



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

Wednesday 20 June 2018

Shire of Mingenew

Ordinary Council Meeting Notice Paper

20 June 2018

Madam President and Councillors,

An Ordinary Meeting of Council is called for Wednesday, 20 June 2018, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

Neil Hartley
Acting Chief Executive Officer

15 June 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.

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SHIRE OF MINGENEW

WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

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

Dear Sir/Madam,

Re: Written Declaration of Interest in Matter before Council

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

(2)_____

Agenda Item (3) _____

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

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

The nature of my interest is (5)

The extent of my interest is (6)

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

Yours faithfully,

Signed

Date

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

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SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 20 June 2018 COMMENCING AT 4.30pm

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
 - APOLOGIES**
Cr GJ Cosgrove
- 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
Nil.
- 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 16 MAY 2018

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 16 May 2018 be confirmed as a true and accurate record of proceedings.

- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
- 9.0 OFFICERS REPORTS**
 - 9.1 CHIEF EXECUTIVE OFFICER**

9.1.1 YANDANOOKA RAILWAY LICENCE- COMMUNITY PURPOSE LOADING RAMP AND COMMUNITY POST OFFICE

Location/Address: Yandanooka Townsite
Name of Applicant: ARC Infrastructure Pty Ltd
Disclosure of Interest: Nil
File Reference: ADM0278
Date: 25 May 2018
Author: Neil Hartley (Acting Chief Executive Officer)

Summary

This report seeks consideration of whether the Shire wishes to retain two separate (expired) lease areas on rail corridor land within the Yandanooka Townsite.

Community consultation has occurred to ascertain community interest and one formal and one informal submission have been received, both supporting the retention of the leases.

It is suggested that both leases (for the Community Post Office and for the Community Purpose Loading Ramp) be re-established.

Attachment

ARC Infrastructure letter (10 April 2018)
Community Consultation article placed in Mingenew Matters Newsletters late April/early May 2018
Letter from Mrs Robyn Soullier
License Document
Site Map of License areas

Background

The Shire of Mingenew has two historic Peppercorn Rental Community Purposes leases with the Public Transport Authority of Western Australia (PTA) over rail corridor land at Yandanooka. One (Lease L5846 - Community Purpose Loading Ramp) was used as a loading platform (lease expired 2004), and other (Lease L4235 - Community Post Office) was used as a mail and courier delivery facility (expired 2007). Both leases “expired” several years ago but continue in a monthly renewal “holding over” classification.

Arc Infrastructure (previously Brookfield Rail) and the State Government requires the Shire of Mingenew to either formally enter into new arrangements if it still wishes to retain occupancy rights, or to formally advise that the leases are no longer required.

Indications are that the loading ramp was installed by the State Government and the shed was originally CBH employee accommodation. Neither asset has been used by the Shire for many years.

ARC advises that PTA does not own the shed that has been used as a Post Office at Yandanooka (as past correspondence indicates that the lease is a lease of land only). Hence PTA believes the shed belongs to the Shire – and as such – should the Shire seek to terminate the lease – PTA would require the Shire to either demolish or relocate it and its contents.

PTA would not be able to grant a license to a community group (e.g. a Yandanooka community group). It can only offer Community Purpose peppercorn rental Licences to Local Governments. This is presumably why the existing lease is in the name of the Shire of Mingenew.

An invitation to provide community feedback was advertised in *Mingenew Matters* Newsletters late April/early May 2018, with responses due by 25 May 2018. One verbal response was provided and one written

submission was received from Robyn Soullier (attached) outlining that there is “historic value” in both structures as they do reflect a part of Yandanooka’s history and also provide a talking point for the overnight free-campers that occasionally use the area.

Comment

Both leases have expired several years ago and ARC Infrastructure is required (as part of its agreement to operate) to address these matters so that land tenure/leases are accurately reflected on all rail corridor land. Interestingly, ARC has just recently also highlighted to the Shire that the leases have insurance requirements that must be met by the Lessee (the Shire) and has asked that the Shire forward a current *Certificate of Insurance Currency*. This is not an uncommon nor an expensive exercise as local governments enjoy very competitively prices for structural insurance, but it does highlight that ARC is committed to improving the management of its leases as part of its overall railway corridor management operations. This requirement will however, add a small administrative burden onto the Shire to better manage the Lessee responsibilities of the Leases.

Whilst difficult to ascertain “value”, the Shire itself has no need to access either facility and on balance therefore, it would seem doubtful that the costs are justified, at least from the perspective of the Shire’s operations. Community consultation has however, drawn out some support for the retention of the leases and this is expanded upon in the “Consultation” area of this report.

If community use is the predominant purpose ARC advises that the lease would be for a five year period with a five year option to renew. Costs of the lease documentation and annual lease fees will be kept to a minimum by ARC, however there is a one-off fee for preparation of the maps and documentation which is ‘reduced to \$1000 to Shires for community use leases’. Other particular clauses of not that the proposed License contains are -

- a) It is a License, not a Lease (that is, the Shire does not have tenancy rights);
- b) ARC will not maintain any of the existing infrastructure and takes no responsibility for any accident, injury or claim that might occur. The Shire needs to take on those responsibilities and to also indemnify ARC. This is the case for both the License areas and, includes any maintenance requirements of the Loading Ramp structure; and
- c) Specific insurance requirements (e.g. \$50m common law claims) are required.

If the two sites could be included in one single License, it might reduce the cost to one single \$1,000 fee.

Consultation

An invitation to provide community feedback was advertised in Mingenew Matters Newsletters late April/early May 2018, with responses due by 25 May 2018. One informal response has been received, seeking that the Shire maintain the storage shed lease on the basis it is occasionally used by the local farming community, and if the building is removed, deliveries will be left at alternative locations, causing confusion and opening the opportunity for opportunistic theft. A second response (see letter attached) outlines that the facilities have heritage and tourist value.

Whilst the Shire itself does not utilise either facility any more, the cost to maintain the leases is not excessive either. Council could therefore conclude that the heritage and tourism value of the area does securing sufficient value to justify the Shire taking the position of retaining both sites for heritage/tourism purposes. The building seems structurally secure and might also have some future community use. The loading ramp however would require stabilisation before it could be used for its constructed purpose, but warning signage if only used as a “static display”, should be sufficient to protect against any Shire liability. It would therefore be possible to keep the leases purely for heritage/tourism viewing purposes only, with suitable signage to warn any visitors that they access the areas “at their own risk”.

Statutory Environment

The Shire would need to enter into a lease arrangement with Arc Infrastructure Pty Ltd to secure the right to occupy the property.

Policy Implications

Nil

Financial Implications

There will be some costs to establish the Licenses (most notably the “reduced” \$1,000 one-off fee/license area for preparation of the maps and documentation) and the Shire will need to include the building and the separate loading ramp/storage area as assets, and budget for regular maintenance and insurance. The old Mail Delivery Building is in reasonable condition, however the storage area/loading ramp is in need of repairs prior to anything other than very light use. Rebuilding costs for this facility for regular safe usage would be several thousands of dollars at least and is not recommended.

Initial warning signage would likely cost about \$500 installed, and an estimated ongoing budget allocation of \$500/year would be considered to be adequate as an annual maintenance/insurance premium contribution if the leases were taken up, although costs would be expected to vary from year to year.

Whilst not significant dollar items in themselves, it should not be forgotten that the above costs will accumulate to a proportion that will take up over 0.1% of the proposed rate increase for 2018/19 (or to put it another way, between about 5-10% of the suggested rate increase for next year will need to be allocated to this Yandanooka License Project).

Strategic Implications

The Corporate Business Plan 2011-21 outlines that the Shire should suitably recognise and retain places of heritage, and maintain and enhance existing historical infrastructure. Whilst these facilities are not likely to be categorised as item of “significant heritage infrastructure”, they none-the-less represent a part of the history of Yandanooka. The Plan also promotes that an effort should be made to increase the number of visitors and extend the tourism season within the region. It not considered that the two structures would be an attractor in themselves for tourists, but they do add to the “overall experience” of visiting the district.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.1

That Council:

1. Notes the efforts made by local residents to offer their comments, and concurs that the relatively low initial and ongoing cost to the Shire justifies the community, tourism and historic benefits the two facilities might provide;
2. Advise ARC Infrastructure Pty Ltd that the Shire does wish to retain both Community Purpose peppercorn leases, L5846 - Community Purpose Loading Ramp, and L4235 - Community Post Office, on the rail corridor land within the Yandanooka Townsite on the following conditions –
 - a. The Shire’s insurance policy can accommodate the clause #14 License requirements;
 - b. License establishment costs do not exceed \$1,000/License (noting that the Shire has a preference for one single License to cover both sites); and
3. Requires that the CEO progress the finalisation of the License(s) with the ARC Infrastructure Pty Ltd and authorises the President and/or CEO to execute the Licenses by signing them and applying (if required) the Shire’s common seal.

9.1.2 MOSQUITOES – MINGENEW TOWNSITE

Location/Address: Mingenew Townsite
Name of Applicant: Mr Mark Conway
Disclosure of Interest: Nil
File Reference: ADM0071
Date: 21 May 2018
Author: Neil Hartley (Acting Chief Executive Officer)

Summary

The issue of mosquitoes in Mingenew is seasonal and historic. The Shire has a mosquito control program in the form of “fogging”, however this report suggests that to address recent community input in regard to the use of chemicals and the potential impacts on community health, a broader control program be progressed, with fogging being only one of the control mechanisms. A Mosquito Management Program is suggested to be prepared, so that there is a planned and coordinated approach to reducing mosquito populations in the townsite. The programme to be designed to be environmentally and economically sustainable over the long-term, and to not rely solely on the aerial application of pesticides for mitigation.

Attachment

Attachment 1 Letter from Mr Mark Conway

Background

Mr Conway has written to the Shire (21 May 2018) in regard to mosquito spraying. He has also in the recent past, provided information on the same subject.

The Shire provides a mosquito control program in the form of “fogging”. This is a chemical based service and is undertaken on an “as needed” basis, generally driven by community comments about the level of mosquitoes in the vicinity.

Mr Conway advises that he has concerns for his health with regard to the current chemical based approach, and is of the belief that the Shire should modify its practices to better accommodate those in the community with health concerns and/or views that a chemical based fogging program should not occur.

The following actions have been undertaken by the Shire’s contracted Environmental Health Officer and Administration in regards to mosquito management in Mingenew in more recent times:

1. Conducted investigation of all known natural water sources (rivers, “lakes”, pools, soaks etc) within a 15km radius of the Mingenew Townsite;
2. Conducted a brief visual (drive-by) assessment of the state of properties around the townsite, looking for harbourage (e.g. open septic tanks, machinery and disused materials such as tyres, containers etc) in the Townsite;
3. Commenced research into the development of a Mosquito Management Program;
4. Developed a preferred fogging methodology – that is, two runs of the fogger through the townsite (one pass upwind across the top of town and then another pass through the middle of town, and then a thorough fog of heavily treed areas along the river and around the caravan park); and
5. Fogged Mingenew townsite on 18 May 2018 following discussions with Environmental Health Officer..

Mosquito Management Program (MMP): Research into the preparation of the MMP is underway and while it is yet to be completed and adopted, activities aligned with a MMP process have already been initiated.

A programme is being prepared so that there is a planned and coordinated approach to reducing mosquito populations in the townsite and therefore also reducing any related public health risk to the local residents. The programme will be designed to be environmentally and economically sustainable over the long-term,

and to not rely solely on the aerial application of pesticides for mitigation. It will have the following process steps:

- **Collect and collate existing information**
- **Conduct baseline mosquito surveys** - The EHO is organising a sampling (trapping) program to be conducted as soon as possible. Traps are being sourced from the Health Department and have been delivered to the Shire. The EHO has conducted training of identified staff on how to place, retrieve and empty the traps and store the collected specimens for identification. Once the mossies are identified, their characteristics will provide an excellent understanding of where they are likely to be breeding (i.e. natural water source or man-made source) which will allow targeted investigations.

Once the trapping has occurred, likely sources of the breeding will be identified.

Often the source will be man-made (i.e. tyres, disused materials, containers, uncapped sewer vent pipes etc) so an inspection of the properties in town will be conducted to identify likely sites and owners/occupiers approached to conduct remediation works. This work will be preceded by an education campaign addressing this issue. Whilst not expected, if owners or occupiers do not assist, notices can be served under the Shire's Health Local Law or even the Health Act.

- **Determine mosquito management needs and options**
- **Address Operational Aspects**
 - Determine budget and resources
 - Approvals and collaboration
 - Public education, advice and warnings (e.g. preparation and dissemination of information brochures)
 - Measuring effectiveness of the program
- **Support and resource requirements**
 - Organisational commitment
 - Program funding
- **Document program activities and procedures**
- **Implementation**
- **Ongoing assessment and refinement of the program**

Comment

Fogging for mosquitoes is a somewhat divisive activity almost everywhere it occurs. People are rightly concerned about mosquitoes, as they can bring with them debilitating diseases like Ross River Virus, and rightly concerned about any chemicals that might be used to control these insects. Chemicals used inappropriately can cause health issues for operators and others in near proximity and a great deal of care should be taken when using them – which the Shire does.

Mosquito populations will fluctuate from year to year (as well as seasonally) in response to changing environmental conditions. The management of mosquitoes is therefore rarely as simple as taking one approach (for example, aerial spraying or the application of larvicide) to achieve an acceptable level of control. In general, to be effective, the mosquito management program will be based on an integrated approach which combines various methods to minimise interaction between mosquitoes and the public and reduce the risk of mosquito-borne disease transmission.

One of the key operational aspects of implementing the MMP will be public education, advice and warnings. Residents have a key role and responsibility in the program with regards to managing their exposure to the insects and also managing their own environment to limit breeding. This work needs to start immediately.

To involve them, we can undertake some or all of the following activities:

- develop information displays and material for letter drops;
- undertake school and community education;
- promote the program and our key messages using local media;
- disseminate warnings when environmental and mosquito monitoring indicate a risk of mosquito-borne disease is increased;
- provide timely advice of planned chemical and physical mosquito control activities; and
- inform and educate residents about their responsibilities for personal preventive measures and backyard mosquito control, for example:
 - septic tanks;
 - rainwater tanks;
 - fish ponds;
 - roof gutters;
 - pot plant saucers;
 - tyres; and
 - other water-holding containers.

Consultation

Gordon Houston Environmental Health Officer

Statutory Environment

The Health Act requires every local government to conduct activities aimed at protecting the public health of its community.

Policy Implications

Nil

Financial Implications

The Shire budget includes a provision of \$5,992 for its fogging operations and a further \$5,000 for environmental health services (under a joint scheme with several neighbouring local governments).

While the existing arrangement for EHO services only allows for limited on-site attendance by the Consultant EHO, if the Shire determines that it would like additional support to conduct various parts of the Mosquito Management Program or indeed any other additional environmental consultancy works, it is able to source that support from the current incumbent outside of the existing servicing arrangement (at the same rates and arrangements per the existing EHO service MOU).

Strategic Implications

The Corporate Business Plan 2011-21 outlines that the Shire should work to improve community health and well-being. Also, to ensure compliance with any relevant health legislation. Mosquito control is a local government responsibility and the Shire's corporate plan highlights in a broad sense that the Shire plays an overarching role in providing a healthy place for our community to live.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That Council:

1. **Supports the development of an environmentally and economically sustainable Mosquito Management Program (MMP) which has a planned and coordinated approach to reducing mosquito populations and public health risk in the Mingenew Townsite, but does not rely solely on the aerial application of pesticides for mitigation;**
2. **Considers an allocation of \$5,000 in the 2018/19 budget to develop and implement a Mosquito Management Program for the Mingenew Townsite; and**
3. **Accepts that until a MMP can be completed, fogging is the preferred methodology of mosquito control, utilising (subject to suitable environmental conditions) two dusk time runs of the fogger through the Townsite (namely, one pass upwind across the top of town and then another pass through the middle of town, plus a comprehensive fog of heavily treed areas along the river and around the caravan park).**

9.1.3 REGISTER OF DELEGATED AUTHORITY

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0342
Date:	28 May 2018
Author:	Neil Hartley, Acting Chief Executive Officer

Summary

Council is required to undertake a review of all delegations each financial year.

All existing delegations have been reviewed to ensure that the Chief Executive Officer/Authorised Officers have the necessary authority to exercise delegated authority under the relevant legislation. The proposed changes to the Delegation Register are reflected in Attachment 2 - 'Register of Delegated Authority'.

Attachment

- Attachment 1 Register of Delegations (Current) September 2017
- Attachment 2 Register of Delegated Authority - Shire of Mingenew (Proposed Register).
- Attachment 3 Summary of Proposed Amendments

Background

Sections 5.42 and 5.44 of the Local Government Act 1995 prescribes that Council may delegate certain powers and duties to the Chief Executive Officer. A variety of other legislation also permits the delegations of functions to the Chief Executive Officer, as well as other officers. A delegation authorises persons or a class of persons to exercise powers that the Council would ordinarily exercise.

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Without delegated authority, many decisions of the Shire would need to be made by Council at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate to other staff as appropriate. This enables the administration to effectively manage the large volume of routine work of a local government and facilitates timely service delivery to the community. Furthermore, it allows Council to focus on policy development, representation, strategic planning and community leadership.

Delegations that are made by a delegator are required to be in writing and recorded within a register. Conditions can be set for the use of any delegation. The Act requires delegators to review the register once every financial year (s5.18, s5.46). The Shire of Mingenew Register of Delegated Authority was last reviewed by Council in September 2017.

Comment

The aim of this latest review has been to assess the suitability and relevance of the delegations held within the Register whilst also addressing the following:

- A revised layout for each instrument of delegation to improve ease of use;
- Improvements to the wording and referencing of individual delegations to ensure clarity; and
- New/modified scope of individual delegations to increase efficiency.

The proposed register has been condensed down from 42 to 20 delegations and grouped according to the head of power (legislative power that enables delegation). Given the large number of delegations that

extend from the Local Government Act, the relevant sections for delegation have been grouped by subject matter and titled by its common theme.

The proposed Register includes referencing to the specific sections of legislation that are proposed to be delegated to ensure clarity around scope of delegation for both Council and Officer. Conditions have also been suggested.

The summary of the changes that are being proposed to be made to the current Delegation have been detailed in attachment 3.

Consultation

Neil Hartley	Chief Executive Officer
Gordon Houston	Environmental Health Officer
Lloyd Evans	Senior Building Surveyor
Simon Lancaster	Town Planner

Statutory Environment

Local Government (Audit) Regulations 1996
Local Government (Functions & General) Regulations 1996
Local Government (Administration) Regulations 1996
Local Government (Rules of Conduct) Regulations 2007

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

This proposal will support the achievement of the following objectives and strategies detailed in the Community Strategic Plan:

Outcome 4.2.1 Continue to deliver quality local government services

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

Voting Requirements

Absolute Majority.

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council:

- 1. Revoke the Register of Delegations dated September 2017 (at Attachment 1) and revoke the Council Appointed Officers currently attached to the Register of Delegations titled September 2017 and listed within Attachment 1; and**
- 2. Authorise and grant the Delegated Authority as per Attachment 2, entitled “Shire of Mingenew - Register of Delegated Authority” and appoint Officers as per Attachment 2, entitled “Shire of Mingenew - Register of Delegated Authority”.**

9.1.4 MINGENEW CHILD-CARE CENTRE

Location/Address: Phillip Street, Mingenew
Name of Applicant: Mingenew Community Resource Centre
Disclosure of Interest: Nil
File Reference: ADM0195
Date: 13 June 2018
Author: Neil Hartley (Acting Chief Executive Officer)

Summary

The Mingenew Community Resource Centre as the licence holders of the Mingenew Child Care Centre wish to access funds allocated in the Shire's 2017/18 budget, to undertake various renovation works, including asbestos removal at its Shire leased building. These funds were allocated to Child Care/Playgroup requests in the capital works expenditure budget.

The request is supported on the basis that the Mingenew Community Resource Centre (MCRC) has a long term lease of this Shire owned property, the works are due to commence imminently, and MCRC is a professionally managed organisation.

Attachment

Letter from Mingenew Community Resource Centre (8 June 2018)
Sister Cameron House Improvement Plan

Background

The December 2017 Concept Forum received a deputation from the Mingenew Child Care/Playgroup about a proposal to undertake renovations on the Sister Cameron Day-Care building on Phillip Street.

The deputation outlined the current state of the Day-Care premises, the importance of this service to the community and a summary of its value from a personal perspective, and sought in principal support for the renovation of Sister Cameron House (the Day Care premises).

The Forum acknowledged the importance of the day-car service for the community and that a report be presented to Council for it to consider support for a refurbishment project at the Sister Cameron building on the following conditions:

- That any proposal submitted to Council needs to be supported by the Lessee, the Mingenew Community Resource Centre (and its Board);
- Will need to meet current building standards and access conditions;
- Should be pre-endorsed by the relevant child care regulators to ensure it will pass an onsite audit; and
- That Council consider committing \$30,000 towards to the proposed works (on the basis of a 1/3, 1/3, 1/3 for the total project cost), noting that the present budget already includes \$20,000. If any application for supplementary grants were unsuccessful in then a separate request for Shire funds would be required.

The above proposal has since been modified by the MCRC, and replaced with the attached Sister Cameron House Improvement Plan (noting that this is a working document to assist in discussion and planning and keep all involved and informed). Works to be undertaken include:

- Removal of asbestos from Sister Cameron Building veranda;
- Installation of new ceiling on veranda;
- Installation of soft floor to the verandah;
- Enclosing of veranda from weather via zip track blinds and fly screens;
- Electrical works to increase available power points;
- Installation of new doors to veranda and building;
- Installation of new flooring to the interior in front room and kitchen laundry areas;

- Installation of new kitchen to include more storage options and modernised fittings; and
- Plumbing to the kitchen.

These works will be partly funded through the following sources:

- CBH funding received through Shire CDO to complete minor works on veranda;
- Donated goods (e.g. Flat pack kitchen and volunteer time to install); and
- Mingenew CRC and Playgroup funds.

Whilst the project and its funding are linked, the total works and related costs are not firm.

Comment

The applicants would like to commence works at the site in July and were seeking an assurance from Council that the \$20,000 will be available in the 2018/19 budget, and that the funds be made available in July 2018, upon the commencement of its upgrade works. As the Shire's budget is not settled until August, this option is somewhat problematic.

The Council could make that commitment, but on the basis that the MCRC has a long term lease of the property; the works are due to commence imminently and the property is owned by the Shire of Mingenew; and MCRC is a professionally managed organisation; the alternative would be to forward the funds directly to the MCRC now, and condition those funds suitably to protect the Shire's interests. This option is workable on the basis that further allocations of Shire funds are flagged as being required to complete upgrade works and therefore it will be in the MCRC's best interests to ensure that the project is managed well and the Shire's funds are efficiently and accountably spent.

Consultation

President (Mrs Helen Newton) Mingenew Community Resource Centre

Statutory Environment

Local Government Act Section 6.8 (Expenditure from municipal fund not included in annual budget) outlines that a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution* (* *Absolute majority required*).

Policy Implications

The proposal is consistent with Council's policy 1.4.2 (Supporting the Community).

Financial Implications

The existing 2017/18 Budget contains an allocation of \$20,000 (made up of two components of \$10,000 each, for the Child Care Facility and the Playgroup).

Strategic Implications

The 2017 – 2021 Corporate Business Plan has a specific objective of maintaining the provision of high quality community infrastructure, with one of its specific actions being to continue to support child care facilities.

Voting Requirements

Simple Majority

That Council:

- 1. Commends and supports the Mingenew Community Resource Centre's proposal for the upgrade of the Mingenew Child Care facility;**
- 2. Agrees to forward the Shire's 2017/18 budget allocation of \$20,000 to the Mingenew Community Resource Centre for the upgrade project on the condition it:**
 - (a) secures and accounts for that funding separately within its own accounts until it is expended,**
 - (b) provides a detailed list of upgrade works/Building Plan that the Shire's funds will be allocated to and a construction timeline for those works, and that this plan be submitted to the CEO for his endorsement;**
 - (c) completes the agreed upgrade works outlined in the Building Plan in a timely manner; and**
 - (d) provides a detailed reconciliation of those funds by 31 December 2018 following completion of the project (including returning any unspent moneys to the Shire); and**
- 3. Considers additional funding within the 2018/19 budget, but that it not be distributed to the Mingenew Community Resource Centre until after the reconciliation outlined above and a refined list of "stage 2" upgrade works/Building Plan has been submitted to the Shire.**

9.1.5 MINGENEW COMMUNITY RESOURCE CENTRE – FUNDING/SERVICES CONTRACT

Location/Address: Not Applicable
Name of Applicant: Mingenew Community Resource Centre
Disclosure of Interest: Nil
File Reference: ADM0050
Date: 6 June 2018
Author: Neil Hartley (Acting Chief Executive Officer)

Summary

On 10 July 2017, the State Government announced the Community Resource Centre (CRC) contracts were to be shortened to 18 months, with current contracts due to expire in March 2019. In Mingenew's case, its 2019/20 funding will be reduced to \$70,000pa (from \$92,000) a reduction of \$22,000.

The Mingenew Community Resource Centre has made application to the Shire for an allocation from the Shire's 2018/19 Budget. The allocation is for \$20,150 and is on the basis that the MCRC will (under the Shire's direction) undertake several community development activities, namely, Seniors Activities, Biggest Morning Tea, Anzac Service, Christmas Tree, and Community Activities.

It is proposed that the application be supported on the basis that it will enable a critical local service to survive, and that existing staff hours for Shire staff will be "freed up" to enable other important governance operations to be undertaken.

Attachment

Letter from Mingenew Community Resource Centre
Letter from Department of Regional Development (30 April 2018)

Background

On 10 July 2017, the State Government announced the Community Resource Centre (CRC) contracts were to be shortened to 18 months, with current contracts now due to expire in March 2019. Community Resource Centres across Western Australia are being put under duress by these reductions in State Government funding. In Mingenew's case, its funding will be reduced to \$70,000pa (from \$92,000) a reduction of \$22,000 in 2019.

The Hon. Alannah MacTiernan MLC has rejected Western Australian Local Government Association State Council's request to reverse the decision and WALGA has requested that CRCs in Local Governments are involved in the development of innovative service delivery models. The Department of Primary Industries and Regional Development (DPIRD) is producing an options paper to assist in identifying the best way forward.

The Mingenew Community Resource Centre (MCRC) was originally established to provide information technology, internet access and resources to the Mingenew community. It currently provides a number of services for local community members and business, like computer and internet for those without access. It also has a government computer for customers to use for any government related business, and is a Centrelink Access point. In addition, the MCRC runs the Mingenew Post Office and the Mingenew Education & Care Centre.

The Mingenew Community Resource Centre has made application to the Shire for an allocation from the Shire's forthcoming 2018/19 Budget. The allocation is for \$20,150 and is on the basis that the MCRC will (under the Shire's direction) undertake several community development activities, namely, Seniors Activities, Biggest Morning Tea, Anzac Service, Christmas Tree, and Community Activities.

Comment

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 20 June 2018

The amount of the funding cut in the context of the State Government's budget is quite insignificant, however the impact on small local communities that have CRC's is going to be very detrimental.

In Mingenew's case, the MCRC cannot continue to provide its suite of services without that funding and it now seeks supplementary moneys from the Shire of Mingenew to maintain important local services that go to providing a basic quality of life for Mingenew residents.

Questions that need to be considered if the MCRC were to cease operating include, what will happen to the capacity of the Post Office to service its local clients, and will the Childrens' Day Care Centre survive? Also, will the Video Conferencing facilities be able to be maintained?

CRC's have historically provided key social impact items including programs, projects and events. These items should not go un-noticed. The social benefits from these activities greatly outweigh the dollar cost in rural and remote areas such as Mingenew, where social isolation contributes to multiple health related issues, including mental health disorders. CRC's such as Mingenew need to be able to continue to provide these key social services to the community.

Restoring the CRC funding will not make a significant adverse difference to the State's budget, but it will make a sizeable difference to family health and wellbeing in all rural communities.

Of the above for \$20,150 proposed funding, \$15,500 is already included as existing Shire costs for these activities. The nett effect of the above if funded, will be that the Shire's expenses will increase by \$4,650/annum, and that it will free up officer time (principally through the Community Development Officer) to undertake other governance activities.

Consultation

President (Mrs Helen Newton) Mingenew Community Resource Centre

Statutory Environment

Section 3.1. (General Function) of the Local Government Act outlines that the general function of a local government is to provide for the good government of persons in its district.

Section 6.2 (Local government to prepare annual budget) requires that local governments are to prepare and adopt an annual budget in the form and manner prescribed.

Policy Implications

Purchasing Policy (1.3.1).

Financial Implications

The Mingenew Community Resource Centre's application is for an allocation from the Shire's 2018/19 Budget. The allocation is for \$20,150 (made up of five allocations which require it to provide individual community development services, namely (Seniors Activities \$12,000, Biggest Morning Tea \$1,000, Anzac Service \$1,000, Christmas Tree \$3,900, and Community Activities \$2,250).

Of the above, \$15,500 is already included as existing Shire costs for these activities.

Xmas Tree	3900
ANZAC	1000
BMT	1000
Seniors activities	3600
Community Activities	5000
Community workshops and meetings	1000
Total	15500

The nett effect of the above if funded, will be that the Shire's expenses will increase by \$4,650/annum, and that it will free up officer time (principally through the Community Development Officer) to undertake other governance activities.

Strategic Implications

There is no mention of the Mingenew Community Resource Centre within the 2017 – 2021 Corporate Business Plan, however it does have a specific objective of developing a safe and welcoming community where everyone has the opportunity to contribute and belong, with specific actions to continue to develop senior's facilities and to continue to provide facilities to support local community organisations.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.5

That Council:

1. **Acknowledges the historic support provided by the Mingenew Community Resource Centre to the Mingenew district's community;**
2. **Agrees to include in the 2018/19 budget for consideration, an allocation to the Mingenew Community Resource Centre of \$20,150 for the purposes of conducting a range of community development activities, namely:**
 - a) **Seniors Activities** \$12,000,
 - b) **Biggest Morning Tea** \$1,000,
 - c) **Anzac Service** \$1,000,
 - d) **Christmas Tree** \$3,900, and
 - e) **Community Activities** \$2,250.
3. **Requires the Chief Executive Officer to establish suitable control measures to ensure that the Shire funds allocation to the Mingenew Community Resource Centre are being accountably managed and are resulting valuable community service levels being achieved; and**
4. **Expresses its disappointment with the State Government for its decision to reduce funding and contracts with Community Resource Centres across Western Australia (as the costs saved by that decision will be felt disproportionately by rural communities and will lead to a lowering of the standard of living and the wellbeing of families across rural Western Australia) and asks that CRC funding across Western Australia be reinstated no later than in the 2019/20 budget, and earlier if state budget conditions improve sufficiently to do so.**

9.1.6 YARAGADEE BRIDGE – APPROVAL FOR DETOUR

Location/Address:	Mingenew/Mullewa Road
Name of Applicant:	Main Roads WA (MRWA)
Disclosure of Interest:	Nil
File Reference:	ADM0436
Date:	7 June 2018
Author:	Neil Hartley (Acting Chief Executive Officer)

Summary

Yaragadee Bridge is in need of replacement and Main Roads WA (MRWA) is working with the Shire to progress that outcome. MRWA requires the Shire to confirm the detour proposal, so that it can progress the funding application for the upgrade work.

Attachment

Bridge 0833 Traffic Control Diagram (MRWA)

Background

The Main Roads Asset Management Branch has identified that the Yaragadee Bridge (Main Roads Structure 0833) requires upgrading. Yaragadee Bridge abutment works were recently undertaken and require redoing at frequent intervals.

Earlier this year Shire and Main Roads representatives undertook a site visit of the bridge and various opportunities for the project and options for repairing or replacing the bridge were considered. The Shire also highlighted at the meeting, that increasing the Mingenev-Mullewa road from a RAV 5 route to RAV 7 would be advantageous.

At the site visit it was discussed that the detour used for previous abutment works (see attached) would allow the bridge to be replaced on the existing alignment.

The bridge location, including potential realignments, have now been investigated and MRWA has concluded that the existing bridge location is preferred as it allows the bridge to cross the river at a perpendicular angle. An aboriginal heritage survey has been undertaken and a waterways assessment will soon be commenced.

Funding to develop the project has been allocated in an arrangement of 1/3 contribution from Main Roads (\$81,667) and a 2/3 contribution from Shire of Mingenev (\$163,334) equating to a total of \$245,001.

Once the above business case/ design development work has been undertaken, the ideal timing would be to replace the bridge before the abutment repairs are again required (thought to be required within the next two years).

Agreement of the Shire of Mingenev to use of the Depot Hill Road Detour is needed in order that MRWA can pursue funding through the WA Local Government Grants Commission for the bridge's construction. The following factors are relevant to the consideration of that decision:

1. Construction is likely to be for a period of approximately five months;
2. The timing of construction would be scheduled outside of the grain harvest to minimise disruption to carting;
3. Due to the depth of the Irwin River, constructing any alternative and shorter detour adjacent to the existing bridge would be at a significant cost (as a temporary bridge/culvert system would likely be required);
4. The new bridge will be designed and constructed to facilitate access for RAV 7 vehicles; and
5. It is understood that the landholder directly north of the Yaragadee bridge would have access, for light vehicles, through private property.

Comment

It is unfortunate due to prior commitments that MRWA representatives could not be available for the June Council Meeting to discuss the proposal, but if Council wished to defer the item until July, Mr Bernie Miller (Regional Manager – Midwest/Gascoyne) would be able to visit Mingenew to outline the research that has preceded its recommended detour route. It is not suggested that Mr Miller's attendance might draw out an alternative option for the by-pass, but it would enable Councillors to be fully conversant with the research that was undertaken which concluded that the proposed "Depot Hill Road Detour" is the most practical option.

Consultation

Whilst there might be a general awareness of the bridge's eventual replacement within the community, there has been no specific community consultation conducted in recent times, and particularly not in regard to the detour, which will be seen by many as being onerous, notwithstanding the long term benefits of having a functional bridge on this well used Mingenew Mullewa Road.

Council might like to consider at what level it wishes to consult with the stakeholders of the Mingenew/Mullewa Road in regard to these works. It would seem from discussions with MRWA that the bypass proposes is the most realistic option and if that is agreed, then timely and thorough informing of the community of the proposal will be the most appropriate course of action (as opposed to inviting the views of road users of the proposal, when the outcome is unlikely to be altered).

Statutory Environment

Nil.

Policy Implications

Policy 1.3.2 (Asset Management) outlines that the Shire is commitment to sustainable management of Shire's assets and its commitment in delivering service levels. Achieving this objective in an affordable and sustainable manner requires strategic and long-term approach to asset planning and management and part of that process includes community and key stakeholder consultation in regard to those expected levels of service.

Financial Implications

Whilst the Shire is making a commitment to the cost of the works, those funds are being sourced entirely from WA Grants Commission "Bridge Funding" moneys. Those funds are only available for bridge type works, and would not be otherwise available to Mingenew. There is therefore no cost to the ratepayers of the Shire.

Strategic Implications

The Corporate Business Plan 2011-21 outlines in one of its actions that the Shire needs maintain and improve road assets.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.6

That Council:

1. Supports the replacement of the Yaragadee Bridge and endorses the "Depot Hill Road Detour" as outlined in the attachment of this item, in order that MRWA can pursue the necessary funding through the WA Local Government Grants Commission for the bridge's construction; and
2. Requires that the Mingenew community be informed of this position and that when funding is approved, a widespread information campaign be progressed in cooperation with Main Roads WA.

9.1.7 ACQUISITION OF GRAVEL POLICY

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0489
Date:	12 June 2018
Author:	Belinda Bow, Governance Officer

Summary

The Shire is finding it increasingly difficult to obtain gravel supplies for the construction and maintenance of its road programs and also, as more local governments across the region are offering royalty compensation for this resource, some landowners are now suggesting a similar benefit be introduced in Mingenew.

To address the aforementioned concerns and streamline the process of gravel procurement, Council is requested to consider the adoption of the proposed 'Gravel Acquisitions' Policy and set a standard compensation limit per cubic metre.

Attachment

Attachment 1	Proposed 'Gravel Acquisitions' Policy
Attachment 2	Main Roads Operational Guidelines 95
Attachment 3	Shire of Dandaragan Minutes

Background

The Shire uses a significant amount of gravel as part of the construction and maintenance of its Capital Works Program. Historically this has been procured from landowners throughout the district in an informal manner based around the proximity of appropriate gravel sources to each specific capital works project location.

The Shire is finding it increasingly difficult for a variety of reasons, to obtain gravel supplies for the construction and maintenance of its road programs, namely:

- a) Differing gravel royalties being requested by landowners for access to gravel;
- b) The lack of incentives for land owners to assist in the supply of gravel to the Shire;
- c) An unclear position of the Shire on gravel acquisition; and
- d) The lack of consistency in the current gravel procurement process.

Gravel procurement has and is generally undertaken via the Works Manager/Supervisor identifying an appropriate location and source of gravel within the Shire and approaching the landowner with a request to donate/purchase a quantity of gravel for each specific project. However due to a lack of incentives for land owners to assist the Shire in securing gravel supplies and, a lack of understanding on both the Shire and landowners part, with regards to the powers afforded to the Shire under the local Government Act 1995, the Shire has on occasion paid landowners to secure supplies of gravel. Furthermore, the approach to payment of gravel has been inconsistent with the Shire paying varying amounts to landowners depending upon the outcome of negotiations.

The above circumstances have set a precedent and the Works Supervisor is now finding it increasingly difficult to obtain gravel supplies without some form of monetary compensation to the landowner being negotiated.

Comment

By Council adopting a policy on gravel acquisition to refine parameters of procurement, the process of securing gravel for use on public roads will be fair, equitable and transparent to all land owners within the district.

A policy has been drafted for Council to review that is aligned with:

- a) The compensation rate and principals set by surrounding Shires of the region; and
- b) The compensation rate set by Main Roads (see attachment 2).

Also included at Attachment 3 is a report extracted from the Shire of Dandaragan's website which details the unit rates other Shires paid in 2014 for gravel, taken from a survey conducted by the Shire of Moora in 2014. This will give Council an overview of the level other Shires within the Region compensate landowners.

To further clarify for the benefit of Councillors the options the Shire currently has for acquisition of gravel, the powers afforded to the Shire by the Local Government Act 1995 (LGA) are clearly articulated within the proposed policy.

Under s3.27 of the LGA a Local Government, subject to the due process as prescribed by the Act, a local government can enter into private property within its district, without the landowners consent, to search for road building materials (Schedule 3.2 of the LGA). If located and an agreement cannot be negotiated with the land owner or his/her representative for extraction then a local Government, again subject to the due process as prescribed by the Act, is permitted to enter into the property and *"Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the Local Government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate"* (Schedule 3.2 of the LGA).

The proposed policy authorises the Chief Executive Officer to determine, if in the best interests of the public, when to proceed under the Local Government Act 1995 to secure gravel supplies. The proposed policy also stipulates the Shire's responsibilities under legislation in regards to damages sustained through the Shire's performance of its functions under the Local Government Act.

Consultation

Neil Hartley	Chief Executive Officer
Rocky Brennan	Works Supervisor

Statutory Environment

Local Government Act 1995

Section 3.27. Particular things a Local Government can do on land that is not Local Government Property

- (1) A local government may, in performing its general function, do any of the things prescribed in Schedule 3.2 even though the land on which it is done is not local government property and the local government does not have consent to do it.
- (2A) In subsection (1) land includes Crown land the subject of a pastoral lease within the meaning of the *Land Administration Act 1997* section 3.
- (2) Schedule 3.2 may be amended by regulations.
- (3) If Schedule 3.2 expressly states that this subsection applies, subsection (1) does not authorise anything to be done on land that is being used as the site or curtilage of a building or has been developed in any other way, or is cultivated.
- (4A) For the purposes of subsection (3), planting pasture on land for grazing does not amount to cultivating the land.
- (4) Nothing in subsection (3) prevents regulations amending Schedule 3.2 from stating that subsection (3) applies, or excluding its application, in relation to a particular matter.

Section 3.36. Opening fences

- (1) This section applies only if it is expressly stated in Schedule 3.2.
- (2) Subsection (1) does not prevent regulations amending Schedule 3.2 from stating that this section applies, or excluding the application of this section, in relation to a particular matter.
- (3) If this section applies and it is not practicable to enter land that is fenced through the existing and usual openings in the fence, the local government may, on giving 3 days' notice in writing to the owner or occupier of the land that it intends to do so, open the fence.
- (4) If it opens the fence the local government is to provide at the opening an effective gate or, if the owner of the land agrees, a device across the gap in the fence that enables motor traffic to pass through the gap and prevents the straying of livestock through the gap.
- (5) If a gate is provided a person who, without the occupier's consent, leaves the gate open when it is not in use commits an offence.
- (6) If a gate is provided, when the local government no longer requires the opening, it is to immediately remove the gate and make good the fence unless the owner agrees to its retention.
- (7) The owner and occupier may, in a particular case, relieve the local government of any obligation that it has under this section.

Schedule 3.2 — Particular things local governments can do on land even though it is not local government property [Section 3.27(1)]

1. Carry out works for the drainage of land.
2. Do earthworks or other works on land for preventing or reducing flooding.
3. Take from land any native growing or dead timber, earth, stone, sand, or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence, or gate.
Section 3.36 applies.
Section 3.27(3) applies.
4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence, or gate do not, in the local government's opinion, require.
Section 3.36 applies.
Section 3.27(3) applies.
5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare.
Section 3.36 applies.
Section 3.27(3) applies.
6. Place on land signs to indicate the names of public thoroughfares.
7. Make safe a tree that presents serious and immediate danger, without having given the owner the notice otherwise required by regulations.

Policy Implications

Implementing a Gravel Supply Policy would result in an increase in the cost attributed to works as set by the current policy. However having a policy on gravel acquisition will allow some clarity and give guidelines to staff when dealing with landowners whilst trying to source sand.

The authority to administer this policy is provided by the delegations register.

Financial Implications

Any increase in the royalty to the landowners will affect the road works programme by increasing the cost of works. Quantities for individual projects are to be determined during the annual budget development process and costed using the proposed rate per cubic metre as decided upon by Council.

The annual gravel requirements of the Shire will vary, but an annual quantity of between 15,000m³-24,000m³ can be used as a guide (based on last 3 years figures). In dollar terms, this would equate to between \$30,000-\$48,000pa in royalty payments (depending on the quality of the gravel and the royalty price set by Council).

The Shire already pays for gravel but on an “ad-hoc” basis, with costs for the last two years being in the order of \$12’475pa; The anticipated increase in annual costs, exclusive of the costs to push up (\$3m³) and rehabilitate pits (\$1.50m³) will therefore be approximately \$35,525pa.

These royalty costs are charged against the roadworks project, some of which are grant funded, and some of which are ratepayer funded. The end result of now paying for a supply not historically paid for, means that less roadworks are achieved for the moneys historically available to undertake the job.

The other challenge is how does Council ensure equity across its ratepayers? Some landowners will not wish to provide gravel, even with a royalty, whilst others might not have gravel on their property, even if they would have been prepared to have provided it free of charge. It is suggested that to ensure that every ratepayer makes a contribution to the cost of the royalty payments, that the annual estimated royalty cost be included as a “specific” increase in the rates for 2018/19, which represents a rate increase of between approximately 0.6 and 1.7%. A single increase of say 1.5%, would greatly assist the Shire’s capacity to meet a royalty commitment, whilst still providing a reasonable level of roadworks asset management.

Strategic Implications

This proposal will support the achievement of the following objectives and strategies detailed in the Community Strategic Plan:

Outcome 4.2.1 Continue to deliver quality local government services

Outcome 2.5.1 Maintain and improve road assets.

Within the Corporate Business Plan, Project 11: Roads Program, which encompasses the upkeep and management of the Shire’s road program, has been deemed High Priority.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.1.7

That Council:

- 1. Adopt the proposed ‘Gravel Acquisitions’ Policy as per Attachment 1, effective from July 1st 2018;**
- 2. Confirms that Council will pay all landowners for the supply of gravel, inclusive of landowners whose lands are situated outside of Shire boundaries, up to a maximum rate of \$2 per cubic metre, subject to provisions of the policy; and**
- 3. Includes in the 2018/19 budget, a specific 1.5% rate increase, to enable the equitable implementation of this Policy.**

9.2 FINANCE

9.2.1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 MAY 2018

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 14 June 2018
Author: Martin Whitely, Consultant
Senior Officer: Neil Hartley, Acting Chief Executive Officer

Summary

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 May 2018 is presented to Council for adoption.

Attachment

Finance Report for period ending 31 May 2018

Background

The Monthly Financial Report to 31 May 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	\$904,652
Restricted Funds (Unspent Grants) – 3 Month Term Deposit @ 2.45%	\$583,500
Trust Fund	\$58,784
Reserve fund (6 Month Term Deposit) @ 2.55%	\$401,872

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 20 June 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 May 2018;

	Current	30+ Days	60+ Days	90+ Days	TOTAL
Amount	1,653	21,755	650	52,997	77,055

Rates Outstanding at 31 May 2018 were:

	May 2018	April 2018
Rates	49,330	111,182
Rubbish	3,981	10,187
ESL	1,948	2,415
TOTAL	55,259	123,784

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

Consultation

Nil

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 – ITEM 9.2.1

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

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
For the Period Ended 31 May 2018

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

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Report Purpose

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

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.

No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2018 of \$1,394,810.

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

Preparation

Prepared by: Martin Whitely

Reviewed by: Martin Whitely

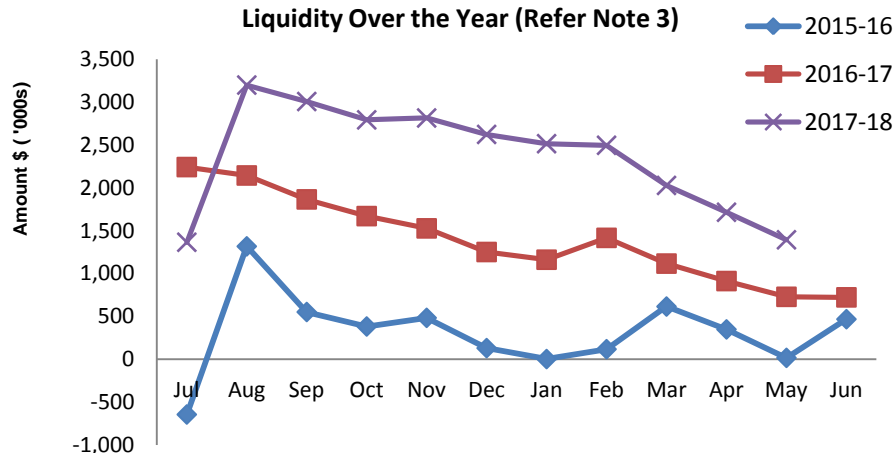
Date prepared: 14/06/2018

Shire of Mingenew

Monthly Summary Information

For the Period Ended 31 May 2018

Liquidity Over the Year (Refer Note 3)



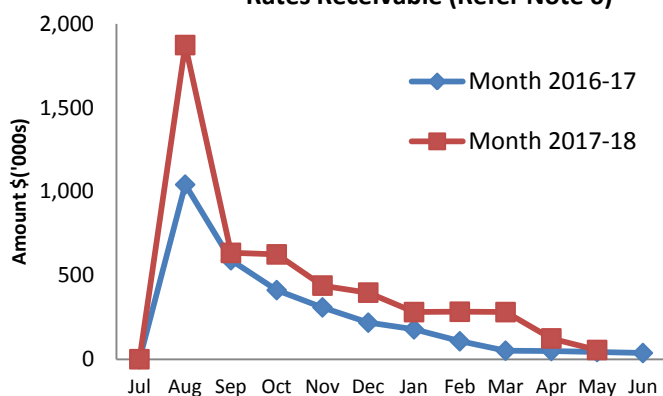
Cash and Cash Equivalents as at period end

Unrestricted	\$ 904,652
Restricted	\$ 985,372
	<u>\$ 1,890,024</u>

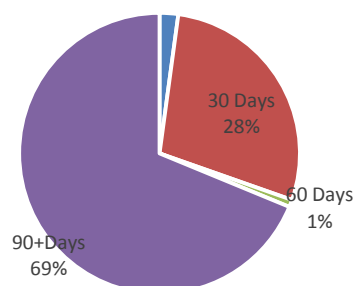
Receivables

Rates	\$ 55,259
Other	\$ 77,055
	<u>\$ 132,314</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	<u>27,450</u>
	<u>1,915,308</u>

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

Shire of Mingenew

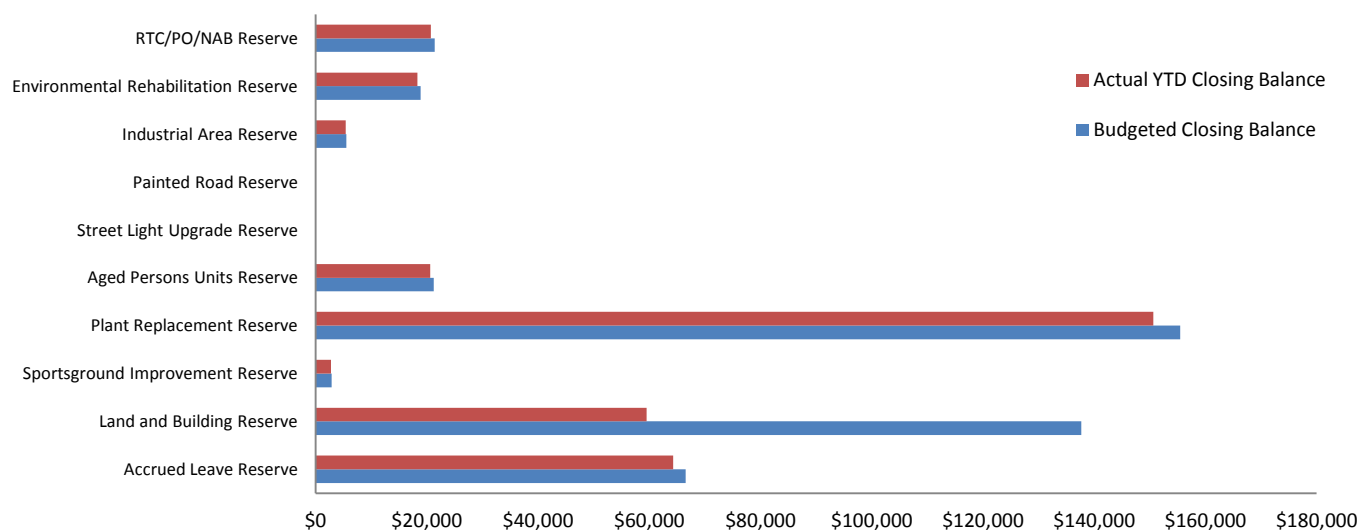
Monthly Summary Information

For the Period Ended 31 May 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.

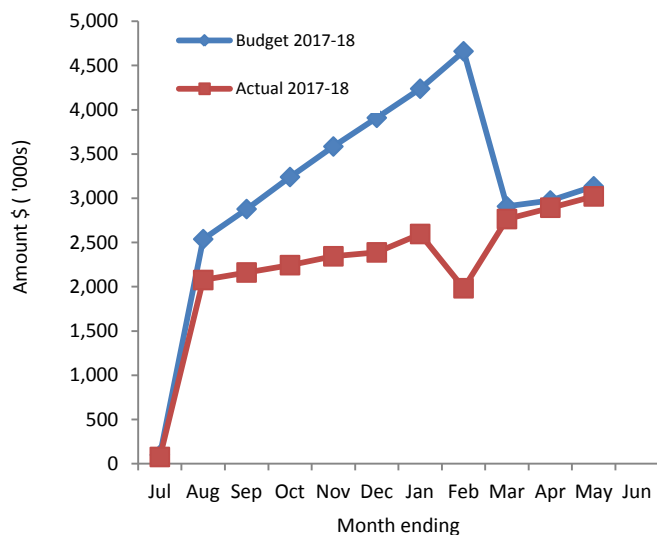
Shire of Mingenew

Monthly Summary Information

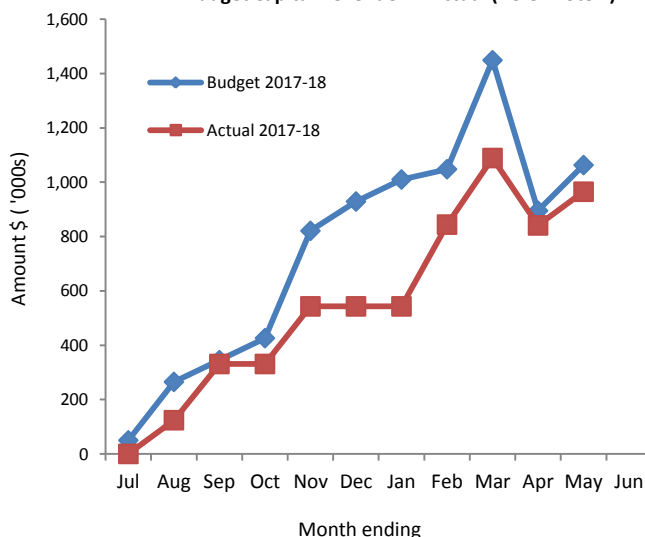
For the Period Ended 31 May 2018

Revenues

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

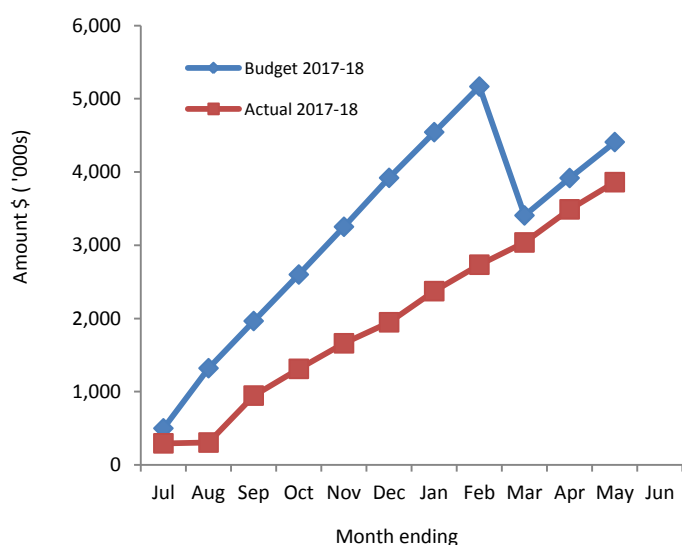


Budget Capital Revenue -v- Actual (Refer Note 2)

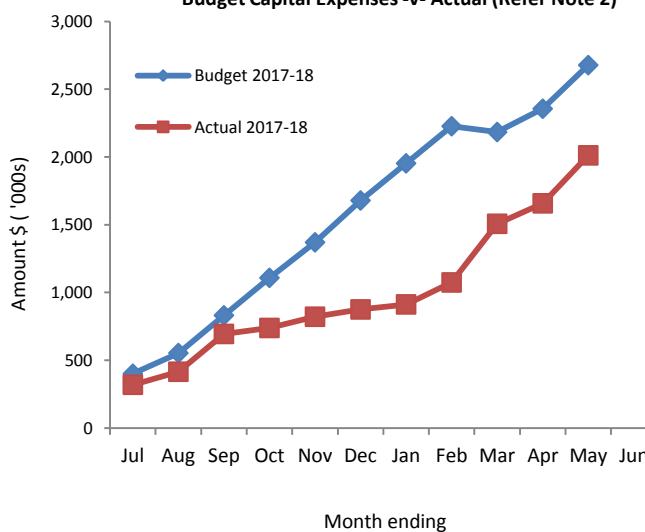


Expenditure

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 31 May 2018

	Note	2017/18 Amended Budget (a)	2017/18 YTD Budget (a)	2017/18 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
General Purpose Funding		\$ 2,162,217	\$ 2,156,690	\$ 2,138,685	\$ (18,005)	% (0.83%)	
Governance		54,654	39,157	66,745	27,588	70.45%	▲
Law, Order and Public Safety		73,374	73,060	67,400	(5,660)	(7.75%)	
Health		371	330	361	31	9.36%	
Education and Welfare		3,755	3,421	3,749	328	9.60%	
Housing		108,324	99,253	84,823	(14,430)	(14.54%)	▼
Community Amenities		83,595	82,905	66,545	(16,360)	(19.73%)	▼
Recreation and Culture		38,665	38,075	32,421	(5,654)	(14.85%)	
Transport		921,200	596,915	443,480	(153,435)	(25.70%)	▼
Economic Services		11,355	10,362	5,883	(4,479)	(43.22%)	
Other Property and Services		157,475	34,331	110,858	76,527	222.91%	▲
Total Operating Revenue		3,614,985	3,134,499	3,020,949	(95,545)		
Operating Expense							
General Purpose Funding		(47,511)	(43,527)	(55,618)	(12,091)	(27.78%)	▼
Governance		(293,521)	(267,365)	(249,393)	17,972	6.72%	
Law, Order and Public Safety		(124,627)	(116,592)	(109,915)	6,677	5.73%	
Health		(111,511)	(102,135)	(64,320)	37,815	37.02%	▲
Education and Welfare		(76,019)	(69,608)	(58,015)	11,593	16.66%	▲
Housing		(163,757)	(149,941)	(183,426)	(33,485)	(22.33%)	▼
Community Amenities		(314,842)	(290,551)	(224,264)	66,287	22.81%	▲
Recreation and Culture		(895,693)	(820,875)	(984,941)	(164,066)	(19.99%)	▼
Transport		(2,818,628)	(2,489,741)	(1,942,187)	547,554	21.99%	▲
Economic Services		(400,524)	(366,982)	(265,740)	101,242	27.59%	▲
Other Property and Services		335,988	308,143	276,436	(31,707)	10.29%	
Total Operating Expenditure		(4,910,645)	(4,409,174)	(3,861,383)	547,791		
Funding Balance Adjustments							
Add back Depreciation		2,190,310	2,007,742	1,618,477	(389,265)	(19.39%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(40,000)	0	55,098	55,098		▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		854,650	733,067	833,141	118,080		
Capital Revenues							
Grants, Subsidies and Contributions	11	1,701,450	1,062,940	965,204	(97,736)	(9.19%)	
Proceeds from Disposal of Assets	8	188,650	0	4,545	4,545		
Total Capital Revenues		1,890,100	1,062,940	969,750	(93,190)		
Capital Expenses							
Land Held for Resale	13	(200,000)	0	0	0		
Land and Buildings	13	(900,246)	(750,099)	(320,017)	430,082	57.34%	▲
Infrastructure - Roads	13	(1,177,100)	(1,078,913)	(938,468)	140,445	13.02%	▲
Infrastructure - Other		(467,000)	(427,527)	(361,226)	66,301	15.51%	
Plant and Equipment	13	(565,364)	(401,993)	(391,864)	10,129	2.52%	
Furniture and Equipment	13	(21,000)	(19,239)	0	19,239	100.00%	▲
Total Capital Expenditure		(3,330,710)	(2,677,771)	(2,011,574)	666,197		
Net Cash from Capital Activities		(1,440,610)	(1,614,831)	(1,041,824)	573,007		
Financing							
Transfer from Reserves	7	0	0	0	0		
Repayment of Debentures	10	(150,774)	(112,516)	(112,516)	0	0.00%	
Transfer to Reserves	7	(125,510)	(5,396)	(5,396)	0	0.00%	
Net Cash from Financing Activities		(276,284)	(117,912)	(117,912)	0		
Net Operations, Capital and Financing		(862,244)	(999,676)	(326,595)	691,087		
Opening Funding Surplus(Deficit)	3	1,721,405	1,721,405	1,721,405	(0)	(0.00%)	
Closing Funding Surplus(Deficit)	3	859,161	721,729	1,394,810			

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.

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2018

	Note	2017/18 Amended Budget (a)	2017/18 YTD Budget (a)	2017/18 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Operating Revenues							
Rates	9	\$ 1,816,567	\$ 1,816,652	\$ 1,812,113	\$ (4,539)	% (0.25%)	
Operating Grants, Subsidies and Contributions	11	754,245	387,803	466,021	78,218	20.17%	▲
Fees and Charges		268,170	254,652	205,132	(49,520)	(19.45%)	▼
Interest Earnings		73,440	67,265	49,884	(17,381)	(25.84%)	▼
Other Revenue		662,563	608,127	487,799	(120,328)	(19.79%)	▼
Profit on Disposal of Assets	8	40,000	0	0			
Total Operating Revenue		3,614,985	3,134,499	3,020,949	(113,550)		
Operating Expense							
Employee Costs		(988,458)	(841,912)	(807,392)	34,520	4.10%	
Materials and Contracts		(794,337)	(703,174)	(676,286)	26,888	3.82%	
Utility Charges		(136,355)	(124,894)	(89,477)	35,417	28.36%	▲
Depreciation on Non-Current Assets		(2,190,310)	(2,007,742)	(1,618,477)	389,265	19.39%	▲
Interest Expenses		(22,523)	(20,581)	(19,161)	1,420	6.90%	
Insurance Expenses		(91,762)	(87,214)	(106,984)	(19,770)	(22.67%)	▼
Other Expenditure		(686,900)	(623,657)	(488,508)	135,149	21.67%	▲
Loss on Disposal of Assets	8	0	0	(55,098)			
Total Operating Expenditure		(4,910,645)	(4,409,174)	(3,861,383)	602,889		
Funding Balance Adjustments							
Add back Depreciation		2,190,310	2,007,742	1,618,477	(389,265)	(19.39%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(40,000)	0	55,098	55,098		▲
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		854,650	733,067	833,141	155,172		
Capital Revenues							
Grants, Subsidies and Contributions	11	1,701,450	1,062,940	965,204	(97,736)	(9.19%)	
Proceeds from Disposal of Assets	8	188,650	0	4,545	4,545		
Total Capital Revenues		1,890,100	1,062,940	969,750	(93,190)		
Capital Expenses							
Land Held for Resale	13	(200,000)	0	0	0		
Land and Buildings	13	(900,246)	(750,099)	(320,017)	430,082	57.34%	▲
Infrastructure - Roads	13	(1,177,100)	(1,078,913)	(938,468)	0	0	
Infrastructure - Other	13	(467,000)	(427,527)	(361,226)			
Plant and Equipment	13	(565,364)	(401,993)	(391,864)	10,129	2.52%	
Furniture and Equipment	13	(21,000)	(19,239)	0	19,239	100.00%	▲
Total Capital Expenditure		(3,330,710)	(2,677,771)	(2,011,574)	459,450		
Net Cash from Capital Activities		(1,440,610)	(1,614,831)	(1,041,824)	366,260		
Financing							
Transfer from Reserves	7	0	0	0	0		
Repayment of Debentures	10	(150,774)	(112,516)	(112,516)	0	0.00%	
Transfer to Reserves	7	(125,510)	(5,396)	(5,396)	0	0.00%	
Net Cash from Financing Activities		(276,284)	(117,912)	(117,912)	0		
Net Operations, Capital and Financing		(862,244)	(999,676)	(326,595)	521,433		
Opening Funding Surplus(Deficit)	3	1,721,405	1,721,405	1,721,405	(0)	(0.00%)	
Closing Funding Surplus(Deficit)	3	859,161	721,729	1,394,810			

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

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

SHIRE OF MINGENEW
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 May 2018

Capital Acquisitions	Note	YTD 31 05 2018					
		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	320,017		320,017	750,099	900,246	(430,082)
Infrastructure - Roads	13	938,468		938,468	1,078,913	1,177,100	(140,445)
Infrastructure -Other	13	361,226		361,226	427,527	467,000	(66,301)
Plant and Equipment	13	391,864		391,864	401,993	565,364	(10,129)
Furniture and Equipment	13	0		0	19,239	21,000	(19,239)
Capital Expenditure Totals		2,011,574	0	2,011,574	2,677,771	3,330,710	(666,197)

Capital Expenditure Program YTD



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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

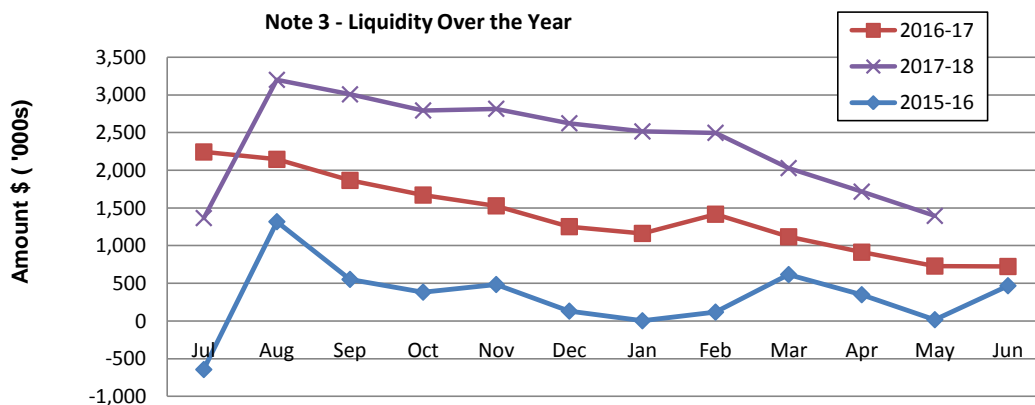
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding	(18,005)	(0.83%)		Timing	Interest on term deposits still to be recognised
Governance	27,588	70.45%	▲	Permanent	LSL Entitlements from other Shires
Law, Order and Public Safety	(5,660)	(7.75%)			
Health	31	9.36%			
Education and Welfare	328	9.60%			
Housing	(14,430)	(14.54%)	▼	Timing	Silver Chain rent still to be charged
Community Amenities	(16,360)	(19.73%)	▼	Permanent	Reversal of rubbish collection fees levied to council owned properties
Recreation and Culture	(5,654)	(14.85%)			
Transport	(153,435)	(25.70%)	▼	Permanent	Flood damage
Economic Services	(4,479)	(43.22%)			
Other Property and Services	76,527	222.91%	▲	Permanent	Insurance claims for grader & storm damage
Operating Expenses					
General Purpose Funding	(12,091)	(27.78%)	▼	Permanent	Admin Allocations
Governance	17,972	6.72%		Permanent	Various Administration Costs
Law, Order and Public Safety	6,677	5.73%			
Health	37,815	37.02%	▲	Permanent	Admin Allocations
Education and Welfare	11,593	16.66%	▲		
Housing	(33,485)	(22.33%)	▼	Permanent	Additional Building Maintenance Costs
Community Amenities	66,287	22.81%	▲	Permanent	Refuse Site/Transfer Station/Asbestos Management
Recreation and Culture	(164,066)	(19.99%)	▼	Permanent /	Depreciation Costs and Capital Costs to be transferred out of P&L
Transport	547,554	21.99%	▲	Timing	WANDRRA flood damage works
Economic Services	101,242	27.59%	▲	Permanent /	Tourism & Area Promotion (\$37K), Post Office Building (\$21K), Admin allocations (\$23K), Telecommunication (\$15K)
Other Property and Services	(31,707)	10.29%		Timing	Plant Operations Costs
Capital Revenues					
Grants, Subsidies and Contributions	(97,736)	(9.19%)		Permanent	Industrial / Residential Subdivisions
Proceeds from Disposal of Assets	4,545				
Capital Expenses					
Land Held for Resale	0				
Land and Buildings	430,082	57.34%	▲	Permanent /	
Infrastructure - Roads	140,445	13.02%	▲	Timing	Refer to Note 13
Infrastructure - Footpaths	0			Permanent /	
Infrastructure - Drainage & Culverts	0			Timing	Refer to Note 13
Infrastructure - Aerodromes	0				
Plant and Equipment	10,129	2.52%		Timing	Refer to Note 13
Furniture and Equipment	19,239	100.00%	▲	Permanent	Refer to Note 13
Financing					
Loan Principal	0	0.00%			

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 May 2018	30th June 2017	YTD 31 May 2017
		\$	\$	\$
Current Assets				
Cash - Unrestricted	4	904,652	1,276,249	746,786
Cash - Restricted Reserves	4	401,872	396,475	331,750
Cash - Restricted Unspent Grants		583,500	568,498	520,786
Investments		0	0	0
Rates - Current	6	55,259	83,832	91,279
Sundry Debtors	6	77,055	79,873	472,857
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	0	0
GST Receivable		39,449	30,077	16,737
Receivables - Other		0	0	0
Inventories - Fuel & Materials		3,065	3,197	4,196
Inventories - Land Held for Resale		40,394	40,394	80,788
		2,103,661	2,477,010	2,263,595
Current Liabilities				
Sundry Creditors		(226,368)	(261,624)	(10,055)
GST Payable		(12,197)	(29,012)	(48,191)
PAYG		(23,548)	(12,709)	(21,782)
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		(38,259)	(150,775)	(1)
		(535,859)	(700,525)	(343,501)
NET CURRENT ASSETS		1,567,803	1,776,485	1,920,095
Less:				
Cash - Restricted Reserves		(401,872)	(396,475)	(331,750)
Inventories - Land Held for Resale		(40,394)	(40,394)	(80,788)
Add Back:				
Current Loan Liability		38,259	150,775	1
Cash Backed Employee Provisions	7	231,014	231,014	261,493
Net Current Funding Position (Surplus / Deficit)		1,394,810	1,721,405	1,769,051



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
3 Month term Deposit	2.45%		583,500		583,500	NAB	30 June 2018
Municipal Bank Account	1.25%	904,352			904,352	NAB	At Call
Trust Bank Account	1.25%			58,784	58,784	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) Term Deposits							
Short Term Deposits	0.00%	0	0		0		
Total		904,652	985,372	58,784	1,948,808		

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 2019	210,000
2 Special Purpose Grants - Bridges	Financial Assistance Grants	30 June 2019	373,500
Sub-total			583,500

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31 March 2018

Note 5: BUDGET AMENDMENTS

udget since budget adoption. Surplus/(Deficit)

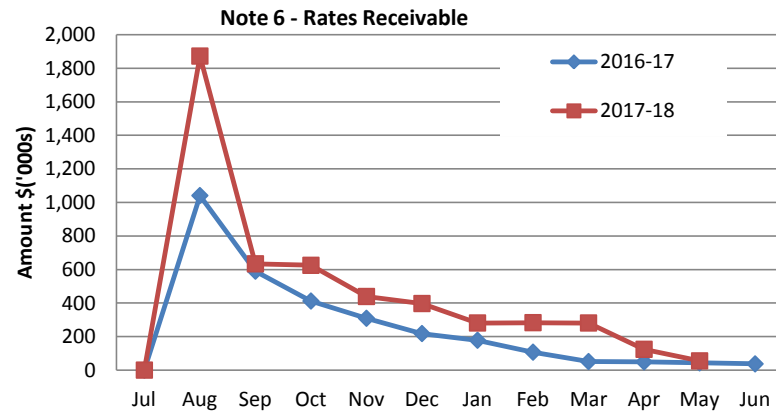
GL Account / Job No.	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	\$
	Actual Opening value as per audited financial report 30/6/2017						32,937
						(817)	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	Consultants (CEO recruitment expenses)	Proposed	Operating Expenses			(15,000)	497,391
0595	Proceeds of Sale - Plant & Equipment (Vehicles)	Proposed	Operating Revenue			(177,000)	320,391
0614	Realisation on Sale of Plant & Equipment (Vehicles)	Proposed	Operating Expenses				320,391
0763	Grant - Bushfire Management Plan	Proposed	Operating Revenue		12,500		332,891
1753	Key Worker Housing Rent	Proposed	Operating Revenue		3,400		336,291
3573	Flood Damage Funding	Proposed	Operating Revenue			(2,409,248)	(2,072,957)
3472	Flood Damage works	Proposed	Operating Expenses		2,409,248		336,291
0165	Independent Living Units - Construction	Proposed	Capital Expenses			(32,526)	303,765
A101	Capital - Finance Manager Vehicle Changeover	Proposed	Capital Expenses		46,000		349,765
A100	Capital Works - CEO Vehicle Changeover	Proposed	Capital Expenses		85,000		434,765
0170	Works Managers Vehicle - Capital Purchase	Proposed	Capital Expenses		46,000		480,765
	Proceeds from new debenture	Proposed	Operating Expenses			(85,507)	395,258
4472	Fuel & Oils	Proposed	Operating Expenses		200,000		595,258
4482	Tyres & Sundries	Proposed	Operating Expenses		150,000		745,258
4492	Parts & Repairs	Proposed	Operating Expenses		100,000		845,258
0262	LSL - CEO / DCEO	Proposed	Operating Expenses			(72,590)	772,668
2915	Grants & Contribution for Netball court	Proposed	Operating Revenue			(100,000)	672,668
0169	Netball court capital expenditure	Proposed	Capital Expenses		150,000		822,668
0523	Reimbursement of LSL	Proposed	Operating Expenses		36,496		859,164
							859,164
Amended Budget Cash Position as per Council Resolution				0	3,750,217	(2,923,990)	859,161

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 6: RECEIVABLES

Receivables - Rates & Rubbish Receivable

	YTD 31 May 2018	30 June 2016
Opening Arrears Previous Years	\$ 83,832	\$ 83,832
Levied this year	1,852,748	1,757,549
Less Collections to date	(1,881,321)	(1,757,549)
Equals Current Outstanding	55,259	83,832
Net Rates Collectable	55,259	83,832
% Collected	97.15%	95.45%



Comments/Notes - Receivables Rates

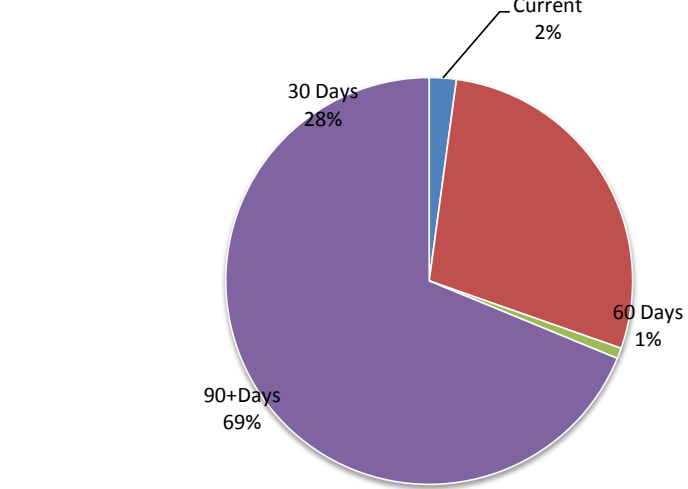
Instalment Due Dates:

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

Receivables - General

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 1,653	\$ 21,755	\$ 650	\$ 52,997
Total Receivables General Outstanding				77,055

Note 6 - Accounts Receivable (non-rates)



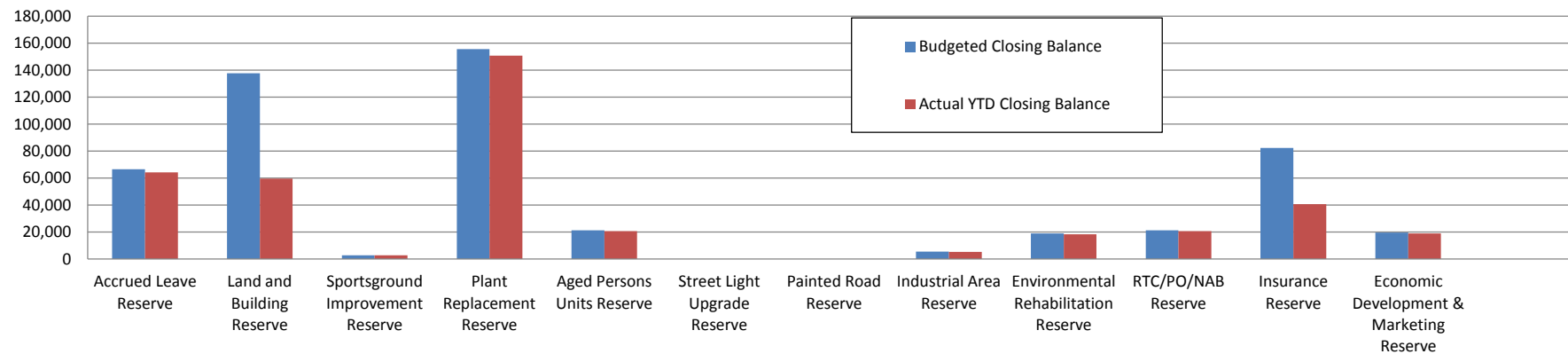
Comments/Notes - Receivables General

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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			66,565	64,308
Land and Building Reserve	58,767	1,450	768	77,450	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				
	396,475	9,510	5,396	125,510	0	0	0	0	531,495	401,872

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



SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 31 05 2018			
Cost	Accum Depr	Proceeds	Profit (Loss)		2017/18 Budget Profit/(Loss)	2017/18 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
0			0	Plant and Equipment				
			0	CEO Vehicle		0		
			0	DCEO Vehicle			0	
			0	Works Manager Vehicle		0	0	
0	0	0	0		0	0	0	

Comments - Capital Disposal/Replacements

AASB 101.10(e)
AASB 101.51
AASB 101.112

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

LGA S6.2(4)(b) **9. RATING INFORMATION**
FM Reg 23(a)

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	2017/18 interim rates \$	2017/18 back rates \$	Actual Rate Revenue \$	2017/18 Budgeted rate revenue \$	2017/18 Budgeted interim rates \$	2017/18 Budgeted back rates \$	2017/18 Budgeted total revenue \$
General rate										
GRV - Mingenew	0.145400	129	1,131,000	(2,312)	0	162,135	164,447	0	0	164,447
GRV - Yandanooka	0.145400	2	13,884	0	(363)	1,656	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	(676)		1,479,325	1,480,001			1,480,001
UV Mining	0.013350	0	0			0	0			0
Sub-Totals		266	112,368,564	(2,988)	(363)	1,695,777	1,699,128	0	0	1,699,128
Minimum payment	Minimum \$									
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
Sub-Totals		106	747,061	0	0	82,925	82,925	0	0	82,925
		372	113,115,625	(2,988)	(363)	1,778,702	1,782,053	0	0	1,782,053
Discounts/concessions (Refer note 13)						(2,114)				(1,009)
Total amount raised from general rates						1,776,588				1,781,044
Specified area rates (Refer note 10)						0				0
Ex Gratia Rates						35,524				35,523
Total rates						1,812,113				1,816,567

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 \$
Education & Welfare								
Loan 137 - Senior Citizens Buildings	91,633	11,102	14,608	19,576	88,127	72,057	2,413	3,088
Housing								
Loan 133 - Triplex	61,766	7,483	9,790	13,195	59,459	48,571	437	1,967
Loan 134 - SC Housing	46,481	5,631	4,935	9,930	47,177	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	28,768	11,996	34,188	44,157	5,731	1,726
			0		0			
Recreation & Culture								
Loan 138 - Pavilion Fitout	87,967	10,658	14,394	18,792	84,231	69,175	2,363	2,964
			0		0			
Transport								
Loan 139 - Roller	24,255	2,939	3,868	5,182	23,326	19,073	703	727
Loan 141 - Grader	82,243	9,964	13,111	17,570	79,096	64,673	2,241	2,523
Loan 143 - 2 x Trucks	0	0	0	0	0	0	120	0
Loan 144 - Side Tipping Trailer	56,154	6,803	8,952	11,996	54,005	44,158	1,495	1,726
Loan 145 - Drum Roller	88,381	10,708	14,091	18,881	84,998	69,500	2,480	2,565
	705,769	85,507	112,516	150,774	678,760	554,995	19,161	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 31 May 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)	\$	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	148,716	167,449	(18,733)	167,449	0	148,716	148,716
Financial Assistance Grant - General	Grants Commission	Y	129,744	142,313	(12,569)	142,313	0	129,744	129,744
Financial Assistance Grant - Special (Bridges)	Grants Commission	Y	498,000	0	498,000	0	0	498,000	498,000
GOVERNANCE									
Reimbursements	Miscellaneous	Y	0	0	0	0	0	12,556	0
Reimbursements	Miscellaneous	Y	0	0	0	0	0	1	0
Reimbursements	Miscellaneous	Y	1,000	1,000	0	0	1,000	0	913
Reimbursements	Miscellaneous	Y	45,591	45,591	0	0	45,591	47,911	30,394
LAW, ORDER, PUBLIC SAFETY									
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	18,420	23,194
Bushfire Management Plan	Department of Fire & Emergency Services	Y	42,500	30,000	12,500	30,000	0	42,500	42,500
HEALTH									
Nil		N	0	0	0	0	0	0	0
EDUCATION & WELFARE									
Seniors Week Grant	COTAWA	N	1,000	1,000	0	1,000	0	2,658	913
Community Christmas Tree	CBH	N	2,000	2,000	0	2,000	0	909	1,826
HOUSING									
Independent Living Units	WCHS	Y	0	0	0	0	0	0	0
COMMUNITY AMENITIES									
Thank a Volunteer Day	Department of Local Government & Communities	N	2,000	2,000	0	1,000	0	0	1,826
Transfer Station	Mid West Development Commission	Y	5,000	5,000	0	0	5,000	0	4,576
RECREATION AND CULTURE									
Museum	MWDC	N	1,523	1,523	0	0	1,523	0	1,386
Museum	Museum Committee	Y	5,000	5,000	0	0	0	0	4,576
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	0
Railway Station	Lotterywest	N	35,000	35,000	0	0	35,000	0	0
Netball Courts	DSR	Y	100,000	200,000	(100,000)	0	150,000	0	0
Football Oval Lights	Football Club	Y	30,000	30,000	0	0	0	0	30,000
Expo for lighting Tower	Expo Lights	Y	15,000	15,000	0	0	45,000	45,000	15,000
Hockey Oval Lights	Hockey Club	Y						0	0
TRANSPORT									
Flood Damage Funding	WADRRRA	Y	350,000	2,759,248	(2,409,248)	2,759,248	0	0	0
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	472,384
Roads To Recovery	Department of Infrastructure	Y	0	0	0	0	0	983	0
Street Lighting	Main Roads WA	Y	2,500	2,500	0	2,500	0	2,353	2,288
Reimbursements	Miscellaneous	Y	0	0	0	0	0	45	0
ECONOMIC SERVICES									
Mingenew Hill Walk Trail	TBA	N	0	0	0	0	0	0	0
DrumMuster	Reimbursements	N	1,000	1,000	0	1,000	1,000	0	913
OTHER PROPERTY & SERVICES									
Industrial Subdivision	Mid West Development Commission	N	150,000	150,000	0	0	150,000	0	0
Rural Residential Subdivision	Mid West Development Commission	N	100,000	100,000	0	0	100,000	0	0
Reimbursements	Staff Fuel Card Reimbursements	Y	0	0	0	0	0	11,977	0
Reimbursements	Insurance Rebates	Y	0	0	0	0	0	4,548	0
Reimbursements	Insurance Claim (Grader)	Y	0	0	0	0	0	41,787	0
Reimbursements	Miscellaneous	Y	0	0	0	0	0	1,895	0
TOTALS			2,455,695	4,485,745	(2,030,050)	3,129,704	1,301,041	1,431,226	1,450,743
Operating	Operating		701,654	3,129,704	(1,911,317)			445,004	281,809
Non-Operating	Non-operating		1,701,450	1,303,450	(118,733)			965,204	1,062,940
Contribution & Reimbursement	Operating & Non Operating		52,591	52,191				21,017	105,994
			2,455,695	4,485,345				1,431,226	1,450,743

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 31-May-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	(51,985)	38,010
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	(2,155)	6
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
	37,356	76,872	(55,444)	58,785

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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	0	0	200,000
Total Land Held for Resale		200,000	200,000	0	0	200,000
Land & Buildings						
Shire Office	A001	10,000	10,000	9,163	909	9,091
Child Care Facility	0075	20,000	20,000	18,326	0	20,000
Lot 66 Shenton Street	H001	5,000	5,000	4,576	0	5,000
13 Moore Street	H005	5,000	5,000	4,576	0	5,000
King Street Triplex - Unit 1	H008	4,000	4,000	3,652	0	4,000
King Street Triplex - Unit 2	H009	4,000	4,000	3,663	0	4,000
King Street Triplex - Unit 3	H010	4,020	4,020	3,674	0	4,020
Staff Housing - 34 William Street (ex Silver Chain)	H011	12,000	12,000	10,978	113	11,887
Staff Housing - 2 Bedroom Key Worker Housing	H007	5,000	5,000	4,576	0	5,000
Lot 5 Field Street	H002	7,500	7,500	6,875	0	7,500
Lot 15 Field Street	H003	10,000	10,000	9,152	0	10,000
Lot 89 Victoria Street	H004	5,000	5,000	4,576	0	5,000
Aged Care Unit 1	H014	0	0	0	1,059	(1,059)
Aged Care Unit 2	H015	0	0	0	265	(265)
Aged Care Unit 3	H016	0	0	0	0	0
Aged Care Unit 4	H017	0	0	0	6,658	(6,658)
Independent Living Units	0165	297,526	265,000	272,734	304,358	(6,832)
Silver Chain House	0166	0	0	0	454	(454)
Town Hall	2434	300,000	300,000	200,000	0	300,000
Enanty Barn	0067	10,000	10,000	9,163	0	10,000
Museum	0068	25,000	25,000	22,913	0	25,000
Old Roads Building	0069	6,200	6,200	5,676	6,200	0
Old Railway Station	0070	70,000	70,000	64,163	0	70,000
Business Incubator	5964	100,000	100,000	91,663	0	100,000
Total Land & Building Total		900,246	867,720	750,099	320,017	580,229
Infrastructure - Other						
Waste Transfer Station	3084	140,000	140,000	128,304	154,914	(14,914)
Little Well Project	0071	35,000	35,000	32,065	42,755	(7,755)
Mingenew Hill Project	0142	40,000	40,000	36,169	6,392	33,608
Net Ball Court	0169	0	150,000	0	0	0
Bride Street Recreation Area	0141	100,000	100,000	91,663	0	100,000
Football Oval Lights	0140	140,000	140,000	128,326	157,164	(17,164)
Water Tanks & Reticulation	0167	12,000	12,000	11,000	0	12,000
Total Other Infrastructure		467,000	617,000	427,527	361,226	105,774

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 13: CAPITAL ACQUISITIONS

Infrastructure Assets		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under
Furniture & Office Equip.						
Office PC's & Laptops	A201	8,000	8,000	7,326	0	8,000
Council Chamber - Tables & Chairs	A302	10,000	10,000	9,163	0	10,000
Christmas Lights	0065	3,000	3,000	2,750	0	3,000
Total Furniture & Office Equip.		21,000	21,000	19,239	0	21,000
Plant , Equip. & Vehicles						
Governance						
CEO Vehicle Replacement	A100	50,000	135,000	0	0	50,000
DCEO Vehicle Replacement	A101	40,000	86,000	0	0	40,000
Works Manager Vehicle	0170	40,000	86,000	0	0	40,000
Sundry Plant	0171	10,000	10,000	9,163	0	10,000
Portable Traffic Lights	0172	35,000	35,000	35,000	33,955	1,045
Grader	0174	345,000	345,000	316,250	333,000	12,000
Road Broom	0177	25,000	25,000	22,913	0	25,000
Slasher	0178	20,364	20,364	18,667	24,909	(4,545)
Total Plant, EQUIP & Vehicles		565,364	742,364	401,993	391,864	173,500
Roads & Bridges						
Roadworks Construction - Own Resources	0001	72,500	72,500	66,429	0	72,500
Mooriary Road (R2R)	6074	121,600	121,600	111,452	115,244	6,356
Special Purpose Grant - Yarragadee Bridge	6075	210,000	210,000	192,500	0	210,000
Mingenew Mullewa Road Reseal (RRG)	RR65	450,000	450,000	412,478	450,087	(87)
Nanekine Road	1205	0	0	0	0	0
RRG - Coalseam Road	RR61	323,000	323,000	296,054	373,137	(50,137)
Total Roads & Bridges		1,177,100	1,177,100	1,078,913	938,468	238,632
Capital Expenditure Total		3,330,710	3,625,184	2,677,771	2,011,574	1,319,136

9.2.2 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 MAY 2018

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 15 June 2018
Author: Martin Whitely, Consultant
Senior Officer: Neil Hartley, Acting Chief Executive Officer

Summary

This report recommends that Council confirm the payment of creditors for the month of May 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 – ITEM. 9.2.2

That Council confirm the accounts as presented for May 2018 from the Municipal & Trust Fund totalling \$366,594.01 represented by Electronic Funds Transfers of EFT 11504 to 11604, Direct Deduction DD 8474.1, 2, 3, 4, 5 & 6, DD 8475.1, 2, 3, 4, 5 & 6, DD 8476.1, 2, 3, 4, 5 & 6 and Municipal Cheque numbers 8555 to 8555.

9.2.2 ATTACHMENT

Date: 15/06/2018
Time: 8:21:00AM

Shire of MINGENEW List of Accounts for 1 May 2018 to 31 May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
8553	11/05/2018	SYNERGY	Shire Office Power Account	M		7,695.65
8554	28/05/2018	CITY OF GREATER GERALDTON	Archiving Consultancy Fees	M		11,241.50
8555	28/05/2018	SYNERGY	Rec Centre Power Account March April 2018	M		4,076.90
EFT11504	08/05/2018	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Billing Period for April 2018	M		330.80
EFT11505	08/05/2018	Australian Services Union	Payroll deductions	M		27.45
EFT11506	08/05/2018	AUSTRALIA POST	March 2018 Postage Fees	M		80.62
EFT11507	08/05/2018	AVON WASTE	Rubbish Collection Charges	M		2,439.58
EFT11508	08/05/2018	BUNNINGS Group Limited	Building Materials for Repairs to Shire Buildings	M		420.07
EFT11509	08/05/2018	Courier Australia	Freight Charges	M		23.18
EFT11510	08/05/2018	CENTRAL WEST CONCRETE	Concreting Cost	M		31,835.10
EFT11511	08/05/2018	CHILD SUPPORT AGENCY	Payroll deductions	M		275.02
EFT11512	08/05/2018	LANDGATE	Minimum Charge Fee	M		65.50
EFT11513	08/05/2018	EJ DIESEL	Service on Vehicle MI 278	M		389.50
EFT11514	08/05/2018	GREAT SOUTHERN FUEL SUPPLIES	Fuel Account March 2018	M		165.92
EFT11515	08/05/2018	IRWIN PLUMBING SERVICES	Plumbing Work for Transportable	M		957.00
EFT11516	08/05/2018	State Library Of Western Australia	Charges for Freight	M		301.82
EFT11517	08/05/2018	LATERAL ASPECT	Social Media Fees March 2018	M		1,012.00
EFT11518	08/05/2018	LGRCEU	Payroll deductions	M		20.50

Date: 15/06/2018
Time: 8:21:00AM

Shire of MINGENEW
List of Accounts for 1 May 2018 to 31 May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11519	08/05/2018	MINGENEW SHIRE COUNCIL	Payroll deductions	M		240.00
EFT11520	08/05/2018	STARICK TYRES	Tyres for Various Plant Items	M		2,239.65
EFT11521	08/05/2018	MIDWEST GARAGE DOORS	Maintenance to CEO House Garage Door	M		198.00
EFT11522	08/05/2018	MIDWEST MOWERS & SMALL ENGINES	Purchase of Polesaw	M		1,300.00
EFT11523	08/05/2018	MINGENEW SPRING CARAVAN PARK	Accomadation for Lateral Aspect Staff	M		140.50
EFT11524	08/05/2018	MINGENEW IGA X-PRESS & LIQUOR	IGA Account March 2018	M		439.92
EFT11525	08/05/2018	PALM ROADHOUSE	Roadhouse Account for February & March 2018	M		71.30
EFT11526	08/05/2018	PEMCO DIESEL PTY LTD	MI 029 Repairs	M		1,216.33
EFT11527	08/05/2018	CR CONSTRUCTIONS	Replace Town Hall Roof	M		41,487.00
EFT11528	08/05/2018	SHIRE OF CHAPMAN VALLEY	Planning Service Fees	M		1,122.00
EFT11529	08/05/2018	Murchison Region Aboriginal Corporation	Rates refund for assessment A219 14 FIELD STREET MINGENEW 6522	M		1,466.80
EFT11530	10/05/2018	IRWIN PLUMBING SERVICES	Supply of Water Tank	M		10,890.25
EFT11531	10/05/2018	Telstra Corporation	Tims Fee	M		86.32
EFT11532	28/05/2018	AVON WASTE	Rubbish Collection Charges	M		4,811.67
EFT11533	28/05/2018	Afgri Equipment	Purchase of Mower Blades	M		171.45
EFT11534	28/05/2018	Allcom Communications	Purchase of Satellite Messenger	M		242.15
EFT11535	28/05/2018	BUNNINGS Group Limited	Materials for Repairs to Staff Housing	M		1,901.40
EFT11536	28/05/2018	BITUTEK PTY LTD	Bituminous Work	M		125,412.08

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Time: 8:21:00AM

Shire of MINGENEW
List of Accounts for 1 May 2018 to 31 May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11537	28/05/2018	Butler Settineri	Interim Audit Fees	M		7,030.44
EFT11538	28/05/2018	BRAMATT INSTALLATIONS WA	Install New Light Pole at Rec Centre	M		8,987.00
EFT11539	28/05/2018	Courier Australia	Freight Costs	M		1,027.88
EFT11540	28/05/2018	CENTRAL WEST CONCRETE	Lay Concrete for Ramp	M		1,826.00
EFT11541	28/05/2018	LANDGATE	Rural Valuation Fees	M		2,786.19
EFT11542	28/05/2018	DONGARA BUILDING & TRADE SUPPLIES	Building Materials	M		45.00
EFT11543	28/05/2018	GREAT SOUTHERN FUEL SUPPLIES	Fuel Account April 2018	M		267.06
EFT11544	28/05/2018	HOPPYS PARTS R US	Airline Fittings	M		51.46
EFT11545	28/05/2018	SHIRE OF IRWIN	Consultant Services for March 2018	M		543.39
EFT11546	28/05/2018	Iequip	Hire of Multi Roller plus pick up	M		6,952.00
EFT11547	28/05/2018	Jocks Bobcat & Truck Hire	Works at Transfer Station	M		693.00
EFT11548	28/05/2018	LATERAL ASPECT	Account fee for April 2018	M		5,071.40
EFT11549	28/05/2018	STARICK TYRES	Tyre Sealant	M		46.75
EFT11550	28/05/2018	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Services Provided in April 2018	M		2,750.00
EFT11551	28/05/2018	MIDWEST AUDIO & ELECTRONICS	Installation of Satellites	M		1,770.00
EFT11552	28/05/2018	MOMAR AUSTRALIA PTY LTD	Cleaning Products	M		1,606.55
EFT11553	28/05/2018	MARKETFORCE	Advertising Fees	M		65.41
EFT11554	28/05/2018	MINGENEW BAKERY	March/April 2018 Bakery Account	M		1,021.45

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Shire of MINGENEW
List of Accounts for 1 May 2018 to 31 May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT11555	28/05/2018	MINGENEW IGA X-PRESS & LIQUOR	IGA Account April 2018	M		2,628.70
EFT11556	28/05/2018	PEMCO DIESEL PTY LTD	Repairs to MI 028	M		5,099.49
EFT11557	28/05/2018	PATIENCE SANDLAND PTY LTD	Supply of Mulch for APU Gardens	M		330.00
EFT11558	28/05/2018	P.S.CHESTER & SON	Bench tops for APUs	M		5,764.00
EFT11559	28/05/2018	RSA SIGNS	Replacement of Road Signs	M		17,551.60
EFT11560	28/05/2018	LANDMARK	Gas Bottle	M		196.54
EFT11561	28/05/2018	Sunshower	Purchase of Sprinklers	M		684.90
EFT11562	28/05/2018	Telstra Corporation	Telstra Account April 2018	M		2,534.62
EFT11563	28/05/2018	MINGENEW FABRICATORS	Alterations to MI 541	M		211.75
EFT11564	28/05/2018	Martin Gerard Whitely	Expenses Claimed	M		180.00
EFT11565	28/05/2018	Winc	Archive Boxes	M		97.90
EFT11566	30/05/2018	Motorpass	Fuel Purchases April 2018	M		16,236.56
EFT11567	31/05/2018	PRIME MEDIA GROUP PTY	ROAD SAFETY CAMPIAN REMAIN BALANCE FOR TV ADVERT	T		220.00
EFT11603	31/05/2018	FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS	Photocopier rental for the month of May	M		421.30
EFT11604	31/05/2018	WESTNET PTY LTD	Internet connection charges for the Month of May	M		259.89
DD8474.1	02/05/2018	WA SUPER	Payroll deductions	M		3,733.23
DD8474.2	02/05/2018	Sun Super	Superannuation contributions	M		359.22
DD8474.3	02/05/2018	MLC SUPER FUND	Superannuation contributions	M		141.15

Date: 15/06/2018
Time: 8:21:00AM

Shire of MINGENEW
List of Accounts for 1 May 2018 to 31 May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD8474.4	02/05/2018	Colonial First Choice Super	Superannuation contributions	M		195.07
DD8474.5	02/05/2018	Australlian Super	Superannuation contributions	M		117.51
DD8474.6	02/05/2018	PRIME SUPER	Superannuation contributions	M		274.04
DD8475.1	16/05/2018	WA SUPER	Payroll deductions	M		5,123.64
DD8475.2	16/05/2018	Sun Super	Superannuation contributions	M		327.13
DD8475.3	16/05/2018	MLC SUPER FUND	Superannuation contributions	M		141.15
DD8475.4	16/05/2018	Colonial First Choice Super	Superannuation contributions	M		195.07
DD8475.5	16/05/2018	Australlian Super	Superannuation contributions	M		110.17
DD8475.6	16/05/2018	PRIME SUPER	Superannuation contributions	M		292.07
DD8476.1	30/05/2018	WA SUPER	Payroll deductions	M		4,704.30
DD8476.2	30/05/2018	Sun Super	Superannuation contributions	M		346.39
DD8476.3	30/05/2018	MLC SUPER FUND	Superannuation contributions	M		141.15
DD8476.4	30/05/2018	Colonial First Choice Super	Superannuation contributions	M		169.67
DD8476.5	30/05/2018	Australlian Super	Superannuation contributions	M		195.85
DD8476.6	30/05/2018	PRIME SUPER	Superannuation contributions	M		274.04

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List of Accounts for 1 May 2018 to 31 May 2018

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	366,374.01
T	TRUST- NATIONAL AUST BANK	220.00
TOTAL		366,594.01



Shire of Mingenew

Licensing, Payroll & Credit Card Transactions

for the month ending 31 May 2018

Transport Licensing

Direct Debits from Municipal Bank

Period 1 May 2018 to 31 May 2018

\$21,408.30

Payroll

Pay Period Ending 02/05/2018

\$27,242.77

Pay Period Ending 16/05/2018

\$29,535.40

Pay Period Ending 30/05/2018

\$30,841.82

Credit Card

CEO ¹

\$0.00

Works Supervisor ²

\$0.00

Notes

¹ no transaction entered in May 2018

¹ transactions for CEO Card were \$411.23 for month of May 2018

² there were no transactions on the Works Supervisor credit card for the month of May 2018

TOTAL BALANCE OF TRANSPORT, PAYROLL & CREDIT CARD PAYMENTS

\$109,028.29



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

SHIRE OF MINGENEW
PO BOX 120
MINGENEW WA 6522

RECEIVED 11 JUN 2018

Statement Period

28 April 2018 to 28 May 2018

Company Account No:

4557 0499 0113 6149

Facility Limit:

\$14,500

Your Account Summary

Balance from previous statement	\$815.98 DR
Payments and other credits	\$815.98 CR
Purchases, cash advances and other debits	\$383.57 DR
Interest and other charges	\$27.66 DR
Closing Balance	\$411.23 DR

**YOUR DIRECT DEBIT PAYMENT OF \$411.23 WILL BE
CHARGED TO ACCOUNT 000086833- 0000508355531 ON
30/05/2018 AS PER OUR AGREEMENT.**

148/21/01/M03651/S010510/021019

see reverse for transaction details



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST
AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MR MARTIN GERARD WHITELEY
Account No: 4557 0455 3715 8903
Statement Period: 28 April 2018 to 28 May 2018
Cardholder Limit: \$7,500

Transaction record for: MR MARTIN GERARD WHITELEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Apr 2018	\$60.00	RIDGE STAR PTY LTD MINGENEW					
4 May 2018	\$1.49	APPLE ITUNES STORE SYDNEY					74940528117
25 May 2018	\$28.59	ADOBE EXPORTPDF SUB 044-207-3650					74211988123
		RECURRING DIRECT DEBIT.					74313198144
28 May 2018	\$9.00	CARD FEE					74557048148
Total for this period	\$99.08		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: _____ Date: _____

148/21/01/M03651/S010511/021021



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST 8
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MR ROCKY BRENNAN
Account No: 4557 0455 3766 4546
Statement Period: 28 April 2018 to 28 May 2018
Cardholder Limit: \$2,000

Transaction record for: MR ROCKY BRENNAN

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
18 May 2018	\$293.49	GUS*SPOT MESSENGER 866-651-7768 CA					
18 May 2018	\$293.49	FRGN AMT: 219.99 US dollar					24692168137
28 May 2018	\$9.00	CARD FEE					
Total for this period	\$302.49		Totals				74557048148

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: _____ Date: _____

9.3 ADMINISTRATION
Nil

9.4 TOWN PLANNING

9.4.1 PROPOSED AQUACULTURE DEVELOPMENT

Location/Address: 2200 (Lot 50) Midlands Road, Mingenew
Name of Applicant: I Pulbrook
Disclosure of Interest: Nil
File Reference: ADM0075
Date: 11 June 2018
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Neil Hartley, Chief Executive Officer

Summary

Council is in receipt of an application to establish an aquaculture operation upon 2200 (Lot 50) Midlands Road, Mingenew. The application has been advertised for comment and this report recommends that Council grant conditional approval.

Attachment

Attachment 9.4.1(a) - Copy of submitted development application & site photographs

Attachment 9.4.1(b) - Copy of received submissions

Background

Lot 50 is a 181.1576ha property approximately 8km south-east of the Mingenew townsite, located on the eastern side of Midlands Road. The property contains a tree nursery and is also used to grow asparagus, jojoba and agist stock.

Figure 9.4.1(a) – Location Plan for 2200 (Lot 50) Midlands Road, Mingenew



The applicant has constructed a test pond and now seeks approval to operate a commercial aquaculture business that would consist of 10 freshwater aquaculture ponds approximately 25m x 40m, and 2.5-3.5m deep for marron and perch. The development site would be to the immediate west of the existing tree nursery and would not require the clearing of remnant vegetation. The associated traffic movements would utilise the existing crossover/driveway location that would continue to only be used for private access (i.e. no public access to the site).

The submitted application, along with site photographs that elaborate upon this proposal have been provided as **Attachment 9.4.1(a)**.

Figure 9.4.1(b) – Aerial Photograph of 2200 (Lot 50) Midlands Road, Mingenew



Comment

Shire staff do not raise objection to the proposed aquaculture development on the following basis:

- the intended location for the aquaculture ponds is setback from the property boundary, with the closest pond approximately 200m away from the nearest (southern) property boundary, and the farming operations upon the neighbouring property are setback a further similar distance again;
- the applicant does not propose to alter or dam any watercourses;
- the applicant does not propose to permit public access to the dams and the anticipated traffic movements associated with the activities would not be a significant variation to those currently associated with the existing operations upon the property;
- whilst the issue of spray drift from surrounding properties has been raised as a potential concern it is considered that there is ability to successfully manage this through both the applicant maintaining screening landscaping and neighbouring landowners continuing to give regard for reasonable and practicable measures to limit the impact of chemical spray drift;
- the proposed development would provide further economic diversification within the Shire; &
- the proposed development would have limited visual impact given the site is not visible from Midlands Road and there would be no requirement for clearing of remnant vegetation.

Consultation

The Shire wrote to the landowners of the 5 surrounding properties, and also the Department of Primary Industries & Regional Development, Department of Water & Environmental Regulation, Department of Health and Main Roads WA inviting comment on 11 May 2018. At the conclusion of the advertising period on 1 June 2018, 3 submissions had been received, 1 being from a neighbouring landowner and 2 from

government agencies (Department of Primary Industries & Regional Development and Main Roads WA) offering technical comment.

A copy of the received submissions have been provided as **Attachment 9.4.1(b)**.

In summary, the most significant issue raised during the submission period concerned the potential impact of spray drift upon the proposed aquaculture operation from surrounding broadacre farming operations.

A neighbouring landowner advised of their support for the proposed aquaculture development so long as it did not restrict their own farming practices, including the use of registered farm chemicals and fertilisers and their application methods e.g. boomsprays and aerial spraying.

The Department of Primary Industries & Regional Development also raised this issue noting:

“Depending on the crop, the time of the year and the management options, a range of sprays may be used for broadacre production. There can be bare earth applications at crop sowing; insect control may be needed in the spring time; there may also be a need for herbicides and fungicides. Many of the sprays are ground based, but if there are accessibility or biosecurity issues, aerial spraying may be used.

DPIRD believes that there is potential for significant conflict. Crustacea in particular can be very sensitive to insecticide, usually from overspray, rather than drift.

As most aquaculture ventures are new, they tend to have significant teething problems and these problems may be ascribed to chemical use by neighbours despite the real causes. However, it is likely that various people will be called in to assess any problems with production and this can be a time consuming exercise.

In the Great Southern region, there has been significant conflict between marron farmers and neighbouring grape growers. While the pesticide use in broad acre agriculture is much less, generally there should be few problems if applicators are aware of the risks to the aquaculture operation, follow the label instructions and apply other mitigating strategies.

DPIRD recommends that the aquaculture proponent discuss his plans with his neighbours and work together to reduce risk of conflict. He needs to consider the products that are currently used in the area. We suggest that various pond or production units are set back from the boundary by at least the largest buffer zone. Also consider creeks flowing through the property and where they will source their water from.

Lastly, DPIRD has the expectation that the proponent has an aquaculture licence and will be guided by current industry Environmental Code of Practice standards for land-based aquaculture industry.”

Statutory Environment

Lot 50 Midlands Road, Mingenew is zoned ‘Rural/Mining’ under the Shire of Mingenew Local Planning Scheme No.3 (‘the Scheme’).

Section 1.5(d) of the Scheme lists one of the purposes of the Scheme as being to “control and guide land use and development” whilst Section 1.6 lists one of the aims of the Scheme as being to “encourage new industries and businesses”.

Section 4.2 of the Scheme lists the objectives of the ‘Rural/Mining’ zone as being:

“The use of land in the Rural-Mining Zone shall be consistent with the following objectives:

- *to provide for rights of vehicular access, unfettered as to time, location and circumstance, to any land subject of a planning approval;*
- *to ensure the preservation of the rural character and appearance of land within the zone;*
- *to protect the economic viability of agricultural production via support only for subdivision or boundary relocation which retains or results in lot or location sizes which facilitate ongoing agricultural activity.*
- *to preserve and protect the natural undeveloped land areas throughout the zone and to provide for the planting of trees and other suitable vegetation via the imposition of conditions on any planning consent issued, in order to assist in balancing the greenhouse effect, provide shade, prevent erosion, reduce salinity and provide habitats for native fauna.”*

The proposed use can be deemed to meet with the definition of both ‘agriculture-intensive’ and ‘aquaculture’ which are defined by the Shire of Mingenew Local Planning Scheme as follows:

“agriculture—intensive means premises used for trade or commercial purposes, including outbuildings and earthworks, associated with the following —

- (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;*
- (b) the establishment and operation of plant or fruit nurseries;*
- (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms); or*
- (d) aquaculture”*

“aquaculture means any fish farming operations for which a fish farm licence issued pursuant of the provisions of Part V of the Fisheries Act 1905 (as amended) and the Fisheries Regulations 1938 (as amended) is required.”

The Scheme lists both ‘agriculture-intensive’ and ‘aquaculture’ as uses that must be advertised prior to Council’s determination.

Section 5.23.5 of the Scheme states that:

“In determining the establishment of intensive agricultural pursuits, and extractive industries on land zoned Rural/Mining, Council shall seek to ensure that the environment and landscape qualities of the locality are not detrimentally affected, that adequate provision is made for any intensive use of rural roads, and that there is no conflict with existing rural activities undertaken in the area.”

Policy Implications

The Western Australian Planning Commission have prepared Statement of Planning Policy 2.5 ‘Rural Planning’ which notes that:

“WAPC policy in regard to intensive agriculture is:

- (a) intensive agriculture is generally supported and encouraged on rural land provided rural amenity and environmental impacts can be effectively managed;*
- (b) intensive agriculture sites of State significance should be protected from encroachment;*
- (c) in considering buffer distances between intensive agriculture and sensitive land uses, the requirements of clause 5.12 should be observed, and the following matters may also affect the buffer –*
 - (i) types of chemicals used and their method of application;*
 - (ii) the characteristics of the site/s, including vegetation, topography and prevailing winds;*
 - (iii) potential mitigation approaches, including fencing, vegetation buffers, open space, road reserves and other compatible uses; and*

- (iv) *potential staging and/or expansion intention of the intensive agriculture operator; and*
- (d) *where an intensive agriculture proposal may affect the nutrient load of a river, estuary or associated tributary and the system and/or its receiving water body has no further capacity to assimilate nutrients without an adverse impact on ecosystem health, a reduction in nutrient export is to be demonstrated.”*

Financial Implications

The application would not have a budgetary impact to Council.

Strategic Implications

The development of intensive agriculture and aquaculture, where not in conflict with existing agricultural operations, would assist in meeting the objective of the Shire of Mingenew Strategic Community Plan “to be a diverse and innovative economy with a range of local employment opportunities.”

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.4.1

That Council grant formal planning approval for the establishment of an aquaculture operation upon 2200 (Lot 50) Midlands Road, Mingenew subject to compliance with the following:

Conditions:

- 1 Development shall generally be in accordance with plans included within Attachment 9.1.1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of waste product, nutrient, water, noise, odour or otherwise.
- 4 The applicant shall maintain screening landscaping about the development to assist in reducing potential land use conflicts with surrounding agricultural land uses.

Notes:

- (a) The applicant is advised that the proposed aquaculture development is located within a rural area where a range of sprays may be used for broadacre production. Whilst it is the expectation of all rural landowners to use best practice when undertaking spraying there remains the potential for the proposed aquaculture development to be impacted.
- (b) Main Roads WA have raised no objection to the proposed development based on the access onto Midlands Road being for private access only associated with the aquaculture operations and farming activities within Lot 50. In the event that the landowner considers further use intensification of the site they are advised to contact Main Roads WA to discuss whether this may require further works or relocation of the access.
- (c) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation from State Government agencies, including but not limited to the following where required, the Department of Primary Industries & Regional Development, the Department of Water & Environment Regulation, and the Department of Health. It is the applicant’s responsibility to obtain any additional approvals required before the development/use lawfully commences.

- (d) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

9.5 BUILDING
Nil

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

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

11.1 ELECTED MEMBERS

11.2 STAFF

12.0 CONFIDENTIAL ITEMS

12.1 TENDERS – WA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS – FLOOD DAMAGE SUPERVISOR

This matter will be dealt with as a confidential item in accordance with Section 5.23 of the Local Government Act as it contains information about a matter affecting an employee and/or a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 20 June 2018 commencing at 4.30pm.

14.0 CLOSURE