



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

Wednesday 18 April 2018

Shire of Mingenew

Ordinary Council Meeting Notice Paper

18 April 2018

Madam President and Councillors,

An Ordinary Meeting of Council is called for Wednesday, 18 April 2018, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

Martin Whitely
Chief Executive Officer

13 April 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.

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SHIRE OF MINGENEW

MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 18 April 2018 COMMENCING AT 4.30pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President HM Newton declared the meeting open at 4.30pm and welcomed all in attendance.

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

HM Newton	President	Town Ward
CR Lucken (from 4.38pm)	Deputy President	Town Ward
KJ McGlinn	Councillor	Town Ward
RW Newton	Councillor	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
JD Bagley	Councillor	Rural Ward
LM Eardley	Councillor	Town Ward

APOLOGIES

CR Lucken (delayed arrival)	Councillor	Town Ward
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STAFF

N Hartley	Acting Chief Executive Officer
D Ojha	Finance Manager
B Bow	Governance Officer

PUBLIC

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

There being no members of public present the President proceeded with the meeting allowing a period of 15 minutes for questions from the public up until 4.45pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1.1 ORDINARY MEETING HELD 21 MARCH 2018

COUNCIL DECISION – ITEM 7.1.1

MOVED: Cr JD Bagley

SECONDED: Cr RW Newton

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 21 March 2018 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED 6/0

7.1.2 AUDIT COMMITTEE MEETING HELD 21 MARCH 2018

COUNCIL DECISION – ITEM 7.1.2

MOVED: Cr KJ McGlinn

SECONDED: Cr JD Bagley

That the minutes of the Audit Committee Meeting of the Shire of Mingenew held in the Council Chambers on 21 March 2018 be received.

VOTING DETAILS:

CARRIED 6/0

Cr CR Lucken entered the meeting at 4.38pm.

7.1.3 SPECIAL MEETING HELD 5 APRIL 2018

COUNCIL DECISION – ITEM 7.1.3

MOVED: Cr KJ McGlinn

SECONDED: Cr LM Eardley

That the minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 05 April 2018 be confirmed as a true and accurate record of proceedings.

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 BRANDING & PROMOTION

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0074
Date:	12 April 2018
Author:	Martin Whitely, Chief Executive Officer

Summary

This report recommends that Council consider a proposal from Lateral Aspect regarding an extension to their current contract and that consideration is given to approving an advertising and promotion budget for the 2018/19 financial year.

Attachment

Lateral Aspect Proposal
Media Proposal

Background

In July 2016 Lateral Aspect carried out a strategic planning session with Council and staff and produced a document that looked at ways of promoting the community's assets and attracting additional visitation numbers to the Shire of Mingenew. On completion of the strategic planning session Lateral Aspect were engaged by Council on a retainer basis for a period of 2 years, commencing 1 August 2016 through to 31 July 2018. During this period Lateral Aspect implemented the Shire's new website, logo and other digital and marketing initiatives.

Comment

Lateral Aspect conducted a community engagement evening at the Recreation Centre on 4 April 2018. The event was attended by approximately 15-20 people and received some very positive feedback from those that attended. During the course of their visit Mark Lucas also met with the Mingenew Midwest Expo to discuss any possible leveraging opportunities or advertising synergies that could be maximised to further promote the event. The Mingenew Midwest Expo ("Expo") have indicated that they are very keen to partner with Lateral Aspect to help them promote the 2018 event.

I have had further discussions with Lateral Aspect in respect to their involvement with Expo and while they are very keen to be involved with assisting Expo in their preparations for this years event, this would only be financially viable should the Shire to continue to retain Lateral Aspect beyond the current agreement. Given that the existing contract with Lateral Aspect will expire on 31 July 2018 I thought this would be an opportune time for Council to indicate if they intend to extend the contract beyond the first 2 year term. The proposal from Lateral Aspect is attached for Council information and the proposed retainer fee is the same as the current agreement.

In addition to an annual retainer fee, Lateral Aspect has provided an indicative advertising and promotion budget. This is tabled in the media proposal. This budget would be in addition to the annual retainer fee and used to promote Mingenew via the various outlets as outlined in the media proposal.

As a comparative, at the June 2017 Ordinary Meeting Council approved a budget of \$30,000 for advertising and promotion for the 2017/18 financial year. In the attached media proposal an indicative budget of \$45,280 for both the 2018/19 and 2019/20 financial years is suggested.

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While Council are not being requested at this point in time to approve the media proposal, it is important to highlight that an advertising and promotion budget will need to be endorsed in addition to the retainer fee to allow Lateral Aspect to promote the Mingenew brand. As such, if Council were to extend the current contract and implement the proposed advertising and promotion budgets for the 2018/19 and 2019/20 financial years, this would equate to a financial investment of \$172,560.

Clearly this is a significant investment for the Shire and unfortunately with such a poor wildflower season in 2017 it is difficult to ascertain the impact the brand promotion may have had during this period. While I am an advocate for the branding concept, it is important that the Shire see some direct benefits in correlation with the investment.

Consultation

Mark Lucas, Lateral Aspect
Lily Ward, Lateral Aspect
Cr Helen Newton, President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There is a direct financial impact in appointing Lateral Aspect for a further 2 year period and these costs would be need to be accounted for in the 2018/19 and 2019/20 financial years.

Strategic Implications

Community Strategic Plan
Outcome 1.1.3 – Support and encourage tourism development
Outcome 1.1.4 – Continue to support local events and promote new events

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council;

- 1. Agree to extend the Lateral Aspect contract for a further 2 year tem commencing 1 August 2018 and expiring 31 July 2020, and**
- 2. That consideration is given to approving an advertising and promotion budget for the 2018/19 financial year, and**
- 3. Make provision in the 2018/19 Budget for the approved amounts.**

COUNCIL DECISION- ITEM 9.1.1

Moved: Cr JD Bagley

Seconded Cr: CR Lucken

That the item be deferred to the May 2018 Council Meeting to enable further consideration of the financial commitments and proposed program.

VOTING DETAILS:

CARRIED 7/0

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MARCH 2018

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 12 April 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 March 2018 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 March 2018

Background

The Monthly Financial Report to 31 March 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	\$691,402
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

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

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	650	42,500	860	5,857	49,867

Rates Outstanding at 31 March 2018 were:

	February 2018	January 2018
Rates	139,018	264,030
Rubbish	13,124	13,425
ESL	3,941	4,242
TOTAL	156,083	281,697

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.

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- (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: CR Lucken

Seconded: Cr RW Newton

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

VOTING DETAILS:

CARRIED 7/0

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MARCH 2018

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 12 April 2018
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

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 9.2.2

Moved: Cr LM Eardley

Seconded: Cr CR Lucken

That Council confirm the accounts as presented for March 2018 from the Municipal & Trust Fund totalling \$153,742.55 represented by Electronic Funds Transfers of EFT 11394 to 111426, EFT 11427 to EFT 11429 were cancelled and EFT 111430 to 11433 Direct Deduction DD8385.1.1, 2, 3, 4, 5 & 6, DD 8398.1, DD 8317.1, 2, 3, 4, 5 & 6 and Municipal Cheque numbers 8547.

VOTING DETAILS:

CARRIED 7/0

9.3 ADMINISTRATION

Nil

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 16 May 2018 commencing at 4.30pm.

14.0 CLOSURE

The President thanked Durga Ojha for his contribution to the Shire of Mingenew and praised his efforts in solidifying a sound financial position for the Shire. The President wished Durga and his family all the best for the future.

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

These minutes were confirmed at an Ordinary Council meeting on 16 May 2018

Signed _____
Presiding Officer

Date: _____