Persons Units	33	Internal Plant Depreciation					<b>\$118</b>	<b>\$0</b>	<b>-\$118</b>
1832	Other Housing Expenditure	01	Employee Costs					<b>\$0</b>	<b>\$1,328</b>	<b>\$1,328</b>
1832	Other Housing Expenditure	02	Materials & Contract					<b>\$660</b>	<b>\$6,128</b>	<b>\$5,468</b>
1832	Other Housing Expenditure	03	Utility Charges					<b>\$0</b>	<b>\$1,960</b>	<b>\$1,960</b>
1832	Other Housing Expenditure	04	Insurance					<b>\$2,250</b>	<b>\$1,360</b>	<b>-\$890</b>
1832	Other Housing Expenditure	30	Labour Overhead					<b>\$0</b>	<b>\$1,064</b>	<b>\$1,064</b>
4812	Interest - Self Supporting Loans	05	Interest Expenses					<b>\$437</b>	<b>\$1,304</b>	<b>\$867</b>
6580	Asset Depreciation (Sch 9)	06	Depreciation					<b>\$52,272</b>	<b>\$56,296</b>	<b>\$4,024</b>
7072	Administration	36	Administration Allocations					<b>\$13,192</b>	<b>\$14,384</b>	<b>\$1,192</b>
<b>Total Expenditure</b>								<b>\$76,900</b>	<b>\$120,568</b>	<b>\$43,668</b>
										<b>36%</b>
									<b>\$180,958</b>	<b>\$180,958</b>
										<b>\$0</b>

Sub-Total: OTHER HOUSING				- \$29,243	- \$68,576	- \$48,004	70%	- \$102,944	- \$99,544	\$3,400
SURPLUS / (DEFICIT) : HOUSING				- \$51,037	- \$39,128	- \$5,134	13%	- \$58,833	- \$55,433	\$3,400
SANITATION - HOUSEHOLD REFUSE										
1803	Domestic Refuse Removal	14	Fees & Charges - L.G. Property	- \$49,815	- \$56,088	- \$6,273	11%	- \$56,088	- \$56,088	\$0
1863	Grant Funding - Capital Projects	18	Grants- Non Operating Activity	\$0	- \$3,328	- \$3,328	100%	- \$5,000	- \$5,000	\$0
Total Revenue				\$49,815	\$59,416	\$9,601	-111%	\$61,088	\$61,088	\$0
1762	Domestic Refuse Collection	02	Materials & Contract	\$11,632	\$14,296	\$2,664	19%	\$21,444	\$21,444	\$0
1772	Rubbish Site Maintenance	01	Employee Costs	\$56	\$13,504	\$13,448	100%	\$20,260	\$20,260	\$0
1772	Rubbish Site Maintenance	02	Materials & Contract	\$13,544	\$16,744	\$3,200	19%	\$25,116	\$25,116	\$0
1772	Rubbish Site Maintenance	30	Labour Overhead	\$73	\$1,328	\$1,255	95%	\$2,000	\$2,000	\$0
1772	Rubbish Site Maintenance	31	Internal Plant Hire	\$38	\$1,664	\$1,626	98%	\$2,500	\$2,500	\$0
1772	Rubbish Site Maintenance	33	Internal Plant Depreciation	\$19	\$0	- \$19	100%	\$0	\$0	\$0
1882	Refuse Site Rehabilitation	01	Employee Costs	\$0	\$1,664	\$1,664	100%	\$2,500	\$2,500	\$0
1882	Refuse Site Rehabilitation	30	Labour Overhead	\$0	\$1,328	\$1,328	100%	\$2,000	\$2,000	\$0
1882	Refuse Site Rehabilitation	31	Internal Plant Hire	\$0	\$1,664	\$1,664	100%	\$2,500	\$2,500	\$0
6590	Asset Depreciation (Sch 10)	06	Depreciation	\$7,723	\$9,000	\$1,277	14%	\$13,500	\$13,500	\$0
7082	Administration	36	Administration Allocations	\$3,877	\$2,720	- \$1,157	-43%	\$4,083	\$4,083	\$0
Total Expenditure				\$36,963	\$63,912	\$26,949	42%	\$95,903	\$95,903	\$0
Sub-Total: SANITATION - HOUSEHOLD REFUSE				\$12,852	- \$4,496	- \$17,348	-153%	- \$34,815	- \$34,815	\$0
OTHER SANITATION										
1923	Commercial Refuse Removal	14	Fees & Charges - L.G. Property	- \$14,022	- \$19,557	- \$5,535	28%	- \$19,557	- \$19,557	\$0
1983	Septic Tank Fees	14	Fees & Charges - L.G. Property	- \$472	- \$264	\$208	-79%	- \$400	- \$400	\$0
Total Revenue				\$14,494	\$19,821	- \$5,327	-27%	\$19,957	\$19,957	\$0
1862	Commercial, Industrial Refuse Collectior	02	Materials & Contract	\$7,834	\$6,368	- \$1,466	-23%	\$9,553	\$9,553	\$0
1872	Collection - Streets / Park	01	Employee Costs	\$27	\$1,664	\$1,637	98%	\$2,500	\$2,500	\$0
1872	Collection - Streets / Park	02	Materials & Contract	\$1,207	\$1,176	- \$31	-3%	\$1,764	\$1,764	\$0
1872	Collection - Streets / Park	30	Labour Overhead	\$36	\$1,328	\$1,292	97%	\$2,000	\$2,000	\$0
1872	Collection - Streets / Park	31	Internal Plant Hire	\$27	\$328	\$301	92%	\$500	\$500	\$0
1872	Collection - Streets / Park	33	Internal Plant Depreciation	\$16	\$0	- \$16	-100%	\$0	\$0	\$0
1902	Litter Control	02	Materials & Contract	\$0	\$120	\$120	100%	\$180	\$180	\$0
7092	Administration	36	Administration Allocations	\$0	\$2,720	\$2,720	100%	\$4,083	\$4,083	\$0
7102	Administration	36	Administration Allocations	\$0	\$2,264	\$2,264	100%	\$3,399	\$3,399	\$0
Total Expenditure				\$9,146	\$15,968	\$6,822	462%	\$23,979	\$23,979	\$0
Sub-Total: SANITATION - OTHER SANITATION				\$5,348	\$3,853	- \$12,149	-489%	- \$4,022	- \$4,022	\$0
PROTECTION OF ENVIRONMENT										
2092	Asbestos Management	01	Employee Costs	\$0	\$1,200	\$1,200	100%	\$1,800	\$1,800	\$0
2092	Asbestos Management	02	Materials & Contract	\$0	\$6,664	\$6,664	100%	\$10,000	\$10,000	\$0
2092	Asbestos Management	30	Labour Overhead	\$0	\$960	\$960	100%	\$1,440	\$1,440	\$0
2092	Asbestos Management	31	Internal Plant Hire	\$0	\$1,664	\$1,664	100%	\$2,500	\$2,500	\$0
Total Expenditure				\$0	\$10,488	\$10,488	100%	\$15,740	\$15,740	\$0
Sub-Total: PROTECTION OF ENVIROMENT				\$0	- \$10,488	- \$10,488	-100%	- \$15,740	- \$15,740	\$0
TOWN PLANNING										
4783	Grant Funding - Subdivisions	18	Grants- Non Operating Activity	\$0	- \$166,664	- \$166,664	100%	- \$250,000	- \$250,000	\$0
2233	Town Planning - Development Applicatic	12	User Charges	\$0	- \$1,200	- \$1,200	100%	- \$1,800	- \$1,800	\$0
Total Revenue				\$0	\$167,864	\$167,864	100%	\$251,800	\$251,800	\$0
2112	Town Planning Costs	02	Materials & Contract	\$5,551	\$3,328	- \$2,223	-67%	\$5,000	\$5,000	\$0

2122	Town Plan Scheme	02	Materials & Contract	\$42,519	\$40,000	-\$2,519	-6%	\$60,000	\$60,000	\$0
2142	Mingenew Reviatlisation Plan Project	02	Materials & Contract	\$0	\$25,000	\$25,000	100%	\$25,000	\$25,000	\$0
2412	Town Revitalisation Plan	02	Materials & Contract	\$20,000	\$0	-\$20,000	-100%	\$0	\$0	\$0
7112	Administration	36	Administration Allocations	\$8,346	\$14,528	\$6,182	43%	\$21,795	\$21,795	\$0
<b>Total Expenditure</b>				<b>\$76,416</b>	<b>\$82,856</b>	<b>\$6,440</b>	<b>8%</b>	<b>\$111,795</b>	<b>\$111,795</b>	<b>\$0</b>
										\$0
<b>Sub-Total: TOWN PLANNING</b>				<b>-\$76,416</b>	<b>\$85,008</b>	<b>\$161,424</b>	<b>190%</b>	<b>\$140,005</b>	<b>\$140,005</b>	<b>\$0</b>
										\$0
<b>OTHER COMMUNITY AMENITIES</b>										\$0
2363	Cemetery Fees	14	Fees & Charges - L.G. Property	-\$911	-\$528	\$383	-72%	-\$800	-\$800	\$0
2373	Contributions and Donations	19	Grants- Operating Activity	\$0	-\$1,328	-\$1,328	100%	-\$2,000	-\$2,000	\$0
2393	Sundry Income	14	Fees & Charges - L.G. Property	-\$618	-\$1,664	-\$1,046	63%	-\$2,500	-\$2,500	\$0
4953	Environmental Rehabilitation Reserve In	17	Interest Earned	-\$311	-\$296	\$15	-5%	-\$450	-\$450	\$0
<b>Total Revenue</b>				<b>\$1,840</b>	<b>\$3,816</b>	<b>-\$1,976</b>	<b>-52%</b>	<b>\$5,750</b>	<b>\$5,750</b>	<b>\$0</b>
										\$0
2302	Cemetery Operations & Maintenance	01	Employee Costs	\$2,814	\$3,328	-\$514	-15%	\$5,000	\$5,000	\$0
2302	Cemetery Operations & Maintenance	02	Materials & Contract	\$0	\$400	-\$400	-100%	\$600	\$600	\$0
2302	Cemetery Operations & Maintenance	30	Labour Overhead	\$3,659	\$2,664	\$995	37%	\$4,000	\$4,000	\$0
2302	Cemetery Operations & Maintenance	31	Internal Plant Hire	\$2,417	\$328	\$2,089	637%	\$500	\$500	\$0
2302	Cemetery Operations & Maintenance	33	Internal Plant Depreciation	\$1,478	\$0	\$1,478	-100%	\$0	\$0	\$0
2312	Community Activities	02	Materials & Contract	\$0	\$3,328	-\$3,328	-100%	\$5,000	\$5,000	\$0
2312	Community Activities	09	Other Expenses	\$51	\$0	\$51	-100%	\$0	\$0	\$0
2322	Public Conveniences	01	Employee Costs	\$10,033	\$6,664	\$3,369	51%	\$10,000	\$10,000	\$0
2322	Public Conveniences	02	Materials & Contract	\$4,246	\$2,264	\$1,982	88%	\$3,400	\$3,400	\$0
2322	Public Conveniences	03	Utility Charges	\$332	\$1,200	-\$868	-72%	\$1,800	\$1,800	\$0
2322	Public Conveniences	04	Insurance	\$808	\$536	\$272	51%	\$809	\$809	\$0
2322	Public Conveniences	30	Labour Overhead	\$13,043	\$5,328	\$7,715	145%	\$8,000	\$8,000	\$0
2322	Public Conveniences	31	Internal Plant Hire	\$20	\$0	\$20	-100%	\$0	\$0	\$0
2322	Public Conveniences	33	Internal Plant Depreciation	\$3	\$0	\$3	-100%	\$0	\$0	\$0
2332	ANZAC Day	02	Materials & Contract	\$0	\$664	-\$664	-100%	\$1,000	\$1,000	\$0
2362	Australia's Biggest Morning Tea	02	Materials & Contract	\$0	\$664	-\$664	-100%	\$1,000	\$1,000	\$0
2382	Thank A Volunteer	02	Materials & Contract	\$0	\$664	-\$664	-100%	\$1,000	\$1,000	\$0
2392	Community Workshops & Meetings	02	Materials & Contract	\$0	\$664	-\$664	-100%	\$1,000	\$1,000	\$0
7122	Administration	36	Administration Allocations	\$13,085	\$16,208	-\$3,123	-19%	\$24,316	\$24,316	\$0
<b>Total Expenditure</b>				<b>\$51,989</b>	<b>\$44,904</b>	<b>-\$7,085</b>	<b>-99%</b>	<b>\$67,425</b>	<b>\$67,425</b>	<b>\$0</b>
										\$0
<b>Sub-Total: OTHER COMMUNITY AMENITIES</b>				<b>-\$50,148</b>	<b>-\$41,088</b>	<b>\$5,109</b>	<b>-12%</b>	<b>-\$61,675</b>	<b>-\$61,675</b>	<b>\$0</b>
										\$0
<b>SURPLUS / (DEFICIT) : COMMUNITY AMENITIES</b>				<b>-\$108,364</b>	<b>\$32,789</b>	<b>-\$141,153</b>	<b>-430%</b>	<b>\$23,753</b>	<b>\$23,753</b>	<b>\$0</b>
										\$0
<b>PUBLIC HALLS</b>										\$0
2433	Contributions (Grant)	18	Grants- Non Operating Activity	\$0	-\$210,000	-\$210,000	-100%	-\$210,000	-\$210,000	\$0
2453	Charges - Hall Hire	14	Fees & Charges - L.G. Property	-\$92	-\$328	-\$236	72%	-\$500	-\$500	\$0
<b>Total Revenue</b>				<b>\$92</b>	<b>\$210,328</b>	<b>-\$210,236</b>	<b>28%</b>	<b>\$210,500</b>	<b>\$210,500</b>	<b>\$0</b>
										\$0
2422	Public Halls	01	Employee Costs	\$925	\$464	-\$461	-99%	\$700	\$700	\$0
2422	Public Halls	02	Materials & Contract	\$2,934	\$928	-\$2,006	-216%	\$1,400	\$1,400	\$0
2422	Public Halls	03	Utility Charges	\$718	\$1,600	\$882	55%	\$2,400	\$2,400	\$0
2422	Public Halls	04	Insurance	\$1,346	\$896	-\$450	-50%	\$1,346	\$1,346	\$0
2422	Public Halls	30	Labour Overhead	\$362	\$368	\$6	2%	\$560	\$560	\$0
2422	Public Halls	31	Internal Plant Hire	\$270	\$0	-\$270	-100%	\$0	\$0	\$0
2422	Public Halls	33	Internal Plant Depreciation	\$156	\$0	-\$156	-100%	\$0	\$0	\$0
7132	Administration	36	Administration Allocations	\$8,669	\$11,056	\$2,387	22%	\$16,588	\$16,588	\$0
<b>Total Expenditure</b>				<b>\$15,381</b>	<b>\$15,312</b>	<b>-\$69</b>	<b>0%</b>	<b>\$22,994</b>	<b>\$22,994</b>	<b>\$0</b>
										\$0
<b>Sub-Total: PUBLIC HALLS</b>				<b>-\$15,289</b>	<b>\$195,016</b>	<b>-\$210,305</b>	<b>29%</b>	<b>\$187,506</b>	<b>\$187,506</b>	<b>\$0</b>
										\$0
<b>OTHER RECREATION &amp; SPORT</b>										\$0
2753	Charges - Rec Leases / Rentals	14	Fees & Charges - L.G. Property	-\$32,254	-\$31,805	\$449	-1%	-\$31,805	-\$31,805	\$0

2783	Charges - Other	14	Fees & Charges - L.G. Property	\$0	-\$664	-\$664	100%	-\$1,000	-\$1,000	\$0
2915	Grants & Contributions (CAP Projects)	22	Contrib., Reimb. & Donations - Non Operating	-\$45,000	\$0	\$45,000	100%	-\$45,000	-\$45,000	\$0
2915	Grants & Contributions (CAP Projects)	18	Grants- Non Operating Activity	\$0	\$0	\$0	0%	-\$200,000	-\$100,000	-\$100,000
4863	Sportground Reserve Interest	17	Interest Earned	-\$47	-\$40	\$7	-18%	-\$60	-\$60	\$0
<b>Total Revenue</b>				<b>\$77,301</b>	<b>\$32,509</b>	<b>\$44,792</b>	<b>138%</b>	<b>\$277,865</b>	<b>\$177,865</b>	<b>\$100,000</b>
2622	Community & Sporting Group Support	09	Other Expenses	\$0	\$6,664	\$6,664	100%	\$10,000	\$10,000	\$0
2642	Public Gardens & Reserves	01	Employee Costs	\$22,868	\$28,832	\$5,964	21%	\$43,250	\$43,250	\$0
2642	Public Gardens & Reserves	02	Materials & Contract	\$1,091	\$15,128	\$14,037	93%	\$22,700	\$22,700	\$0
2642	Public Gardens & Reserves	03	Utility Charges	\$3,660	\$2,328	-\$1,332	-57%	\$3,500	\$3,500	\$0
2642	Public Gardens & Reserves	04	Insurance	\$157	\$80	-\$77	-97%	\$127	\$127	\$0
2642	Public Gardens & Reserves	30	Labour Overhead	\$29,729	\$23,064	-\$6,665	-29%	\$34,600	\$34,600	\$0
2642	Public Gardens & Reserves	31	Internal Plant Hire	\$13,265	\$6,800	-\$6,465	-95%	\$10,200	\$10,200	\$0
2642	Public Gardens & Reserves	33	Internal Plant Depreciation	\$4,717	\$0	-\$4,717	-100%	\$0	\$0	\$0
2652	Sporting Complex & Amenities	01	Employee Costs	\$51,343	\$72,592	\$21,249	29%	\$108,891	\$108,891	\$0
2652	Sporting Complex & Amenities	02	Materials & Contract	\$36,360	\$62,264	\$25,904	42%	\$93,400	\$93,400	\$0
2652	Sporting Complex & Amenities	03	Utility Charges	\$13,433	\$12,976	-\$457	-4%	\$19,475	\$19,475	\$0
2652	Sporting Complex & Amenities	04	Insurance	\$11,235	\$7,560	-\$3,675	-49%	\$11,351	\$11,351	\$0
2652	Sporting Complex & Amenities	06	Depreciation	\$296	\$0	-\$296	-100%	\$0	\$0	\$0
2652	Sporting Complex & Amenities	30	Labour Overhead	\$65,961	\$50,800	-\$15,161	-30%	\$76,200	\$76,200	\$0
2652	Sporting Complex & Amenities	31	Internal Plant Hire	\$18,225	\$10,728	-\$7,497	-70%	\$16,100	\$16,100	\$0
2652	Sporting Complex & Amenities	33	Internal Plant Depreciation	\$6,786	\$0	-\$6,786	-100%	\$0	\$0	\$0
4802	Interest - New Pavilion Loan	05	Interest Expenses	\$1,784	\$1,976	\$192	10%	\$2,964	\$2,964	\$0
6600	Asset Depreciation (Sch 11)	06	Depreciation	\$257,689	\$200,000	-\$57,689	-29%	\$300,000	\$300,000	\$0
7142	Administration	36	Administration Allocations	\$38,177	\$35,360	-\$2,817	-8%	\$53,042	\$53,042	\$0
<b>Total Expenditure</b>				<b>\$576,775</b>	<b>\$537,152</b>	<b>-\$39,623</b>	<b>-7%</b>	<b>\$805,800</b>	<b>\$805,800</b>	<b>\$0</b>
<b>Sub-Total: OTHER RECREATION &amp; SPORT</b>				<b>-\$499,474</b>	<b>-\$504,643</b>	<b>\$5,169</b>	<b>145%</b>	<b>-\$527,935</b>	<b>-\$627,935</b>	<b>\$100,000</b>
<b>LIBRARIES</b>										
2983	Charges - Lost Books	14	Fees & Charges - L.G. Property	\$0	-\$200	-\$200	-100%	-\$300	-\$300	\$0
<b>Total Revenue</b>				<b>\$0</b>	<b>\$200</b>	<b>-\$200</b>	<b>-100%</b>	<b>\$300</b>	<b>\$300</b>	<b>\$0</b>
2922	Lost / Damaged Books	02	Materials & Contract	\$0	\$200	\$200	100%	\$300	\$300	\$0
2932	Library Operating Other	02	Materials & Contract	\$4,110	\$6,928	\$2,818	41%	\$10,400	\$10,400	\$0
7152	Administration	36	Administration Allocations	\$27,569	\$10,456	-\$17,113	-164%	\$15,695	\$15,695	\$0
<b>Total Expenditure</b>				<b>\$31,679</b>	<b>\$17,584</b>	<b>-\$14,095</b>	<b>-80%</b>	<b>\$26,395</b>	<b>\$26,395</b>	<b>\$0</b>
<b>Sub-Total: LIBRARIES</b>				<b>-\$31,679</b>	<b>-\$17,384</b>	<b>-\$14,295</b>	<b>-20%</b>	<b>-\$26,095</b>	<b>-\$26,095</b>	<b>\$0</b>
<b>OTHER CULTURE</b>										
3113	Lotterywest Grant (Railway Station)	18	Grants- Non Operating Activity	\$0	-\$23,328	-\$23,328	100%	-\$35,000	-\$35,000	\$0
3123	Museum Conservation Grant	18	Grants- Non Operating Activity	\$0	-\$1,008	-\$1,008	100%	-\$1,523	-\$1,523	\$0
3133	Contributions & Donations	20	Contrib., Reimb. & Donations - Operating	\$0	-\$3,328	-\$3,328	100%	-\$5,000	-\$5,000	\$0
<b>Total Revenue</b>				<b>\$0</b>	<b>\$27,664</b>	<b>-\$27,664</b>	<b>-100%</b>	<b>\$41,523</b>	<b>\$41,523</b>	<b>\$0</b>
3042	Railway Station	02	Materials & Contract	\$75	\$0	-\$75	-100%	\$0	\$0	\$0
3082	Arts & Crafts Centre	01	Employee Costs	\$306	\$664	\$358	54%	\$1,000	\$1,000	\$0
3082	Arts & Crafts Centre	02	Materials & Contract	\$185	\$992	\$807	81%	\$1,500	\$1,500	\$0
3082	Arts & Crafts Centre	03	Utility Charges	\$106	\$264	\$158	60%	\$400	\$400	\$0
3082	Arts & Crafts Centre	04	Insurance	\$956	\$632	-\$324	-51%	\$956	\$956	\$0
3082	Arts & Crafts Centre	30	Labour Overhead	\$398	\$528	\$130	25%	\$800	\$800	\$0
3082	Arts & Crafts Centre	31	Internal Plant Hire	\$214	\$0	-\$214	-100%	\$0	\$0	\$0
3082	Arts & Crafts Centre	33	Internal Plant Depreciation	\$55	\$0	-\$55	-100%	\$0	\$0	\$0
3092	Museums	01	Employee Costs	\$170	\$1,000	\$830	83%	\$1,500	\$1,500	\$0
3092	Museums	02	Materials & Contract	\$23,931	\$4,264	-\$19,667	-461%	\$6,400	\$6,400	\$0
3092	Museums	03	Utility Charges	\$410	\$800	\$390	49%	\$1,200	\$1,200	\$0
3092	Museums	04	Insurance	\$2,278	\$1,512	-\$766	-51%	\$2,277	\$2,277	\$0
3092	Museums	30	Labour Overhead	\$221	\$800	\$579	72%	\$1,200	\$1,200	\$0
3092	Museums	31	Internal Plant Hire	\$299	\$0	-\$299	-100%	\$0	\$0	\$0

3092	Museums	33	Internal Plant Depreciation	\$220	\$0	-\$220	-100%	\$0	\$0	\$0
3092	Museums	35	External Purchases Overhead	\$73	\$0	-\$73	-100%	\$0	\$0	\$0
3102	Donations	09	Other Expenses	\$0	\$328	\$328	100%	\$500	\$500	\$0
3122	Road Board Office (Toy Library)	02	Materials & Contract	\$100	\$0	-\$100	-100%	\$0	\$0	\$0
3122	Road Board Office (Toy Library)	04	Insurance	\$406	\$264	-\$142	-54%	\$406	\$406	\$0
7162	Administration	36	Administration Allocations	\$12,762	\$14,904	\$2,142	14%	\$22,365	\$22,365	\$0
<b>Total Expenditure</b>				<b>\$43,164</b>	<b>\$26,952</b>	<b>-\$16,212</b>	<b>-60%</b>	<b>\$40,504</b>	<b>\$40,504</b>	<b>\$0</b>
<b>Sub-Total: OTHER CULTURE</b>				<b>-\$43,164</b>	<b>\$712</b>	<b>-\$43,876</b>	<b>-6162%</b>	<b>\$1,019</b>	<b>\$1,019</b>	<b>\$0</b>
<b>SURPLUS / (DEFICIT) : RECREATION &amp; CULTURE</b>				<b>-\$589,606</b>	<b>-\$326,299</b>	<b>-\$263,307</b>	<b>-\$60</b>	<b>\$0</b>	<b>-\$365,505</b>	<b>-\$465,505</b>
<b>CONSTRUCTION - ROADS, STREETS &amp; BRIDGES</b>										
4103	Regional Road Recoups	18	Grants- Non Operating Activity	-\$379,108	-\$343,552	\$35,556	10%	-\$515,333	-\$515,333	\$0
<b>Total Revenue</b>				<b>\$379,108</b>	<b>\$343,552</b>	<b>\$35,556</b>	<b>10%</b>	<b>\$515,333</b>	<b>\$515,333</b>	<b>\$0</b>
<b>Sub-Total: CONSTRUCTION - ROADS, STREETS &amp; BRIDGES</b>				<b>\$379,108</b>	<b>\$343,552</b>	<b>\$35,556</b>	<b>10%</b>	<b>\$515,333</b>	<b>\$515,333</b>	<b>\$0</b>
<b>MAINTENANCE - ROADS, STREETS &amp; BRIDGES</b>										
3523	MRD Direct Maintenance Grant	18	Grants- Non Operating Activity	-\$42,113	-\$41,594	\$519	-1%	-\$41,594	-\$41,594	\$0
3533	G / Grants - Street Lighting	19	Grants- Operating Activity	\$0	-\$1,664	-\$1,664	100%	-\$2,500	-\$2,500	\$0
3573	Flood Damage Funding	19	Grants- Operating Activity	\$0	-\$1,839,496	-\$1,839,496	100%	-\$2,759,248	-\$350,000	-\$2,409,248
3583	Charges - Sale of Second Hand Material	20	Contrib., Reimb. & Donations - Operating	-\$45	\$0	\$45	100%	\$0	\$0	\$0
<b>Total Revenue</b>				<b>\$42,158</b>	<b>\$1,882,754</b>	<b>-\$1,840,596</b>	<b>-98%</b>	<b>\$2,803,342</b>	<b>\$394,094</b>	<b>-\$2,409,248</b>
3322	Maintenance Grading	01	Labour Overhead	\$32,226	\$6,664	-\$25,562	-384%	\$10,000	\$10,000	\$0
3322	Maintenance Grading	30	Labour Overhead	\$41,893	\$5,328	-\$36,565	-686%	\$8,000	\$8,000	\$0
3322	Maintenance Grading	31	Internal Plant Hire	\$39,640	\$16,000	-\$23,640	-148%	\$24,000	\$24,000	\$0
3322	Maintenance Grading	33	Internal Plant Depreciation	\$15,961	\$0	-\$15,961	-100%	\$0	\$0	\$0
3342	Asset Preservation Urban	01	Employee Costs	\$6,853	\$1,664	-\$5,189	-312%	\$2,500	\$2,500	\$0
3342	Asset Preservation Urban	02	Materials & Contract	\$0	\$11,664	\$11,664	100%	\$17,500	\$17,500	\$0
3342	Asset Preservation Urban	30	Labour Overhead	\$8,909	\$1,328	-\$7,581	-571%	\$2,000	\$2,000	\$0
3342	Asset Preservation Urban	31	Internal Plant Hire	\$7,681	\$6,664	-\$1,017	-15%	\$10,000	\$10,000	\$0
3342	Asset Preservation Urban	33	Internal Plant Depreciation	\$3,167	\$0	-\$3,167	-100%	\$0	\$0	\$0
3352	Asset Preservation Rural	01	Employee Costs	\$23,809	\$5,776	-\$18,033	-312%	\$8,667	\$8,667	\$0
3352	Asset Preservation Rural	02	Materials & Contract	\$3,123	\$560	-\$2,563	-458%	\$850	\$850	\$0
3352	Asset Preservation Rural	30	Labour Overhead	\$30,952	\$4,616	-\$26,336	-571%	\$6,933	\$6,933	\$0
3352	Asset Preservation Rural	31	Internal Plant Hire	\$27,143	\$2,360	-\$24,783	-1050%	\$3,550	\$3,550	\$0
3352	Asset Preservation Rural	33	Internal Plant Depreciation	\$14,897	\$0	-\$14,897	-100%	\$0	\$0	\$0
3372	Bridge, Culvert, Pipe	01	Employee Costs	\$0	\$7,328	\$7,328	100%	\$11,000	\$11,000	\$0
3372	Bridge, Culvert, Pipe	02	Materials & Contract	\$0	\$3,328	\$3,328	100%	\$5,000	\$5,000	\$0
3372	Bridge, Culvert, Pipe	30	Labour Overhead	\$0	\$5,864	\$5,864	100%	\$8,800	\$8,800	\$0
3372	Bridge, Culvert, Pipe	31	Internal Plant Hire	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0
3402	Depot Maintenance	01	Employee Costs	\$4,355	\$816	-\$3,539	-434%	\$1,229	\$1,229	\$0
3402	Depot Maintenance	02	Materials & Contract	\$7,122	\$3,624	-\$3,498	-97%	\$5,450	\$5,450	\$0
3402	Depot Maintenance	03	Utility Charges	\$1,250	\$1,528	\$278	18%	\$2,300	\$2,300	\$0
3402	Depot Maintenance	04	Insurance	\$1,388	\$928	-\$460	-50%	\$1,399	\$1,399	\$0
3402	Depot Maintenance	30	Labour Overhead	\$5,661	\$648	-\$5,013	-774%	\$983	\$983	\$0
3422	Lighting of Streets	03	Utility Charges	\$13,582	\$16,000	\$2,418	15%	\$24,000	\$24,000	\$0
3432	Street Cleaning	01	Employee Costs	\$0	\$3,328	\$3,328	100%	\$5,000	\$5,000	\$0
3432	Street Cleaning	02	Materials & Contract	\$0	\$3,328	\$3,328	100%	\$5,000	\$5,000	\$0
3432	Street Cleaning	30	Labour Overhead	\$0	\$2,664	\$2,664	100%	\$4,000	\$4,000	\$0
3432	Street Cleaning	31	Internal Plant Hire	\$0	\$328	\$328	100%	\$500	\$500	\$0
3442	Traffic Signs & Control Equipment	02	Materials & Contract	\$2,033	\$6,664	\$4,631	69%	\$10,000	\$10,000	\$0
3452	Tree Pruning	02	Materials & Contract	\$0	\$2,664	\$2,664	100%	\$4,000	\$4,000	\$0
3472	Flood Damage	01	Employee Costs	\$8,569	\$281,528	\$272,959	97%	\$422,300	\$100,000	\$322,300
3472	Flood Damage	02	Materials & Contract	\$52,309	\$984,616	\$932,307	95%	\$1,476,928	\$150,000	\$1,326,928
3472	Flood Damage	30	Labour Overhead	\$11,140	\$229,184	\$218,044	95%	\$343,779	\$124,964	\$218,815
3472	Flood Damage	31	Internal Plant Hire	\$8,145	\$460,800	\$452,655	98%	\$691,205	\$150,000	\$541,205
3472	Flood Damage	33	Internal Plant Depreciation	\$3,945	\$0	-\$3,945	-100%	\$0	\$0	\$0
3492	Drainage	01	Employee Costs	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0

3492	Drainage	02	Materials & Contract	\$0	\$5,992	\$5,992	100%	\$9,000	\$9,000	\$0	
3492	Drainage	30	Labour Overhead	\$0	\$528	\$528	100%	\$800	\$800	\$0	
3492	Drainage	31	Internal Plant Hire	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0	
6620	Asset Depreciation (Sch 12)	06	Depreciation	\$585,888	\$953,328	\$367,440	39%	\$1,430,000	\$1,430,000	\$0	
1202	Main Roads Minor Improvement Works	02	Materials & Contract	\$7,499	\$0	-\$7,499	-100%	\$0	\$0	\$0	
7182	Administration	36	Administration Allocations	\$61,762	\$62,832	\$1,070	2%	\$94,254	\$94,254	\$0	
Total Expenditure				\$1,030,903	\$3,102,464	\$2,071,561	67%	\$0	\$4,653,927	\$2,244,679	-\$2,409,248
Sub-Total: MAINTENANCE - ROADS, STREETS & BRIDGES				-\$988,745	-\$1,219,710	-\$3,912,156	321%		-\$1,850,585	-\$1,850,585	\$0
ROAD PLANT PURCHASES											\$0
3585	Sale of Plant & Equipment (S12)	24	Proceeds On Asset Disposal	-\$4,545	-\$53,328	-\$48,783	91%	-\$80,000	-\$80,000	\$0	
3574	Realisation on Sale of Asset - Plant & Equipment	25	Realisation Of Asset Disposal	\$4,545	\$53,328	\$48,783	91%	\$80,000	\$80,000	\$0	
4853	Plant Reserve - Interest	17	Interest Earned	-\$2,560	-\$2,464	-\$96	4%	-\$3,700	-\$3,700	\$0	
Total Revenue				\$2,560	\$2,464	\$96	4%	\$0	\$3,700	\$3,700	\$0
1212	Loss on Asset Disposal (S12)	07	Loss On Sale Of Assets	\$1,653	\$0	-\$1,653	-100%	\$0	\$0	\$0	
3532	Council Loan No 139 - Interest	05	Interest Expenses	\$548	\$480	-\$68	-14%	\$727	\$727	\$0	
3542	Council Loan No 141 - Interest	05	Interest Expenses	\$1,714	\$1,680	-\$34	-2%	\$2,523	\$2,523	\$0	
3552	Council Loan No 143 - Interest	05	Interest Expenses	\$120	\$0	-\$120	-100%	\$0	\$0	\$0	
3562	Council Loan No 144 - Interest	05	Interest Expenses	\$1,135	\$1,144	\$9	1%	\$1,726	\$1,726	\$0	
3572	Council Loan No 145 - Interest	05	Interest Expenses	\$1,914	\$1,704	-\$210	-12%	\$2,565	\$2,565	\$0	
Total Expenditure				\$7,083	\$5,008	-\$2,075	-41%	\$0	\$7,541	\$7,541	\$0
Sub-Total: ROAD PLANT PURCHASES				-\$4,524	-\$2,544	\$2,171	45%		-\$3,841	-\$3,841	\$0
TRAFFIC CONTROL											\$0
0063	Sundry Income - Commission on Licensing	14	Fees & Charges - L.G. Property	-\$890	-\$10,000	-\$9,110	91%	-\$15,000	-\$15,000	\$0	
3743	Police Licensing	23	Other Income - Police Licensing	-\$307,151	-\$366,664	-\$59,513	16%	-\$550,000	-\$550,000	\$0	
Total Revenue				\$308,041	\$376,664	-\$68,623	-18%		\$565,000	\$565,000	\$0
3702	Police Licensing	10	Other Expenses - Police Licensing	\$307,151	\$366,664	\$59,513	16%	\$550,000	\$550,000	\$0	
3712	Telephone Expenses	02	Materials & Contract	\$531	\$0	-\$531	-100%	\$0	\$0	\$0	
3712	Telephone Expenses	03	Utility Charges	\$0	\$528	\$528	-100%	\$800	\$800	\$0	
7192	Administration	36	Administration Allocations	\$15,239	\$7,872	-\$7,367	-94%	\$11,813	\$11,813	\$0	
Total Expenditure				\$322,921	\$375,064	\$52,143	14%	\$0	\$562,613	\$562,613	\$0
Sub-Total: TRAFFIC CONTROL				-\$14,880	\$1,600	-\$16,480	-1030%		\$2,387	\$2,387	\$0
AERODROMES											\$0
3772	Airstrip Maintenance Expense	01	Employee Costs	\$0	\$328	\$328	100%	\$500	\$500	\$0	
3772	Airstrip Maintenance Expense	02	Materials & Contract	\$0	\$328	\$328	100%	\$500	\$500	\$0	
3772	Airstrip Maintenance Expense	30	Labour Overhead	\$0	\$264	\$264	100%	\$400	\$400	\$0	
3772	Airstrip Maintenance Expense	31	Internal Plant Hire	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0	
7202	Administration	36	Administration Allocations	\$0	\$928	\$928	100%	\$1,395	\$1,395	\$0	
Total Expenditure				\$0	\$2,512	\$2,512	100%		\$3,795	\$3,795	\$0
Sub-Total: AERODROMES				\$0	-\$2,512	-\$2,512	-100%		-\$3,795	-\$3,795	\$0
SURPLUS / (DEFICIT) : TRANSPORT				-\$614,160	-\$881,214	-\$267,054	30%		-\$1,342,888	-\$1,342,888	\$0
RURAL SERVICES											\$0
3842	Noxious Weeds / Pest Plants	01	Employee Costs	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0	
3842	Noxious Weeds / Pest Plants	02	Materials & Contract	\$0	\$328	\$328	100%	\$500	\$500	\$0	
3842	Noxious Weeds / Pest Plants	30	Labour Overhead	\$0	\$528	\$528	100%	\$800	\$800	\$0	
3842	Noxious Weeds / Pest Plants	31	Internal Plant Hire	\$0	\$160	\$160	100%	\$250	\$250	\$0	
3892	Mingenew Council Contribution - MIG	02	Materials & Contract	\$3,000	\$8,664	\$5,664	65%	\$13,000	\$13,000	\$0	
3902	MIG Office Maintenance	01	Employee Costs	\$66	\$328	\$262	80%	\$500	\$500	\$0	

3902	MIG Office Maintenance	02	Materials & Contract	\$5,335	\$8,896	\$3,561	40%	\$13,350	\$13,350	\$0
3902	MIG Office Maintenance	03	Utility Charges	\$1,107	\$664	-\$443	-67%	\$1,000	\$1,000	\$0
3902	MIG Office Maintenance	04	Insurance	\$941	\$624	-\$317	-51%	\$941	\$941	\$0
3902	MIG Office Maintenance	09	Other Expenses	\$0	\$5,200	\$5,200	100%	\$7,800	\$7,800	\$0
3902	MIG Office Maintenance	30	Labour Overhead	\$86	\$264	\$178	68%	\$400	\$400	\$0
4052	Telecommunication Project	02	Materials & Contract	\$0	\$10,000	\$10,000	100%	\$15,000	\$15,000	\$0
7212	Administration	36	Administration Allocations	\$7,808	\$7,248	-\$560	-8%	\$10,877	\$10,877	\$0
<b>Total Expenditure</b>				<b>\$18,341</b>	<b>\$43,568</b>	<b>\$25,227</b>	<b>58%</b>	<b>\$65,418</b>	<b>\$65,418</b>	<b>\$0</b>
<b>Sub-Total: RURAL SERVICES</b>				<b>-\$18,341</b>	<b>-\$43,568</b>	<b>\$25,227</b>	<b>-58%</b>	<b>-\$65,418</b>	<b>-\$65,418</b>	<b>\$0</b>
<b>TOURISM &amp; AREA PROMOTION</b>										\$0
3953	Rental Income - Tourism & Promotions E	14	Fees & Charges - L.G. Property	\$0	-\$328	-\$328	-100%	-\$500	-\$500	\$0
4983	Economic Development & Marketing Re	17	Interest Earned	-\$324	-\$312	\$12	-4%	-\$475	-\$475	\$0
<b>Total Revenue</b>				<b>\$324</b>	<b>\$640</b>	<b>-\$316</b>	<b>-49%</b>	<b>\$975</b>	<b>\$975</b>	<b>\$0</b>
3912	Area Promotion	01	Employee Costs	\$0	\$1,664	\$1,664	100%	\$2,500	\$2,500	\$0
3912	Area Promotion	02	Materials & Contract	\$51,134	\$68,664	\$17,530	26%	\$103,000	\$103,000	\$0
3912	Area Promotion	30	Labour Overhead	\$0	\$1,328	\$1,328	100%	\$2,000	\$2,000	\$0
3912	Area Promotion	31	Internal Plant Hire	\$0	\$328	\$328	100%	\$500	\$500	\$0
3942	Tourist & Promotional Committee	02	Materials & Contract	\$0	\$4,000	\$4,000	100%	\$6,000	\$6,000	\$0
3952	Mingenew Matters Newsletter	02	Materials & Contract	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0
4032	Information Bays	04	Insurance	\$0	\$24	\$24	100%	\$42	\$42	\$0
6630	Asset Depreciation (Sch 13)	06	Depreciation	\$41,051	\$36,664	-\$4,387	-12%	\$55,000	\$55,000	\$0
7222	Administration	36	Administration Allocations	\$27,139	\$35,048	\$7,909	23%	\$52,579	\$52,579	\$0
<b>Total Expenditure</b>				<b>\$119,323</b>	<b>\$148,384</b>	<b>\$29,061</b>	<b>20%</b>	<b>\$222,621</b>	<b>\$222,621</b>	<b>\$0</b>
<b>Sub-Total: TOURISM &amp; AREA PROMTION</b>				<b>-\$119,000</b>	<b>-\$147,744</b>	<b>\$28,744</b>	<b>19%</b>	<b>-\$221,646</b>	<b>-\$221,646</b>	<b>\$0</b>
<b>BUILDING CONTROL</b>										\$0
4143	Charges - Building Permits	14	Fees & Charges - L.G. Property	-\$1,364	-\$1,664	-\$300	18%	-\$2,500	-\$2,500	\$0
4163	BRB Commission	12	User Charges	-\$21	\$0	\$21	100%	\$0	\$0	\$0
4163	BRB Commission	14	Fees & Charges - L.G. Property	\$0	-\$48	-\$48	100%	-\$75	-\$75	\$0
4183	BCITF Commission	12	User Charges	-\$20	\$0	\$20	100%	\$0	\$0	\$0
4183	BCITF Commission	14	Fees & Charges - L.G. Property	\$0	-\$48	-\$48	100%	-\$75	-\$75	\$0
4193	Swimming Pool Inspections	14	Fees & Charges - L.G. Property	-\$630	-\$416	\$214	-51%	-\$630	-\$630	\$0
<b>Total Revenue</b>				<b>\$2,035</b>	<b>\$2,176</b>	<b>-\$141</b>	<b>-6%</b>	<b>\$3,280</b>	<b>\$3,280</b>	<b>\$0</b>
4082	Group Scheme - Expenses	02	Materials & Contract	\$3,656	\$5,000	\$1,344	27%	\$7,500	\$7,500	\$0
7232	Administration	36	Administration Allocations	\$13,785	\$20,368	\$6,583	32%	\$30,561	\$30,561	\$0
<b>Total Expenditure</b>				<b>\$17,441</b>	<b>\$25,368</b>	<b>\$7,927</b>	<b>59%</b>	<b>\$0</b>	<b>\$38,061</b>	<b>\$38,061</b>
<b>Sub-Total: BUILDING CONTROL</b>				<b>-\$15,406</b>	<b>-\$23,192</b>	<b>\$7,786</b>	<b>-66%</b>	<b>-\$34,781</b>	<b>-\$34,781</b>	<b>\$0</b>
<b>POST OFFICE</b>										\$0
5033	Rental - RTC Building (for Telecentre an	14	Fees & Charges - L.G. Property	-\$1,950	-\$1,728	\$222	-13%	-\$2,600	-\$2,600	\$0
<b>Total Revenue</b>				<b>\$1,950</b>	<b>\$1,728</b>	<b>\$222</b>	<b>13%</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$0</b>
5152	PO Building Maintenance - includes utili	01	Employee Costs	\$471	\$5,832	\$5,361	92%	\$8,749	\$8,749	\$0
5152	PO Building Maintenance - includes utili	02	Materials & Contract	\$1,442	\$6,792	\$5,350	79%	\$10,200	\$10,200	\$0
5152	PO Building Maintenance - includes utili	03	Utility Charges	\$1,392	\$664	-\$728	-110%	\$1,000	\$1,000	\$0
5152	PO Building Maintenance - includes utili	04	Insurance	\$1,933	\$1,288	-\$645	-50%	\$1,933	\$1,933	\$0
5152	PO Building Maintenance - includes utili	30	Labour Overhead	\$613	\$4,664	\$4,051	87%	\$6,999	\$6,999	\$0
5152	PO Building Maintenance - includes utili	31	Internal Plant Hire	\$212	\$0	-\$212	-100%	\$0	\$0	\$0
5152	PO Building Maintenance - includes utili	33	Internal Plant Depreciation	\$110	\$0	-\$110	-100%	\$0	\$0	\$0
7322	Administration	36	Administration Allocations	\$0	\$1,848	\$1,848	100%	\$2,772	\$2,772	\$0
<b>Total Expenditure</b>				<b>\$6,173</b>	<b>\$21,088</b>	<b>\$14,915</b>	<b>71%</b>	<b>\$31,653</b>	<b>\$31,653</b>	<b>\$0</b>
<b>Sub-Total: POST OFFICE</b>				<b>-\$4,223</b>	<b>-\$19,360</b>	<b>\$15,137</b>	<b>-58%</b>	<b>-\$29,053</b>	<b>-\$29,053</b>	<b>\$0</b>

	OTHER ECONOMIC SERVICES									\$0
4223	DrumMuster Income	20	Contrib., Reimb. & Donations - Operating	\$0	-\$664	-\$664	100%	-\$1,000	-\$1,000	\$0
4273	Water Sales	12	User Charges	-\$514	\$0	\$514	100%	\$0	\$0	\$0
4273	Water Sales	14	Fees & Charges - L.G. Property	\$0	-\$2,000	-\$2,000	100%	-\$3,000	-\$3,000	\$0
4823	RTC / PO Reserve Interest	17	Interest Earned	-\$352	-\$328	\$24	-7%	-\$500	-\$500	\$0
Total Revenue				\$867	\$2,992	-\$2,125	-71%	\$4,500	\$4,500	\$0
4222	DrumMuster Expenses	01	Employee Costs	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0
4222	DrumMuster Expenses	02	Materials & Contract	\$15	\$792	\$777	98%	\$1,200	\$1,200	\$0
4222	DrumMuster Expenses	30	Labour Overhead	\$0	\$528	\$528	100%	\$800	\$800	\$0
4902	Economic Development - Buy Local	02	Materials & Contract	\$0	\$3,328	\$3,328	100%	\$5,000	\$5,000	\$0
4232	Water Supply Stand Pipes	02	Employee Costs	\$375	\$0	-\$375	-100%	\$0	\$0	\$0
4232	Water Supply Stand Pipes	01	Employee Costs	\$115	\$0	-\$115	-100%	\$0	\$0	\$0
4232	Water Supply Stand Pipes	03	Utility Charges	\$613	\$1,664	\$1,051	63%	\$2,500	\$2,500	\$0
4232	Water Supply Stand Pipes	30	Labour Overhead	\$149	\$0	-\$149	-100%	\$0	\$0	\$0
4232	Water Supply Stand Pipes	31	Internal Plant Hire	\$80	\$0	-\$80	-100%	\$0	\$0	\$0
4232	Water Supply Stand Pipes	33	Internal Plant Depreciation	\$12	\$0	-\$12	-100%	\$0	\$0	\$0
7242	Administration	36	Administration Allocations	\$19,977	\$21,512	\$1,535	7%	\$32,271	\$32,271	\$0
Total Expenditure				\$21,336	\$28,488	\$7,152	25%	\$42,771	\$42,771	\$0
Sub-Total: OTHER ECONOMIC SERVICES				-\$20,469	-\$25,496	\$5,027	-96%	-\$38,271	-\$38,271	\$0
SURPLUS / (DEFICIT) : ECONOMIC SERVICES				-\$177,440	-\$259,360	\$81,920	-258%	-\$389,169	-\$389,169	\$0
PRIVATE WORKS										\$0
4323	Charges - Cartage (Sand, Gravel)	12	User Charges	-\$1,109	-\$800	-\$309	39%	-\$1,200	-\$1,200	\$0
4333	Charges - Private Works Various	12	User Charges	-\$605	-\$1,600	\$995	-62%	-\$2,400	-\$2,400	\$0
Total Revenue				\$1,714	\$2,400	-\$686	-29%	\$3,600	\$3,600	\$0
4282	Private Works - Various	01	Employee Costs	\$0	\$664	\$664	100%	\$1,000	\$1,000	\$0
4282	Private Works - Various	30	Labour Overhead	\$0	\$528	\$528	100%	\$800	\$800	\$0
4282	Private Works - Various	31	Internal Plant Hire	\$0	\$1,096	\$1,096	100%	\$1,650	\$1,650	\$0
7252	Administration	36	Administration Allocations	\$5,546	\$5,208	-\$338	-6%	\$7,812	\$7,812	\$0
Total Expenditure				\$5,546	\$7,496	\$1,950	26%	\$11,262	\$11,262	\$0
Sub-Total: PRIVATE WORKS				-\$3,833	-\$5,096	\$1,263	-55%	-\$7,662	-\$7,662	\$0
PUBLIC WORKS OVERHEADS										\$0
4322	Works Vehicle	02	Materials & Contract	\$0	\$3,528	\$3,528	100%	\$5,300	\$5,300	\$0
4322	Works Vehicle	04	Insurance	\$0	\$344	\$344	100%	\$526	\$526	\$0
4322	Works Vehicle	06	Depreciation	\$0	\$5,776	\$5,776	100%	\$8,670	\$8,670	\$0
4332	Engineering Contractor	02	Materials & Contract	\$5,587	\$32,056	\$26,469	83%	\$48,087	\$48,087	\$0
4352	Supervisory Expenses Other	02	Materials & Contract	\$1,078	\$664	-\$414	-62%	\$1,000	\$1,000	\$0
4352	Supervisory Expenses Other	03	Utility Charges	\$0	\$2,240	\$2,240	100%	\$3,360	\$3,360	\$0
4362	Superannuation W / S, Outside Workers	01	Employee Costs	\$49,230	\$76,640	\$27,410	36%	\$114,969	\$114,969	\$0
4372	Sick & Holiday Pay	01	Employee Costs	\$107,746	\$69,384	-\$38,362	-55%	\$104,082	\$104,082	\$0
4382	Protective Clothing & Equipment	01	Employee Costs	\$3,624	\$5,600	\$1,976	35%	\$8,400	\$8,400	\$0
4392	W / Supervisor - General Supervision	01	Employee Costs	\$0	\$10,000	\$10,000	100%	\$15,000	\$15,000	\$0
4412	Staff Expenses Other - Medical etc	01	Employee Costs	\$39	\$664	\$625	94%	\$1,000	\$1,000	\$0
4412	Staff Expenses Other - Medical etc	02	Materials & Contract	\$0	\$6,664	\$6,664	100%	\$10,000	\$10,000	\$0
4432	Insurance On Works	01	Employee Costs	\$8,134	\$20,656	\$12,522	61%	\$30,992	\$30,992	\$0
4432	Insurance On Works	04	Insurance	\$18,869	\$0	-\$18,869	-100%	\$0	\$0	\$0
4452	Staff Training	01	Employee Costs	\$0	\$13,328	\$13,328	100%	\$20,000	\$20,000	\$0
4452	Staff Training	30	Labour Overhead	\$0	\$2,664	\$2,664	100%	\$4,000	\$4,000	\$0
4692	Risk Mitigation	02	Materials & Contract	\$1,013	\$7,616	\$6,604	87%	\$11,431	\$11,431	\$0
6222	Housing Allocations to PWO	37	Housing Allocations	\$20,735	\$40,416	\$19,681	49%	\$60,635	\$60,635	\$0
7262	Administration	36	Administration Allocations	\$76,300	\$147,768	\$71,468	48%	\$221,656	\$221,656	\$0
7412	Tool Box Talks & Safety Team Meetings	01	Employee Costs	\$0	\$8,000	\$8,000	100%	\$12,000	\$12,000	\$0
7412	Tool Box Talks & Safety Team Meetings	30	Labour Overhead	\$0	\$5,328	\$5,328	100%	\$8,000	\$8,000	\$0

7422	Less PWO Allocated To W&S	30	Labour Overhead	-\$356,359	-\$473,400	-\$117,041	25%	-\$710,108	-\$710,108	\$0
7432	F.B.T. (Vehicle, Housing, Lic)	01	Employee Costs	\$16,140	\$6,664	-\$9,476	-142%	\$10,000	\$10,000	\$0
7442	Occ. H.S. & Welfare	01	Employee Costs	\$0	\$4,664	\$4,664	100%	\$7,000	\$7,000	\$0
7442	Occ. H.S. & Welfare	02	Materials & Contract	\$556	\$0	-\$556	-100%	\$0	\$0	\$0
7442	Occ. H.S. & Welfare	30	Labour Overhead	\$0	\$2,664	\$2,664	100%	\$4,000	\$4,000	\$0
<b>Total Expenditure</b>				<b>-\$47,308</b>	<b>-\$72</b>	<b>\$47,236</b>	<b>-100%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub-Total: PUBLIC WORKS OVERHEADS</b>				<b>\$47,308</b>	<b>\$72</b>	<b>\$47,236</b>	<b>-100%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PLANT OPERATION COSTS</b>										\$0
4453	Diesel Rebates	21	Other Revenue/Income	-\$11,323	-\$16,000	-\$4,677	29%	-\$24,000	-\$24,000	\$0
4483	Insurance Rebates	20	Contrib., Reimb. & Donations - Operating	-\$4,548	\$0	\$4,548	-100%	\$0	\$0	\$0
<b>Total Revenue</b>				<b>\$15,871</b>	<b>\$16,000</b>	<b>-\$129</b>	<b>71%</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$0</b>
4472	Fuel & Oils	02	Materials & Contract	\$58,962	\$223,328	\$164,366	74%	\$335,000	\$135,000	\$200,000
4482	Tyres & Sundries	02	Materials & Contract	\$2,261	\$123,328	\$121,067	98%	\$185,000	\$35,000	\$150,000
4492	Parts & Repairs	02	Materials & Contract	\$63,684	\$150,248	\$86,564	58%	\$225,381	\$125,381	\$100,000
4502	Expendable Tools	02	Materials & Contract	\$0	\$1,328	\$1,328	100%	\$2,000	\$2,000	\$0
4512	Repairs Wages	01	Employee Costs	\$713	\$0	-\$713	-100%	\$0	\$0	\$0
4512	Repairs Wages	30	Labour Overhead	\$926	\$0	-\$926	-100%	\$0	\$0	\$0
4522	Insurance & Licenses	02	Materials & Contract	\$6,956	\$5,000	-\$1,956	-39%	\$7,500	\$7,500	\$0
4522	Insurance & Licenses	04	Insurance	\$14,760	\$11,664	-\$3,096	-27%	\$17,500	\$17,500	\$0
4542	Less POC Allocated To W & S	31	Internal Plant Hire	-\$270,498	-\$687,384	-\$416,886	61%	-\$1,031,080	-\$1,031,080	\$0
4562	Depreciation of Plant	06	Depreciation	\$78,768	\$133,328	\$54,560	41%	\$200,000	\$200,000	\$0
4472	Fuel & Oils	35	External Purchases Overhead	-\$73	\$0	\$73	-100%	\$0	\$0	\$0
6890	Depreciation Written Back	33	Internal Plant Depreciation	-\$108,865	\$0	\$108,865	-100%	\$0	\$0	\$0
7272	Administration	36	Administration Allocations	\$19,277	\$48,464	\$29,187	60%	\$72,699	\$72,699	\$0
<b>Total Expenditure</b>				<b>-\$133,130</b>	<b>\$9,304</b>	<b>-\$142,434</b>	<b>100%</b>	<b>\$14,000</b>	<b>-\$436,000</b>	<b>\$450,000</b>
<b>Sub-Total: PLANT OPERATION COSTS</b>				<b>\$149,000</b>	<b>\$6,696</b>	<b>-\$142,563</b>	<b>100%</b>	<b>\$10,000</b>	<b>\$460,000</b>	<b>-\$450,000</b>
<b>SALARIES &amp; WAGES</b>										\$0
4572	Gross Total Salaries & Wages	01	Employee Costs	\$675,057	\$876,392	\$201,335	23%	\$1,314,597	\$1,314,597	\$0
6802	Less Sal & Wages Alloc - S20	01	Employee Costs	-\$675,353	-\$876,392	-\$201,039	23%	-\$1,314,597	-\$1,314,597	\$0
<b>Total Expenditure</b>				<b>-\$296</b>	<b>\$0</b>	<b>\$296</b>	<b>100%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sub-Total: SALARIES &amp; WAGES</b>				<b>\$296</b>	<b>\$0</b>	<b>-\$296</b>	<b>100%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>UNCLASSIFIED</b>										\$0
4463	Staff Fuel Card Reimbursements	21	Other Revenue/Income	\$0	-\$16,000	-\$16,000	100%	-\$24,000	-\$24,000	\$0
4023	LGMA Golf Day	21	Other Revenue/Income	-\$7,045	-\$6,496	\$549	-8%	-\$9,750	-\$9,750	\$0
4463	Staff Fuel Card Reimbursements	20	Contrib., Reimb. & Donations - Operating	-\$8,419	\$0	\$8,419	100%	\$0	\$0	\$0
4623	Mid West Industry Road Safety Alliance	21	Other Revenue/Income	\$0	-\$26,664	-\$26,664	100%	-\$40,000	-\$40,000	\$0
4675	Expenses Recovered (Income)	20	Contrib., Reimb. & Donations - Operating	-\$1,894	\$0	\$1,894	100%	\$0	\$0	\$0
4675	Expenses Recovered (Income)	21	Other Revenue/Income	-\$64	-\$3,328	-\$3,264	98%	-\$5,000	-\$5,000	\$0
4683	Charges Lease	14	Fees & Charges - L.G. Property	\$0	-\$128	-\$128	100%	-\$200	-\$200	\$0
4735	Sale of Land / Buildings (S14)	24	Proceeds On Asset Disposal	\$0	-\$53,328	-\$53,328	100%	-\$80,000	-\$80,000	\$0
4652	Realisation on Sale of Asset - Land & B	25	Realisation Of Asset Disposal	\$0	\$53,328	\$53,328	100%	\$80,000	\$80,000	\$0
4735	Sale of Land / Buildings (S14)	26	Profit On Asset Disposal	\$0	-\$26,664	-\$26,664	100%	-\$40,000	-\$40,000	\$0
4874	Industrial Area Interest	17	Interest Earned	-\$91	-\$80	\$11	-14%	-\$125	-\$125	\$0
4886	Lease Fees - Industrial Land	14	Fees & Charges - L.G. Property	-\$8,069	-\$7,200	\$869	-12%	-\$10,800	-\$10,800	\$0
<b>Total Revenue</b>				<b>\$25,582</b>	<b>\$86,560</b>	<b>-\$60,978</b>	<b>-70%</b>	<b>\$0</b>	<b>\$129,875</b>	<b>\$129,875</b>
4022	LGMA Golf Day	02	Materials & Contract	\$8,236	\$0	-\$8,236	-100%	\$0	\$0	\$0
4022	LGMA Golf Day	09	Other Expenses	\$0	\$6,496	\$6,496	100%	\$9,750	\$9,750	\$0
4552	Staff Fuel Cards	02	Materials & Contract	\$9,685	\$0	-\$9,685	-100%	\$0	\$0	\$0
4552	Staff Fuel Cards	09	Other Expenses	\$0	\$16,000	\$16,000	100%	\$24,000	\$24,000	\$0
4622	Expenses Other	02	Materials & Contract	\$1,032	\$6,664	\$5,632	85%	\$10,000	\$10,000	\$0
4642	Expenses - Yandy Leases - 4235 (Shed)	09	Other Expenses	\$75	\$0	-\$75	100%	\$0	\$0	\$0
4662	Mid West Industry Road Safety Alliance	09	Other Expenses	\$0	\$26,664	\$26,664	100%	\$40,000	\$40,000	\$0

4682	Expenses Recoverable	03	Utility Charges	\$3,456	\$0	<b>-\$3,456</b>	100%	\$0	\$0	\$0
4682	Expenses Recoverable	09	Other Expenses	\$2,986	\$3,328	\$342	10%	\$5,000	\$5,000	\$0
<b>Total Expenditure</b>				<b>\$25,470</b>	<b>\$59,152</b>	<b>\$33,682</b>	<b>57%</b>	<b>\$88,750</b>	<b>\$88,750</b>	<b>\$0</b>
<b>Sub-Total: UNCLASSIFIED</b>				<b>\$112</b>	<b>\$27,408</b>	<b>-\$27,296</b>	<b>-100%</b>	<b>\$0</b>	<b>\$41,125</b>	<b>\$41,125</b>
<b>SURPLUS / (DEFICIT) : OTHER PROPERTIES &amp; SERVICES</b>				<b>\$43,884</b>	<b>\$22,384</b>	<b>\$21,500</b>	<b>96%</b>	<b>\$0</b>	<b>\$33,463</b>	<b>\$33,463</b>
<b>CAPITAL EXPENDITURE</b>										
<b>Land Held for Resale</b>										
4504	Industrial Area Development			\$0.00	\$133,328.00	<b>-\$133,328.00</b>	-100%	\$200,000.00	\$200,000	\$0
<b>Sub-total: Land Held for Resale</b>				<b>\$0.00</b>	<b>\$133,328.00</b>	<b>-\$133,328.00</b>	<b>-100%</b>	<b>\$0.00</b>	<b>\$200,000.00</b>	<b>\$200,000.00</b>
<b>Land and Buildings</b>										
A001	Capital Works- Shire Office			\$0.00	\$6,664.00	\$6,664.00	100%	\$10,000.00	\$10,000	\$0
0075	Child Care Facility Upgrade			\$0.00	\$13,328.00	\$13,328.00	100%	\$20,000.00	\$20,000	\$0
H001	Capital Works -Lot 66 Shenton St			\$0.00	\$3,328.00	\$3,328.00	100%	\$5,000.00	\$5,000	\$0
H002	Capital Works - Lot 5 Field St			\$0.00	\$5,000.00	\$5,000.00	100%	\$7,500.00	\$7,500	\$0
H003	Capital Works - Lot 15 Field St			\$0.00	\$6,656.00	\$6,656.00	100%	\$10,000.00	\$10,000	\$0
H004	Capital Works - Lot 89 Victoira St			\$0.00	\$3,328.00	\$3,328.00	100%	\$5,000.00	\$5,000	\$0
H005	Capital Works - Shenton St 1 Bedroom Unit			\$0.00	\$3,328.00	\$3,328.00	100%	\$5,000.00	\$5,000	\$0
H007	Capital Works - 1 Bedroom Unit			\$0.00	\$3,328.00	\$3,328.00	100%	\$5,000.00	\$5,000	\$0
H008	Capital Works - King St Triplex Unit 1			\$0.00	\$2,656.00	\$2,656.00	100%	\$4,000.00	\$4,000	\$0
H009	Capital Works - King St Unit 2			\$0.00	\$2,664.00	\$2,664.00	100%	\$4,000.00	\$4,000	\$0
H010	Capital Works - King St Triplex Unit 3			\$0.00	\$2,672.00	\$2,672.00	100%	\$4,020.00	\$4,020	\$0
0165	Independent Living Units - Construction			\$297,526.00	\$176,664.00	<b>-\$120,862.00</b>	-68%	\$265,000.00	\$297,526	<b>-\$32,526</b>
0067	Enanty Barn - Capital			\$0.00	\$6,664.00	\$6,664.00	100%	\$10,000.00	\$10,000	\$0
0069	Old Roads Building			\$0.00	\$4,128.00	\$4,128.00	100%	\$6,200.00	\$6,200	\$0
0070	Old Rail Way Station			\$0.00	\$46,664.00	\$46,664.00	100%	\$70,000.00	\$70,000	\$0
5964	Business Incubator			\$0.00	\$66,664.00	\$66,664.00	100%	\$100,000.00	\$100,000	\$0
H011	Capital Works - 34 William St			\$0.00	\$7,984.00	\$7,984.00	100%	\$12,000.00	\$12,000	\$0
2434	Town Hall			\$0.00	\$0.00	\$0.00	0%	\$300,000.00	\$300,000	\$0
0068	Mingenew Museum - Capital			\$0.00	\$16,664.00	\$16,664.00	100%	\$25,000.00	\$25,000	\$0
<b>Sub-total: Land and Buildings</b>				<b>\$297,526.00</b>	<b>\$378,384.00</b>	<b>\$80,858.00</b>	<b>21%</b>	<b>\$0.00</b>	<b>\$867,720.00</b>	<b>\$900,246.00</b>
<b>Plant and Equipment</b>										
A101	Capital - Finance Manager Vehicle Changeover			\$0.00	\$57,328.00	\$57,328.00	100%	\$86,000.00	\$40,000	\$46,000
A100	Capital Works - Veo Vehicle Changeover			\$0.00	\$90,000.00	\$90,000.00	100%	\$135,000.00	\$50,000	\$85,000
0170	Works Managers Vehicle - Capital Purchase			\$0.00	\$57,328.00	\$57,328.00	100%	\$86,000.00	\$40,000	\$46,000
0171	Sundry Plant - Capital Purchase			\$0.00	\$6,664.00	\$6,664.00	100%	\$10,000.00	\$10,000	\$0
0172	Portable Traffic Lights			\$33,955.00	\$35,000.00	\$1,045.00	3%	\$35,000.00	\$35,000	\$0
0174	Grader			\$0.00	\$230,000.00	\$230,000.00	100%	\$345,000.00	\$345,000	\$0
0178	Slasher For Golf Club			\$24,909.09	\$13,576.00	<b>-\$11,333.09</b>	-83%	\$20,364.00	\$20,364	\$0
0177	Road Broom			\$0.00	\$16,664.00	\$16,664.00	100%	\$25,000.00	\$25,000	\$0
<b>Sub-total: Plant &amp; Equipment</b>				<b>\$58,864.09</b>	<b>\$506,560.00</b>	<b>\$447,695.91</b>	<b>88%</b>	<b>\$0.00</b>	<b>\$742,364.00</b>	<b>\$565,364.00</b>
<b>Furniture and Equipment</b>										
0065	Christmas Lights - Capital Purchase			\$0.00	\$2,000.00	\$2,000.00	100%	\$3,000.00	\$3,000	\$0
A201	Office Pc'S & Laptops			\$0.00	\$5,328.00	\$5,328.00	100%	\$8,000.00	\$8,000	\$0
A302	Capital Works - Council Desks, Table & Chairs			\$0.00	\$6,664.00	\$6,664.00	100%	\$10,000.00	\$10,000	\$0
<b>Sub-total: Furniture &amp; Equipment</b>				<b>\$0.00</b>	<b>\$13,992.00</b>	<b>\$13,992.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>
<b>Infrastructure - Other</b>										
0140	Football Oval Lights			\$157,164.00	\$93,328.00	<b>-\$63,836.00</b>	-68%	\$140,000.00	\$140,000	\$0
3084	Waste Transfer Station			\$95,739.09	\$93,312.00	<b>-\$2,427.09</b>	-3%	\$140,000.00	\$140,000	\$0
0141	Bride Street Recreation Area Development			\$0.00	\$66,664.00	\$66,664.00	100%	\$100,000.00	\$100,000	\$0
0167	Water Tanks & Reticulation			\$0.00	\$8,000.00	\$8,000.00	100%	\$12,000.00	\$12,000	\$0
0169	Netball Courts - Capital			\$0.00	\$100,000.00	\$100,000.00	100%	\$150,000.00	\$0	\$150,000

0071	Little Well - Capital Project	\$0.00	\$23,320.00	\$23,320.00	100%		\$35,000.00	\$35,000	\$0
0142	Mingenew Hill Walk Trail (Installation)	\$2,700.00	\$26,176.00	\$23,476.00	90%		\$40,000.00	\$40,000	\$0
<b>Sub-total: Other Infrastructure</b>		<b>\$255,603.09</b>	<b>\$410,800.00</b>	<b>\$155,196.91</b>	<b>38%</b>	<b>\$0.00</b>	<b>\$617,000.00</b>	<b>\$467,000.00</b>	<b>\$150,000.00</b>
<b>Road Infrastructure</b>									\$0
0001	Roadworks Const - Own Resources	\$0.00	\$48,312.00	\$48,312.00	100%		\$72,500.00	\$72,500	\$0
6075	Yarragadee Bridge (R2R)□	\$0.00	\$140,000.00	\$140,000.00	100%		\$210,000.00	\$210,000	\$0
6074	Mooriary Road (Roads To Recovery)	\$115,244.35	\$81,056.00	-\$34,188.35	-42%		\$121,600.00	\$121,600	\$0
RR61	Coalseam Road	\$173,041.47	\$215,312.00	\$42,270.53	20%		\$323,000.00	\$323,000	\$0
RR65	Mingenew Mullewa Road - 15/16 Project	\$174,582.38	\$299,984.00	\$125,401.62	42%		\$450,000.00	\$450,000	\$0
<b>Sub-total: Road Infrastructure</b>		<b>\$462,868.20</b>	<b>\$784,664.00</b>	<b>\$321,795.80</b>	<b>41%</b>	<b>\$0.00</b>	<b>\$1,177,100.00</b>	<b>\$1,177,100.00</b>	<b>\$0.00</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>\$1,074,861.38</b>	<b>\$2,227,728.00</b>	<b>\$1,152,866.62</b>	<b>52%</b>	<b>\$0.00</b>	<b>\$3,625,184.00</b>	<b>\$3,330,710.00</b>	<b>\$294,474.00</b>
<b>Repayment of Debentures</b>									\$0
1634	Loan 137 - Senior Citizens Buildings	9,729	9,729	0	0%		19,576	19,576	\$0
1794	Loan 133 - Triplex	6,520	6,520	0	0%		13,195	13,195	\$0
1754	Loan 134 - SC Housing	2,460	2,460	0	0%		9,930	9,930	\$0
4984	Loan 136 - Staff Housing	11,828	11,828	0	0%		23,656	23,656	\$0
1764	Loan 142 - Staff Housing	8,158	8,158	0	0%		11,996	11,996	\$0
4894	Loan 138 - Pavilion Fitout	9,587	9,587	0	0%		18,792	18,792	\$0
3534	Loan 139 - Roller	2,576	2,576	0	0%		5,182	5,182	\$0
3544	Loan 141 - Grader	8,732	8,732	0	0%		17,570	17,570	\$0
3594	Loan 144 - Side Tipping Trailer	5,962	5,962	0	0%		11,996	11,996	\$0
3604	Loan 145 - Drum Roller	9,385	9,385	0	0%		18,881	18,881	\$0
<b>Sub-total: Repayment of Debentures</b>		<b>74,936</b>	<b>74,937</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>150,774</b>	<b>150,774</b>	<b>0</b>
<b>Transfers to / (from) Reserves</b>									\$0
4834	Accrued Leave Reserve	243	832	589	242%		1,250	1,250	\$0
4844	Land and Building Reserve	768	960	192	25%		77,450	77,450	\$0
4864	Sportsground Improvement Reserve	47	40	(7)	-15%		60	60	\$0
4854	Plant Replacement Reserve	2,560	2,464	(96)	-4%		3,700	3,700	\$0
4914	Aged Persons Units Reserve	350	328	(22)	-6%		500	500	\$0
4874	Industrial Area Reserve	91	80	(11)	-12%		125	125	\$0
4514	Environmental Rehabilitation Reserve	311	296	(15)	-5%		450	450	\$0
4944	RTC/PO/NAB Reserve	352	328	(24)	-7%		500	500	\$0
4804	Insurance Reserve	350	27,328	26,978	7707%		41,000	41,000	\$0
4404	Economic Development & Marketing Reserve	324	312	(12)	-4%		475	475	\$0
<b>Sub-total: Transfer to / (from) Reserves</b>		<b>5,396</b>	<b>32,968</b>	<b>27,572</b>	<b>84%</b>	<b>0</b>	<b>125,510</b>	<b>125,510</b>	<b>0</b>
<b>Funding Balance Adjustments</b>									\$0
<b>Add Back Depreciation</b>		1,153,325	1,460,176	306,851	-148%	0	2,190,310	2,190,310	\$0
<b>Adjust (Profit) / Loss on Asset Disposal</b>		1,653	0	(1,653)	-100%		(40,000)	(40,000)	\$0
<b>Proceeds from Disposal of Assets</b>		4,545	259,376	254,831	98%		365,650	188,650	\$177,000
<b>Sub-total: Funding Balance Adjustments</b>		<b>1,159,523</b>	<b>1,719,552</b>	<b>560,029</b>	<b>0</b>	<b>-</b>	<b>2,515,960</b>	<b>2,338,960</b>	<b>177,000</b>
<b>NET OPERATIONS, CAPITAL &amp; FINANCING</b>		<b>\$776,536</b>	<b>-\$332,762</b>	<b>\$1,109,298</b>	<b>-\$0</b>	<b>\$0</b>	<b>-\$1,689,288</b>	<b>-\$847,245</b>	<b>-\$842,043</b>
<b>Opening Surplus / (Deficit)</b>		<b>1,721,405</b>	<b>1,722,222</b>	<b>817</b>	<b>0%</b>		<b>1,722,222</b>	<b>1,721,405</b>	<b>\$817</b>
<b>CLOSING SURPLUS / (DEFICIT)</b>		<b>2,497,941</b>	<b>1,389,461</b>	<b>1,108,480</b>	<b>80%</b>		<b>32,937</b>	<b>874,161</b>	<b>841,224</b>

## 9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 28 FEBRUARY 2018

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 13 March 2018  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

### Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 28 February 2018 is presented to Council for adoption.

### Attachment

Finance Report for period ending 28 February 2018

### Background

The Monthly Financial Report to 28 February 2018 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

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

### Comment

SUMMARY OF FUNDS – SHIRE OF MINGENEW	
Municipal Fund & Cash on Hand	\$498,053
3 Month Term Deposit @ 2.45%	\$1,513,822
Restricted Funds ( Unspent Grants) included in the above term deposit	\$583,500
Trust Fund	\$61,159
Reserve fund (6 Month Term Deposit) @ 2.55%	\$401,872

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered. The following remains outstanding as at 28 February 2018;

# MINGENSHIRE COUNCIL ORDINARY MEETING AGENDA – 21 March 2018

	<b>Current</b>	<b>30+ Days</b>	<b>60+ Days</b>	<b>90+ Days</b>	<b>TOTAL</b>
Amount	175,500	1,135	77	6,064	181,736

Rates Outstanding at 28 February 2018 were:

	<b>February 2018</b>	<b>January 2018</b>
Rates	264,030	279,330
Rubbish	13,425	13,846
ESL	4,242	4,742
<b>TOTAL</b>	<b>281,697</b>	<b>297,918</b>

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2017/18 financial year.

## **Consultation**

Martin Whitely, Chief Executive 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 sub regulation (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.

MINGENSHIRE COUNCIL ORDINARY MEETING AGENDA – 21 March 2018

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (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 9.2.2</b>
--

**That the Monthly Statement of Financial Activity for the period 1 July 2017 to 28 February 2018 be received.**

**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**

**For the Period Ended 28 February 2018**

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

**TABLE OF CONTENTS**

Compilation Report	2
Monthly Summary Information	3 - 5
Statement of Financial Activity by Program	6
Statement of Financial Activity By Nature or Type	7
Statement of Capital Acquisitions and Capital Funding	8
Note 1      Significant Accounting Policies	9 - 15
Note 2      Explanation of Material Variances	16
Note 3      Net Current Funding Position	17
Note 4      Cash and Investments	18
Note 5      Budget Amendments	19
Note 6      Receivables	20
Note 7      Cash Backed Reserves	21
Note 8      Capital Disposals	22
Note 9      Rating Information	23
Note 10     Information on Borrowings	24
Note 11     Grants and Contributions	25
Note 12     Trust	26
Note 13     Capital Acquisitions	27-29

## 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 28 February 2018 of \$2,497,941.

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

## Preparation

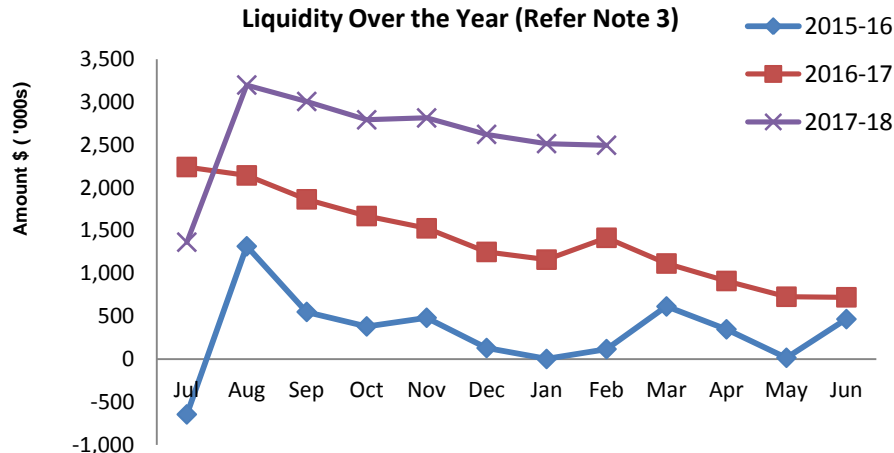
Prepared by: Durga Ojha  
Reviewed by: Martin Whitely  
Date prepared: 13/03/2018

# Shire of Mingenew

## Monthly Summary Information

For the Period Ended 28 February 2018

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



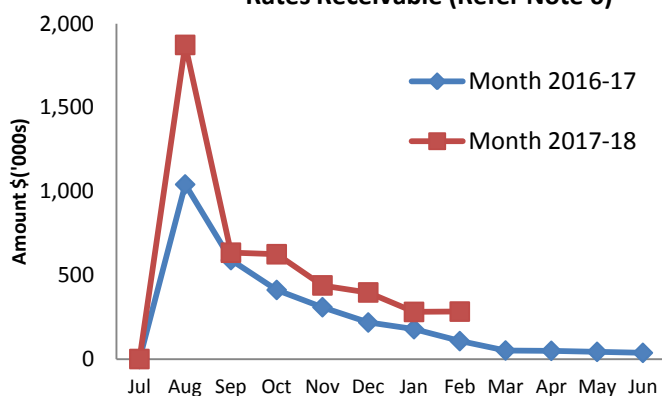
### Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,428,675
Restricted	\$ 985,372
	<u>\$ 2,414,047</u>

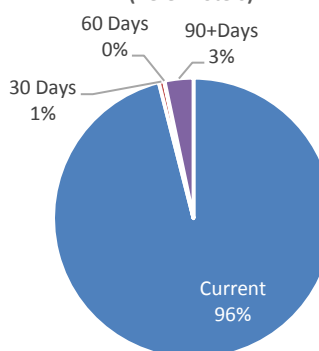
### Receivables

Rates	\$ 283,879
Other	\$ 276,482
	<u>\$ 560,361</u>

**Rates Receivable (Refer Note 6)**



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



### Comments

Rates were issued on 20 August 2017.  
First instalment was due 29 September 2017.  
Second Instalment was due 30 November 2017  
Third instalment was due 31 January 2018  
4th & Final instalment was due 1 April 2018

### SUMMARY OF BILLING

Rates	1,816,567
Rubbish	71,291
ESL	27,450
	<u>1,915,308</u>

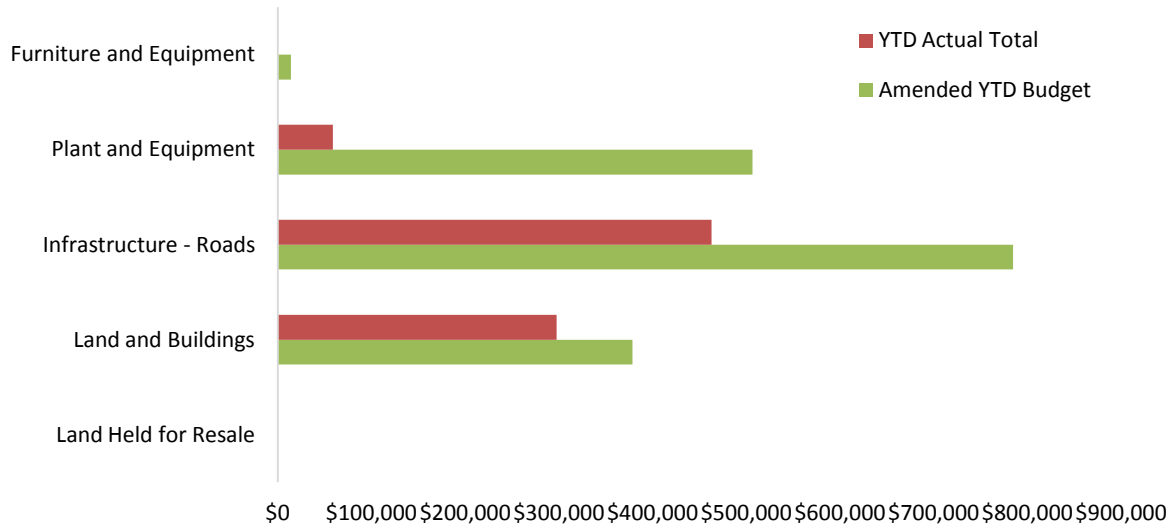
This information is to be read in conjunction with the accompanying Financial Statements and notes.

## Shire of Mingenew

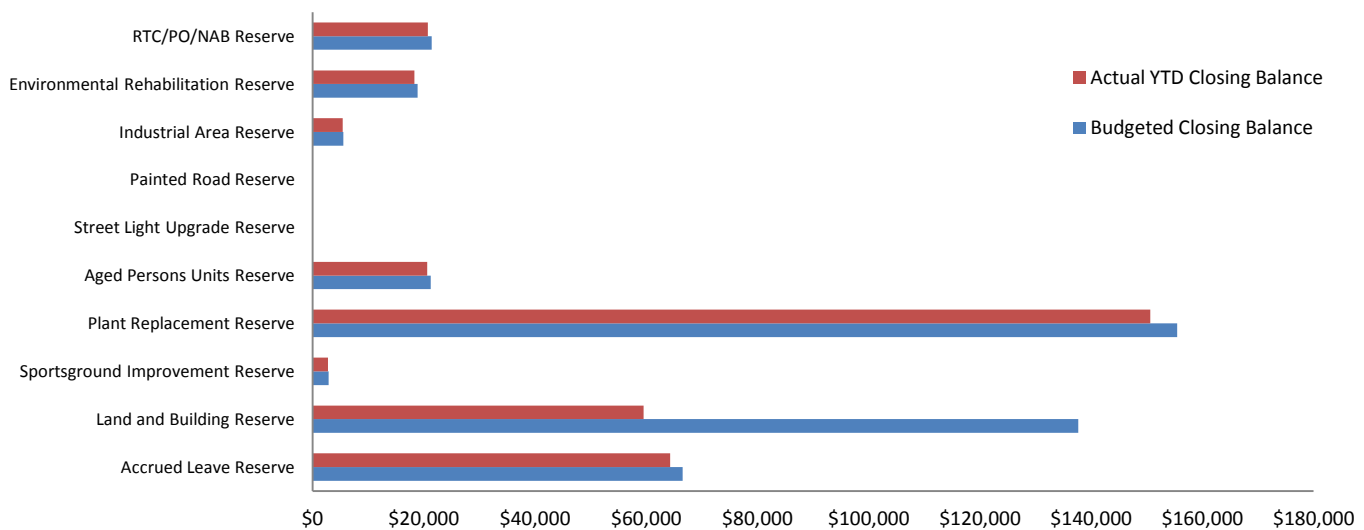
### Monthly Summary Information

For the Period Ended 28 February 2018

#### 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.

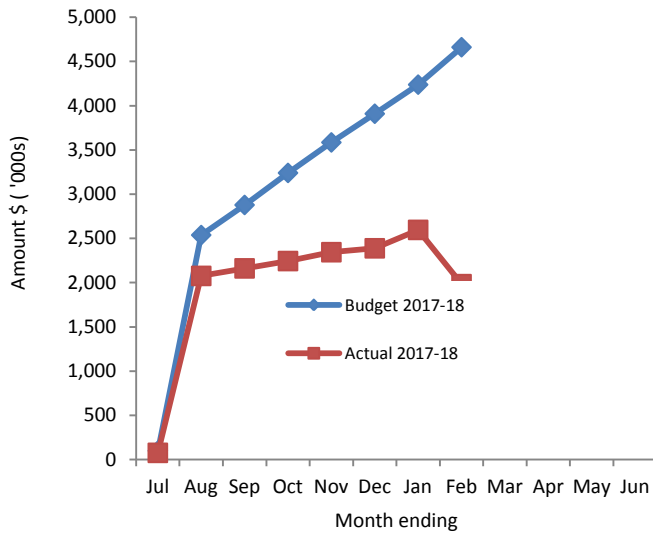
# Shire of Mingenew

## Monthly Summary Information

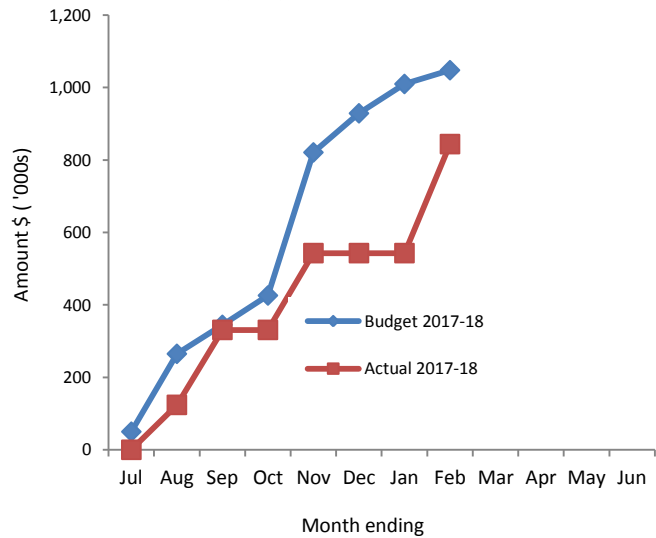
For the Period Ended 28 February 2018

### Revenues

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

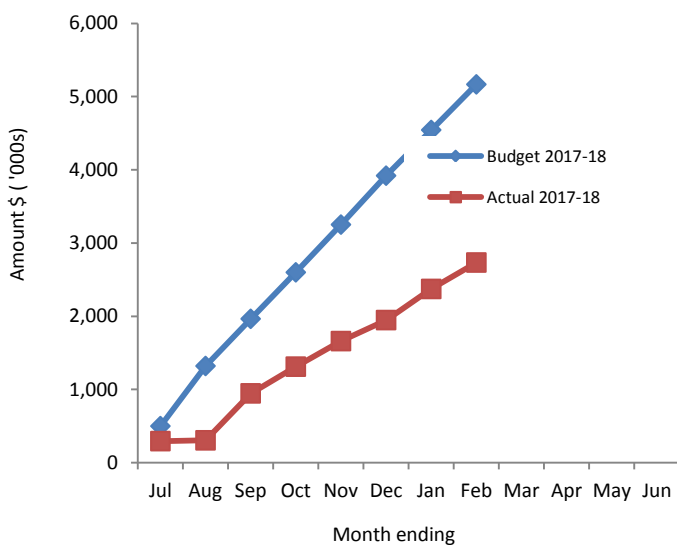


Budget Capital Revenue -v- Actual (Refer Note 2)

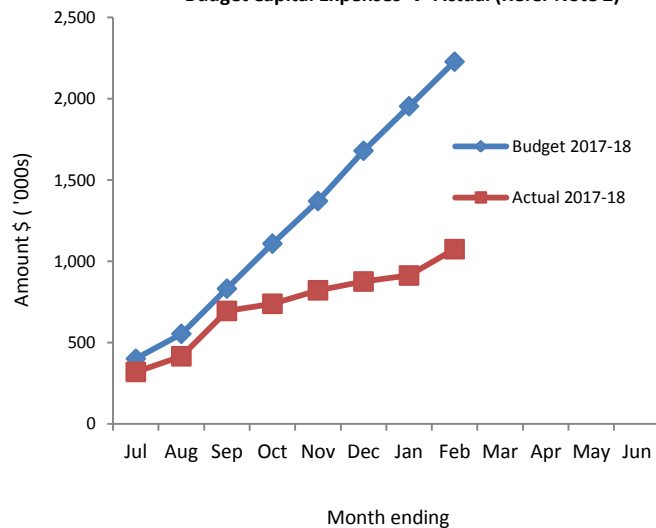


### Expenditure

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 28 February 2018**

	Note	2017/18 Original Budget (a)	2017/18 YTD Budget (a)	2017/18 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
General Purpose Funding		2,185,519	2,076,810	2,065,016	(11,794)	(0.57%)	
Governance		12,586	8,384	17,293	8,909	106.26%	
Law, Order and Public Safety		60,874	53,845	61,215	7,370	13.69%	
Health		371	240	315	75	31.44%	
Education and Welfare		3,755	2,488	3,749	1,261	50.70%	
Housing		104,924	69,920	61,399	(8,521)	(12.19%)	
Community Amenities		83,595	80,925	66,149	(14,776)	(18.26%)	▼
Recreation and Culture		38,665	36,365	32,393	(3,972)	(10.92%)	
Transport		3,330,448	2,220,288	310,646	(1,909,642)	(86.01%)	▼
Economic Services		11,355	7,536	5,175	(2,361)	(31.33%)	
Other Property and Services		157,475	104,960	43,167	(61,793)	(58.87%)	▼
<b>Total Operating Revenue</b>		<b>5,989,567</b>	<b>4,661,761</b>	<b>2,666,517</b>	<b>(1,983,449)</b>		
<b>Operating Expense</b>							
General Purpose Funding		(47,511)	(31,656)	(35,115)	(3,459)	(10.93%)	
Governance		(205,931)	(173,265)	(191,425)	(18,160)	(10.48%)	▼
Law, Order and Public Safety		(124,627)	(86,091)	(81,714)	4,377	5.08%	
Health		(111,511)	(74,280)	(44,990)	29,290	39.43%	▲
Education and Welfare		(76,019)	(50,624)	(33,035)	17,589	34.74%	▲
Housing		(163,757)	(109,048)	(112,436)	(3,388)	(3.11%)	
Community Amenities		(314,842)	(218,128)	(174,513)	43,615	20.00%	▲
Recreation and Culture		(895,693)	(597,000)	(666,999)	(69,999)	(11.73%)	▼
Transport		(5,227,876)	(3,485,048)	(1,360,907)	2,124,141	60.95%	▲
Economic Services		(400,524)	(266,896)	(182,615)	84,281	31.58%	▲
Other Property and Services		(114,012)	(75,880)	149,718	225,598	297.31%	▲
<b>Total Operating Expenditure</b>		<b>(7,682,303)</b>	<b>(5,167,916)</b>	<b>(2,734,031)</b>	<b>2,433,885</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		2,190,310	1,460,176	1,153,325	(306,851)	(21.01%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(40,000)	0	1,653	1,653		
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>457,574</b>	<b>954,021</b>	<b>1,087,463</b>	<b>145,237</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,303,450	789,474	839,721	50,247	6.36%	
Proceeds from Disposal of Assets	8	365,650	259,376	4,545	(254,831)	(98.25%)	▼
<b>Total Capital Revenues</b>		<b>1,669,100</b>	<b>1,048,850</b>	<b>844,267</b>	<b>(204,583)</b>		
<b>Capital Expenses</b>							
Land Held for Resale	13	(200,000)	(133,328)	0	133,328	100.00%	▲
Land and Buildings	13	(867,720)	(378,384)	(297,526)	80,858	21.37%	▲
Infrastructure - Roads	13	(1,177,100)	(784,664)	(462,868)	321,796	41.01%	▲
Infrastructure - Other		(617,000)	(410,800)	(255,603)	155,197	37.78%	
Plant and Equipment	13	(742,364)	(506,560)	(58,864)	447,696	88.38%	▲
Furniture and Equipment	13	(21,000)	(13,992)	0	13,992	100.00%	▲
<b>Total Capital Expenditure</b>		<b>(3,625,184)</b>	<b>(2,227,728)</b>	<b>(1,074,861)</b>	<b>1,152,867</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,956,084)</b>	<b>(1,178,878)</b>	<b>(230,595)</b>	<b>948,283</b>		
<b>Financing</b>							
Transfer from Reserves	7	0	0	0	0		
Proceed from new debenture	10	85,507	0	0	0		
Repayment of Debentures	10	(150,774)	(74,936)	(74,936)	0	0.00%	
Transfer to Reserves	7	(125,510)	(32,968)	(5,396)	27,572	83.63%	▲
<b>Net Cash from Financing Activities</b>		<b>(190,777)</b>	<b>(107,904)</b>	<b>(80,332)</b>	<b>27,572</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,689,287)</b>	<b>(332,761)</b>	<b>776,537</b>	<b>1,121,092</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,722,222</b>	<b>1,722,222</b>	<b>1,721,405</b>	<b>(817)</b>	<b>(0.05%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>32,937</b>	<b>1,389,461</b>	<b>2,497,941</b>	<b>1,120,275</b>		

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

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

**SHIRE OF MINGENEW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 28 February 2018**

	Note	2017/18 Original Budget (a)	2017/18 YTD Budget (a)	2017/18 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
<b>Operating Revenues</b>							
Rates	9	\$ 1,816,567	\$ 1,816,904	\$ 1,813,962	\$ (2,942)	0.16%	
Operating Grants, Subsidies and Contributions	11	3,145,800	2,123,055	293,157	(1,829,898)	(86.19%)	▼
Fees and Charges		264,770	212,242	178,695	(33,547)	(15.81%)	▼
Interest Earnings		65,440	43,584	44,299	715	1.64%	
Other Revenue		656,990	439,312	336,403	(102,909)	(23.42%)	▼
Profit on Disposal of Assets	8	40,000	26,664	0			
<b>Total Operating Revenue</b>		<b>5,989,567</b>	<b>4,661,761</b>	<b>2,666,517</b>	<b>(1,968,580)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,456,983)	(970,912)	(576,682)	394,230	40.60%	▲
Materials and Contracts		(3,097,470)	(2,105,054)	(479,456)	1,625,598	77.22%	▲
Utility Charges		(136,355)	(90,832)	(60,429)	30,403	33.47%	▲
Depreciation on Non-Current Assets		(2,190,310)	(1,460,176)	(1,153,325)	306,851	21.01%	▲
Interest Expenses		(22,523)	(14,968)	(14,637)	331	2.21%	
Insurance Expenses		(91,762)	(74,026)	(106,984)	(32,958)	(44.52%)	▼
Other Expenditure		(686,900)	(451,948)	(340,865)	111,083	24.58%	▲
Loss on Disposal of Assets	8	0	0	(1,653)			
<b>Total Operating Expenditure</b>		<b>(7,682,303)</b>	<b>(5,167,916)</b>	<b>(2,734,031)</b>	<b>2,435,537</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		2,190,310	1,460,176	1,153,325	(306,851)	(21.01%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(40,000)	0	1,653	1,653		
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>457,574</b>	<b>954,021</b>	<b>1,087,463</b>	<b>161,759</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,303,450	789,474	839,721	50,247	6.36%	
Proceeds from Disposal of Assets	8	365,650	259,376	4,545	(254,831)	(98.25%)	▼
<b>Total Capital Revenues</b>		<b>1,669,100</b>	<b>1,048,850</b>	<b>844,267</b>	<b>(204,583)</b>		
<b>Capital Expenses</b>							
Land Held for Resale	13	(200,000)	(133,328)	0	133,328	100.00%	▲
Land and Buildings	13	(867,720)	(378,384)	(297,526)	80,858	21.37%	▲
Infrastructure - Roads	13	(1,177,100)	(784,664)	(462,868)	0	0	
Infrastructure - Other	13	(617,000)	(410,800)	(255,603)			
Plant and Equipment	13	(742,364)	(506,560)	(58,864)	447,696	88.38%	▲
Furniture and Equipment	13	(21,000)	(13,992)	0	13,992	100.00%	▲
<b>Total Capital Expenditure</b>		<b>(3,625,184)</b>	<b>(2,227,728)</b>	<b>(1,074,861)</b>	<b>675,874</b>		
<b>Net Cash from Capital Activities</b>		<b>(1,956,084)</b>	<b>(1,178,878)</b>	<b>(230,595)</b>	<b>471,291</b>		
<b>Financing</b>							
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups	10	85,507	0	0	0		
Repayment of Debentures	10	(150,774)	(74,936)	(74,936)	0	0.00%	
Transfer to Reserves	7	(125,510)	(5,396)	(5,396)	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>(190,777)</b>	<b>(80,332)</b>	<b>(80,332)</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,689,287)</b>	<b>(305,189)</b>	<b>776,537</b>	<b>633,050</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,722,222</b>	<b>1,722,222</b>	<b>1,721,405</b>	<b>(817)</b>	<b>(0.05%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>32,937</b>	<b>1,417,033</b>	<b>2,497,941</b>	<b>632,232</b>		

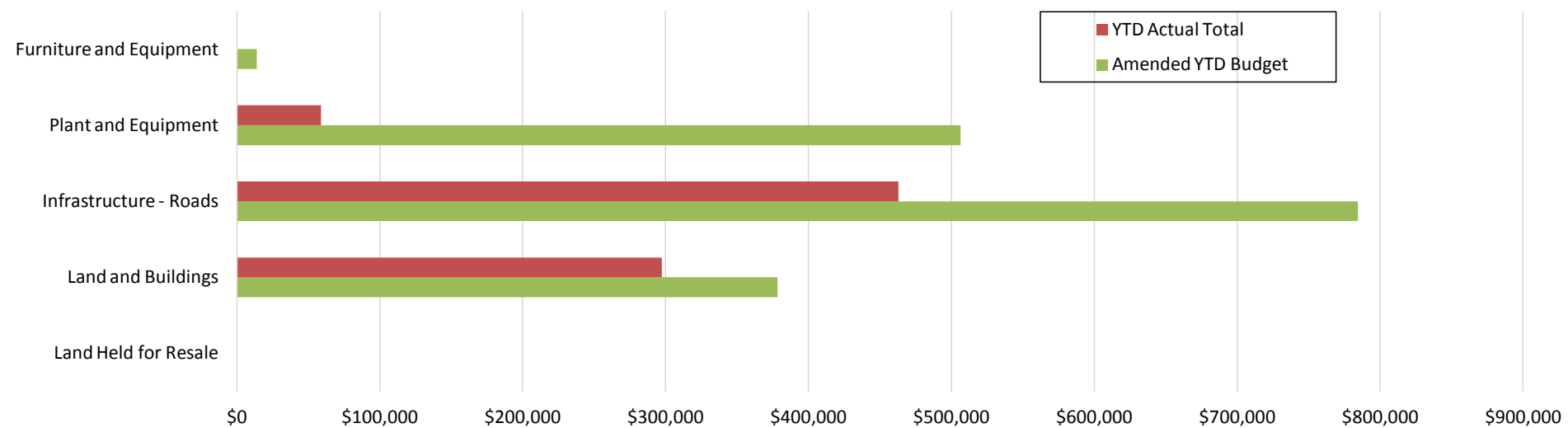
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF MINGENEW**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 28 February 2018

		YTD 28 02 2018					
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	297,526		297,526	378,384	867,720	(80,858)
Infrastructure - Roads	13	462,868		462,868	784,664	1,177,100	(321,796)
Infrastructure -Other	13	255,603		255,603	410,800	617,000	(155,197)
Plant and Equipment	13	58,864		58,864	506,560	742,364	(447,696)
Furniture and Equipment	13	0		0	13,992	21,000	(13,992)
<b>Capital Expenditure Totals</b>		<b>1,074,861</b>	<b>0</b>	<b>1,074,861</b>	<b>2,094,400</b>	<b>3,625,184</b>	<b>(1,019,539)</b>

Capital Expenditure Program YTD



**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**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 28 February 2018**

**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 28 February 2018**

**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 28 February 2018**

**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 28 February 2018**

**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, and 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 these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Excludes 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 28 February 2018**

**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 28 February 2018**

**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**

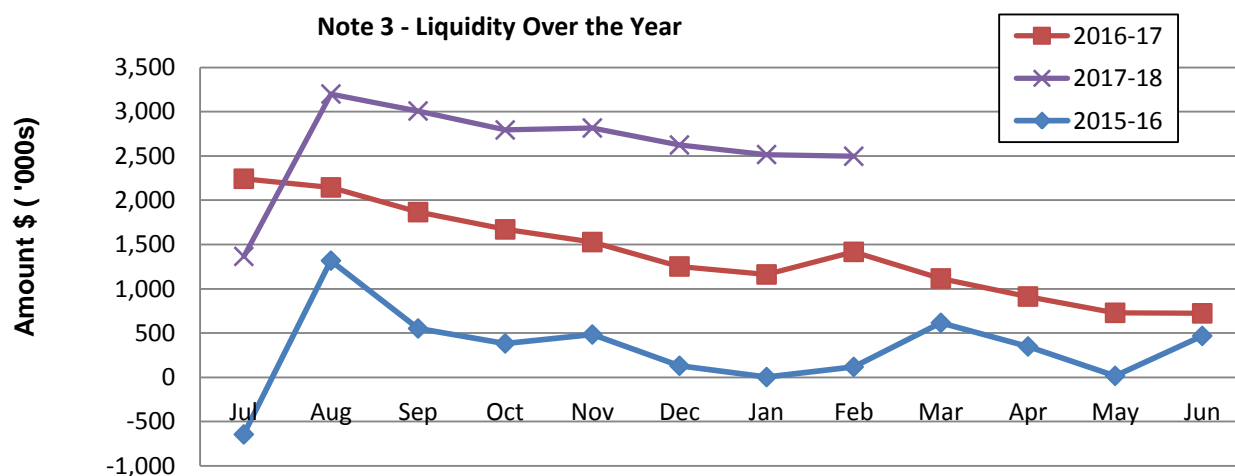
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	(11,794)	(0.57%)			Special purpose Grants is more than expected \$373K. The Income was received after finalising the budget therefore no provision was made for the current budget.
Governance	8,909	106.26%			Nil
Law, Order and Public Safety	7,370	13.69%			Bush Fire Management plan is more than expected. Budget income was \$30K however grants was received \$42,500.
Health	75	31.44%			Nil
Education and Welfare	1,261	50.70%			Nil
Housing	(8,521)	(12.19%)			Nil
Community Amenities	(14,776)	(18.26%)	▼		Rubbish removable fees are less than expected \$13,916
Recreation and Culture	(3,972)	(10.92%)			Nil
Transport	(1,909,642)	(86.01%)	▼	Permanent	Flood damage claims is under and it is reviewed for current budget review
Economic Services	(2,361)	(31.33%)			Nil
Other Property and Services	(61,793)	(58.87%)	▼		Subdivision grants is under by 167K
<b>Operating Expenses</b>					
General Purpose Funding	(3,459)	(10.93%)			Nil
Governance	(18,160)	(10.48%)	▼		Nil
Law, Order and Public Safety	4,377	5.08%			Nil
Health	29,290	39.43%	▲		Internal Admin allocations is under \$27K due to timing issue
Education and Welfare	17,589	34.74%	▲		Internal Admin allocations is under \$7K
Housing	(3,388)	(3.11%)			Nil
Community Amenities	43,615	20.00%	▲		The following jobs are over and under: Rubbish tip maintenance is under \$19K, Asbestos management is under \$10,448, Pubic conveniences maintenance cost is over by \$12, Mingenew Town revitalisation project cost is under \$25,000
Recreation and Culture	(69,999)	(11.73%)	▼		Assets Depreciation and admin allocations is over \$74K
Transport	2,124,141	60.95%	▲	Permanent	Flood damage works is under \$1.9 Millions and roads depreciation is under \$315K
Economic Services	84,281	31.58%	▲		Tourism and areas promotion is under \$20K, post office building maintenance is under \$9K and internal admin allocation is under \$13K,
Other Property and Services	225,598	297.31%	▲		Telecommunication is is under \$10K Gross Salary and wages is under \$200K Internal admin allocation is under \$82K
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	50,247	6.36%			Regional roads groups grants are received earlier than expected
Proceeds from Disposal of Assets	(254,831)	(98.25%)	▼	Permanent	Executive vehicle change over are less than expected resulting no disposal from assets
<b>Capital Expenses</b>					
Land Held for Resale	133,328	100.00%	▲		Industrial subdivision allocation is under due to timing issue
Land and Buildings	80,858	21.37%	▲		Independent living units is over by \$32K other various building works is under by \$82K
Infrastructure - Roads	321,796	41.01%	▲		Roads construction cost is under \$321K due to timing issue
Infrastructure - Footpaths	0				Nil
Infrastructure - Drainage & Culverts	0				Nil
Infrastructure - Aerodromes	0				Nil
Plant and Equipment	447,696	88.38%	▲		Timing of purchases
Furniture and Equipment	13,992	100.00%	▲		Timing of purchases
<b>Financing</b>					
Loan Principal	0	0.00%			Nil

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2018

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 28 Feb 2018	30th June 2017	YTD 28 Feb 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	4	1,428,675	1,276,249	1,420,917
Cash - Restricted Reserves	4	401,872	396,475	330,499
Cash - Restricted Unspent Grants		583,500	568,498	216,626
Investments		0	0	0
Rates - Current	6	283,879	83,832	234,607
Sundry Debtors	6	276,482	79,873	2,423
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	0	0
GST Receivable		15,205	30,077	14,617
Receivables - Other		0	0	0
Inventories - Fuel & Materials		3,065	3,197	5,994
Inventories - Land Held for Resale		40,394	40,394	80,788
		3,031,487	2,477,010	2,304,886
<b>Current Liabilities</b>				
Sundry Creditors		(24,880)	(261,624)	(63,978)
GST Payable		(27,905)	(29,012)	(14,918)
PAYG		(34,022)	(12,709)	(6,746)
Accrued Interest on Debentures		(2,496)	(13,414)	0
Accrued Salaries & Wages		(1,977)	(1,977)	(1,977)
Current Employee Benefits Provision		(231,014)	(231,014)	(261,493)
Current Loan Liability		(75,839)	(150,775)	(73,757)
		(398,133)	(700,525)	(422,869)
<b>NET CURRENT ASSETS</b>		<b>2,633,354</b>	<b>1,776,485</b>	<b>1,882,017</b>
<b>Less:</b>				
Cash - Restricted Reserves		(401,872)	(396,475)	(330,499)
Inventories - Land Held for Resale		(40,394)	(40,394)	(80,788)
<b>Add Back:</b>				
Current Loan Liability		75,839	150,775	73,757
Cash Backed Employee Provisions	7	231,014	231,014	261,493
<b>Net Current Funding Position (Surplus / Deficit)</b>		<b>2,497,941</b>	<b>1,721,405</b>	<b>1,805,980</b>

0.00



**Comments - Net Current Funding Position**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
3 Month term Deposit	2.45%	930,322	583,500		1,513,822	NAB	31 March 2018
Municipal Bank Account	1.25%	498,053			498,053	NAB	At Call
Trust Bank Account	1.25%			61,159	61,159	NAB	At Call
Cash Maximiser Account (Muni)	0.70%	0	0		0	NAB	At Call
Cash On Hand	Nil	300	0		300	NAB	At Call
Reserve Funds	2.55%	0	401,872		401,872	NAB	30 June 2018
(b) <b>Term Deposits</b>							
Short Term Deposits	0.00%	0	0		0		
<b>Total</b>		1,428,675	985,372	61,159	2,475,206		

**Comments/Notes - Investments**

A review of bank accounts held has been undertaken in conjunction with National Australia Bank. Following this review some changes have been made to the type of accounts we use. To improve interest earnings, the Cash Maximizer Accounts are no longer used (they were earning approximately 0.7% interest) and the Municipal, Trust and Reserve accounts are corporate cheque accounts and will earn interest at the RBA cash rate when balances are >\$250,000 and RBA Cash rate -0.25% when balances are <\$250,000

**Restricted Cash**

**(1) Municipal Fund**

Purpose for Funds Being Restricted	Funding Organisation	Due Date to be Expended	Amount
1 Special Purpose Grants - Bridges	Financial Assistance Grants	30 June 2018	210,000
2 Special Purpose Grants - Bridges	Financial Assistance Grants	30 June 2019	373,500
<b>Sub-total</b>			<b>583,500</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

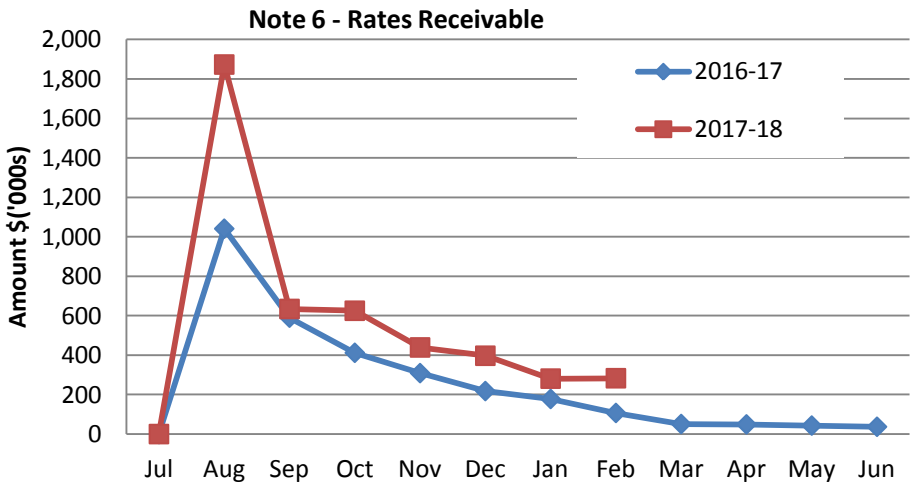
**Note 6: RECEIVABLES**

**Receivables - Rates & Rubbish Receivable**

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

**Net Rates Collectable**  
 % Collected

YTD 28 Feb 2018	30 June 2016
\$ 83,832	\$ 83,832
1,852,748	1,757,549
(1,654,883)	(1,757,549)
<b>281,697</b>	<b>83,832</b>
<b>281,697</b>	<b>83,832</b>
85.45%	95.45%



**Comments/Notes - Receivables Rates**

Instalment Due Dates:

Instalment 1	30-Sep-17
Instalment 2	30-Nov-17
Instalment 3	31-Jan-18
Instalment 4	1-Apr-18

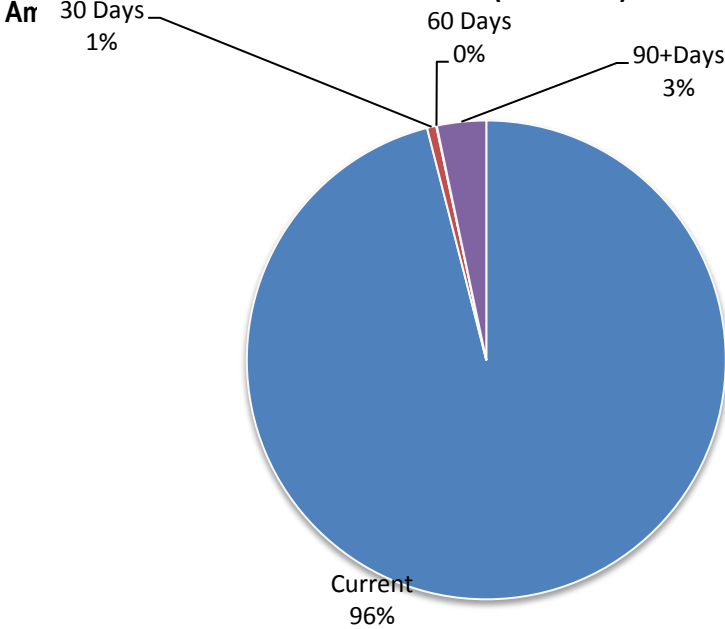
**Receivables - General**

Receivables - General

**Total Receivables General Outstanding**

Current	30 Days	60 Days	90+Days
\$ 174,500	\$ 1,135	\$ 77	\$ 6,024
			<b>181,736</b>

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



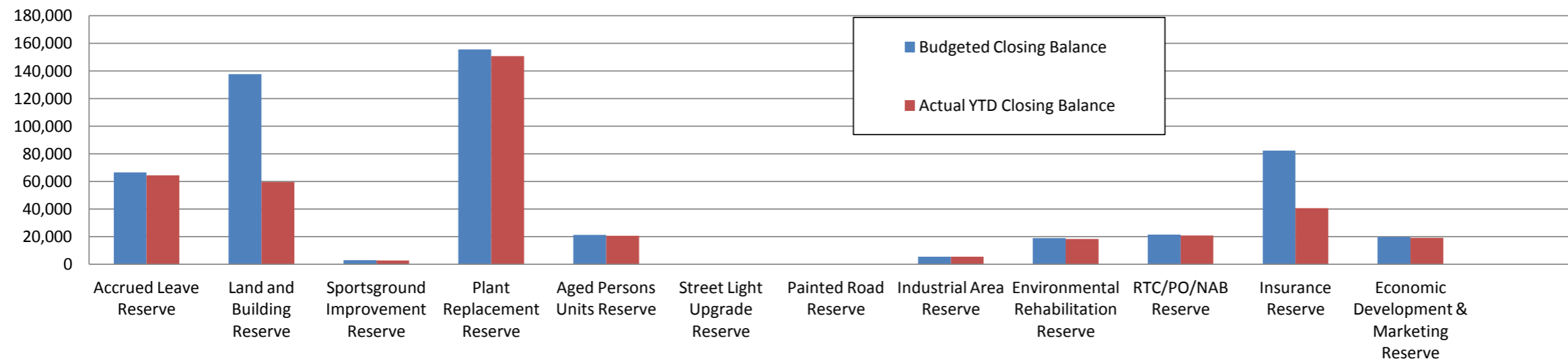
**Comments/Notes - Receivables General**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	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	64,065	1,250	243	1,250	0	0	0		66,565	64,308
Land and Building Reserve	58,767	1,450	768	77,450	0	0	0		137,667	59,535
Sportsground Improvement Reserve	2,725	60	47	60	0	0	0		2,845	2,772
Plant Replacement Reserve	148,056	3,700	2,560	3,700	0	0	0		155,456	150,616
Aged Persons Units Reserve	20,230	500	350	500	0	0	0		21,230	20,579
Street Light Upgrade Reserve	0	0	0	0	0	0	0		0	0
Painted Road Reserve	0	0	0	0	0	0	0		0	0
Industrial Area Reserve	5,287	125	91	125	0	0	0		5,537	5,378
Environmental Rehabilitation Reserve	18,002	450	311	450	0	0	0		18,902	18,313
RTC/PO/NAB Reserve	20,382	500	352	500	0	0	0		21,382	20,734
Insurance Reserve	40,243	1,000	350	41,000	0	0	0		82,243	40,593
Economic Development & Marketing Reserve	18,719	475	324	475	0	0	0		19,669	19,042
	0			0	0	0	0			
	<b>396,475</b>	<b>9,510</b>	<b>5,396</b>	<b>125,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>531,495</b>	<b>401,872</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 28 February 2018

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 28 02 2018			
Cost	Accum Depr	Proceeds	Profit (Loss)		2017/18 Budget Profit/(Loss)	2017/18 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
0			0	Plant and Equipment		0		
			0	CEO Vehicle			0	
			0	DCEO Vehicle		0	0	
				Works Manager Vehicle		0	0	
						0	0	
0	0	0	0		0	0	0	

**Comments - Capital Disposal/Replacements**

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**9. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of properties</b>	<b>Rateable value \$</b>	<b>2017/18 interim rates \$</b>	<b>2017/18 back rates \$</b>	<b>Actual Rate Revenue \$</b>	<b>2017/18 Budgeted rate revenue \$</b>	<b>2017/18 Budgeted interim rates \$</b>	<b>2017/18 Budgeted back rates \$</b>	<b>2017/18 Budgeted total revenue \$</b>
<b>General rate</b>										
GRV - Mingenew	0.145400	129	1,131,000	(2,606)	0	161,841	164,447	0	0	164,447
GRV - Yandanooka	0.145400	2	13,884	0	0	2,019	2,019	0	0	2,019
GRV- Commercial	0.145400	14	349,700			50,846	50,846			50,846
GRV - Industrial	0.145400	1	12,480			1,815	1,815			1,815
UV Rural & Mining	0.013350	120	110,861,500			1,480,001	1,480,001			1,480,001
UV Mining	0.013350	0	0			0	0			0
<b>Sub-Totals</b>		266	112,368,564	(2,606)	0	1,696,522	1,699,128	0	0	1,699,128
<b>Minimum payment</b>	<b>Minimum \$</b>									
GRV - Mingenew	682	64	28,026	0	0	43,648	43,648	0	0	43,648
GRV - Yandanooka	682	0	0	0	0	0	0	0	0	0
GRV- Commercial	682	9	6,200			6,138	6,138			6,138
GRV - Industrial	682	2	1,850			1,364	1,364			1,364
UV Rural & Mining	1025	23	671,100			23,575	23,575			23,575
UV Mining	1025	8	39,885			8,200	8,200			8,200
<b>Sub-Totals</b>		106	747,061	0	0	82,925	82,925	0	0	82,925
		<b>372</b>	<b>113,115,625</b>	<b>(2,606)</b>	<b>0</b>	<b>1,779,447</b>	<b>1,782,053</b>	<b>0</b>	<b>0</b>	<b>1,782,053</b>
Discounts/concessions (Refer note 13)						(1,009)				(1,009)
<b>Total amount raised from general rates</b>						<b>1,778,438</b>				<b>1,781,044</b>
Specified area rates (Refer note 10)						0				0
Ex Gratia Rates						35,524				35,523
<b>Total rates</b>						<b>1,813,962</b>				<b>1,816,567</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2018

**10. INFORMATION ON BORROWINGS**

**(a) Debenture Repayments**

Particulars	Principal 1-Jul-17	Refinancing Cost	Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual \$	YTD Budget \$	YTD Actual \$	Budget \$	YTD Actual \$	Budget \$
<b>Education &amp; Welfare</b>								
Loan 137 - Senior Citizens Buildings	91,633	11,102	9,729	19,576	93,006	72,057	1,826	3,088
					0			
<b>Housing</b>					0			
Loan 133 - Triplex	61,766	7,483	6,520	13,195	62,729	48,571	437	1,967
Loan 134 - SC Housing	46,481	5,631	2,460	9,930	49,652	36,551	327	1,499
Loan 136 - Staff Housing	110,736	13,416	0	23,656	124,152	87,080	850	3,738
Loan 142 - Staff Housing	56,153	6,803	19,986	11,996	42,970	44,157	3,982	1,726
					0			
<b>Recreation &amp; Culture</b>					0			
Loan 138 - Pavilion Fitout	87,967	10,658	9,587	18,792	89,038	69,175	1,784	2,964
					0			
<b>Transport</b>					0			
Loan 139 - Roller	24,255	2,939	2,576	5,182	24,618	19,073	548	727
Loan 141 - Grader	82,243	9,964	8,732	17,570	83,475	64,673	1,714	2,523
Loan 143 - 2 x Trucks	0		0	0	0	0	120	0
Loan 144 - Side Tipping Trailer	56,154	6,803	5,962	11,996	56,995	44,158	1,135	1,726
Loan 145 - Drum Roller	88,381	10,708	9,385	18,881	89,704	69,500	1,914	2,565
	705,769	85,507	74,936	150,774	716,340	554,995	14,637	22,523

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

Nil

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2018

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2017-18 Forecast Budget	2017-18 Original Budget	Variations Additions (Deletions)	Operating 2017/18 Budget	Capital 2017/18 Budget	Recoup Status	
								2017-18 YTD Actual	2017-18 YTD Budget
		(Y/N)	\$	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>									
Financial Assistance Grant - Roads	Grants Commission	Y	167,449	167,449	0	167,449	0	111,537	125,586
Financial Assistance Grant - General	Grants Commission	Y	142,313	142,313	0	142,313	0	97,308	94,872
<b>LAW, ORDER, PUBLIC SAFETY</b>									
ESL Administration Grant	Department of Fire & Emergency Services	Y	0	0	0	0	0	0	0
ESL Annual Grant	Department of Fire & Emergency Services	Y	23,194	23,194	0	23,194	0	12,280	17,397
Bushfire Management Plan	Department of Fire & Emergency Services	Y	30,000	30,000	0	30,000	0	42,500	30,000
<b>HEALTH</b>									
Nil		N	0	0	0	0	0	0	0
<b>EDUCATION &amp; WELFARE</b>									
Seniors Week Grant	COTAWA	N	1,000	1,000	0	1,000	0	2,658	664
Community Christmas Tree	CBH	N	2,000	2,000	0	2,000	0	909	1,328
<b>HOUSING</b>									
Independent Living Units	WCHS	Y	0	0	0	0	0	0	0
<b>COMMUNITY AMENITIES</b>									
Thank a Volunteer Day	Department of Local Government & Communities	N	2,000	2,000	0	1,000	0	0	0
Transfer Station	Mid West Development Commission	Y	5,000	5,000	0	0	5,000	0	3,328
<b>RECREATION AND CULTURE</b>									
Museum	MWDC	N	1,523	1,523	0	0	1,523	0	1,008
Museum	Museum Committee	Y	5,000	5,000	0	0	0	0	3,328
Enanty Barn	TBA	N	0	0	0	0	0	0	0
Littlewell	TBA	N	0	0	0	0	0	0	0
Railway Station	Lotterywest (Town Hall)	N	210,000	210,000	0	0	210,000	0	210,000
Railway Station	Lotterywest	N	35,000	35,000	0	0	35,000	0	23,328
Football Oval Lights	DSR	Y	200,000	200,000	0	0	200,000	0	0
Football Oval Lights	Football Club	Y	30,000	30,000	0	0	0	0	0
Expo for lighting Tower	Expo Lights	Y	15,000	15,000	0	0	45,000	45,000	0
Hockey Oval Lights	Hockey Club	Y						0	0
<b>TRANSPORT</b>									
Flood Damage Funding	WADRRRA	Y	2,759,248	2,759,248	0	2,759,248	0	0	1,839,496
Direct Grant	Main Roads WA	Y	41,594	41,594	0	0	41,594	42,113	41,594
Blackspot Funding	Main Roads WA	Y	0	0	0	0	0	0	0
Regional Road Group	Main Roads WA	Y	515,333	515,333	0	0	515,333	379,108	343,552
Financial Assistance Special Grant - Bridge	Department of Infrastructure	Y	0	0	0	0	0	373,500	0
Roads To Recovery	Department of Infrastructure	Y	0	0	0	0	0	0	0
Street Lighting	Main Roads WA	Y	2,500	2,500	0	2,500	0	0	1,664
<b>ECONOMIC SERVICES</b>									
Mingenew Hill Walk Trail	TBA	N	0	0	0	0	0	0	0
<b>OTHER PROPERTY &amp; SERVICES</b>									
Industrial Subdivision	Mid West Development Commission	N	150,000	150,000	0	0	150,000	0	166,664
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
<b>TOTALS</b>			<b>4,438,154</b>	<b>4,438,154</b>	<b>0</b>	<b>3,128,704</b>	<b>1,303,450</b>	<b>1,106,914</b>	<b>2,903,809</b>
Operating	Operating		3,008,849	3,008,849	0	2,961,255	41,594	309,306	2,030,343
Non-Operating	Non-operating		1,429,305	1,429,305	0	167,449	1,261,856	797,608	873,466
Contribution & Reimbursement	Operating & Non Operating		11,096	11,096				25,965	
			<b>4,449,250</b>	<b>4,449,250</b>				<b>1,132,879</b>	<b>2,903,809</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**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 17	Amount Received	Amount Paid	Closing Balance 28-Feb-18
	\$	\$	\$	\$
Councillors Nomination Fees	0	560	(560)	0
BCITF Levy	0	495	0	495
BRB Levy	4	511	(514)	1
Autumn Committee	974	0	0	974
Community Bus	2,200	400	(400)	2,200
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mid West Industry Road Safety Alliance	21,294	68,700	(51,765)	38,230
Mingenew Cemetery Group	4,314	0	0	4,314
Bonds		0	0	0
Housing Bonds	1,428	0	0	1,428
Cool Room Bond	530	290	(290)	530
Outdoor Camera Bond	350	0	0	350
Animal Trap Bond	0	100	(100)	0
Projector Screen	0	0	0	0
Other Bonds	200	0	0	200
Rates Incentive Prizes	100	0	0	100
Sinosteel Community Trust Fund	0	0	0	0
Tree Planter - LCDC	88	0	0	88
Weary Dunlop Memorial	87	0	0	87
Mingenew P & C - NBN Rental	0	6,376	0	6,376
Joan Trust	2,161	0	0	2,161
Youth Advisory Council	746	0	0	746
Centenary Committee	897	0	0	897
Community Christmas Tree	432	0	0	432
Silverchain Committee	0	0	0	0
Seniors Donations	50	0	0	50
	<b>37,356</b>	<b>76,872</b>	<b>(53,069)</b>	<b>61,159.55</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2018

**Note 13: CAPITAL ACQUISITIONS**

Infrastructure Assets		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under
Land Held for Resale						
Community Amenities						
Other Property & Services						
Industrial Area Development	4504	200,000	200,000	133,328	0.00	200,000
<b>Total Land Held for Resale</b>		<b>200,000</b>	<b>200,000</b>	<b>133,328</b>	<b>0</b>	<b>200,000</b>
<b>Land &amp; Buildings</b>						
Shire Office	A001	10,000	10,000	6,664	0.00	10,000
Child Care Facility	0075	20,000	20,000	13,328	0.00	20,000
Lot 66 Shenton Street	H001	5,000	5,000	3,328	0.00	5,000
13 Moore Street	H005	5,000	5,000	3,328	0.00	5,000
King Street Triplex - Unit 1	H008	4,000	4,000	2,656	0.00	4,000
King Street Triplex - Unit 2	H009	4,000	4,000	2,664	0.00	4,000
King Street Triplex - Unit 3	H010	4,020	4,020	2,672	0.00	4,020
Staff Housing - 34 William Street (ex Silver Chain)	H011	12,000	12,000	7,984	0.00	12,000
Staff Housing - 2 Bedroom Key Worker Housing	H007	5,000	5,000	3,328	0.00	5,000
Lot 5 Field Street	H002	7,500	7,500	5,000	0.00	7,500
Lot 15 Field Street	H003	10,000	10,000	6,656	0.00	10,000
Lot 89 Victoria Street	H004	5,000	5,000	3,328	0.00	5,000
Aged Care Units	0165	265,000	265,000	176,664	297,526.00	(32,526)
Silver Chain House	0166	0	0	0	0.00	0
Town Hall	2434	300,000	300,000	0	0.00	300,000
Enanty Barn	0067	10,000	10,000	6,664	0.00	10,000
Museum	0068	25,000	25,000	16,664	0.00	25,000
Old Roads Building	0069	6,200	6,200	4,128	0.00	6,200
Old Railway Station	0070	70,000	70,000	46,664	0.00	70,000
Business Incubator	5964	100,000	100,000	66,664	0.00	100,000
<b>Total Land &amp; Building Total</b>		<b>867,720</b>	<b>867,720</b>	<b>378,384</b>	<b>297,526</b>	<b>570,194</b>

**SHIRE OF MINGENEW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2018

**Note 13: CAPITAL ACQUISITIONS**

Infrastructure Assets		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under
<b>Infrastructure - Other</b>						
Waste Transfer Station	3084	140,000	140,000	93,312	95,739.09	44,261
Little Well Project	0071	35,000	35,000	23,320	0.00	35,000
Mingenew Hill Project	0142	40,000	40,000	26,176	2,700.00	37,300
Net Ball Court	0169	150,000	150,000	100,000	0.00	150,000
Bride Street Recreation Area	0141	100,000	100,000	66,664	0.00	100,000
Football Oval Lights	0140	140,000	140,000	93,328	157,164.0	(17,164)
Water Tanks & Reticulation	0167	12,000	12,000	8,000	0.00	12,000
<b>Total Other Infrastructure</b>		<b>617,000</b>	<b>617,000</b>	<b>410,800</b>	<b>255,603</b>	<b>361,397</b>
<b>Furniture &amp; Office Equip.</b>						
Office PC's & Laptops	A201	8,000	8,000	5,328	0.00	8,000
Council Chamber - Tables & Chairs	A302	10,000	10,000	6,664	0.00	10,000
Christmas Lights	0065	3,000	3,000	2,000	0.00	3,000
<b>Total Furniture &amp; Office Equip.</b>		<b>21,000</b>	<b>21,000</b>	<b>13,992</b>	<b>0</b>	<b>21,000</b>
<b>Plant , Equip. &amp; Vehicles</b>						
<b>Governance</b>						
CEO Vehicle Replacement	A100	135,000	135,000	90,000	0.00	135,000
DCEO Vehicle Replacement	A101	86,000	86,000	57,328	0.00	86,000
Works Manager Vehicle	0170	86,000	86,000	57,328	0.00	86,000
Sundry Plant	0171	10,000	10,000	6,664	0.00	10,000
Portable Traffic Lights	0172	35,000	35,000	35,000	33,955.00	1,045
Grader	0174	345,000	345,000	230,000	0.00	345,000
Road Broom	0177	25,000	25,000	16,664	0.00	25,000
Slasher	0178	20,364	20,364	13,576	24,909.09	(4,545)
<b>Total Plant, EQUIP &amp; Vehicles</b>		<b>742,364</b>	<b>742,364</b>	<b>506,560</b>	<b>58,864</b>	<b>683,500</b>
<b>Roads &amp; Bridges</b>						
Roadworks Construction - Own Resources	0001	72,500	72,500	48,312	0.00	72,500
Mooriary Road (R2R)	6074	121,600	121,600	81,056	115,244.35	6,356
Special Purpose Grant - Yarragadee Bridge	6075	210,000	210,000	140,000	0.00	210,000
Mingenew Mullewa Road Reseal (RRG)	RR65	450,000	450,000	299,984	174,582.38	275,418
Nanekine Road	1205	0	0	0	0.00	0
RRG - Coalseam Road	RR61	323,000	323,000	215,312	173,041.47	149,959
<b>Total Roads &amp; Bridges</b>		<b>1,177,100</b>	<b>1,177,100</b>	<b>784,664</b>	<b>462,868.20</b>	<b>714,232</b>
<b>Capital Expenditure Total</b>		<b>3,625,184</b>	<b>3,625,184</b>	<b>2,227,728</b>	<b>1,074,861</b>	<b>2,550,323</b>





### 9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 28 FEBRUARY 2018

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Disclosure of Interest:** Nil  
**Date:** 14 March 2017  
**Author:** Durga Ojha, Manager of Finance  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### **Summary**

This report recommends that Council confirm the payment of creditors for the month of February 2018 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).

List of Payments  
Payroll, Licensing & Credit Card

#### **Background**

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

#### **Comment**

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

#### **Consultation**

Nil

#### **Statutory Environment**

Local Government Act 1996, Section 6.4

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

#### **Policy Implications**

Payments have been made under delegation.

#### **Financial Implications**

Funds available to meet expenditure.

#### **Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

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

That Council confirm the accounts as presented for February 2018 from the Municipal & Trust Fund totalling \$331,599.97 represented by Electronic Funds Transfers of EFT 11305 to 11382 Direct Deduction DD8355.1, 2, 3, 4, &5 , DD 8369.1, DD 8317.1, 2, 3, 4,&5 and Municipal Cheque numbers 8543 to 8546.

Date: 14/03/2018  
Time: 8:36:41AM

**Shire of MINGENEW**  
**List of Accounts for 1 February 2018 to 28 February 2018**

USER: Finmanager  
PAGE: 1

<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>
8543	13/02/2018	SYNERGY	Street Light Account	M		3,693.75
8544	20/02/2018	WATER CORPORATION	Water Accounts for January 2018	M		5,755.28
8545	20/02/2018	WESTERN POWER	Connection Fee	M		900.00
8546	28/02/2018	SYNERGY	Shire Office Power Account	M		6,609.40
EFT11305	08/02/2018	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Billing Period for Janaury 2018	M		524.37
EFT11306	08/02/2018	ACMA	Licence Renewal	M		109.00
EFT11307	08/02/2018	ASB MARKETING	Purchase of Uniform	M		79.20
EFT11308	08/02/2018	AVON WASTE	Rubbish Collection Charges	M		2,415.22
EFT11309	08/02/2018	BUNNINGS Group Limited	Purchase of Paint	M		153.02
EFT11310	08/02/2018	DONGARA DRILLING & ELECTRICAL	Annual Air - Conditioner Maintenance	M		3,653.57
EFT11311	08/02/2018	DELTAZONE NOMINEES PTY LTD T/AS MIDWEST FIRE PROTECTION SERVICES	Supply of Fire Extinguishers	M		168.30
EFT11312	08/02/2018	ELDERS LIMITED	Cement	M		33.00
EFT11313	08/02/2018	Felton International Group	Purchase of Bench Seat	M		2,140.05
EFT11314	08/02/2018	GREAT SOUTHERN FUEL SUPPLIES	Fuel Account for the Month of December 2017	M		6,561.52
EFT11315	08/02/2018	Josh Byrne & Associates	Mingenew Hill Redevelopment	M		2,970.00
EFT11316	08/02/2018	LATERAL ASPECT	Service Fee October 2017	M		10,624.73
EFT11317	08/02/2018	Len Hobson	Flood Damage Fees	M		8,100.00
EFT11318	08/02/2018	MORAWA SHIRE	Leave Liability for W Gledhill	M		16,073.27

Date: 14/03/2018  
Time: 8:36:41AM

**Shire of MINGENEW**  
**List of Accounts for 1 February 2018 to 28 February 2018**

USER: Finmanager  
PAGE: 2

<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>
EFT11319	08/02/2018	MINGENEW P & C	Catering for Council Meetings	M		420.00
EFT11320	08/02/2018	Motorpass	Fuel Purchases January 2018	M		3,709.41
EFT11321	08/02/2018	RSA SIGNS	Signs for Mosquito Fogging	M		248.60
EFT11322	08/02/2018	LANDMARK	Purchase of Cement	M		57.02
EFT11323	16/02/2018	CR Justin Bagley	NOMINATION FEES	T		80.00
EFT11324	16/02/2018	CR Crispian Charles Reginald Lucken	NOMINATION FEES	T		80.00
EFT11325	16/02/2018	Paul Lucken	NOMINATION FEES	T		80.00
EFT11326	16/02/2018	Kym McGlinn	NOMINATION FEES	T		80.00
EFT11327	16/02/2018	CR Robert William Newton	NOMINATION FEES	T		80.00
EFT11328	16/02/2018	CR HELEN NEWTON	NOMINATION FEES	T		80.00
EFT11329	16/02/2018	Brendan Pearse	NOMINATION FEES	T		80.00
EFT11330	20/02/2018	Australian Services Union	Payroll deductions	M		27.45
EFT11331	20/02/2018	AUSTRALIA POST	January 2018 Postage Fees	M		91.08
EFT11332	20/02/2018	ABCO PRODUCTS	Cleaning Products	M		834.01
EFT11333	20/02/2018	AVON WASTE	Rubbish Collection Charges	M		9,746.74
EFT11334	20/02/2018	BUNNINGS Group Limited	Building Supplies	M		1,311.25
EFT11335	20/02/2018	BATAVIA COAST AUTO ELECTRICAL PTY LTD	Repairs to MI 461	M		467.70
EFT11336	20/02/2018	BRAMATT INSTALLATIONS WA	Replace Airconditioner	M		2,084.50

Date: 14/03/2018  
Time: 8:36:41AM

**Shire of MINGENEW**  
**List of Accounts for 1 February 2018 to 28 February 2018**

USER: Finmanager  
PAGE: 3

<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>
EFT11337	20/02/2018	CHILD SUPPORT AGENCY	Payroll deductions	M		275.02
EFT11338	20/02/2018	DONGARA MID WEST WASTE	Pump out of Shire Septic Tanks	M		2,970.00
EFT11339	20/02/2018	DEAN CONTRACTING PTY LTD	Machinery Hire	M		5,951.00
EFT11340	20/02/2018	FESA	ESL 2017/18	M		1,800.00
EFT11341	20/02/2018	GREAT NORTHERN RURAL SERVICES	Main Oval Goods	M		790.93
EFT11342	20/02/2018	LGRCEU	Payroll deductions	M		20.50
EFT11343	20/02/2018	MINGENEW SHIRE COUNCIL	Payroll deductions	M		240.00
EFT11344	20/02/2018	MINGENEW NETBALL CLUB INC	KidSports Vouchers	M		90.00
EFT11345	20/02/2018	MINGENEW IGA X-PRESS & LIQUOR	IGA Account for December 2017	M		1,975.57
EFT11346	20/02/2018	Officeworks	Water for Office	M		223.55
EFT11347	20/02/2018	PURCHER INTERNATIONAL	Repairs to Community Bus	M		1,064.98
EFT11348	20/02/2018	PEST A KILL WA	Exterior Spraying of Various Shire Properties	M		533.50
EFT11349	20/02/2018	PALM ROADHOUSE	Ice for Staff Christmas Function	M		198.30
EFT11350	20/02/2018	POOL & SPA MART	Pool Maintenance	M		1,265.25
EFT11351	20/02/2018	LANDMARK	Chemicals for Rec Centre Ovals	M		521.83
EFT11352	20/02/2018	STATE WIDE TURF SERVICES	Verti Mow/Sweep of SHire Ovals & Courts	M		8,982.00
EFT11353	20/02/2018	Telstra Corporation	Telstra Account January 2018	M		1,527.50
EFT11354	20/02/2018	The Temporary Fencing Shop	Fencing for Transfer Station	M		1,056.55
EFT11355	20/02/2018	Urbis	Review of Town Planning Scheme	M		3,331.93

Date: 14/03/2018  
Time: 8:36:41AM

**Shire of MINGENEW**  
**List of Accounts for 1 February 2018 to 28 February 2018**

USER: Finmanager  
PAGE: 4

<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>
EFT11355	20/02/2018	Urbis	Review of Town Planning Scheme	M		3,331.93
EFT11356	20/02/2018	VELPIC	Monthly Velpic Fees	M		429.00
EFT11357	20/02/2018	YOUNG MOTORS	MI177 Service	M		1,007.79
EFT11358	20/02/2018	Australian Taxation Office	BAS return for the month of Jan 2018	M		14,904.00
EFT11359	28/02/2018	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Billing Period for February 2018	M		95.95
EFT11360	28/02/2018	Australian Services Union	Payroll deductions	M		27.45
EFT11361	28/02/2018	AVON WASTE	Rubbish Collection Charges 9th & 16th feb	M		2,385.28
EFT11362	28/02/2018	Trevor Brandy	Buildng Services	M		80.00
EFT11363	28/02/2018	CHILD SUPPORT AGENCY	Payroll deductions	M		275.02
EFT11364	28/02/2018	Crane Corp Australia	Transport of Grader	M		2,296.59
EFT11365	28/02/2018	LANDGATE	Minimum Charge Fee- Rural UV'S Chargable 06/01/18-19/01/18	M		65.50
EFT11366	28/02/2018	DONGARA DRILLING & ELECTRICAL	Repairs to 114 Shenton Street Septics	M		1,512.82
EFT11367	28/02/2018	DONGARA PLUMBING	Unblock Drains	M		2,761.13
EFT11368	28/02/2018	Darrell Forrest Advisory Services	Workshop Fees	M		770.00
EFT11369	28/02/2018	ELDERS LIMITED	Fencing for Transfer Station	M		4,906.91
EFT11370	28/02/2018	EvolvePlus	Amlib Data Extraction	M		2,145.00
EFT11371	28/02/2018	GERALDTON TROPHY CENTRE	Supply of engrave brass	M		30.00
EFT11372	28/02/2018	GREAT SOUTHERN FUEL SUPPLIES	Fuel Account for the Month of January 2018	M		1,615.64

Date: 14/03/2018  
Time: 8:36:41AM

**Shire of MINGENEW**  
**List of Accounts for 1 February 2018 to 28 February 2018**

USER: Finmanager  
PAGE: 5

<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>
EFT11373	28/02/2018	IRWIN PLUMBING SERVICES	Pump out Septics	M		561.00
EFT11374	28/02/2018	IW PROJECTS PTY LTD	Mingenew Landfill - Contaminated Site Investigation	M		1,113.75
EFT11375	28/02/2018	Jilakin Earthmoving	Hire of Grader	M		8,800.00
EFT11376	28/02/2018	SHIRE OF KULIN	Private Works	M		3,127.85
EFT11377	28/02/2018	Len Hobson	Flood Damage Fees	M		9,800.00
EFT11378	28/02/2018	LGRCEU	Payroll deductions	M		20.50
EFT11379	28/02/2018	MINGENEW SHIRE COUNCIL	Payroll deductions	M		240.00
EFT11380	28/02/2018	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Services Provided in January 2018	M		5,250.00
EFT11381	28/02/2018	MINGENEW SPRING CARAVAN PARK	Accommodation/Meals for Guests Attending Council Meeting	M		679.00
EFT11382	28/02/2018	Motorpass	Fuel Purchases February 2018	M		13,081.40
EFT11383	28/02/2018	Portatech	Transportable for Transfer Station	M		7,260.00
EFT11384	28/02/2018	Plunkett Homes	Progress Payment	M		84,554.00
EFT11385	28/02/2018	Sunshower	Purchase of Sprinklers	M		1,892.42
EFT11386	28/02/2018	WILDFLOWER COUNTRY INC.	Annual Membership 2017/2018	M		4,950.00
EFT11387	28/02/2018	Jarrad Paul Kupsch	Air Conditioner Purchase for 114 Shenton Street	M		649.00
EFT11388	28/02/2018	MINGENEW SPORTS CLUB INC	Catering for Staff Christmas Function	M		1,750.00
EFT11390	28/02/2018	Kirsty Bagley	REFUND OF COOL ROOM HIRE	T		145.00
EFT11391	28/02/2018	PRIME MEDIA GROUP PTY	ROAD SAFETY CAMPAIGN	T		12,160.50

Date: 14/03/2018  
Time: 8:36:41AM

**Shire of MINGENEW**  
**List of Accounts for 1 February 2018 to 28 February 2018**

USER: Finmanager  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11392	28/02/2018	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Photocopier lease for the month of Feb 2018	M		421.30
EFT11393	28/02/2018	WESTNET PTY LTD	Internet connection at the office as well as finance Manager house	M		293.54
DD8355.1	07/02/2018	WA SUPER	Payroll deductions	M		4,621.75
DD8355.2	07/02/2018	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		5,420.81
DD8355.3	07/02/2018	MLC SUPER FUND	Superannuation contributions	M		141.15
DD8355.4	07/02/2018	Sun Super	Superannuation contributions	M		217.50
DD8355.5	07/02/2018	PRIME SUPER	Superannuation contributions	M		274.04
DD8369.1	21/02/2018	WA SUPER	Payroll deductions	M		4,031.09
DD8369.2	21/02/2018	PERSONAL CHOICE PRIVATE FUND EWRAP SUPER	Superannuation contributions	M		1,263.75
DD8369.3	21/02/2018	MLC SUPER FUND	Superannuation contributions	M		141.15
DD8369.4	21/02/2018	Sun Super	Superannuation contributions	M		217.50
DD8369.5	21/02/2018	PRIME SUPER	Superannuation contributions	M		274.04

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	318,734.47
T	TRUST- NATIONAL AUST BANK	12,865.50
<b>TOTAL</b>		<b>331,599.97</b>

## **Licensing , Payroll and Credit Card Transaction**

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### **Transport Licensing**

Direct Debit from Muni Bank

1/2/2018 to 28/2/2018	\$30,582.55
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### **Staff Payroll**

PPE 7/2/2018	\$40,811.04
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term pay 12/2/2018	\$12,639.78
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PPE 21/2/2018	\$25,632.97
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### **Credit Card**

No credit card payment for February

## **9.3 ADMINISTRATION**

### **9.3.1 COMPLIANCE AUDIT RETURN 2017**

<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>	AMN0081
<b>Date:</b>	15 March 2018
<b>Author:</b>	Belinda Bow, Governance Officer
<b>Senior Officer:</b>	Martin Whitely, Chief Executive Officer

#### **Summary**

The purpose of this report is to present Council with the completed 2017 Compliance Audit Return (CAR), which has been reviewed by the Audit Committee as required by Local Government (Audit) Regulations 1996.

#### **Attachment**

2017 Compliance Audit Return

#### **Background**

In accordance with the Local Government Act 1995 and Local Government (Audit) Regulations 1996, a local government is required to complete an annual CAR for the period 1 January to 31 December of the preceding year.

The CAR, after being adopted by Council, is to be forwarded to the Department of Local Government by 31 March 2018.

#### **Comment**

The purpose of the annual CAR is for individual local governments to assess their level of compliance with the Local Government Act 1995 and associated Regulations.

The specific areas addressed by the CAR are:

- Commercial Enterprises by Local Government;
- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tenders for Providing Goods and Services.

The Compliance Audit has been undertaken as an internal audit, sourcing evidence of compliance through the Shire's own records. Where relevant, resolution references have been included in the CAR.

The completed CAR indicates that the Shire of Mingenew is maintaining a high level of compliance in the key areas that the CAR focuses on. There were no areas of non-compliance found.

**Consultation**

Durga Ojha- Finance Manager

Martin Whitely- Chief Executive Officer

Darrell Forrest- Governance Consultant

**Statutory Environment**

Local Government (Audit) Regulations 1996

Local Government (Functions & General) Regulations 1996

Local Government (Administration) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Rules of Conduct) Regulations 2007

**Local Government Act 1995**

**s 7.13(i) Regulations as to audits**

- (1) Regulations may make provision —
  - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
    - (i) of a financial nature or not; or
    - (ii) under this Act or another written law.

**Local Government (Audit) Regulations 1996**

**r 14 Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

**Local Government (Audit) Regulations 1996**

**r 15 Compliance audit return, certified copy of etc. to be given to Executive Director**

- 1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation — certified in relation to a compliance audit return means signed by —
  - (a) the mayor or president; and
  - (b) the CEO.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Community Strategic Plan

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

**Voting Requirements**

Simple Majority

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

**That Council:**

1. Notes that recommendation by the Shire of Mingenew Audit Committee in regards to the review of the 2017 Compliance Audit Return;
2. Adopts the completed 2017 Compliance Audit Return for the period of 1 January to 31 December 2017 as presented in Attachment 1; and
3. Submits the completed Compliance Audit Return for the Shire of Mingenew to the Department of Local Government after the Joint Certificate is signed by the Shire President and the Chief Executive Officer.



Department of  
**Local Government, Sport  
and Cultural Industries**

## Mingenew - Compliance Audit Return 2017

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A	No major trading undertakings in 2017	Belinda Bow
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A		Belinda Bow
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A		Belinda Bow
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Belinda Bow
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Belinda Bow



<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Belinda Bow
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Belinda Bow
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Belinda Bow
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Belinda Bow
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes	15 Nov 2017	Belinda Bow
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Belinda Bow
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Belinda Bow
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Belinda Bow
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Belinda Bow
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Belinda Bow
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Belinda Bow
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes		Belinda Bow
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Belinda Bow

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Belinda Bow
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Belinda Bow



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Belinda Bow
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Belinda Bow
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Belinda Bow
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Belinda Bow
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Belinda Bow
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Belinda Bow
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Belinda Bow
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Belinda Bow
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Belinda Bow
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Belinda Bow
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Belinda Bow
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Belinda Bow



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Belinda Bow
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Belinda Bow

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A	Ernest St property disposed of by Public Tender	Belinda Bow
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Belinda Bow

### Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	No disclosures of electoral gifts were received in 2017 however an electoral gift register was maintained.	Belinda Bow

### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Audit Committee appointed on the 3rd Nov 2017.	Belinda Bow
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Belinda Bow
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Butler Settineri (Audit) Pty Ltd.	Belinda Bow
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Belinda Bow



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes	Report completed 16 Oct 2017. Report received 6th Nov 2017.	Belinda Bow
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes	Received by Council 15 Nov 2017.	Belinda Bow
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No actions were raised.	Belinda Bow
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Durga ojha
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Belinda Bow
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Belinda Bow
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Belinda Bow
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Belinda Bow
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Belinda Bow
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Belinda Bow



Department of  
**Local Government, Sport  
and Cultural Industries**

<b>Integrated Planning and Reporting</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	June 2013	Belinda Bow
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Oct 2017	Belinda Bow
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	March 2012	Belinda Bow
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	2015	Belinda Bow
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	February 2013	Martin Whitely
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	February 2013	Martin Whitely
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	June 2013	Martin Whitely



<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A	There was no CEO vacancy during 2017.	Belinda Bow
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Belinda Bow
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Belinda Bow
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Belinda Bow
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Belinda Bow



Department of  
**Local Government, Sport  
and Cultural Industries**

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	CEO is complaints officer	Belinda Bow
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	No complaints resulting in action under s5.110 were received however a complaints register was maintained.	Belinda Bow
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Belinda Bow
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Belinda Bow
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Belinda Bow
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Belinda Bow

<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Belinda Bow
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	No multiple contracts were entered into during 2017.	Belinda Bow
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Belinda Bow
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Belinda Bow



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Belinda Bow
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Belinda Bow
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Belinda Bow
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Belinda Bow
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Belinda Bow
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Belinda Bow
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Belinda Bow
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Belinda Bow
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Belinda Bow
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Belinda Bow
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	No panel of pre-qualified suppliers were sought during 2017	Belinda Bow
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Belinda Bow



Department of  
**Local Government, Sport  
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Belinda Bow
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	Yes		Belinda Bow
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Belinda Bow
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Belinda Bow
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Belinda Bow
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Belinda Bow
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Belinda Bow
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Belinda Bow
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Belinda Bow



I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Mingenew

\_\_\_\_\_  
Signed CEO, Mingenew

### 9.3.2 POLICY MANUAL REVIEW

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:**  
**Date:** 06 March 2018  
**Author:** Belinda Bow, Governance Officer  
**Senior Officer:** Martin Whitely, Chief Executive Officer

#### **Summary**

Council will be asked to consider a number of deletions, amendments and additions to the Shire of Mingenew Policy Manual, with the aim of making the policies more relevant, manageable and consistent.

#### **Attachment**

Current Policy Manual (under review)  
Revised/Proposed Policy Manual  
Procedure Manual

#### **Background**

Determining local government policies is one of the roles of Council outlined in section 2.7 of the Local Government Act 1995. Regular review of the Shire's policies is required to ensure their continued relevance and applicability.

#### **Comment**

The Policy Manual has had a thorough review in consultation with the Chief Executive Officer, Finance Manager, Town Planner and Governance Consultant. It appears that the current Policy Manual is outdated with many policies listed now:

- a) redundant
- b) have been succeeded by legislation; or
- c) are not in keeping with the definition of policy.

It requires reformatting to ensure a consistent policy development and enable ease of use.

#### **Format and Content of Current Manual**

One of the issues identified with the layout of the current manual is that there is no clear distinction between Council and Administrative (Shire) policies. Administrative policies are to be developed by the CEO and/or senior management employees and are authorised by the CEO to govern the day to day running of the Shire Administration. These policies do not require Council adoption.

Council policies are policies adopted by Council to represent its position and detail its principals on strategic matters. Such policies should be formatted as broad-termed guiding statements with intent of providing a basis for future Council and administrative decisions. Broad Council policy affords flexibility and this in turn enables the administration to implement procedures that are efficient, workable and achievable, therefore enhancing the ability of the Shire to meet Councils vision and goals.

Of the policies that are in the current manual, it is recommended that 50 be retired and removed from the manual as they are either administrative and/or procedural in nature. The revised version of the manual does not include such policies. Some have been integrated into Shire of Mingenew Procedure Manual which is a new manual that has been developed to support the policies.

## MINGENOW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 March 2018

It has been attached for your viewing to satisfy Council's responsibility of ensuring sufficient procedures are in place to carry out Council's policies. Please note that this is still under development and is the responsibility of the Administration.

To clearly delineate the policies ownership and in turn responsibility for review I recommend separating the policies into Council and Administrative sections which has been undertaken in the revised manual. It is anticipated that this will assist in clarifying the separation of duties and will make policy review a more manageable task for Council now and in the future. Council will only be required to review and adopt policies that fall within their spectrum of responsibility. The CEO will be responsible for reviewing the remaining Policy and Procedures.

### Town Planning Policies

It is recommended that all Building, Planning and Health policies that are in the current manual be removed as they are either procedural in nature or have been provided for within:

- a) The Shire's Town Planning Scheme; or
- b) Legislation.

The town planning policies can be reviewed again once the new Scheme is adopted by Council in the near future.

### Aesthetics

I have attempted to keep the layout of the policies simple and consistent in the revised manual. Please note that the finished manual will be formatted with a cover and header in keeping with the Annual Report design (will be done by Lateral) to align the Shire's corporate documents and project a cohesive brand.

### Summary of Changes

A summary of the changes made to the revised Policy Manual are provided in the table below.

Policy	Amendments/Changes
1001 Annual Electors Meeting	Removed as a Council direction not a Council Policy. Provided for within the Local Government Act 1995 (LGA).
1002 Council Elections - Voting in Person	Removed as a Council direction not a Council Policy. Provided for within the LGA.
1003 Election to Committees	Removed as a Council direction not a Council Policy. Provided for within the LGA.
1004 Conference and Meetings	Removed as provided for within the new Elected Members Entitlements Policy and associated procedures.
1005 Council Expenses	<p>Removed as provided for within the new Elected Members Entitlements Policy and associated procedures.</p> <p>Note that detailed entitlements and reimbursements are now within procedures as Part 1&amp; 2 entitlements are governed/set by the Salaries and Allowances Tribunal, not Council. These are Mandatory Payments (part 2 – if claimed by the Councillor).</p> <p>Part 3 details reimbursements that MAY be reimbursed by Council if they so decided. As Council have already decided by resolution to support such reimbursements they are now within procedures. The extent of reimbursement is governed by the Salaries and Allowances Tribunal.</p>

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 March 2018

1006 Recognition of Councillors and Staff	Removed as provided for by the new Elected Members Entitlements Policy and associated procedures.
1007 Council Meetings Policy and Procedures	Removed as Council now have a Standing Orders Local Law which renders the policy superfluous.
2001 Rationalisation of MWRC Member Shires Senior Staff	Removed as procedural in nature. Will be added to the Procedure Manual in the future.
2002 Legal Representation	Amended into a new policy and procedures. Most details in the procedures are noted with “subject to council approval” Now policy no. 1.2.2
2003 Press Release and Media Statements	Removed as provided for within the new Elected Members Communications Policy and procedures.
2004 Recognition of Passing of Community Member	Removed. Will apply to procedures in the future.
2005 Historical Committee	Removed as no longer used- now Tourist and Promotions Committee.
2006 Tidy Town Committee	Removed as no longer used
2007 Tourism and Promotions Committee	Removed as provided for within Community Engagement Policy and procedures
2008 Sportsground Advisory Committee	Removed as provided for within Community Engagement Policy and procedures
2009 Street Stall Permits	Removed as provided for within the Health Act
2010 Complaints Handling	Redesignated to a Shire (administrative) Policy.
2011 IT	Removed as procedural.
2012 Community Bus Hire	Have made provision for within the new Supporting the Community Policy- clause b. The bus policy that is in the current manual will be placed in the Procedure manual.
2013 Risk Management	Amended Risk appetite included in procedural manual as Council have passed a resolution on its use. Clause- “Roles, Responsibilities and Accountabilities”- removed as apart of administrative procedure. Clause “Monitor and Review- removed as provided for within the LG (Audit) Regulations.
2014 Record Keeping	Redesignated to a Shire Policy.
3001 Significant Accounting Policies	Kept but is to be reviewed by the new Finance Manager in the future. Layout is inconsistent with the rest of manual as it is a statutory policy that requires a specific layout.
3002 Investment	Amended wording. Title now Investment of Surplus Funds and is to be accompanied by a delegation.
3003 Budget	Removed as a Council direction. Provided for within the LGA
3004 Donations	Removed as provided for within Supporting the Community Policy. Procedures to be developed.
3005 Cash Contributions and Self Supporting Loans.	Removed as provided for within Supporting the Community Policy. Procedures to be developed.
3006 Debt Collection	Redesignated to Shire Policy
3007 Purchasing	Amended. Tender process omitted as provided for within the Local Government (Functions & General) Regulations 1996. Pre-Qualified panel of suppliers removed and replaced with WALGA Preferred Supplier Program as the Shire does not currently have a Pre-qualified Panel. Request for Quotation Process omitted as provided for within the WALGA

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 March 2018

	Preferred Supplier Program. The purchasing thresholds remain the same and as passed by resolution of Council and thus been placed within procedures.
3008 Regional Price Preference	Removed as provided for within the Purchasing Policy
3009 Content of Monthly Financial Reports	Removed as a Council direction and is provided for within legislation.
3010 Corporate Credit Card Policy	Redesignated to Shire Policy.
3011 Asset Management	Amended. Same principals but reformatted. Added clauses on reporting and levels of service.
4001 Equal Opportunity Statement	Removed. To be displayed on website separately.
4002 Sexual Harassment	Removed as provided by legislation.
4003 Appointments	Removed as an administrative role, not a Council decision.
4004 Medical and Police Clearance Certificates	Removed as administrative- apart of Application process and induction.
4005 Superannuation	Removed as administrative
4006 Professional Development	Removed as administrative.
4007 Uniform Subsidy	Removed as administrative
4008 Emergency Services Leave	Removed as should be apart of Contract
4009 Motor Vehicles	Removed as is a condition of employment and should be stipulated within employee contracts
4010 Payments to Employees in Addition to Contract/Award	To be reviewed in the future.
4011 Drivers Licence Renewal	Removed as is a condition of employment and should be stipulated within employee contracts.
5001 Allocations of Staff Housing	Removed as forms part of Council's Disposal of Property delegation
5002 Residential Rentals/Leases	Removed as forms part of Council's Disposal of Property delegation
5003 Telephones in Council/Staff Houses	Removed as is a condition of employment and should be stipulated within employee contracts.
5004-5006 Water Charges	Removed as is a condition of employment and should be stipulated within tenancy agreement.
5007 Reimbursement of Utility Charges	Removed as is a condition of employment and should be stipulated within tenancy agreement.
6001 Picking Wildflowers	Removed as provided for within the Wildlife Conservation Act 1950 and Conservation and Land Management Act 1984
6002 Hall and Rec Centre Hire	Removed as provided for by the Supporting the community policy and is to be amended into procedure manual.
7001 Vehicle Replacement Program	Removed as provided for within Integrated Planning Legislation (Asset Management Planning)
7002 Crossings	Removed as forms part of Council Delegation
7003 Pipe Across Roads	Removed as forms part of Council Delegation
7004 Gates	Removed as forms part of Council Delegation
7005 Salt Drain/ Road Reserve Crossings	Removed as forms part of Council Delegation
7006 Roadside Vegetation	Removed as provided for within the Environmental Protection Act and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004. Policy contained mostly administrative procedures.
7007 Road Closure	Removed as forms part of Council Delegation

## MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 March 2018

8001 Occupational Health & Safety	Amended. Removed duty of care responsibilities as detailed with the OSH Act 1984. Specific OSH procedures will be detailed in a separate procedure manual.
8002 Smoking	Removed as provided for within the Occupational Health and Safety Act
8003 Drug and Alcohol	Removed as provided for within the Occupational Health and Safety Act and the OSHE Procedure. The policy was mainly administrative procedures.
9001 Oversize Sheds/Rain Water Tanks	Removed as a Council direction. Is provided for within Town Planning Scheme No.3.
9002 Grey Water Reuse	Removed as a Council direction. Grey-water is provided for by health legislation.
9003 Finished Floor Level	Removed as Council direction.
9004 Extractive Industry	Removed as provided for within the Town Planning Scheme No.3. A local law needs to be done to provide Council with more control over Industry applications and extraction within its Shire.

### New Policies

The new policies included in the Revised Manual include:

- a) Elected Members Entitlements
- b) Elected Members Communications
- c) Communications between Elected Members and Staff
- d) Community Engagement; and
- e) Supporting the community.

Further policy development may need to be undertaken in the future when gaps are identified. However in its current form the revised Policy Manual provides is a sound basis for Council to govern.

### Consultation

Martin Whitely	Chief Executive Officer
Durga Ojha	Finance Manager
Simon Lancaster	Town Planning
Darrell Forrest	Governance Consultant

### Statutory Environment

Local Government Act 1995

#### **s2.7. Role of council**

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources;
  - (b) determine the local government's policies.

### Financial Implications

Nil

### Policy Implications

It is anticipated that a more manageable suite of policies will emanate from this review with an associated Procedure Manual.

**Strategic Implications**

Community Strategic Plan

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

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

**Voting Requirements**

Simple Majority

<b>Officer Recommendation</b>
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**That Council:**

- 1. Adopt the Council policies contained within the revised Shire of Mingenew Policy Manual, and**
- 2. Note the Shire policies contained within the revised Shire of Mingenew Policy Manual, and**
- 3. Note the Shire of Mingenew Procedure Manual.**

## CONTENTS

<b>1000 – MEMBERS</b>	<b>5</b>
1001 ANNUAL ELECTORS MEETING .....	5
1002 COUNCIL ELECTIONS—VOTING IN PERSON .....	5
1003 ELECTION TO COMMITTEES.....	5
1004 CONFERENCE AND MEETINGS.....	5
1005 COUNCIL EXPENSES .....	5
1006 RECOGNITION OF COUNCILLORS AND STAFF .....	6
1006.1. COUNCILLORS .....	6
1006.2. SERVICE AWARD FOR STAFF MEMBERS .....	7
1007 COUNCIL MEETINGS POLICY AND PROCEDURES.....	7
<b>2000 – ADMINISTRATION</b>	<b>18</b>
2001 RATIONALISATION OF MWRC MEMBER SHIRES SENIOR STAFF .....	18
2002 LEGAL REPRESENTATION – COSTS INDEMNIFICATION .....	21
2003 PRESS RELEASE AND MEDIA STATEMENTS.....	22
2004 RECOGNITION OF PASSING OF cOMMUNITY MEMBER .....	22
2005 HISTORICAL COMMITTEE .....	22
2006 TIDY TOWN COMMITTEE.....	22
2007 TOURISM AND PROMOTIONAL COMMITTEE .....	22
2008 SPORTSGROUND ADVISORY COMMITTEE .....	23
2009 STREET STALL PERMITS.....	23
2010 COMPLAINTS HANDLING PROCEDURE .....	23
2011 INFORMATION TECHNOLOGY .....	25
2012 COMMUNITY BUS – HIRE POLICY .....	29
2013 RISK MANAGEMENT POLICY .....	30
2014 RECORD KEEPING POLICY.....	32
<b>3000 - FINANCE</b>	<b>35</b>
3001 SIGNIFICANT ACCOUNTING POLICIES .....	35

3002	INVESTMENT POLICY .....	35
3003	BUDGET .....	39
3004	DONATIONS.....	39
3004.1	DONATIONS AND GRANTS – LOCAL NATURE .....	39
3004.2	RETURNED SERVICES LEAGUE – ANZAC DAY CEREMONY .....	39
3004.3	SUPPORT TO NORTH MIDLAND SHOW .....	39
3004.3	SUPPORT TO MIDWEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES .....	39
3005	CASH CONTRIBUTIONS/SELF SUPPORTING LOANS TO CLUBS / ORGANISATIONS .....	40
3006	DEBT COLLECTION .....	40
3006.1	RATES .....	40
3006.2	SUNDRY DEBTORS .....	41
3007	PURCHASING POLICY .....	41
3008	REGIONAL PRICE PREFERENCE – LOCAL GOODS AND SERVICES .....	51
3009	CONTENT OF MONTHLY FINANCIAL REPORTS .....	52
3010	CORPORATE CREDIT CARD POLICY .....	52
3011	ASSET MANAGEMENT POLICY .....	55
<b>4000– PERSONNEL</b>	<b>58</b>	
4001	EQUAL EMPLOYMENT OPPORTUNITY STATEMENT .....	58
4002	SEXUAL HARRASSMENT .....	58
4003	APPOINTMENTS .....	59
4004	MEDICAL AND POLICE CLEARANCE CERTIFICATES – APPOINTMENTS .....	59
4005	SUPERANNUATION .....	59
4006	PROFESSIONAL DEVELOPMENT .....	60
4006.1	PAYMENT OF EXPENSES .....	60
4007	UNIFORM SUBSIDY – ADMINISTRATION STAFF .....	60
4008	EMERGENCY SERVICES LEAVE .....	60
4009	MOTOR VEHICLES .....	61
4009.1	USAGE OF:.....	61
4009.2	CARE OF VEHICLES .....	62

4009.3	COMMUTER USE.....	62
4009.4	USE OF COUNCIL'S VEHICLES BY COUNCILLORS/STAFF/THIRD PARTIES .....	62
4009.5	PERSONS ELIGIBLE TO DRIVE COUNCIL VEHICLES.....	63
4009.6	DISQUALIFICATION OR CONVICTION .....	63
4009.7	INSURANCE CLAIMS .....	63
4010	PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD .....	63
4011	DRIVERS LICENCE RENEWAL POLICY .....	63
<b>5000 – HOUSING</b>	<b>64</b>	
5001	ALLOCATIONS OF STAFF HOUSING .....	64
5002	RESIDENTIAL RENTALS/LEASES .....	64
5003	TELEPHONES IN COUNCIL AND STAFF HOUSES .....	64
5004	WATER CHARGES IN STAFF HOUSES (COUNCIL OWNED).....	64
5005	WATER CHARGES FOR STAFF (OCCUPYING NON-COUNCIL PROPERTY) .....	64
5006	WATER CHARGES FOR NON-STAFF PERSONS OCCUPYING COUNCIL PROPERTY .....	66
5007	REIMBURSEMENT OF UTILITY CHARGES.....	66
<b>6000 – COUNCIL BUILDINGS, RESERVES, PARKS &amp; GARDENS</b>	<b>67</b>	
6001	PICKING WILDFLOWERS .....	67
6002	HALL AND RECREATION CENTRE HIRE .....	67
<b>7000 – WORKS</b>	<b>72</b>	
7001	VEHICLE REPLACEMENT PROGRAM.....	72
7002	CROSSINGS.....	72
7003	PIPES ACROSS ROADS .....	72
7004	GATES .....	72
7005	SALT DRAIN/ROAD RESERVE CROSSINGS .....	73
7006	ROADSIDE VEGETATION POLICY .....	74
7006.1	ROADWORKS .....	74
7006.2	GENERAL .....	74
7006.3	TREE PLANTING .....	75
7007	ROAD CLOSURE POLICY .....	75

<b>8000 – OCCUPATIONAL HEALTH &amp; SAFETY</b>	<b>77</b>
8001 occupational safety and health policy .....	77
8002 SMOKING POLICY .....	77
8003 DRUG AND ALCOHOL POLICY .....	78
<b>9000 – BUILDING, PLANNING AND HEALTH</b>	<b>83</b>
9001 OVERSIZE SHEDS – RAIN WATER TANKS .....	83
9002 GREY WATER REUSE POLICY .....	83
9003 FINISHED FLOOR LEVEL POLICY .....	83
9004 EXTRACTIVE INDUSTRY POLICY .....	83
<b>APPENDICES</b>	<b>86</b>
APPENDIX A PERSONNEL POLICIES AND PRACTICES (APPENDIX TO EEO POLICY) .....	86
APPENDIX B COMPLAINTS/GRIEVANCE PROCEDURES .....	87
APPENDIX C COMPLAINTS HANDLING GUIDELINES .....	89
APPENDIX D CODE OF CONDUCT .....	94
APPENDIX E ELECTORAL CODE OF CONDUCT .....	99
SCHEDULE 1 THE PURCHASING PROCESS .....	102
SCHEDULE 2 PURCHASING FORMS .....	104

## 1000 – MEMBERS

### 1001 ANNUAL ELECTORS MEETING

That this meeting be scheduled prior to 31st October annually, subject to receipt of Auditor's Report.

### 1002 COUNCIL ELECTIONS—VOTING IN PERSON

Conduct of Local Government Elections will be held on a “voting in person” type election with Councils CEO to be the returning officer.

### 1003 ELECTION TO COMMITTEES

Nomination of Councillor/s to Positions in Council/Committees - Prior to any nomination being made the person being nominated be advised of the proposal, and appointment to the position will be subject to the approval of the nominee.

### 1004 CONFERENCE AND MEETINGS

#### Nominations

Any Councillor who wishes to represent Council at a conference or meeting shall request nomination at a Council meeting.

Council shall decide by resolution to nominate such representatives as Council may consider is appropriate.

### 1005 COUNCIL EXPENSES

Any Councillor who actually incurs travelling expenses by providing transport to attend a meeting of Council shall be entitled to expenses paid at the ruling rate per kilometre as set by Council for travel from the normal place of residence to the place of meeting only.

Any Councillor officially representing Council at a meeting, conference or in other official capacity, where travel, travel and accommodation, or other expenses specially approved by Council, are actually incurred, shall be entitled to have those expenses refunded.

In the case of travel by motor vehicle it is to be paid at the ruling rate per kilometre as set by Council.

In the case of other types of travel, the actual cost of the travel.

In the case of accommodation, the actual cost of accommodation at an approved hotel or motel.

Other expenses as specially approved.

#### Local Government Week

Any Councillor, the CEO, and their partners, may attend the annual WALGA Conference and annual Local Government Week fixture. Cost of registration, accommodation and meals is to be met by Council, provided such expenditure is under the terms and conditions of the Local Government Act. Transportation and incidental expenses are to be the responsibility of individual Councillors. Should a Councillor withdraw their registration past the last cancellation date any costs incurred by Council that cannot be recouped from the event organizers shall be reimbursed to Council by that Councillor.

**1006 RECOGNITION OF COUNCILLORS AND STAFF**

To provide guidelines for the recognition of service provided to the council and the community by councillors and staff.

**1006.1. COUNCILLORS**

The Council will make the following payments/presentations to sitting and/or retiring councillors for periods of satisfactory continuous service:

**Upon Retirement**

- 1.1 Up to and including four (4) years of office:  
A Certificate of Appreciation
- 1.2 Greater than four (4) years and up to and including eight (8) years of office:  
A Certificate of Service and gift up to the value of \$100.00
- 1.3 Greater than eight (8) years and up to and including twelve (12) years of office:  
A Certificate of Service and gift to the value of \$250.00
- 1.4 Greater than twelve (12) years of office:  
A Certificate of Service and gift to a maximum value of \$400.00

In addition Council may nominate the Councillor for an appropriate West Australian Local Government Association Honours Award.

No gift will be given as a cash payout and the gift purchased should be suitable for keeping as a memento. These gifts are to be awarded at the Annual Council Dinner. A Shire of Mingenew Retired Members Badge to be presented to retiring members, in addition to any other gift.

**Freeman of the Municipality**

In the event that a sitting or retiring Councillor has performed an extensive range of functions on behalf of the municipality and the community which are beyond that normally associated with a Councillor's day to day duties, the Council may, at its discretion:

- (a) grant the title of "Honorary Freeman of the Municipality";
- (b) nominate the Councillor for any awards (where applicable) associated with the:
  - (i) Queen's Birthday Honours;
  - (ii) Australia Day Honours; and / or
  - (iii) West Australian Local Government Association Honours

The recipient will receive:

1. A shire lapel badge indicating "Freeman" status.
2. A framed Certificate
3. Their name and date of being invested being displayed on a Shire Honour Board displayed in the offices of council.
4. Automatic invitation to Shire Annual dinner and any other function considered appropriate by Council
5. The Chief Executive Officer is authorised to arrange a suitable function to present this award if deemed necessary.

**1006.2. SERVICE AWARD FOR STAFF MEMBERS**

The Council will make the following service awards/presentations to staff who have given ten or more years of satisfactory service:

- 2.1 After ten (10) years service:  
A framed Certificate of Appreciation
- 2.2 After fifteen (15) years service  
A framed Certificate of Appreciation and Shire Plaque
- 2.3 A staff member who leaves Council's employment after 10 years satisfactory service is to be recognized with a gift to the value of up to \$400.
- 2.4 A staff member who leaves after 15 years or more service is to be recognized with a gift to the value of up to \$600.

The awards are to be presented at a suitable annual staff and councillors' function.

Note: The awards and gifts listed in this policy are intended to act as a guide for Council and may be adjusted as and if Council determines it appropriate e.g. a councilor or staff member gives exceptional service but for a lesser period than outlined in this policy.

**1007 COUNCIL MEETINGS POLICY AND PROCEDURES****Policy Objective**

To provide a process for effective meetings for the Shire of Mingenew.

**Statement**

In general, meetings of the Shire of Mingenew will be conducted in accordance with the principles of effective meeting management. The fundamental principles of meetings are as follows:

**Principles:**

<u>A fair hearing</u>	Every elected member has the right to expect to have a fair hearing at any meeting of Council.
<u>Code of Conduct</u>	All elected members and staff present at a meeting have the right and obligation to abide by the Council's Code of Conduct.
<u>Majority Decision</u>	All members of Council and staff will accept the decision of the majority of members of council except that there is nothing to prevent an elected member from seeking to move a Rescission Motion at a subsequent meeting of Council.
<u>Statutory Compliance</u>	Where the Local Government Act 1995 provides for requirements. Relevant to meeting procedure those will be upheld in the course of the meeting.

The Shire of Mingenew conducts the following meetings on a monthly basis as determined to be the most useful mix of forums to facilitate strategic discussion and effect good decision making:

1. Concept Forums
2. Ordinary and Special Meetings of Council

**MEETING PROCEDURES****Procedure – Concept Forums**

Concept Forums involve Elected Members, staff and, where appropriate, external advisors, experts or proponents. They are to provide the opportunity to exchange information and ideas about issues or ideas that may affect the Shire of Mingenew.

Concept Forums will generally involve projects or matters that are in the early planning stages and are some time away from being presented to the Council for consideration of a formal decision.

#### During Concept Forums

- The Chief Executive Officer or relevant officers will present on Agenda items.
- The Chief Executive Officer seeks input from the Elected Members as input into research and further drafting of concepts for any future report.
- Elected Members are fully informed on matters to enable decisions to be made in the best interests of the Shire.
- Elected Members represent the views of the community.

The input through open and free-flowing exchange of ideas and the willingness to contribute to Concept Forums will provide invaluable direction to the Chief Executive Officer for research and the preparation of any report on the matter if required.

Concept Forums will be closed to the public and Agendas will be Confidential. Concept Forums will generally be held on a monthly basis on the same day and immediately preceding the Ordinary Council Meeting. Additional Concept Forums may be held at the discretion of the President in consultation with the Chief Executive Officer.

Where considered appropriate to ensure Elected Members are fully informed on a matter, guests including experts, consultants or proponents for an item listed on the agenda may be invited to attend and provide a presentation. They will only be present for so much of that Forum that applies to their presentation.

The Chief Executive Officer, in consultation with the President, will prepare the Agenda for the Concept Forum. The Chief Executive Officer will ensure timely written notice and a Confidential Agenda for each Forum will be provided to all Elected Members, including briefing papers where necessary.

The President is to be the Presiding Member. If the President is unable or unwilling to assume the role of Presiding Member, then the Deputy President may preside. If the Deputy President is unable or unwilling, those Elected Members present may select one from amongst themselves to preside.

As Council's Meeting Procedures will not apply in Concept Forums, it will be the responsibility of the Presiding Member to ensure the good conduct of the meeting.

The Presiding Member shall:

- a) Advise Elected Members that no decisions will be made during the Forum;
- b) Encourage all Elected Members present to participate in the sharing and gather of information;
- c) Ensure that all Elected Members have a fair and equal opportunity to participate; and
- d) Ensure the time available is liberal enough to allow for all matters of relevance to be identified.

Elected Members, employees and invited experts, consultants or proponents shall disclose their interests on any matter listed in accordance with the meeting procedures of an Ordinary Meeting of Council.

Elected Members have the opportunity to request matters to be included on the Agenda for consideration at a future Forum by:

- A request to the Chief Executive Officer; or
- A request made during the Forum.

A record shall be kept during the Forum, however, as no decisions are made, the record need only be a general record of the items covered, but shall record any disclosure of interest as declared by individuals. A confidential copy of the record is to be forwarded to all Elected Members.

**Procedure – Ordinary Meetings of Council****1. Convening Meetings**

Council can decide to hold a meeting by resolution.

In the case of special meetings the President, or at least one third of Councillors, can do so by giving the CEO written notice setting out the date and purpose of the meeting. The CEO will convene a meeting by giving the notice required by the Local Government Act 1995.

Ordinary Meetings will be set each year for the following twelve months.

**2. Presiding at Meetings**

The President will preside at all Shire of Mingenew Ordinary Meetings of Council at which he/she is present and able to preside at.

If the Presiding Member is not present or is unable to preside, the Deputy Shire President will automatically take the Chair. If he/she is also not present or unable to preside, the Elected Members present will choose a Chair from amongst themselves.

No member who has disclosed an interest in a matter is able to preside while that matter is dealt with.

**3. Confidentiality**

In general, all Council meetings are open to the public. Any report on a matter that the Chief Executive Officer considers should be dealt with at a closed meeting will contain an explanation of why confidentiality is recommended. If Council resolves to deal with the matter in this way, the report will be deferred until immediately before the end of the meeting when the public will be asked to leave.

**4. Processing Business**

The Order of Business will be as stated on the Agenda paper unless Council resolves otherwise.

Public question time will precede the making of any decisions by Council.

Only business shown on the Agenda will be discussed.

At Special Meetings only business specified in the notice of the purpose of the meeting will be discussed.

The Order of Business used will be as follows:

1. Declaration of Official Opening
2. Recording of Attendance, Apologies and Leave of Absence.
3. Delegations and Petitions
4. Public Question Time
5. Declarations of Interest
6. Announcements and Declarations by Members
7. Confirmation of Minutes
8. Business of an Urgent Nature
9. Motions on Notice
10. Confidential Items of Business
11. Closure

## **5. Apologies and Leave of Absence**

Leave of Absence may be granted to a member by resolution of Council. A member wishing to apply for leave should give notice of this to the CEO prior to the meeting. Leave cannot be granted for more than six consecutive ordinary meetings.

A member who is absent from three consecutive ordinary meetings without obtaining prior Council approval is disqualified as a member.

## **6. Public Question Time**

Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.

During the Council meeting, after public question time, no member of the public may interrupt the meeting's proceedings or enter into conversation.

Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.

All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary Meeting, and at a Special Meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting at the discretion of the President.

The person presiding will control public question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. A person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the Agenda, the item number should also be stated. In general, people seeking to ask questions will be given two minutes within which to address their question to the Council. The Presiding Member may shorten or lengthen this time at his/her discretion.

## **7. Confirmation of Minutes**

Minutes of all Council meetings are to be submitted to the next Ordinary Council Meeting for confirmation. No discussion regarding the Minutes will take place other than as to their accuracy. The President must sign and date the Minutes to certify confirmation.

## **8. Disclosure of Interest**

A member who has a Financial or Proximity Interest in any matter that is to be discussed at a meeting of Council or a Committee must disclose the nature of that interest if the member will be in attendance at the meeting.

Disclosure must be made in a written notice to the CEO before the meeting; or at the earliest possible time after the member has become aware of the Interest.

## **9. Announcements by the President Without Discussion**

The person presiding may make any announcements on any matters that he/she considers of interest to Council. No discussion will take place or resolution regarding the matters raised.

## **10. Delegations and Petitions**

In the event that a guest speaker (or speakers) is in attendance as a delegation to address Council on a specific issue, the guest/s will speak immediately after the President has made announcements without discussion. Following presentations, the President may facilitate questions and answers from Elected Members.

In the event of any petitions being presented, the Presiding Member will present the petition immediately following any delegation. Where a petition is presented, the Presiding Member shall read aloud the petition and advise Council of the number of petitioners. The Presiding Member may move a motion as follows:

- That the petition be received; or
- That the petition be referred to the Chief Executive Officer for a report to be presented at the next Ordinary Council Meeting.

There will be no debate on petitions at the meeting to which they are presented.

## **11. Motions on Notice**

A member may raise any matter which relates to the good government of the Shire, providing he or she gives notice of the motion to the CEO for distribution to other members.

Such notice should be given at least seven clear days prior to the day of the meeting to enable distribution to other members and availability to the public prior to the meeting. NB Seven clear days is seven business days – therefore Motions on Notice would need to reach the CEO by the Thursday two weeks before the meeting (ie – nine days prior to the meeting).

Motions on Notice will be treated procedurally by being referred to the Chief Executive Officer, without debate, for a report to be presented to the next Ordinary Meeting of Council.

## **DEBATE**

All motions under consideration require a proposer and a seconder, unless the Local Government Act 1995 requires otherwise. (E.g. for a motion to revoke a decision which was made by Absolute Majority see Administration Regulation 10).

## **12. Recommended Motions**

The recommendations in reports will be drafted as motions recommended for adoption.

## **13. Moving Recommendations**

The person presiding will invite members to move the recommendations in the reports, in the order they appear in the Agenda.

Members may move recommendations individually; or may move a number of recommendations in numerical sequence up to any recommendation which has been identified as subject to an Interest Disclosure, or on which Members have indicated they would like to debate or where a member has indicated that they have a Disclosure of Interest.

**14. Recommendations Identified for Interest Disclosure**

Before the recommendation of a report that has been identified as subject to an Interest Disclosure is moved:

- The person presiding will bring the contents of any written notice of an Interest regarding that report to the attention of the meeting;
- Any member who has an interest in the report which is not yet disclosed will disclose the nature of the Interest;
- Any member who has disclosed an Interest which is a direct or indirect Financial Interest or a Proximity Interest will leave the room while the matter is dealt with unless the interest is of the kind which falls under s5.63 of the Local Government Act 1995.
- Should the member wish to seek Council approval to remain in the room, but not take part in the discussion or the vote on the matter, they must leave the room while the Council determines whether they will be allowed to remain in the room during discussion. In these circumstances, the nature and extent of the Interest must also be disclosed. (s 5.68 and 5.69 Local Government Act 1995).

**15. Clarification of Reports**

Members may request that Officers explain or clarify reports prior to, or during, any discussion of a Recommended Motion.

**16. No Opposition**

The person presiding will ask the meeting if any member opposes the Motion. If it is not opposed the Motion will be declared Carried without debate or taking a vote.

**17. Opposition to the Motion**

If there is opposition to a Motion the person presiding will (in the following order)

- Invite the Mover of the Motion to speak to the Motion;
- Invite any member opposing the Motion to speak to it;
- Allow other members who wish to speak for or against the Motion to speak.

**18. Members to Only Speak Once**

Members may speak more than once on a motion. The person moving the Motion has the right at the end of debate to reply to any matters raised during the debate. Seeking points of clarification or seeking additional information relevant to the report is not considered to be speaking more than once.

**19. Person Presiding to Control Debate**

The person presiding will ensure that points of view on a Motion are given a fair and reasonable opportunity to be expressed and debated. However, he/she is not obliged to permit every member to speak on a Motion nor to permit members to speak for excessive periods of time.

The general rule will be:

- Each member permitted to speak will have approximately three minutes to present his/her case;
- The person presiding will determine when he or she believes that a Motion has been given a fair and reasonable opportunity to be debated;
- All decisions of the person presiding will be final except if a motion of dissent with a ruling is moved by a member, such a Motion will be put to the meeting without a seconder and without debate;
- The decision of the majority of members present will be final; and
- The person presiding will follow the meeting's ruling.

## **20. Amending a Motion**

Amendments to a Motion on the table:

- May be moved at the conclusion of any speech on the Motion;
- Cannot negate the meaning of the Substantive Motion;
- Must be of a minor nature such as omitting, substituting or adding words;
- Must be seconded;
- Must be accurately recorded by the Minute Secretary to the satisfaction of the Mover.
- Only one Amendment may be considered at a time, but as often as an Amendment is lost, another Amendment may be moved before the Substantive Motion is put to the vote.
- Where an Amendment is carried, one further successful Motion to the Substantive Motion, as Amended, and no more, may be carried.

## **21. Seconding the Amendment**

An amendment must be Seconded. Once Seconded, the Amendment becomes the Motion under consideration.

## **22. Amendment not Seconded**

If an Amendment is proposed and not Seconded the debate returns to the Substantive Motion.

## **23. Amendment Passed**

If an Amendment is passed:

- The Amended Motion is the Motion before the meeting;
- The person presiding will follow the same process used when dealing with a Motion.

## **24. Reasons for Decision**

If an Amended Motion is adopted instead of an Officer Recommendation and the change from the Recommendation is significant, the person presiding will:

- Summarise the meeting's reasons for coming to that decision; and
- Request the meeting to confirm the reasons for the decision for the purposes of recording in the Minutes.

**25. All Members Must Vote**

All members present must vote in all decisions of Council unless they cannot participate because of an Interest Disclosure.

**26. Determining the Vote**

The person presiding can ask members to indicate their position on a Motion as often as he/she believes is necessary to determine what the vote is. The outcome of the vote will be determined by a Simple Majority unless the decision requires an Absolute Majority.

**27. Other Options**

A Recommended Motion may be:

- Adopted
- Referred back to the Administration for further report
- Amended
- Not adopted
- Replaced by an alternative motion

**28. Referring Back**

Before a motion to refer a Recommendation back to the Administration is debated the person presiding will request that an officer provide advice on the implications of delaying the matter. The Motion to refer an item back to the Administration must identify the action to be taken by the officer.

**29. Not Adopted**

If a Motion is not adopted it is negated. If an Officer Recommendation is negated the person presiding will:

- Summarise the meetings reasons for coming to that decision;
- Request that the meeting confirms those reasons for recording in the Minutes.

**30. Proposing an Alternative Motion**

If a Recommendation is not adopted an Alternative Motion may be Moved with the Simple Majority consent of Council. The Minutes must show the reasons for the Alternative Motion being considered and adopted. If the Alternative Motion is not adopted, discussion will cease on the matter.

**URGENT BUSINESS****31. Person Presiding Consents**

If a matter of Urgent Business is raised:

- The person presiding will determine whether he/she considers the matter sufficiently urgent to be dealt with at the meeting;
- If he/she considers it is, he/she will permit a Motion to be Moved; and
- Will deal with the motion in the same way as an Officer Recommendation

**32. Meeting Consents**

If the person presiding determines a matter is not sufficiently urgent to be dealt with as Urgent Business:

- A member may move a motion of dissent with the ruling;
- The motion will be put to the meeting without a Seconder and without debate;
- The decision of the majority of members present will be final;
- The person presiding will follow the meeting's ruling and permit a motion to be moved;
- The motion will be dealt with in the same way as an Officer Recommendation except that, prior to a final vote on the matter the person presiding shall invite the Chief Executive Officer to provide advice on the impact of the proposed Motion.

**RULES OF DEBATE****33. Official Title to be Used**

During meetings, speakers should address others by using their accepted title. For example: President, Deputy President, Councillor or, in the case of staff by their position title.

**34. Order of Speakers**

When two or more members indicate they wish to speak at the same time, the President will decide who may speak first.

**35. Members not to Interrupt**

A member must not interrupt or speak out of turn during a meeting, other than to raise a point of order, make a personal explanation or move a procedural motion.

**36. President may Participate in Discussion**

The President may discuss any Motion before the meeting, provided that he/she addresses the meeting before the right of reply is exercised. The President must exercise a deliberate vote and if the votes are tied may exercise a casting vote.

**37. President to be Heard without Interruption**

If the President wishes to speak during a debate, all other members should be silent so that the President may be heard without interruption.

**38. Members not to Reflect Adversely on other Members or Officers**

A member shall not reflect adversely upon the resolution of the Council except on a Motion that the resolution be rescinded.

**39. Members not to Reflect Adversely on other Members or Officers**

A member shall not reflect adversely upon the character or actions of another member or an officer of the Shire of Mingenew or impute any motive to a member or an officer unless the Council resolves that the Motion then before the Council cannot otherwise be adequately considered.

**40. Members to Apologise if Adversely Reflect**

Any member who, in the opinion of the President, uses offensive language or expressions during a Council meeting may be requested by the President to withdraw the statement and formally apologise.

If the member refuses or fails to comply, the President may refuse to hear any further comments from the member on the business currently being discussed.

**41. Relevance to Debate**

Members must ensure that any comments or remarks made are relevant to the business or Motion under discussion.

**ORDER****42. Point of Order**

A member may bring to the President's attention, any breach of these Meeting Procedures by stating the grounds for the breach and the name of the offending member.

A member expressing a difference of opinion with, or contradicting, a speaker shall not be recognized as raising a Point of Order.

The President shall decide all questions of order or practice. The decision is final and must be accepted by the meeting without discussion or argument unless a different ruling is resolved by majority.

A Motion, Amendment or other business deemed out of order, shall not be further discussed and need not be subject of a resolution.

Where anything said or done by a member is deemed out of order, the President may require the member to make an explanation, retraction or apology.

**43. Preservation of Order**

The President's role is to preserve order and he/she may call any member to order whenever he/she believes it necessary.

**44. Serious Disorder**

The President may adjourn a Council meeting for fifteen minutes if he/she believes business cannot be effectively continued. Once reassembled, the Council will decide, without debate, whether to continue with business.

If, having once adjourned the meeting, the President again believes that the business of the Council cannot effectively be continued; the meeting may be closed or adjourned by the President.

**45. Interpretation**

Where a situation arises where no provision or insufficient provision is made in this Policy, the President shall determine the procedure to be observed, based on the principles of fairness and equity. He/she may use the procedure of the Western Australian Parliament as a guide.

Policy adopted – 16 May 2012 (Resolution 120503)

## 2000 – ADMINISTRATION

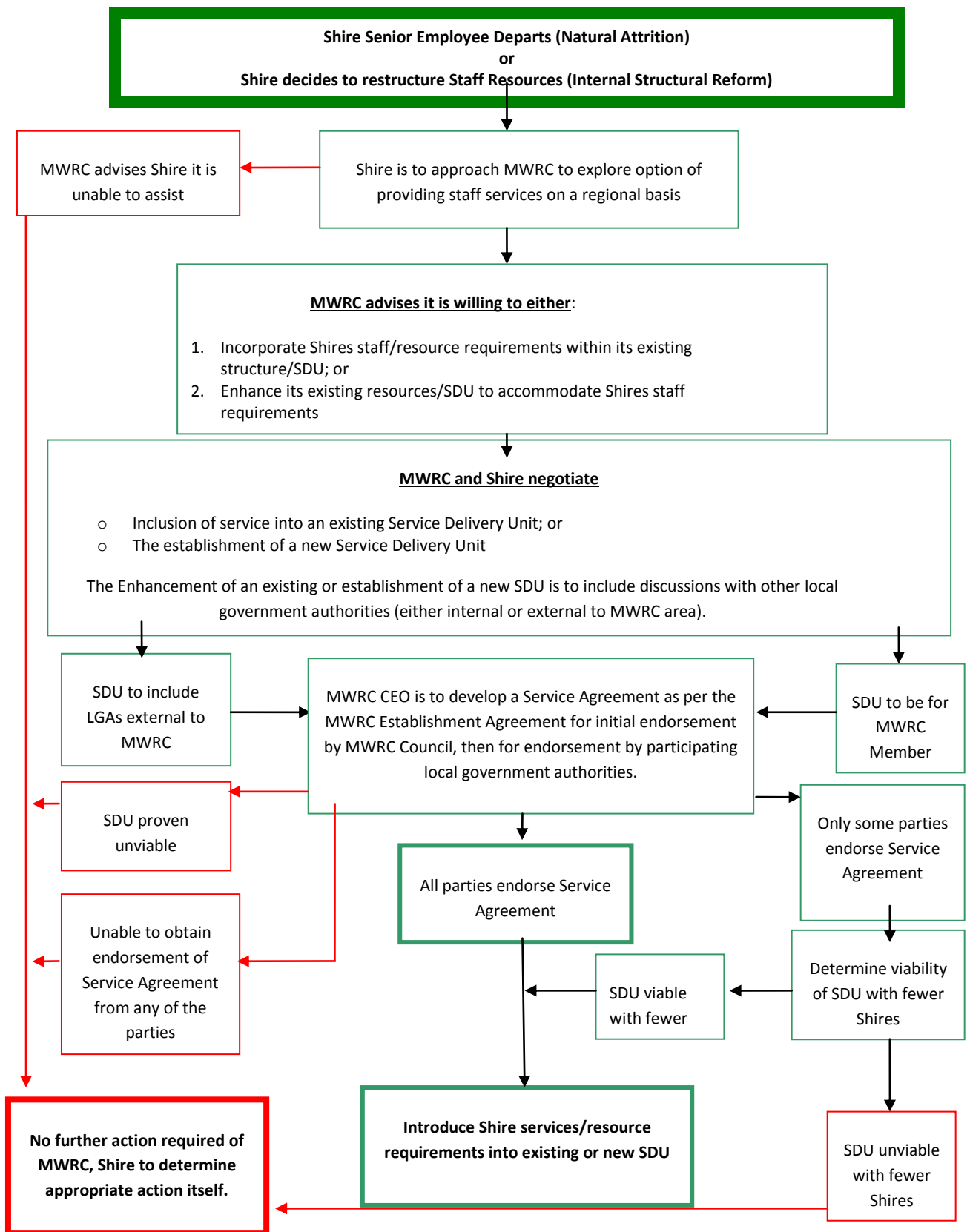
## 2001 RATIONALISATION OF MWRC MEMBER SHIRES SENIOR STAFF

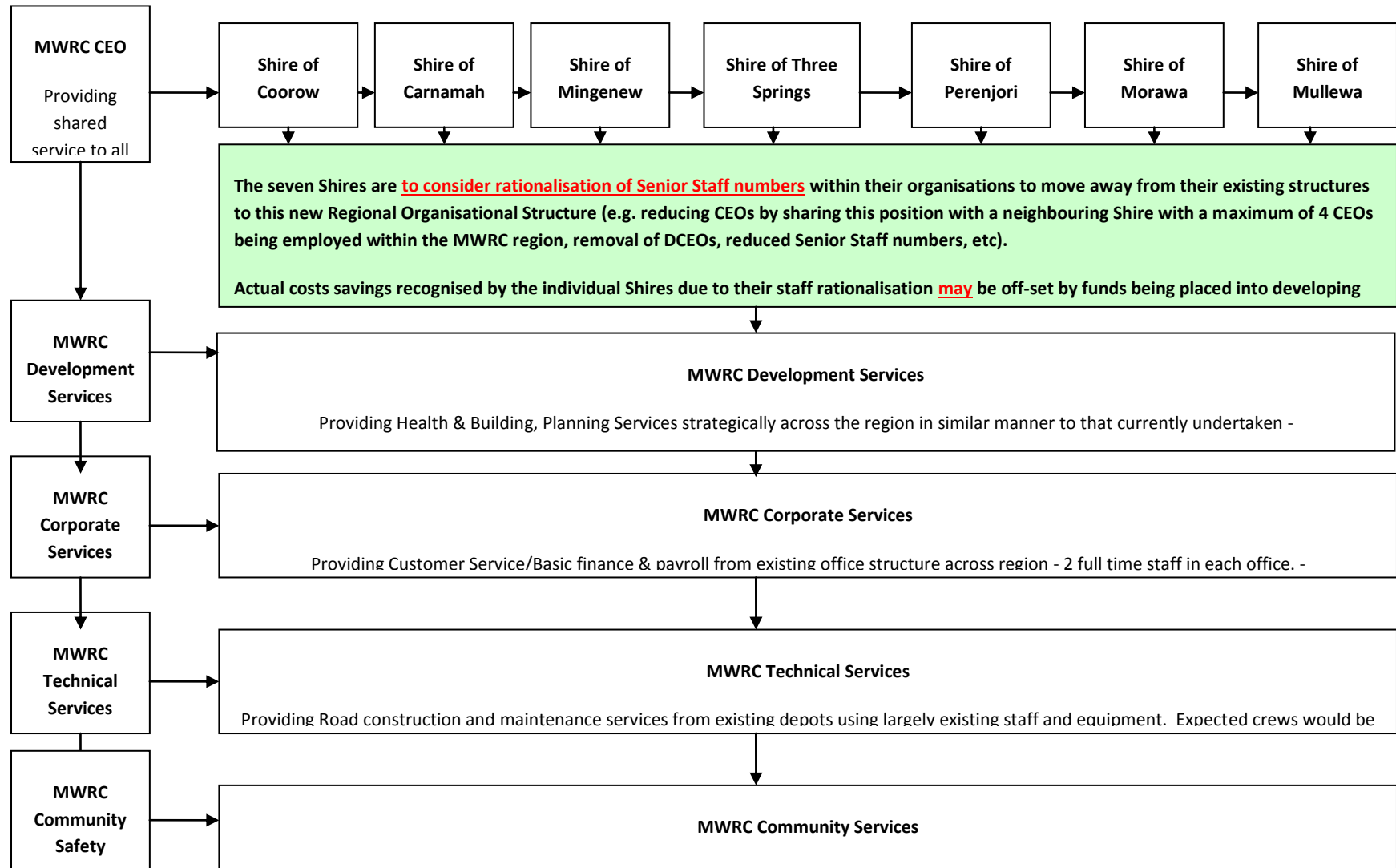
**Introduction**

- a) This Procedure/Protocol is designed to step each Mid West Regional Council (MWRC) member Shires through the process of considering the option of rationalising their senior staff in the event of such staff departing their organisation by natural attrition or in the event a Shires wishes to restructure itself to rationalise staff resources.
- b) Each MWRC member Shire has formally endorsed the Mid West Regional Council Strategic Plan, which incorporates a *“Regional Organisational Structure”*. The purpose of this Procedure/Protocol is to assist in the introduction of this.

**General Principles**

- a) Shires and the MWRC agree to opening dialogue immediately a Shire is in the position of senior staff departing the Shire;
- b) A Shire is to endorse as appropriate Procedure/Protocol to investigate the option of staff rationalisation and the possibility of providing services associated with any senior staff member departing their organisation on a regional basis;
- c) Shires will not simply replace senior staff members when they depart their organisation, as they have done historically, without **first** investigating the option of restructuring their organisation to provide resources regionally and therefore embracing the MWRC *“Regional Organisational Structure”*;
- d) It is not the intention of this Procedure/Protocol to reduce Shire staff numbers in the MWRC area, rather to ensure staff rationalisation and restructuring is given priority of thought and consideration at the time a Shire either decides to internally restructure or senior staff depart the organisation by natural attrition;
- e) It is clearly understood that in the event a Shires agrees to rationalise its senior staff and embraces the *“Regional Organisational Structure”*, such staff may be employed by the Shire(s) or the MWRC and will not necessarily be removed from the MWRC area;
- f) On all occasions, the object of staff rationalisation will **firstly** be focused on retaining staff numbers in the MWRC area. However, in the event suitable staff cannot be attracted to the region then the Shires will agree to investigate the option of acquiring this service, or appointing a suitable employee, located external to the MWRC district. This will always be **secondary** to the service/employee being located within the MWRC area.
- g) When advertising for a service/employee under the *“Regional Organisational Structure”* process, the Shires agree to include the option of:
  - (i) Priority 1 - Employee/Service to be based within the MWRC area;
  - (ii) Priority 2 -Employee/Service to be located outside the MWRC area
- h) Shires and the MWRC are to ensure the option of seeking an employee/service at the time of senior staff departing their organisation include the scenario of contracting local government authorities outside the MWRC area to determine if the concept of greater regional cooperation should be adopted. This may result in the Shire and/or MWRC developing a joint Service Delivery Unit or employee to provide a service to its constituents.
- i) Once it has been determined which local governments (both internal and external to the MWRC region) are to be included into a service, the CEO of the MWRC is to draft a Service Agreement (as per the MWRC Establishment Agreement) to be endorsed by the MWRC before being presented to the participating local governments for consideration.
- j) Based upon the number of local government authorities willing to endorse the Service Agreement, the MWRC will determine the viability of the service/employee and either:
  - k) Proceed with the introduction of the service/employee; or
  - l) Discontinue with the proposal if unviable and advise all parties accordingly
- m) A Shire has the right to reject or accept a Service Agreement proposal, irrespective of its viability status.





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**2002 LEGAL REPRESENTATION – COSTS INDEMNIFICATION****1. Introduction**

This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings. In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

**2. General Principles**

- a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
- b) The local government may provide such assistance in the following types of legal proceedings:
  - i) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
  - ii) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee who aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
  - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

**3. Applications for Financial Assistance**

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d) A member or employee requesting financial support for legal services, or any other person, who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

**4. Repayment of Assistance**

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

**2003 PRESS RELEASE AND MEDIA STATEMENTS**

All official press releases and media statements will be made by the Shire President and/or the CEO, as delegated by the Shire President or the Deputy President in the absence of either of the aforementioned.

Where possible, a file of all such releases or statements be maintained and be available for reference by Council.

**2004 RECOGNITION OF PASSING OF COMMUNITY MEMBER**

On the advice of the death of a past or present resident of the Shire of Mingenew, Council will arrange a card to be forwarded to the family from the President, Councillors and staff in recognition of the deceased's contribution to the Shire. As deemed appropriate, on a case by case basis, Council may decide to be represented at a funeral service and/or provide a floral tribute.

**2005 HISTORICAL COMMITTEE**

That Council support the establishment of the Mingenew Historical Committee and offer support where available.

**2006 TIDY TOWN COMMITTEE**

That Council support the establishment of Tidy Towns Committee within the Shire of Mingenew, and offer support where available.

**2007 TOURISM AND PROMOTIONAL COMMITTEE**

That Council support the establishment of Tourism Promotional Committee within the Shire of Mingenew, and offer support where available.

**2008 SPORTSGROUND ADVISORY COMMITTEE**

That Council support the establishment of Sportsground Advisory Committee which will help advise Council on maintenance and improvement of facilities within the Shire of Mingenew, and offer support where appropriate.

**2009 STREET STALL PERMITS**

That the Chief Executive Officer and Manager of Corporate Services be authorised to issue permits for Street Stalls, ensuring that dates do not clash and that the permission of the Business Proprietor (outside of which the stall will be held) is held by the applicant.

**2010 COMPLAINTS HANDLING PROCEDURE****Policy Objectives**

A complaint handling system is an organised way of responding to, recording, reporting and using complaints to improve service to the community.

The complaint handling system includes procedures for customers to make complaints and guidelines for officers to resolve complaints.

**Definitions**

<b>Complaint</b>	is defined as being an expression of dissatisfaction about the standard of service, actions or lack of action by the Council or its staff, affecting an individual customer or group of customers.
<b>First Tier</b>	First tier officers are officers empowered by the CEO to resolve complaints wherever possible at first contact.
<b>Second Tier</b>	Second tier complaints are to be referred to the CEO or relevant Executive Officer who is to deal with the unresolved complaint.
<b>Third Tier</b>	The third tier is the Complaint Review Group whose purpose is to conduct an informal investigation with regard unresolved complaints. The Complaint Review Group will comprise of President (or his/her delegate), Deputy President (or his/her delegate), CEO and relevant Executive Officer.

*Please note the following will not be registered as complaints:*

- ◆ *Requests for services*
- ◆ *Requests for information or explanation of Policies or procedures*
- ◆ *Lodging of an appeal in accordance with a standard procedure or policy.*

**Policy**

1. The Mingenew Council shall deal with all complaints efficiently and effectively in the following manner:
  - (a) Front line officers (first tier) will assist complainants in the case of minor complaints and respond within seven (7) working days, detailing action taken or likely to be taken to resolve the issue.
  - (b) In the case of more serious complaints, or the complaint being outside the front line officer's delegated authority, the complaint is to be referred to second tier officers with the complainant being informed of the name of the investigating officer. The investigating officer is to advise the complainant within seven (7) working days of the status of the investigation and anticipated completion date.
  - (c) Serious complaints involving personal injury, inappropriate behaviour of officers (i.e.; rudeness, discrimination or harassment), a breach of the law or financial implications and complaints which involve the need for a detailed knowledge of the Council's operations and procedures shall be directed to the CEO with an initial acknowledgment being forwarded to the complainant within seven (7) working days.
  - (d) Any appeal against a response to a complaint being received from the first and second tier officers shall be referred to the Complaints Review Group for resolution.
  - (e) If a complaint requires extended research/investigation, the complainant is to be advised and kept informed of progress every 21 days.
  - (f) A register of complaints will be kept by a nominated officer and those not responded to within the guidelines outlined above, will be referred to the CEO.
2. Complaints shall be in writing (including fax and email), addressed to the CEO and signed by the complainant with his/her address before formal action is taken. Telephone complaints will not be accepted as it is too reliant on the officer to interpret the complaint.
3. Training will be provided to staff responsible for receiving and/or resolving complaints and those responsible for management and processing more serious complaints will be provided with more specialised training in conciliation, mediation and investigation.
4. The Complaints Review Group will be responsible for dealing with those complaints where the customer remains dissatisfied with decisions of the first and second tier officers.
5. In cases where the customer does not accept the outcome achieved by the Mid West Regional Council by way of its complaints procedures, the complainant is to be advised of the alternatives available to have the matter reviewed by another body (Ombudsman, Crime & Corruption Commission, Department of Local Government & Regional Development, etc).

*This policy is supported by administrative guidelines as documented in Appendix C*

**2011 INFORMATION TECHNOLOGY**

This document outlines the conditions governing use of all Information Technology (IT) facilities provided by the Shire of Mingenew. It applies to Elected Members, staff and to others to whom access to IT facilities has been provided. Deliberate and/or continued non-compliance with this Policy may result in disciplinary action and/or termination.

This policy details:

- The conditions of use of Information Technology facilities

**1. General Use**

This document describes the Shire of Mingenew's conditions governing use of all Information Technology (IT) facilities (including computers, computer peripherals, voice mail, software, facsimile machines, fixed and mobile telephones, and any other equipment related to the storage and/or distribution of electronic data) provided by the Shire of Mingenew. All employees and Elected Members requiring the use of IT facilities must sign a form as an acceptance of the terms and conditions described in this document.

- 1.1 These conditions apply to all Elected Members, staff and others to whom access to Shire of Mingenew IT facilities has been provided.
- 1.2 The Shire of Mingenew reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- 1.3 The Shire of Mingenew has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.
- 1.4 Users must respect the resource limitations of the IT facilities provided. Resources are not infinite.
- 1.5 Any facilities provided to users are for the business purposes of the Shire of Mingenew. The Shire of Mingenew will not be responsible for meeting any costs resulting from the use of facilities for unauthorised non-business related purposes.
- 1.6 The facilities may be approved for use, by staff, for the purpose of the genuine business of community Clubs or organisations. To allow this, a written request from the Club or group must be submitted to the Chief Executive Officer who will decide upon the matter, and the volume of use to be permitted. If approved, the club or group will be advised accordingly. A separate letter will be provided to the Officer, who will be required to complete an appropriate form pertaining to the use of the facility.
- 1.7 The Shire of Mingenew supports only those facilities provided by the Shire of Mingenew for business purposes. Hardware, software, operating systems and networking protocols not in use at the Shire of Mingenew are not supported.

**2. Storage**

- 2.1 Any storage of corporate data on desktop computers or on floppy disks is discouraged as this data is not backed up. Users will be responsible for any loss of data stored on these media.
- 2.2 Duplication of data is to be avoided.
- 2.3 It is the responsibility of users to store (or save) their documents on a regular basis as computer systems by their nature are not fault tolerant.

**3. Installing Unauthorised Software or Files**

- 3.1 Users must not purchase, install, copy or use any software without prior authorisation from IT Services.
- 3.2 The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on Shire of Mingenew's systems.
- 3.3 The installation and use of third party "screen savers" is not permitted.

**4. Access to Computer Facilities**

- 4.1 Users may use only those facilities which they have been properly authorised to use by the Chief or Manager of Corporate Services. Authorisation must be provided to the Manager of Corporate Services in writing before access is provided and/or modified.
- 4.2 Users may not use any of the facilities provided by the Shire of Mingenew in such a way as to reflect poorly upon the Shire either in part or as a whole.
- 4.3 The playing of games on Council computers is not permitted.
- 4.4 Where the use of any IT facility is governed by a password then the password must not be inappropriately divulged to any other person.
- 4.5 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected.
- 4.6 Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from the Chief Executive Officer.
- 4.7 Users will comply with any directive (verbal, written or electronic) from the Chief Executive Officer relating to access to IT facilities or the application of software updates.
- 4.8 Users must treat IT facilities with respect. Any willful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair being sought from the user of the equipment.
- 4.9 Food and beverages should not be consumed in close proximity to IT equipment.
- 4.10 Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire of Mingenew will not be responsible for any excessive costs incurred.
- 4.11 Remote access to Shire of Mingenew IT facilities is provided on a needs basis. Those seeking such access will need approval in writing from the Chief Executive Officer. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to the Chief Executive Officer.
- 4.12 Council reserve the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff have a particular need for after hours access to IT facilities they should liaise with the Chief Executive Officer to arrange access options.

**5. Security**

- 5.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or has been provided for their use.
- 5.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Chief Executive Officer, except in the following circumstances:
  - for data or files stored on a shared network facility or transferred in/out via a shared network facility.
  - under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 5.3 Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to the Chief Executive Officer.
- 5.4 Users are encouraged to log out of their workstations when they are not in use. If users are aware that they are going to be away from their workstation for a period of at least thirty (30) minutes they should log out of the network.
- 5.5 Users should correctly shut their computer systems down before finishing work each day.
- 5.6 Users must report to the Chief Executive Officer, without delay, any breaches (either real or perceived) of security.

**6. Software Copyright/License Regulations**

Under Australian law all software is copyright by the author whether it explicitly contains copyright notice or not. You must be aware of, and abide by, the relevant provisions of the Copyright Act as they apply to computer software including the following:

- Computer facilities provided by the Shire of Mingenew must not be used to make illegal copies of software
- Users must comply with the conditions of the software licence
- Illegal software must not be installed on the Shire of Mingenew computer systems

**7. Regulating Internet Browsing Usage**

- 7.1 Provision of internet browsing facilities to a user's personal computer must be approved by the Chief Executive Officer.
- 7.2 Internet users must be aware that their use of the medium will be monitored and as such all use of internet browsing facilities must be for the Shire of Mingenew business purposes only. For example, sites including but not limited to, those of the following nature must not be accessed:
- Games
  - Sports
  - Shopping
  - Share Trading
  - Entertainment
  - Adult Entertainment
  - Pornography
  - Personal Internet E-mail (such as Hotmail or Yahoo)
  - Newsgroups
  - Chat Rooms / Channels
- Deliberate and/or continued access to sites such as those listed above will be a disciplinary matter.
- 7.3 Users must not plagiarise works that are found on the Internet.
- 7.4 Internet users should not download large files (in excess of one (1) megabyte) unless absolutely necessary. If necessary, they must be downloaded at a time agreed with by the Chief Executive Officer.
- 7.5 The Shire of Mingenew will not be responsible for any unauthorised financial obligations arising through the use or misuse of the Internet.

**8. Provision of Electronic Mail (E-Mail) Services**

E-mail should not be used as a substitute for formal written correspondence on Shire of Mingenew letterhead when letterhead is required. E-mail messages are official corporate documents and are legally binding.

- 8.1 The majority of users of computer facilities will be provided with an e-mail address (where a need is identified) and are able to send and receive e-mail correspondence.
- 8.2 The e-mail address of e-mail users identifies the user as working for the Shire of Mingenew. Users should communicate via electronic mail as they would in a public forum.
- 8.3 E-mail messages of a corporate nature that leave the Shire of Mingenew destined for an external organisation are public records. Any corporate e-mail messages that officers receive are also public record.
- 8.4 E-mail users must not post chain letters or engage in "spamming". Spamming is the sending of an annoying or unnecessary (i.e. non-business related) message to a large number of recipients.

- 8.5 Virus warnings will be issued by IT services. If you receive a virus warning by e-mail it should be forwarded to IT services so that its authenticity can be determined. Warnings should not be forwarded to any other e-mail user unless authorised by IT services.
- 8.6 E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely.
- 8.7 E-mail users must not use obscene, profane, lewd, inflammatory or threatening language. E-mail users must not make or engage in personal, prejudicial, slanderous, libelous or discriminatory attacks, remarks, statements or messages.
- 8.9 E-mail users must not harass other persons. Harassment is acting in a manner that distresses or annoys another person. If an employee is told by a person to stop sending them messages of this nature, the employee must stop.
- 8.10 E-mail users must not knowingly or recklessly post false or defamatory information about a person or organisation.
- 8.11 If you receive or continue to receive e-mail of a nature that does not comply with this Policy, or includes non-business related file attachments such as, but not limited to, sound files, games, presentations, images or movie clips, the sender of the message(s) should be instructed to stop sending them immediately and the messages deleted. The sending (or forwarding) of such non-business related email attachments is not permitted.
- 8.12 The use of real-time messaging services such as ICQ is not permitted.

## **9. Voice Mail**

Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Wherever possible telephones should be diverted to another officer.

The system should be used for its intended purpose and not used as a means of avoiding answering telephone calls.

The legitimate use of Voice Mail is for cases where staff are out of their offices for short periods where phone calls would go unanswered. Voice Mail should not be used to take calls when staff are on leave. Users must work with each other to minimise the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

## **10. Disciplinary Measures and Termination of Employment**

Any breach of this Policy will lead to disciplinary action against the employee, which may result in termination of employment.

Employees should also be aware that breaches of this Policy may incur legal action pursuant to the Copyright Act 1968, Sexual Discrimination Act 1984 and Equal Opportunity Act 1984

**2012 COMMUNITY BUS – HIRE POLICY****BUS BOOKINGS**

There are three categories of groups requesting to hire the Shire Community Bus;

- Category 1 – Mingenew Primary School and Seniors
- Category 2 – Community and Sports Groups
- Category 3 – Business/Commercial and Private Groups

When booking the bus each category is required to complete the relevant booking form and nominate a driver who has been authorized by the Shire of Mingenew.

A bond is applicable to all bus hire categories; this bond is to be made up of the following:

- A bus hire bond to the value of the vehicles insurance excess; and
- A cleaning bond of \$100

*Note: Council has a list of endorsed drivers, if a hire group wishes to use its own driver, that driver must obtain endorsement from Council prior to the hire event.*

**CATEGORY 1  
MINGENEW PRIMARY SCHOOL & SENIORS**

Mingenew Primary School and Mingenew Autumn group are two of the most regular bus users; the fee for this category is to be included in the Schedule of Fees & Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate, with no fee for kilometers travelled.

As regular users, the bond amount is payable once and will be held in a trust account by Council. On each return, the bus will be checked over by an appropriate Shire employee and the kilometers travelled will be recorded. Any cleaning/repair costs will be deducted from the bond and the hirer will be advised.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

**CATEGORY 2  
COMMUNITY and SPORTS GROUPS**

For Community and Sports Groups located within the Shire of Mingenew the hire fee is to be included in the Schedule of Fees and Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate for usage within the Midwest Region, or 100% of the Category 3 daily hire rate for usage outside the Midwest Region. The charge for kilometers travelled is not to exceed 50% of the Category 3 cents per kilometer.

As regular users, the bond amount can be payable once and will be held in a trust account by Council or to pay the bond before the bus is collected, on each return, the bus will be checked over by an appropriate Shire employee and the kilometers travelled will be recorded. When all conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond can be refunded less the kilometers used charge or if the bond is being retained by Council in Trust, then payment of the kilometer used charge must be received in full.

*Note: By prior agreement with the Shire, an invoice can be issued for the daily hire fee and kilometers travelled charge.*

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

**CATEGORY 3****BUSINESS/COMMERCIAL, PRIVATE GROUPS**

*(Hire to users in this category is at the discretion of the Shire's Chief Executive Officer)*

Category 3 covers individuals or any group not covered by Categories 1 or 2; charges for this category, including a per kilometer charge are to be included in the Schedule of Fees & Charges and reviewed annually. The Community Bus must be returned with a full fuel tank.

There is also a requirement for the hirer to pay the bond before the bus is collected, on return, the bus will be checked over by an appropriate Shire employee and the kilometers travelled will be recorded. When all hire conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond will be refunded less the kilometers used charge and the cost for fuel, if the bus has not been refueled prior to return.

Policy Adopted – 16 May 2012 (Resolution 120502)

Policy Amended – 21 December 2016 (Council Decision 11.2.3)

## 2013 RISK MANAGEMENT POLICY

**PURPOSE**

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

**POLICY**

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

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

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

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

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

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

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

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

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

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

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

## **RISK MANAGEMENT OBJECTIVES**

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

## **RISK APPETITE**

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

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

## **ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES**

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

## **MONITOR AND REVIEW**

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

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

Date of Original Adoption – 17 December 2014 (Resolution 141210)

## 2014 RECORD KEEPING POLICY

### PURPOSE

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

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

Records may also be required by external parties such as:

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

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

### SCOPE

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

### DEFINITIONS

Councillors: President.	Includes any elected member of Council, including the President and Deputy President.
Employees:	Means all people employed by the Shire of Mingenew whether permanent, fixed term or casual contract of service, apprentice, trainee and independent contractors.
Record:	Can be defined as any record of information, in any medium, including letters, files, emails, word processed documents, databases and photographs.
Official Record:	Is a record made or received by the Council/Elected Members in the conduct of its business. An official record may be paper-based and/or electronic. An official record may be held off-site.
Capture:	Involves the management of official records in some form of logical sequence, which may be ensured by any of the following: <ol style="list-style-type: none"> <li>a. Classification and indexing, which allow appropriate linking, grouping, naming, security, protection, user permissions and retrieval, disposition and identifying vital records;</li> <li>b. Arrangement in a logical structure and sequence, whether a physical file or electronic directory, which facilitates subsequent user and reference;</li> <li>c. Registration which provides evidence of the existence of records in a records system; and</li> <li>d. Systems which profile or template the actions undertaken in business.</li> </ol>

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

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

## POLICY PRINCIPLES

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

## ROLES, RESPONSIBILITIES and ACCOUNTABILITIES

### Chief Executive Officer

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

### Records Officer

Responsible for operational activities:

Ensuring that official records are managed in accordance with the State Records Act and Record Keeping Plan

The efficient day to day management of Council's Records (Hard copy and electronic)

Effective management and system administration of Council's primary record keeping system.

### Council Staff

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

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

### Elected Members

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

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

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

Which records should be captured?

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

### **SANCTIONS**

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

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

### **Penalty \$10,000**

Policy Adopted – May 2016

## 3000 - FINANCE

### 3001 SIGNIFICANT ACCOUNTING POLICIES

The Significant Accounting Policies as used in the Mingenew Annual Financial Statement are listed at Appendix F.

### 3002 INVESTMENT POLICY

#### OVERVIEW

The purpose of this document is to ensure:

- Council conforms with its responsibilities under: -
  - *Local Government Act 1995* – Section 6.14;
  - *The Trustees Act 1962* – Part III Investments;
  - *Local Government (Financial Management) Regulations 1996* – Regulations 19, 28 and 49
  - Australian Accounting Standards
- That Council has in place a current set of policies and delegations for its Officer's responsible for the investment of Council held funds.
- Adherence to the guidelines and procedures outlined in this document by all officers with delegated authority to invest/control Council funds.

#### OBJECTIVE

- Preservation of Capital.
- To take a conservative approach to investments, but with a focus to add value through a prudent investment of funds.
- To achieve an adequate level of diversification to spread risk.
- To achieve a high level of security.
- To have ready access to funds for day-to-day requirements.

#### POLICY

Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

## LEGISLATIVE REQUIREMENTS

All investments are to comply with the following:

- Local Government Act 1995 (as amended) – Section 6.14;
- Trustees Act, 1962 – Part III Investments
- Local Government (Financial Management) Regulations 1996 – Regulation 19, 19C, 28 and 49; and
- Australian Accounting Standards

## DELEGATED AUTHORITY

- Officers authorised to make investment decisions and sign investment lodgments, withdrawals etc, are outlined below and must be named in Council's Delegated Authority Register.
- In case of annual leave or absence, the Chief Executive Officer may approve delegations for relieving persons, under advice to Council.
- Any investments made under delegated authority are to comply with the Authorised Investments List.
- Decisions in excess of \$750,000, unauthorized investments, or for terms > 12 months should be referred to Council.

## PRUDENT PERSON STANDARDS

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.

## ETHICS and CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper executive and the management of the Shire's Investment portfolio. This Policy requires Officers to disclose any conflict of interest to the CEO.

## APPROVED INVESTMENTS

Without approval from Council, investments are limited to:

- State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
- Fixed term deposits placed with an authorized institution\* for a term not exceeding 12 months; and
- Interest-bearing deposits placed with an authorized institution\*.

## PROHIBITED INVESTMENTS

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative-based instruments
- Principal-only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

In accordance with the Local Government (Financial Management) Regulations 1996, Reg 19C, this policy also prohibits the following:

- Deposits with any institution other than an authorized institution\*;
- Deposits for a fixed term of more than 12 months;
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Investment in bonds with a term to maturity of more than three years; and
- Investment in a foreign currency.

\*Authorised Institution as defined in the Bank Act 1959 (Commonwealth) section 5.

## RISK MANAGEMENT CONTROLS

Risk Management Controls include:-

- Delegated Authority to invest;
- Documented investment procedures;
- Investment Register to be maintained;
- Maturity of investments to be monitored at least monthly;
- Monthly statements to be received from counterparties;
- Monthly bank reconciliations to be prepared for each account;
- Monthly report to Council.

## RISK MANAGEMENT GUIDELINES

Investments obtained are to comply with the following three key criteria: -

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio;
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions; and
- c) Term to maturity Framework: limits based upon maturity of securities.

**a) Portfolio Credit Framework** - limits overall credit exposure of the portfolio.

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

**b) Counterparty Credit Framework** - limits exposure to individual counterparties/institutions.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

**c) Term to Maturity Framework** - limits based upon maturity of securities.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % 1- 3 years	60%

### INVESTMENT ADVISOR

It may be appropriate to seek external advice from an investment advisor and if so this person must be:

- 
- An independent person who has no conflict of interest in relation to investment products recommended,
- Approved by Council, and
- Licensed by the Australian Securities and Investment Commission.

### REPORTING AND REVIEW

- (a) Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to council in the Register.
- (b) The investment policy will be reviewed annually or as required in the event of legislative changes.
- (c) A monthly report must be provided to council detailing the investment portfolio. The monthly report shall include information about the term and the rate of return of each investment.
- (d) The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.

**LIQUIDITY**

- (a) Liquidity ratio - at least 70% of total investment portfolio must be liquefiable within ten (10) days.
- (b) Maturity and Cash flow to be monitored to ensure cash funds are available to meet commitments.

**SEPARATE AND COMMON ACCOUNTS**

- (a) Separate accounts must be established the following purposes: —
  - Money required to be held in the municipal fund;
  - Money required to be held in the trust fund; and
  - Money required to be held in reserve accounts.
- (b) Money from different accounts may be placed in a common account for investment purposes.
- (c) Interest earned on each individual "Reserves/Restricted Assets" will be applied to that particular account

Amended October 2014 (Resolution 141002)

Amended June 2015 (Item 9.2.3)

**3003 BUDGET****Preparation**

All projects which Councillors wish to be considered in the budget deliberations should be submitted to the Chief Executive Officer by the 30<sup>th</sup> May.

The Chief Executive Officer is to submit a draft budget to the July meeting, it being acknowledged that estimates of receipts will be subject to variation depending on Government grants.

Council aims to settle the budget and strike the rate by July 31<sup>st</sup> each year.

**3004 DONATIONS****3004.1 DONATIONS AND GRANTS – LOCAL NATURE**

Council shall consider requests for donations that are not part of normal budgetary considerations on their individual merit however, generally will decline appeals for donations:

- of a state or National nature
- if they are not concerned or connected with the local area

Exceptions to the above will be:

- Disaster or emergency appeals.
- 

**3004.2 RETURNED SERVICES LEAGUE – ANZAC DAY CEREMONY**

Council is to support the arrangements for the Anzac Day functions.

**3004.3 SUPPORT TO NORTH MIDLAND SHOW**

Upon receipt of their request this Council donate, an amount up to that allocated in the annual budget to this group to be used as prize money.

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

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

**3005 CASH CONTRIBUTIONS/SELF SUPPORTING LOANS TO CLUBS / ORGANISATIONS**

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

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

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

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

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

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

**3006 DEBT COLLECTION**

The following shall be the normal procedures for rate/debt recovery:

**3006.1 RATES**

1. Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set and Instalment Notices at the specified dates.
2. The Chief Executive Officer is authorised to undertake legal action after specific approval has been given by Council for the recovery of all current and arrears rates and charges remaining outstanding either after the 35 days where no instalment option has been implemented and where instalments are not adhered to, exercising discretion on the amount owed and /or term outstanding when initiating such legal action. Such legal action for rates recovery can be either through the local Court or by Council Solicitors or Collection Agents as the case may warrant when all other reasonable attempts at collection have been exhausted.
3. The CEO is to bring to Council's attention any rates which remain unpaid for three years for a determination on selling the land for the recovery of rates in accordance with the provisions of the Local Government Act.
4. On Council approval, CEO be authorised to issue a summons on offenders, utilising the local Bailiff, and incorporating the recovery of all outstanding rates, penalties, charges and cost incurred for the issue of such a summons.
5. Alternatively, upon Council's authorisation, the CEO be authorised to utilise the services of a Debt Collector for the recovery of all outstanding rates.

**3006.2 SUNDRY DEBTORS**

Sundry Debtors will be given a first account, then a second and final account one month later, accompanied by a letter pointing out that if money is not paid, or reasons given why it cannot be paid within 14 days, legal action will be proceeded with.

**3007 PURCHASING POLICY**

The Shire of Mingenew is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance.

**1. OBJECTIVES**

- To ensure best practice policies and procedures are followed in relation to internal purchasing for the Local Government.
- To ensure compliance with the Local Government Act 1995 ("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations").
- To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Local Government.
- To undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organization.

**2. ETHICS & INTEGRITY****2.1 Code of Conduct**

All officers and employees of the Local Government undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Local Government must act in an honest and professional manner at all times which supports the standing of the Local Government.

**2.2 Purchasing Principles**

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

### 3. VALUE FOR MONEY

#### 3.1 Policy

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

#### 3.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

### 4. PURCHASING THRESHOLDS AND PROCESSES

#### 4.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

#### 4.2 Policy

Purchasing that is **below \$150,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers.

Purchasing that **exceeds \$150,000** in total value (excluding GST) must be put to public Tender **unless** a regulatory Tender exemption is utilised by the Local Government. Tender exemptions to be applied must be in accordance with Regulation 11A of the *Local Government (Functions and General) Regulations 1996*.

#### Application of a tender

Determining purchasing value is to be based on the following considerations:

- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased, or
- The actual or expected value of a contract over the full contract period (including all options to extend)

#### 4.3 Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Local Government:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$4,999	<p>No quotations are required if the expenditure is approved in the Budget however officers are bound to value for money principles. The following factors are to be considered in the decision making process;</p> <ul style="list-style-type: none"> <li>• Value for money</li> <li>• Knowledge of general cost of item / service</li> <li>• Buy local principles</li> <li>• Ongoing good relationship with supplier</li> <li>• Reliability of supplier</li> </ul>
\$5,000 to \$9,999	<p><u>Obtain at least one (1) verbal or written quotation from suppliers.</u> The following factors are to be considered in the decision making process;</p> <ul style="list-style-type: none"> <li>• Value for money</li> <li>• Knowledge of general cost of item / service</li> <li>• Buy local principles</li> <li>• Ongoing good relationship with supplier</li> <li>• Reliability of supplier</li> </ul>
\$9,999 - \$39,999	<p>Obtain at least two (2) written quotations (e.g. email, fax or original copy).</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$40,000 - \$149,999	<p>Obtain at least three (3) written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least</p>

	three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
\$150,000 and above	<p>Conduct a public Tender process in accordance with this policy. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>

Where considered necessary, a Local Government may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers.

If a decision is made to undertake a public Tender for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy must be followed in full.

#### 4.4 Purchasing Procedures

##### 4.4.1 Tender or Request for Quotation through Tender Exempt Panels (\$150,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$150,000, the Local Government must either undertake:

1. a public Tender process; or
2. a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers.

##### Using a Tender Exempt Panel of Pre-Qualified Suppliers

When accessing a Tender exempt panel of pre-qualified suppliers, the Local Government must utilise a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Local Government does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender.

Additionally, the Local Government does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Local Government are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Local Government to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

### Request for Quotation Process

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- The Request for Quotation documentation must include:
  - written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
  - selection criteria to be applied;
  - price schedule;
  - conditions of responding; and
  - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection **must** be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Local Government.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies and Regulation 11A of the Local Government (Functions and General) Regulations 1996,

### Public Tender

In the event that a Local Government elects to call a public Tender:

- Before Tenders are publicly invited, the Local Government must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$149,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of \$150,000 and above, the Evaluation Panel must contain a minimum of three (3) members.

- A Tender Notice must be advertised in a State wide publication e.g. “The West Australian” newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.
- The Tender Notice must include:
  - a brief description of the goods or services required;
  - information as to where and how Tenders may be submitted;
  - the date and time after which Tenders cannot be submitted; and
  - a contact person to supply more detailed information if required.
- The detailed information must include:
  - such information as the Local Government decides should be disclosed to those interested in submitting a Tender response;
  - detailed specifications of the goods or services required;
  - the criteria for deciding which Tender response should be accepted;
  - whether or not the Local Government has decided to submit a Tender response; and
  - whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Local Government not to compromise its duty to be fair.
- If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.
- Tenders are to be opened in accordance with Regulation 16 of the Local Government (Functions & General) Regulations 1996.
- The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

- The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Local Government officers present at the opening of Tender responses.
- Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
  - a sufficient number of quotations are obtained;
  - the process follows the guidelines for seeking quotations
  - the specification for goods and/or services remains unchanged; and
  - purchasing is arranged within six months of the closing date of the lapsed Tender.
- Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.
- If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Local Government and Tenderer have entered into a contract, a minor variation may be made by the Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:
  - The name of the successful Tenderer.
  - The total value of consideration of the winning offer.
- The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer **must** be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

#### 4.4.2 Request for Quotation (\$40,000 or over to \$149,999 in value)

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$149,999, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a Request for Quotation that includes as a minimum:
  - written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
  - selection criteria to be applied;
  - price schedule;
  - conditions of responding; and
  - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Local Government.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies and Regulation 17 of the Local Government (Functions & General) Regulations 1996.

#### 4.4.3 Request for Quotation (under \$40,000 in value)

##### Written Requests for Quotations

For the procurement of goods or services where the value is under \$40,000, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

##### Verbal Requests for Quotations

For the procurement of goods or services where the value is between \$5,000 - \$9,999 the Local Government may undertake a verbal Request for Quotation process.

At least one (1) verbal or written quotation must be obtained from the market or the Local Government may purchase from a Tender exempt panel of pre-qualified suppliers.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

## 5. RECORDS MANAGEMENT

### Policy

Records of all Tenders and Requests for Quotation must be retained in compliance with the *State Records Act 2000 (WA)* the Local Government's internal Records Management Policy and Regulation 17 of the Local Government (Functions & General) Regulations 1996.

### Application

All records associated with the Tender or Request for Quotation process must be recorded and retained in the Tender Register in accordance with Regulation 17 of the Local Government (Functions & General) Regulations 1996..

For a Tender process, this includes:

- Tender documentation.
- Internal documentation.
- Evaluation documentation.
- Enquiry and response documentation.
- Approval documentation.
- Notification and award documentation.

For a Request for Quotation process, this includes:

- Quotation documentation
- Internal documentation.
- Approval documentation.
- Order forms and requisitions.

## 6. SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how Local Governments can procure goods and services in a socially responsible way.

### Policy

Local Government is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Local Government shall endeavour to design Requests for Quotation and Tenders to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

### Application

In practical terms sustainability and corporate social responsibility in procurement means the Local Government shall endeavour at all times to identify and purchase products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
- demonstrate a regard for the local economy and a supply chain that supports local business development;
- are ethically sourced from sustainable and fair trade supply chains;
- (with regards to motor vehicles) feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- (with regards to new buildings and refurbishments) use renewable energy and technologies where available.

Policy Amendment – 16 April 2014 (Resolution 140402)

Policy Amendment – 18 June 2014 (Resolution 140606)

Policy Amendment – 16 December 2015 (Item 9.1.2)

Policy Amendment – 17 May 2017 (Item 9.1.3)

### 3008 REGIONAL PRICE PREFERENCE – LOCAL GOODS AND SERVICES

In order to promote sub-regional development, the Shire of Mingenew will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the Tendering Process.

Any price preference provided will comply with part 4A of the Local Government (Functions and General) Regulations 1995 as amended.

#### Policy Details

Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including Construction (building) Services) to the Shire of Mingenew, unless Council resolves that this policy not apply to a particular tender.

The following price preference will be given to suppliers submitting tenders assessed in relation to this policy:

**Goods and Services** – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.

#### Stipulated Area

1. 10% to all suppliers located within the Shire of Mingenew
2. 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin
3. 2.5% to all suppliers located within the Midwest Region

**Construction (building) Services** – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.

**Stipulated Area**

1. 5% to all suppliers located within the Shire of Mingenew
2. 2.5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin.
3. 1% to all suppliers located within the Midwest Region

Goods and Services, including Construction (building) Services tendered for the first time where Council previously supplied the Goods or Services – up to a maximum price reduction of \$500,000 unless a lower amount is stipulated in the tender document.

**Stipulated Area**

1. 10% to all suppliers located within the Shire of Mingenew
2. 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin
3. 2.5% to all suppliers located within the Midwest Region

Regional Price Preference will only be given to suppliers located within the stipulated areas for more than six months prior to the advertising date of the tender.

Located within the stipulated areas is defined as having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

Only those goods and services identified in the tender as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

### 3009 CONTENT OF MONTHLY FINANCIAL REPORTS

In addition to those matters that are required by regulation 34 of the Local Government (Financial Management) Regulations 1996 and other legislation as amended from time to time to be included in monthly financial reports, monthly financial reports are to include the following:

- a) A copy of the summary page of the end-of-month bank statement for each of the Shire's bank accounts.
- b) Copies of the bank account reconciliations for the relevant month.

Adopted October 2014. (Resolution 141002)

### 3010 CORPORATE CREDIT CARD POLICY

## General

- An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using the credit card.
- A register of all current cardholders shall be kept which includes; card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase.
- All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards.
- The card is withdrawn in the event employment ceases, an extended period of leave is taken or they are moved to a position which does not require the use of a credit card.
- Cardholders are responsible for the use of the corporate credit card in accordance with these guidelines and other operational guidelines, and must ensure the safe-keeping of the card at all times. Loss or theft of the corporate credit card must be reported to the Chief Executive Officer immediately or in the case of the Chief Executive Officer the President.
- Credit cards shall not be transferred to other users.
- Cards are the property of the bank and the Bank should be responsible for the destruction of all surrendered credit cards.
- Where the cardholder fails to meet the policy guidelines, the CEO, or Council in the case of the CEO, may request that the card be withdrawn or a temporary disqualification from use of the credit card be enforced.
- The cardholder will be required to sign a certification, on each and every credit card statement issued from this date forward, to the effect all purchases made using the corporate credit card were for official business purposes.
- For all expenditure, the cardholder shall obtain a tax invoice and/or receipt, which itemises the details of the expenditure. If the invoice or receipt does not provide sufficient details of the item purchased, further details must be recorded on the invoice or receipt by the cardholder. In the case of expenditure relating to meals or entertainment the person/s attending and purpose are to be recorded.
- Pin issued by the bank is not to be changed.

## Purchasing

Corporate credit cards issued by the Shire can only be used for the business purposes of the Shire. Among the permitted uses are –

- In person, across the counter retail purchases,
- Facsimile/telephone/internet business related purchases,
- Mail order purchases and subscriptions,
- Official travel, accommodation and related expenses,
- Entertainment and business hospitality expenses.

The corporate credit card must not be used for –

- Personal or non work related expenditure,
- Obtaining cash advances

- The purchase of goods or services where the cardholder gains personal advantage through the transaction (e.g. special offers such as Fly Buys that benefit individuals).

**Cardholder's and Limits**

Maximum credit limits shall be based on the cardholder's need. These are currently:

\$7,500 for the Chief Executive Officer

\$5,000 for the Finance Manager

\$2,000 for the Works Supervisor

**Payments**

- Payments of accounts should be made monthly to ensure that credit charges are minimised (currently direct debit arrangement in place with the Bank to clear the outstanding balance).
- Authorisation of accounts must be done by a person other than the cardholder.

Date of Original Adoption – 20 April 2011 (Resolution 110408)

Amendment – 19 November 2014 (Resolution 141111)

Amendment – 19 October 2016 (Item 9.2.3)

## 3011 ASSET MANAGEMENT POLICY

### Purpose

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

The purpose will be achieved by:

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

### Scope

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

#### Infrastructure

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

#### Property Plant & Equipment

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

### Objective

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

- a) Assets are managed in accordance with the requirements of relevant legislation;
- b) Assets are managed in accordance with the National Asset Management Framework and taking into account affordability;
- c) A "whole of life" approach is taken to operational, maintenance, renewal and acquisition plans;
- d) Funding levels to ensure that assets deliver the required Levels of Service are identified and reported;

- e) Levels of Service and risks are taken into account in the development of operational, maintenance, renewal and acquisition plans;
- f) The performance of assets is measured and reported against the required levels of service and associated target performance levels;
- g) Assets are accounted for in accordance with the requirements of the appropriate accounting standards and reporting requirements.

## Organisational Context

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

## Roles and Responsibilities

### Councillors

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

**Chief Executive Officer**

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

**Review of Policy**

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

Policy Adopted – May 2016 (Item 9.3.1)

**4000– PERSONNEL****4001 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT****EQUAL OPPORTUNITY POLICY STATEMENT**

This Council recognises its legal obligations under the Equal Opportunity Act, 1984, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, age, pregnancy, race, and disability, religious or political convictions.

All employment training with this Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Council will exercise the conditions and requirements of its Equal Opportunity Management Plan.

*(See Appendix A for Equal opportunity Management Plan)*

**4002 SEXUAL HARRASSMENT**

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

Council considers sexual harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public:

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching
- Subtle or explicit demands for sexual activities or molestation
- Intrusive enquiries into a person's private life
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone
- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material

Council recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct. Any complaints of sexual harassment made against another person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.

A formal complaints/grievance procedure has been adopted (see Appendix B) and will be utilised to effectively resolve complaints of sexual harassment.

#### **4003 APPOINTMENTS**

The Senior Executive Staff shall consist of Chief Executive Officer, Manager of Corporate Services, Works Supervisor, and Environmental Health/Building Officer.

Appointment to the position of CEO shall be made by Council; positions of MCS, EHO and Works Supervisor's shall be made by the CEO in conjunction with Council in accordance with the Local Government Act.

Any recommendations to increase staff levels are to be submitted to Council with full details to justify such increase.

#### **4004 MEDICAL AND POLICE CLEARANCE CERTIFICATES – APPOINTMENTS**

All applicants for any Council position are to be advised that appointment will be subject to the appointee obtaining a satisfactory Medical Certificate at Council's cost, with the Medical Examiner being advised of the duties and activities for the position and a National Police Clearance.

#### **4005 SUPERANNUATION**

Council contribution to staff superannuation shall be at 9.0% of salary (or as legislation decrees) plus up to 3% matching contribution if employee contributes, or as negotiated in the contract of employment.

**4006 PROFESSIONAL DEVELOPMENT**

Council supports the training and professional development of elected members and staff to meet identified needs and adequately carry out their duties and further develop their careers.

Council also acknowledges the value of staff attending conferences and the CEO will consider each request for such attendance on its merits.

Council will make adequate provision in the annual budget for costs incurred as per policy in the provision of training/professional development and conference attendance. Attendances to be within budget unless approved by Council.

**4006.1 PAYMENT OF EXPENSES**

Where an officer is authorised to attend a conference or course, Council shall pay for fees, travelling and accommodation costs.

Where an officer is required to travel on approved Council business, Council shall pay travelling and accommodation costs.

Travelling costs shall be:

- In the case of travel by motor vehicle, travel shall be in a Council vehicle unless agreed between Council and the officer.

A condition of agreement will be that in the absence of the above the following applies:

- In the case of travel by motor vehicle (other than Council's), travelling expenses means fuel and oil costs only
- In the case of other types of travel, the actual cost of travel

**4007 UNIFORM SUBSIDY – ADMINISTRATION STAFF****CORPORATE UNIFORMS**

Council support the wearing of a Corporate Uniform for Councils Administrative Staff; and Council to purchase clothing with staff permitted to reimburse expenditure above the annual allocation by way of salary deductions arrangements;

**4008 EMERGENCY SERVICES LEAVE**

It is recognised that the participation of employees in volunteer emergency organisations is a positive and often vital role, particularly in smaller remote communities such as those in the Mingenew Shire. Employees seeking leave to participate in a volunteer emergency service organisation under this Policy must provide certification that they have become members of a recognised volunteer service organisation.

**Objective**

To recognise that members of recognised emergency service organisations employed by the Mingenew Shire Council can access a reasonable amount of additional leave for that purpose.

**Procedure**

1. Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as St John Ambulance or Bush Fire Brigade) for the purpose of participating in training or service, at the discretion of the employee's Supervisor. This leave will be in addition to annual leave entitlements.
2. Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.
3. Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid Leave will be treated as leave without pay.
4. Employees requiring Emergency Service Leave are to provide reasonable notification to the Shire of Mingenew, and have the leave approved by their Manager.
5. Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

**Responsibility**

Supervisors are required to approve Emergency Service Leave and ensure that appropriate documentation is supplied by the employee. Council will subsidise staff uniforms up to \$400.00 per annum (or as per negotiated in employment contracts) for recognised corporate uniforms subject to the uniform being worn.

**4009 MOTOR VEHICLES****4009.1 - USAGE OF:****CEO**

Unrestricted use within the State of Western Australia of the vehicle in his care at no charge subject to the following provisions:

- Unrestricted use to include public holidays, special and annual leave and long service leave
- The vehicle is available for use during office hours by other staff members where possible, however the vehicle is not to be regarded as a general pool vehicle
- Any other conditions as determined in the Contract of Employment

**FINANCE MANAGER**

Unrestricted use within the South West Land Division of Western Australia of the vehicle in his care at no charge subject to the following provisions:

- Unrestricted use to include public holidays, special and annual leave
- During periods of long service leave the vehicle is to be left for use by other employees
- The vehicle is available for use during office hours by other staff members where possible, however the vehicle is not to be regarded as a general pool vehicle
- Any other conditions as determined in the Contract of Employment

**WORKS SUPERVISOR**

Unrestricted use within the South West Land Division of Western Australia of the vehicle in his care at no charge subject to the following provisions:

- Unrestricted use to include annual leave and public holidays
- During periods of long service leave the vehicle is to be left for use by other employees
- The vehicle is available for use during office hours by other staff members where possible, however the vehicle is not to be regarded as a general pool vehicle

- Any other conditions as determined in the Contract of Employment

#### 4009.2 CARE OF VEHICLES

As a general condition all officers with a vehicle in their care are required to clean the vehicle regularly in his/her own time and garage it in a secure place.

#### 4009.3 COMMUTER USE

The CEO shall be authorised to allow temporary commuter use of a vehicle.

Commuter use being defined as use of a motor vehicle to and from a place of residence to work during the absence of any of the abovementioned officers, or when considered necessary in the interests of Council operations.

In recognition of its interest in the welfare of its employees, the Council authorises the CEO or Acting CEO, or in his absence the Works Supervisor to allow after hours personal usage of plant to employees subject to the following:

- Usage will be permitted within the Mingenew townsite area, to those employees who are conversant with the operating capabilities of the plant that they propose to use and subject to their signing an agreement to accept full responsibility for any loss or damage to that plant caused by other than fair wear and tear and is not to be utilised for obtaining any personal financial gain from a third party.
- Where the use, or intended use, of plant is likely to conflict with usage by Council of that plant, then permission will not be given.
- Unless specific justification can be provided to show otherwise, usage of Shire plant is restricted to certain items of machinery, as determined by the CEO.
- Specific justification will also have to be shown of the need for any usage outside of the Mingenew townsite.

#### 4009.4 USE OF COUNCIL'S VEHICLES BY COUNCILLORS/STAFF/THIRD PARTIES

During June Each Year Council is to make persons who are authorised to drive its vehicle aware of the following exclusions and advise them that failure to advise Council of matters likely to be affected by these exclusions could lead to Council's Insurer subrogating Council's right of recovery against the driver in the event of an accident where any of these exclusions apply.

Exclusions included in Council's Motor Vehicle Policy;

Loss, damage or liability caused whilst the vehicle is being driven by or in charge of any person;

- a) Under the influence of intoxicating liquors and/or drugs, or
- b) In connection with the relevant accident, subsequently convicted of or issued with an infringement notice for:
  - i) Driving under the influence of alcohol, drugs, or alcohol and drugs, or
  - ii) Driving while the percentage of alcohol in the blood exceeds that permitted by the law of any State or Territory, or
  - iii) Refusing to provide or allow the taking of a sample of breath, blood or urine for the preliminary testing or for analysis by law or any State or Territory for the purpose of ascertaining the percentage of alcohol in the blood.

Providing that this Exclusion shall not apply to indemnity and/or insurance provided on behalf of any other person or party if such person or party proves that he did not consent to the vehicle being driven by or being in charge of the person in control of the vehicle at the time of the accident.

- 1 During June each year each Employee/Councillor/Third Party to be directed to provide to Council a copy of proof of a current valid Driver's License.
- 2 During June each Year each employee/Councillor/Third Party be advised that they must advise Council in writing at the time of the occurrence, of any driving offence, suspension, infringement, cancellation, special conditions or other action that may adversely affect Council's insurance Policy.
- 3 Following any report received, under paragraph 3 above, the Chief Executive Officer be authorised to review and, if considered necessary, refuse that Employees/Councillors/Third

- Party's privilege of the use of Council vehicles. The advice of Council's Insurers will then be sought to clarify Council's position.
- 4 Failure by any Employee/Councillors/Third Parties to produce proof of a current valid Driver's License may result in that Employees/Councillors/Third Party's privilege of the use of Council vehicles being withheld until such proof can be provided.

#### **4009.5 PERSONS ELIGIBLE TO DRIVE COUNCIL VEHICLES**

Private usage vehicles can be driven from time to time by the spouse or partner of the Council employee allocated the use of the vehicle.

Any person who is the holder of an appropriate current driver's license may also drive a private usage vehicle so long as they are accompanied by an authorised officer.

Commuter use vehicles may only be driven by the nominated driver.

#### **4009.6 DISQUALIFICATION OR CONVICTION**

An employee who ceases to hold or is disqualified from holding a drivers licence for any reason, or is issued with a restricted licence, will as soon as practicable thereafter notify the Chief Executive Officer (and in the case of the Chief Executive Officer, the Shire President) of that impediment.

During the period of any disqualification or the non-currency of their driver's license, the employee shall not be permitted to drive any Council vehicle.

Failure to observe the requirements of this clause will lead to disciplinary action being taken against the employee.

#### **4009.7 INSURANCE CLAIMS**

Condition 1 - If a Council vehicle is involved in an accident while being driven by the employee or another person authorised by the employee, and that person is convicted of that offence, the employee may, in the event that Council's insurer disclaims liability, be responsible for all costs incurred.

Condition 2 - In the case of an accident, should Council's insurer refuse indemnity due to the action or condition of the driver, the driver may be liable for all costs resulting from the accident associated with the claim.

Subject to the above conditions, Council shall be responsible for the payment of all costs in respect of any accident occurring whilst a vehicle is being used for business or authorised private use.

### **4010 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD**

The Shire of Mingenew does not support any payment to employees either under Contract or Award other than that specifically set out in that Contract or Award when such employees finish with this Council.

If the Council consider an individual case appropriate, it will exercise its power under Section 5.50 (2) of the Local Government Act 1995 whereby if so resolved by Council Local Public Notice will be given in relation to any such additional payments to any specific employees.

### **4011 DRIVERS LICENCE RENEWAL POLICY**

In recognition of the requirements of the roles performed by the Shire Works Team, the Drivers Licence Renewals for Shire employees on the Works team will be paid for by the Shire. A copy of the current licence is to be retained on the Personnel File.

Date of Adoption – 19 November 2014 (Resolution 141112)

## 5000 – HOUSING

### 5001 ALLOCATIONS OF STAFF HOUSING

When Council Housing becomes available it will firstly be offered to Council Staff and the Chief Executive Officer is given the power to approve all housing allocations. Should Council Staff not require housing assistance, then the vacant residence/s is to be offered for lease by advertisement at the current market rental value.

### 5002 RESIDENTIAL RENTALS/LEASES

All residential rentals/leases will be covered by a written agreement in accordance with the Residential Tenancies Act and will include a bond. The bond amounts are to be set by Council for both Council employees and private tenants and be reviewed annually.

Council employee tenants are to be given the option of paying the bond amount by instalment deductions from their pay.

### 5003 TELEPHONES IN COUNCIL AND STAFF HOUSES

Payment of telephone expenses in staff residences will form part of contract negotiations with individual staff members. Amounts exceeding negotiated amount within the individual's contractual agreement are to be reimbursed in full by the employee.

Policy Amended – August 2016 (Item 9.1.4)

### 5004 WATER CHARGES IN STAFF HOUSES (COUNCIL OWNED)

That Council will pay all water accounts for staff residences up to an agreed amount as part of its operating maintenance. The current approved amount is \$750 per year unless otherwise negotiated in the employment contract. Amounts exceeding the \$750 threshold or the negotiated amount within an individual's contractual agreement are to be reimbursed in full by the employee.

Policy Amended – August 2016 (Item 9.1.4)

### 5005 WATER CHARGES FOR STAFF (OCCUPYING NON-COUNCIL PROPERTY)

That Council pay water rate charges for staff whilst occupying non-council properties within the Shire of Mingenew.

Policy Amended – August 2016 (Item 9.1.4)



**5006 WATER CHARGES FOR NON-STAFF PERSONS OCCUPYING COUNCIL PROPERTY**

Council meets the cost of the annual water and sewerage rates as part of its operating maintenance programme.

**5007 REIMBURSEMENT OF UTILITY CHARGES**

Where an employee has entered into a negotiated contract with Council with respect to the provision of multiple utility allowances, the amount to be reimbursed is the net amount of the combined utility charges in excess of the total agreed amount for these utilities. Council may at its own discretion resolve to waive the reimbursement of utility charges if they are of the opinion that these charges have incurred as the result of extenuating circumstances.

Policy Adopted – August 2016 (Item 9.1.4)

**6000 – COUNCIL BUILDINGS, RESERVES, PARKS & GARDENS****6001 PICKING WILDFLOWERS**

Collection of flora (including fire wood) from land under control of Council (i.e. road reserves, vested reserves, freehold etc) is prohibited unless.

- Approval granted subject to applicant obtaining approval from the Department of Environment and CALM.
- Collection of flora must be undertaken in accordance with the Environmental Protection Act and Regulations Information on legislative requirements can be obtained from Department of Environment.

**6002 HALL AND RECREATION CENTRE HIRE**

The following rules and application form shall apply to hirers of the Mingenew Hall or Sports Pavilion.

**SHIRE OF MINGENEW  
RECREATION CENTRE/HALLS  
APPLICATION FOR HIRE  
AND  
PERMISSION TO CONSUME AND/OR SELL LIQUOR**

**APPLICANT:** \_\_\_\_\_

**ADDRESS FOR SERVICE OF ACCOUNT:** \_\_\_\_\_

\_\_\_\_\_

**NAME OF CONTACT:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**HIRE**

**VENUE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

**LIQUOR PERMIT**

**VENUE:** \_\_\_\_\_

DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ FINISH TIME \_\_\_\_\_

*If you are **SELLING** liquor, have you applied for a permit from the Liquor & Gaming Branch of the Police Department?*

**CERTIFICATION**

*I hereby certify that I am fully aware of the hire conditions as shown on the rear of this form.*

Signature \_\_\_\_\_

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

**OFFICE USE ONLY**

Application Approved/Disapproved

C.E.O \_\_\_\_\_ Date \_\_\_\_\_

**Shire of Mingenew****MINGENEW RECREATION CENTRE & COMMUNITY HALL**

To the Hirer,

Following are the conditions of hire of any facility at the Mingenew Recreation Centre and Town Hall.

1. All hire charges must be paid at the Shire Office before keys will be issued.
2. If a key(s) is lost, the relevant lock(s) will have to be renewed and the actual cost of this replacement will be the responsibility of the hirer.
3. It is the responsibility of the hirer to ensure that the conduct of the persons present at the time of their function is orderly.
4. It is illegal to consume liquor on any part of the building and grounds without the prior written approval of the Council. An additional licence must be obtained from the Police Station for the sale of liquor.

Liquor Consumption Conditions

1. Compliance with all liquor laws and regulations relating to the consumption of liquor;
2. Ample soft drink is to be available for minors and non-drinkers; and
3. Police approval having been obtained to continue after midnight.
5. The cleaning of all facilities used is the responsibility of the hirer, however if the premises have been left in an untidy state and Council is required to clean them, costs involved in such cleaning will be payable by the hirer. Sticky tape is not to be used on walls.
6. At the discretion of the Council the cost to repair any damage/loss caused by any reason other than normal wear will be added to the hire or rental charge.
7. No spiked shoes or boots or the like to be worn in any part of the building except the two main change rooms and public toilets.
8. Recreation Centre: Kitchen boiling water unit must be turned off and drained immediately after the event.

9. Crockery and Cutlery Hire

Breakages and losses - the cost of all replacements is the responsibility of the hirer.

10. Tables and Chairs

Tables or chairs are not to be removed from inside the building. All tables and chairs must be stacked in an orderly manner and not left out after the event.

11. The building must be left locked up and with all lights switched off.

**SPECIFIC RECREATION CENTRE REQUIREMENTS**

- Wine glasses can be made available upon request.
- Supply own tea towels if required.
- Turn fridge off and leave one door open.
- Make sure all cupboards are properly locked.
- Do not take anything from the catering cupboard home. REMEMBER the next person to use the cupboard will expect to find everything there. (Bring your own containers for left-over's).
- Please leave ovens wiped out and stove tops and all bench tops wiped clean.
- Sweep and wash floor.
- Please leave Pie Warmer wiped clean, also the Hot Food Display.
- Do not leave any food or drinks in the Cool Room after your function is over and then forget about it.
- Leave Cool Room clean and locked.
- Bar area - leave glasses and jugs washed and put back in trays.
- Lock up all toilets after your function is over.
- Turn air conditioner off.
- Turn lights off.
- Sporting bodies - Please vacuum floor.

## 7000 – WORKS

### 7001 VEHICLE REPLACEMENT PROGRAM

The CEO, in conjunction with the Works Supervisor and Council, shall prepare a replacement program to allow economical replacement of plant and vehicles. The replacement program will be evaluated and/or amended by Council when considering the Plan for the Future and be considered in conjunction with the annual budget.

### 7002 CROSSINGS

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

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

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

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

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

### 7003 PIPES ACROSS ROADS

Conditions under which pipes will be allowed to be placed beneath roadways are as follows:

1. Pipe shall be a minimum of 450 mm below the surface of a road
2. The applicant or subsequent owner to be responsible for the cost of repair or replacement when the pipe has been damaged during the carrying out of roadworks
3. The applicant or subsequent owner shall remove the pipe when directed to do so by the Council
4. Written application must be lodged with Council requesting authorisation and providing a map of where pipes will cross the road prior to any works being commenced
5. Works shall be carried out in accordance with Council's requirements and at the owners costs
6. The road surface is to be reinstated to Council's satisfaction and at the owners cost

### 7004 GATES

Conditions under which approval will be given to erect a gate upon a road are as follows:

1. The structure is to be maintained in a condition satisfactory to the Council.
2. The structure is to be removed by the applicant or subsequent owner when directed to do so by the Council.
3. Approval of gates shall include the installation of a swinging gate for vehicle access and a large opening gate for machinery access.

**7005 SALT DRAIN/ROAD RESERVE CROSSINGS****1. General**

When property owners, as financial ratepayers of the Shire of Mingenew wish to construct deep drains through low-lying farmland, in order to reduce, block or eliminate the effect of salt on their land within the Shire and as a result of such proposed drainage scheme, the construction of a culvert (or culverts) is required through designated road reserves, Council *may* assist in the funding of such culvert crossings providing certain criteria are met. Those criteria are:

- 1.1 The request for approval and/or assistance must be before Council no later than April 30 of any financial year, so that due consideration may be given for possible inclusion in the next financial year's budget, if approved. Applications that do not meet the deadline *may* be considered by Council only after all prior applications have been processed. The request must include a scaled locality map showing the position(s) of the drainage scheme, the proposed culvert crossing(s), flow direction and downstream properties that may be affected.
- 1.2 The applicant must be prepared to pay all materials costs involved in the construction of the culvert(s) including any equipment hire and freight costs and when a request has been approved by Council for assistance, a pre-payment of the materials cost may be requested. Such pre-payment must be lodged with the CEO within two calendar months of notification of approval.
- 1.3 The standard of culvert construction required will be similar to that shown on Mingenew Council Drawing No. 2-E-90.
- 1.4 Council will only assist in the funding of culvert construction where Council's workforce is capable of doing the work within their normal allocated roadworks programme. Heavy demand for salt drain culvert construction during any financial year and/or impossible construction conditions, even for a scheduled construction time, may result in curtailment of Council assistance without obligation except for *possibly* refunding materials costs.

**2. Council's Contribution to Culvert Construction**

- 2.1 Council will organise material requirements utilising its purchasing power.
- 2.2 The adequate signing for traffic control and supervision of construction.
- 2.3 Handling, laying, backfilling (including the mixing of cement stabilised material) and compaction.
- 2.4 Road surface reinstatement.
- 2.5 Supply and erection of guide posts (if required).
- 2.6 Construction of aprons and headwalls where the depth between existing road level and the mean culvert invert level does *not* exceed 1.5 metres.  
Where the depth below the existing road level and the mean culvert invert level does exceed 1.5 metres, the proponent may be requested to either:
  - supply sufficient total pipe length and other materials and/or provide additional equipment (hire) to enable the actual culvert to span the full width of the road reserve so that culvert headwall and apron construction will be entirely the proponent's responsibility
  - supply sufficient total pipe length and material and/or provide additional equipment (hire) to allow for a longer culvert to be constructed that will enable the surrounds of the culvert entry/exit to be simply battered with a minimum of cement stabilised material and without headwall and apron constructions
- 2.7 The maximum value of Council's contribution towards salt drain culvert construction will be per culvert and/or per farming property unless Council considers otherwise and will be reviewed on an individual application basis.

**3. Procedure**

- 3.1 All applications are to be received by the CEO complete with all supporting documentation.
- 3.2 The application is referred to the Shire Engineer for evaluation, and any recommendation in respect thereof is placed before the next available meeting of Council for determination.

- 3.3 Council at that meeting will deal with the application and may grant approval or otherwise, including referring it for budget consideration.

Note: This policy may be altered by Council from time to time without notification or obligation.

## **7006 ROADSIDE VEGETATION POLICY**

This policy is subject to the Clearing of roadsides under the Environmental Protection Act.

Trees and scrub shall be removed as necessary for cuts, fills and general drainage works. However, every care shall be taken to preserve trees and scrub where ever possible.

### **7006.1 ROADWORKS**

1. Trees and scrub shall be removed and kept clear to the top of the back cut of the table drain.
2. Some selective clearing may be done on the inside of curves of restricted radii to improve visibility.
3. Roadside burning shall be discouraged and only carried out in exceptional circumstances with permission of Council.
4. Heavy wood growths on road shoulders may be slashed or treated with chemicals recommended by the Agriculture Protection Board and the Agriculture Department.
5. Fire hazards resulting from heavy wood growths on natural treeless areas and where no wildflowers grow may be slashed if adjacent to cropped areas upon notification of Council.
6. Townsite streets and footpaths may be treated with chemicals recommended by the Agriculture Protection Board and the Agriculture Department.

### **7006.2 GENERAL**

1. No firebreaks shall be constructed on road reserves. Provision of firebreaks is to be considered when fence is set back.
2. Reinstatement of trees with introduced varieties may be considered for rural areas damaged during construction.
3. In townsite areas trees shall be planted on opposite side of the roadway to existing power lines. Trees growing to a maximum height of 4-5 metres are to be planted where ever possible.
4. Chemicals shall be used on declared plants.
- 5
  - a) If a landowner is having problems with native vegetation growing through their fence they are permitted to prune a branch or limb causing the problem but will not be entitled to clear a strip outside their boundary on the road reserve.
  - b) The Mingenew Shire Council agree to make available, free of charge, Council plant and operator during normal working hours to any landowner who wishes to either clear a fence line or rip land in preparation for revegetation under the following conditions:-
    - (i) The road is considered by Council to be of such a narrow width that any future roadwork enhancements will result in the clearance of a majority of vegetation from this road reserve.
    - (ii) That the landowner is prepared to set his fence back a recommended minimum of 20 metres from the roads centre and revegetate this section of land; or  
If the fence is to remain where it is, the landowner is prepared to revegetate a corridor inside his fence line of a recommended minimum of 20 metres from the roads centre.
    - (iii) Such work will be carried out at Councils convenience and where practicable be incorporated into the roadworks program for this location or when plant is within close proximity to the location in question.
    - (iv) Such work will be carried out within Council budgeting constraints for roadworks during that particular financial year.
    - (v) All land will remain in the ownership of the original landowner when a fence set-back procedure is undertaken unless otherwise negotiated by Council and the Landowner where there will be no change to existing land title.  
The original boundary fence line is to be delineated to ensure it can easily be identified where Council and landowner responsibilities are.

- c) The landholder shall not be entitled to remove any trees or scrub from the road reserve under either of these options.
- 6. Maintenance of the road reserve trees or scrub shall be the responsibility of the Council.

### 7006.3 TREE PLANTING

- 1. No trees are to be planted on road reserves without Council approval.
  - 2. No tree planting will be permitted on twenty metre wide road reserves.
  - 3. Trees must not be planted under Western Power power lines or over Telstra cables.
  - 4. No trees are to be planted within 9 metres of the outside of the road pavement.
  - 5. Trees should not be planted within five metres of the top of the back cut of the table drain.
  - 6. Trees planted on road reserves become Council property and may be removed at any time at Councils discretion if the trees become a hazard or interfere with future road works.
  - 7. Where trees are planted on a private basis the planting, watering and maintenance of the trees is entirely the responsibility of the adjoining landholder who undertakes the planting.
- The entire Road Verges Policy shall be administered at the discretion of the CEO.

## 7007 ROAD CLOSURE POLICY

### Policy Statement

- 1. If there is a risk of damage to Shire road infrastructure and/or to public safety due to inclement or persistent wet weather the Shire shall exercise its right under the Local Government Act to close affected roads.
- 2. The Manager of Works has delegated powers as instructed by the CEO and/or President to:
  - (a) Close Roads; and
  - (b) Define and impose conditions for road use.
- 3. Condition of delegated power:
  - (a) Installing "Road Closed" signs where possible;
  - (b) Providing an information bulletin to affected agencies, distributed via email, local radio and by posting on the Shire of Mingenew website.

### Objective

Ensure safety to all road users and to mitigate damage to road infrastructure, in particular unsealed roads.

### Scope

- 1. This policy applies to:
  - (a) vehicles with a Gross Vehicle Mass of 4.5 tonne or greater;
  - (b) vehicles which travel over road under the care and control of the Shire of Mingenew.
- 2. Local traffic (For example: where a residence is situated on a roads which have been closed) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
- 3. The delegated officer may exempt other certain vehicles that require access (for example school buses).
- 4. Affected agencies shall include but are not limited to:
  - (a) Heavy Haulage carriers;
  - (b) Main Road Western Australia;
  - (c) Neighbouring Local Authorities;
  - (d) Department of Transport;
  - (e) Local residents; and
  - (f) Bus companies, Public Transport Authority.
- 5. This policy does not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.
- 6. This policy may apply to singular, multiple or all roads.

**Review**

This policy and procedure is to be reviewed in line with other Shire policies.

**Legislation Relating to this Policy**

Local Government Act 1995, s3.50.

Under s3.50 of the Local Government Act 1995, the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements.

Road Traffic Act 1974, s84

Date of Original Adoption – 15 February 2017 (Council Decision 9.1.2)

## 8000 – OCCUPATIONAL HEALTH & SAFETY

### 8001 OCCUPATIONAL SAFETY AND HEALTH POLICY

This policy outlines the Shire of Mingenew's commitment to continuously improve the occupational safety and health standards within the workplace, to continuously improve the occupational safety and health management systems and to reduce hazards and subsequent incidents in the workplace.

The Policy of the Shire of Mingenew is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment,
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements
- Compliance with current Occupational Safety and Health Act 1984, and the Occupational Safety and Health Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice.
- Engage and consult stakeholders and representatives in matters regarding occupational safety and health in the workplace.

Employees have a duty of care to

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their Line Manager
- Co-operating positively in the fulfillment of the obligations placed on their employer
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed by working together to reach this outcome.

Policy Adopted – 22 September 2010 (Resolution 100907)

Amended – 22 September 2014 (Resolution 140808)

### 8002 SMOKING POLICY

Smoking is prohibited in all Council Buildings and vehicles.

This policy will apply to all staff, councilors, and members of the public utilizing council buildings or vehicles.

**8003 DRUG AND ALCOHOL POLICY****Policy Statement****The Shire of Mingenew's Commitment**

The Shire of Mingenew and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage become an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Mingenew in any capacity.

The Shire of Mingenew is committed to providing the safest possible workplace for its employees and to achieve the highest standards of safety and health, all employees are encouraged and expected to be free of alcohol and or other drugs in excess of specified standards whilst at work. The underlying principles of the Shire of Mingenew are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the Shire of Mingenew.

**The Individual's Responsibility**

Under the Occupational Safety and Health Act 1984 (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment

All employees are expected to comply with the Shire of Mingenew's Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

**Reporting Requirements**

Under the Occupational Safety and Health Act 1984, Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs, as this presents a hazard in the workplace.

**Drug Use on the Premises**

Employees who buy, take, or sell drugs on Shire of Mingenew premises), may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

**Prescribed and Over the Counter Medications**

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire of Mingenew are outlined as per the Australian Standard AS 4308 for drugs of abuse.

**Consumption of Alcohol on the Premises**

Except in situations where the Shire of Mingenew holds a function on the premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

**Drug/Alcohol Treatment Programs**

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee.

- The Shire of Mingenew will allow an employee to access any accrued personal or annual leave they are undergoing treatment and;
- The Shire of Mingenew will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

### **Responsibilities**

The Shire of Mingenew considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects his/her health and safety, and/or others in the workplace, the Shire of Mingenew is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire of Mingenew may also manage the issue by:

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

### **Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions**

Team managers shall:

- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- If the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

### **Pre-Employment Medical Tests**

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

### **Identification of Impairment & Testing**

If the Shire of Mingenew has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Shire of Mingenew suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- Require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Mingenew.
- Direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Mingenew may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Mingenew may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Mingenew.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

### **Education, Training & Awareness**

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The Shire of Mingenew engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

### **Consequences of Breaching this Policy**

An employee engaged by the Shire of Mingenew who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

### **Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

## 9000 – BUILDING, PLANNING AND HEALTH

### 9001 OVERSIZE SHEDS – RAIN WATER TANKS

In the approving of oversize sheds for construction on town lots Council will include in the Building Licence approval that the applicant is requested to install as large a rain water tank as possible to capture the maximum amount of roof water rather than having disposed of off-site.

### 9002 GREY WATER REUSE POLICY

Any new or renovated dwelling wet areas producing grey water be connected to a grey water reuse system or an Alternative Treatment Unit (ATU) within the town boundary as stipulated in its Town Planning Scheme.

That the remaining Black Water be disposed of in an approved system of disposal.

All works to be carried out by a Licensed Plumber.

Policy Adopted – 20 April 2011 (Resolution 110403)

Amendment – 15 April 2012 (Resolution 120403)

### 9003 FINISHED FLOOR LEVEL POLICY

All class 1 buildings are to be at least 300 millimetres above the crown of the road at its nearest street frontage or to the satisfaction of Council's Health / Building Officer, depending on lot contour.

Policy Adopted – 20 April 2011 (Resolution 110404)

### 9004 EXTRACTIVE INDUSTRY POLICY

Extractive Industry is generally associated with the extraction of raw materials such as sand, gravel, clay, rock, soil, stone, and may include the storage, treatment, and in some cases manufacturing of products from such materials. An Extractive Industry is an 'A' use (discretionary use of Council after advertising) in 'General Farming' zone. Therefore the purpose of this policy is to detail the specific requirements and minimum standards for the establishment of an 'Extractive Industry' in 'General Farming' zone.

#### **Scheme Provisions:**

Clause 4.2, Zoning and Development Table

Clause 9.4

#### **Special Procedural Considerations:**

Applications are required to be advertised for a period of 21 days pursuant to clause 9.4 of the Town Planning Scheme, including referral to the Department of Industry and Resources, Department of Environment and Conservation, and Aboriginal Affairs Department for comment.

1. The extraction of basic raw materials to a depth of 1.0 metre or less to be used for improvements to the same farming property or for municipal purposes, including the building of roads, is exempt from obtaining planning consent.
2. Extractive industry will only be approved where Council is satisfied that the proposal will not result in unacceptable environmental impacts as a result of noise, dust, lightspill, odour, visual intrusion or contamination.
3. No extractive industry will be approved until such time as Council has received advice from the Indigenous Affairs Department and Department of Environment and Conservation in relation to heritage and flora and fauna issues respectively. An extractive industry will not be approved if there are substantiated objections from either of these agencies.
4. An application for an extractive industry will not be favourably considered by Council unless the following information has been submitted with the application for planning consent form:
  - A surveyed plan of the site showing the proposed area of extraction in relation to topographical features, area of remnant vegetation, existing and proposed access and internal roads, existing buildings, proposed stock pipe area and setback distances from property boundaries
  - A cross section of the proposed extraction area showing the depth of extraction, height and battering of the pit walls and face, and access ramp/area;
  - A rehabilitation plan for the area of extraction prepared in accordance with DEC guidelines showing the re-contouring of the land and areas of re-planting.
  - Written submission detailing the type and quantity of material to be mined, stages of extraction (if applicable), depth of extraction, life expectancy of the resource, specific hours of operation, number of vehicular movements per week and machinery to be used.
5. Depending on the nature of the proposed extractive industry, local wind, topography and vegetation conditions, setback distances from site boundaries and existing watercourse or bodies may need to be increased. When determining such setbacks Council shall consider existing and potential land-uses on adjoining and nearby properties.
6. Council may require the preservation and/or planting of a vegetated buffer strip ensuring that the extraction activities are adequately screened from the road and adjoining properties.
7. Where an extractive industry has direct access to a sealed road the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface, with stormwater runoff being controlled.
8. Where an extractive industry is being developed with or without direct access to a sealed road, the Council may require assistance to upgrade and maintain the road/s that will be affected by heavy vehicle movements associated with the extractive industry. Such upgrading contributions will be financial or in-kind and shall be calculated on a case-by-case basis.
9. The Council will not support the operation of extractive industry outside of the following hours, unless it can be demonstrated the proposed extraction area/activity is at least 1000 metres from the closest neighbouring residence upon which the Council may entertain extended operating times:
  - Monday to Saturday – 7.00 am to 6.00 pm
  - Sundays and Public Holidays – no operations
10. The Extractive Industry will generally be approved for a one year period from the date of issue. Operations that continue beyond one year's duration will be subject to a renewed application for planning consent on an annual basis.

For large scale mining operations an extended period of approval may be entertained by Council, based on individual merit.

11. Should there be any conflict between this Policy and the Shire of Mingenew Town Planning Scheme No. 3; the Town Planning Scheme shall prevail.

Policy Adopted – 16 May 2011 (Resolution 110503)

## APPENDICES

## APPENDIX A PERSONNEL POLICIES AND PRACTICES (APPENDIX TO EEO POLICY)

**RECRUITMENT****CHECK LIST:**

1. Career literature should be examined to ensure that language and occupational titles are non-discriminatory and that graphics, content and presentation promote a positive image of the Council as an equal opportunity employer.
2. The distribution of career literature should be checked for coverage of educational institutions, Centrelink, relevant ethnic and aboriginal groups and women's organisations where applicable.
3. Ascertain whether career literature has been translated into appropriate community languages.
4. Procedures for preparing job advertisements should be studied to ensure that all job advertisements contain:
  - Non-discriminatory use of language, occupational titles and graphics;
  - An accurate statement of duties and no unnecessary qualifications or prerequisites.
5. Review the availability and effectiveness of EEO awareness training for recruitment personnel.
6. Assess recruitment practices to ensure they are fair and do not contain any discriminatory requirements or conditions.

**AWARENESS RAISING AND ESTABLISHING A RECEPTIVE CLIMATE****Objective:**

To raise awareness within the Council for the need and desirability of Equal Employment Opportunity practices and to ensure the Council's compliance with the requirements of the Equal Opportunity Act, 1984.

**Programme:**

A variety of methods are to be undertaken to increase EEO awareness within the Council. These are:

1. Management is to/has consulted with ASU and MEU and other union representatives on EEO matters affecting staff in the development of necessary Consultative Committees.
2. EEO component to be introduced into staff training, and may be included on staff meeting agendas.
3. Staff are encouraged to provide feedback to management.

**Resource and Responsibility:**

The CEO is responsible for the EEO policy and objectives adopted by the Council. This includes the raising of awareness throughout the Council of EEO matters.

**Performance Indicator:**

1. Council's schedule of occupations reviewed periodically to identify trends.
2. Incorporate questions on EEO matters during exit interviews conducted with staff.
3. Seek feedback on EEO matters from staff meetings held at various levels throughout the organisation.
4. Record and monitor complaints.

**REVIEW OF PERSONNEL PRACTICES AND POLICIES****Objective:**

To review personnel practices and policies of the Mingenew Shire Council in accordance with the EEO Policy of the Council.

In meeting this objective the following strategies apply:

1. Focus on the elimination of discrimination on the grounds of sex, marital status, pregnancy, race, religious and political conviction.
2. Four major sections reviewed.

**Program:**

1. The programme is the responsibility of the CEO and Works Supervisor.
2. Employee opinion is sought and examined.
3. Consideration of actual practices and policies by the CEO covering the four main areas.
  - Recruitment
  - Conditions of Service
  - Appointment, Promotion and Transfer
  - Training and Development.
4. All matters arising from a review referred to the Council.

**Resource and Responsibility**

1. The responsible officer assumes control of the task.
2. Practices and policies in operation with other Local Governments reviewed.

**Performance Indicator:**

1. Queries/problems which arise during the year as a result of the Personnel Practices and Policies reviewed.
2. Personnel practices and policies of other Local Governments and their effectiveness and success reviewed.
3. Record of exit interviews, numbers of vacancies compared with past years and other data will be reviewed.

**APPENDIX B COMPLAINTS/GRIEVANCE PROCEDURES****Introduction**

All complaints of sexual harassment will be treated confidentially and resolved promptly.

Wherever possible, the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

**Procedure**

1. A complaint of sexual harassment may be lodged with any of the following person:
  - Immediate Supervisor/Manager (except where this person is the alleged harasser)
  - Divisional Manager (if applicable - except where this person is the alleged harasser)
  - A Nominated Grievance Officer (if applicable)
  - Chief Executive Officer
  - Union Shop Steward
  - Mayor/President (only if the alleged harasser is the Town/Chief Executive Officer)
2. A person receiving a complaint of sexual harassment will:
  - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
  - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
  - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
  - Ensure no information regarding the complaint is discussed outside this procedure.
  - In a case where a union shop steward receives the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:
  - As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
  - Advise the alleged harasser of the right to contact their Union for advice and representation.

- Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
  - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
4. If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser:
    - The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union will be party to the investigation.
    - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
  5. During the period of the investigation of a case of serious sexual harassment:
    - If requested by either party or by management, alternative working arrangements may be made.
  6. If, following investigation and resolution, a complaint is judged to have foundation:
    - Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.
    - A record of the detail of the disciplinary action will remain on the employee's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Town/Chief Executive Officer.
  7. If, following investigation, a complaint is judged to have no foundation:
    - The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
    - Continued referred to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

## APPENDIX C COMPLAINTS HANDLING GUIDELINES

**Note: – All actions taken in response to complaints must be documented at each tier for later analysis**

### **First Tier – Front Line Officers**

Level of Authority:

1. Authority to resolve mistakes that have no cost (present or future) to Council;
2. Authority to apologise for errors as long as the admission is not an admission of liability on the Shire's behalf.

Apology:

A sincere apology for errors can be a potent weapon in resolving complaints! If an apology is warranted, it should be given immediately in a sincere manner. If not warranted, an apology for the situation arising that has caused the person to complain can be given without accepting blame for the organisation.

When to refer a complaint on to second tier officer:

- ◆ When the complaint is about your own conduct and you are not confident that you can (or should) deal with it fairly or when the complainant requests it be dealt with by another officer.
- ◆ When the complaint is outside your delegated authority or area of expertise.
- ◆ When an officer is alleged to have committed a criminal offence, acted corruptly or engaged in other serious or controversial conduct, the matter is to be referred immediately to the CEO.

When a complaint is referred on, ensure the officer is fully briefed on the substance of the complaint so as to alleviate frustration by the complainant of having to explain the matter a second time.

### **Second Tier – CEO or relevant Executive Officer**

Level of Authority:

1. Authority to review actions of first tier officer decisions.
2. Authority to conciliate within the limits of their delegation.
3. Authority to revoke instructions or orders when within their delegated authority (providing it is not ultra vires) and the circumstances warrant such revocation.

Review:

A review by the Officer by reconsidering the original decision or action and then instigating corrective action where appropriate is the easiest of the review options available. If a review is not an option, then the next phase should be conciliation.

Conciliation:

Complaints about personnel, especially rudeness or other improper conduct complaints, often are more conducive to semi-formal conciliations. The aim is to prevent the complaint from escalating into a larger and more time-consuming dispute. Often prompt attention to a complaint may be better received and may result in conciliation being achieved to the satisfaction of the parties in a short period of time.

If the matter is complicated and emotions play a substantial part, the elapsing of time can assist in allowing tempers to cool, advice to be obtained and alternatives to be investigated and considered.

When not to undertake conciliation:

- ◆ The complaint is complex
- ◆ The facts are likely to be in dispute and investigation may be needed
- ◆ Disciplinary action is a strong possibility
- ◆ The outcome the complainant is demanding cannot be provided by the conciliator
- ◆ Questions of precedence for the organisation may be involved.

**Third Tier – Complaints Review Group**

The Complaints Review Group consists of the CEO, appropriate Executive Officer(s) and the Shire President (or his/her delegate) and the Deputy Shire President (or his/her delegate). The Complaints Review Group may co-opt externally when considered appropriate.

The Group's role is to:

1. Consider any appeal by complainants to decisions made by officers at the first and second tier level.
2. Consider any serious complaints involving personal injury, inappropriate behaviour, a breach of the law or financial implications and complaints that require a detailed knowledge of the Council's operations and procedures.
3. Direct complaints about a decision of Council where due process has not been followed, corrupt conduct, criminal actions or serious improper conduct, to an external body for investigation.
4. Advise the CEO of the appropriate action to be taken as a result of an investigation.
5. The Complaints Review Group may instruct the CEO to refer the complaint to an external body such as the Ombudsman's office, Crime & Corruption Commission, Police Department, Department of Local Government & Regional Development, etc.

**STEPS FOR INVESTIGATION BY EXECUTIVE OFFICERS**

1. Check if there are any previous complaints from this person.
2. Contact the complainant to:
  - ◆ Clarify the complaint
  - ◆ Clarify the outcome sought
  - ◆ Check whether they need support of any kind - whether they have poor sight, hearing or a language difficulty, and what they need to understand the discussion properly
  - ◆ Explain the investigation procedure
3. The investigating officer is to brief himself/herself on the relevant legal and administrative background of the complaint.
4. Assess whether the complaint procedure is the most appropriate way of handling the complaint. If not, discuss alternatives with the complainant (i.e.; appeals to tribunals, legal action or Police).
5. Consider whether the complaint could be resolved without further investigation.
6. If the complaint is about proposed action by the Council, consider whether the action should be deferred while the complaint is investigated.
7. Obtain all relevant documents (ensuring you see the originals, not copies). They may include files, log books and timesheets. Get copies of all the documents reasonably required.
8. Establish the relevant sequence of events from the files and also the names of the officers/members most directly involved in the complaint.
9. Prepare a line of questioning for each person to be interviewed:
  - ◆ Use open, not leading questions
  - ◆ Don't express opinions in words or by your body language
  - ◆ Ask single, not multiple questions
10. Arrange the order of interviews so that where you need to establish normal procedures, you do this first from the most senior officers and end with the officers most directly involved in the complaint.
11. Inform those to be interviewed that they can be accompanied by a friend or union representative, provided the friend is not in a supervisory position over the interviewee. Explain the complaint clearly to them.
12. Consider whether you need a witness for a particularly difficult interview.
13. Interviews should be conducted in an informal and relaxed manner, but persist in your questions if necessary. Don't be afraid to ask the same question more than once. Make notes of answers or tape the interview, whichever is most appropriate.
14. Try to separate "hearsay" evidence from fact by asking interviewees how they know a particular fact.
15. Deal with conflicts of evidence by seeking corroborative evidence. If this is not available, then as an exceptional measure, consideration can be given to organising a confrontation between the conflicting witnesses.

16. At the end of the interview, summarise the main points covered by the interviewee and ask if he/she has anything to add.
17. Make a formal record of the interview from your written notes as soon as possible after the interview while your memory is fresh. Never leave it longer than the next day.
18. Draft a report setting out the evidence obtained, without including your own opinions and circulate this for comment to all those interviewed, including the complainant, unless there are special reasons not to do so.
19. Consider comments and amend the report as necessary, adding conclusions and if appropriate, a suggested remedy for the complainant.

## NOTICE OF COMPLAINT/COMPLIMENT

This form is to be used to bring to the attention of Councillors or staff any matter of Complaint or Compliment.

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Details of complaint/compliment: (please provide as much detail as possible concerning your complaint/compliment. e.g. if it is concerning a road, include the name of the road, location and nature of complaint/compliment.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by complainant/Councillor: \_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

Action taken to rectify complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date completed \_\_\_\_\_ Signed by officer \_\_\_\_\_

Referred to Council

Yes/No

**COMPLAINTS/ISSUES/GRIEVANCES REGISTER**

No	Name of Complainant	Details	Date Received	Responsible Officer	Action Taken	Date Completed

## APPENDIX D CODE OF CONDUCT

### PREAMBLE

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provided a guide and a basis of expectations for elected members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

### ROLE OF ELECTED MEMBER

A Councillor's primary role is to represent the community and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents concerns;
- Having an awareness of the statutory obligations imposed on Councillors and on Local Governments.
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level.

## 1. CONFLICT AND DISCLOSURE OF INTEREST

### 1.1 Conflict of Interest

- (a) Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfillment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

- (c) Members and Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with Council's functions (other than purchasing the principal place of residence).
- (d) Members and Staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's right to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

## **1.2 Financial Interest**

Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

## **1.3 Disclosure of Interest**

- (a) Members and employees will disclose, any interest that he or she has in any matter to be discussed at a council or committee meeting that will be attended by the member or employee
- (b) Members and employees will disclose, any interest that he or she has in any matter to be discussed at council or committee meeting in respect of which the member or employee has given, or will give, advice
- (c) Any disclosure of interest under Clause 1.3(a) or (b) is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the relevant meeting.
- (d) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

## **2. PERSONAL BENEFIT**

### **2.1 Use of Confidential Information**

Members and Staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

### **2.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

### **2.3 Improper or Undue Influence**

Members and staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

### **2.4 Gifts and Bribery**

- (a) Members and staff cannot accept a gift, other than a token gift being a gift with a value of less than \$50 or moderate hospitality, from a person who is undertaking, or is likely to undertake, business-
  - I. That requires the person to obtain any authorisation from the local government;
  - II. by way of contract between the person and the local government; or
  - III. by way of providing any service to the local government.
- (b) The Chief Executive Officer is to keep a register of token gifts that a council member or employee accepts from a person referred to in Clause 2.4(a) to record-
  - I. The names of the persons who gave, and received, the token gift;
  - II. The date of receipt of the token gift; and
  - III. A description, and the estimated value, of the token gift

### 3. CONDUCT OF MEMBERS AND STAFF

#### 3.1 Personal Behaviour

(a) Members and staff will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this code;
- (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (iv) make no allegations which are improper and derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Local Government.

- (b) Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

#### 3.2 Honesty and Integrity

Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest and departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer;
- (c) be frank and honest in their official dealing with each other.

#### 3.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on their Local Government.
- (b) Members will at all time exercise reasonable care and diligence in their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about functions of the Council, and treat all members of the community honestly and fairly.

#### 3.4 Compliance with Lawful orders

- (a) Members and Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Members and Staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve them.

#### 3.5 Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

#### 3.6 Corporate Obligations

(a) Standard of Dress – Staff

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

(b) Standard of Dress – Members

Members will be expected to comply with neat and responsible dress standards at all times, in their roll in representing Council.

The minimum dress standards encouraged for meetings of Full Council, and all other functions involving Full Council (i.e. electors meetings) will be:

- (i) Male Members
  - a suit; or
  - tailored trousers and a coat, sports coat, jumper or cardigan; and
  - tie.
- (ii) Female Members
  - a suit; or
  - dress; or
  - tailored slacks and coat, cardigan or jumper.

Neat and responsible dress standards at Full Council does not include denim or corduroy.

The minimum dress standards do not apply to Committee meetings and other informal meetings.

The Shire President, or the person acting in that capacity, may suspend the minimum dress standard requirements if circumstances require.

(c) Communication and Public Relations

- (i) All aspects of communication by staff including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

### 3.7 Relationship between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and Staff have mutual respect and co-operation with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Members need to:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

### 3.8 Appointments to Committees

As part of their representative role Members are often asked to represent the Council on external organisations. It is important that members:

- clearly understand the basis of their appointment; and

- provide regular reports on the activities of the organisation.

## DEALING WITH COUNCIL PROPERTY

### 3.9 Use of Local Government Resources

Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by Chief Executive Officer).

### 3.10 Travelling and Sustenance Expenses

Members and staff will only claim or accept travelling and sustenance expense arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

### 3.11 Access to Information

- (i) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- (ii) Members will ensure that information provided will be used properly to assist in the process of making reasonable and informed decisions on matters before the Council.

## APPENDIX E ELECTORAL CODE OF CONDUCT

### Introduction

This code of conduct contains the principles and standards we are to apply in performing electoral officer duties.

Elections are the very foundation of our democratic society and vigilance is required in preserving the integrity of the electoral process.

Elections can also be an emotional experience for winning and losing candidates and a fertile area for disputation if cause exists. All candidates are entitled to expect that we will so conduct ourselves as to ensure the election outcome is a true expression of the will of the electorate.

An election is also an opportunity for personal contact with a big number of the Shire's customers. Casting a vote will be one of the few direct contacts some will have with the Shire during the course of the year. Our goal should be to project an image of professionalism, impartiality and friendliness.

The charter for this Code of Conduct is contained in Elections Regulation 8, which provides –

- 1) This regulation applies to the ordinary elections to be held in 1999 and to each subsequent election.
- 2) The RO for any election to which this regulation applies is to prepare or adopt an electoral code of conduct for the election which aims to ensure that all electoral officers, act
  - a) lawfully;
  - b) professionally;
  - c) fairly and impartially;
  - d) with honesty and integrity; and
  - e) without any conflict of interest, in relation to the election.
- 3) The RO is to provide each electoral officer with a copy of, or access to a copy of, the electoral code of conduct.
- 4) An electoral officer is to observe and comply with the electoral code of conduct."

This Code of Conduct is a living document in that it will be examined by us each year to ensure that the guidance contained therein remains relevant and attuned to on-the-job experiences. Your contribution to this on-going review will be appreciated and in the interim, do not hesitate to raise, either directly with the RO or through an appropriate forum, ethical issues impacting on our role as electoral officers.

### Our Commitment

#### Act Lawfully

We will –

- complete the Form 1 declaration before acting
- prepare so that we are familiar with the Act and Regulations, and the duties expected of us: ask questions so that uncertainties are resolved before election day
- exercise care in carrying out duties and making decisions: penalties for electoral offences are high
- abide by the detail of the Act, Regulations, and instructions issued, in performing all duties
- maintain surveillance to ensure security of election papers and secrecy of the ballot
- report offences to the appropriate authority.

We will not –

- make improper use of official information for the gain or detriment of any person, or falsify reports.

#### Act Professionally

We will –

- dress in a manner which depicts the professional position we hold open on time
- behave in a consistently ethical, competent and reliable manner
- be familiar with the Local Government Act and Regulations

- obey promptly any lawful instruction of supervising officer
- assist and cooperate with other staff
- observe “no smoking” policies of the Shire

### **Act Fairly and Impartially**

We will –

- act impartially to serve the common good, while recognising that equity can involve treating people differently according to their circumstances
- be polite and sensitive to customer needs : explain the reason for decisions
- be alert to any attempt by candidates/scrutineers to gain an unfair advantage report any questionable activities in this regard to the appropriate authority
- refrain from making comments of a party political nature, or about candidates or local referendum issues, or policies of the Council.

We will not –

- solicit or accept gifts, fees, favours or remuneration of any kind, from a candidate or person assisting a candidate.

### **Act with Honesty and Integrity**

We will –

- advise if we cannot allow a vote, and why
- have available a supply of Enrolment Eligibility Claim forms
- invite aggrieved person to exercise their rights of appeal or complaint
- explain processes and procedures.

### **Duty of Care**

As electoral officers we must exercise a duty of care in order to fulfil our obligations effectively and without causing harm. Such a duty of care includes –

- ensuring the efficient and effective use of the resources placed at our disposal
- being accountable for the use of those resources; and
- setting an example by supporting and monitoring ethical behaviour.

### **Act with No Conflict of Interest**

Electoral officers are to act without conflict of interest.

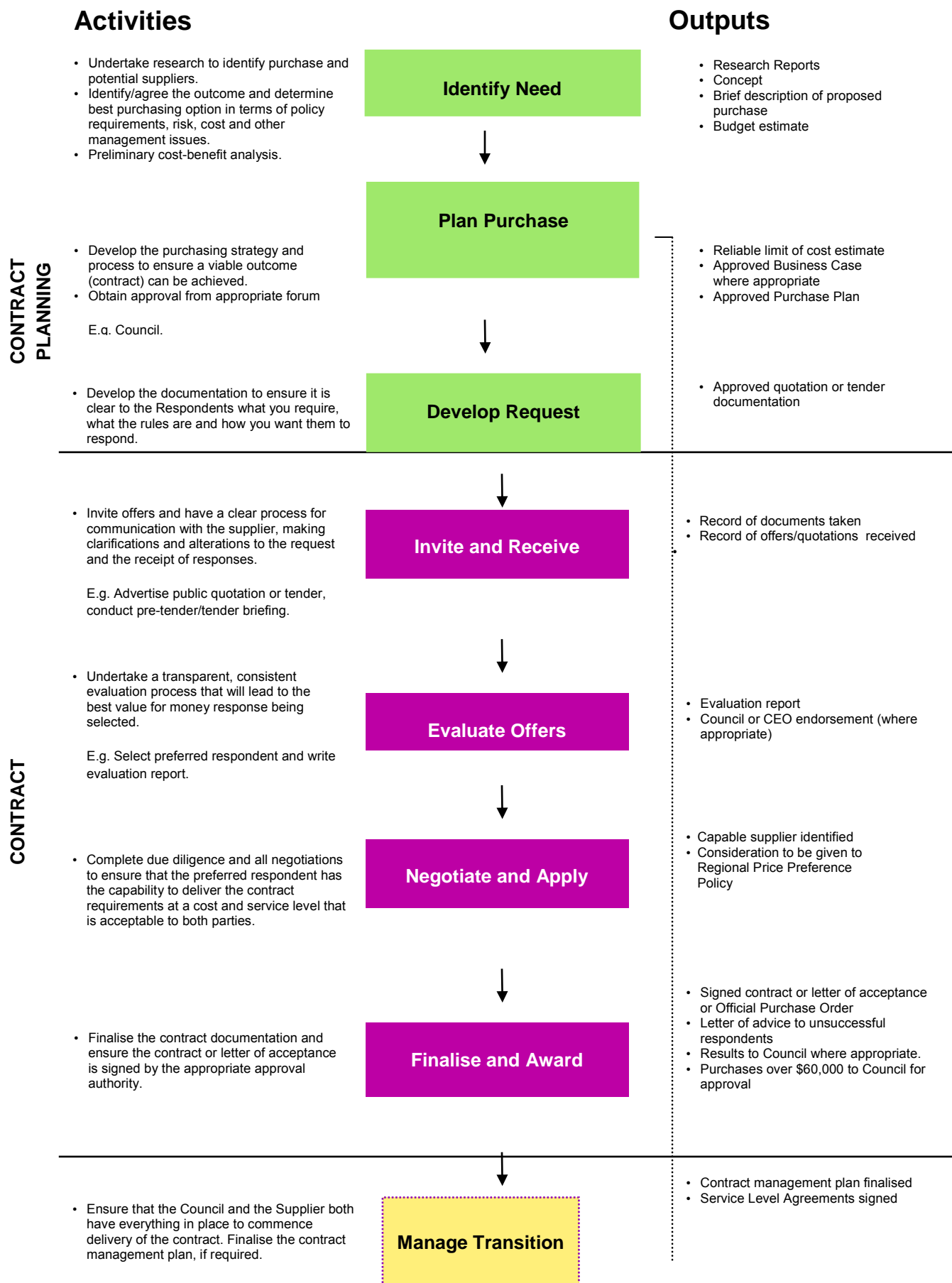
Generally, a conflict of interest exists if the relationship between a prospective electoral officer and a candidate is such as could influence, or be seen by others to influence, the partiality with which electoral provisions are administered.

Examples of “closely associated” relationships an officer could have to a candidate where a conflict of interest might arise include:

- A spouse (includes defacto) of the candidate
- A parent of a candidate
- A close relative of a candidate
- A partner of a candidate
- An employee of a candidate
- A trustee, if a candidate is a beneficiary
- Associated through his/her spouse who is living with the officer and is –
  - (a) parent of a candidate living with them
  - (b) partner of a candidate
  - (c) an employee of a candidate or
  - (d) a trustee, if a candidate is a beneficiary

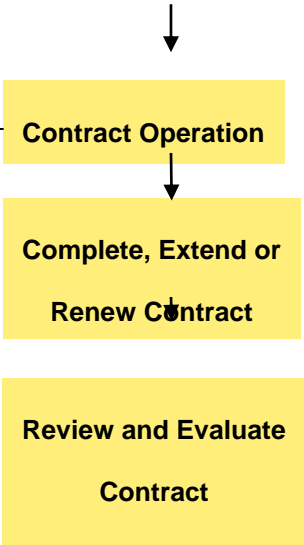
If any officer has such a “close association” or is the director of a company associated with a candidate they must disclose the relevant detail to the RO and accept that person’s judgement as to whether or not the ‘interest’ should preclude their engagement as an electoral officer.

## SCHEDULE 1 THE PURCHASING PROCESS



CONTRACT MANAGEMENT

- The day-to-day management of the contract to ensure good service/product delivery and compliance with the spirit and letter of the contract.
- E.g. Manage price and scope variations, monitor contract performance.
- The Principal to make a timely decision as to the future of the contract.
- E.g. Review contract options to extend if appropriate.
- Review and evaluate the contracts overall impact and performance and recommend further actions.



- Contractor performance measures
- Contract payments
- Letters to advise contract variations
- Business Case approved by Council
- Evaluation Report (where appropriate)

**SCHEDULE 2 PURCHASING FORMS****Checklists and Forms for Purchasing of Plant and Equipment**

<b>OSH PURCHASING &amp; RISK ASSESSMENT OF NEW MOBILE PLANT OR EQUIPMENT FORM</b>	
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Prior to purchasing an item for the first time, the authorised officer shall consider items on the following checklist:

<b>PRE-PURCHASING HEALTH &amp; SAFETY CONSIDERATIONS</b>	<b>ARE THESE APPLICABLE?</b>	<b>VERIFICATION FOLLOWING RECEIPT OF ORDER</b>
<b>MANUAL HANDLING</b>		
Does Component removal require lifting assistance e.g.? Tyres, bucket		
Suitable handles to access/egress cab		
Non-slip tread to steps		
<b>CHEMICALS</b>		
Are MSDS sheets and labels provided		
<b>ERGONOMICS</b>		
Operator seat is adjustable		
Seat belts adjustable and in good condition		
<b>NOISE</b>		
Noise emitted less than 85 dB(A)		
<b>EMERGENCY</b>		
Isolation switch or emergency stop control in place		
Fire extinguishers accessible, in good condition and tagged.		
Radio/communications in place		
<b>GENERAL</b>		
Does product meet appropriate Australian Standards		
Is plant registered?		
Is specific training required to use the equipment		
Personal protective equipment required		
Instruction manuals, safe operating procedures provided		
What are cleaning & maintenance requirements		
Can the supplier provide ongoing service & maintenance		
Roll over protection adequate		
Controls labeled		
Guarding in place around moving parts, pinch points and electrical sources		
Safe Weight Limits displayed		
<b>CONSULTATION may be necessary with the end user where there is potential for health &amp; safety risk to employees. (Safety and Health Representative, Operator)</b>		
<b>CONSULTATION WITH:</b>	<b>Date</b>	<b>Outcome</b>

**OSH PURCHASING & RISK ASSESSMENT OF NEW PLANT OR EQUIPMENT FORM**


Prior to purchasing an item for the first time, the authorised officer shall consider items on the following checklist:

PRE-PURCHASING HEALTH & SAFETY CONSIDERATIONS	ARE THESE APPLICABLE?	VERIFICATION FOLLOWING RECEIPT OF ORDER
<b>MANUAL HANDLING</b>		
Is weight, shape or size potentially hazardous		
If > 16 kg: Suitable handles for 2 person lift Lifting devices required/available		
Delivery instructions stipulate delivery to point of use		
<b>CHEMICALS</b>		
Is this the least hazardous substance available		
Are MSDS sheets and labels provided		
<b>ERGONOMICS</b>		
Furniture- does this allow staff to work with minimum of bending, twisting or repetitive movement		
Computer equipment ergonomically designed		
<b>NOISE</b>		
Noise emitted less than 85 dB(A)		
<b>GENERAL</b>		
Does product meet appropriate Australian Standards		
Is machinery appropriately guarded, and has emergency stop controls		
Is specific training required to use the equipment		
Personal protective equipment required		
Instruction manuals, safe operating procedures provided		
What are cleaning & maintenance requirements		
Can the supplier provide ongoing service & maintenance		
<b>CONSULTATION may be necessary with the end user where there is potential for health &amp; safety risk to employees</b>		
<b>CONSULTATION WITH:</b>	<b>Date</b>	<b>Outcome</b>

**RISK ASSESSMENT OF NEW PLANT OR EQUIPMENT****DETAILS OF PLANT OR EQUIPMENT**

Description: \_\_\_\_\_

Brand: \_\_\_\_\_ Model No: \_\_\_\_\_

Supplier: \_\_\_\_\_ Assessment Date: \_\_\_\_\_

**DETAILS OF RISK ASSESSMENT****Hazard Identification:**

The plant has been assessed to ensure that all possible risks to employees from the use of the plant are recognised and taken into account prior to the use of it. The potential hazards found were:

**Hazard Assessment:**

The hazards have been assessed to determine the likelihood and severity of injury. The likelihood and severity of injury are:

**Hazard Control:**

Possible courses of action to minimise all risk associated with the use of the plant. Control measures implemented:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

OSH Rep or Machinery Operator: \_\_\_\_\_ Date: \_\_\_\_\_



## **POLICY MANUAL 2018**



## CONTENTS

FOREWORD.....	3
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## COUNCIL POLICIES

### Elected Members

1.1.1 Elected Members Entitlements.....	4
1.1.2 Elected Members Communications.....	5
1.1.3 Communication Between Elected Members and Staff.....	6

### Administration

1.2.1 Risk Management.....	7
1.2.2 Legal Representation.....	8
1.2.3 Occupational Health Safety and Environment.....	9

### Finance

1.3.1 Purchasing.....	10
1.3.2 Asset Management.....	11
1.3.3 Investment of Surplus Funds.....	12
1.3.4 Significant Accounting Policies.....	13

### Community and Economic Development

1.4.1 Community Engagement.....	20
1.4.2 Supporting the Community.....	21

## SHIRE POLICIES

### Administration

2.2.1 Complaints Handling.....	22
2.2.2 Records Management.....	23

### Finance

2.3.1 Corporate Credit Card.....	24
2.3.2 Debt Collection.....	25



## FOREWORD

### Introduction

The Local Government Act 1995 empowers Council in the determination of policy under section 2.7 Role of Council - "(2)(b) determine the local government's policies."

In simple terms policy provides guidance as to what is to be done, procedures provide how it is to be done and delegation provides who can do it.

This manual contains both Council and Shire (Operational) Policies to guide both its direction and operation. It is to be used in conjunction with the:

- I. Shire of Mingenew Delegation Register; and the
- II. Shire of Mingenew Procedure Manual.

Policies within this manual are expressed in broad terms to achieve flexibility within Shire procedures whilst still allowing for good governance.

### Definitions

The Shire of Mingenew has defined policy as:

*A guiding statement intended to influence decisions and action.*

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## **COUNCIL POLICY**

### **Elected Members**

**1.1.1**

<b>Title:</b>	<b><u>1.1.1 ELECTED MEMBERS ENTITLEMENTS</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	09 January 2018
<b>Associated Legislation:</b>	Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the Local Government Act 1995. Regulations 30, 31, 32 and 34AC of the Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975
<b>Associated Documents:</b>	
<b>Review Responsibility:</b>	Chief Executive Officer
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 1004, 1005, 1006

#### **Objective:**

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

#### **Policy Statement:**

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire of Mingenew is committed to ensuring adequate funding is included in the Annual Budget so that elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office and to enable attendance at Conferences or Professional Development training that has relevance to that role.

Further, the Shire of Mingenew supports the attendance of elected members at relevant conferences, seminars and meetings, and wherever possible will take advantage of appropriate and relevant training opportunities for elected members to attend.



## COUNCIL POLICY Elected Members

1.1.2

**Title:** 1.1.2 ELECTED MEMBERS COMMUNICATIONS

**Adopted:**

**Reviewed:**

**Associated Legislation:**

10 January 2018

State Records Act 2000

Freedom of Information Act 2000

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

**Associated Documents:**

Shire of Mingenew Code of Conduct for Council Members, Committee & Working Group Members

Shire of Mingenew Freedom of Information Statement

Shire of Mingenew Recordkeeping Plan

Shire of Mingenew Records Management Policy

**Review Responsibility:**

Governance Officer

**Delegation:**

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Previous Policy Number/s 2003, 2014.

**Objective:**

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

**Policy Statement:**

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

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

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



## COUNCIL POLICY Elected Members

1.1.3

<b>Title:</b>	<b><u>1.1.3 COMMUNICATION BETWEEN ELECTED MEMBERS AND STAFF</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	10 January 2018
<b>Associated Legislation:</b>	State Records Act 2000 Freedom of Information Act 2000 Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007- Regulation 6
<b>Associated Documents:</b>	Shire of Mingenew Code of Conduct for Council Members, Committee & Working Group Members Shire of Mingenew Code of Conduct for Shire Employees
<b>Review Responsibility:</b>	Governance Officer
<b>Delegation:</b>	-

---

Previous Policy Number/s

### Objective:

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

### Policy Statement:

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

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



## **COUNCIL POLICY**

### **Administration**

**1.2.1**

Title:	<b><u>1.2.2 RISK MANAGEMENT</u></b>
Adopted:	
Reviewed:	13 February 2018
Associated Legislation:	Local Government Act 1995 Local Government (Audit) Regulations 1996 Risk Management Standard AS/NZS ISO 31000:2009
Associated Documents:	Risk Assessment and Acceptance Criteria Tables:
Review Responsibility:	Chief Executive Officer, Governance Officer
Delegation:	-

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Previous Policy Number/s 2013

### **Objective:**

To detail the Shire's level of commitment towards the concept and resourcing of risk management.

### **Policy Statement:**

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

The Shire is committed to:

- Providing transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhancing risk versus return within our risk appetite.
- Embedding appropriate and effective controls to mitigate risk.
- Achieving effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhancing organizational resilience.
- Providing for the continuity of critical operations.



## **COUNCIL POLICY**

### **Administration**

**1.2.2**

Title:	<b><u>1.2.4 LEGAL REPRESENTATION – COSTS INDEMNIFICATION</u></b>
Adopted:	
Reviewed:	14 February 2018
Associated Legislation:	Local Government Act 1995
Associated Documents:	Shire of Mingenew Code of Conduct for Council Members, Committee & Working Group Members Shire of Mingenew Code of Conduct for Shire Employees
Review Responsibility:	Chief Executive Officer, Governance Officer
Delegation:	Chief Executive Officer

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Previous Policy Number/s 2002

### **Objective:**

To set out the circumstances under which the Shire will indemnify elected members and employees against legal costs

### **Policy Statement:**

The Shire of Mingenew is committed to ensuring that in performing their duties in a fair and objective manner, the interests of council members and staff are protected from civil legal proceedings.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.



## **COUNCIL POLICY**

### **Administration**

**1.2.3**

Title:

#### **1.2.5 OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT**

Adopted:

Reviewed:

10 January 2018

Associated Legislation:

Occupational Safety and Health Act 1984 & 2005 Amendments  
Workers Compensation and Injury Management Act 1981  
Occupational Safety and Health Regulations 1996 & 2005 Amendments  
Australian Standard AS 4801:2001.  
Australian Standard AS 3547-1997

Associated Documents::

Occupational Safety, Health and Environment Risk Mitigation Procedure  
Drug and Alcohol Procedure  
Hazard/Incident Reporting Procedure  
Occupational Rehabilitation and Workers' Compensation Procedure

Review Responsibility:

Governance

Delegation:

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Previous Policy Number/s 8001

### **Objective:**

To outline the Shire's commitment to continually improve the occupational safety and health standards and systems within the workplace.

### **Policy:**

The Shire of Mingenew is committed to providing a safe and healthy workplace for employees, contractors, visitors, volunteers and any other person whose health or safety could be affected. It aims to maintain an effective Safety Management System that incorporates continuous improvement philosophy and provides as far as is reasonably practical for maintenance of occupational safety and health standards to protect the wellbeing of staff, stakeholders and the environment.

The Shire will endeavour to:

- a) Ensure that the organisations operations do not place the local community at risk of injury, illness or property and or environmental damage.
- b) As far as practicable provide the necessary resources, both human and financial, to enable satisfactory implementation of all policies and procedures.
- c) To have Occupational Health and Safety practices that support the Shire of Mingenew's Shire's Strategic Plan (Plan for the Future).

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.



## **COUNCIL POLICY**

### **Finance**

**1.3.1**

<b>Title:</b>	<b><u>1.3.1 PURCHASING POLICY</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	07 February 2018
<b>Associated Legislation:</b>	s5.42, s5.44, s5.46, s6.2(4a), s6.8 of the Local Government Act (1995) as amended; State Records Act 2000 Local Government Act (Financial Management) Regulations 1996, Part 4 Local Government (Functions and General) Regulations 1996, Part 4
<b>Associated Legislation:</b>	Shire of Mingenew Delegations Register Shire of Mingenew Code of Conduct
<b>Review Responsibility:</b>	Governance Officer and Finance Manager
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3007, 3008

#### **Objective:**

- The ensure compliance with the Local Government Act 1995 ("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations").
- To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Local Government.
- To undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organization.

#### **Policy Statement:**

The Shire is committed to developing and operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services and adopting a value for money approach, which allows the best possible procurement outcome to be achieved.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.



## COUNCIL POLICY

### Finance

1.3.2

**Title:** 1.3.2 ASSET MANAGEMENT

**Adopted:**

**Reviewed:**

15 February 2018

**Associated Legislation:**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

**Associated Documents:**

Government of WA, Department of Local Government and Communities, Integrated Planning and Reporting, Asset Management Guidelines September 2016.

Strategic Community Plan to 2012-2022

Corporate Business Plan 2017-2021

Long Term Financial Plan to 2026

Asset Management Plan 2011

Disability and Access Inclusion Plan

**Review Responsibility:**

Finance Manager

**Delegation:**

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Previous Policy Number/s 3011

### Objective:

To outline the Shires commitment to sustainable management of Shires assets and its commitment in delivering service levels.

### Policy Statement:

The Shire of Mingenew delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are:

- a) Managed in a way that promotes maximum performance for the most cost-effective 'Life Cycle' cost;
- b) Meeting community expectations of time, quality, and value for money.

Achieving this objective in an affordable and sustainable manner requires strategic and long-term approach to asset planning and management. The Shire aims to deliver this through:

- a) Agreed levels of service that are cost effective and relevant;
- b) The adoption of a continuous improvement approach to asset management;
- c) Community and key stakeholder consultation in regard to expected levels of service; and
- d) Endeavouring to achieve Asset Ratio benchmarks as set by the Department of Local Government and Communities.



## COUNCIL POLICY

### Finance

1.3.3

<b>Title:</b>	<b><u>1.3.3 INVESTMENT OF SURPLUS FUNDS</u></b>
<b>Adopted:</b>	15 February 2018
<b>Reviewed:</b>	15 February 2018
<b>Associated Legislation:</b>	Local Government Act 1995 (s.14) Banking Act 1995, The Trustees Act 1962 (s18) Local Government (Financial Management) Regulations 1996 (r19, 19C, r28 and r49)
<b>Associated Documents:</b>	Code of Conduct
<b>Review Responsibility:</b>	Finance Manager
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3002

### Objective:

To ensure that there are effective and accountable systems in place to safeguard the Shire's financial resources whilst taking advantage of the interest earning potential from its surplus funds.

### Policy Statement:

To satisfy its fiduciary duty under the Local Government Act 1995 the Shire is committed to the development of proper systems to authorise, verify and record the investment of surplus monies into appropriate financial institutions. The Shire will also ensure that there are effective and accountable systems in place to:

- a) Safeguard the Shire's financial resources;
- b) Satisfy all legislative requirements, in particular those provided by The Local Government (Financial Management) Regulations 1996 and The Trustees Act 1962.
- c) Take advantage of the interest earning potential of its surplus funds while reducing its exposure to risk and ensuring sufficient funds are kept available to meet cash requirements and preserve capital investment.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.



## COUNCIL POLICY

### Finance

1.3.4

**Title:** **1.3.4 SIGNIFICANT ACCOUNTING POLICIES**

**Adopted:**

**Reviewed:**

07 February 2018

**Associated Legislation:**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Australian Accounting Standards

**Associated Documents:**

Annual Report

Finance Reports

**Review Responsibility:**

Finance Manager

**Delegation:**

-

Previous Policy Number/s 3007, 3008

### Objective:

To provide direction for the preparation of financial transactions and financial reporting.

### Policy Statement:

The following significant accounting policies have been adopted by the Shire of Mingenew for the preparation of its Annual Financial Report:

#### 1. Basis of Accounting

- a) 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.
- b) 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.

#### 1.1 Critical Accounting Estimates

- a) 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.
- b) 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.

## **2. The Local Government Reporting Entity**

- a) All Funds through which the Council controls resources to carry on its functions have been included in this statement.
- b) 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.
- c) All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

## **3. Rounding of Figures**

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

## **4. Rates, Grants, Donations and Other Contributions**

- a) 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.

## **5. Goods and Services Tax**

- a) 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).
- b) 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.
- c) 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.

## **6. Cash and Cash Equivalents**

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

## **7. Trade and Other Receivables**

- a) 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.
- b) 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.

## **8. Inventories**

### **8.1 General**

- a) Inventories are measured at the lower of cost and net realisable value

- b) 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.

## 8.2 Land Held for Resale

- a) 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.
- b) 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.
- c) 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.

## 9. Fixed Assets

- a) 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.
- b) 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.

## 10. Depreciation of Non-Current Assets

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

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

## 11. Trade and Other Payables

- a) 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.

## 12. Employee Benefits

- a) 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.

## 13. Interest-bearing Loans and Borrowings

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

### 13.1 Borrowing Costs

- a) 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.

## 14 Provisions

- a) 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.

- b) 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.

#### **14. Current and Non-Current Classification**

- a) 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.

#### **15. Nature or Type Classifications**

##### **15.1 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.

##### **15.2 Operating Grants, Subsidies and Contributions**

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

##### **15.3 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.

##### **15.4 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.

##### **15.5 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, and other fees and charges.

##### **15.6 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 these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Excludes 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.

##### **15.7 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.

#### **15.8 Other Revenue / Income**

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

#### **15.9 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.

#### **15.10 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.

#### **15.11 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.

### **16. Nature or Type Classifications**

#### **16.1 Insurance**

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

#### **16.2 Loss on asset disposal**

Loss on the disposal of fixed assets.

#### **16.3 Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

#### **16.4 Interest expenses**

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

#### **16.5 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.

### **17. Statements and Objectives**

- a) 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.
- b) Based upon feedback received from the community the vision of the Shire is: "Standing proud, growing strong"
- c) The Strategic Community Plan defines the key objectives of the Shire as:
  - i. Economic: To be a diverse and innovative economy with a range of local employment opportunities.
  - ii. Environment: A sustainable natural and built environment that meets current and future community needs.

- iii. Social: A safe and welcoming community where everyone has the opportunity to contribute and belong.
- iv. Civic Leadership: A collaborative and innovative community with strong and vibrant leadership.

## 18. Reporting Programs

- a) Council operations as disclosed in this statement encompass the following service orientated activities/programs:
  - i. 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).
  - ii. 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.
  - iii. LAW, ORDER, PUBLIC SAFETY: Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.
  - iv. HEALTH: Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.
  - v. EDUCATION AND WELFARE: Support of day care for children. Autumn Centre for Senior Citizens. Youth & seniors projects.
  - vi. HOUSING: Provision and maintenance of rented housing accommodation for pensioners and employees.
  - vii. COMMUNITY AMENITIES: Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.
  - viii. TRANSPORT: Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.
  - ix. ECONOMIC SERVICES: Tourism, community development, pest control, building services and private works.
  - x. OTHER PROPERTY & SERVICES: Plant works, plant overheads and stock of materials.



## COUNCIL POLICY Administration

1.4.1

<b>Title:</b>	<b><u>1.4.1 COMMUNITY ENGAGEMENT</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	15 February 2018
<b>Associated Legislation:</b>	AA1000 Stakeholder Engagement Standard 2015:
<b>Associated Documents:</b>	The International Association for Public Participation Framework
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	

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Previous Policy Number/s -

### Objective:

- To ensure Shire of Mingenew residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.
- To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

### Policy:

The Shire of Mingenew is committed to providing good governance and the delivery of high quality local services by fostering democratic representation, social inclusion and meaningful community engagement with its residents and stakeholders.

Furthermore, The Shire of Mingenew commits to being open and accountable in its community engagement processes and will endeavour to undertake and continuously improve its various forms of engagements to:

- Inform the community on matters of community interest;
- Encourage informed discussion and input into decision making; and
- Assist open and transparent decision making.



## **COUNCIL POLICY**

### **Administration**

**1.4.2**

<b>Title:</b>	<b><u>1.4.2 SUPPORTING THE COMMUNITY</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	15 February 2018
<b>Associated Legislation:</b>	
<b>Associated Documents:</b>	Shire of Mingenew Strategic Plan
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	Chief executive Officer

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Previous Policy Number/s 3004/2012

#### **Objective:**

To assist community organisations and groups to undertake activities and provide facilities for the benefit of its residents in the Shire region.

#### **Policy Statement:**

The Shire acknowledges its role as a facilitator and partner in the development and sustainable management of local community-based organisations and to support the aspirations and achievements of its residents. To fulfil these roles and to enable the continued provision of a broad range of projects, activities and events, the Shire supports:

- a) the annual allocation of funding towards a variety of community grant programs and schemes that are consistent with the values and strategies contained within the Shire of Mingenew Strategic Plan; and where able, will endeavour to provide:
- b) facilities and services that increase opportunities for inclusion, participation social wellbeing and physical activity as the Shire recognises the value of accessibility and community involvement.



## SHIRE POLICY Administration

### 2.2.1

<b>Title:</b>	<b><u>2.2.1 COMPLAINTS HANDLING</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	10 January 2018
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007- Regulation 10(1)(a) Freedom of Information Act 1992 Public Interest Disclosures Act 2003 Australian/New Zealand Standard AS/NZS 10002:2014, <i>Guidelines for complaint management in organizations</i> (as amended). Australian Standard AS ISO 10002-2006 <i>Customer Standard-Guidelines for complaints handling in organisations</i> (ISO 10002:2004, MOD). Guidelines for Effective Complaint Handling- Ombudsman Western Australia 2017.
<b>Associated Documents:</b>	Shire of Mingenew Code of Conduct for Elected Members & Staff Customer Service Charter Reporting Serious & Minor Misconduct Management Procedure Public Interest Disclosures Policy and Management Procedure
<b>Review Responsibility:</b>	Governance Officer
<b>Delegation:</b>	-

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Previous Policy Number/s 2010

#### Objective:

To establish an effective complaints handling system that will provide the framework and basis for all complaints to be resolved in a fair, efficient and structured manner.

#### Policy Statement:

The Shire of Mingenew is committed to managing compliments, feedback and complaints in a consistent and unbiased manner that complies with the Australian Standard Guidelines and the Ombudsman Western Australia Guidelines thereby ensuring an open and responsive complaints handling process.



## SHIRE POLICY Administration

2.2.2

**Title:**

**2.2.2 RECORDS MANAGEMENT POLICY**

**Adopted:**

**Reviewed:**

14 February 2018

**Associated Legislation:**

State Records Act 2000

Local Government Act 1995

Freedom of Information Act 1992

*Electronic Transactions Act 2011*

*Financial Management Act 2006*

Corruption and Crime Commission Act 2003

*Criminal Code Act 1913*

**Associated Documents:**

Shire of Mingenew Record Keeping Plan

**Review Responsibility:**

Governance Officer

**Delegation:**

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Previous Policy Number/s 2014

**Objective:**

To ensure that the Shire of Mingenew meets the statutory requirements provided for by the State Records Act 2000.

**Policy Statement:**

The Shire of Mingenew is committed to creating and maintaining full and accurate records of its business transactions and official activities and managing them in accordance with the State Records Act 2000, the Shire of Mingenew Recordkeeping Plan, Policy and Procedures.



## SHIRE POLICY Finance

2.3.1

<b>Title:</b>	<b><u>2.3.1 CORPORATE CREDIT CARD</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	07 February 2018
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government (Financial Management) Regulation 11(1) (a)
<b>Associated Documents:</b>	Code of Conduct Purchasing Policy
<b>Review Responsibility:</b>	Finance Manager
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3010

### Objective:

To ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards.

### Policy Statement:

Credit Cards assist in achieving efficiencies in the purchasing and payment process as:

- a) the steps required to process a purchase and the associated payment can be reduced.
- b) credit cards are a more flexible payment tool.

These advantages result in prompt payment of suppliers, reduction in paperwork, reduced administrative costs, improved cash management and greater convenience.

The Shire is committed to improving the efficacy of its administration through the introduction of Corporate Credits Cards due to the aforementioned advantages for its authorised officers. In addition, the Shire is committed to operating effective and transparent procedures for the procurement of all goods and services via credit card.

To achieve transparency and accountability Credit Card statements are to be presented to Council on a monthly basis.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct and in compliance with the Shires Purchasing Policy.



## SHIRE POLICY Administration

2.3.2

<b>Title:</b>	<b><u>2.3.2 DEBT COLLECTION POLICY</u></b>
<b>Adopted:</b>	
<b>Reviewed:</b>	15 February 2018
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government (Financial Management) Regulations
<b>Associated Documents:</b>	Code of Conduct
<b>Review Responsibility:</b>	Finance Manager
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3006

### Objective:

To ensure proper records are maintained of debts owed to the municipality as required by the Local Government Act 1995 and that accounting actions are managed in a consistent and equitable manner.

### Policy Statement:

The Shire of Mingenew committed to ensuring that it manages its cash flows in a manner that provides financial sustainability for the organisation. It will pursue a debt collection regime that will ensure that the collection of all rates and all other sundry debts are:

- a) Managed fairly and equitably,
- b) All debtors are shown the upmost respect, courtesy, and diligence in its dealings.
- c) All debt collection arrangements are treated strictly confidential. Appropriate reports detailing outstanding debts and collection action will be provided to Council on a monthly basis.



## **PROCEDURE MANUAL 2018**



## CONTENTS

### COUNCIL PROCEDURES

#### Elected Members

1.1.1	Elected Members Entitlements.....	3
1.1.2	Elected Members Communications.....	9
1.1.3	Communication Between Elected Members and Staff.....	12

#### Administration

1.2.1	Risk Management.....	14
1.2.2	Legal Representation.....	17
1.2.3	Occupational Health Safety and Environment.....	21

#### Finance

1.3.1	Purchasing.....	25
1.3.2	Asset Management.....	31
1.3.3	Investment Policies.....	34

#### Community and Economic Development

1.4.1	Community Engagement.....	38
1.4.2	Supporting the Community.....	43

### SHIRE PROCEDURES

#### Administration

2.2.1	Complaints Handling.....	44
2.2.2	Records Management.....	51

#### Finance

2.3.1	Corporate Credit Card.....	54
2.3.2	Debt Collection.....	58



### 1.1.1 ELECTED MEMBERS ENTITLEMENTS

#### Relevant Council Policy

1.1.1 Elected Members Entitlements

#### Relevant Shire Policy

N/A

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#### Objective:

To provide a clear outline and guidance for the support and payment of all entitlements, including meeting/attendance fees, allowances, and conference and training expenses to elected members.

#### Policy Statement:

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire of Mingenew is committed to ensuring adequate funding is included in the Annual Budget so that elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office and to enable attendance at Conferences or Professional Development training that has relevance to that role.

The Shire of Mingenew supports the attendance of elected members at relevant conferences, seminars and meetings, and wherever possible will take advantage of appropriate and relevant training opportunities for elected members to attend.

#### Legislative Provisions:

- a) Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the Local Government Act 1995 provides that a Local Government is to pay certain fees and allowances and may reimburse expenses.
- b) Regulations 30, 31, 32 and 34AC of the Local Government (Administration) Regulations 1996 prescribe the level and circumstances of the payment or reimbursement of fees, allowances and expenses.

#### Procedures:

##### 1. Payment of Fees and Allowances

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

- a) In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay an amount within the range set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors
- b) The amount to be paid will be set by Council as part of the adoption of the Annual Budget.
- c) Payments will be made quarterly in arrears on a pro-rata basis throughout the annual period.

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

- a) The Shire will pay an Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time that may be paid to the President and Deputy President.
- b) The amount to be paid will be set by Council as part of the adoption of the Annual Budget.
- c) Payments will be made quarterly on a pro-rata basis throughout the annual period.

## **1.3 Conditions of Payment**

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

## **2. Reimbursement of Expenses**

### **2.1 Child Care**

- a) In accordance with Regulation 31 of the Local Government (Administration) Regulations 1996, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.
- b) Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.
- c) Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.
- d) Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

### **2.2 Travel Costs Associated with Ordinary/Committee Meetings**

- a) In accordance with Regulation 31 of the Local Government (Administration) Regulations 1996, travel costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.

### **2.3 Supporting Documentation**

- a) Documentary evidence is required for all expenses claimed. Tax Invoices and receipts are required for audit purposes and to enable G.S.T. to be claimed.

### **3. Attendance at Conferences and Training within Australia**

#### **3.1 Conferences and Training that May be Attended**

- a) The Conferences and Training to which the Policy applies shall generally be limited to the following:
  - West Australian Local Government Association and Australian Local Government Association conferences.
  - Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
  - Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
  - Australian Sister Cities Conferences.
  - Municipal Training Service's Councillor Induction Program.
  - West Australian Local Government Association Elected Member Training and Development.
  - Training relating to the role of Elected Members.
  - Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

#### **3.2 Approval**

- a) The CEO is authorised to approve all requests for each Elected Member per annum to attend any locally provided Conference or Training within the categories outlined at clause 3.3 providing it is within the funds allocated in the Annual Budget.
- b) All overseas requests will require Council approval.
- c) Councillors whom wish to represent Council at a conference shall request nomination at a Council meeting. Council will decide by resolution to nominate such representatives as Council may consider appropriate.

#### **3.3 Community and other Consultation**

- a) In order for Councillors to consult with communities in an official Shire capacity outside the Mingenew townsite, and in the case of a Council vehicle not being available (private vehicle used) the Shire will reimburse associated vehicle costs at the rate set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time. Additionally, accommodation and meals will be reimbursed at cost.
- b) Elected members are required to prepare a report for presentation to Council, detailing the purpose of the visit and a summary of the outcomes achieved during the consultation process.

#### **3.4 Support Activities**

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

#### **3.5 Extent of Expenses to be reimbursed**

- a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs are to

be reimbursed in accordance with the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time and include, but are not limited to:

- meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
  - dry-cleaning and laundry expenses; and
  - reasonable telephone, internet and facsimile charges.
- b) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people with the exception of an accompanying person as specified in 3.7 of this procedure.
- c) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:
- for the days of the Conference and Training event only; and
  - for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.
- d) The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- e) Costs of taxi fares, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire in accordance with Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- f) Should an Elected Member withdraw their registration from a conference or training course past the last cancellation date, any costs incurred by Council that cannot be recouped from event organisers shall be reimbursed to Council by that Councillor.

### **3.6 Interstate / Intrastate Travel**

- a) Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements. All air travel must be economy class, any upgrades to other classes must be paid by the elected member

### **3.7 Elected Member/Delegate Accompanying Person**

- a) Where an Elected Member is accompanied at a Conference and Training event, all costs incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, will be reimbursed by the Shire. Clause 3.7(a) is subject to:
- I. Funds allocated and available in the budget.
  - II. The presentation of sufficient evidence of the costs incurred.

### **3.8 Report**

- a) Upon return from any Conference and Training event as detailed within this policy, where registration and other associated costs are met by the Shire of Mingenew, the attending Elected Member is required to provide a written or verbal report on their attendance and the befits to them and the Shire, at the next available workshop.



#### **4. Access to Shire Buildings, Administrative Support and Technology**

##### **4.1 Shire President's Office**

- a) The Shire President will have access to an office within the Administrative Building allocated by the CEO.

##### **4.2 Function Room**

- a) The Chambers Room is available to all elected members for use in hosting guests or holding Shire related meetings. The Elected Members should advise the CEO by email that a meeting room is required to determine availability and to enable the room to be booked.

##### **4.3 Administration Support**

- a) Elected Members will have access to:
  - I. Shire Presidents office during business hours when available
  - II. Function/Chambers room within the Administrative Building during business hours when available.
  - III. Internet and telephone facilities within the Administration Centre.

##### **4.4 Information, communication and technology (ICT) equipment & Use**

- a) The following equipment will be issued to Elected Members upon commencement of role:
  - I. A mobile device with keyboard or equivalent technology.
- b) *Conditions*
  - (i) Any damage or loss of the equipment during that time is the responsibility of the Elected Member to repair and fund.
  - (ii) The equipment is strictly to be used for Shire purposes only including, researching Council related matters, Shire approved social media, Shire related pictures or filming, receiving and despatching email correspondence, diary requests and Council meeting agendas.
  - (iii) Any issue relating to the equipment that requires technical support will only be provided if the issue relates to the usage types listed in 2.5 (ii).
  - (iv) The CEO, if requested, may provide assistance to Elected Members with user training and support.
  - (v) All information on Shire issued equipment is subject to Freedom of Information requests.
  - (vi) A Councillor's email address will be created in the form of [Councillor.Name@mingenew.wa.gov.au](mailto:Councillor.Name@mingenew.wa.gov.au).
  - (vii) All emails received and sent through the [Councillor.Name@mingenew.wa.gov.au](mailto:Councillor.Name@mingenew.wa.gov.au) email account are captured in the Shire's Email Archive System.
  - (viii) Any costs associated with upgrades or additional requirements over and above the standard equipment being offered should be met by the Elected Member.

##### **4.5 Documentation**

- a) Access to the following publications will be provided to Elected Members upon commencement of role either via hard copy or email:
  - II. Local Government Act 1995 and associated regulations

- III. Strategic Community Plan, Corporate Business Plan and associated documents
- IV. Shire of Mingenew Annual Report
- V. Shire of Mingenew Local Laws (including Standing Orders)
- VI. Local Planning Scheme
- VII. Policy Manual
- VIII. Register of Delegations of Power or Duty
- IX. Code of Conduct
- X. Annual Budget, Budget Commentary and Fees and Charges

#### **4.6 Other Items**

- a) The following items will be issued to Elected Members:
  - I. Name badge
  - II. Business cards

#### **4.7 Election Campaigns Excluded**

- a) All Shire resources, equipment and facilities subject of this Policy are provided on the absolute understanding that they will not be used for any election purposes.

### **5. Other Entitlements**

#### **5.1 Acknowledgement of Service**

- a) Council will upon retirement of Elected Members, acknowledge their service through the provision of an appropriate gift. The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out below (Resolution \*\*) and is in accordance with Regulation 34AC of the Local Government (Administration) Regulations 1996.
  - I. Up to 4 years Service:  
A certificate of appreciation
  - II. Greater than 4 years and up to and including 8 years of service:  
A gift up to the value of \$100
  - III. Greater than 8 years and up to and including 12 years of service:  
A gift up to the value of \$250
  - IV. Greater than 12 years of service:  
A gift to the maximum value of \$400.
- b) Recognition will not take the form of a cash payment.
- c) In the event that a sitting or retiring Councillor has performed an extensive range of functions on behalf of the municipality and the community which are beyond that normally associated with a Councillors day to day duties, the Council may at its discretion grant the title of "Honorary Freeman of the municipality".



## 1.1.2 ELECTED MEMBERS COMMUNICATIONS

### Relevant Council Policy

1.1.2 Elected Members Communications

### Relevant Shire Policy

N/A

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#### Objective:

To guide persons when engaging in communications, whether verbal, written, electronic or via social media, as an Elected Member of the Shire of Mingenew and, in some circumstances, a personal capacity.

#### Policy Statement:

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

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

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

#### Legislative Provisions:

- a) State Records Act 2000 requires that all correspondence, including email, relating to the business of the Shire and the Council must be retained in the official records of the Shire.
- b) Section 2.8(1)(d) and 5.41(f) of the Local Government Act 1995, provides that only the Mayor/President may speak on behalf of the Shire (or the CEO if authorised by the President to do so).
- c) Freedom of Information Act 2000 requires preservation of correspondence and its availability for Freedom of Information purposes.
- d) Section 5.93 of the Local Government Act 1995 provides that an Elected Member (in addition to employees) must not make improper use of any information acquired.
- e) Regulation 6 of the Local Government (Rules of Conduct) Regulations 2007 provides for Elected Members to maintain confidentiality.

#### Procedures:

##### 1. Media Relations

- a) In accordance with the Local Government Act 1995, the Mayor/President only, can speak on behalf of the Shire, or if authorised by the President, the Chief Executive Officer.
- b) When speaking to the media as spokesperson for the Shire, the President may only represent the official view of the Shire, having regard to the Shire's Code of Conduct Policy, the Local Government Act 1995 and the Local Government (Rules of Conduct) Regulations 2007.
- c) Elected Members may make their own personal position known about any matter which is pertinent the business of the Shire, including Council decisions, provided that it cannot be construed to be a statement on behalf of Council.
- d) There shall not be any adverse reflection on Elected Members, Employees or a Council/Committee decision.

## **2. Social Media**

- a) Staff and Councillors that comment via personal social media accounts on issues regarding Council are therefore linked to Council. With this understanding staff and Councillors should be aware that comments made via social media are in the public domain, and use of such should be aligned to Council's media policy and Code of Conduct.
- b) Defamatory, disrespectful or deliberately misleading commentary provided on these platforms may bring staff or Councillors in breach of Council's Code of Conduct.
- c) Elected Members when using personal social media must not:
  - I. Disclose confidential information gained through the course of their duties.
  - II. Adversely reflect on Elected Members, Employees or a Council/Committee decision.
  - III. Compromise public confidence in the Council or Shire
  - IV. Ensure that no copyrighted or trademarked material is published without permission.
  - V. Use an official work email address, or anything else that connects the Elected Member to Council or the Shire.
  - VI. Use external social media tools for Council business related internal communications, excluding corporate networks such as SharePoint and Skype.

## **3. Correspondence**

- a) Each Elected Member is to be provided with a Shire of Mingenew email address and this email must be used for all electronic correspondence between the community, stakeholders and the Elected Member when it relates to the business of the Shire.
- b) Correspondence generated and received by Elected Members, including electronic correspondence, that relates to the business of the Shire is subject to State Records Act 2000, the Shire's Records Management Policy and Recordkeeping Plan, and as such must be retained within the Shire's corporate recordkeeping system.

## **4. Access to Information**

- a) Access to corporate information by Elected Members is managed in accordance with section 5.92 of the Local Government Act and the Shire's Freedom of Information Statement.
- b) Elected Members who wish to view records outside of those records detailed within s5.92 of the Local Government Act 1995 and the Shire's Freedom of Information Statement, must demonstrate to the Chief Executive Officer the relevance of the information to their performance as an Elected Member. Should approval be granted, the Chief Executive Officer will determine the manner in which access is permitted.

## 5. Local Government Elections

- a) During a Local Government election period some communications including electronic and social media may fall into the category of 'election material'. Election material is any material which is published in any format which is intended to affect the result of the election. All election material must contain the name and the address of the person who authorises the material. Therefore any communications including social media and email, which may in some way comment on candidates or Council during an election campaign must meet the requirements of the Local Government Act 1995 and associated Regulations (Local Government (Elections) Regulations 1997).



### 1.1.3 COMMUNICATION BETWEEN ELECTED MEMBERS AND STAFF

#### Relevant Council Policy

1.1.4 Communication between Elected Members and Staff

#### Relevant Shire Policy

N/A

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#### Objective

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

- Provide clearly defined communications and contact channels between Elected Members and shire staff.
- Ensure that duplication and loss of productive time is minimised.
- Facilitate Elected Members performing their role effectively.

#### Policy Statement:

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

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

#### Legislation:

- a) State Records Act 2000 requires that all correspondence, including email, relating to the business of the Shire and the Council must be retained in the official records of the Shire
- b) Freedom of Information Act 2000 requires preservation of correspondence and its availability for Freedom of Information purposes.
- c) Regulation 6 of the Local Government (Rules of Conduct) Regulations 2007 provides for Elected Members to maintain confidentiality.

#### Procedures:

##### 1. Requesting Information or a Service

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



## **2. Staff Contacting Elected Members**

- a) All staff other than the Chief Executive Officer and Senior Staff are not permitted to contact Elected Members unless:
  - (i) They have been requested to do so by the Chief Executive Officer.
  - (ii) They are dealing with an ongoing matter and the Chief Executive Officer was aware of the ongoing contact.
- b) All staff contact with Elected Members when approved should be via email so appropriate records can be kept otherwise file notes may be required.
- c) It is acknowledged that the Finance Manager and Governance Officer are required to contact Elected Members for specific matters.

## **3. Appointments with the Chief Executive Officer and Senior Staff**

Elected Members in acknowledging the everyday pressures placed on the Chief Executive Officer and senior staff, will wherever possible make appointments in advance, to meet with the Chief Executive Officer or Senior Staff member (go/finance), at the Chief Executive Officer's discretion, stating the nature of the request for a meeting.



### 1.2.1 RISK MANAGEMENT

**Relevant Council Policy**  
1.2.1 Risk Management

**Relevant Shire Policy**  
N/A

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**Objective:**

To document the processes associated with corporate risk management.

**Policy Statement:**

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

The Shire is committed to:

- Providing transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhancing risk versus return within our risk appetite.
- Embedding appropriate and effective controls to mitigate risk.
- Achieving effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhancing organizational resilience.
- Providing for the continuity of critical operations.

**Legislation:**

- a) The Local Government Act 1995 ("the Act") requires Councils to adopt appropriate policies, practices and procedures that ensure their assets are protected through sound administrative management.
- b) Section 5.56(1) and (2) of the Local Government Act 1995- Planning for the Future; Regulation 17(1) (a) of the Local Government (Audit) Regulations: "The CEO is to review the appropriateness and effectiveness of a local government's system and procedures in relation to risk management".
- c) Under regulation 17 (1) of the Local Government (Audit) Regulations 1996 the CEO is to review the appropriateness and effectiveness of a local government's system and procedures in relation to – (a) risk management; and (b) internal control; and (c) legislative compliance. 17 (2) the review may relate to any or all of the matters referred to in sub regulation (1) (a),(b) and (c), but each of those matters is to be the subject at least once every 2 calendar years. 17 (3) The CEO is to report to the audit committee the results of that review.
- d) Under Regulation 17 of the Local Government (Audit) Regulations 1996 it is a responsibility of the Audit & Risk Committee to receive the CEO reviews conducted on the appropriateness of systems and procedures in relation to risk management, internal control and legislative compliance.

## Definitions:

Risk	AS/NZS ISO 31000:2009 defines risk as “the effect of uncertainty on objectives.” A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms
Risk Management	The application of coordinated activities to direct and control an organisation with regard to risk
AS/NZS ISO 31000	the Australian/New Zealand standard developed by Standards Australia as AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines which addresses the entire management system that supports the design, implementation, maintenance and improvement of risk management processes.

## Procedures:

### 1. Ethics and Principals

- a) The Shire will:
  - I. Integrate Risk Management principles and practices into Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.
  - II. Capitalise on opportunities presented to minimise adverse effects of risks.
  - III. Continually improve the services provided by the Shire of Mingenew.
  - IV. Retain consultants at times to advise and assist in the risk management process, or management of specific risks or categories of risk.
  - V. Implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

### 2. Roles, Responsibilities and Accountabilities

- a) Council is committed to the concept and resourcing of risk management.
- b) The Audit Committee monitors risk management implementation and performance throughout the Shire.
- c) The Shire’s Management Team will communicate the Risk Management Policy, and determine the Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.
- d) Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff manages the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.
- e) All managers and supervisors will encourage openness and honesty in the reporting and escalation of risks.
- f) All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- g) All staff will, after appropriate training, adopt the principles of risk management and comply with all the policies, procedures and practices relating to risk management.

- h) All staff will, as required, conduct risk assessments during the performance of their daily duties.
- i) The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- j) Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- k) It is the responsibility of every directorate to observe and implement this policy in an appropriate manner relevant to the requirements of their work and in accordance with procedures and initiatives that are developed by management.

### **3. Risk Appetite**

- a) The Shire has quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria (Appendix A) (Resolution 141210).
- b) All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making.
- c) For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

### **4. Training and Development**

- a) Risk management training will be provided on a regular and as needed basis.

### **5. Monitor and Review**

- a) The Shire's Audit Committee will review the results of the appropriateness and effectiveness of the risk management systems and procedures at least once every two calendar years as per Audit of the Local Government Act 1995 and Regulation 17 Local Government (Audit) Regulations 1996.



## 1.2.2 LEGAL REPRESENTATION – COSTS INDEMNIFICATION

### Relevant Council Policy

1.2.2 Legal Representation- Cost Indemnification

### Relevant Shire Policy

N/A

#### Objective:

To set out the circumstances under which the Shire will indemnify elected members and employees against legal costs.

#### Policy Statement:

The Shire of Mingenew is committed to ensuring that in performing their duties in a fair and objective manner, the interests of council members and staff are protected from civil legal proceedings.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

#### Legislation:

- a) Section 9.56 of the Local Government Act 1995 (the Act) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law.
- b) Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district.
- c) Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions, a council can expend funds to provide legal representation for council members and employees, as long as it believes that the expenditure falls within the scope of the local government's function.

#### Definitions:

Approved Lawyer	Approved lawyer is to be – (a) a 'certified practitioner' under the Professions Act 2008; (b) from a law firm on the Shire's panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and (c) approved in writing by the council or the CEO under delegated authority
Council Member or Employee	Council member or employee means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire of Mingenew.
Legal Proceedings	Legal proceedings may be civil, criminal or investigative.

Legal Representation	Is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of (a) a matter or matters arising from the performance of the functions of the council member or employee; and (b) legal proceedings involving the council member or employee that have been, or may be, commenced.
Legal Representation Costs	The costs, including fees and disbursements, properly incurred in providing legal representation.
Legal Services	Includes advice, representation or documentation that is provided by an approved lawyer.
Payment	payment by the Shire of legal representation costs may be either by – (a) a direct payment to the approved lawyer (or the relevant firm); or (b) a reimbursement to the council member or employee

## Procedures:

### 1 Payment Criteria

- a) There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –
  - I. the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
  - II. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
  - III. in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
  - IV. the legal representation costs do not relate to a matter that is of a personal or private nature.

### 2. Examples of Legal Representation Costs that may be Approved

- a) If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –
  - I. where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
  - II. to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
  - III. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.
- b) The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

### 3. Application for Payment

- a) A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.
- b) The written application for payment of legal representation costs is to give details of –
  - I. the matter for which legal representation is sought;
  - II. how that matter relates to the functions of the council member or employee making the application;
  - III. the lawyer (or law firm) who is to be asked to provide the legal representation;
  - IV. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
  - V. an estimated cost of the legal representation; and
  - VI. why it is in the interests of the Shire for payment to be made.
- c) An application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- d) As far as possible, the application is to be made before commencement of the legal representation to which the application relates.
- e) The application is to be accompanied by a signed written statement by the applicant that he or she:
  - I. Has read, and understands, the terms of this policy;
  - II. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
  - III. Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.
- f) In relation to clause 3.e(III), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.
- g) An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee and then presented to Council.

#### **4. Legal Representation Costs – Limit**

- a) Applications are subject to Council approval except in situations discussed in clause 6(a),
- b) Limitations on costs to be paid shall be based on the estimated costs in the application and are subject to Council approval.
- c) A council member or employee may make a further application to the council in respect of the same matter.

#### **5. Council's Powers**

- a) The council may –
  - I. refuse;
  - II. grant; or
  - III. grant subject to conditions, an application for payment of legal representation costs.
- b) Conditions under clause 5.a may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

- c) In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members 'or employees' insurance policy or its equivalent.
- d) The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- e) The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
  - I. Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - II. Given false or misleading information in respect of the application.
- f) A determination under clause 5e may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- g) Where the council makes a determination under clause 5e, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 7.

#### **6. Delegation to Chief Executive Officer**

- a) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
- b) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

#### **7. Repayment of Legal Representation Costs**

- a) A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
  - I. All or part of those costs – in accordance with a determination by the council under clause 5.g;
  - II. As much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- b) The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this procedure.



### 1.2.3 OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT

#### Relevant Council Policy

1.2.3 Occupational Health Safety and Environment

#### Relevant Shire Policy

N/A

#### Objective:

To outline the Shire's commitment to continually improve the occupational safety and health standards and systems within the workplace.

#### Policy:

The Shire of Mingenew is committed to providing a safe and healthy workplace for employees, contractors, visitors, volunteers and any other person whose health or safety could be affected. It aims to maintain an effective Safety Management System that incorporates continuous improvement philosophy and provides as far as is reasonably practical for maintenance of occupational safety and health standards to protect the wellbeing of staff, stakeholders and the environment.

The Shire will endeavour to:

- a) Ensure that the organisations operations do not place the local community at risk of injury, illness or property and or environmental damage.
- b) As far as practicable provide the necessary resources, both human and financial, to enable satisfactory implementation of all policies and procedures.
- c) To have Occupational Health and Safety practices that support the Shire of Mingenew's Shire's Strategic Plan (Plan for the Future).

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.

#### Legislation:

- a) Occupational Safety and Health Act 1984 & 2005 Amendments
- b) Workers Compensation and Injury Management Act 1981
- c) Occupational Safety and Health Regulations 1996 & 2005 Amendments
- d) Australian Standard AS 4801:2001.
- e) Australian Standard AS 3547-1997

#### Definitions:

Occupational Health Safety and Environment (OSH)	A multi-disciplinary field concerned with the safety, health and welfare of people at work
Fitness for Work	Not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.
Work -related	An event or exposure in the work environment either caused or contributed to the resulting condition, or significantly aggravated a pre-



	existing injury or illness.
Risk Mitigation	The steps taken to reduce adverse effects; also known as risk reduction

## Procedures:

### 1. Responsibilities

- a) All employees and stakeholders of the Shire of Mingenew will:
  - I. Comply with the Western Australian Occupational Health and Safety Act 1984, all relevant Regulations, Codes of practice and Australian Standards
  - II. Report all workplace hazards and incidents to supervisors/manager.
  - III. Work in accordance with the policies and procedures of the Shire of Mingenew.
  - IV. Work in a safe manner that will not endanger the safety and health of oneself, other employees, the public or the environment.
  - V. Have regard for the Shire's Code of Conduct in relation to ethics and integrity. Breaches of the Shire's OSHE Policy may be seen as a breach of the Code of Conduct.
  - VI. Consult and cooperate with supervisors and management on matters relating to workplace safety and health.
- b) The OSH working group is responsible for:
  - I. Ensuring continuous improvement by monitoring and reviewing the OSH Policy for relevance and performance.
  - II. Adopting in consultation with employees, a risk management approach to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks as required (Risk Matrix)
- c) Any person acting under the direction of the Shire is expected to comply with all requirements contained in any HSE related procedure.

### 2. Fitness for Work

#### 2.1 Fatigue & Capacity

- a) Employees and contractors are expected to monitor levels of fatigue through continual self-assessment.
- b) All employees and contractors are to report to work/site in a fit condition i.e. not adversely affected by fatigue or any form of ill health that places themselves or others at unacceptable risk.
- c) Employees and contractors must ensure that they are both physically and emotionally capable of carrying out their assigned tasks in a safe manner.
- d) The Shire will take prompt and appropriate action whenever they believe an individual is not capable of working or otherwise behaving in a safe manner due to suspected or actual impairment caused by fatigue or lack of physical or emotional capability.

#### 2.2 Drugs and Alcohol

- a) The Shire will provide education and information to employees on:
  - I. the effects of the misuse of drugs and alcohol;
  - II. professional assistance and counselling services available to help address any drug and/or alcohol related issue;

- III. Drug and alcohol policy and testing procedures.
  - b) Random drug and alcohol testing programs and procedures will be developed and implemented in accordance with Australian Standard AS 3547-1997.
  - c) All employees and contractors are to report to work/site in a fit condition i.e. not adversely affected by drugs and/or alcohol
  - d) Employees and contractors are to
    - I. Notify their supervisors/ managers of any actual and/or potential impairment to their ability to work or otherwise act safely.
    - II. Report any breaches of this policy that they become aware of.
  - e) The Shire will take prompt and appropriate action whenever they believe an individual is not capable of working or otherwise behaving in a safe manner due to suspected or actual impairment caused by drugs and/or alcohol. Such an incident will be treated as a breach of the Code of Conduct.

### **3. Consultation and Communication**

#### **3.1 Consultation**

- a) The Shire of Mingenew will involve employees in the development, implementation and review of policies and procedures.
- b) Employees shall be consulted when there are any changes that affect health, safety and environment (HSE) matters.
- c) Employees shall be given a reasonable opportunity to:
  - I. express their views and to raise HSE matters,
  - II. contribute to the decision making process relating to those matters.

#### **3.2 Forms of Communication**

- a) Forms of communication adopted by the Shire include, (but are not limited to):
  - Inductions – required to be completed by all employees, contractors and others as appropriate.
  - Notice boards – Located in the amenity and other areas to be readily accessible by all staff.
  - Regular ‘Safety Team’ meetings – Minuted HSE meetings open to nominated team members with invitations to other staff and/or external personnel as appropriate.
  - Training and awareness sessions – Communicating specific HSE information.
  - Hazard and incident reporting – The Shire strongly encourages the formal reporting of hazards and incidents, including near miss incidents.
  - Risk assessments – Carried out in consultation with employees and/or contractors.
  - Safe Work Method Statements – Legislated ‘high risk construction’ risk assessments compiled in consultation with an appropriate level of personnel carrying out the particular task.

## **4 Risk Management**

### **4.1 Risk Management Procedure**

- a) The Shire will establish an Occupational Safety, Health and Environment Risk Mitigation Procedure and communicate the accountabilities, responsibilities and expectations to all employees and relevant stakeholders to ensure a common understanding of risk.
- b) The procedure is to be evaluated and reviewed annually.

#### **4.2 Risk Appetite**

- a) The Shire has quantified its risk appetite in relation to Occupational Health and Safety matters through the development and endorsement of the Shire's OSHE Specific Risk Assessment and Acceptance Criteria (Appendix A).
- b) All OSHE related risks are to be reported and assessed according to the Shire's Risk Assessment and Acceptance Criteria (Risk Matrix) to allow consistency and informed decision making.
- c) For operational works carried out by contractors, alternative risk assessment criteria may be accepted, however it cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

### **5. Training and Education**

- a) Training requirements shall be determined with the objective of achieving compliance with statutory and other requirements, such as Shire's policies and procedures.
- b) Verification of skill levels and competency shall be carried out as required through assessment and auditing processes to ensure:
  - a trained and competent workforce;
  - duties and responsibilities required by the position can be delivered in a safe, effective and efficient manner;
- c) Training requirements will be reviewed on a regular basis and a training matrix will be maintained.

### **6. Occupational Rehabilitation and Workers Compensation**

- a) In the event of a work-related injury, the Shire of Mingenew will adhere to the requirements of the Workers Compensation and Injury Management Act 1981.
- b) The Shire will develop and implement an "Occupational Rehabilitation and Workers' Compensation Procedure" to outline injury management requirements that provide the best possible response to the management of workplace injuries. This procedure is to be evaluated and reviewed annually.



### 1.3.1 PURCHASING POLICY

#### Relevant Council Policy

1.3.1 Purchasing Policy

#### Relevant Shire Policy

N/A

#### Objective:

- The ensure compliance with the Local Government Act 1995 ("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations").
- To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Local Government.
- To undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organization.

#### Policy Statement:

The Shire is committed to developing and operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services and adopting a value for money approach, which allows the best possible procurement outcome to be achieved.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.

#### Legislation:

- a) Section 3.57 of the Local Government Act 1995 requires that "a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services".
- b) Part 4 of the Local Government (Functions and General) Regulations 1996 sets out the process that must be complied with in regard to tenders for the provision of goods and services where the consideration is, or is expected to be worth more than \$150,000.
- c) The Regulations do not provide for the requirement for the purchase of goods or services that are worth less than \$150,000, however this policy prescribes the requirements for the implementation of fair and appropriate processes under the tender threshold.
- d) Part 4A of the Local Government (Functions and General) Regulations 1996 allows for the provision of Local Regional Price Preference.

#### Definitions:

Value for Money	The achievement of a desired procurement outcome at the best possible price- not necessarily the lowest price- based on a balanced judgement of financial and non financial factors relevant to the procurement. Non financial
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	factors include quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.
Located within a Stipulated Area	A business that has a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from within a specific area.
Sustainable Procurement	Defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.
WALGA preferred supplier program	A panel of suppliers that have been pre-qualified and appointed by WALGA to supply a category of goods or services to Local Governments.
Request for Quotation	A negotiation approach whereby the buyer asks for a price quotation from a potential seller/supplier, for specific quantities of goods or services to specifications the buyer establishes in the request for quotation letter.
Emergency Purchase	An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995.

## Procedures:

### 1. Purchasing Principles

- a) The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
  - I. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
  - II. All purchasing practices are carried out in accordance with the applicable legislation including the Local Government Act 1995, the Local Government (Function and General) Regulations 1996 and the Shire's Code of Conduct and Purchasing Policy;
  - III. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
  - IV. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;
  - V. Any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation;
  - VI. Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
  - VII. Value for money is to underpin Shire of Mingenew's Procurement Procedures; and
  - VIII. Where appropriate the Shire shall consider sustainable procurement principals along with value for money outcomes when making purchasing decisions

### 2. Code of Conduct

- a) All officers and employees of the Local Government undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Local Government must act in an honest and professional manner at all times which supports the standing of the Local Government.
- b) The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements.

### 3. Approval Limits

- a) The approval limit for the CEO will form part of the delegation from Council to Chief Executive Officer.
- b) The Chief Executive Officer may on delegate authority from Council to any Shire Officer to maintain efficient and effective operations. The approval limit will form part of that delegation.

### 4. Quotation Thresholds (In accordance with Council Resolution 9.1.3 May 2017)

- a) Purchasing that is **below \$150,000** in total value (excluding GST) must utilise a request for quotation process, either direct to the market or via WALGA Preferred Supplier Program and conducted in accordance with this Purchasing Policy.
- b) Purchasing that **exceeds \$150,000** in total value (excluding GST) must be put to public Tender and conducted in accordance with the Local Government (Functions and General) Regulations 1996 unless a regulatory Tender exemption is utilised. Tender exemptions that are to be applied must be in accordance with the Local Government (Functions and General) Regulations 1996.

### 5. Purchasing Requirements (In accordance with Council Resolution 9.1.3 May 2017)

The purchasing process is to be undertaken in accordance with the purchasing requirements specified below.

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$4,999*	No quotations are required if the expenditure is approved in the Budget however officers are bound to value for money principles. The following factors are to be considered in the decision making process for all purchasing; <ul style="list-style-type: none"> <li>• Value for money</li> <li>• Knowledge of general cost of item / service</li> <li>• Buy local principles</li> <li>• Sustainable procurement principals</li> <li>• Ongoing good relationship with supplier</li> <li>• Reliability of supplier</li> </ul>
\$5,000 to \$9,999*	Obtain at least one (1) verbal or written quotation from suppliers.
\$9,999 - \$39,999*	Obtain at least two (2) written quotations (e.g. email, fax or original copy). OR Obtain at least two (2) quotations directly from WALGA Preferred Supplier Program via eQuotes;

\$40,000 - \$149,999*	Obtain at least three (3) written quotations from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy. OR Obtain at least three (3) quotations via the WALGA Preferred Supplier Program. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.
\$150,000* and above	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender exempt arrangement as listed under section 3.3 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996 and this policy. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

\* the actual or expected value of each purchase

## 6. Verbal Request for Quotation

- a) For the procurement of goods or services where the value is between \$5,000 - \$9,999 a verbal request for quotation process may be undertaken. The requirements relating to verbal quotations are:
  - I. Ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations.
  - II. Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
  - III. Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

## 7. Using the WALGA Preferred Supplier Program

- a) In undertaking a request for quotation, the Local Government does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. Additionally, the Local Government does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Local Government are fully protected.
- b) Keeping the scope of the request for quotation focused on the specification and the selection criteria that will be utilised by the Local Government to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.
- c) Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Local Government.

## 8. Price Preference (In accordance with Council Resolution 9.1.3 May 2017)

- a) In order to promote sub-regional development, the Shire of Mingenew will provide a price preference to eligible regional suppliers whom:
- I. are located within the stipulated areas as detailed below when evaluating and awarding contracts with Council via the Tendering Process; and
  - II. and are eligible in accordance with r24B(2) of the Local Government (Functions and General) Regulations 1996

Goods and Services	Up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document; Price preference according to stipulated area: <ol style="list-style-type: none"> <li>1. 10% to all suppliers located within the Shire of Mingenew</li> <li>2. 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin</li> <li>3. 2.5% to all suppliers located within the Midwest Region</li> </ol>
Construction (building) Services	Up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document; Price preference according to stipulated area: <ol style="list-style-type: none"> <li>a) 5% to all suppliers located within the Shire of Mingenew</li> <li>b) 2.5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin.</li> <li>c) 1% to all suppliers located within the Midwest Region.</li> </ol>
Goods and Services, including Construction (building) Services tendered for the <i>first time</i> where Council previously supplied the Goods or Services	Up to a maximum price reduction of \$500,000 unless a lower amount is stipulated in the tender document; Price preference according to stipulated area: <ol style="list-style-type: none"> <li>1. 10% to all suppliers located within the Shire of Mingenew</li> <li>2. 5% to all suppliers located within the Shires of Coorow, Carnamah, Perenjori, Three Springs, Morawa and Irwin</li> <li>3. 2.5% to all suppliers located within the Midwest Region</li> </ol>

## 9. Application of Value for Money

- a) An assessment of the best value for money outcome for any purchasing process should consider:
- I. all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
  - II. the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
  - III. financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
  - IV. a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

## 10. Application of Sustainable Procurement

- a) Local Government shall endeavour at all times to identify and purchase products and services that:
  - I. can demonstrate compliance with ethical and regulatory standards
  - II. can demonstrate making a positive impact on the communities and markets in which they operate
  - III. have been determined as necessary;
  - IV. demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
  - V. demonstrate environmental best practice in water efficiency;
  - VI. are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
  - VII. can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
  - VIII. demonstrate a regard for the local economy and a supply chain that supports local business development;
  - IX. are ethically sourced from sustainable and fair trade supply chains;
  - X. with regards to motor vehicles- feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
  - XI. with regards to new buildings and refurbishments- use renewable energy and technologies where available.

## 11. Recordkeeping

- a) Records of all Tenders and Requests for Quotation must be retained in compliance with the State Records Act 2000, the Local Government (Functions & General) Regulations 1996, the Shire's Recordkeeping Plan and Policy.



### 1.3.2 ASSET MANAGEMENT

**Relevant Council Policy**  
1.3.2 Asset Management

**Relevant Shire Policy**  
N/A

#### Objective:

To outline processes and procedures associated with the Shires assets delivering of service levels.

#### Policy Statement:

The Shire of Mingenew delivers a variety of services to the community and in doing so, must ensure that the assets supporting these services are:

- a) Managed in a way that promotes maximum performance for the most cost-effective 'Life Cycle' cost;
- b) Meeting community expectations of time, quality, and value for money.

Achieving this objective in an affordable and sustainable manner requires strategic and long-term approach to asset planning and management. The Shire aims to deliver this through:

- a) Agreed levels of service that are cost effective and relevant;
- b) The adoption of a continuous improvement approach to asset management;
- c) Community and key stakeholder consultation in regard to expected levels of service; and
- d) Endeavouring to achieve Asset Ratio benchmarks as set by the Department of Local Government and Communities.

#### Legislation:

- a) Local Government Act 1995 (WA), Section 5.56(1) and (2) stipulates that local government is to plan for the future of the district and ensure that such plans are carried out in accordance with any regulations made about planning for the future of the district.
- b) WA Local Government (Administration) Regulations 1996 specifies that matters relating to resources, such as asset management, must be developed and integrated in to the districts corporate business plan.
- c) Local Government Financial Management Regulations 1996 states that Efficient systems and procedures are to be established by the CEO of a local government... to ensure proper accounting for municipal or trust - ...iii) assets and liabilities;

#### Definitions:

Asset	A physical item which has value enables services to be provided and has an economic life of greater than 12 months. Items considered assets include Plant, Equipment, Property, Buildings, Facilities, Commercial Investments, Natural and Heritage items owned or controlled by Council.
Asset Management Plan	A plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

Life Cycle	The cycle of activities that an asset goes through while it retains an identity as a separately identifiable asset.
Life Cycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and renewal and disposal costs.
Agreed Level of Service	The defined service quality for a particular service against which service performance can be measured, agreed upon by both community and Shire.
Asset Register	A record of asset information considered worthy of separate identification including inventory, historical, financial, condition, construction, technical and financial information about each.

### Procedures:

As part of the Shire's consideration of asset management, the following key steps will be undertaken:

- a) Ensuring assets are accounted for in accordance with the Local Government (Financial Management) Regulations 1996.
- b) Develop and maintain an infrastructure, property and plant asset management strategy and plan, ensuring results inform the Shire's Long Term Financial Plan (LTFP), Corporate Business Plan and align with the Shire's Strategic Plan.
- c) The Asset Register is to be reviewed in accordance with r17A(4) of Local Government (Financial Management) Regulations 1996.
- d) Reporting to the Department on the asset consumption ratio, asset renewal funding ratio and asset sustainability ratio will be done in accordance with Regulation 50 of the Local Government (Financial Management) Regulations 1996.
- e) As part of a continuous improvement process, the Shire will continually monitor, audit and review its asset register to ensure it is responsive to service delivery needs and it meets the goals and targets set by Council.
- f) Asset renewals will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- g) Asset renewals required to meet agreed service levels and identified in infrastructure and asset management plans and long-term financial plans, will be reflected in the annual budget estimates.
- h) Decisions regarding asset operations and maintenance, renewal, disposal and acquisitions will be based on the "life cycle" cost and take into consideration the levels of service and affordability.
- i) Continually seek opportunities for multiple uses of assets.
- j) Prior to consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need for that asset.
- k) Ensure assets are managed in accordance with the Asset Management Policy, Strategy and Plans.
- l) Where appropriate, involve and consult with the community and key stakeholders on determining levels of service. Annual budget estimates will fully reflect the cost to deliver the agreed service levels.
- m) Providing asset management training to ensure our staff has the necessary skills and knowledge.



### 1.3.3 INVESTMENT OF SURPLUS FUNDS

#### Relevant Council Policy

1.3.3 Investment

#### Relevant Shire Policy

N/A

#### Objective:

To ensure that there are effective and accountable systems in place to safeguard the Shire's financial resources whilst taking advantage of the interest earning potential from its surplus funds.

#### Policy Statement:

To satisfy its fiduciary duty under the Local Government Act 1995 the Shire is committed to the development of proper systems to authorise, verify and record the investment of surplus monies into appropriate financial institutions. The Shire will also ensure that there are effective and accountable systems in place to:

- a) Safeguard the Shire's financial resources;
- b) Satisfy all legislative requirements, in particular those provided by The Local Government (Financial Management) Regulations 1996 and The Trustees Act 1962.
- c) Take advantage of the interest earning potential of its surplus funds while reducing its exposure to risk and ensuring sufficient funds are kept available to meet cash requirements and preserve capital investment.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct.

#### Legislation:

- a) Local Government Act 1995 – Section 6.14;
- b) The Trustees Act 1962 – Part III Investments;
- c) Local Government (Financial Management) Regulations 1996 – Regulations 19, 28 and 49
- d) Australian Accounting Standards

#### Procedures:

##### 1. Principals and Ethics

- a) Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.
- b) Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.
- c) The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

- d) The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.
- e) The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.
- f) Officers shall refrain from personal activities that would conflict with the proper executive and the management of the Shire's Investment portfolio. This Policy requires Officers to disclose any conflict of interest to the CEO.

## 2. Investments

### 2.1 Approved Investments

- a) Without approval from Council, investments are limited to:
  - I. State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
  - II. Fixed term deposits placed with an authorized institution\* for a term not exceeding 12 months; and
  - III. Interest-bearing deposits placed with an authorized institution\*. (\*Authorised Institution as defined in the Bank Act 1959 (Commonwealth) section 5.

### 2.2 Prohibited Investments

- a) Any investment carried out for speculative purposes is prohibited
- b) The use of leveraging (borrowing to invest) of an investment is prohibited.
- c) In accordance with the Local Government (Financial Management) Regulations 1996, Reg 19C, the following is also prohibited:
  - I. Deposits with any institution other than an authorized institution\*;
  - II. Deposits for a fixed term of more than 12 months;
  - III. Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - IV. Investment in bonds with a term to maturity of more than three years; and
  - V. Investment in a foreign currency.

\*Authorised Institution as defined in the Bank Act 1959 (Commonwealth) section

## 3. Risk Management

### 3.1 Risk Management Controls

- a) Risk Management Controls include:-
  - I. Delegated Authority to invest;
  - II. Documented investment procedures;
  - III. Investment Register to be maintained;
  - IV. Maturity of investments to be monitored at least monthly;
  - V. Monthly statements to be received from counterparties;
  - VI. Monthly bank reconciliations to be prepared for each account;
  - VII. Monthly report to Council

### 3.2 Risk Management Guidelines

- a) Investments obtained are to comply with the following three key criteria: -

- I. Portfolio Credit Framework: limits overall credit exposure of the portfolio;
- II. Counterparty Credit Framework: limits exposure to individual counterparties/institutions; and
- III. Term to maturity Framework: limits based upon maturity of securities.

**32a(I) Portfolio Credit Framework** – limits overall credit exposure of the portfolio.

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

**32b(II) Counterparty Credit Framework** - limits exposure to individual counterparties/institutions.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

**32B(III) Term to Maturity Framework** - limits based upon maturity of securities.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % 1- 3 years	60%

**3.2 Investment Advisor**

- a) It may be appropriate to seek external advice from an investment advisor and if so this person must be:
  - I. An independent person who has no conflict of interest in relation to investment products recommended,
  - II. Approved by Council, and
  - III. Licensed by the Australian Securities and Investment Commission.

**4. Liquidity**



- a) Liquidity ratio - at least 70% of total investment portfolio must be liquefiable within ten (10) days.
- b) Maturity and Cash flow to be monitored to ensure cash funds are available to meet commitments.

**5. Separate and Common Accounts**

- a) Separate accounts must be established the following purposes: —
  - Money required to be held in the municipal fund;
  - Money required to be held in the trust fund; and
  - Money required to be held in reserve accounts.
- b) Money from different accounts may be placed in a common account for investment purposes.
- c) Interest earned on each individual "Reserves/Restricted Assets" will be applied to that particular account

**6. Reporting and Review**

- a) Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to council in the Register.
- b) The investment policy will be reviewed annually or as required in the event of legislative changes.
- c) A monthly report must be provided to council detailing the investment portfolio. The monthly report shall include information about the term and the rate of return of each investment.
- d) The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.



### 1.4.1 COMMUNITY ENGAGEMENT

#### Relevant Council Policy

1.4.1 Community Engagement

#### Relevant Shire Policy

N/A

#### Objective:

- To ensure Shire of Mingenew residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.
- To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

#### Policy:

The Shire of Mingenew is committed to providing good governance and the delivery of high quality local services by fostering democratic representation, social inclusion and meaningful community engagement with its residents and stakeholders.

The Shire of Mingenew further commits to being open and accountable in its community engagement processes and will endeavour to undertake and continuously improve its various forms of engagements to:

- Inform the community on matters of community interest;
- Encourage informed discussion and input into decision making; and
- Assist open and transparent decision making.

#### Legislation:

a) AA1000 Stakeholder Engagement Standard 2015:

#### Definitions:

Community	<ul style="list-style-type: none"> <li>• People who live in Mingenew Shire</li> <li>• People and organisations who are ratepayers in Mingenew Shire; and</li> <li>• People and organisations who conduct activities in Mingenew Shire</li> </ul>
Community Engagement	Any process that involves the public in problem solving or decision making and uses public input to make decisions
IAP2	The International Association for Public Participation
Inform	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation provides the community with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
Consult	A level of community engagement in the IAP2 Spectrum for Public

	Participation in which an organisation seeks community feedback on alternatives, drafts or proposals.
Involve	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation works with the community to ensure that their concerns and aspirations are directly reflected in the alternatives developed.
Collaborate	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation partners with the community through the whole process of making a decision
Empower	A level of community engagement in the IAP2 Spectrum for Public Participation in which an organisation shares some or all of its authority to make decisions with the community

## Procedures:

### 1. Background

Community engagement is a collaborative process that connects Council with the community in a mutually beneficial sharing of new ideas, skills, knowledge, expertise and experience. Effective community engagement has real benefits for both Council and the community.

Better identifying the priorities, needs and aspirations of our community will assist Council to improve its planning and service delivery. A regular two-way conversation ensures Council is transparent, accountable and informed in its decision making which will demonstrate integrity and build trust within the community.

Where appropriate, engagement should go above and beyond legislative requirements. The information and knowledge gained through hearing a range of community perspectives assists Council to make informed decisions; develop strong partnerships and create sustainable outcomes.

The community also benefit from participating in engagement activities. Participating in engagement on matters that impact them can create a sense of belonging and connection; increase community involvement; unite and empower individuals and communities; and lead to a greater community ownership and resilience.

The knowledge, expertise and experience gained also provides Council with a foundation to advocate to other relevant parties, including Federal and State Government bodies, on issues of community importance which are out of its direct control.

Community engagement at the Shire of Mingenew is influenced by the following factors:

- A growing expectation by stakeholders, the community and customers that they will have an opportunity to influence government decisions that affect their lives;
- Our commitment to continuously improve the services, infrastructure and programs we provide so that East Gippsland is the most liveable region in Australia;
- Best practice industry standards as outlined by IAP2 in the Spectrum of Public Participation, and exhibited by government bodies, authorities and private enterprise;

- Contemporary communication channels, including digital and social media, audience diversity and expectations;
- Our commitment to be a leading local government that works together with our communities and provides excellent customer service; and

## 2. Principals

### 2.1 International Association of Public Participation (IAP2) Core Values of Public Participation

- a. The Shire is committed to the International Association of Public Participation (IAP2) Core Values of Public Participation and will utilise these principles during stakeholder and community engagement activities by:
  - I. Recognising that those who are affected by a decision have a right to be involved in the decision-making process;
  - II. Seeking out and facilitating the involvement of those potentially affected by or interested in a decision;
  - III. Seeking input from participants in designing how they participate;
  - IV. Providing participants with the information they need to participate in a meaningful way;
  - V. Communicating to participants how their input affected the decision.

### 2.2 AA1000 Stakeholder Engagement Standard 2015:

- a. The Shire also commits to the Accountability Principles as defined in the AA1000 Stakeholder Engagement Standard 2015:
  - I. Inclusivity – people should have a say in the decisions that impact on them
  - II. Materiality- decision makers should identify and be clear about the issues that matter. A material issue is an issue that will influence the decisions, actions and performance of an organization or its stakeholders
  - III. Responsiveness – organisations should act transparently on material issues

## 3. Engagement

### 3.1 When to engage

- a) At a minimum, community engagement should take place when:
  - I. Council resolves formally to engage;
  - II. There is a requirement to understand the expectations, needs and priorities of the community;
  - III. Planning for the development of Council's Annual Budget and Council Plan;
  - IV. A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable;
  - V. Community members have expressed an interest or could be interested in a plan or decision that is negotiable;
  - VI. Community input can enhance decision-making, project outcomes or future opportunities; or
  - VII. There is legislation, policy or agreement requiring community engagement.

- b) In some instances, Council is legislatively and/or legally required to engage with the community. In these cases, the Shire will treat the legally required level of community engagement as the minimum standard.
- c) Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project/service to be delivered), the community's interest to participate, the need to understand the community's view, and the opportunity for the community to influence the decision.

### 3.2 Engagement via Committees and Organisations

- a) The Shire shall appointment Elected Members and Staff to serve on the following Committee's and Community Organisations to enhance and facilitate relationships with Community and Stakeholders.
  - I. Tourist and Promotions Committee
  - II. Sportsground Advisory Committee
  - III. Silver Chain Branch Committee
  - IV. Community Resource Centre Management Committee
  - V. Wildflower Country Inc
  - VI. Local Emergency Management Committee
  - VII. Main Roads Western Australia Regional Road Group
  - VIII. WALGA Northern Country Zone

## 4 Approach

- a) The Shire's approach to community engagement is based on the spectrum of engagement as established by the International Association for Public Participation (IAP2). The five (5) levels of engagement are shown in the table below with relevant examples:

Public Participation	Goal Engagement tool or channels	Shire example
Inform: Council will keep you informed.	Fact sheets Websites Displays Media (social and print) Public meetings	Road closure Bush fire Location Rubbish collection dates
Consult: Council will keep the community informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	Surveys Online forums on Council's engagement website, Face-to-face at community engagement events Drop-in information sessions Pop-up stands at community spaces Feedback and submission forms	Annual Budget Local Laws Planning Permit Applications Development Plans Council Plans
Involve - Council will work with the	Focus groups Workshops	Integrated Planning

community to ensure that their concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	Public meetings Some reference groups	
Collaborate - Council will work together with the community to formulate solutions and incorporate their advice and recommendations into the decisions to the maximum extent possible	Community panels Focus groups Workshops Some reference groups	Integrated Planning
Empower - Council will implement what the community / consulted group advise.	Council Advisory Groups Community Panels	Allocation of grants or specific funds



## 1.4.2 SUPPORTING THE COMMUNITY

### Relevant Council Policy

1.4.2 Supporting the Community

### Relevant Shire Policy

N/A

#### Objective:

To assist community organisations and groups to undertake activities and provide facilities for the benefit of the citizens and residents of the Shire region.

#### Policy Statement:

The Shire acknowledges its role as a facilitator and partner in the development and sustainable management of local community-based organisations and to support the aspirations and achievements of its residents. To fulfil these roles and to enable the continued provision of a broad range of projects, activities and events, the Shire supports:

- a) the annual allocation of funding towards a variety of community grant programs and schemes that are consistent with the values and strategies contained within the Shire of Mingenew Strategic Plan; and where able, will endeavour to provide:
- b) facilities and services that increase opportunities for inclusion, participation social wellbeing and physical activity as the Shire recognises the value of accessibility and community involvement.

#### Legislation:

#### Procedures:

Procedural Content	Section
Facilities and Services	1
Self Supporting Loans	2
Ad Hoc Financial Grants	3

### 1. Facilities or Services

#### 1.1 Community Bus

##### Categories of Users

There are three categories of groups requesting to hire the Shire Community Bus;

- a) Category 1 – Mingenew Primary School and Seniors (most regular uses)
- b) Category 2 – Community and Sports Groups
- c) Category 3 – Business/Commercial and Private Groups not covered by Category 1 or 2.

##### Bookings

- a) When booking the bus each category is required to complete the relevant booking form and nominate a driver who has been authorized by the Shire of Mingenew.



- b) Council has a list of endorsed drivers, if a hire group wishes to use its own driver, that driver must obtain endorsement from Council prior to the hire event.

### **Bond**

- a) A bond is applicable to all bus hire categories; this bond is to be made up of the following:
  - I. A bus hire bond to the value of the vehicles insurance excess, which is provided for by the Schedule of Fees and Charges; and
  - II. A cleaning bond also provided for by the Schedule of Fees and Charges
- b) For Category 1 users the bond amount is payable once and will be held in a trust account by Council. On each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. Any cleaning/repair costs will be deducted from the bond and the hirer will be advised.
- c) For Category 2 users the bond amount can be payable once and will be held in a trust account by Council or to pay the bond before the bus is collected, on each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond can be refunded less the kilometres used charge or if the bond is being retained by Council in Trust, then payment of the kilometre used charge must be received in full.
- d) For Category 3 users pay the bond must be paid before the bus is collected. on return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all hire conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond will be refunded less the kilometres used charge and the cost for fuel, if the bus has not been refuelled prior to return.

### **Fees and Charges**

#### **Category 1 Users**

- a) The fee for this category is to be reviewed annually and provided for by the Schedule of Fees and Charges.
- b) The fee is not to exceed 50% of the Category 3 daily hire rate. There is to be no fee for kilometres travelled in accordance with Council resolution 120502.

#### **Category 2 Users**

- a) The fee for this category is to be reviewed annually and provided for by the Schedule of Fees and Charges.
- b) The fee is not to exceed 50% of the Category 3 daily hire rate for usage within the Midwest Region, or 100% of the Category 3 daily hire rate for usage outside the Midwest Region. The charge for kilometres travelled is not to exceed 50% of the Category 3 cents per kilometre.

#### **Category 3 Users**

- a) The fees and charges for this category, including a per kilometre charge are to be provided for in the Schedule of Fees & Charges and reviewed annually.

### **On Return of the Bus**

- a) For all users the must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.



## 2.2.1 COMPLAINTS HANDLING

**Relevant Council Policy**  
N/A

**Relevant Shire Policy**  
2.2.1 Complaints Handling

### Objective

To establish an effective complaints handling system that will provide the framework and basis for all complaints to be resolved in a fair, efficient and structured manner.

### Policy Statement:

The Shire of Mingenew is committed to managing compliments, feedback and complaints in a consistent and unbiased manner that complies with the Australian Standard Guidelines and the Ombudsman Western Australia Guidelines thereby ensuring an open and responsive complaints handling process

### Legislation:

- a) Local Government Act 1995
- b) Local Government (Rules of Conduct) Regulations 2007- Regulation 10(1)(a)
- c) Freedom of Information Act 1992
- d) Public Interest Disclosures Act 2003
- e) Australian/New Zealand Standard AS/NZS 10002:2014, *Guidelines for complaint management in organizations* (as amended).
- f) Australian Standard AS ISO 10002-2006 *Customer Standard-Guidelines for complaints handling in organisations* (ISO 10002:2004, MOD).
- g) Guidelines for Effective Complaint Handling- Ombudsman Western Australia 2017.

### Definitions:

Complaint	An expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required.
CEO	Chief Executive Officer
Vexatious complaint	Complaints that are not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance or obstruction of process.
Malicious complaint	A complaint made for the purpose of hurting another person (their career, their reputation or their livelihood).
Escalated Complaint	A complaint that is unable to be resolved by front line staff on the spot.
Front Line Staff	Staff who interact directly with customers or the public.

### Procedures:

## 1 Ethics and Principals

- a) Residents submitting a complaint to the Shire can expect that:
  - I. Officers will regularly provide updates on the progress of the complaint and the expected timeframes for resolution;
  - II. They are provided with information on the Shire's complaints handling process;
  - III. Appropriate confidentiality of the complaint will be maintained upon request.
  - IV. They will not be subjected to any form of prejudice, harassment or reprisal and will be treated with tact, courtesy and fairness at all times;
  - V. They will be advised of external avenues for further review of their complaint if they are not satisfied with the resolution provided

## 2. Types of Complaints and Subsequent Actions

### 2.1 Exclusions

- a) In the context of the Complaints Handling Policy, the following requests/submissions will not be dealt with within this procedure:
  - I. A request for Shire services.
  - II. A request for information or explanation of policies or procedures or decisions of Council.
  - III. Reports of damaged or faulty infrastructure (e.g.: damaged footpath, potholes in the road)
  - IV. Reports of hazards (e.g fallen tree branch).
  - V. Reports concerning neighbours or neighbouring property (e.g.: noise or unauthorised building works). Including disputes between property owners.
  - VI. The lodging of an appeal in accordance with procedure or policy.
  - VII. Issues relating to Statutory Functions with respect to Planning, Building, Health or Ranger Services.
  - VIII. Issues relating to debt collection matters
- b) The Shire also will not consider or investigate as complaints issues that are over two years old [this accords with the time limit for general prosecutions of issues under the Local Government Act 1995].
- c) In the context of this policy, complaints' involving the behaviour of Employees and Elected Members is excluded. These matters will be handled under the Shire's Code of Conduct Policy.

### 2.2 Complaints made to Councillors

- a) Complaints are often made directly to Councillors rather than to Shire staff. Councillors are requested to:
  - I. Ask the complainant if they have previously made the complaint to Shire staff. If not, Councillors should advise them to contact Shire customer service staff so that the complaint may be addressed; or
  - II. Lodge the complaint on behalf of the customer. Upon request, the Councillor may be advised of the resolution.

### 2.3 Anonymous Complaints

- a) No action will be taken when a complainant declines to provide their name and/or contact details. The following guidelines must be followed for anonymous complaints:
  - I. An anonymous complaint must be recorded;

- II. Anonymous complaints will be reviewed to determine if the complaint will be investigated further. Anonymous complaints that must be investigated include:
  - i. The matter being brought to the attention of the Shire of Mingenew is in breach of statutory provisions or the Shire's Code of Conduct; or
  - ii. The matter could be considered life threatening, a "serious risk", or create a health hazard or has a legal or financial implication for the Shire.

#### **2.4 Malicious, Frivolous and Vexatious complaints**

- a) A complaint will not be considered if the Chief Executive Officer considers the complaint to contain offensive language or be discriminatory in nature. The complainant will be advised accordingly.
- b) The Shire may, at its discretion, seek legal advice with respect to implications of the suspected vexatious or malicious complaints.

#### **2.5 Persistent complainants**

- a) In some instances, the Shire will encounter complainants who are persistent and write repeatedly to the point that resources are unreasonably diverted. Where complaints are about the same or similar issue(s) and the Shire has addressed or dismissed the issue(s) as being without substance, then an administrative control may be put in place to limit responses to future complaints. Under these circumstances, details of the number and nature of complaints will be provided to the CEO. The CEO is then to consider all facts and issues of the individual case prior to deciding to restrict further correspondence and/or telephone contact.
- b) If communication is to be restricted, the CEO will write to the complainant explaining the Shire's intention not to acknowledge or respond to further correspondence on the matter(s) unless new information is provided that warrants action. The complainant will be advised that future written material will be filed.

#### **2.6 Difficult Complainants**

- a) In cases where a complainant's behaviour is aggressive or threatening, or where the complainant:
  - I. is consistently rude, abusive or makes threats to staff or third parties using Shire services or on Shire premises; or
  - II. causes damage to Shire property or threatens physical harm to staff or third parties.

Staff should report the details of the complaints behaviour to the Chief Executive Officer immediately.

- b) An incident report, supported with any witness statements where available, should be prepared by the Governance Officer for review by the CEO to determine whether the complaint should be reported to the WA police, and to decide whether the complainant's access to the Shire's premises is to be restricted.
- c) The CEO will consider all the facts and issues of each case and may notify the complainant that they are not permitted to enter the Shire buildings for a period of time, that no phone calls will be accepted and that they may only correspond with the Shire in writing.
- d) The CEO will notify the complainant in writing of the nature and the duration of restrictions placed upon them and if a report to the WA Police has been lodged.

- e) Where a complainant has been provided with a notice of restriction and that person attempts to enter a Shire premises, staff are advised to call the police, as the police have the authority to remove them.

## **2.7 Planning, Building, Health and Ranger Services – Statutory Functions**

- a) Complaints relating to Statutory Functions with respect to Planning, Building, Health and Rangers will not be investigated under the Policy or this Procedure, although the general principles for the handling of complaints in this Procedure will be applied.

## **3. Complaint Handling Process**

### **3.1 Lodgement of a Complaint**

- a) Complaints must be in writing (including fax and email), addressed to the Governance Officer and signed by the complainant with his/her address before formal action is taken.
- b) Complaints via telephone will not be accepted as it is too reliant on the officer to interpret the complaint.
- c) All complaints must be recorded by the officer receiving the complaint at the first point of contact.
- d) Front line staffs are responsible for receiving, registering and ensuring the resolution of all straight forward, minor complaints as speedily as possible. Where there is no cost or liability, they have the authority to resolve problems on the spot, and should endeavour to do so. If the complaint is:
  - (i) about a frontline staff members own conduct and the employee does not feel confident in dealing with it fairly and objectively;
  - (ii) is outside the employees authority or area of expertise; or
  - (iii) the complainant requests it be dealt with by another officer
 the receiving officer shall escalate the complaint and refer it to the Governance Officer for resolution.
- e) All information provided by a complainant is to be treated as confidential. Care must be taken not to pass on any information to other persons who are not involved in the matter.

### **3.2 Responsiveness**

- a) In line with our policy the Shire is committed to dealing with complaints quickly, courteously and fairly within the following timelines:
- b) If the complaint is deemed to be a simple matter we will provide acknowledgement and outline the resolution within seven business days of receipt of a complaint.
- c) If the complaint is more complex the complainant will receive formal acknowledgement, including proposed timelines for a resolution within at least seven (7) working days of receipt of a complaint. Results of the investigation may be provided within at least 21 business days, or - the complainant will be contacted if the complaint requires further investigation beyond 21 business days

### **3.3 Withdrawal of a Complaint**

- a) A complaint may be withdrawn at any time. Complaints that warrant investigation may be pursued even though the complaint has been withdrawn.

### **3.4 Complaint Resolution Process for Escalated Complaints**

Complaint received by the Governance Officer.

1. Complaint details will be entered into Complaints Register.
2. The Governance Officer will:
  - a) prepare a letter or email of acknowledgement within seven (7) working days advising the complainant:
    - (i) which Supervisor/Manager is handling the complaint and that
    - (ii) they may be contacted regarding the complaint by that Supervisor/Manager
  - b) record all correspondence regarding the complaint in accordance with Shire of Mingenew's, Recordkeeping Policy and Plan.
3. Complaints will be investigated in the following ways:
  - a) Simple matters: the Governance Officer will assign the complaint to the relevant Supervisor/Manager for action and resolution with the complainant receiving details of the resolution within seven business (7) days of receipt of a complaint; or
  - b) Complex matters: the Governance Officer will refer the complaint to the CEO for resolution or internal review. The internal review will be conducted in accordance with the process detailed within this document.
4. Results of the investigation will be provided
  - a) in writing within twenty one (21) business days; or
  - b) the complainant will be contacted should the complaint require further investigation beyond this period.
5. On completion of the investigation the Chief Executive Officer will submit a report detailing the following information:
  - a) details of the complaint;
  - b) the names of persons interviewed;
  - c) the conclusion reached; and
  - d) any action that was taken or that is to be taken as a result of the complaint.
6. A letter of response and actions undertaken will be sent by the Chief Executive Officer to the complainant within the recommended timeframe.
7. The complaint register will be updated with the response/actions undertaken.

### **3.5 Internal Review Process**

1. Check if there are any previous complaints from this person.
2. Contact with the complainant to:
  - (i) Clarify the complaint;
  - (ii) Clarify the outcome sought;
  - (iii) Check whether they need support of any kind - whether they have poor sight, hearing or a language difficulty, and what they need to understand the discussion properly; and
  - (iv) Explain the investigation procedure.
3. The investigating officer is to brief himself/herself on the relevant legal and administrative background of the complaint.
4. Assess whether the complaint procedure is the most appropriate way of handling the complaint. If not, discuss alternatives with the complainant (i.e.; appeals to tribunals, legal action or Police).
5. Consider whether the complaint could be resolved without further investigation.
6. If the complaint is about proposed action by the Council, consider whether the action should be deferred while the complaint is investigated.

7. Obtain all relevant documents (ensuring you see the originals, not copies). They may include files, log books and timesheets. Get copies of all the documents reasonably required.
8. Establish the relevant sequence of events from the files and also the names of the officers/members most directly involved in the complaint.
9. Prepare a line of questioning for each person to be interviewed:
10. Inform those to be interviewed that they can be accompanied by a friend or union representative, provided the friend is not in a supervisory position over the interviewee. Explain the complaint clearly to them.
11. Consider whether you need a witness for a particularly difficult interview.
12. Interviews should be conducted in an informal and relaxed manner, but persist in your questions if necessary. Don't be afraid to ask the same question more than once. Make notes of answers or tape the interview, whichever is most appropriate.
13. Try to separate "hearsay" evidence from fact by asking interviewees how they know a particular fact.
14. Deal with conflicts of evidence by seeking corroborative evidence. If this is not available, then as an exceptional measure, consideration can be given to organising a confrontation between the conflicting witnesses.
15. At the end of the interview, summarise the main points covered by the interviewee and ask if he/she has anything to add.
16. Make a formal record of the interview from your written notes as soon as possible after the interview while your memory is fresh. Never leave it longer than the next day.
17. Draft a report setting out the evidence obtained, without including your own opinions and circulate this for comment to all those interviewed, including the complainant, unless there are special reasons not to do so.
18. Consider comments and amend the report as necessary, adding conclusions and if appropriate, a suggested remedy for the complainant.

### **3.6 Unresolved Complaints**

- a) If a complaint remains unresolved or a customer is dissatisfied with the process of complaint resolution, other avenues remain for the customer to explore, which include:
  - I. The Ombudsman of Western Australia is an independent officer of the Parliament who investigates complaints about state government departments, most statutory authorities and local government.  
The Ombudsman can be contacted at: Level 2, Albert Facey House, 469 Wellington Street, Perth WA 6000. Ph (08) 9220 7555
  - II. In the case of sewerage complaints the Water Ombudsman WA.
- b) Whilst a customer is entitled to refer a complaint directly to these bodies at any time, customers are to be encouraged to allow the Shire of Mingenew to investigate the complaint first.

### **3.7 Recordkeeping**

- a) All correspondence relating to feedback and complaints will be managed in accordance with the Shire's Recordkeeping Plan, policies and procedures and will be subject to the provisions within the Freedom of Information Act 1992.

## **4. Reporting**

- a) On a quarterly basis the Governance Officer will provide a report to the CEO outlining complaints received for the previous quarter and subsequent follow-up and departmental action.
- b) Reports will provide the following information on each complaint:
  - I. The issue at the centre of the complaint;
  - II. The outcome of investigations in each instance;
  - III. Action taken to address the complainant's issue(s);
  - IV. Time taken to address the complainant's issue(s);
  - V. Feedback from the complainant, where possible, as to satisfactory resolution of the complaint or otherwise;
  - VI. Referral of the complaint to an external agency;
  - VII. Recommendations or actions taken to improve service.

## 5. Training

- a) The Shire will ensure:
  - All staff complies with the Shire's Code of Conduct;
  - I. All staff are instructed in the Shire's Customer Service Charter and Complaint Management Policy and Procedures through the induction process and information sessions;
  - II. Staff handling complaints will be supported by management and should receive effective supervision, guidance and feedback on their work;
  - III. Continuous training and development of skills in the areas of customer service, telephone skills, writing skills, recordkeeping practices, dealing with difficult customers and working with interpreters will be made available to staff dealing with complaints.



## 2.2.2 RECORDS MANAGEMENT

**Relevant Council Policy**  
N/A

**Relevant Shire Policy**  
2.2.2 Records Management

### **Objective:**

To ensure that the Shire of Mingenew meets the statutory requirements provided for by the State Records Act 2000.

### **Policy Statement:**

The Shire of Mingenew is committed to creating and maintaining full and accurate records of its business transactions and official activities and managing them in accordance with the State Records Act 2000, the Shire of Mingenew Recordkeeping Plan, Policy and Procedures.

### **Legislation:**

- a) The State Records Act 2000 is the most significant piece of legislation governing the management of State records.
- b) The Freedom of Information Act 1992 prescribes rights and procedures for access to documents held by Government agencies including recordkeeping requirements.
- c) Electronic Transactions Act 2011 includes provisions relating to the conduct and legal validity of electronic transactions that take place wholly or partly by electronic communication.
- d) Financial Management Act 2006 includes requirements for the management of financial and accounting records, including specific requirements outlined in Treasurer's Instructions.
- e) Local Government Act 1995 stipulates that a Chief Executive Officer of a local government authority must ensure the proper keeping of records and documents reflecting the operations of the local government.
- f) Under s28 of the Corruption and Crime Commission Act 2003 public sector agencies are obligated to notify the Corruption and Crime Commission of suspected misconduct. In the context of the State Records Act 2000 this may constitute activity that contravenes the requirements of an organisation's Recordkeeping Plan, such as the destruction of records where not in accordance with an approved disposal authority.
- g) Under the Criminal Code Act 1913 (Section 85) any public officer found guilty of falsifying records by making false entries, omitting to make an entry, damage, or destruction, can incur penalties, including imprisonment

### **Definitions:**

Record	Information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity.
Ephemeral Record	Any document/record that has no continuing value to the Shire and is generally only needed for a few hours or a few days. As defined within the State Records Office of Western Australia's publication, General Disposal



	Authority for Local Government Records.
General Disposal Authority	The General Disposal Authority for Local Government Records compiled by State Records Office.
Disposal	Is the destruction of a record; the carrying out of any process that makes it impossible to reproduce the information in a record; the transferring or delivering ownership or possession of a record; or the selling of a record.

## Procedures:

### 1. General

- a) All Elected Members, staff and contractors are responsible for maintaining complete, accurate and reliable evidence of all business transactions, and ensuring all records are retained within the Shire's official recordkeeping system (SynergySoft) at the point of creation, regardless of the format, being in accordance with the following:
  - Evidence Act 1906
  - Freedom of Information Act 1992
  - Local Government Act 1995
  - State Records Act 2000
  - Shire of Mingenew Recordkeeping Plan, Policy and Procedures.
- b) Ownership of any record received or created by an employee of Shire of Mingenew in the course of their work for the Shire resides with the Shire and not the individual.
- c) Shire has installed Keywords for Council as the structural framework and thesaurus for file creation.

### 2. Access

- a) Access to records by Shire staff and contractors will be in accordance with designated access and security classifications, as determined by the Chief Executive Officer.
- b) Access to the Shire's records by the general public will be in accordance with the Freedom of Information Act 1992.
- c) Access to the Shires records by Elected Members and Committee Members will be via the Chief Executive Officer in accordance with Section 5.92 of the Local Government Act 1995.

### 3. Security and protection of records

- a) The Shire of Mingenew is responsible for the security and protection of all records in its custody. Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as required by law.
- b) All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

### 4. Destruction

- a) The Records Officer will dispose of records kept by the Shire in accordance with the State Records Office of Western Australia's publication, General Disposal Authority for Local Government Records, following authorisation from the Chief Executive Officer.

### 5. Ephemeral Records



- a) Ephemeral records may not be required to be placed within the Shires official recordkeeping system (SynergySoft). Elected Members, staff or contractors may dispose of such ephemeral records once reference ceases.

## **6. Training and Education**

- a) Training in recordkeeping practices and the use of the Shire's document and records management system (SynergySoft) is available to all newcomers upon commencement and ongoing training is available upon request to the Chief Executive Officer.
- b) Elected Members will be made aware of their recordkeeping responsibilities as part of the Elected Member Induction Program.

## **7. Monitor and Review**

- a) The Shire will develop and maintain a Record Keeping Procedures Plan that will be subject to periodical review.



### 2.3.1 CORPORATE CREDIT CARD

#### Relevant Council Policy

N/A

#### Relevant Shire Policy

2.3.1 Corporate Credit Card Policy

#### Objective:

To ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards.

#### Policy Statement:

Credit Cards assist in achieving efficiencies in the purchasing and payment process as:

- a) The steps required to process a purchase and the associated payment can be reduced.
- b) Credit cards are a more flexible payment tool.

These advantages result in prompt payment of suppliers, reduction in paperwork, reduced administrative costs, improved cash management and greater convenience.

The Shire is committed to improving the efficacy of its administration through the introduction of Corporate Credits Cards due to the aforementioned advantages for its authorised officers. In addition, the Shire is committed to operating effective and transparent procedures for the procurement of all goods and services via credit card.

To achieve transparency and accountability Credit Card statements are to be presented to Council on a monthly basis.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct and in compliance with the Shires Purchasing Policy.

#### Legislation:

- a) The use of Corporate Credit Cards is not specifically mentioned in the Local Government Act 1995. However the impacts of the use and control of corporate credit cards are related to the following sections of the Local Government Act 1995;
  - I. Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the local government policies.
  - II. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with Regulations, proper accounts and records of the transactions and affairs of the local government.
- b) Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

#### Procedures:

## 1. Roles, Responsibilities and Obligations

### 1.1 Cardholders Responsibilities and Obligations

- a) Cardholder's must;
  - I. Refer to and follow the guidelines for use that are provided by the financial institution at the time of the card issue;
  - II. Keep their card in a safe place and under no circumstances permit another person to use their card to make a purchase or use the card for cash advances;
  - III. Make payments that are within their card limit, budget, and authority to do so;
  - IV. Only make purchases over the internet on secure sites after the approval by the Chief Executive Officer or relevant Manager and must be accompanied by a signed purchase order and purchase print out;
  - V. Report immediately any lost or stolen credit card to the financial institution issuing the card and to Council's Finance Manager;
  - VI. Adhere to policy and procedures in relation to Corporate Credit Card Policy and Council Purchasing Policy;
  - VII. Ensure all receipts and tax invoices are kept and submitted to the Administration Officer with credit card statements, within seven (7) days of receipt;
  - VIII. Costing accounts must be against each item of the credit card statements.
  - IX. In the event of a cardholder ceasing employment, taking an extended period of leave, or they move to a position which does not require the use of a Corporate Credit Card, the cardholder must notify Finance Manager two weeks before termination date, to arrange cancellation and to ensure all receipts and their account has been settled;
  - X. Cardholders cannot transfer the Corporate Credit Card account to other users. An account number will only be assigned to one cardholder;

### 1.2 Finance Manager Responsibilities

- a) The Finance Manager must;
  - I. Arrange the issues and cancellations of Corporate Credit Cards when requested by the Chief Executive Officer;
  - II. Maintain a register of all cardholders which includes, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
  - III. Provide all new and existing cardholders with a copy of the policy relating to the use of credit cards in addition to a copy of the purchasing policy on an annual basis;
  - IV. Process payments of Corporate Credit Cards. This includes ensuring all receipts and tax invoices have been attached and the relevant authorising officers have signed off on the statements;
  - V. Arrange for all cardholders to sign the Corporate Credit Cardholder Agreement (refer to Appendix A) on receipt of the issue of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in Council's Records

Management System. This agreement must set out the cardholder's responsibilities and legal obligations when using the Corporate Credit Card.

- VI. The Finance Manager is to review six monthly the operation of the credit card payment process and report to the CEO as to the level of compliance of the cardholders to the conditions of use and the credit card provider's level of performance.
- VII. Ensure under no circumstances, the reward scheme be used on Council Corporate Credit Cards.

## **2. Purchasing**

- a) Corporate Credit Cards are only to be used for purchasing goods and services on behalf of the Shire which is authorised in the current budget.
- b) Cardholders must follow Shire of Mingenew Purchasing Policy;
- c) Personal expenditure is prohibited;
- d) Corporate Credit Cards are not to be used for cash withdrawals;
- e) Where the purchase has been made via facsimile, telephone, or over the internet an invoice or receipt is required in all circumstances and must contain details of the purchase; and
- f) For Fringe Benefits Tax purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire staff.

## **3. Financial Institution**

- a) The Shire's Corporate Credit Cards are to be issued by the financial institution that municipal transactions are made (referred to as transaction account). The National Australia Bank (NAB) are the issuing financial institution.

## **4. Authorised Use and Limits**

- a) Corporate Credit Cards may be issued to the Chief Executive Officer and any authorised officers that would benefit from using this payment method;
- b) All card holders must have either the authority or delegated authority to commit Council to expenditure.
- c) Maximum credit limits are to be based on the cardholder's need;
- d) Council must approve the use of a credit card to the Chief Executive Officer and any changes to their credit card limit;
- e) In accordance with Council resolution 141111 (19 Nov 2014) the current maximum credit limit for the CEO is \$7500.
- f) The Chief Executive Officer may approve the use and any changes to credit card limits for any authorised officers and with reference to CEO Financial Delegation limits;
- g) The Local Government Act 1995 does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card.

## **5. Cardholders breaching Corporate Credit Card Policy**



- a) Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive, and unreasonable will be reported to the Chief Executive Officer. In the case of the CEO, it is to be reported to the President. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the Chief Executive Officer, resulting in withdrawal of the card or termination of employment.
- b) Cardholders that do not follow any component of the Policy, at the discretion of the Chief Executive Officer, may have their Corporate Credit Card cancelled.



### 2.3.2 DEBT COLLECTION

**Relevant Council Policy**  
N/A

**Relevant Shire Policy**  
2.3.2 Debt Collection

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**Objective:**

To ensure proper records are maintained of debts owed to the municipality as required by the Local Government Act 1995 and that accounting actions are managed in a consistent and equitable manner.

**Policy Statement:**

The Shire of Mingenew committed to ensuring that it manages its cash flows in a manner that provides financial sustainability for the organisation. It will pursue a debt collection regime that will ensure that the collection of all rates and all other sundry debts are:

- a) Managed fairly and equitably,
- b) All debtors are shown the upmost respect, courtesy, and diligence in its dealings.
- c) All debt collection arrangements are treated strictly confidential. Appropriate reports detailing outstanding debts and collection action will be provided to Council on a monthly basis.

**9.4 TOWN PLANNING**

Nil

**9.5 BUILDING**

Nil

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

Nil

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

**11.1 ELECTED MEMBERS**

Nil

**11.2 STAFF**

Nil

**12.0 CONFIDENTIAL ITEMS**

Nil

**13.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 18 April 2018 commencing at 4.30pm.

**14.0 CLOSURE**