



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

Wednesday 22 August 2018

Shire of Mingenew

Ordinary Council Meeting Notice Paper

22 August 2018

Madam President and Councillors,

An Ordinary Meeting of Council is called for Wednesday, 22 August 2018, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm.

Nils Hay
Chief Executive Officer

17 August 2018

DISCLAIMER

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

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

PROCEDURE FOR PUBLIC QUESTION TIME, DEPUTATIONS, PRESENTATIONS AND PETITIONS AT COUNCIL MEETINGS

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

| | | |
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| Petitions A formal process where members of the community present a written request to the Council. | Deputations A formal process where members of the community request permission to address Council or Committee on an issue. | Presentations An occasion where awards/gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government |
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PROCEDURE FOR DEPUTATIONS

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business. Any person or group wishing to be received as a deputation by the Council shall send to the CEO an application:

- I. Setting out the agenda item to which the deputation relates;
- II. Whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
- III. Include sufficient detail to enable a general understanding of the purpose of the deputation.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281192 or email governance@mingenew.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- I. is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- II. is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- III. additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

PROCEDURE FOR PRESENTATION

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281102 or email governance@mingenew.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received / awarded by the Shire President or an appropriate Councillor.

PROCEDURE FOR PETITIONS

Please note the following protocol for submissions of petitions. Petitions must:

- be addressed to the Shire President.
- be made by electors of the district.
- state the request on each page of the petition.
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed.
- contain a summary of the reasons for the request.
- state the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the Chief Executive Officer may at his discretion forward the petition to Council accompanied by an officer report.

PROCEDURE FOR PUBLIC QUESTION TIME

The Council extends a warm welcome to members of the public whom wish to attend any meeting of the Council. Council is committed to involving the public in its decision making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the Local Government Act 1995) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Shire President may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the Shire of Mingenew Standing Orders Local Law 2017:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

- **During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**
- **Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**
- **Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

Table of Contents

| | | |
|------|---|-----------|
| 1.0 | DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS | 6 |
| 2.0 | RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE | 6 |
| 3.0 | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | 6 |
| 4.0 | PUBLIC QUESTION TIME/PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS | 6 |
| 5.0 | APPLICATIONS FOR LEAVE OF ABSENCE | 6 |
| 6.0 | DECLARATIONS OF INTEREST | 6 |
| 7.0 | CONFIRMATION OF PREVIOUS MEETING MINUTES | 6 |
| | 7.1.1 ORDINARY MEETING HELD 18 JULY 2018..... | 6 |
| 8.0 | ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION | 7 |
| 9.0 | OFFICERS REPORTS | 7 |
| 9.1 | CHIEF EXECUTIVE OFFICER..... | 7 |
| | 9.1.1 MINGENEW NETBALL COURTS – DESIGN & CONSTRUCTION PLAN | 7 |
| | 9.1.2 CREDIT CARD POLICY | 11 |
| | 9.1.3 MINGENEW WASTE TRANSFER STATION – RESTRICTED ACCESS CONSIDERATION AND COMMUNITY CONSULTATION | 13 |
| 9.2 | FINANCE | 18 |
| | 9.2.1 ADOPTION OF 2018/19 BUDGET | 18 |
| | 9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JULY 2018 | 23 |
| | 9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JULY 2018..... | 26 |
| 9.4 | TOWN PLANNING | 28 |
| | 9.4.1 PROPOSED OUTBUILDING EXTENSION, MINGENEW BAKERY | 28 |
| 9.5 | BUILDING | 39 |
| 10.0 | ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 39 |
| 11.0 | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING | 39 |
| 11.1 | ELECTED MEMBERS | 39 |
| 11.2 | STAFF | 39 |
| 12.0 | CONFIDENTIAL ITEMS..... | 39 |
| 13.0 | TIME AND DATE OF NEXT MEETING | 39 |
| 14.0 | CLOSURE..... | 39 |

SHIRE OF MINGENEW

AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 22 AUGUST 2018 COMMENCING AT 4.30pm

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

APOLOGIES

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

The following question/s were submitted prior to the Council meeting for response.

4.1 Jenny Thomas, Mingenew

(as supplied)

- Question 1**
- a)** It has been noted that the advert for the Shire of Mingenew is currently being aired on TV during prime time television shows. Given this is an expenditure of rate payers money is a study being undertaken to determine the economic benefit back to:
 - i. Businesses located within the town of Mingenew;
 - ii. Mingenew Midwest Expo, a marquee event for the district; and
 - iii. The Shire of Mingenew.
 - b)** Will the results of the economic benefit analysis be made publically available to the community of Mingenew.

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 18 JULY 2018

OFFICER RECOMMENDATION – ITEM 7.1.1

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 18 July 2018 be confirmed as a true and accurate record of proceedings subject to the following correction:

1. Change the month listed within the Council resolution for item 9.2.2 to read June.

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 MINGENEW NETBALL COURTS – DESIGN & CONSTRUCTION PLAN

| | |
|--------------------------------|--------------------------------------|
| Location/Address: | Shire of Mingenew |
| Name of Applicant: | Not Applicable |
| Disclosure of Interest: | Nil |
| File Reference: | ADM0074 |
| Date: | 7 August 2018 |
| Author: | Neil Hartley, Casual Project Officer |

Summary

This report outlines the suggested construction proposal for the upgrade of the Mingenew Netball Courts and associated facilities.

The report outlines competing considerations, like risk, WANDRRA revenue opportunities, professional advice considerations, and projected budgets.

Attachment

Requests for Tender documents.

Background

Council at its 21 March 2018 meeting resolved that it would endorse the proposal from the Mingenew Netball Club to make a funding submission to the 2018 Community Sporting and Recreation Facilities Fund (CSRFF) funding round. It also agreed to provide a cash contribution of up to \$63,707 (GST Exclusive) towards the project; plus provide in-kind support for required site works, conditional on the Mingenew Netball Club contributing a minimum cash contribution of \$55,000 (GST Exclusive).

The grant application was submitted and was successful, and a grant for \$66,458 has been offered by CSRFF.

The two potential construction options presented to the July 2018 Council Meeting were –

1. Call tenders as soon as possible for a contractor who can undertake the entire works (less the “in-kind” component), giving them sufficient time to undertake the necessary planning prior to works commencing post the 2018 netball season; or
2. Secure the services of a project coordinator, who can coordinate the program as originally proposed, using several individual contractors.

In light of the above and the other information provided in the report, it was recommended that Council consider the following motion –

That Council authorise the calling of a “Design & Construct” tender, to invite interest in the construction of the new Mingenew Netball Court facility. Tenders to include the following critical aspects:

1. *That the design suitably reflects the intentions of the CSRFF grant application (attached);*
2. *The successful tenderer will need to provide engineering certification of proposed groundworks, structures and drainage;*
3. *Tenderer to work cooperatively with the Shire of Mingenew, the Mingenew Football Club, and the Mingenew Netball Club during the design and construction phases;*
4. *That prior to construction work commencing, finalised price estimates be provided to Council for its confirmation; and*
5. *Work to the timeline that the construction period will be limited to the “off netball season”.*

The Council after due consideration, resolved that the matter lay the table for reconsideration at the August 2018 Ordinary Meeting, to allow time to secure suitable engineering advice in regards to drainage and structure design for the project, including estimated construction costings.

Comment

Requests for quotation documents were prepared and forwarded to three organisations, however none chose to lodge a proposal. One advised they were unqualified and it is understood that the shortness of time to prepare a quotation and the lack of a dedicated budget were factors in the decisions of the remaining two organisations not committing to a preparing and providing a quotation. It was anticipated that quotations in the order of \$30-\$50,000 would have been forthcoming.

The challenge with this proposal is that the overall project cost estimate does not include any dedicated provision for preliminary investigations, or design. Also, that the estimated cost of this work would add between 10% and possibly 20% to the project cost. All this needs to be considered against the overall project's value, and the risk of an inadequate design causing a future failure of the pavement, or further drainage related structural damage or user inconvenience. A further but minor complication, is the need to prioritise the undertaking of the WANDRRA storm damage roadworks, which will limit Shire staff/plant availability at the Netball Courts.

Whilst the ideal outcome would be to have professional engineers undertake the above work and to research and design the best outcomes, that option is only available at a proportionately high cost to the project. Preliminary design would have for example, confirmed the adequacy of the electricity supply for the court lighting; considered how drinking water would be reticulated to the covered viewing area and the height of its new cement slab; considered whether one court should be lowered, or the other lifted; researched if there was any risk of underground water causing future court surface damage; considered how the verandah wall of the Recreation Centre should be protected and drained; and measured and studied how best to deal with stormwater/run-off.

Without that work the project therefore has a high risk of not locating or foreseeing an engineering/construction problem, and also, the dollar and user inconvenience cost of that is difficult to estimate. A design, coordinate, and construct contractor for the project is still seen as the least risky option, but the expense will need to be determined through a Tender process.

Consultation

CEO

Antoinette Krause, GHD

Statutory Environment

The Local Government Act 1995 at S3.57(1) (Tenders for providing goods or services) requires that in certain circumstances, a local government is to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services. The Local Government (Functions and General) Regulations 1996 at Cl.11(1) (When tenders have to be publicly invited) clarifies that tenders are to be publicly invited if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000.

This provision would only apply if the project was to be constructed as a single contract. If on the other hand, the project was to be managed by existing shire staff and several unrelated contracts/contractors, the Shire's Purchasing Policy provisions would prevail.

Policy Implications

The Shire of Mingenew's Purchasing Policy requires three written quotations for an expected purchase in the range of \$40,000 - \$149,999 and tenders to be called for projects with a cost exceeding \$150,000. If the project

is to be managed by existing shire staff and several unrelated contracts/contractors, these provisions would prevail.

Financial Implications

The submission received from the Netball Club had a total budget cost of \$214,574. This was greater than the \$200,000 cut off for projects usually funded through the CSRFF grants program, however it was agreed to apply for the grant on the basis that eventual tender pricing could be lower than the quotes provided and that the Netball Club was keen to progress the funding application so that the project could be completed prior to the 2019 netball season.

The Netball Club advised that whilst it currently only has capacity to contribute an amount of up to \$55,000 (plus \$15,000 in-kind) the Club was actively pursuing other funding opportunities and that if required, it would look at taking out a self supporting loan from the Shire if this was requested by Council.

Should eventual costs be as originally predicted, and based on a 1/3rd, 1/3rd a 1/3rd basis, each party would contribute \$71,524 however due to the maximum \$200,000 project limit, the CSRFF grant offered was \$66,458. The Shire was therefore asked to contribute \$77,907 (\$63,707 cash and \$14,200 in-kind) and the Netball Club \$70,000 (which includes \$55,000 cash).

The total available funds will be sufficient to undertake the project so long as costs are consistent with estimates (or lower), no variations or contingencies are required, and the project is managed and coordinated “in-kind” by volunteers/the Shire. The risk of a cost over-run due to variations and contingencies is however, considered to be “high” for either option, due to the “unknowns” (e.g. what drainage complications lies below the existing courts). The project is though, a relatively low cost project so any over-runs in dollar terms should be manageable.

Should the value of the tender exceed the budgeted amount, Council will be faced with several options, or a potential combination of the below:

1. Reduce scope of the tender (placing greater responsibility on the Shire for project risk management and delivery)
2. Seek to reallocate budget funds
3. Seek additional funding avenues
 - a. Federal Community Sport Infrastructure Grants program has just opened and, in any event, will be targeted for co-contribution (however announcement will not be until November 2018 – after scheduled start date for works)
 - b. It is understood that the Mingenew Netball Club are also looking at additional grant opportunities

Strategic Implications

Community Strategic Plan

Outcome 3.2.3 - Maintain and further develop the recreation complex

Outcome 4.1.1 – Continue to support community groups.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.2

That Council authorise the calling of a “Design & Construct” tender, to invite interest in the construction of the new Mingenew Netball Court facility. Tenders to include the following critical aspects:

1. That the design suitably reflects the intentions of the CSRFF grant application (attached);
2. The successful tenderer will need to provide engineering certification of proposed groundworks, structures and drainage;
3. Tenderer to work cooperatively with the Shire of Mingenew, the Mingenew Football Club, and the Mingenew Netball Club during the design and construction phases;

- 4. That prior to construction work commencing, finalised price estimates be provided to Council for its confirmation; and**
- 5. Work to the timeline that the construction period will be limited to the “netball off-season”.**



Tender - Design & Construct 2 x Open-Air Netball/Basketball Courts

The Shire of Mingenew, invites tenders for Design & Construct of 2 x Open-Air Netball/Basketball Courts (including drainage, lighting, perimeter fencing, and viewing area).

Tender documents are available from the CEO, Nils Hay, at ceo@mingenew.wa.gov.au

Tenders are to be submitted before 9.00AM MONDAY 17 SEPTEMBER 2018 via email to the Shire, at tenders@mingenew.wa.gov.au and in accordance with the tender conditions.

Nils Hay
Chief Executive Officer



REQUEST FOR TENDER

| | |
|----------------------|---|
| Request for Tender | Design & Construct 2 x Open-Air Netball/Basketball Courts (including drainage, lighting, perimeter fencing, and viewing area) |
| Deadline | 9.00AM MONDAY 17 SEPTEMBER 2018 |
| Address for Delivery | <u>BY EMAIL TO:</u> tenders@mingenew.wa.gov.au |
| RFT Number | RFT 1-2018/19 DESIGN & CONSTRUCT – NETBALL/BASKETBALL COURTS |

Contents Page

| | | |
|----------|--|----------|
| 1 | PRINCIPAL'S REQUEST | 1 |
| 1.1 | CONTRACT REQUIREMENTS IN BRIEF | 1 |
| 1.2 | TENDER DOCUMENTS | 2 |
| 1.3 | DEFINITIONS | 2 |
| 1.4 | HOW TO PREPARE YOUR TENDER | 3 |
| 1.5 | CONTACT PERSON..... | 3 |
| 1.6 | TENDER BRIEFING/SITE INSPECTION | 3 |
| 1.7 | EVALUATION PROCESS..... | 3 |
| 1.8 | SELECTION CRITERIA..... | 4 |
| 1.9 | PRICE BASIS | 4 |
| 1.10 | PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION | 5 |
| 2 | CONDITIONS OF TENDERING | 6 |
| 2.1 | LODGEMENT OF TENDERS AND DELIVERY METHOD | 6 |
| 2.2 | REJECTION OF TENDERS..... | 6 |
| 2.3 | LATE TENDERS..... | 6 |
| 2.4 | ACCEPTANCE OF TENDERS..... | 6 |
| 2.5 | DISCLOSURE OF CONTRACT INFORMATION | 6 |
| 2.6 | BUILDERS REGISTRATION ACT | 7 |
| 2.7 | GENERAL CONDITIONS OF CONTRACT | 7 |
| 2.8 | TENDER VALIDITY PERIOD..... | 7 |
| 2.9 | PRECEDENCE OF DOCUMENTS..... | 7 |
| 2.10 | PAYMENT OF INDUSTRY TRAINING FUND LEVY | 7 |
| 2.11 | REGISTRATION OR LICENSING OF CONTRACTORS | 7 |
| 2.12 | MONETARY VALUES | 7 |
| 2.13 | TENDERERS TO INFORM THEMSELVES | 7 |
| 2.14 | ALTERATIONS..... | 8 |

| | | |
|------|---|----|
| 2.15 | OWNERSHIP OF TENDERS | 8 |
| 2.16 | RISK ASSESSMENT | 8 |
| 2.17 | CANVASSING OF OFFICIALS | 8 |
| 2.18 | IDENTITY OF THE TENDERER | 8 |
| 2.19 | COSTS OF TENDERING | 8 |
| 2.20 | TENDER OPENING | 9 |
| 3 | SPECIFICATION..... | 10 |
| 3.1 | INTRODUCTION | 10 |
| 3.2 | BACKGROUND INFORMATION | 10 |
| 3.3 | SCOPE OF WORK | 12 |
| 3.4 | IMPLEMENTATION TIMETABLE | 20 |
| 4 | GENERAL CONDITIONS OF CONTRACT | 15 |
| 5 | SPECIAL CONDITIONS OF CONTRACT | 22 |
| 5.1 | ADVERTISEMENTS AND PROMOTIONS ON SITE | 22 |
| 5.2 | DESCRIPTION OF THE WORKS | 22 |
| 5.3 | WORK NOT INCLUDED | 22 |
| 5.4 | PUBLICITY | 22 |
| 5.5 | DOCUMENTS GENERALLY, DRAWINGS AND SPECIFICATION | 22 |
| 5.6 | ENVIRONMENTAL PROTECTION..... | 22 |
| 5.7 | CONTRACTOR'S REPRESENTATIVE..... | 24 |
| 5.8 | EXISTING IMPROVEMENTS..... | 24 |
| 5.9 | TEMPORARY SAFETY FENCE..... | 24 |
| 5.10 | MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT | 24 |
| 5.11 | MATERIALS AND WORK..... | 24 |
| 5.12 | MATERIALS TO BE SUPPLIED BY THE PRINCIPAL | 26 |
| 5.13 | SERVICES INSTALLATION | 26 |
| 5.14 | WORKING HOURS..... | 26 |

| | | |
|------|--|----|
| 5.15 | SCHEDULE OF WARRANTIES..... | 26 |
| 5.16 | BRANDS OF MATERIAL SCHEDULES..... | 26 |
| 5.17 | GOODS AND SERVICES TAX (GST)..... | 27 |
| 6 | TENDERER'S OFFER..... | 28 |
| 6.1 | FORM OF TENDER..... | 28 |
| 6.2 | TENDERER'S RESPONSE | 29 |
| 6.3 | SELECTION CRITERIA..... | 32 |
| 6.4 | PRICE INFORMATION | 34 |
| 7 | TENDERER'S RESOURCES SCHEDULE..... | 37 |
| 7.1 | TENDERER'S CURRENT COMMITMENT SCHEDULE | 37 |
| 7.2 | TENDERER'S HUMAN RESOURCES SCHEDULE | 37 |

PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

The Principal is seeking tender submissions from suitably qualified and experienced contractors for the design and construction of two good quality open-air netball/basketball courts, with associated lighting, perimeter fencing and a sheltered viewing area, at Mingenew's Recreation Centre.

The project involves demolition/deconstruction of the existing fences and covered viewing area, removing the current surface, improving drainage, improving court foundations and re-applying a level surface, installing new playing lights, re-surfacing courts and surrounds, providing new dual purpose netball/basketball court goals, and dual basketball/netball court markings. The following issues need to be addressed as part of the project:

1. Safety – Proximity to Recreation Centre wall doesn't permit senior netball games to be played on the lower court. See *WA Netball Court Specifications* - <https://netball.com.au/our-game/court-venue-specifications/>;
2. Lighting is poor and underutilised;
3. Uneven Surface – cracks on the court surfaces; and
4. Poor drainage (including we have been informed, subsoil water movement which is creating substantial moisture underneath, which then causes the soil to move, cracking and damaging the netball surface).

Tender submissions should consist of various priced options, allowing the Principal to determine the final scope of works, relative to the available budget.

The works are located adjacent to the existing Principal owned Mingenew Recreation Centre. It is envisaged that the Recreation Centre and the new courts will "function as one" through the shared use of their individual facilities and amenities. Suitable provision for site drainage, paved walkways, ramps, and stairs are included in the scope of works. As the facility is open to the public, the entire design should reasonably counter all forms of potential theft and vandalism, as well as facilitate easy repairs thereafter.

Alternative nearby locations will be considered if a good quality but less expensive outcome can be achieved.

The successful Tenderer shall provide all necessary services for the planning, design and construction of this project, including access to supply services like power and water, design documents, materials, products, labour, plant and equipment for its design, management, construction and completion of the whole of the work under the Contract in compliance with the National Construction Codes (NCC) and all relevant Australian Standards, Codes of Practice, Western Australian and Commonwealth legislation, statutes, ordinance, rules and regulations bearing on the provision of such services and conduct of the work under the Contract.

This is a multi-party contributory project where the Department of Sport and Recreation, the Shire of Mingenew, the Mingenew Netball Club, and the Mingenew Football Club will be making both "in-kind" and direct financial contributions. Both the Shire of Mingenew and the Mingenew Football Club have both committed to contribute "in-kind" plant/labour to the project and this needs to be incorporated into the Contractor's supervisions and construction program. All "in-kind" works (e.g. Shire plant and labour) will act under the direction of the successful Contractor.

A full statement of the services required under the proposed contract appears in the Specification (Part 3).

Construction timing is also very important as the project must be completed by 29 March 2019.

| Project milestones: | |
|---|-------------------|
| Task | Date |
| Attainment of Council approvals | 19 September 2018 |
| Preparation of tender/quotes for the major works contract | 21 September 2018 |
| Issuing of tender for works | 28 September 2018 |
| Signing of works contract | 16 November 2018 |
| Site works commence | 10 December 2018 |
| Construction of project starts | 10 December 2018 |
| Project 50% complete | 15 February 2019 |
| Project Completion and hand over | 29 March 2019 |
| Project Defect Liability Period and acquittal | 30 June 2019 |

Prospective tenderers are to contact the Shire of Mingenew offices to clarify the brief ensuring an understanding of the project and the options required to be presented for Council consideration.

1.2 TENDER DOCUMENTS

This Request for Tender is comprised of the following documents:

- (a) Part 1 – Principal's Request (read and keep this part);
- (b) Part 2 – Conditions of Tendering (read and keep this part);
- (c) Part 3 – Specification (read and keep this part);
- (d) Part 4 – General Conditions of Contract (read and keep this part);
- (e) Part 5 – Special Conditions of Contract (read and keep this part);
- (f) Part 6 – Tenderer's Offer (complete and return this part);
- (g) Part 7 – Tenderer's Resources Schedule (complete and return this part).

1.3 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

| | |
|--|--|
| Attachments: | The documents you attach as part of your Tender; |
| Contractor: | Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations; |
| Deadline: | The Deadline for lodgement of your Tender; |
| General Conditions of Contract: | Means the General Conditions of Contract nominated in Part 4; |
| Offer: | Your Offer to be selected to supply the Requirements; |
| Principal: | Shire of Mingenew |

1.4 HOW TO PREPARE YOUR TENDER

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements.
- (c) Complete, sign and return the Offer (Parts 6 and 7) in all respects and include all Attachments.
- (d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.
- (e) Lodge your Tender before the Deadline.

1.5 CONTACT PERSON

Tenderers should not rely on any information provided by any person other than the person listed below:

RFT Enquiries

Name: **Nils Hay**
CEO

Telephone: **08 9928 1102**

Email: **ceo@mingenew.wa.gov.au**

1.6 TENDER BRIEFING/SITE INSPECTION

Respondents are welcome to attend a site inspection at any time prior to the closing of Tenders.

The location of any meetings will be at the existing Netball Court facilities, Mingenew WA 6522.

The site inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the Response.

Please confirm with the contact person Nils Hay, 99281102 to arrange a suitable appointment time.

1.7 EVALUATION PROCESS

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- (a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Form of Tender and Attachments) may be excluded from evaluation.
- (b) Tenders are assessed against the Selection Criteria.
- (c) The most suitable Tenderers may be shortlisted and may also be required to clarify the offer, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer, whose Tender is considered the most advantageous Tender to the Principal.

1.8 SELECTION CRITERIA

The Contract may be awarded to a Tenderer who best demonstrates the ability to carry out the building and other construction services at a competitive price. The tendered prices will be assessed, together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request.

This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tenderer demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.8.1 COMPLIANCE CRITERIA

These criteria are detailed within Part 6 of this document and will not be point scored. Each Tender will be assessed on a "Yes/No" basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Tender from consideration.

1.8.2 ASSESSMENT CRITERIA

In determining the most advantageous Tender, it will be scored against the criteria. It is essential that Tenderers address each criterion. The Tenders will be used to select the chosen Tenderer, and failure to provide the specified information may result in elimination from the Tender evaluation process. The criteria is:

| Description of Criteria | Weighting |
|---|-------------|
| Demonstrated quality of previous similar work | 10% |
| Organisational capacity to undertake the project and ongoing business sustainability | 10% |
| Demonstrated capacity and availability to complete the project by 29 March 2019 | 10% |
| Demonstrated capacity to coordinate overall works with the other stakeholders (Shire, Mingenew Football Club and Mingenew Netball Club) | 10% |
| Price | 60% |
| TOTAL | 100% |

All prices for services offered under this Request are to be fixed for the term of the Contract. Tendered prices must exclude Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must be fully inclusive of all costs like delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.9.1 CUSTOMS DUTY

The Tenderer shall allow in its Tender for any customs duty and primage applicable to all imported materials, plant and equipment required in connection with the works.

1.9.2 SITE ALLOWANCES

This Contract is not subject to adjustment for Site allowances.

1.10 PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION

The following policies may affect this selection:

Shire of Mingenew Occupational Health and Safety policy

This policy outlines the Shire of Mingenew's commitment to continuously improve the occupational safety and health standards within the workplace, to continuously improve the occupational safety and health management systems and to reduce hazards and subsequent incidents in the workplace. The Policy of the Shire of Mingenew is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment,
- Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively,
- Investigate all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace,
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements
- Comply with current Occupational Safety and Health Act 1984, and the Occupational Safety and Health Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice, and
- Engage and consult stakeholders and representatives in matters regarding occupational safety and health in the workplace.

Employees have a duty of care to:

- Work with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions,
- Report hazards, accidents, incidents and near misses to their Line Manager,
- Co-operate positively in the fulfillment of the obligations placed on their employer,
- Assist in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence, and
- Maintain a safe and efficient place of work is the goal, and we must all be committed by working together to reach this outcome.

CONDITIONS OF TENDERING

2.1 LODGEMENT OF TENDERS AND DELIVERY METHOD

The Tender must be lodged by the Deadline. The Deadline for this Request for Tender is 9.00AM MONDAY 17SEPTEMBER2018.

The Tender is to be marked as 'CONFIDENTIAL - RFT 1-2018/19 (Netball/Basketball Courts)' and forwarded by email to the attention of CEO of the Shire of Mingenew at tenders@mingenew.wa.gov.au It is the tender's responsibility to ensure that the email has been received.

2.2 REJECTION OF TENDERS

A Tender will be rejected without consideration of its merits in the event that:

- (a) It is not submitted before the Deadline; or
- (b) It is not submitted at the place specified in the Request; or
- (c) It may be rejected if it fails to comply with any other requirements of the Request.

2.3 LATE TENDERS

Tenders received:

- (a) after the Deadline; or
- (b) in a place other than that stipulated in this Request; will NOT be accepted for evaluation.

2.4 ACCEPTANCE OF TENDERS

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

2.5 DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Tenderers will be given particulars of the successful Tenderer(s) or advised that no Tender was accepted.

2.6 BUILDERS REGISTRATION ACT

Where building works are required under this Contract, the Principal will contract only with a Tenderer that is registered under the Act at the time the Deadline of this Request for Tender occurs close. Tenderers conditionally registered under the Act will only be considered where the conditions imposed on their registration do not conflict with the requirements of this contract.

2.7 GENERAL CONDITIONS OF CONTRACT

Tenders shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the Provision of Minor Works and Services in Part 4.

2.8 TENDER VALIDITY PERIOD

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline, unless extended by mutual agreement between the Principal and the Tenderer in writing.

2.9 PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request shall have precedence.

2.10 PAYMENT OF INDUSTRY TRAINING FUND LEVY

The Contractor is deemed to be the project owner under the Building and Construction Industry Training Fund and *Levy Collection Act 1990*. The Contractor shall pay all levies required to be paid under this Act.

2.11 REGISTRATION OR LICENSING OF CONTRACTORS

Where an act or ordinance of the state of Western Australia requires that a Contractor (as defined by the act or ordinance) be registered or licensed to carry out the work described in the Request documents, the Tenderer shall state on the Tender Form in the space provided, its registration or licence number. The Tender may not be considered if the Tenderer fails to provide such registration or licence number.

2.12 MONETARY VALUES

Monetary values that appear in the Tender, such as provisional sums, prime cost amounts, value of Principal supplied items, etc are net values. They do not include the Goods and Services Tax (GST).

2.13 TENDERERS TO INFORM THEMSELVES

Tenderers shall be deemed to have:

- (a) Examined the Request and any other information available in writing to Tenderers for the purpose of tendering. The Principal does not represent that any information made available completely shows the existing Site or sub-surface conditions. The Tenderer is to accept full responsibility for their own interpretations, deductions, and conclusions made from the information provided by the Principal;
- (b) Examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquiries;
- (c) Satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which shall be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work

described therein;

- (d) Acknowledged that the Principal may enter into negotiations with a chosen Tenderer. Negotiations shall be carried out in good faith; and
- (e) Satisfied themselves they have a full set of the Request documents and all relevant Attachments.

2.14 ALTERATIONS

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

2.15 OWNERSHIP OF TENDERS

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a Tender shall become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the tender process PROVIDED that the Tenderer shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the contract.

2.16 RISK ASSESSMENT

The Principal may have access to and give consideration to:

- (a) any risk assessment undertaken by any approved credit rating agency; and
 - (b) any information produced by the Bank, financial institution, or accountant of a Tenderer;
- so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

2.17 CANVASSING OF OFFICIALS

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's Councillors or Officers with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

2.18 IDENTITY OF THE TENDERER

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 6 and whose execution appears on the Form of Tender in Part 6 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

2.19 COSTS OF TENDERING

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

2.20 TENDER OPENING

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted a Tender by the due Deadline will be read out at the tender opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender opening will be held on as soon as practicable after the Deadline at the Shire of Mingenew offices at 21 Victoria Street, Mingenew, WA 6522.

SPECIFICATION

3.1 INTRODUCTION

This contract primarily involves the planning, design and construction of two good quality netball/basketball court facilities at Mingenew's Recreation Centre (replacing the existing facilities in the general area highlighted in blue below) plus drainage, lighting, fencing and covered viewing area.



3.2 BACKGROUND INFORMATION

The Shire of Mingenew and the Mingenew Netball Club have secured funds and in-kind contributions to undertake an improvement project at the Mingenew netball/basketball courts.

The Shire of Mingenew is therefore seeking a competent and efficient design and construct tenderer to design, coordinate the various stakeholder contributions, and construct the improvements, within the timeline period set.

Tenders are invited for the above work and close at 9.00am on 17 September 2018. Submissions are to be received via email at tenders@mingenew.wa.gov.au by the above time/date.

| Project Description (breakdown of project component to be supplied) | Details of provider responsibilities |
|---|---|
| Contractor Components | |
| Reconstruction of Netball/Basketball Courts (including court foundations) | To be undertaken by Contractor |
| Applying a level surface to courts and surrounds | To be undertaken by Contractor |
| Installing of dual basketball/netball court markings to all courts (with option of having only one court dual marked/goaled) | To be undertaken by Contractor |
| Procurement and installing of new dual purpose netball/basketball court goals (with option of having only one court dual marked/goaled) | To be undertaken by Contractor |
| Location, procurement and Installation of Lighting and associated connections | To be undertaken by Contractor |
| Spectator Viewing Covered Area - 1. Location, procurement and installation of concrete slab for Spectator Viewing Covered Area 2. Provision of water fountain and tap and electrical power points to the Spectator Viewing Covered Area | 1. To be undertaken by Contractor in coordination with Mingenew Football Club (which is demolishing the existing viewing area and relocating it onto this new concrete slab). 2. To be undertaken by Contractor in coordination with Mingenew Netball Club and Mingenew Football Club. |
| Perimeter Fence – 1. Removal and disposal of old fence. 2. Location and procurement of new Fencing. 3. Coordination of Installation of new fencing | 1. To be coordinated by Contractor, through the Mingenew Football Club. 2. To be undertaken by the Contractor in consultation with Mingenew Netball Club and Mingenew Football Club. 3. To be coordinated by the Contractor (but undertaken by the Mingenew Football Club). |
| | |
| Volunteer Labour/In-Kind Support Component | |
| Spectator Viewing Covered Area - Dismantle and Re Install | In Kind contribution from Mingenew Football Club (these works will need to be specified and supervised by the Contractor) |
| Perimeter Fence - Removal and disposal of old and Installation of new | In Kind contribution by Mingenew Football Club (these works will need to be specified and supervised by the Contractor) |
| Site Works and Drainage (limited to initial removal of existing court surface to agreed area/depth, and installation of any required drainage). | In Kind from Shire of Mingenew (these works will need to be specified and supervised by the Contractor) |

Alternative nearby locations for a completely new Netball/Basketball Court facility will be considered if a good quality but less expensive outcome can be achieved.

Site visit is encouraged to ensure that the expectations of the successful tenderer is understood.

PLEASE COMPLETE & RETURN THIS SECTION

3.3 SCOPE OF WORK

SPECIFICATION FOR UNIT DESIGN AND CONSTRUCTION OF TWO SENIOR SIZED NETBALL/BASKETBALL COURTS, PLUS ASSOCIATED DRAINAGE, LIGHTING, FENCING, UNDERCOVER SPECTATOR AREA, PATHWAYS, ETC

General

The Principal is seeking the provision of two good quality open-air netball/basketball courts, with associated lighting, perimeter fencing and a sheltered viewing area, at Mingenew's Recreation Centre. This is a multi-party contribution project where the Department of Sport and Recreation, the Shire of Mingenew, the Mingenew Netball Club, and the Mingenew Football Club will be making both "in-kind" and direct financial contributions. Both the Shire of Mingenew and the Mingenew Football Club have both committed to contribute "in-kind" plant/labour to the project and this needs to be incorporated into the Contractors supervision and construction program. All "in-kind" works (e.g. Shire plant and labour) will act under the direction of the successful Contractor.

The Shire will be providing plant and labour to undertake the initial Site Works and provide the required Drainage. The Football Club will be dismantling the existing covered spectator area and the perimeter fencing and reinstating that covered spectator area on a new concrete pad, and constructing the new perimeter fencing with new materials. All of this work will be undertaken under the direction of the successful Contractor.

The project involves removing the current surface, improving drainage, improving court foundations and re-applying a self-draining surface. This will also involve upgrading of the lights and re-surfacing courts surrounds. The following issues need to be addressed as part of the project:

1. Safety – Proximity to Recreation Centre wall doesn't permit senior netball games to be played on the lower court. See *WA Netball Court and Venue Specifications* - <https://netball.com.au/our-game/court-venue-specifications/>;
2. Lighting is poor and underutilized;
3. Uneven Surface – cracks on the court surfaces; and
4. Poor drainage causing mould on court surfaces (we have been informed that the problem lies beneath the surface, involving rainfall running from a higher point and pooling on the netball/basketball courts which is creating substantial moisture underneath, which then causes the soil to move, cracking and damaging the court surfaces).

A budget has been allocated to this project, however the Principal may also consider alternative submissions based on a best value for money approach. The tender submissions should therefore consist of various priced options, allowing the Principal to determine the final scope of works, relative to the available budget.

The works are located at the Mingenew Recreation Centre, in Mingenew townsite. It is envisaged that the Recreation Centre and the new courts will "function as one" through the shared use of their individual facilities and amenities. Suitable provision for site drainage, paved walkways, ramps, and stairs are included in the scope of works. As the facility is open to the public, the entire design should reasonably counter all forms of potential theft and vandalism, as well as facilitate easy repairs thereafter. Alternative nearby locations for a completely new Netball Court facility will however also be considered if a good quality but less expensive outcome can be achieved.

The successful Tenderer shall provide all necessary services for the planning, design and construction of this project, including design documents, materials, products, labour, plant and equipment for its design, management,

construction and completion of the whole of the work under the Contract in compliance with the National Construction Codes (NCC) and all relevant Australian Standards, Codes of Practice, Western Australian and Commonwealth legislation, statutes, ordinance, rules and regulations bearing on the provision of such services and conduct of the work under the Contract.

A full statement of the services required under the proposed contract appears in the Specification (Part 3).

Construction timing is also very important as the project must be completed by 29 March 2018.

The Shire will be looking for a built form outcome which integrates with adjacent facilities, but is identifiable in its own right.

The final result will be functional, yet demonstrate quality, innovation and have an appealing visual impact.

The Contractor will be responsible for negotiating and implementing access to the Site, provision of temporary services and utilities, compliance with Local Authority operational procedures and priorities, emergency access, egress and evacuation procedures and the like which may bear on the conduct of its work under the Contract.

The Contractor shall be responsible for the provision of design documents, all necessary planning and building approvals, co-ordination and fees, provision and management of all resources, labour and materials, on and off site fabrication and construction work, services connection applications, management and installation work, fencing, and external work, installation of all finishes, components, fixtures and fittings and the connection and commissioning of all utilities and services installations as necessary to achieve the Principal's design objectives and scope of work set out in the Principal's Project Requirements. This also includes all matters and things necessary for the due and proper performance and completion of the work under the Contract described therein.

All Scope of Works priced options shall conform to the following:

- The facility should integrate with the adjacent facilities in terms of people movement and servicing as well as aesthetics, external materials selection and colours;
- Structural design is to comply with all relevant current Australian Standards, National Construction Codes, recognised industry codes of practice and safe working methods and legislation;
- Certificates of design compliance are to be provided in support of the design together with all necessary drawings and specifications;
- Twenty five year design life;
- Environmentally sustainable design principles should be applied;
- Design shall take into consideration local engineering requirements and climate conditions;
- Design should counter potential forms of theft and vandalism, and facilitate repairs thereafter;
- All design elements should conform to local and regional planning requirements; and

Earthworks

- Tenderers should allow for their own adequate geotechnical investigation to be incorporated into the overall engineering design.
- Earthworks levels are to allow for both courts to be on the same level.
- Provide suitable walkway surface for pedestrian access to the entrances of the adjacent Recreation Centre Building.
- Impacts on overland flow of water to be considered as part of project design
- Structural integrity of the adjacent buildings, retaining walls, verandas, etc and tanks etc to be maintained.
- Allow for adequate drainage throughout the site and adequate erosion protection.

Courts 1 and 2

- Design with a suitable reinforced surface to suit the local conditions.
- Have minimal surface jointing that may affect the quality of the playing surface.

- The netball and basketball court markings and details will be in accordance with the Department of Sport and Recreation Website: <http://www.dsr.wa.gov.au/support-and-advice/facility-management/developing-facilities/dimensions-guide/sport-specific-dimensions/netball> and <https://www.dsr.wa.gov.au/support-and-advice/facility-management/developing-facilities/dimensions-guide/sport-specific-dimensions/basketball>
- The netball/basketball posts are to be safety padded.
- The netball/basketball goal rings height are to be adjustable to be suitable for Junior and adult playing requirements.
- A separately priced option of having one of the courts prepared for adult netball only is to be provided.
- The specified run off and unobstructed areas around both the court perimeters should be maintained as per the above DSR requirements, and constructed with the same material as the courts.
- Courts and surrounding areas should drain adequately
- Courts are to be trafficable by a scissor lift for servicing or maintenance
- Allow for scorers and team bench areas as per the above DSR requirements, and also a central spectators viewing area of 3.0m wide between the shaded courts. Team benches for each court are to be permanently fixed and highly resistant to vandalism. Spectator benches are to be provided by the Principal.
- Provide suitable walkway access to all courts, the parking area and the adjacent Recreation Centre/Toilet facilities.

Fencing

The demolition and replacement of the fencing will be undertaken by the Mingenew Football Club. The role of the Contractor will be to liaise with the Mingenew Football Club representative to coordinate the timing of these works. Reasonable and adequate notice to the Mingenew Football Club is expected of the Contractor.

The entire Scope of works shall be enclosed by a 2.5m high perimeter fence:

- The fencing should not encroach on the DSR specified court run-off distances or spectator areas
- Fencing to be made of suitable galvanised chain wire
- Capped posts should match the fence, with stays outside the prescribed run-off areas
- Provide pedestrian gates and one vehicle access gate, with suitable padlock facilities to suit the pathway access and facility users between the parking, the courts and the existing MPC building.
- Fencing, pole and stay wall thickness should be clearly specified on the tender submission

Undercover Spectator Area

The deconstruction and reconstruction of the Undercover Spectator Area will be undertaken by the Mingenew Football Club. The role of the Contractor will be to liaise with the Mingenew Football Club representative to coordinate the timing of these works. Reasonable and adequate notice to the Mingenew Football Club is expected of the Contractor.

- The Undercover Spectator Area should not encroach on the DSR specified court run-off distances or spectator areas
- Provision needs to be made for internal lighting and several electrical power points
- Provision needs to be made for a water tap and drinking fountain.

Services

The Contractor shall be responsible for all works associated with connecting into the adjacent reticulated services for water and electricity, including the installation of suitable sub-meters to each service.

a. Electrical

A new, suitably lockable stainless steel switchboard is to be provided in a mutually agreeable location. All power and lighting requirements will be distributed from this board.

- A new Court switchboard is required and the Tenderer should allow for all foreseeable works involved with the connection, service location, reticulation and re-installment of existing finishes.

- Game lighting (Court 1 and 2) will be sufficient for league night games and conform to the relevant Australian Standards. Lighting (per court) to be operated through a manual switch.
- Reticulation of lighting and six double powerpoints to the Shed is required.
- Allow for future connection points within the scope of works, with a further 20% built-in spare capacity. All necessary circuit breakers, earth leakage and electrical conduits and sleeving are to be installed for the entire scope of works envisaged within this RFT.

b. Water

A suitable water tap and a drinking fountain are to be provided at the sheltered viewing facility.

c. Stormwater

A stormwater management plan shall be developed by the successful Tenderer for the site, in accordance with local planning and engineering guidelines, with overflow water being directed away from the site, including allowance for adequate stormwater erosion protection for any channelled water.

External Works (Ramps, Walkways, General)

- Concrete, or similar approved, walkways are to be provided to facilitate access between the parking, adjacent Recreation Centre building, courts, toilets, etc.
- The design should cater for disability access.
- The design should also cater for suitable vehicle access to the double gates of the fencing surrounding the covered courts.

Other (Water Fountain, Scoreboards, Equipment)

- A water fountain and a water tap are to be provided, complete with supply and waste connections, located conveniently near the spectator area.
- The netball/basketball posts are to be safety padded.
- The netball/basketball goal rings height are to be adjustable to be suitable for Junior and adult playing requirements.
- A separately priced option of having one of the courts only prepared for adult netball only is to be provided.

PRINCIPAL'S ADDITIONAL PROJECT REQUIREMENTS

Site Preparation

The intention of the Shire of Mingenew, is that it will undertake the site preparation works as part of its "in-kind" contribution towards the project. These works will be undertaken to the standards required by the Contractor (standards to be provided as part of the Tender Submission). The Contractor should however, also as part of the Tender Submission, allow as a separate PC Item, for all necessary preparation of the site if that work cannot be undertaken by the Shire, or the Shire chooses to allocate that component of the works to the Contractor.

Utilities

The Contractor shall be responsible for ensuring that there is adequate supply capacity, and for all other works and costs associated with permanent connections to reticulated mains water and electricity. Temporary power and water connections can be made off the existing Recreation Centre services reticulation if required.

Fees and Licences

The Contractor shall be responsible for all works and costs associated with:

- obtaining all necessary and appropriate development approvals, planning permits and building licences;
- securing the issue of a building licence (note: can be by arrangement through the City of Geraldton).
- obtaining all required approvals from appropriate agencies including, but not limited to the Principal, the Shire of Mingenew.

Construction Methodology

The Contractor shall provide a construction methodology including methods of construction for the Works as a whole and in part including, but not limited to, modular and/or pre-fabricated components and the like, site management and emergency procedures such as storm weather preparedness, safety, environmental and quality considerations and procedure for liaison with the Shire of Mingenew, the Mingenew Football Club, and any separate Contractors in the vicinity of the Works.

Materials, Products and Composite Systems

The Contractor shall employ as much as is reasonably practical, ecologically sustainable design strategies and construction methodologies to carry out the work under the Contract using materials, products and composite systems selected to minimise maintenance and energy consumption.

Unless otherwise directed or indicated all materials, products and composite systems shall be:

- of high quality throughout;
- new, unused and undamaged unless otherwise indicated or approved as wholly or partially salvaged or recycled;
- handled, stored and used safely in accordance with the product manufacturer's current published recommendations and in compliance with Occupational Health and Safety requirements set out in the Principal's Project Requirements;
- mutually compatible, suitable for the intended purpose and consistent with the design intent;
- commonly available, successfully used in similar recent projects and that are likely to be available at a later date for maintenance, rectification or additional work;
- structurally adequate;
- free from defects impairing appearance, strength, durability and performance; and
- subject to the Superintendent's approval.

Factory manufactured products, materials and composite systems shall be manufactured under a recognised quality system in accordance with the relevant Australian Standards.

Where the design documents indicate sizes, weights and strength of products, materials and composite systems, the sizes, weights and strengths indicated are the minimum that will be approved.

Adequate storage and protection for products, materials and composite systems shall be provided prior to their incorporation in the Works so as to preserve their quality and fitness for use in the Works.

To the greatest practicable extent, products, materials and composite systems of a similar type shall be from the same product manufacturer and production batch.

Labour General

Operators of plant and equipment are to operate plant/equipment to a minimum to comply with the Shire of Mingenew Safety Policy, Government Laws, Western Australia Legislation, Regulations and Standards, and ensure plant and equipment is in a safe and roadworthy condition prior to use.

Plant

The Contractor shall ensure:

- Plant and equipment performs to manufacturer's expectations and Government Standards and Regulations in regards to roadworthiness and function.
- Plant and equipment is in good condition and repair. Plant that does not meet the Superintendent's expectations shall be removed from site at the Contractor's expense.
- Plant and equipment is only to be used by certified and licensed operators and drivers that are certified for use of that plant or equipment.
- Proof of licence or competency is to be available upon request.

Construction Programme

The Contractor shall provide a construction programme in an approved Gantt chart format for the design, planning approvals, construction and completion of the Works.

Construction may be delayed due to extreme weather conditions and the Contractor must make due allowance in their Construction Programme, resource planning and management.

Site Specific Safety Requirements

The Principal believes that all workplace incidents and injuries are preventable and is committed to providing a working environment in which its employees (and the employees of its contractors, sub-contractors and suppliers, including the self-employed) are able to carry out their work with minimum exposure to physical hazards and risk to their health and wellbeing.

All contractors engaged by the Principal are required to comply with the Principal's operating rules, Occupation Health and Safety (OH&S) Policy and guidelines as a minimum standard. All costs to comply with these conditions are to be included in the Tenderers rates. Failure to comply, or to rectify a non-compliance after due notice, may be sufficient grounds for cancelling the contract.

Contractors are required to submit with their Tender submission full details of their health, safety and environment management systems and to confirm that this complies in full with all current legislation (Acts and Regulations), codes of practice and relevant Australian standards.

The Contractor must maintain 24 hour, safe vehicle access to the adjacent parking areas and public roads for the duration of the Works. Tenderers are to maintain safe vehicle and pedestrian access for the general public to enter and exit the adjacent recreational facility. A traffic management plan, construction management plan and project safety management plan shall be prepared by the Contractor, and submitted for approval by the Superintendent, prior to Works commencing on site.

Design Documents

This Tender Document outlines the broad design elements of the project. The Contractor's design team's design documents shall:

- include the drawings, specifications, schedules, computations and other detailed information required for the Contractor's design team's performance of its design obligations and construction of the Works under the Contract;
- comply in all respects with the Building Code of Australia (BCA) and all relevant Australian Standards, Codes of Practice, Western Australian and Commonwealth legislation, statutes, ordinance, rules and regulations bearing on the provision and conduct of the Works under the Contract; and
- comply with the current Council standard drawings or where applicable current standard drawings of the statutory Government Departments or agents including, but not limited to the Shire of Mingenew, Department of Health WA, Telstra, Water Authority of Western Australia, and Western Power.

Manufacturer's detailed product data, including detailed specifications, recommendations for fabrication and installation, test results and the like may be submitted in support of materials, products, fixtures and fittings or other proposed features not identified or otherwise indicated in the design and for which the Contractor seeks the Superintendent's approval.

At around 50% completion of the design, the Contractor will be required to facilitate a 50% design review workshop with the Superintendent and Principal's Representatives prior to progressing to final design.

Anticipated Project Timeline

The following schedule highlights the anticipated project timeline. Tenderers are to submit their proposed project milestone

dates in returnable **Schedule 2**

| STAGE 1 | TENDER PROCESS | DATE |
|------------|---|--------------------------|
| A | Issue Tender Documents | 25 August 2018 |
| B | Tender Close | 9.00am 17 September 2018 |
| C | Tender approval by Council and Award to Contractor | 19 September 2018 |
| STAGE 2 | DESIGN, DOCUMENTATION & APPROVALS | |
| A | Contractor's issue of draft design documentation for Principal's review | 05 October 2018 |
| B | Principal's review and comment on draft design documentation | 12 October 2018 |
| C | Planning Approval is not required | Not Applicable |
| D | Contractor's issue of 80% Final design and documentation for Principal's review | 19 October 2018 |
| E | Principal's review and comment on final design documentation | 26 October 2018 |
| F | Contractor's issue of Final design and documentation for Principal's review | 09 November 2018 |
| G | Final design and documentation sign-off by Principal (1 week) | 16 November 2018 |
| H | Building Licence Application (contractor to arrange licences for the Spectators Viewing Facility through private certification or City of Geraldton); | 21 November 2018 |
| I | Anticipated Building Licence Approvals | 30 November 2018 |
| J | Contractor to commence procurement, mobilisation to site | 03 December 2018 |
| STAGE 3 | CONSTRUCTION COMMENCEMENT | 10 December 2018 |
| STAGE 4 | COMPLETION & HANDOVER | 29 March 2019 |
| STAGE 5 | DEFECT LIABILITY PERIOD | 30 June 2019 |

Submission and Approval of Design Documents

Unless otherwise directed above or accepted by the Superintendent, the Contractor shall provide **three** copies of its completed draft design documents for all parts of the Works for approval by the Superintendent within **30 days** of the acceptance of The Contractor's Tender. The Principal requires a period of **seven days** from the receipt of the Contractor's draft design documents to consider the Contractor's draft submission and consult with relevant parties and will provide

written comment to the Contractor prior to expiration of this consideration period.

Unless otherwise directed in this document, the Contractor shall amend its draft design documents in compliance with the Principal's comments and submit **three** copies of the final amended design documents for the Principal's written approval within **7 days** of receipt of the Principal's comments.

The Contractor shall provide the final amended design documentation in a paper format (and to the Superintendent's specification, in digital format also).

Unless otherwise directed or accepted by the Superintendent, no part of the Works shall be commenced until the Contractor receives written approval of its final amended design documents and the subsequent issue of all necessary planning approvals and building licences and like pre-requisites to the commencement of work on site.

Completion Process

The Contractor shall notify the Superintendent, in writing, two weeks in advance of the Date for Practical Completion. Prior to this date the Contractor and the Superintendent will undertake a preliminary defects inspection and any defects found shall be rectified prior to the Date for Practical Completion.

Prior to Practical Completion the Contractor is required to provide:

- A clean site and buildings (inside and out) to a standard sufficient for full occupation.
- All services (including but not limited to communications, electricity and, water) and systems (including but not limited to lighting, fire and security) fully connected, approved and tested for occupation.
- All keys (master keyed) and spares clearly tagged and marked.
- User manuals (including maintenance and operations manuals) and "as-constructed" drawings in an approved format, including two hard copies delivered to the Superintendent prior to Practical Completion. A simple 'non-technical', operating summary of the main individual system functions should be included. Any changes to the building post Practical Completion are to be amended on the drawings and the drawings re-issued to the Superintendent. Maintenance requirements for all necessary items should be listed daily, weekly, monthly, quarterly and annually.
- Details of all installed equipment compliance with the warranties / guarantees and a list of warranties / guarantees of all equipment. All warranties / guarantees are to be to the benefit of the Principal.
- Test results for all concrete and compaction works.
- Warrants of Compliance for all components of the project.
- A proposed Asset Management Plan including inspection, service and maintenance schedules for all equipment on a daily, weekly, monthly, quarterly and annual basis.

Practical Completion shall only be achieved on submission to and approval by the Superintendent of the above documents.

PLEASE COMPLETE & RETURN THIS SECTION

Design Requirements

The following design requirements must form part of the tender submission;

3.4 IMPLEMENTATION TIMETABLE

Construction timing is also very important as the project must be completed by 29 March 2019.

| Project milestones: | |
|---|-------------------|
| Task | Date |
| Attainment of Council approvals | 19 September 2018 |
| Preparation of tender/quotes for the major works contract | 21 September 2018 |
| Issuing of tender for works | 28 September 2018 |
| Signing of works contract | 16 November 2018 |
| Site works commence | 10 December 2018 |
| Construction of project starts | 10 December 2018 |
| Project 50% complete | 15 February 2019 |
| Project Completion and hand over | 29 March 2019 |
| Project Defect Liability Period and acquittal | 30 June 2019 |

The Tender should include a GANTT chart or similar with predication timeframes for each task.

4. GENERAL CONDITIONS OF CONTRACT

GENERAL CONDITIONS OF CONTRACT

FOR THE PROVISION OF MINOR WORKS AND SERVICES

This sample Condition of Contract is provided as a sample only and is intended for discussion purposes only. Each clause should be reviewed in accordance with the Contract you are seeking to establish where appropriate seek your own legal advice relevant to the Contract intend to establish.

1 **INTERPRETATION**

1.1 For the purpose of this contract:

- (a) **"Contract"** means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal and the Contractor.
- (b) **"Contractor"** means the person or persons, corporation or corporations, who contract to supply the Works the subject of the Contract.
- (c) **"Contract Sum"** means:
 - (i) where payment is to be made on a Lump Sum Basis, the sum which is stated in the contract to be payable to the Contractor for the provision of the Works and the performance of the obligations of the Contractor under the Contract;
 - (ii) where payment is to be made on a Bill of Quantities or Schedule of Rates basis, the sum ascertained by calculating the product of the rates and the corresponding quantities set out in the Bill of Quantities or Schedule of Rates and adding to the sum thereof the total of any lump sums, provisional sums, contingency sums or other sums included in the Bill of Quantities or Schedule of Rates;
 - (iii) where payment is to be made on a Lump Sum and a Bill of Quantities or Schedule of Rates Basis, the aggregate of the sums referred to in paragraphs (i) and (ii),

but excluding any additions or deductions, which may be required to be made pursuant to the Contract.
- (d) **"Principal"** means the Shire of Mingenew,
- (e) **"Superintendent"** means the person appointed by the Principal to be the Superintendent and shall include any person notified to the Contractor as the representative of the Superintendent for the purposes of the Contract.
- (f) **"Works"** means the whole of the work to be carried out and completed in accordance with the Contract, including variations provided for by the Contract.

2 **RISE AND FALL ADJUSTMENT**

The Contract shall not be subject to rise and fall adjustment in costs.

3 **SERVICE OF DOCUMENTS**

3.1 Any notice to be given to the Contractor under the terms of the Contract, shall be served by:

- (a) sending by post, or
- (b) leaving the notice at the address given in the tender.

3.2 When posted in a prepaid letter, shall be deemed to have been duly received at the time at which the notice

would have reached that address in the ordinary course of post.

4 MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT

- 4.1 The Contractor shall provide all materials, labour, plant, equipment, tools and everything else necessary for the Works.
- 4.2 The Contractor shall take upon itself the whole risk of executing, completing and maintaining the Works in accordance with these Conditions, the drawings and specification (if any) and such orders as the Superintendent may issue.
- 4.3 The Contractor shall be solely liable for loss or damage to the Works from any cause whatsoever (except loss or damage caused by any negligent act or omission of the Principal, the Superintendent or the employees, professional consultants or agents of the Principal) until the Superintendent has certified that the whole of the Works have been satisfactorily completed by the Contractor.

5 ASSIGNMENT AND SUBCONTRACTING

- 5.1 The Contractor shall not, without the prior written approval of the Principal assign, mortgage, charge or encumber the Contractor or any part thereof or any benefit or moneys or interest thereunder.
- 5.2 The Contractor shall not sub-contract any part of the work under the Contract unless it has made prior application in writing to the Principal giving full particulars of the part of the work under the Contract it wishes to sub-contract and of the proposed sub-contractor and it has obtained the written approval of the Principal.

6 STATUTE REQUIREMENTS

- 6.1 The Contractor shall comply with the provisions of all relevant Acts, regulations, by-laws, orders and proclamations made or issued under any such Act and with the lawful requirements of public and other authorities in any way affecting or applicable to the Works or the execution of the work under the Contract.
- 6.2 The Contractor shall give all notices necessary to comply with the aforesaid requirements and shall pay and bear all fees payable in connection therewith.

7 INSURANCE

- 7.1 Without limiting its obligations and responsibilities, the Contractor shall take out Insurance for the entire Contract period under the following headings;

(a) **Public Liability:**

A Public Liability policy with an Insurer approved by the Australian Prudential Regulation Authority (APRA) as per their list of Insurers Authorised to Conduct New or Renew Insurance Business in Australia.

The policy of Public Liability Insurance taken out by the Contractor is to provide a minimum limit of liability of \$10 million(AU) in respect of Death, Property Damage and Bodily Injury.

(b) **Workers Compensation or Personal Accident Insurance Cover:**

The Contractor shall effect and keep in effect during the currency of the Contract such Insurance as

may be necessary to adequately protect the Contractor and the Principal in respect of liability for payment of compensation to any Employee of the Contractor or of a Subcontractor of the Contractor under the *Workers' Compensation and Injury Act 1981* or at Common Law.

(c) **Professional Indemnity:**

Where the Contract involves the provision of professional services and/or advice, the Contractor is to take out a Professional Indemnity Insurance policy with an Insurer approved by the Australian Prudential Regulation Authority (APRA) as per their list of Insurers Authorised to Conduct New or Renew Insurance Business in Australia.

The policy of Professional Indemnity Insurance taken out by the Contractor will have a limit of Liability based upon a figure agreed by the Principal and Contractor as per the attached Schedule however; the limit of Liability will not be less than \$5 million (AU).

(d) **Product Liability:**

Product liability Insurance taken out by the Contractor is to provide a minimum limit of liability of \$10 million (AU) in respect of any one occurrence and for an unlimited number of claims.

- 7.2 The Contractor is to provide the Principal with Certificates of Currency and/or a copy of the Policy wording confirming as laid down within the tender document (if not mentioned, within seven days) that the above Insurance policies are in place for the entire Contract period.
- 7.3 The Contractor at the discretion of the Principal may be required to provide the Principal with a Risk Management Plan relating to the Contract in accordance with AS/NZS 4360-2004 Risk Management.
- 7.4 The Contractor at the discretion of the Principal may be required to detail the Principal as a Joint Named Insured party under some or all of the Insurances detailed under Clause 7.1 and/or detail the Principals Interest by way of notation on Certificates of Currency.

8 TIME FOR COMMENCEMENT AND COMPLETION

- 8.1 The Contractor shall as soon as is reasonably possible, commence work on the project.
- 8.2 Before commencing work on the Site, the Contractor shall give the Superintendent three days clear notice in writing. Thereafter the Contractor shall execute the work under the Contract in accordance with the Contract and any directions of the Superintendent and at a rate of progress satisfactory to the Superintendent. The Contractor shall complete the Works within the time specified or within any extended time allowed by the Superintendent.

9 MATERIALS

Materials used in the work under the Contract and standards of workmanship shall be in conformity with the provisions of the Contract. Any materials not otherwise specified shall be new and where applicable, materials and workmanship shall be in accordance with the relevant standard of the Standards Association of Australia. The Superintendent may, at any time before the issue of the Final Certificate reject any material or work which is not in accordance with the Contract and may direct its replacement, correction or removal. All such replacements, corrections and removals shall be at the Contractors cost.

10 CONTRACTOR'S REPRESENTATIVE

Execution of the Works shall be supervised by the Contractor personally, or by an approved competent person employed by the Contractor whose name shall be notified to the Superintendent in writing. The Contractor or its authorised representative shall be on the site whenever necessary, as determined by the Superintendent, to provide adequate supervision of the execution of the Works. Any order given by the Superintendent to the Contractor's authorised representative shall be deemed to be an order given to the Contractor.

11 CLEANING UP

On the completion of the Works the Contractor shall clear away and remove from the site of the Works all constructional plant, surplus material, rubbish and temporary works of every kind and where necessary shall fill and compact and level off all excavations (other than those forming part of the Works) made by the Contractor on the site and leave the whole of the site and Works in a clean and tidy condition to the approval of the Superintendent.

12 DEFECTS LIABILITY

- 12.1 As soon as, in the opinion of the Superintendent, the Works shall have been substantially completed in accordance with the Contract and on receiving a written undertaking by the Contractor to finish any outstanding work during the Defects Liability period, the Superintendent shall issue a Certificate of Practical Completion and the Defects Liability period of the time specified shall be calculated from the date so certified.
- 12.2 The Works shall, at or as soon as practicable after the expiration of the Defects Liability period, be delivered up to Principal fully completed in accordance with the Contract and in good condition (fair wear and tear excepted) to the approval of the Superintendent.
- 12.3 The Contractor shall, at its own expense, execute all work of repair, amendment, reconstruction, rectification and making good of defects, imperfections, shrinkages or other faults as may be required by the Superintendent during the Defects Liability period or within fourteen days after its expiration if required as a result of an inspection made prior to its expiration.

13 VARIATIONS

- 13.1 If, at any time during the progress of the work under the Contract, the Superintendent determines that the form, quality or quantity of the work under the Contract should be varied the Superintendent may order the Contractor to increase, decrease or omit any part of the Work under the Contract or change the character or quality of any material or work.
- 13.2 The rate or price payable for the variation shall be determined by agreement between the Contractor and the Superintendent, and shall be taken into account in determining the final contract sum.

14 PROGRESS PAYMENTS

Unless otherwise provided and subject to these Conditions, the Contractor shall be entitled at intervals of not less than one month, to receive payment of the value of the work done as determined by the Superintendent, less an initial sum of \$5,000. During the Defects Liability period these moneys will be retained by the Principal. Interest shall not be payable on retained moneys. The moneys retained shall be held until the Superintendent shall have certified that the Works have been fully completed and the Contract obligations as to the Defects Liability period have been fulfilled. No certificate of the Superintendent shall be deemed to signify approval or acceptance of any completed work.

15 LIQUIDATED DAMAGES

Where an amount for Liquidated Damages is specified and if the Contractor shall fail to complete the Works within the time specified or such extended time as shall be allowed by the Superintendent, then the Contractor shall pay the Principal the sum specified as Liquidated Damages, for such default, and not as or in the nature of a penalty, for every week or part of a week by which completion of the Works is delayed.

16 CONDITIONS OF EMPLOYMENT

16.1 Any person who for the purpose of his, her or its trade or business employs a worker or employee upon or in connection with any part of the Works, shall be required to observe all the conditions of the relevant award applicable to that trade or business or of a registered workplace agreement. For the purpose of this clause:

- (a) “**Award**” means an award or industrial agreement as so defined under the Industrial Arbitration Act 1912 and amendments, or the Conciliation and Arbitration Act 1904 and amendments;
- (b) “**Employee**” has the meaning ascribed to it in the Conciliation and Arbitration Act 1904 and amendments;
- (c) “**Worker**” has the meaning ascribed to it in the Industrial Arbitration Act 1912 and amendments; and
- (d) “**Workplace Agreement**” means an agreement registered under section 31 of the Workplace Agreements Act 1993.

17 PAYMENT OF WORKERS WAGES AND ALLOWANCES

The Principal may require the Contractor to make and deliver to the Principal a statutory declaration that all workers who are or at any time have been engaged on the work under the Contract have been paid in full all amounts which have become payable to them under any statute, ordinance of subordinate legislation, or by any relevant, determination, judgment or order of any competent court, board commission or other industrial tribunal.

18 DEFAULT OR BANKRUPTCY OF CONTRACTOR

If the Superintendent shall certify to the Principal that the Contractor has failed to commence the Works within the period specified or has failed to carry out the Works at a rate of progress satisfactory to the Superintendent or has neglected or omitted to carry out any instructions of the Superintendent in respect of the Works or has failed to complete the whole of the Works within the time specified for completion or such extended time as the Superintendent may approve or has intimated that it is unwilling or unable to complete the Works or has committed an act of bankruptcy the Principal may, by giving seven days notice in writing, cancel the Contract and all moneys held by the Principal may be utilised by the Principal for the purpose of completing the Works.

19 **SETTLEMENTS OF DISPUTES**

All disputes or differences between the Principal or the Superintendent on behalf of the Principal and the Contractor arising out of the Contract of concerning the performance or non-performance by either party of its obligations under the Contract whether raised during the execution of the Work under the Contract or after the completion of the Works shall be referred to an arbitrator who shall be either -

- (a) Mutually agreed upon by the parties in writing; **or**
- (b) In the absence of that agreement one of at least three persons none of whom shall be an employee of the Principal or the Contractor or have had any association with the work under the Contract whose names are submitted in writing by the Principal for selection by the Contractor, **or**
- (c) In the absence of that selection; by an arbitrator appointed in accordance with the provision of the laws of Western Australia.

5. SPECIAL CONDITIONS OF CONTRACT

5.1 ADVERTISEMENTS AND PROMOTIONS ON SITE

The Contractor may erect on the Site, or permit to be erected on Site, only those signs:

- (a) required by law or specified in the Contract documents; and
- (b) required to identify the Contractor's premises.

The Contractor shall not erect on Site, or permit to be erected on Site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

5.2 DESCRIPTION OF THE WORKS

The works comprise building and such other work as shown on the drawings or included in the Specification.

5.3 WORK NOT INCLUDED

The following work will be carried out concurrently by others, but will still require the Contractor to maintain a key involvement in regard to planning, specification, coordination, and quality/safety control management:

- Decommissioning of Covered Spectator area and demolition of perimeter fence – by Mingenew Football Club;
- Preliminary Site Works and Drainage – by Shire of Mingenew; and
- Fencing installation and Relocation of Covered Viewing/Spectator Area – by Mingenew Football Club.

5.4 PUBLICITY

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the Principal.

5.5 DOCUMENTS GENERALLY, DRAWINGS AND SPECIFICATION

5.5.1 COPIES OF DOCUMENTS

Where the Contractor requires copies of the documents in addition to its entitlement to two copies, such additional copies of the documents will be available to the Contractor at the charge current at the time of request.

5.5.2 DRAWINGS

To be provided by the Tenderer.

5.6 ENVIRONMENTAL PROTECTION

5.6.1 NOISE CONTROL

The Contractor shall, at all times, take adequate measures to control noise on the Site.

The Contractor shall comply with all statutory requirements relating to control of noise levels on the Site and take all necessary precautions to minimise nuisance from noise and vibration and ensure that all Sub-contractors observe similar care.

5.6.2 SITE CONTROL

The Contractor shall at all times:

- (a) Comply with the regulations and restrictions imposed by the Superintendent relating to the storage of materials, the routing of construction traffic, the interruption of existing services and facilities and any other regulations in force on the Site;
- (b) Comply with all statutes, regulations and by-laws relating to the protection of the environment;
- (c) Obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any Site clearing not specifically documented;
- (d) Ensure that no trees or shrubs shall be removed or destroyed without the written approval of the Superintendent;
- (e) Ensure that no fire shall be lit without the written approval of the Superintendent; and
- (f) Store flammable or explosive products in accordance with the relevant statutes and to the approval of the Superintendent.

5.6.3 SOIL EROSION

The Contractor shall take all proper precautions to prevent soil erosion from any land used or occupied by the Contractor in the execution of the work under the Contract.

5.6.4 DUST, DIRT, WATER AND FUMES

The Contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like on to persons or property.

5.6.5 VEHICLES

All debris, spoil, rubbish or materials shall be suitably contained and covered in vehicles during transportation to or from the Site to prevent spillage or contamination of adjoining and other areas or property.

The Contractor shall maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets, roadways, or other areas.

5.6.6 REFUSE DISPOSAL

All Site refuse (including foodstuffs) shall be handled and disposed of in accordance with the requirements of relevant statutes and to the approval of the Superintendent.

5.6.7 SMOKING ON CONSTRUCTION SITES

The Contractor shall at all times ensure that all workers and visitors on the Site comply with the following policy on smoking.

In respect of construction Sites, smoking is prohibited:

- (a) in Site offices, lunchrooms or enclosed toilet facilities; and
- (b) inside existing premises that are designated as "no smoking" areas.

5.7 CONTRACTOR'S REPRESENTATIVE

The Contractor's Representative shall have sufficient command of the English language and of Australian construction and technical terminology, to be able to read, converse and receive instructions in English.

5.8 EXISTING IMPROVEMENTS

Where, within the Site there are a range of existing improvements, roads, drainage and other services, the Contractor shall allow to protect and maintain the same throughout the Contract.

The Contractor shall allow for all traffic control measures to maintain the roads in a safe trafficable condition.

5.9 TEMPORARY SAFETY FENCE

The Contractor shall provide a temporary safety fence as required by the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 and with any amendments that may be made the Act and the Regulations.

5.10 MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT

5.10.1 WORKERS AMENITIES

Unless not otherwise available at the adjacent Recreation Centre, the Contractor shall provide all statutory and necessary amenities and sanitary facilities for workers and other persons lawfully upon the Site and remove them on practical completion of the works.

Occupation of any part of the works and Site for the provision of workers amenities shall not be permitted without the prior written approval of the Superintendent.

5.11 MATERIALS AND WORK

5.11.1 REGULATIONS

The Contractor shall comply with the Occupational Safety & Health Act 1984 (the "Act") and the Occupational Safety & Health Regulations 1996 (the "Regulations") and with any amendments that may be made to the Act and Regulations from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the Sub-contractors and employees of Separate Contractors, the Principal, Superintendents, and visitors to the Site, are not exposed to hazards.

Attention is drawn to the requirement to supply manufacturers/suppliers "Material Safety Data Sheets". These sheets should be consistent with the "Work Safe" information and format.

A copy of all "Material Safety Data Sheets" shall be supplied to the Superintendent with another copy kept on Site by the Contractor.

5.11.2 CHEMICAL INFORMATION

The use of chemicals specified or required during the currency of this Contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure manufacturers, importers and suppliers of chemical substances for use on the works, are responsible for providing information on those substances to be used, refer to section 23(3) of the Act.

Copies of all information supplied shall be kept on the Site.

The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on Site refer to section 19(1)(B) of the Act.

5.11.3 TRADE NAMES

Where a trade name, brand or catalogue number is referred to in the Contract, the Contractor may substitute equivalent material or equipment provided that in the opinion of the Superintendent the characteristics of type, quality, finish, appearance, method of construction and performance are not less than that specified, and are approved by the Superintendent.

Such approval shall not be anticipated because of similar approval having been given in a previous contract.

5.11.4 SAFETY MANAGEMENT PLAN

The Contractor shall, throughout the Works, implement and maintain a "Safety Management Plan".

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experienced and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Superintendent in writing, its Safety Management Plan.

5.11.5 INDUCTION TRAINING

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

5.11.6 PRE-JOB PLANNING

Where legislation or codes of practice identify particularly hazardous activities including but not limited to work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights, the Contractor shall supply to the Superintendent a Safe Work Procedure prior to the commencing such activity or type of work on the Site.

The Contractor shall induct its employees and its Subcontractors and Separate Contractors with regard to Safe Work Procedures and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

5.11.7 SITE AND PUBLIC SECURITY

Notwithstanding the Contractors' obligations to Site and public security as stated elsewhere in this Contract the Contractor shall monitor and control wherever practical, the access of all persons to the Site.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of employees and the representative of organisations unrelated to the Contractor, enter the Site without the express permission of the Contractor.

5.11.8 OCCUPIED SITES

In the event of the Site being a partially occupied Site, the Contractor is to liaise with the occupier regarding Safety and Health requirements.

The Superintendent will arrange a safety co-ordination meeting between the occupiers and the Contractor. The occupiers will provide to the Contractor their occupation requirements on and/or adjacent to the Site to assist the Contractor in the development of a Site specific Safety Management Plan addressing the Contractors and occupiers operational interface requirements. The Safety Management Plan shall incorporate the Contractor's own operations and the interface with the occupiers operations.

The Contractor shall be responsible for the implementation of the Safety and Health standards on the occupied Site for the duration of the Contract and shall co-ordinate and integrate the Works.

5.12 MATERIALS TO BE SUPPLIED BY THE PRINCIPAL

The materials stated in the specification to be supplied by the Principal will be supplied free of charge to the Contractor for use only in the execution of the work under the Contract. The Contractor shall take delivery of the materials under the Conditions set out in the Contract.

5.13 SERVICES INSTALLATION

The mechanical, electrical, plumbing, and similar service installations, equipment and their associated services shall be installed in such order that will ensure they are located as shown on the drawings and that all essential components and parts are accessible for the purposes of maintenance and replacement.

The Contractor shall be responsible for co-ordination between the various service installers in attaining the required locations and tolerances.

5.14 WORKING HOURS

The Work to be performed under the contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements:

- (a) Daylight hours only

The Contractor shall be liable for any additional costs the Principal may incur as a result of work outside the normal hours programming of the works

5.15 SCHEDULE OF WARRANTIES

The Contractor shall obtain and ensure that the Principal will have the benefit of all warranties specified in the Contract.

5.16 BRANDS OF MATERIAL SCHEDULES

The Contractor shall, within 14 days from the acceptance of the Tender, notify the Superintendent of the brand or make of materials it intends to use for which the Contractor has a choice of brand or make and which can affect the colour selections such as paint, fabrics, vinyl sheets and tiles, ceramic tiles, laminated plastics and suchlike materials.

The Contractor shall not depart from the brands or makes nominated in its advice to the Superintendent unless authorised by the Superintendent to do so.

If the Contractor fails to notify the Superintendent within the specified time of the brand or make of materials intended to be used, the Superintendent may, in such cases, nominate the brand or make of materials to be

used and the Contractor shall then use that brand or make nominated by the Superintendent and shall add no claim for any extra costs incurred.

5.17 GOODS AND SERVICES TAX (GST)

For the purposes of this clause:

- (a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- (b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- (c) "Supply" and "taxable supply" have the same meanings as in the GST Act.

Where the Requirement's, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates tendered by the Tenderer shall be inclusive of all applicable GST at the rate in force for the time being.

In evaluating the Tenders, the Principal shall be entitled (though not obliged) to take into account the effect of the GST upon each Tender.

PLEASE COMPLETE & RETURN THIS SECTION

6. TENDERER'S OFFER

6.1 FORM OF TENDER

Chief Executive Officer
Shire of Mingenew
21 Victoria Street, Mingenew, WA 6522

I/We _____
(BLOCK LETTERS)

of _____
(ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail (if any): _____

In response to RFT 1/2017/18 – NETBALL/BASKETBALL COURTS

Under and subject to the Conditions of Tendering annexed hereto I/we, the undersigned hereby Tender the following sum to complete the Works referred to in the Request for Tender.

(\$ _____) (Amount in Numerals)

(Amount In Words)

And I/we undertake to perform the work under the Contract in accordance with Minor Works and Services General Conditions of Contract attached to this Request and Specification, Drawings, which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for 90 calendar days from the date of the Tender closing unless extended on mutual agreement between the Principal and the Tenderer in writing and shall not be withdrawn during that period.

Dated this _____ day of _____ 2018

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Address: _____

Witness Signature: _____

Name of witness: (BLOCK LETTERS): _____

Address: _____

PLEASE COMPLETE & RETURN THIS SECTION

6.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 6 are to be completed and returned to the Principal as they form part of your Tender submission).

6.2.1 ORGANISATIONAL PROFILE

| | | |
|---|---------------------------------|--|
| Attach a copy of your organisation structure and provide background information on your company and label it "Organisation Structure" . | "Organisation Structure" | Tick if attached <input type="checkbox"/> |
| If companies are involved, attach their current ASC company extracts search including latest annual return and label it "ASC Company Extracts" . | "ASC Company Extracts" | Tick if attached <input type="checkbox"/> |

6.2.2 REFEREES

| | | |
|---|-------------------|--|
| Attach details of your referees, and label it "Referees" . You should give examples of work provided for your referees where possible. | "Referees" | Tick if attached <input type="checkbox"/> |
|---|-------------------|--|

6.2.3 AGENTS

| | | |
|--|-----------------|--|
| Are you acting as an agent for another party? | Yes / No | |
| If Yes, attach details (including name and address) of your principal and label it "Agents" . | "Agents" | Tick if attached <input type="checkbox"/> |

6.2.4 TRUSTS

| | | |
|---|-----------------|--|
| Are you acting as a trustee of a trust? | Yes / No | |
| If Yes, in an attachment labelled "Trusts" : (a) give the name of the trust and include a copy of the trust deed (and any related documents); and (b) if there is no trust deed, provide the names and addresses of beneficiaries. | "Trusts" | Tick if attached <input type="checkbox"/> |

6.2.5 SUBCONTRACTORS

| | | |
|--|-------------------------|--|
| Do you intend to subcontract any of the Requirements? | Yes / No | |
| If Yes, in an attachment labelled "Subcontractors" provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the Requirements that will be subcontracted. | "Subcontractors" | Tick if attached <input type="checkbox"/> |

PLEASE COMPLETE & RETURN THIS SECTION

6.2.6 CONFLICTS OF INTEREST

| | | |
|---|--------------------------------|--|
| Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? | Yes / No | |
| If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it “Conflicts of Interest” . | “Conflicts of Interest” | Tick if attached <input type="checkbox"/> |

6.2.7 FINANCIAL POSITION

| | | |
|--|-----------------------------|--|
| Are you presently able to pay all your debts in full as and when they fall due? | Yes / No | |
| Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? | Yes / No | |
| If you are awarded the Contract, will you be able to fulfill the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due? | Yes / No | |
| In order to demonstrate your financial ability to undertake this contract, in an attachment labelled “Financial Position” include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant. | “Financial Position” | Tick if attached <input type="checkbox"/> |

6.2.8 QUALITY ASSURANCE

| | | |
|---|----------------------------|--|
| Does your organisation have any quality assurance or quality assurance systems? | Yes / No | |
| If you propose to subcontract, does your subcontractor have a “third party” quality management system in place? | Yes / No | |
| Supply evidence or details of your quality assurance position and where relevant of your supplier’s or subcontractor’s position, in an attachment labelled “Quality Assurance” . | “Quality Assurance” | Tick if attached <input type="checkbox"/> |

PLEASE COMPLETE & RETURN THIS SECTION

6.2.9 INSURANCE COVERAGE

| The insurance requirements for this Request are stipulated in the Special Conditions. Tenderer is to supply evidence of its insurance coverage in a format as outlined below or in an attachment labelled “Insurance Coverage” . A copy of the Certificate of Currency is to be provided to the Principal within 30 days of acceptance. | “Insurance Coverage” | Tick if attached <input type="checkbox"/> | | |
|--|-----------------------------|--|-------------------|--------------------|
| <i>Type</i> | <i>Insurer – Broker</i> | <i>Policy Number</i> | <i>Value (\$)</i> | <i>Expiry Date</i> |
| Public Liability | | | | |
| Workers Compensation | | | | |
| Professional Indemnity | | | | |

6.2.10 OCCUPATIONAL SAFETY AND HEALTH

| | | |
|--|----------|--|
| Do you have an Occupational Health & Safety Policy? If so, please a copy a copy of your policy to this document. | Yes / No | Tick if attached <input type="checkbox"/> |
| Has the company prepared safe operating procedures or specific safety instructions relevant to it operations? If Yes, provide a summary listing of procedures or instructions. | Yes / No | Tick if attached <input type="checkbox"/> |
| Are regular health and safety inspections at work Sites undertaken? If Yes provide details | Yes / No | Tick if attached <input type="checkbox"/> |

PLEASE COMPLETE & RETURN THIS SECTION

6.3 SELECTION CRITERIA

6.3.1 COMPLIANCE CRITERIA

Please select with a “yes” or “no” whether you have complied with the following compliance criteria:

| Description of Compliance Criteria | |
|---|----------|
| (a) Compliance with the Specification contained in the Request. | Yes / No |
| (b) Compliance with the Conditions of Tendering this Request. | Yes / No |
| (c) Compliance with attendance at any mandatory tender briefing or Site inspection (if applicable). | Yes / No |
| (d) Compliance with the Quality Assurance requirement for this Request. | Yes / No |
| (e) Compliance with all necessary Licences and Registrations. | Yes / No |
| (f) Compliance with and completion of the Price Schedule. | Yes / No |

6.3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to your answers to each criterion are to be contained within your Tender;
- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within a qualitative criterion.

| | | |
|---|------------------------------|---|
| <p>A) Relevant Experience</p> <p>Describe your experience in completing similar projects. Tenderers can for example, address the following information and label it “Relevant Experience”:</p> <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide scope of the Tenderer’s involvement including details of outcomes; (c) Provide details of issues that arose during the project and how these were managed; (d) Demonstrate sound judgement and discretion; (e) Demonstrate competency and proven track record of achieving results. | “Relevant Experience” | Tick if attached <input type="checkbox"/> |
|---|------------------------------|---|

PLEASE COMPLETE & RETURN THIS SECTION

| | | |
|--|-------------------------------|---|
| <p>B) Tenderer’s Resources</p> <p>Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Tenderer’s Resources”.</p> | “Tenderer’s Resources” | Tick if attached <input type="checkbox"/> |
|--|-------------------------------|---|

PLEASE COMPLETE & RETURN THIS SECTION

6.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

6.4.1 DISCOUNTS

| | | |
|--|--------------------|--|
| Are you prepared to allow a discount for prompt settlement of accounts? | Yes / No | |
| If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled "Discounts" . | "Discounts" | Tick if attached <input type="checkbox"/> |

6.4.2 PRICE BASIS

| | | |
|--|------------------------------------|--|
| Are you prepared to offer a fixed price? | Yes / No | |
| If No, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism" . | "Price Variation Mechanism" | Tick if attached <input type="checkbox"/> |

6.4.3 SCHEDULE OF RATES FOR LABOUR AND DAYWORKS

The Tenderer shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|----------------|---------------------------|------------------|----------------------------|
| Engineer | \$ | \$ | \$ |
| Draftsperson | \$ | \$ | \$ |
| Supervisor | \$ | \$ | \$ |
| Tradesperson | \$ | \$ | \$ |
| Labourer | \$ | \$ | \$ |
| Plant Operator | \$ | \$ | \$ |

PLEASE COMPLETE & RETURN THIS SECTION

6.4.4 SCHEDULE OF RATES FOR PLANT HIRE

Tenderers shall list the hourly rates for the hire of all types of constructional equipment used on the Site for clearing, earthworks, excavation, compaction, laying of pipes, construction of manholes, grading of surfaces, watering, laying of playing surfaces, erection of lighting, etc.

The rates shall include allowance for an experienced operator, fuel consumable sores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

| ITEM | RATE PER HOUR (ex GST) | GST Component | RATE PER HOUR (inc GST) |
|------|---------------------------|---------------|----------------------------|
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |

Working week for these rates is _____ to _____ for _____ hours/day.

6.4.5 PRICE SCHEDULE

Tenderers are to provide a breakdown of the costs provided in the Request for Tender. The cost breakdown is to include, but not to be limited to the following types of costs:

| Project Component | Cost |
|--|------|
| Design, Concept Plan, and Preliminaries | |
| Site Mobilisation | |
| Coordination of Works by the Shire of Mingenew) | |
| Coordination of Works by the Mingenew Football Club (demolition/decommissioning) | |
| Coordination of Works by the Mingenew Football Club - Reconstruction of fencing and Spectator Viewing Area structures | |
| Reconstruction of Netball/Basketball Courts (including court foundations, base and leveling to standard requirements) | |
| Connection to utilities | |
| Installing of dual basketball/netball court markings to all courts | |
| Procurement and installing of new dual purpose height adjustable netball/basketball court goals to all courts | |
| Location, procurement and Installation of Court Lighting and associated connections | |

| | |
|--|-----------|
| Spectator Viewing Covered Area - 1. Location, procurement and installation of concrete slab for Spectator Viewing Covered Area 2. Provision of water fountain and tap and electrical power points to the Spectator Viewing Covered Area | 1. |
| | 2. |
| Perimeter Fence – 1. Removal and disposal of old fence. 2. Location and procurement of new Fencing. 3. Coordination of Installation of new fencing | 1. |
| | 2. |
| | 3. |
| All other cost components not listed separately above | |
| Clean up and Demobilisation | |
| TOTAL | \$ |
| PRICING OPTIONS (at discretion of the Principal) | |
| Undertaking works allocated to others – 1. Spectator Viewing Covered Area - Dismantle and Re Install 2. Perimeter Fence - Removal and disposal of old and Installation of new 3. Site Works and Drainage (removal of existing court surface and installation of any required drainage). | 1. |
| | 2. |
| | 3. |
| Installing of dual basketball/netball court markings to one court only, with netball only markings on the second court. | |
| Procurement and installing of new dual purpose netball/basketball court goals to one court only, with removable netball only goals on the second court. | |
| PVC coating (black colour) for galvanised chain wire perimeter fencing. | |
| Procurement and Installation of Two scoreboards, located in a position of high visibility for players and spectators. | |

PLEASE COMPLETE & RETURN THIS SECTION

7 TENDERER'S RESOURCES SCHEDULE

7.1 TENDERER'S CURRENT COMMITMENT SCHEDULE

| Project | Description | Value as Let | Date Started | Date Completed/ Anticipated Date of Practical Completion |
|----------------|--------------------|---------------------|---------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

7.2 TENDERER'S HUMAN RESOURCES SCHEDULE

| Staff Name | Month | Month | Month |
|-------------------|--------------|--------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
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| | | | |
| | | | |

9.1.2 CREDIT CARD POLICY

| | |
|--------------------------------|-----------------------------------|
| Location/Address: | Shire of Mingenew |
| Name of Applicant: | Shire of Mingenew |
| Disclosure of Interest: | Nil |
| File Reference: | ADM0489 |
| Date: | 09 August 2018 |
| Author: | Belinda Bow, Governance Officer |
| Senior Officer: | Nils Hay, Chief Executive Officer |

Summary

Council is requested to endorse the proposed 'Corporate Credit Card' Policy and note the Management Procedures that support the policy provision of effective and transparent procedures relating to procurement via credit card.

Attachment

- Attachment 1 Corporate Credit Card Management Procedure
- Attachment 2 Proposed Corporate Credit Card Policy

Background

Corporate credit cards can deliver significant benefits to local governments through improved administrative practices and effective cash management. However, they can also expose a local government to significant risks if not properly controlled and whilst local governments generally use credit cards for only a small proportion of their payments, it is important that they are effectively managed to reduce the risks of improper or unauthorised use.

The Corruption & Crime Commission (CCC) categorises the use of corporate credit cards as being high risk, given its prevalence within CCC investigations of local government officers for fraud and misconduct. The introduction of a Corporate Credit Card Policy and Management Procedure to complement the Shire's Procurement Procedures, Code of Conduct, Risk Management Policy and Framework and Public Disclosure Policy/Management Procedure, will assist in mitigating the risks associated with corporate credit cards.

Comment

The Shire currently uses corporate credit cards for transactions when the standard method of incurring liabilities, (raising a purchase order, receiving the invoices and the payment via manual EFT/cheque) is unavailable or impractical. Currently, the process governing corporate credit card systems is a CEO Management Procedure (attachment 1). Given the latest focus of external auditors on credit card risk mitigation and Councils legislative role of ensuring proper governance within the Shire, it would be prudent for Council to adopt a policy that outlines Council's expectations on corporate credit card reporting and set a facility credit limit in line with Council's risk appetite.

The policy, if adopted, details a statement of commitment from Council towards ensuring sound processes are in place for the management of corporate credit cards and for risk reduction. Within the context of the Risk Management Framework, which was adopted by Council in 2016, the policy facilitates:

- The quarterly internal risk analysis, reporting and monitoring by Staff with formal review of the Shire's risk profile to be done annually by the CEO;
- The inclusion of corporate credit card use and its associated risks within the biennial review of internal controls that is to be submitted to the Audit Committee and then Council;
- A limit to the amount of credit that the CEO can seek from financial institutions. It will then be the responsibility of the CEO to allocate credit amounts between cardholders, if it is the view of the CEO, that an officer would benefit from using this payment method;

- The submission of sufficient documentation to Council on a monthly basis to allow Council to substantiate cardholder expenditure; and satisfy r11(1)(a) the LGA 1995 (see below).

Consultation

Neil Hartley Project Manager

Statutory Environment

Local Government Act 1995

Section 2.7(2)(a) and (b) of the Act requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.

Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

Local Government (Financial Management) Regulations

Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

Policy Implications

Having a policy on corporate credit cards will allow clarity as to the reporting expectations of Council and the facility credit limit. CEO management procedures have been adopted by the CEO to support the policy.

Financial Implications

Previously Council has determined the credit limit for each officer, with the CEO limit being \$7,500 and the Works Supervisor and Finance Manager allocated \$2000 each. However if the proposed policy is adopted then the CEO will determine credit card issue and credit limit, providing overall credit does not exceed the facility limit as set by Council.

Strategic Implications

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

Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy.

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION– ITEM 9.1.2

That Council:

- 1. Adopt the proposed 'Corporate Credit Card' Policy as attached; and**
- 2. Notes the procedures associated with the aforementioned policy.**



COUNCIL POLICY

Finance

1.3.5

| | |
|--------------------------------|---|
| Title: | <u>1.3.5 CORPORATE CREDIT CARD</u> |
| Adopted: | |
| Reviewed: | - |
| Associated Legislation: | Local Government Act 1995 Local Government (Financial Management) Regulation 11(1) (a) |
| Associated Documents: | Corporate Credit Card Management Procedure Code of Conduct Purchasing Policy |
| Review Responsibility: | Finance Manager |
| Delegation: | N/A |

Previous Policy Number/s 3010

Objective:

To ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards to reduce the risk of fraud and misuse of the corporate credit card.

Policy Statement:

The Shire is committed to operating effective and transparent procedures for the procurement of all goods and services via credit card.

To achieve transparency, accountability and reduce associated risk the Shire will:

- Ensure that effective and accountable systems are in place to mitigate risks associated with procurement via credit card and review, report and monitor the potential risks in accordance with the Shire's Risk Management Framework;
- In accordance with the Shire's Risk Management Framework, submit to the Audit Committee a biennial report of the Shire's accounting and internal control procedures, with corporate credit card use to be included;
- Submit itemised credit card statements to Council on a monthly basis with accompanying explanation as to the expense incurred; and
- Limit the Shire's credit card facility to \$14,000 or less, with any increase to be via Council resolution.

The issue of corporate credit cards and use shall be strictly in accordance with this Policy and the associated Management Procedure

The procurement of goods and services on corporate credit cards shall be in accordance with the Shire's Procurement Management Procedure.

The application of this Policy is to be in conjunction with the Shire of Mingenew Code of Conduct and in compliance with the Shire's Purchasing Policy.



1.3.5 CORPORATE CREDIT CARD MANAGEMENT PROCEDURE

Relevant Council Policy

1.3.5 Corporate Credit Card Policy

Approval Date: 09 August 2018

Appendix-

1. Corporate Credit Card User Agreement

Relevant CEO Directive

Nil

Review: Biennial

Objective:

To ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards.

Legislation:

- a) The use of Corporate Credit Cards is not specifically mentioned in the Local Government Act 1995. However the impacts of the use and control of corporate credit cards are related to the following sections of the Local Government Act 1995;
 - I. Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the local government policies.
 - II. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with Regulations, proper accounts and records of the transactions and affairs of the local government.
- b) Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Procedures:**1. Authorised Use and Limits**

- a) Corporate Credit Cards may be issued to any Level 2 Officer, if it is the view of the CEO, that an Officer would benefit from using this payment method;
- a) All card holders must be authorised by the CEO to incur liabilities and expenses;
- b) Maximum credit limits are to be based on the cardholder's need, as determined by the CEO.
- c) The Local Government Act 1995 does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card.

2. Purchasing

- a) The procurement of goods or services using corporate credit cards shall only occur in instances when the standard methods of raising purchase orders/invoices and/or manual EFT/cheque practices are not available from the preferred supplier;



- b) Corporate Credit Cards are only to be used for purchasing goods and services on behalf of the Shire which is authorised in the current budget.
- c) Cardholders must follow the Shire of Mingenew Management Procedure;
- d) Personal expenditure is prohibited;
- e) Corporate Credit Cards are not to be used for cash withdrawals;
- f) Where the purchase has been made via facsimile, telephone, or over the internet an invoice or receipt is required in all circumstances and must contain details of the purchase; and
- g) For Fringe Benefits Tax purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire staff.

3. Financial Institution

- a) The Shire's Corporate Credit Cards are to be issued by the financial institution that municipal transactions are made (referred to as transaction account). The National Australia Bank (NAB) is the issuing financial institution.

4. Cardholders breaching Corporate Credit Card Management Procedure and Code of Conduct

- a) Any officer that believes a cardholder is entering into transactions that seem to be in breach of the Credit Card Policy and/or Code of Conduct, is to report their concerns to the Chief Executive Officer. In the case of the CEO, it is to be reported to the President.
- b) Any breach by a cardholder of the Corporate Credit Card Policy and/or Code of Conduct will require an investigation into activities. Possible actions taken by the Chief Executive Officer in such instances include:
 - Withdrawal of both the credit-card and all financial delegations or authorisations issued;
 - Commencement of a formal Disciplinary Process;
 - The reporting of breach to relevant government departments (Public Sector Commission / Corruption and Crime Commission) ; and/or
 - Termination of employment.

Advisory note to Staff - In the case of the President receiving reports of the suspected breaches by the CEO, the President is authorised to consult (confidentially) with either the Manager Finance or the Governance Officer for the sole purpose of collected relevant confirmatory information. The President would then give consideration as to whether a report to either the Public Sector Commission or the Corruption and Crime Commission was required.

- c) A Cardholder who is found guilty of misuse or fraudulent use of a corporate credit card is liable for prosecution under the Criminal Code Act Compilation Act 1913, the Public Sector Management Act 1994, the Corruption and Crime Commission Act 2003 or by action under all of these Acts. Cardholders must be aware that prosecution may be the consequence of fraudulent misuse of the card.

5. Ethics & Integrity

Code of Conduct



All officers and employees undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire of Mingenew must act in an honest and professional manner at all times which supports the standing of the Shire.

6. Insufficient Documentation to Substantiate Expense Claims

- a) If supporting documentation is lost the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'.
- b) Approval of this expense is referred to the Chief Executive Officer or in the case of the CEO, the Shire President, for a decision.
- c) Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a credit card in the future. Use of a statutory declaration is for exceptional cases rather than the norm.

7. Roles, Responsibilities and Obligations

7.1 Cardholders Responsibilities and Obligations

- a) Cardholder's must;
 - I. Refer to and follow the guidelines for use that are provided by the financial institution at the time of the card issue;
 - II. Keep their card in a safe place and under no circumstances permit another person to use their card to make a purchase or use the card for cash advances;
 - III. Make payments that are within their card limit, budget, and authority to do so;
 - IV. Only make purchases over the internet on secure sites after the approval by the Chief Executive Officer or relevant Manager and must be accompanied by a signed purchase order and purchase print out;
 - V. Report immediately any lost or stolen credit card to the financial institution issuing the card and to Council's Finance Manager;
 - VI. Adhere to Policies and Management Procedures in relation to Corporate Credit Card Use and Purchasing;
 - VII. Ensure all receipts and tax invoices are kept and submitted to the Administration Officer with credit card statements, within seven (7) days of receipt;
 - VIII. Costing accounts must be against each item of the credit card statements.
 - IX. In the event of a cardholder ceasing employment, taking an extended period of leave, or they move to a position which does not require the use of a Corporate Credit Card, the cardholder must notify Finance Manager two weeks before termination date, to arrange cancellation and to ensure all receipts and their account has been settled;
 - X. Cardholders cannot transfer the Corporate Credit Card account to other users. An account number will only be assigned to one cardholder.

7.2 Finance Manager Responsibilities

- a) The Finance Manager must;

- I. Arrange the issues and cancellations of Corporate Credit Cards when requested by the Chief Executive Officer;
- II. Arrange for all cardholders to sign the Corporate Credit Cardholder Agreement (refer to Appendix) on receipt of the issue of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Shire's Records Management System. This agreement must set out the cardholder's responsibilities and legal obligations when using the Corporate Credit Card and the actions that will be taken in the event that the cardholder fails to comply with the terms and conditions of the Agreement.
- III. Maintain a register of all cardholders which includes, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase; the signature of the cardholder when issued and returned.
- IV. Provide of copy of the Corporate Credit Card Policy and Management Procedure when amended to cardholders.
- V. Process payments of Corporate Credit Cards. This includes ensuring all receipts and tax invoices have been attached and the relevant authorising officers have signed off on the statements;
- VI. Reconcile the corporate credit card statements to the total monthly payment made to the City's financial institution.
- VII. Review the transactions and supporting documents on each corporate credit card statement, and report any irregularities or discrepancies to the CEO.
- VIII. The Finance Manager is to review six monthly the operation of the credit card payment process and report to the CEO as to the level of compliance of the cardholders to the conditions of use and the credit card provider's level of performance.
- IX. Ensure under no circumstances, the reward scheme or cash withdrawal feature be used on Council Corporate Credit Cards.
- X. On cessation of a cardholders employment the Finance Manager is to cancel the account with the financial institution, and destroy the card.
- XI. destroy all surrendered cards by cutting them diagonally in half (including any chip on the card).



Appendix 1

AUTHORITY FOR ISSUE OF CORPORATE CREDIT CARD

| | |
|--------------------------------------|--|
| Name of Cardholder | |
| Position | |
| Date of Authorisation | |
| Signature of Chief Executive Officer | |

CORPORATE CARD USER AGREEMENT

As the Chief Executive Officer, I have authorised the issue of a Shire of Mingenew Corporate Credit Card in line with your official duties as a Shire officer. The following conditions apply;

1. You have been authorised a card limit of \$_____. Credit limits are not to be exceeded.
2. Purchases on the corporate credit card are to be made in accordance with Shire of Mingenew's Purchasing Procedures.
3. All transactions are within the allocated budget provisions of the _____ (respective business unit) you have authority to purchase under.
4. The card is issued in your name, however it is a corporate credit card and all transactions must be official transactions on behalf of the Shire of Mingenew. Under no circumstances must the card be used for private purposes.
5. At any time, the Chief Executive Officer can call an inquiry into the use of the card, and any findings of transactions that are unauthorised, excessive or unreasonable will result in disciplinary action.
6. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
7. Under no circumstances can cash can be withdrawn from the card.
8. All tax invoices and receipts must be kept to validate transactions. Note, a credit card statement or EFTPOS receipt is not acceptable (GST cannot be claimed as it does not meet GST requirements to claim a refund). Cardholders must ensure tax invoices and receipts contain the following;
 - I. Suppliers Name.
 - II. Suppliers ABN.
 - III. Brief description of goods and services supplied.
 - IV. Identifies transactions where GST applies.
 - V. If the transaction relates to entertainment, the cardholder must document how many people they entertained, and the names of Shire officers that attended (for Fringe Benefit Tax purposes)
9. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer or Shire President for a decision. Should a lack of detail be a regular occurrence for a particular cardholder, the



cardholder may be refused access to a credit card in the future. Use of a statutory declaration is for exceptional cases rather than the norm.

10. Cardholders must mark next to all transactions the costing accounts and ensure all tax invoices and receipts are attached to the monthly statement. The cardholder must certify that the transactions on the statement are correct and has seven (7) working days, from receipt of statement, to return to Finance Services.
11. Should approval of expenses be denied by the Chief Executive Officer or the Finance Manager recovery of the expense shall be met by the cardholder.
12. If the card is lost or stolen, you must immediately contact NAB Commercial Cards Customer Service. The Finance Manager must also be notified in writing to arrange replacement card.
13. If your employment is terminated, you card and all tax invoices and receipts must be submitted to the Finance Manager, two (2) weeks before employment is ceased to ensure account is settled.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Shire of Mingenew Corporate Credit Card Management Procedure any liability arising from the use of the card may be passed to the cardholder.

The use of a Shire of Mingenew Corporate Credit Card is subject to the provisions of the Code of Conduct of Shire of Mingenew. Serious transgression of the above listed responsibilities or the Code of Conduct may result in an appropriate referral under the Corruption and Crime Commission Act 2003 and/or termination of employment.

If you agree to abide by the terms above and all other conditions set out in Council Policy – Corporate Credit Cards please sign and return this statement to the Executive Manager Finance Services.

I _____ acknowledge and accept the aforementioned conditions which govern the use of the Shire of Mingenew Corporate Credit Card.

Signature

Date

9.1.3 MINGENEW WASTE TRANSFER STATION – RESTRICTED ACCESS CONSIDERATION AND COMMUNITY CONSULTATION

Location/Address: Mingenew Refuse Site/Transfer Station
Name of Applicant: Not Applicable
Disclosure of Interest: Nil
File Reference: ADM0441
Date: 15 August 2018
Author: Neil Hartley, Casual Project Officer

Summary

This report provides a background and progress report on the upgrade works at the Mingenew Refuse Site/Transfer Station, and outlines the suggested direction for the controlled management of the site.

Following a query from the Water Corporation to the Department of Environment about the potential of contamination of the Water Corporation's water supply bores in proximity to the Mingenew Refuse Site, the Shire sought advice from a professional consultant (which concluded there was no contamination) and also sought the assistance of a Mid West Development Commission via a grant to fund the construction of a new Transfer Station facility, and control fencing, which would provide contemporary level refuse disposal facilities and access controls.

Works have been progressing over the past couple of years and are now effectively completed. It is now appropriate to consider how best to manage the facility into the future, including the questions of controlling access days/times, setting fees and charges, and contracting the day-to-day management of the site.

Attachment

Nil

Background

The Shire engaged the services of IW Projects in January 2016 to complete a study of the current waste facility and the Shire's current practices for waste disposal. The study was to address any potential contaminated site concerns initiated from an enquiry by the Department of Water and to suggest ways in which the Shire could develop and implement a Waste Management Plan for the long term sustainability of waste services in the Shire of Mingenew. IW Projects (on the Shire's behalf) completed a site inspection on 2 February 2016 and its report on 2 June 2016. The report recommendations were –

Without there being any obvious potential contamination concerns, there are no remedial actions that would need to be immediately implemented as a result of the historical waste management activities on site.

The Shire is managing the facility in a neat and functional matter; however, there are a number of operational improvements that should be implemented to further improve the environmental performance of the facility and as a consequence, further protect against any potential future contamination. These activities include:

- *Relocation and upgrade of the waste transfer station;*
- *Restrict site access;*
- *Manning the facility;*
- *Implement an asbestos management procedure;*
- *Recycling activities to be relocated to a location adjacent to the new waste transfer station;*
- *DrumMuster and used motor oil drop-off facilities to be relocated to the waste management facility;*
- *All non-inert waste materials to be transferred through the transfer station and removed from site;*
- *Progressive closure of complete landfill areas;*
- *Installation of a lined liquid pond near the entrance to the site; and*

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 22 August 2018

- *Decommissioning and rehabilitation of the old liquid waste pond.*

Based on the outcome of this preliminary site investigation, there is sufficient information available to conclude that there is no adverse impact to the environment as a result of the waste management activities; hence, it is not recommended that a detailed site investigation be undertaken.

A new waste transfer station (essentially an elevated concrete ramp for vehicle access with large waste bins for the placement of rubbish) was subsequently constructed on the existing waste facility located at Tip Road, Mingenew. The transfer station is now positioned at the front entrance to the existing landfill site. The waste precinct was designed to allow for better waste control and public safety, and support improved recycling and reduction of waste to landfill. The area was designed to promote the segregation of waste so that only waste remaining after recycling was disposed of in the bins provided at the transfer station. There will only be very limited access to the historic tip face, like for bulk loads of inert waste.

The Shire received a \$50,000 grant from the Mid West Development Commission to assist with the project and this was made up of the following components –

| Component Description | Status |
|--|--|
| Retain consultants to plan site | Completed |
| Install new liquid waste disposal pond | Completed |
| Construct internal road network | Completed |
| Construct Caretaker's facility | Completed (but will need a water tank and generator positioned prior to the site being staffed). |
| Construct Transfer Station/Loading Bay | Completed |
| Install fencing | Completed |
| Provide Signage | Wording, number and location of signs being planned. |
| Project management | Progressing |
| Undertake audit of grant financials | To be undertaken upon completion of financial reconciliation. |

The following grant KPI's were committed to as part of that grant –

| Outcomes | Performance Measure | Performance Measure Method |
|---|---|--|
| Reduce the volume of waste to land fill | Increase in the volume of putrescible waste collected at the site | Measured by the volume of waste collected by Avon Waste on a fortnightly basis |
| Increase the volume of recycling received at the site | Increase in recycling from segregation of household waste and recycling collected on site | Measured by the increased volume of recycling collected from the site |

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 22 August 2018

| | | |
|--|--|--|
| Manage environmental risks associated with land fill | Reduction in waste collected at tip face and wind blow rubbish scattered at site | Compliance with the Waste Avoidance and Recovery Act 2007 and Waste Avoidance and Resource Recovery Regulations 2008 |
|--|--|--|

The project as far as the grant is concerned, is effectively completed. Signage design and installation will depend on the various zones that will be required for rubbish/recycling.

An asbestos management procedure has been prepared, however a strategy to rehabilitate the existing waste site will need to be developed and implemented. Rehabilitate can be undertaken progressively over coming years as plant and labour are available.

In regard to addressing the potential contamination issues that largely drove the overall refuse site upgrade, funds have been included in the 2018/19 budget for this work. It is proposed that one bore be located south/east of the existing refuse site, between the site itself, and the Water Corporation bore. The suggested location is designed to collect water from any plume in that direction and with regular (perhaps half yearly) monitoring, should give a clear indication of any leaching contamination, well before there is any possible impact on the Mingenew Townsite's domestic water source. The geology of the area is complex, characterised by faulting, folding, lithological variations and weathering. Due to this geology, the area of the Water Corporation's production bores are at different depths (see table below) and so the Shire's monitoring bore(s) should be able to take samples in the layer of the fractured rock. According to the consultant, none is expected, although future Shire budgets might wish to consider minimising its risk levels further by funding additional bores (and monitoring them) on the northern side of the tip, between it and the other Water Corporation bores.

| Screened depth (m) below top of casing |
|---|
| 30.0 – 36.0 |
| 31.1 – 43.1 |
| 28.4 – 40.2 |
| 16.31 – 33.96 |

As part of the fencing program, a fence across the entrance road to the Water Corporation's eastern bore site was also installed, this will eliminate any inappropriate access and illegal dumping to the rear areas of the Shire's old waste facility. The gate is "double locked" with Water Corporation/Shire padlocks so that approved access can be provided, including if necessary, for volunteers undertaking community cropping on the adjacent farmland.

The Department of Environment Regulation has been previously informed of the Shire's intention to construct a new transfer station facility and have the site manned as part of the Shire's Waste Management Plan for the sustainable provision of waste disposal services in the Shire of Mingenew.

Comment

Whilst the program of works relating to the grant has been completed, other logistical and policy issues to be addressed include -

- Confirm the protocols for DrumMuster. It is suggested that the DrumMuster program continue to operate from the Shire Depot as there is a currently secured enclosure in place. Some transportable fencing is available in the Shire's yard if an alternative location is considered preferable;

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 22 August 2018

- The Oil Recycling tank at the Refuse Site needs to be relocated to its permanent location, however it is suggested that the existing (second) oil recycling facility at the Shire's yard should be retained where it is currently positioned, as it has a small crane to assist with larger drums;
- Supplementary internal fencing is required around the sewerage ponds to ensure optimum security/safety;
- A further (higher) fence might be warranted in the north east corner behind the transfer station/loading ramp if wind blown refuse consistently escapes from that area;
- Signage to highlight the new rubbish precinct dumping points is needed so that refuse site users can split their loads into various waste components (like metals, tyres, green-waste, other recyclables, and general waste);
- Community info sessions/newsletters are required to outline the changes proposed;
- Consideration of the question of tip opening hours and the setting of entrance fees is also required; and
- Advertising and selection of an attendant (if this is to be progressed) needs to be undertaken.

Consultation

The project now effectively completed, requires an implementation plan to activate the facility either as it was planned, or in some agreed modified form. Community consultation to both explain how the new facility was proposed to operate, and to revisit the question of access and facility managed through a controlled access environment, is considered to be a good way to move the project to its final stage.

Statutory Environment

The facility is licensed as per the license issued by the Department of Environment (dated 4 December 2000).

Whilst there is a requirement to suitably manage the site, there is no obligation to have a refuse site staffed or have its access hours restricted (although that would be a very effective way to manage the facility and is a trend that is becoming more common).

Policy Implications

Policy 1.4.1 Community Engagement, outlines a requirement to engage with the community and keep them appropriately informed.

Financial Implications

The last review of the Shire's Corporate Business Plan committed to bring forward this project into the 2016/17 financial year, and with a grant from the Mid West Development Commission, that work has progressed.

The new Transfer Station bins will be provided by Avon Waste as part of the existing contract, these are rented by the Shire from Avon waste. Removal of the bins occurs on a fortnightly basis (as per existing contract) – this may need to be renegotiated to weekly at some future point in time if refuse disposal at the transfer station exceeds historic levels. Removal and bin hire costs re as outlined in the Schedule of the Avon Waste

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.1.3

That Council –

- 1. Notes the progress being made with the Mingenew Refuse Site upgrade;**

- 2. Notes that (subject to a provision in the 2018/19 budget) a monitoring bore will be positioned by the Shire on the eastern side of the facility (between the facility and the nearest Water Corporation water production bore); and**
- 3. Agrees in principle that a controlled waste precinct site is an ideal goal for waste management at the Mingenew Refuse Site, and to progress that consideration requires that a Community Consultation program be developed and implemented (to enable the Shire and the Mingenew Community to suitably engage in a discussion as to how it might occur, and when it might commence) - these discussions to include recycling opportunities, communications opportunities, fees and charges, and opening**

9.2 FINANCE

9.2.1 ADOPTION OF 2018/19 BUDGET

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0130
Date: 16 August 2018
Author: Martin Whitely, Consultant

Summary

This report seeks Council adoption of the Shire of Mingenew 2018/19 Budget.

Attachment

2018/19 Statutory Budget (to be circulated prior to the meeting)
2018/19 Capital Expenditure
2018/19 Road Program
10 Year Plant Replacement Program
2018/19 Fees & Charges

Background

As part of the function of local government and its operations, each year the Council is required, under Section 6.2 of the Local Government Act 1995, to formally adopt its annual financial year budget to enable the administration to carry out the defined services and programmes and to raise revenue through rates and fees and charges.

Consistent with sections 6.2(4) of the Local Government Act 1995, the 2018/19 Budget for the Shire of Mingenew includes the following:

- Rates and Minimum Payments for 2018/19
- Capital Works
- Fees and Charges
- Concessions
- Allowances
- Borrowings
- Reserves
- Budget Estimates for Adoption

Comment

The budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Rating & Minimum Payments

The raising of revenue via annual rates is an important source of funds for all Councils throughout Australia. The Local Government Act 1995 (the Act) empowers WA Councils to impose general rates and minimum payments.

Rate Modelling (2018/19):

The proposed rates model is based on the following:

- Annual UV revaluation applied
- Annual Mining revaluation applied
- 2.5% average rate increase (2017/18: 2.5%)
- Minimum Payments – UV - \$1,050 (2017/18: \$1,025)
- Minimum Payments – GRV - \$700 (2017/18: \$682)
- 50% concessions applied to Yandanooka Townsite
- No differential rates

Fees and Charges

The majority of the proposed fees and charges have been increased by the same amount as rates being 2.5%. Where possible, the actual cost of providing the service has been assessed, with provision for increases based on inflation and cost escalation where necessary.

Household and commercial waste removal charges have been increased to allow for a higher level of cost recovery of these services, being \$378 per 240L bin per week (2017/18: \$369)

Statutory fees and charges associated with town planning, health and building have been increased or remain unchanged as per relevant legislation that determines those fees and charges.

Concessions

A 50% concession will be available to persons owning rateable properties within the Shire that are rateable on the basis of Gross Rental Value (GRV) and are in the Yandanooka Townsite. The purpose of the concession is to recognise the reduced level of service provided to these ratepayers as compared to that provided to those in the Mingenew Townsite.

Allowances

Allowances proposed for the President and Councillors for 2018/19 have been indexed as per the resolution passed by Council, Item 9.2.2 in May 2015, being Perth March CPI.

Borrowings

There are no new borrowings proposed in the 2018/19 budget.

Reserve Accounts

There are no new reserves proposed in the financial year 2018/19.

Brought Forward Value

There is an estimated surplus of \$1,491,985 shown in the Budget as the brought forward amount from 30 June 2018. This figure is unaudited and may change with any adjustments to the opening position to be addressed during the year end and audit process.

Capital Works and Funding

Capital Works of \$3,109,016 are proposed in the 2018/19 financial year and these projects are itemised in the supplementary budget information.

A total of \$1,396,347 is budgeted for the Capital Road Programme.

Funding sources allocated to the 2018/19 Road Programme include;

- \$544,674 – Main Roads Regional Road Group
- \$223,467 – Roads to Recovery
- \$45,210 – Main Roads Direct Grant
- \$139,866 – Grants Commission Local Road Component

Elected Members Fees & Allowances

Elected Members Fees & Allowances for the 2018/19 financial year have been increased by the March 2018 Perth CPI.

| | |
|---------------------------------------|---------|
| President Allowance | \$7,288 |
| Deputy President Allowance | \$1,822 |
| Annual Meeting Fee – President | \$6,278 |
| Annual Meeting Fee – Deputy President | \$4,168 |
| Annual Meeting Fee – Councillors | \$3,700 |

Consultation

While no specific community consultation has occurred during the compilation of the draft 2018/19 Budget, community consultation was previously undertaken during the development of the Community Strategic Plan and the development of the Corporate Business Plan.

There has been internal consultation with staff and elected members throughout the preparation of the budget and the budget meetings involving elected members.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

In addition, Section 6.2 of the Local Government Act 1995 requires that in preparing its annual budget the Council is to have regard to the contents of its Plan for the Future, prepared in accordance with section 5.56. Under the Integrated Planning Framework for Local Government, that is the Community Strategic Plan in conjunction with the Corporate Business Plan.

The 2018/19 Budget as presented is considered to meet statutory requirements.

Policy Implications

The 2018/19 Budget is prepared on the principles outlined within the Corporate Business Plan and other related documents.

Financial Implications

As detailed within the report and as per the attached 2018/19 Budget documentation.

Strategic Implications

The 2018/19 Budget will address Council's capacity to deliver on projects identified in the Community Strategic Plan, Corporate Business Plan, Long Term Financial Plan and other associated plans.

Voting Requirements

Part A- Municipal Fund Budget for 2018/19 Financial Year- Absolute Majority

Part B- General and Minimal Rates and Instalment Payment Arrangements- Absolute Majority

Part C- General Fees and Charges for 2018/19- Absolute Majority

Part D- Other Statutory Fees for 2018/19- Simple Majority

Part E- Material Variance Reporting for 2017/18- Simple Majority

OFFICER RECOMMENDATION- ITEM 9.2.1

PART A – MUNICIPAL FUND BUDGET FOR 2018/19 FINANCIAL YEAR

Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the Council adopt the Municipal Fund Budget as contained in Attachment 9.2.1 of this Agenda for the Shire of Mingenew for the 2018/19 financial year which includes the following:

- Rates Setting Statement
- Statement of Cash Flows
- Comprehensive Income Statement by Program
- Comprehensive Income Statement by Nature/Type
- Notes to and Forming Part of the Budget
- Capital Works Program
- Road Program
- Plant Replacement Program

PART B – GENERAL AND MINIMUM RATES AND INSTALMENT PAYMENT ARRANGEMENTS

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental and Unimproved Values, as supplied by Landgate (as amended) as at 1 July 2018.

1.1 General Rates

- Mingenew & Yandanooka (GRV) 14.9035 cents in the dollar
- Rural & Mining (UV) 1.3684 cents in the dollar

1.2 Minimum Payments

- Mingenew & Yandanooka (GRV) \$700
- Rural & Mining (UV) \$1050

2. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council provides the option for ratepayers to pay their rates as a single payment or by 2 or 4 equal instalments; and, in accordance with Section 6.50 of the Act nominates the following due dates for the payment in full or by instalments:

- Full payment and 1st instalment due date 5 October 2018
- 2nd half instalment due date 6 December 2018
- 2nd quarterly instalment due date 6 December 2018
- 3rd quarterly instalment due date 7 February 2019
- 4th quarterly instalment due date 8 April 2019

3. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$15 for each instalment after the initial instalment is paid.

4. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

5. Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

6. Pursuant to section 6.47 of the Local Government Act 1995, Council grants a 50% concession on rates assessments issued to all properties rateable on the basis of Gross Rental Valuation in the Yandanooka Townsite with the object of recognising the reduced level of service provided to properties in Yandanooka Townsite as compared to Mingenew Townsite.

PART C – GENERAL FEES AND CHARGES FOR 2018/19

Pursuant to section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges as presented forming part of the 2018/19 Budget included as a separate Attachment to this Agenda.

PART D – OTHER STATUTORY FEES FOR 2018/19

1. Pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, Council adopt the following charges for the removal and deposit of domestic and commercial waste:

3.1 Residential Premises

- 240 Litre bin per weekly collection \$378 per annum

3.2 Commercial Premises

- 240 Litre bin per weekly collection \$378 per annum

PART E – MATERIAL VARIANCE REPORTING FOR 2017/18

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

SHIRE OF MINGENEW
BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

TABLE OF CONTENTS

| | |
|---|----|
| Statement of Comprehensive Income by Nature or Type | 2 |
| Basis of Preparation | 3 |
| Statement of Comprehensive Income by Program | 4 |
| Statement of Cash Flows | 6 |
| Rate Setting Statement by Program | 7 |
| Rates and Service Charges | 8 |
| Net Current Assets | 11 |
| Reconciliation of Cash | 13 |
| Fixed Assets | 14 |
| Asset Depreciation | 16 |
| Borrowings | 17 |
| Cash Backed Reserves | 19 |
| Fees and Charges | 20 |
| Grant Revenue | 20 |
| Other Information | 21 |
| Major Land Transactions | 22 |
| Trust | 23 |
| Significant Accounting Policies - Other | 24 |

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2019**

BY NATURE OR TYPE

| | NOTE | 2018/19 Budget | 2017/18 Actual | 2017/18 Budget |
|---|-------|--------------------|--------------------|--------------------|
| | | \$ | \$ | \$ |
| Revenue | | | | |
| Rates | 1 | 1,857,912 | 1,812,113 | 1,816,568 |
| Operating grants, subsidies and contributions | 9 | 224,532 | 800,958 | 3,023,945 |
| Fees and charges | 8 | 237,487 | 223,894 | 257,210 |
| Interest earnings | 10(a) | 58,710 | 51,154 | 65,440 |
| Other revenue | 10(a) | 556,800 | 508,947 | 660,550 |
| | | <u>2,935,441</u> | <u>3,397,066</u> | <u>5,823,713</u> |
| Expenses | | | | |
| Employee costs | | (1,083,085) | (904,105) | (1,456,983) |
| Materials and contracts | | (3,150,044) | (792,447) | (3,097,470) |
| Utility charges | | (124,853) | (99,837) | (136,355) |
| Depreciation on non-current assets | 5 | (1,850,261) | (1,765,304) | (2,190,310) |
| Interest expenses | 10(a) | (17,799) | (23,684) | (22,523) |
| Insurance expenses | | (129,616) | (106,984) | (91,762) |
| Other expenditure | | (578,601) | (537,101) | (686,900) |
| | | <u>(6,934,259)</u> | <u>(4,229,462)</u> | <u>(7,682,303)</u> |
| | | <u>(3,998,818)</u> | <u>(832,396)</u> | <u>(1,858,590)</u> |
| Non-operating grants, subsidies and contributions | 9 | 3,665,281 | 1,068,271 | 1,429,305 |
| Profit on asset disposals | 4(b) | 50,000 | 0 | 40,000 |
| Loss on asset disposals | 4(b) | 0 | (55,098) | 0 |
| Net result | | <u>(283,537)</u> | <u>180,777</u> | <u>(389,285)</u> |
| Other comprehensive income | | | | |
| Total other comprehensive income | | <u>0</u> | <u>0</u> | <u>0</u> |
| Total comprehensive income | | <u>(283,537)</u> | <u>180,777</u> | <u>(389,285)</u> |

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

FOR THE YEAR ENDED 30TH JUNE 2019

BASIS OF PREPARATION

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government 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 budget are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the budget 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Mingenew controls resources to carry on its functions have been included in the financial statements forming part of this budget.

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 financial statements. A separate statement of those monies appears at #NAME?

2017/18 ACTUAL BALANCES

Balances shown in this budget as 2017/18 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES

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.

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. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

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.

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.

REVENUES (CONTINUED)

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

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.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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 includes loss on disposal of long term investments.

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 State taxes. Donations and subsidies made to community groups.

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2019**

BY PROGRAM

| | NOTE | 2018/19 Budget | 2017/18 Actual | 2017/18 Budget |
|---|--------------------|--------------------|--------------------|--------------------|
| Revenue | 1, 8, 9, 10(a),(b) | \$ | \$ | \$ |
| Governance | | 15,669 | 68,520 | 12,586 |
| General purpose funding | | 2,037,243 | 2,458,978 | 2,018,071 |
| Law, order, public safety | | 33,037 | 74,285 | 60,874 |
| Health | | 371 | 361 | 371 |
| Education and welfare | | 3,755 | 3,768 | 3,755 |
| Housing | | 102,729 | 103,453 | 104,924 |
| Community amenities | | 73,722 | 66,545 | 83,595 |
| Recreation and culture | | 33,960 | 37,514 | 38,665 |
| Transport | | 511,585 | 462,694 | 3,372,042 |
| Economic services | | 10,445 | 5,883 | 11,355 |
| Other property and services | | 112,925 | 115,064 | 117,475 |
| | | 2,935,441 | 3,397,065 | 5,823,713 |
| Expenses excluding finance costs | 5,10(c),(e),(f) | | | |
| Governance | | (218,578) | (302,208) | (205,931) |
| General purpose funding | | (100,797) | (59,160) | (47,511) |
| Law, order, public safety | | (154,914) | (124,961) | (124,627) |
| Health | | (138,237) | (73,884) | (111,511) |
| Education and welfare | | (79,712) | (59,721) | (72,931) |
| Housing | | (173,150) | (189,924) | (154,827) |
| Community amenities | | (271,710) | (241,306) | (314,842) |
| Recreation and culture | | (940,133) | (1,065,628) | (892,729) |
| Transport | | (4,342,582) | (2,100,878) | (5,220,335) |
| Economic services | | (387,508) | (285,152) | (400,524) |
| Other property and services | | (109,139) | 297,045 | (114,012) |
| | | (6,916,460) | (4,205,777) | (7,659,780) |
| Finance costs | 6, 10(d) | | | |
| Education and welfare | | (2,440) | (3,000) | (3,088) |
| Housing | | (7,058) | (9,094) | (8,930) |
| Recreation and culture | | (2,342) | (2,942) | (2,964) |
| Transport | | (5,959) | (8,648) | (7,541) |
| | | (17,799) | (23,684) | (22,523) |
| | | (3,998,818) | (832,396) | (1,858,590) |
| Non-operating grants, subsidies and contributions | 9 | 3,665,281 | 1,068,271 | 1,429,305 |
| Profit on disposal of assets | 4(b) | 50,000 | 0 | 40,000 |
| (Loss) on disposal of assets | 4(b) | 0 | (55,098) | 0 |
| Net result | | (283,537) | 180,777 | (389,285) |
| Other comprehensive income | | | | |
| Changes on revaluation of non-current assets | | 0 | 0 | 0 |
| Total other comprehensive income | | 0 | 0 | 0 |
| Total comprehensive income | | (283,537) | 180,777 | (389,285) |

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

FOR THE YEAR ENDED 30TH JUNE 2019

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

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

| PROGRAM NAME | OBJECTIVE | ACTIVITIES |
|------------------------------------|---|---|
| GOVERNANCE | To provide a decision making process for the efficient allocation of scarce resources. | Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services |
| GENERAL PURPOSE FUNDING | To collect revenue to allow for the provision of services. | Rates, general purpose government grants and interest revenue. |
| LAW, ORDER, PUBLIC SAFETY | To provide services to help ensure a safer community. | Fire prevention, animal control and safety. |
| HEALTH | To provide services to help ensure a safer community. | Food quality, pest control and inspections. |
| EDUCATION AND WELFARE | To meet the needs of the community in these areas. | Includes education programs, youth based activities, care of families, the aged and disabled. |
| HOUSING | Provide housing services required by the community and for staff. | Maintenance of staff, aged and rental housing. |
| COMMUNITY AMENITIES | Provide services required by the community. | Rubbish collection services, landfill maintenance, town site storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries. |
| RECREATION AND CULTURE | To establish and manage efficiently, infrastructure and resources which will help the social well being of the community. | Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage. |
| TRANSPORT | To provide effective and efficient transport services to the community. | Construction and maintenance of streets, road and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance. |
| ECONOMIC SERVICES | To help promote the Shire and improve its economic wellbeing. | The regulation and provision of tourism, area promotion, building control and noxious weeds. |
| OTHER PROPERTY AND SERVICES | To provide effective and efficient administration, works operations and plant and fleet services. | Private works operations, plant repairs and operational costs. Administration overheads. |

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019**

BY NATURE OR TYPE

| | NOTE | 2018/19 Budget | 2017/18 Actual | 2017/18 Budget |
|--|------|-----------------------|-------------------------|-----------------------|
| | | \$ | \$ | \$ |
| CASH FLOWS FROM OPERATING ACTIVITIES | | | | |
| Receipts | | | | |
| Rates | | 1,877,912 | 1,849,370 | 1,856,568 |
| Operating grants, subsidies and contributions | | 224,532 | 860,963 | 3,062,233 |
| Fees and charges | | 237,487 | 223,894 | 257,210 |
| Interest earnings | | 58,710 | 51,154 | 65,440 |
| Goods and services tax | | 0 | 11,678 | 30,077 |
| Other revenue | | 556,800 | 508,947 | 660,550 |
| | | <u>2,955,441</u> | <u>3,506,006</u> | <u>5,932,078</u> |
| Payments | | | | |
| Employee costs | | (1,083,085) | (903,965) | (1,500,681) |
| Materials and contracts | | (3,201,285) | (893,317) | (3,272,470) |
| Utility charges | | (124,853) | (99,837) | (136,355) |
| Interest expenses | | (17,799) | (34,602) | (33,792) |
| Insurance expenses | | (129,616) | (106,984) | (91,762) |
| Other expenditure | | (578,601) | (537,101) | (686,900) |
| | | <u>(5,135,239)</u> | <u>(2,575,806)</u> | <u>(5,721,960)</u> |
| Net cash provided by (used in) operating activities | 3 | <u>(2,179,798)</u> | <u>930,200</u> | <u>210,118</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | | |
| Payments for development of land held for resale | 4(a) | 0 | 0 | (200,000) |
| Payments for purchase of property, plant & equipment | 4(a) | (623,320) | (770,133) | (1,671,084) |
| Payments for construction of infrastructure | 4(a) | (2,485,700) | (1,304,973) | (1,754,100) |
| Non-operating grants, subsidies and contributions used for the development of assets | 9 | 3,665,281 | 1,068,271 | 1,429,305 |
| Proceeds from sale of plant & equipment | 4(b) | 157,000 | 0 | 365,650 |
| Net cash provided by (used in) investing activities | | <u>713,261</u> | <u>(1,006,835)</u> | <u>(1,830,229)</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | | |
| Repayment of borrowings | 6 | (154,525) | (150,096) | (150,774) |
| Proceeds from new borrowings | 6(b) | 0 | (0) | 85,507 |
| Net cash provided by (used in) financing activities | | <u>(154,525)</u> | <u>(150,096)</u> | <u>(65,267)</u> |
| Net increase (decrease) in cash held | | <u>(1,621,062)</u> | <u>(226,732)</u> | <u>(1,685,378)</u> |
| Cash at beginning of year | | 2,014,490 | 2,241,222 | 2,241,222 |
| Cash and cash equivalents at the end of the year | 3 | <u><u>393,428</u></u> | <u><u>2,014,490</u></u> | <u><u>555,844</u></u> |

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

**RATES SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019**

BY REPORTING PROGRAM

| | NOTE | 2018/19 Budget \$ | 2017/18 Actual \$ | 2017/18 Budget \$ |
|--|------|-------------------------|-------------------------|-------------------------|
| OPERATING ACTIVITIES | | | | |
| Net current assets at start of financial year - surplus/(deficit) | 2 | 1,491,987 | 1,721,405 | 1,722,222 |
| | | 1,491,987 | 1,721,405 | 1,722,222 |
| Revenue from operating activities (excluding rates) | | | | |
| Governance | | 16,669 | 68,520 | 12,586 |
| General purpose funding | | 179,331 | 646,865 | 237,027 |
| Law, order, public safety | | 33,037 | 74,285 | 60,874 |
| Health | | 371 | 361 | 371 |
| Education and welfare | | 3,755 | 3,768 | 3,755 |
| Housing | | 102,729 | 103,453 | 104,924 |
| Community amenities | | 73,722 | 66,545 | 83,595 |
| Recreation and culture | | 33,960 | 37,514 | 38,665 |
| Transport | | 560,585 | 462,694 | 3,372,042 |
| Economic services | | 10,445 | 5,883 | 11,355 |
| Other property and services | | 112,925 | 115,064 | 157,475 |
| | | 1,127,529 | 1,584,952 | 4,082,669 |
| Expenditure from operating activities | | | | |
| Governance | | (218,578) | (302,208) | (205,931) |
| General purpose funding | | (100,797) | (59,160) | (47,511) |
| Law, order, public safety | | (154,914) | (124,961) | (124,627) |
| Health | | (138,237) | (73,884) | (111,511) |
| Education and welfare | | (82,152) | (62,721) | (76,019) |
| Housing | | (180,208) | (199,018) | (163,757) |
| Community amenities | | (271,710) | (241,306) | (314,842) |
| Recreation and culture | | (942,475) | (1,068,570) | (895,693) |
| Transport | | (4,348,541) | (2,164,626) | (5,227,876) |
| Economic services | | (387,508) | (285,152) | (400,524) |
| Other property and services | | (109,139) | 297,045 | (114,012) |
| | | (6,934,259) | (4,284,561) | (7,682,303) |
| Operating activities excluded from budget | | | | |
| (Profit) on asset disposals | 4(b) | (50,000) | 0 | (40,000) |
| Loss on disposal of assets | 4(b) | 0 | 55,098 | 0 |
| Depreciation on assets | 5 | 1,850,261 | 1,765,304 | 2,190,310 |
| Amount attributable to operating activities | | (2,514,482) | 842,198 | 272,898 |
| INVESTING ACTIVITIES | | | | |
| Non-operating grants, subsidies and contributions | 9 | 3,665,281 | 1,068,271 | 1,429,305 |
| Purchase land held for resale | 4(a) | 0 | 0 | (200,000) |
| Purchase property, plant and equipment | 4(a) | (623,320) | (770,133) | (1,671,084) |
| Purchase and construction of infrastructure | 4(a) | (2,485,700) | (1,310,366) | (1,754,100) |
| Proceeds from disposal of assets | 4(a) | 157,000 | 0 | 365,650 |
| Amount attributable to investing activities | | 713,261 | (1,012,228) | (1,830,229) |
| FINANCING ACTIVITIES | | | | |
| Repayment of borrowings | 6(a) | (154,525) | (150,096) | (150,774) |
| Proceeds from new borrowings | 6(b) | 0 | (0) | 85,507 |
| Transfers to cash backed reserves (restricted assets) | 7(a) | (22,710) | 0 | (125,510) |
| Transfers from cash backed reserves (restricted assets) | 7(a) | 120,544 | 0 | 0 |
| Amount attributable to financing activities | | (56,691) | (150,096) | (190,777) |
| Budgeted deficiency before general rates | | (1,857,912) | (320,127) | (1,748,108) |
| Estimated amount to be raised from general rates | 1 | 1,857,912 | 1,812,113 | 1,781,044 |
| Net current assets at end of financial year - surplus/(deficit) | 2 | 0 | 1,491,987 | 32,936 |

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

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. RATES AND SERVICE CHARGES

(a) Rating Information

| RATE TYPE | Rate in | Number of properties | Rateable value | 2018/19 Budgeted rate revenue | 2018/19 Budgeted interim rates | 2018/19 Budgeted back rates | 2018/19 Budgeted total revenue | 2017/18 Actual Revenue |
|--|----------|----------------------------|-------------------|--|---|--------------------------------------|---|------------------------------|
| | \$ | | \$ | \$ | \$ | \$ | \$ | \$ |
| Differential general rate or general rate | | | | | | | | |
| GRV - Mingenew | 0.149035 | 127 | 1,103,699 | 164,490 | 0 | 0 | 164,490 | 158,623 |
| GRV - Yandanooka | 0.149035 | 2 | 13,884 | 2,069 | 0 | 0 | 2,069 | 2,019 |
| GRV- Commercial | 0.149035 | 14 | 349,700 | 52,118 | 0 | 0 | 52,118 | 41,298 |
| GRV - Industrial | 0.149035 | 1 | 12,480 | 1,860 | 0 | 0 | 1,860 | 1,133 |
| UV Rural & Mining | 0.013684 | 115 | 110,855,505 | 1,516,947 | 0 | 0 | 1,516,947 | 1,481,371 |
| UV Mining | 0.013684 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Totals | | 259 | 112,335,268 | 1,737,484 | 0 | 0 | 1,737,484 | 1,684,443 |
| Minimum | | | | | | | | |
| | \$ | | | | | | | |
| Minimum payment | | | | | | | | |
| GRV - Mingenew | 700 | 64 | 28,162 | 44,800 | 0 | 0 | 44,800 | 43,648 |
| GRV - Yandanooka | 700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRV- Commercial | 700 | 9 | 6,200 | 6,300 | 0 | 0 | 6,300 | 15,686 |
| GRV - Industrial | 700 | 2 | 1,850 | 1,400 | 0 | 0 | 1,400 | 2,046 |
| UV Rural & Mining | 1,050 | 23 | 691,595 | 24,150 | 0 | 0 | 24,150 | 23,575 |
| UV Mining | 1,050 | 8 | 27,199 | 8,400 | 0 | 0 | 8,400 | 8,200 |
| Sub-Totals | | 106 | 755,006 | 85,050 | 0 | 0 | 85,050 | 93,155 |
| | | 365 | 113,090,274 | 1,822,534 | 0 | 0 | 1,822,534 | 1,777,598 |
| Discounts/concessions (Refer note 1(g)) | | | | | | | (1,035) | (1,009) |
| Total amount raised from general rates | | | | | | | 1,821,500 | 1,776,589 |
| Specified area rates (Refer note 1(e)) | | | | | | | 0 | 0 |
| Ex Gratia Rates | | | | | | | 36,412 | 35,524 |
| Total rates | | | | | | | 1,857,912 | 1,812,113 |

All land (other than exempt land) in the Shire of Mingenew is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Mingenew.

The general rates detailed for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rate(s) has|have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

| Instalment options | Date due | Instalment plan admin charge | Instalment plan interest rate | Unpaid rates interest rates |
|---------------------|-----------|------------------------------------|--|--------------------------------------|
| | | \$ | % | % |
| Option one | | | | |
| Payment in Full | 5/10/2018 | \$0 | 0.00% | 11.00% |
| Option two | | | | |
| 1st Instalment | 5/10/2018 | \$0 | 5.50% | 11.00% |
| 2nd Instalment | 6/12/2018 | \$15 | 5.50% | 11.00% |
| Option three | | | | |
| 1st Instalment | 5/10/2018 | \$0 | 5.50% | 11.00% |
| 2nd Instalment | 6/12/2018 | \$15 | 5.50% | 11.00% |
| 3rd Instalment | 7/02/2019 | \$15 | 5.50% | 11.00% |
| 4th Instalment | 8/04/2019 | \$15 | 5.50% | 11.00% |

| | 2018/19 Budget revenue | 2017/18 Actual |
|---|------------------------------|-------------------|
| | \$ | \$ |
| Instalment plan admin charge revenue | 3,200 | 2,490 |
| Unpaid rates and service charge interest earned | 12,250 | 19,607 |
| | 15,450 | 22,097 |

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of differential rating.

Differential general rate

| Description | Characteristics | Objects | Reasons |
|-------------|-----------------|---------|---------|
|-------------|-----------------|---------|---------|

(d) Differential Minimum Payment

| Description | Characteristics | Objects | Reasons |
|-------------|-----------------|---------|---------|
|-------------|-----------------|---------|---------|

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

1. RATES AND SERVICE CHARGES (CONTINUED)

(e) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30th June 2019.

(f) Service Charges

The Shire did not raise service charges for the year ended 30th June 2019.

(g) Waivers or concessions

| Rate or fee and charge to which the waiver or concession is granted | Type | Disc % or Amount (\$) | 2018/19 Budget | 2017/18 Actual | Circumstances in which the waiver or concession is granted | Objects and reasons of the waiver or concession |
|---|------------|-----------------------------|-------------------|-------------------|--|--|
| Yandanooka Townsite | Concession | | \$ | \$ | GRV Properties in Yandanooka town site | Recognise the reduced level of services provided to these |
| | | 50% | 1,035 | 1,009 | | |
| | | 0% | 0 | 0 | | |
| | | | 1,035 | 1,009 | | |

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

2. NET CURRENT ASSETS

| | Note | 2018/19 Budget | 2017/18 Actual |
|--|------|-------------------|-------------------|
| | | \$ | \$ |
| Composition of estimated net current assets | | | |
| Current assets | | | |
| Cash - unrestricted | 3 | 89,392 | 895,863 |
| Cash - restricted | 3 | 0 | 716,757 |
| Cash - restricted reserves | 3 | 304,036 | 401,870 |
| Receivables | | 63,257 | 83,257 |
| Inventories | | 43,459 | 43,459 |
| | | 500,144 | 2,141,206 |
| Less: current liabilities | | | |
| Trade and other payables | | (155,714) | (206,955) |
| Long term borrowings | | (155,204) | (155,204) |
| Provisions | | (231,014) | (231,014) |
| | | (541,932) | (593,173) |
| Unadjusted net current assets | | (41,788) | 1,548,033 |
| Adjustments | | | |
| Less: Cash - restricted reserves | 3 | (304,036) | (401,870) |
| Less: Land held for resale | | (40,394) | (40,394) |
| Add: Current portion of borrowings | | 155,204 | 155,204 |
| Add: Current liabilities not expected to be cleared at end of year | | 231,014 | 231,014 |
| Adjusted net current assets - surplus/(deficit) | | 0 | 1,491,987 |

Reason for Adjustments

The differences between the net current assets at the end of each financial year in the rate setting statement and net current assets detailed above arise from amounts which have been excluded when calculating the budget deficiency in accordance with *Local Government (Financial Management) Regulation 32* as movements for these items have been funded within the budget estimates. These differences are disclosed as adjustments above.

SIGNIFICANT ACCOUNTING POLICIES

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 Shire of Mingenew's operational cycle. In the case of liabilities where the Shire of Mingenew 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 sale where it is held as non-current based on the Shire of Mingenew's intentions to release for sale.

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.

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

2. NET CURRENT ASSETS (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Mingenew 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.

PROVISIONS

Provisions are recognised when the Shire of Mingenew has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

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.

Superannuation

The Shire of Mingenew contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Mingenew contributes are defined contribution plans.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire of Mingenew's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Mingenew's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Mingenew's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

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.

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

| | 2018/19 Budget | 2017/18 Actual | 2017/18 Budget |
|---------------------|---------------------------|---------------------------|---------------------------|
| | \$ | \$ | \$ |
| Cash - unrestricted | 89,392 | 895,863 | 33,859 |
| Cash - restricted | 304,036 | 1,118,627 | 521,985 |
| | <u>393,428</u> | <u>2,014,490</u> | <u>555,844</u> |

The following restrictions have been imposed
by regulation or other externally imposed
requirements:

| | | | |
|---|----------------|----------------|----------------|
| Reserves cash backed - Land & Building Reserve | 62,960 | 59,535 | 136,217 |
| Reserves cash backed - Plant Reserve | 43,028 | 150,616 | 151,756 |
| Reserves cash backed - Recreation Reserve | 12,832 | 2,772 | 2,786 |
| Reserves cash backed - Leave Reserve | 65,558 | 64,308 | 65,315 |
| Reserves cash backed - Aged Persons Units Reserve | 11,998 | 20,579 | 20,729 |
| Reserves cash backed - Environmental Reserve | 18,763 | 18,313 | 18,451 |
| Reserves cash backed - Industrial Area Development Reserve | 5,503 | 5,378 | 5,412 |
| Reserves cash backed - RTC/PO/NAB Reserve | 21,234 | 20,734 | 20,882 |
| Reserves cash backed - Insurance Reserve | 42,618 | 40,593 | 81,244 |
| Reserves cash backed - Economic Development & Marketing Res | 19,542 | 19,042 | 19,193 |
| | <u>304,036</u> | <u>401,870</u> | <u>521,985</u> |

**Reconciliation of net cash provided by
operating activities to net result**

| | | | |
|---|--------------------|--------------------|--------------------|
| Net result | (283,537) | 180,775 | (389,285) |
| Depreciation | 1,850,261 | 1,765,304 | 2,190,310 |
| (Profit)/loss on sale of asset | (50,000) | 55,098 | (40,000) |
| (Increase)/decrease in receivables | 20,000 | 108,940 | 108,365 |
| (Increase)/decrease in inventories | 0 | 132 | 0 |
| Increase/(decrease) in payables | (51,241) | (111,778) | (229,967) |
| Grants/contributions for the development of assets | (3,665,281) | (1,068,271) | (1,429,305) |
| Net cash from operating activities | (2,179,798) | 930,200 | 210,118 |

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

| Asset class | Reporting program | | | | | | | | | | | 2018/19 Budget total | 2017/18 Actual total |
|--------------------------------------|-------------------|-------------------------------|------------------------------|--------|--------------------------|---------|------------------------|---------------------------|-----------|----------------------|-----------------------------------|-------------------------|-------------------------|
| | Governance | General purpose funding | Law, order, public safety | Health | Education and welfare | Housing | Community amenities | Recreation and culture | Transport | Economic services | Other property and services | | |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| <i>Property, Plant and Equipment</i> | | | | | | | | | | | | | |
| Buildings - specialised | 20,000 | 0 | 0 | 0 | 0 | 10,000 | 0 | 133,320 | 0 | 0 | 0 | 163,320 | 373,244 |
| Furniture and equipment | 10,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| Plant and equipment | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 390,000 | 0 | 0 | 450,000 | 396,890 |
| | 90,000 | 0 | 0 | 0 | 0 | 10,000 | 0 | 133,320 | 390,000 | 0 | 0 | 623,320 | 770,133 |
| <i>Infrastructure</i> | | | | | | | | | | | | | |
| Infrastructure - Roads | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,376,700 | 0 | 0 | 1,376,700 | 939,315 |
| Infrastructure - Parks and ovals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 225,000 | 0 | 10,000 | 0 | 235,000 | 199,919 |
| Infrastructure - Other | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 | 25,000 | 0 | 116,000 | 0 | 166,000 | 171,132 |
| Infrastructure - Bridges | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 708,000 | 0 | 0 | 708,000 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 | 250,000 | 2,084,700 | 126,000 | 0 | 2,485,700 | 1,310,366 |
| Total acquisitions | 90,000 | 0 | 0 | 0 | 0 | 10,000 | 25,000 | 383,320 | 2,474,700 | 126,000 | 0 | 3,109,020 | 2,080,499 |

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

4. FIXED ASSETS (CONTINUED)

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

| | Net book value | Sale proceeds | 2018/19 Budget Profit | Loss | 2017/18 Actual Profit | Loss | 2017/18 Budget Profit | Loss |
|--------------------------------------|-------------------|------------------|--------------------------|------|--------------------------|----------|--------------------------|------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| By Program | | | | | | | | |
| Governance | 29,000 | 30,000 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| Transport | 78,000 | 127,000 | 49,000 | 0 | 0 | (55,098) | 0 | 0 |
| Other property and services | 0 | 0 | 0 | 0 | 0 | 0 | 40,000 | 0 |
| | 107,000 | 157,000 | 50,000 | 0 | 0 | (55,098) | 40,000 | 0 |
| By Class | | | | | | | | |
| <u>Property, Plant and Equipment</u> | | | | | | | | |
| Plant and equipment | 107,000 | 157,000 | 50,000 | 0 | 0 | (55,098) | 40,000 | 0 |
| | 107,000 | 157,000 | 50,000 | 0 | 0 | (55,098) | 40,000 | 0 |

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

5. ASSET DEPRECIATION

| | 2018/19 Budget | 2017/18 Actual | 2017/18 Budget |
|----------------------------------|---------------------------|---------------------------|---------------------------|
| | \$ | \$ | \$ |
| By Program | | | |
| Governance | 142,355 | 125,321 | 53,034 |
| Law, order, public safety | 47,403 | 47,403 | 20,000 |
| Health | 0 | 242 | 660 |
| Education and welfare | 21,759 | 21,759 | 25,000 |
| Housing | 84,446 | 78,515 | 84,446 |
| Community amenities | 11,601 | 11,601 | 13,500 |
| Recreation and culture | 394,671 | 394,626 | 300,000 |
| Transport | 912,954 | 880,037 | 1,430,000 |
| Economic services | 61,661 | 61,661 | 55,000 |
| Other property and services | 173,411 | 144,140 | 208,670 |
| | 1,850,261 | 1,765,304 | 2,190,310 |
| By Class | | | |
| Buildings - specialised | 572,212 | 559,314 | 430,000 |
| Furniture and equipment | 15,000 | 14,085 | 14,851 |
| Plant and equipment | 190,445 | 151,515 | 169,659 |
| Bushfire Equipment | 47,403 | 45,399 | 45,000 |
| Tools | 478 | 478 | 500 |
| Infrastructure - Roads | 700,000 | 670,234 | 1,263,000 |
| Infrastructure - Footpaths | 17,791 | 17,791 | 17,000 |
| Infrastructure - Drainage | 2,615 | 2,614 | 9,000 |
| Infrastructure - Parks and ovals | 143,000 | 142,730 | 93,000 |
| Infrastructure - Other | 16,000 | 15,827 | 10,000 |
| Infrastructure - Bridges | 136,245 | 136,245 | 136,000 |
| Infrastructure - Airfield | 9,072 | 9,072 | 2,300 |
| | 1,850,261 | 1,765,304 | 2,190,310 |

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

DEPRECIATION (CONTINUED)

Major depreciation periods used for each class of depreciable asset are:

| | |
|----------------------------------|--------------|
| Buildings - non-specialised | 30-50 Years |
| Buildings - specialised | 30-50 Years |
| Furniture and equipment | 4-10 Years |
| Plant and equipment | 5-15 Years |
| Infrastructure - Roads | 12-50 Years |
| Infrastructure - Footpaths | 20 Years |
| Infrastructure - Drainage | 50 Years |
| Infrastructure - Parks and ovals | 10-100 Years |
| Infrastructure - Other | 5-50 Years |
| Infrastructure - Bridges | 50 Years |
| Infrastructure - Airfield | 50 Years |

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

| Purpose | Principal 30-Jun-18 | New loans | Principal repayments | | Principal outstanding | | Interest repayments | |
|--------------------------------|------------------------|--------------|-------------------------|-------------------|--------------------------|-------------------|------------------------|-------------------|
| | | | 2018/19 Budget | 2017/18 Actual | 2018/19 Budget | 2017/18 Actual | 2018/19 Budget | 2017/18 Actual |
| | | | \$ | \$ | \$ | \$ | \$ | \$ |
| Education and welfare | | | | | | | | |
| Loan 137 - Senior Citizen Buik | 87,814 | 0 | 21,172 | 19,487 | 66,642 | 87,814 | 2,440 | 3,000 |
| Housing | | | | | | | | |
| Loan 133 - Triplex | 55,952 | 0 | 13,490 | 13,060 | 42,462 | 55,952 | 1,555 | 437 |
| Loan134 - Phillip Street | 42,623 | 0 | 10,276 | 7,410 | 32,347 | 42,623 | 1,185 | 327 |
| Loan 136 - Moore Street | 106,294 | 0 | 25,627 | 0 | 80,666 | 106,294 | 2,954 | 850 |
| Loan 142- 15 Field Street | 49,086 | 0 | 11,935 | 37,550 | 37,151 | 49,086 | 1,364 | 7,480 |
| Recreation and culture | | | | | | | | |
| Loan 138 - Pavilion Fitout | 84,301 | 0 | 20,325 | 19,201 | 63,976 | 84,301 | 2,342 | 2,942 |
| Transport | | | | | | | | |
| Loan 139 - Roller | 20,665 | 0 | 4,982 | 5,160 | 15,683 | 20,665 | 574 | 858 |
| Loan141- Grader | 71,754 | 0 | 17,300 | 17,490 | 54,454 | 71,754 | 1,994 | 2,768 |
| Loan 143- 2 X Trucks | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 120 |
| Loan 144 - Side Tripper | 49,086 | 0 | 11,835 | 11,942 | 37,251 | 49,086 | 1,364 | 1,855 |
| Loan 145 - Drum Roller | 72,926 | 0 | 17,583 | 18,797 | 55,344 | 72,926 | 2,027 | 3,047 |
| | 640,503 | 0 | 154,525 | 150,096 | 485,978 | 640,503 | 17,799 | 23,684 |
| | 640,503 | 0 | 154,525 | 150,096 | 485,978 | 640,503 | 17,799 | 23,684 |

All borrowing repayments, other then Self Supporting Loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

6. INFORMATION ON BORROWINGS (CONTINUED)

(b) New borrowings - 2018/19

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2019

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30th June 2018 nor is it expected to have unspent borrowing funds as at 30th June 2019.

(d) Credit Facilities

| | 2018/19 Budget | 2017/18 Actual | 2017/18 Budget |
|--|---------------------------|---------------------------|---------------------------|
| | \$ | \$ | \$ |
| Undrawn borrowing facilities | | | |
| credit standby arrangements | | | |
| Bank overdraft limit | 500,000 | 50,000 | 50,000 |
| Bank overdraft at balance date | 0 | 0 | 0 |
| Credit card limit | 16,000 | 16,000 | 16,000 |
| Total amount of credit unused | 516,000 | 66,000 | 66,000 |
| Loan facilities | | | |
| Loan facilities in use at balance date | 485,978 | 640,503 | 640,501 |

SIGNIFICANT ACCOUNTING POLICIES

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 until such time as the asset is substantially ready for its intended use or sale.

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

7. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

| | 2018/19 Budget Opening Balance | 2018/19 Budget Transfer to | 2018/19 Budget Transfer (from) | 2018/19 Budget Closing Balance | 2017/18 Actual Opening Balance | 2017/18 Actual Transfer to | 2017/18 Actual Transfer (from) | 2017/18 Actual Closing Balance | 2017/18 Budget Opening Balance | 2017/18 Budget Transfer to | 2017/18 Budget Transfer (from) | 2017/18 Budget Closing Balance |
|--|---|----------------------------------|---|---|---|----------------------------------|---|---|---|----------------------------------|---|---|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Reserves cash backed - Land & Building Reserve | 59,535 | 3,425 | 0 | 62,960 | 58,767 | 0 | 0 | 59,535 | 58,767 | 77,450 | 0 | 136,217 |
| Reserves cash backed - Plant Reserve | 150,616 | 3,875 | (111,463) | 43,028 | 148,056 | 0 | 0 | 150,616 | 148,056 | 3,700 | 0 | 151,756 |
| Reserves cash backed - Recreation Reserve | 2,772 | 10,060 | 0 | 12,832 | 2,725 | 0 | 0 | 2,772 | 2,726 | 60 | 0 | 2,786 |
| Reserves cash backed - Leave Reserve | 64,308 | 1,250 | 0 | 65,558 | 64,065 | 0 | 0 | 64,308 | 64,065 | 1,250 | 0 | 65,315 |
| Reserves cash backed - Aged Persons Unit | 20,579 | 500 | (9,081) | 11,998 | 20,230 | 0 | 0 | 20,579 | 20,229 | 500 | 0 | 20,729 |
| Reserves cash backed - Environmental Reserve | 18,313 | 450 | 0 | 18,763 | 18,002 | 0 | 0 | 18,313 | 18,001 | 450 | 0 | 18,451 |
| Reserves cash backed - Industrial Area Development Reserve | 5,378 | 125 | 0 | 5,503 | 5,287 | 0 | 0 | 5,378 | 5,287 | 125 | 0 | 5,412 |
| Reserves cash backed - RTC/PO/NAB Reserve | 20,734 | 500 | 0 | 21,234 | 20,382 | 0 | 0 | 20,734 | 20,382 | 500 | 0 | 20,882 |
| Reserves cash backed - Insurance Reserve | 40,593 | 2,025 | 0 | 42,618 | 40,243 | 0 | 0 | 40,593 | 40,244 | 41,000 | 0 | 81,244 |
| Reserves cash backed - Economic Development Reserve | 19,042 | 500 | 0 | 19,542 | 18,719 | 0 | 0 | 19,042 | 18,718 | 475 | 0 | 19,193 |
| | 401,870 | 22,710 | (120,544) | 304,036 | 396,475 | 0 | 0 | 401,870 | 396,475 | 125,510 | 0 | 521,985 |

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

| Reserve name | Anticipated date of use | Purpose of the reserve |
|---|-------------------------|--|
| Reserves cash backed - Land & Building Reserve | | To be used for the acquisition, construction and maintenance of land and buildings. |
| Reserves cash backed - Plant Reserve | | To be used for the purchase of plant and equipment. |
| Reserves cash backed - Recreation Reserve | | To be used for the improvement of the sportsground. |
| Reserves cash backed - Leave Reserve | | To be used to fund annual, sick and long service leave and accrued staff bonuses. |
| Reserves cash backed - Aged Persons Units Reserve | | To be used for the funding of future operating shortfalls of the aged persons units in accordance with the Homeswest Joint Venture arrangement |
| Reserves cash backed - Environmental Reserve | | To be used for the rehabilitation of sites such as gravel pits, refuse and contaminated sites. |
| Reserves cash backed - Industrial Area Development Reserve | | To be used for the development of the industrial area. |
| Reserves cash backed - RTC/PO/NAB Reserve | | To be used for the maintenance of the buildings. |
| Reserves cash backed - Insurance Reserve | | To be used for the settlement of minor property expenses under \$5,000 that would otherwise be insurance claims. |
| Reserves cash backed - Economic Development & Marketing Reserve | | To be used for Economic Development and Marketing of the Shire of Mingenew. |

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

8. FEES & CHARGES REVENUE

| | 2018/19 Budget | 2017/18 Actual |
|-----------------------------|---------------------------|---------------------------|
| | \$ | \$ |
| Governance | 240 | 131 |
| General purpose funding | 4,200 | 2,635 |
| Law, order, public safety | 3,500 | 1,858 |
| Health | 371 | 361 |
| Education and welfare | 755 | 200 |
| Housing | 91,004 | 102,335 |
| Community amenities | 71,272 | 66,234 |
| Recreation and culture | 33,900 | 32,467 |
| Transport | 10,000 | 890 |
| Economic services | 8,445 | 5,207 |
| Other property and services | 13,800 | 11,576 |
| | 237,487 | 223,894 |

9. GRANT REVENUE

| | 2018/19 Budget | 2017/18 Actual |
|--|---------------------------|---------------------------|
| | \$ | \$ |

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

By Program:

Operating grants, subsidies and contributions

| | | |
|-----------------------------|----------------|----------------|
| Governance | 12,154 | 62,223 |
| General purpose funding | 129,381 | 597,435 |
| Law, order, public safety | 29,287 | 67,781 |
| Education and welfare | 3,000 | 3,568 |
| Community amenities | 2,000 | 0 |
| Recreation and culture | 0 | 5,000 |
| Transport | 47,710 | 2,399 |
| Economic services | 1,000 | 0 |
| Other property and services | 0 | 62,552 |
| | 224,532 | 800,958 |

Non-operating grants, subsidies and contributions

| | | |
|-------------------------|------------------|------------------|
| General purpose funding | 139,866 | 498,000 |
| Community amenities | 5,000 | 0 |
| Recreation and culture | 121,667 | 45,000 |
| Transport | 3,398,748 | 525,271 |
| | 3,665,281 | 1,068,271 |

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

10. OTHER INFORMATION

| | 2018/19 Budget | 2017/18 Actual | 2017/18 Budget |
|--|---------------------------|---------------------------|---------------------------|
| | \$ | \$ | \$ |
| The net result includes as revenues | | | |
| (a) Interest earnings | | | |
| Investments | | | |
| - Reserve funds | 12,710 | 5,396 | 9,510 |
| - Other funds | 33,750 | 26,150 | 43,750 |
| Other interest revenue (refer note 1b) | 12,250 | 19,607 | 12,180 |
| | <u>58,710</u> | <u>51,154</u> | <u>65,440</u> |
| (b) Other revenue | | | |
| Other | 556,800 | 508,947 | 656,990 |
| | <u>556,800</u> | <u>508,947</u> | <u>656,990</u> |
| The net result includes as expenses | | | |
| (c) Auditors remuneration | | | |
| Audit services | 13,620 | 14,072 | 17,060 |
| | <u>13,620</u> | <u>14,072</u> | <u>17,060</u> |
| (d) Interest expenses (finance costs) | | | |
| Borrowings (refer note 6(a)) | 17,799 | 23,684 | 22,523 |
| | <u>17,799</u> | <u>23,684</u> | <u>22,523</u> |
| (e) Elected members remuneration | | | |
| Meeting fees | 28,691 | 29,554 | 28,433 |
| Mayor/President's allowance | 7,288 | 6,320 | 7,222 |
| Deputy Mayor/President's allowance | 1,822 | 604 | 1,812 |
| Travelling expenses | 1,500 | 0 | 1,183 |
| | <u>39,301</u> | <u>36,478</u> | <u>38,650</u> |
| (f) Write offs | | | |
| General rate | 1,000 | 1,467 | 200 |
| | <u>1,000</u> | <u>1,467</u> | <u>200</u> |

11. MAJOR LAND TRANSACTIONS

It is not anticipated any land transactions or major land transactions will occur in 2018/19.

12. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated any trading undertakings or major trading undertakings will occur in 2018/19.

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

13. INTERESTS IN JOINT ARRANGEMENTS

It is not anticipated the Shire will be party to any joint venture arrangements during 2018/19

14. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

| Detail | Balance 30-Jun-18 | Estimated amounts received | Estimated amounts paid | Estimated balance 30-Jun-19 |
|--|----------------------|----------------------------------|------------------------------|-----------------------------------|
| | \$ | \$ | (\$) | \$ |
| BCITF Levy | 495 | 1,000 | (1,495) | 0 |
| BRB Levy | 1 | 1,000 | (1,001) | 0 |
| Autumn Committee | 974 | 0 | (974) | 0 |
| Community Bus | 2,200 | 2,200 | (4,400) | 0 |
| ANZAC Day Breakfast Donation | 501 | 0 | (501) | 0 |
| Building Relocation Bond | 1,000 | 0 | (1,000) | 0 |
| Mid West Industry Road Safety Alliance | 38,010 | 0 | (38,010) | 0 |
| Mingenew Cemetery Group | 4,314 | 0 | 0 | 4,314 |
| Housing Bonds | 1,428 | 500 | (428) | 1,500 |
| Cool Room Bond | 670 | 670 | (1,340) | 0 |
| Outdoor Camera Bond | 350 | 350 | (700) | 0 |
| Animal Trap Bond | 0 | 300 | (300) | 0 |
| Projector Screen | 0 | 300 | (300) | 0 |
| Other Bonds | 200 | 0 | (200) | 0 |
| Rates Incentive Prizes | 100 | 0 | (100) | 0 |
| Tree Planter - LCDC | 88 | 0 | (88) | 0 |
| Weary Dunlop Memorial | 87 | 0 | (87) | 0 |
| Mingenew P & C - NBN Rental | 6,376 | 6,400 | (12,776) | 0 |
| Joan Trust | 6 | 0 | (6) | 0 |
| Youth Advisory Council | 746 | 0 | (746) | 0 |
| Centenary Committee | 897 | 0 | (897) | 0 |
| Community Christmas Tree | 432 | 1,000 | (1,432) | 0 |
| Seniors Donations | 50 | 0 | (50) | 0 |
| | 58,925 | 13,720 | (66,831) | 5,814 |

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

**15. SIGNIFICANT ACCOUNTING POLICIES - OTHER
INFORMATION**

GOODS AND SERVICES TAX (GST)

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.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget 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.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

REVENUE RECOGNITION

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Mingenew 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.

Shire of Mingenew

Capital & Project Expenditure for the 2018/19 financial year

| |
|--|
| By Program |
| Governance |
| CEO Vehicle Changeover |
| Finance Manager Vehicle Changeover |
| Office PC's |
| Shire Office |
| Council Chambers |
| Law, Order & Public Safety |
| Nil |
| Health |
| Child Care / Playgroup Facility |
| Education & Welfare |
| Nil |
| Housing |
| Lot 66 Shenton Street (CEO's House) - Solar Panels |
| Key Worker Housing Fencing & Landscaping |
| Community Amenities |
| Transfer Station |
| Recreation and Culture |
| Town Hall Refurbishment - Stage 1 |
| Christmas Lights |
| Netball Courts |
| Tennis Court Lights |
| Enanty Barn |
| Old Railway Station |
| Spring Street Recreation Space Area |
| Water Tanks & Reticulation for parks and gardens |
| Little Well Project |

| TOTAL ACQUISITION | Restricted Cash | Restricted R4R | MUNI | RESERVES | | Grants Comm | Main Roads | RRG | R2R | MWDC Regional Grants | MWDC Community Chest | Other | TOTAL FUNDING |
|----------------------|--------------------|-------------------|---------|----------|-----|----------------|---------------|-----|-----|----------------------------|----------------------------|---------|------------------|
| | | | | PLANT | L&B | | | | | | | | |
| 60,000 | | | 9,500 | 17,500 | | | | | | | | 33,000 | 60,000 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 10,000 | | | 10,000 | | | | | | | | | | 10,000 |
| 10,000 | | | 10,000 | | | | | | | | | | 10,000 |
| 10,000 | | | 10,000 | | | | | | | | | | 10,000 |
| 90,000 | 0 | 0 | 39,500 | 17,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33,000 | 90,000 |
| 0 | | | | | | | | | | | | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 10,000 | | | 10,000 | | | | | | | | | | 10,000 |
| 10,000 | 0 | 0 | 10,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 |
| 25,000 | | | 25,000 | | | | | | | | | | 25,000 |
| 25,000 | 0 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25,000 |
| 123,320 | 86,503 | | 36,817 | | | | | | | | | | 123,320 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 200,000 | | | 78,333 | | | | | | | | | 121,667 | 200,000 |
| 25,000 | 10,000 | | 15,000 | | | | | | | | | | 25,000 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 10,000 | | | 10,000 | | | | | | | | | | 10,000 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 25,000 | 13,580 | | 11,420 | | | | | | | | | | 25,000 |
| 383,320 | 110,083 | 0 | 151,570 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 121,667 | 383,320 |

Shire of Mingenew

Capital & Project Expenditure for the 2018/19 financial year

Transport
Works Supervisor Vehicle
Sundry Plant
Prime Mover
Loader
Tractor
4x2 Utility
4x2 Utility
Regional Road Group - Mingenew Mullewa Rd
Regional Road Group - Coalseam Rd
Roads to Recovery - Yandanooka North East Rd
Special Purpose Grant - Yarragadee Bridge
Special Purpose Grant - Coalseam Rd (Lockier River) Bridge
State Black Spot - Mingenew Morawa / Yandy NE Intersection
State Black Spot - Manarra / Naradagy / Yandy Melara Intersection
Road Construction - Own Resources
Own Resources - Phillip Street Project
Own Resources - Wattle Street

| TOTAL ACQUISITION | Restricted Cash | Restricted R4R | MUNI | RESERVES | | Grants Comm | Main Roads | RRG | R2R | MWDC Regional Grants | MWDC Community Chest | Other | TOTAL FUNDING |
|----------------------|--------------------|-------------------|---------|----------|-----|----------------|---------------|---------|---------|----------------------------|----------------------------|---------|------------------|
| | | | | PLANT | L&B | | | | | | | | |
| 45,000 | | | 15,000 | | | | | | | | | 30,000 | 45,000 |
| 10,000 | | | 10,000 | | | | | | | | | | 10,000 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 280,000 | | | 88,199 | 111,801 | | | | | | | | 80,000 | 280,000 |
| 55,000 | | | 38,000 | | | | | | | | | 17,000 | 55,000 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 441,500 | | | 147,167 | | | | | 294,333 | | | | | 441,500 |
| 375,512 | | | 125,171 | | | | | 250,341 | | | | | 375,512 |
| 223,467 | | | 0 | | | | | | 223,467 | | | | 223,467 |
| 210,000 | 210,000 | | 0 | | | | | | | | | | 210,000 |
| 498,000 | 498,000 | | 0 | | | | | | | | | | 498,000 |
| 45,000 | | | 15,000 | | | | 30,000 | | | | | | 45,000 |
| 238,367 | | | 79,456 | | | | 158,911 | | | | | | 238,367 |
| 52,850 | | | 52,850 | | | | | | | | | | 52,850 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 2,474,696 | 708,000 | 0 | 570,842 | 111,801 | 0 | 0 | 188,911 | 544,675 | 223,467 | 0 | 0 | 127,000 | 2,474,696 |
| 10,000 | | | 10,000 | | | | | | | | | | 10,000 |
| 6,000 | | | 6,000 | | | | | | | | | | 6,000 |
| 40,000 | | | 40,000 | | | | | | | | | | 40,000 |
| 70,000 | | | 70,000 | | | | | | | | | | 70,000 |
| 126,000 | 0 | 0 | 126,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 126,000 |
| 0 | | | 0 | | | | | | | | | | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | |
| 3,109,016 | 818,083 | 0 | 922,912 | 129,301 | 0 | 0 | 188,911 | 544,675 | 223,467 | 0 | 0 | 281,667 | 3,109,016 |

Other Property and Services
Nil

Shire of Mingenew

Road Replacement Program for the 2018/19 financial year

| ROAD | DESCRIPTION | WAGES | O'HEADS | POC | CONTRACT & MATERIALS | TOTAL COST | MRD | R2R | RESTRICTED FUNDS | FAG's (Road) | OTHER | MUNI | TOTAL FUNDING |
|---|---|----------------|----------------|----------------|----------------------|------------------|------------------|----------------|------------------|----------------|--------------|----------------|------------------|
| REGIONAL ROAD GROUP | | | | | | | | | | | | | |
| Mingenew Mullewa Road | Widen & Reconstruct SLK 11.58 - SLK 15.00 | 55,933 | 44,747 | 85,160 | 255,660 | 441,500 | 294,333 | | | 69,933 | | 77,234 | 441,500 |
| Coalseam Road | Widen & Reconstruct SLK 27.00 - SLK 28.24 | 49,933 | 39,947 | 80,460 | 205,172 | 375,512 | 250,341 | | | 69,933 | | 55,238 | 375,512 |
| | | 105,867 | 84,693 | 165,620 | 460,832 | 817,012 | 544,674 | 0 | 0 | 139,866 | 0 | 132,472 | 817,012 |
| FEDERAL BLACK SPOT | | | | | | | | | | | | | |
| Nil | | 0 | 0 | 0 | | 0 | | | | | | | 0 |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| STATE BLACK SPOT | | | | | | | | | | | | | |
| Mingenew Morawa / Yandy NE Intersection | Feasibility Study | 0 | 0 | 0 | 45,000 | 45,000 | 30,000 | | | | | 15,000 | 45,000 |
| Narandagy Rd/Yandanooka Melara Rd/Manarra Rd Intersection | Upgrade two intersections, improve sight distance , clear vegetation, widen and seal 920m between intersections | 35,600 | 28,480 | 49,360 | 124,927 | 238,367 | 158,911 | | | | | 79,456 | 238,367 |
| | | 35,600 | 28,480 | 49,360 | 169,927 | 283,367 | 188,911 | 0 | 0 | 0 | 0 | 94,456 | 283,367 |
| ROADS TO RECOVERY | | | | | | | | | | | | | |
| Yandanooka North East Road | Widen & Reconstruct 1.5km | 26,933 | 21,547 | 43,460 | 131,527 | 223,467 | | 223,467 | | | | 0 | 223,467 |
| | | 26,933 | 21,547 | 43,460 | 131,527 | 223,467 | 0 | 223,467 | 0 | 0 | 0 | 0 | 223,467 |
| BRIDGE CONSTRUCTION | | | | | | | | | | | | | |
| Yarragadee Bridge | 2016/17 FAG's Grants | 0 | 0 | 0 | 210,000 | 210,000 | | | 210,000 | | | 0 | 210,000 |
| Coalseam Bridge | 2017/18 FAG's Grants | 0 | 0 | 0 | 498,000 | 498,000 | | | 498,000 | | | 0 | 498,000 |
| | | 0 | 0 | 0 | 708,000 | 708,000 | 0 | 0 | 708,000 | 0 | 0 | 0 | 708,000 |
| SPECIAL PROJECTS | | | | | | | | | | | | | |
| Phillip Street / War Memorial | Reconstruct entrance & install parking bays | 0 | 0 | 0 | 0 | 0 | | | | | | 0 | 0 |
| Wattle Street | Reconstruct & Seal 200m | 0 | 0 | 0 | 0 | 0 | | | | | | 0 | 0 |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| FLOOD DAMAGE | | | | | | | | | | | | | |
| Coalseam Road | | 0 | 0 | 0 | 54,559 | 54,559 | 54,559 | | | | | 0 | 54,559 |
| Colgate Road | | 0 | 0 | 0 | 207,028 | 207,028 | 207,028 | | | | | 0 | 207,028 |
| Enokurra Road | | 0 | 0 | 0 | 89,472 | 89,472 | 89,472 | | | | | 0 | 89,472 |
| Manarra Road | | 0 | 0 | 0 | 135,207 | 135,207 | 135,207 | | | | | 0 | 135,207 |
| Michael Road | | 0 | 0 | 0 | 158,410 | 158,410 | 158,410 | | | | | 0 | 158,410 |
| Mingenew Mullewa Road | | 0 | 0 | 0 | 71,250 | 71,250 | 71,250 | | | | | 0 | 71,250 |
| Mt Scratch Road | | 0 | 0 | 0 | 40,000 | 40,000 | 40,000 | | | | | 0 | 40,000 |
| Mungaterra Road | | 0 | 0 | 0 | 39,912 | 39,912 | 39,912 | | | | | 0 | 39,912 |
| Nanekine Road | | 0 | 0 | 0 | 14,671 | 14,671 | 14,671 | | | | | 0 | 14,671 |
| Pintharuka West Road | | 0 | 0 | 0 | 138,249 | 138,249 | 138,249 | | | | | 0 | 138,249 |
| Switchback Road | | 66,373 | 53,099 | 113,945 | 306,193 | 539,610 | 539,610 | | | | | 0 | 539,610 |
| Telara Road | | 0 | 0 | 0 | 63,333 | 63,333 | 63,333 | | | | | 0 | 63,333 |
| Wick Road | | 40,033 | 32,027 | 72,860 | 198,454 | 343,374 | 343,374 | | | | | 0 | 343,374 |
| Yandanooka Melara Road | | 0 | 0 | 0 | 174,641 | 174,641 | 174,641 | | | | | 0 | 174,641 |
| Yandanooka Morawa Road | | 0 | 0 | 0 | 278,602 | 278,602 | 278,602 | | | | | 0 | 278,602 |
| Yandanooka North East Road | | 0 | 0 | 0 | 2,605 | 2,605 | 2,605 | | | | | 0 | 2,605 |
| Yarragadee West Road | | 0 | 0 | 0 | 20,000 | 20,000 | 20,000 | | | | | 0 | 20,000 |
| Mingenew South Road | | 0 | 0 | 0 | 20,444 | 20,444 | 20,444 | | | | | 0 | 20,444 |
| Depot Hill Road | | 0 | 0 | 0 | 38,144 | 38,144 | 38,144 | | | | | 0 | 38,144 |
| | | 106,407 | 85,125 | 186,805 | 2,051,174 | 2,429,511 | 2,429,511 | 0 | 0 | 0 | 0 | 0 | 2,429,511 |
| PRIVATE WORKS | | | | | | | | | | | | | |
| Various | | 1,000 | 800 | 1,650 | 0 | 3,450 | | | | | 3,450 | | 3,450 |
| | | 1,000 | 800 | 1,650 | 0 | 3,450 | 0 | 0 | 0 | 0 | 3,450 | 0 | 3,450 |
| ROAD MAINTENANCE | | | | | | | | | | | | | |
| Gravel Sheetting | Nil | 0 | 0 | 0 | 0 | 0 | | | | | | 0 | 0 |
| Gravel Patching | Various Roads | 20,833 | 16,667 | 27,325 | 7,675 | 72,500 | 12,463 | | | | | 60,037 | 72,500 |
| Maintenance Grading | Various Roads | 46,667 | 37,333 | 70,000 | 14,000 | 168,000 | 28,879 | | | | | 139,121 | 168,000 |
| Rural Road Maintenance | Various Roads | 11,667 | 9,333 | 1,500 | 0 | 22,500 | 3,868 | | | | | 18,632 | 22,500 |
| | | 79,167 | 63,333 | 98,825 | 21,675 | 263,000 | 45,210 | 0 | 0 | 0 | 0 | 217,790 | 263,000 |
| TOTAL 2018/19 ROAD CONSTRUCTION PROGRAM | | | | | | | | | | | | | |
| | | 354,973 | 283,979 | 545,720 | 3,543,136 | 4,727,808 | 3,208,306 | 223,467 | 708,000 | 139,866 | 3,450 | 444,719 | 4,727,808 |



Shire of Mingenew

10 Year Plant Replacement Program

| Year | Description | | Km's / Hrs 31 May 2018 | Cycle | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|------------------------------|---------------------------------|----------|---------------------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| PLANT & EQUIPMENT | | | | | | | | | | | | | | |
| 2010 | Caterpillar 12M Grader | MI 541 | 7,725 | 10 Years | | | 250,000 | | | | | | | |
| 2018 | John Deere 670GP Grader | MI 572 | 154 | 10 Years | | | | | | | | | 300,000 | 300,000 |
| 2011 | Caterpillar Semi Truck | MI 027 | 242,668 | 7-10 Years | | 100,000 | | | | | | | | |
| 2011 | Caterpillar Semi Truck | MI 028 | 195,336 | 7-10 Years | | | 100,000 | | | | | | | |
| 1999 | ISUZU 15000L Water Truck | MI 255 | 350,421 | 10-20 Years | | | | | | | | 100,000 | | |
| 2012 | Side Tipper Trailer | MI 422 | | 10 Years | | | | | 80,000 | | | | | |
| 2007 | Side Tipper Trailer | 1THQ579 | | 10 Years | | 70,000 | | | | | | | | |
| 2006 | Volvo L70E Loader | MI 473 | 9,069 | 10 Years | 200,000 | | | | | | | | | |
| 2010 | JCB Backhoe Loader | MI 262 | 4,333 | 10 Years | | | | 120,000 | | | | | | |
| 2003 | Case JX65 Tractor | MI 196 | 3,167 | 10 Years | 38,000 | | | | | | | | | |
| 2005 | Case JX60 Tractor | MI 461 | 3,223 | 10 Years | | 40,000 | | | | | | | | |
| 2008 | Bomag Rubber Roller | MI 112 | 4,015 | 10-15 Years | | | | | | 100,000 | | | | |
| 2013 | Caterpillar Steel Roller | MI 528 | 1,222 | 10 Years | | | | | | | 150,000 | | | |
| 2008 | Caterpillar Skid Steer Loader | MI 4650 | 1,556 | 10-15 Years | | | | | | 50,000 | | | | |
| 2012 | Water Tanker | MI 3470 | | 15 Years | | | | | | | | | 30,000 | |
| 1988 | Sewell Road Broom | | | 20 Years | | | | 20,000 | | | | | | |
| MOTOR VEHICLES | | | | | | | | | | | | | | |
| 2017 | Holden Caprice Sedan | 1 MI | 37,000 | Yearly | 27,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 2017 | Mitsubishi Pajero Sports | MI 108 | 21,784 | Yearly | 15,000 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 |
| 2017 | Mitsubishi Pajero Sports | MI 177 | 30,000 | Yearly | | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 |
| 2007 | Mitsubishi Fuso Canter | MI 125 | 135,541 | 10 Years | | | 65,000 | | | | | | | |
| 2008 | Mitsubishi Canter Crew Cab | MI 029 | 212,705 | 10 Years | | | 60,000 | | | | | | | |
| 2011 | Mitsubishi Triton 4x2 Utility | MI 372 | 93,282 | 5-7 Years | | | 25,000 | | | | | 25,000 | | |
| 2012 | Mitsubishi Triton 4x2 Utility | MI 283 | 66,532 | 5-7 Years | | | 25,000 | | | | | | 25,000 | |
| 2012 | Mitsubishi Triton 4x2 Utility | MI 278 | 56,640 | 5-7 Years | | | 25,000 | | | | | | | 25,000 |
| 2009 | Triton 4x2 Utility | MI 599 | 104,532 | 5-7 Years | | 25,000 | | | | | | | 25,000 | |
| 2012 | Mitsubishi Fuso Community Bus | 003 MI | 31,724 | 10-15 Years | | | | | | | | | | |
| MISCELLANEOUS PLANT | | | | | | | | | | | | | | |
| 2011 | Toro Ride on Mower | MI 4541 | 2,066 | Retain | | | | | | | | | | |
| 2017 | John Deere 233SE Ride on Mower | 99 | | 5-7 Years | | | | | 10,000 | | | | | |
| 2016 | Panther Flail Mower | | | 7-10 Years | | | | | | | | 25,000 | | |
| 2014 | Bowling Green Mower | | | 5-7 Years | | 5,000 | | | | | | | 5,000 | |
| 2011 | Billy Goat Road/Footpath Vacuum | | | 5-7 Years | | | | | | 5,000 | | | | |
| 2009 | Polmac Custom Made Trailer | 1TKU067 | | 10-20 Years | | | | 5,000 | | | | | | |
| 2014 | Vehicle Carrying Trailer | MI 3497 | | 10-20 Years | | | | 5,000 | | | | | | |
| 1984 | Mower Trailer | MI 3524 | | 10-20 Years | | | | 5,000 | | | | | | |
| 1994 | Tandem Axle Trailer | MI 3524 | | 10-20 Years | | | | 5,000 | | | | | | |
| 1987 | Tandem Axle Trailer | MI 3093 | | 10-20 Years | | | | 5,000 | | | | | | |
| 1989 | Box Trailer | MI 3110 | | 10-20 Years | | | | 5,000 | | | | | | |
| 1995 | Box Trailer | MI 3183 | | 10-20 Years | | | | 5,000 | | | | | | |
| 1996 | Papas Boxtop Trailer | MI 3349 | | 10-20 Years | | | | 5,000 | | | | | | |
| 1996 | Mobile Cool Room | 9RC 624 | | 10-20 Years | | | | | 30,000 | | | | | |
| 2012 | Single Drum Vibrating Roller | | | Retain | | | | | | | | | | |
| 2013 | Super Spreader (Second Hand) | | | Retain | | | | | | | | | | |
| 2004 | Backhoe Slasher Attachment | | | Retain | | | | | | | | | | |
| | Miscellaneous Plant | | | | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 2014 | Isuzu Fire Tender | MI 384 | 1,236 | DFES | | | | | | | | | | |
| 2013 | Toyota Landcruiser Fast Attack | 1ECT 827 | | DFES | | | | | | | | | | |

| | | | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| TOTAL | 290,000 | 275,000 | 335,000 | 215,000 | 155,000 | 190,000 | 185,000 | 185,000 | 120,000 | 60,000 |
| PLANT REPLACEMENT RESERVE | | | | | | | | | | |
| Opening Balance | 148,056 | 22,456 | 23,018 | 188,593 | 228,308 | 229,016 | 244,741 | 265,860 | 287,506 | 274,694 |
| Annual Purchases (Municipal Funds) | 0 | (275,000) | (335,000) | (215,000) | (155,000) | (190,000) | (185,000) | (185,000) | (120,000) | (60,000) |
| Transfers to Reserves | 0 | 275,000 | 500,000 | 250,000 | 150,000 | 200,000 | 200,000 | 200,000 | 100,000 | 100,000 |
| Transfers from Reserves | (129,301) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest on Investments (based on 2.5%) | 3,701 | 561 | 575 | 4,715 | 5,708 | 5,725 | 6,119 | 6,646 | 7,188 | 6,867 |
| BALANCE OF RESERVE FUNDS | 22,456 | 23,018 | 188,593 | 228,308 | 229,016 | 244,741 | 265,860 | 287,506 | 274,694 | 321,561 |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| | Unit | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|---|---------------------------|-----------------------|-----------------------------|-----------------------|---------|
| ADMINISTRATION | | | | | |
| RATES ENQUIRIES | | | | | |
| Account Enquiry Fees (Settlement agents etc) | per hour or part there of | \$30.00 | C | \$80.00 | |
| Instalment - administration fee | per instalment | \$15.00 | C | \$15.00 | |
| Reprint of rates notice | per notice | \$5.50 | C | \$5.50 | |
| Special arrangement - administration fee | per assessment | \$20.00 | C | \$20.00 | |
| FREEDOM OF INFORMATION (Freedom of Information Act 1992) | | | | | |
| Application Fee (for non personal information) | Per application | \$30.00 | S | NEW | |
| Charge for Time Dealing with Application | Per hour | \$30.00 | S | NEW | |
| Charge for Photocopying | Per copy | \$0.20 | S | NEW | |
| Charge for Delivery | | Actual cost | S | NEW | |
| INFORMATION ON RECORD | | | | | |
| Council Minutes/Agenda (Hard Copy) | Per copy | \$10.00 | C | \$10.00 | Y |
| Council Minutes/Agenda (Hard Copy) | Annual | \$60.00 | C | \$60.00 | Y |
| Electoral Rolls | Per Ward | \$32.00 | C | \$32.00 | Y |
| Electoral Roll | Per District | \$65.00 | C | \$65.00 | Y |
| LIBRARY | | | | | |
| Lost or Damaged Books/CDS/Movies | | Cost Recovery | C | Cost Recovery | |
| PHOTOCOPYING | | | | | |
| A4 - black and white | per copy | \$0.55 | C | \$0.55 | |
| A4 - colour | per copy | \$0.75 | C | \$0.75 | |
| A3 - black and white | per copy | \$0.75 | C | \$0.75 | |
| A3 - colour | per copy | \$1.00 | C | \$1.00 | |
| Own paper supplied | per copy | \$0.25 | C | \$0.25 | |
| Binding | per document | \$5.70 | C | \$5.70 | |
| LAMINATING | | | | | |
| A4 | per page | \$2.10 | C | \$2.10 | |
| A3 | per page | \$3.10 | C | \$3.10 | |
| FACSIMILE | | | | | |
| Sending - Within Australia | per page | \$1.10 | C | \$1.10 | |
| Sending - Overseas faxes | per page | \$4.00 | C | \$4.00 | |
| Receiving | per page | \$0.55 | C | \$0.55 | |
| EMAIL | | | | | |
| Per email - send | per email | \$3.10 | C | \$3.10 | |
| STRATEGIC AND COMMUNITY DEVELOPMENT | | | | | |
| COMMUNITY BUS VEHICLE HIRE | | | | | |
| Category 1- Mingenew Primary School & Seniors | per day | \$79.00 | C | \$79.00 | |
| Category 2- Community & Sporting Groups, Shire Ratepayers | per day | \$85.00 | C | \$85.00 | |
| Category 2- Mingenew Based Business/Commercial Enterprises | per day | \$285.00 | C | \$285.00 | |
| Category 3- Non local Business/Commercial/Private Groups | per day | \$215.00 | C | \$215.00 | |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| Unit | | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|--|----------------------------------|-----------------------|-----------------------------|-----------------------|---------|
| COMMUNITY BUS KILOMETRE FEE | | | | | |
| Category 1- Mingenew Primary School & Seniors | per kilometre on travel > 250kms | \$0.75 | C | \$0.75 | |
| Category 2- Community & Sporting Groups, Shire Ratepayers | per kilometre on travel > 250kms | \$1.59 | C | \$1.59 | |
| Category 2- Mingenew Based Business/Commercial Enterprises | per kilometre on travel > 250kms | \$1.59 | C | \$1.59 | |
| Category 3- Non local Business/Commercial/Private Groups | per kilometre | \$2.15 | C | \$2.15 | |
| VENUE HIRE | | | | | |
| Recreation Centre | | | | | |
| Traveling Shows, Parties, Demonstrations- non local groups | per day | \$225.00 | C | \$225.00 | Y |
| Traveling Shows, Parties, Demonstrations- local groups | per day | \$30.00 | C | \$30.00 | Y |
| Weddings, Other Functions- all groups | per day | \$225.00 | C | \$225.00 | Y |
| Meetings- local | per day | \$30.00 | C | \$30.00 | Y |
| Meetings- non local | per day | \$102.50 | C | \$102.50 | Y |
| Business Meetings/Seminars - local | per day | \$153.75 | C | \$153.75 | Y |
| Business Meetings/Seminars - non local | per day | \$226.53 | C | \$226.53 | Y |
| NewPavillion - Business Meetings/Seminars | per day | \$112.75 | C | \$112.75 | Y |
| Autumn Centre | | | | | |
| Meetings- local groups | per event | \$0.00 | C | \$0.00 | Y |
| Meetings- non local groups | per event | \$48.18 | C | \$48.18 | Y |
| Visiting Professionals | per day | \$48.18 | C | \$48.18 | Y |
| Business Meetings/Seminars- local | per day | \$85.05 | C | \$85.05 | Y |
| Business Meetings/Seminars - non local | per day | \$133.25 | C | \$133.25 | Y |
| Home and Community Care | per calender month | \$307.50 | C | \$307.50 | Y |
| Arts & Crafts Group | per meeting | \$20.50 | C | \$20.50 | Y |
| CWA | per annum | \$0.00 | C | \$0.00 | Y |
| Mingenew Hall | | | | | |
| Hire | per event | Currently Unavailable | C | \$0.00 | Y |
| Railway Station | | | | | |
| Arts & Crafts Group | per annum | \$0.00 | C | \$0.00 | Y |
| BONDS | | | | | |
| Venue Hire Bond where liquor may be provided- Non Local Groi | all venues per event | \$500.00 | C | \$500.00 | |
| Venue Hire Bond where liquor may be provided- Local Groups | all venues per event | \$200.00 | C | \$200.00 | |
| Bus Hire Vehicle Bond | all categories per booking | \$300.00 | C | \$300.00 | |
| Bus Hire Cleaning Bond | all categories per booking | \$100.00 | C | \$100.00 | |
| Cool Room Bond- both local and external groups | per event | \$200.00 | C | \$200.00 | |
| PA System (Old only- Peavey) | per event | \$50.00 | C | \$50.00 | |
| Projector and/or Screen | per event | \$50.00 | C | \$50.00 | |
| Rural Surveillance Camera | per camera | \$50.00 | C | \$50.00 | |
| Bond for Cat/Dog Trap | per trap | \$50.00 | C | \$50.00 | |
| VENUE EQUIPMENT HIRE | | | | | |
| Cups and Saucers only | per day | \$30.00 | C | \$30.00 | |
| Full Catering- 50 people | per day | \$60.00 | C | \$60.00 | |
| Full Catering- 80 people | per day | \$90.00 | C | \$90.00 | |
| Full catering- 150 people | per day | \$115.00 | C | \$115.00 | |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| | Unit | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|---|------------|-----------------------|-----------------------------|-----------------------|---------|
| COMMUNITY EQUIPMENT HIRE - EXTERNAL HIRE | | | | | |
| Cool Room | | | | | |
| Cool Room within the Mingenew Shire | per day | \$0.00 | C | \$0.00 | |
| Cool Room outside of the Mingenew Shire | per day | \$130.00 | C | \$130.00 | |
| Various Equipment | | | | | |
| Trestle Tables | per item | \$5.50 | C | \$5.50 | |
| Chairs | per item | \$1.55 | C | \$1.55 | |
| Sale of Tablecloth | per metre | \$1.55 | C | \$1.55 | |
| PA System (Old only- Peavey) | per day | \$11.00 | C | \$11.00 | |
| Projector and/or Screen | per day | \$11.00 | C | \$11.00 | |
| Rural Surveillance Cameras | per camera | \$0.00 | C | \$0.00 | |
| Cat Trap (maximum a week) | per trap | \$10.00 | C | \$10.00 | |
| Dog Trap (maximum a week) | per trap | \$20.00 | C | \$20.00 | |
| CLEANING CHARGES | | | | | |
| Failure to Clean & Tidy Hired Venue | per hour | \$70.00 | C | \$70.00 | |
| Failure to Clean Externally Hired Equipment | per hour | \$70.00 | C | \$70.00 | |
| Failure to Clean & Tidy Community Bus | per hour | \$70.00 | C | \$70.00 | |
| COMMODITIES CHARGES | | | | | |
| SAND | | | | | |
| Small Truck (approx. 3 to 4 metres) | per load | \$100.00 | C | \$100.00 | |
| Large Truck (approx 7 metres) | per load | \$175.00 | C | \$175.00 | |
| Trailer | per load | \$40.00 | C | \$40.00 | |
| GRAVEL | | | | | |
| Small Truck (approx. 3 to 4 metres) | per load | \$100.00 | C | \$100.00 | |
| Large Truck (approx 7 metres) | per load | \$175.00 | C | \$175.00 | |
| Trailer | per load | \$40.00 | C | \$40.00 | |
| BLUE METAL | | | | | |
| Small Truck (approx. 3 to 4 metres) | per load | \$200.00 | C | \$200.00 | |
| Large Truck (approx 7 metres) | per load | \$350.00 | C | \$350.00 | |
| Trailer | per load | \$80.00 | C | \$80.00 | |
| PLANT HIRE, INCLUSIVE OF OPERATOR | | | | | |
| Grader | | | | | |
| Hire- Contractor | per hour | \$250.00 | C | \$250.00 | |
| Hire- Ratepayer | per hour | \$200.00 | C | \$200.00 | |
| Backhoe | | | | | |
| Hire- Contractor | per hour | \$150.00 | C | \$150.00 | |
| Hire- Ratepayer | per hour | \$120.00 | C | \$120.00 | |
| Loader | | | | | |
| Hire- Contractor | per hour | \$200.00 | C | \$200.00 | |
| Hire- Ratepayer | per hour | \$150.00 | C | \$150.00 | |
| Small Truck | | | | | |
| Hire- Contractor | per hour | \$120.00 | C | \$120.00 | |
| Hire- Ratepayer | per hour | \$110.00 | C | \$110.00 | |
| Truck & Trailer | | | | | |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| | Unit | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|---|--------------------|-----------------------|-----------------------------|-----------------------|---------|
| Hire- Contractor | per hour | \$250.00 | C | \$250.00 | |
| Hire - Ratepayer | per hour | \$200.00 | C | \$200.00 | |
| Water Truck | | | | | |
| Hire- Contractor | per hour | \$160.00 | C | \$160.00 | |
| Hire- Ratepayer | per hour | \$140.00 | C | \$140.00 | |
| Rubber Tyred Roller | | | | | |
| Hire- Contractor | per hour | \$200.00 | C | \$200.00 | |
| Hire- Ratepayer | per hour | \$150.00 | C | \$150.00 | |
| Vibratory Roller | | | | | |
| Hire- Contractor | per hour | \$200.00 | C | \$200.00 | |
| Hire- Ratepayer | per hour | \$150.00 | C | \$150.00 | |
| Tractor & Slasher | per hour | \$150.00 | C | \$150.00 | |
| Tractor & Broom | per hour | \$130.00 | C | \$130.00 | |
| Block Slashing | per block | \$75.00 | C | \$75.00 | |
| Bobcat | per hour | \$100.00 | C | \$100.00 | |
| Ute with fogger - Not including Chemicals | per hour | \$100.00 | C | \$100.00 | |
| LABOURER | | | | | |
| Hire | per hour | \$70.00 | C | \$70.00 | |
| RURAL SERVICES | | | | | |
| Water from Standpipes | per kilolitre | \$8.00 | C | \$8.00 | |
| CEMETERY LICENCES | | | | | |
| Funeral Directors Licence Fees | Per Financial Year | \$40.00 | C | \$40.00 | |
| Monumental Mason's Work Licence | Per Financial Year | \$40.00 | C | NEW | |
| CEMETERY FEES | | | | | |
| Grant of Right of Burial | per application | \$41.00 | C | \$41.00 | Y |
| Grant of Right of Burial - Plot reservations | per application | \$41.00 | C | \$41.00 | Y |
| Grant of Right of burial - Renewal for additional 25 years | per application | \$41.00 | C | \$41.00 | Y |
| Permission to Erect Headstone | per application | \$50.00 | C | \$50.00 | Y |
| Re-Opening of a Grave | per application | \$451.00 | C | \$451.00 | Y |
| BURIAL FEES | | | | | |
| Burial Fee - Adult | per application | \$395.00 | C | \$395.00 | Y |
| Burial Fee - Child under 10 years | per application | \$297.00 | C | \$297.00 | Y |
| Interment of Ashes into Existing Plot or Niche Wall & Permission for a Plaque | per application | \$115.00 | C | \$115.00 | Y |
| REGULATORY SERVICES | | | | | |
| DOG REGISTRATION FEES (Dog Act 1976) | | | | | |
| Sterilised Dog | | | | | |
| One Year | | | | | |
| Normal Fee | per dog | \$20.00 | S | \$20.00 | N |
| Pensioner Concession | per dog | \$10.00 | S | \$10.00 | N |
| Three Years | | | | | |
| Normal Fee | per dog | \$42.50 | S | \$42.50 | N |
| Pensioner Concession | per dog | \$21.25 | S | \$21.25 | N |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| Unit | | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|--|-----------------------------------|--|-----------------------------|-----------------------|---------|
| Lifetime | | | | | |
| Normal Fee | per dog | \$100.00 | S | \$100.00 | N |
| Pensioner Concession | per dog | \$50.00 | S | \$50.00 | N |
| Unsterilised Dog | | | | | |
| One Year | | | | | |
| Normal Fee | per dog | \$50.00 | S | \$50.00 | N |
| Pensioner Concession | per dog | \$25.00 | S | \$25.00 | N |
| Three Years | | | | | |
| Normal Fee | per dog | \$120.00 | S | \$120.00 | N |
| Pensioner Concession | per dog | \$60.00 | S | \$60.00 | N |
| Lifetime | | | | | |
| Normal Fee | per dog | \$250.00 | S | \$250.00 | N |
| Pensioner Concession | per dog | \$125.00 | S | \$125.00 | N |
| CAT REGISTRATION FEES (Cat Act 2011) | | | | | |
| One Year | | | | | |
| Normal Fee - >31st May of any year (for first registration only) | per cat | \$10.00 | S | \$10.00 | N |
| Normal Fee - < 1st May of any year | per cat | \$20.00 | S | \$20.00 | N |
| Three Years | | | | | |
| Normal Fee | per cat | \$42.50 | S | \$42.50 | N |
| Pensioners | per cat | \$21.25 | S | \$21.25 | N |
| Lifetime | | | | | |
| Normal Fee | per cat | \$100.00 | S | \$100.00 | N |
| Pensioners | per cat | \$50.00 | S | \$50.00 | N |
| REPLACEMENT TAGS - CATS & DOGS | | | | | |
| Replacement Tag Fee | per tag | \$11.50 | C | \$11.50 | Y |
| ANIMAL CONTROL AND IMPOUNDING FEES | | | | | |
| Impoundment | | | | | |
| 1st Day of Impoundment | | \$120.00 | C | \$120.00 | |
| Additional days of Impoundment | per day | \$25.00 | C | \$25.00 | |
| Destruction of Animal | | | | | |
| Authorised Destruction of Animal | per animal | \$50.00 | C | \$50.00 | |
| Control Applications | | | | | |
| Grant or Renewal of Approval to Breed Cats | per breeding cat (male or female) | \$100.00 | S | NEW | |
| Application to Keep More Than 2 Dogs | per application | \$61.50 | C | \$61.50 | |
| DOG KENNEL LICENCE | | | | | |
| Application for Licence to Keep an Approved Kennel Establishm | per application | \$200.00 | S | NEW | N |
| Application to Renew Licence | per annum | \$40.00 | S | \$40.00 | N |
| ANIMAL INFRINGEMENT FEES | | | | | |
| Infringements committed against the Dog Act 1976 & Cat Act 2011 | | Charged in accordance with the Dog Act 1976 and Cat Act 2011 | | | |
| FIRE PREVENTION (Bush Fires Act 1954) | | | | | |
| Infringements committed against the Bush Fires Act 1954 | | Charged in accordance with the Bush Fires Act 1954 | | | |
| Firebreaks/fire prevention works carried out at request of property owners | | Charged out at private works rates | | | |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| Unit | | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|--|--|-----------------------|-----------------------------|-----------------------|---------|
| HEALTH SERVICES | | | | | |
| FINES AND PENALTIES | | | | | |
| Health Infringements (Health Local Laws, Food Act, Noise) | | See infringement | | | |
| OFFENSIVE TRADES (Health Act 1911) | | | | | |
| Piggery | | \$298.00 | S | \$298.00 | N |
| Fish Processing Establishment | | \$298.00 | S | \$298.00 | N |
| Poultry Production & Farming | | \$298.00 | S | \$298.00 | N |
| Butcher Shop (fat melting, fat extraction) | | \$171.00 | S | \$171.00 | N |
| Laundries, Dry Cleaning | | \$147.00 | S | \$147.00 | N |
| FOOD BUSINESS PREMISES (Food Act 2011) | | | | | |
| Notification of Food Business per application | | \$72.00 | S | \$50.00 | N |
| Registration of a Food Business per application | | \$210.00 | S | \$50.00 | N |
| FOOD PREMISES SURVEILLANCE FEES | | | | | |
| High Risk Premises annual fee, per business | | \$300.00 | C | NEW | |
| Medium Risk Premises annual fee, per business | | \$175.00 | C | NEW | |
| Low Risk Premises annual fee, per business | | \$50.00 | C | NEW | |
| Exempt Premises | | \$0.00 | C | | |
| SEPTIC TANK FEES (Health (Miscellaneous Provisions) Act 1911) | | | | | |
| Application Fees | | | | | |
| Application for the approval of an apparatus by Local Governments per tank | | \$118.00 | S | \$118.00 | |
| Local Government Report to Applicant - Under r4A per report | | \$118.00 | C | NEW | |
| Issuing a 'Permit to Use an Apparatus' per tank | | \$118.00 | S | NEW | |
| REFUSE CHARGES | | | | | |
| 240 Litre Bin Collection (Annual Charge) per bin | | \$378.00 | C | \$369.00 | Y |
| Sale of 240L Green Mobile Bin complete bin | | cost recovery | C | Cost recovery | Y |
| lid | | cost recovery | C | Cost Recovery | Y |
| wheel | | cost recovery | C | Cost recovery | Y |
| axle | | cost recovery | C | Cost recovery | Y |
| <u>Transfer Station</u> | | | | | |
| Asbestos Waste (per cubic metre) | | \$69.70 | C | \$69.70 | Y |
| Demolition rubble / refuse (per cubic metre) | | \$69.70 | C | \$69.70 | Y |
| General household waste | | \$0.00 | C | No Charge | |
| TRADING IN PUBLIC PLACES | | | | | |
| Itinerant Vendor (Transient) | | | | | |
| Annual license fee per application | | \$266.50 | C | \$266.50 | |
| Hawkers Fee (Stallholder) | | | | | |
| Application Fee | | \$10.25 | C | \$10.25 | |
| Daily Fee | | \$15.38 | C | \$15.38 | |
| One week | | \$66.63 | C | \$66.63 | |
| One month | | \$102.50 | C | \$102.50 | |
| One year | | \$266.50 | C | \$266.50 | |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| Unit | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|--|---|-----------------------------|---|---------|
| LODGING HOUSES | | | | |
| Annual Renewal Fee and Inspection | \$82.00 | S | \$82.00 | |
| CARAVAN PARKS (Caravan Parks & Camping Grounds Act 1995) | | | | |
| Licence- Grant or Renew per application | \$200 or | S | \$200.00 | N |
| Long Stay Sites | The amount calculated by multiplying the adjascent fees by | S | \$6.00 | N |
| Short stay sites and sites in transit park | \$6.00 per site | S | \$6.00 | N |
| Camp Sites | \$6.00 per site | S | \$6.00 | N |
| Overflow Sites | \$3.00 per site | S | \$3.00 | N |
| | \$1.50 per site | S | \$1.50 | N |
| | (including any sites that may be used in an overflow area) of the particular type specified in the application, whichever is the greater amount. | | | |
| Additional fee for renewal after expiry | \$20.00 | S | NEW | N |
| Temporary Caravan Park Licence | pro rata, per application | S | \$100 | N |
| Transfer of Licence | per application | S | NEW | N |
| CERTIFICATES | | | | |
| Liquor Act Certification (Section 39) | per application | C | NEW | |
| PLANNING AND DEVELOPMENT SERVICES | | | | |
| PLANNING AND DEVELOPMENT APPLICATIONS | | | | |
| Development Applications-Exclusive of Extractive Industry | | | | |
| Application Fee- less than \$50,000 | per application | S | \$147.00 | N |
| Application Fee- more than \$50,000 but less than \$500,000 | per application | S | 0.32% of estimated cost of development | N |
| Application Fee- more than \$500,000 but less than \$2.5 million | per application | S | \$1,700 + 0.257% for every \$1 in excess of \$500,000 | N |
| Application Fee- more than \$2.5 million but nless than \$5 million | per application | S | \$7,161 + 0.206% for every \$1 in excess of \$2.5 million | N |
| Application Fee- more than \$5 million but less than \$21.5 million | per application | S | \$12,633 + 0.0123% for every \$1 in excess of \$5 million | N |
| Application Fee- more than \$21.5 million | per application | S | \$34,196.00 | N |
| Retrospective Development Application (other than for an extractive industry) | per application | S | The relevant fee above plus, by way of penalty, twice that fee | N |
| Development Applications- Extractive Industry | | | | |
| Application Fee | per application | S | \$739.00 | N |
| Retrospective Development Application Fee | per application | S | The above fee plus, by way of penalty, twice that fee | N |
| Home Based Business Applications | | | | |
| Initial Application | per application | S | \$222.00 | N |
| Retrospective Application (business has already comenced) | per application | S | The above fee plus, by way of penalty, twice that fee | N |
| Renewal Application prior to Initial Approval Expiry | per application | S | \$73.00 | N |
| Renewal Application after initial approval has expired | per application | S | The above fee plus, by way of penalty, twice that fee | N |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| | Unit | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|---|-----------------------|---|-----------------------------|---|-------------------|
| Change of Use/ Alteration/ Extension/Change of Non Conforming Use Applications | per application | \$295.00 | | | |
| Retrospective Application Fee | per application | The fee above plus, by way of penalty, twice that fee | S | \$295.00 | N |
| | | | S | The fee above plus, by way of penalty, twice that fee | N |
| Demolition Application (where planning approval is required) | per application | \$147.00 | S | \$147.00 | N |
| | | 66% of the original application fee with a minimum of \$73 and max \$295 | S | 66% of the original application fee with a minimum of \$73 | N |
| Application to Asses Amended Plans or Cancel Development Approval | per application | | | | |
| SUB DIVISION CLEARANCE | | | | | |
| Sub Division Clearance for <5 lots | per application | \$73.00 | S | \$73.00 | N |
| Sub Division Clearance for >5 lots but < 195 lots | per application | \$73 for first 5 lots, then \$35 per additional lot | S | 73 for first 5 lots, then \$35 per additional lot | N |
| Sub Division Clearance >195 | per application | \$7,393.00 | S | \$7,393.00 | N |
| SCHEME AND STRUCTURE PLANS | | | | | |
| Scheme & Structure Plans Amendement Fees | per amendment | As per the Planning and Devleopment Regulations 2009 | S | \$4023- \$7377 | N |
| Adoption of Structure Plans | per application | As per the Planning and Devleopment Regulations 2009 | S | NEW | |
| Director | per hour | \$88.00 | S | NEW | N |
| Manager | per hour | \$66.00 | S | NEW | N |
| Planning Officer | per hour | \$36.86 | S | NEW | N |
| Other Staff eg EHO | per hour | \$36.86 | S | NEW | N |
| Administrative Officers | per hour | \$30.20 | S | NEW | N |
| Advertising | per advertisement | cost + 10% admin fee | C | NEW | Y |
| OTHER PLANNING FEES | | | | | |
| Request to Extend Current Development Approval | per application | \$147.00 | S | \$147.00 | N |
| Issue of a Zoning Certificate | per application | \$73.00 | S | | N |
| | | \$73.00 | C | NEW | N |
| Issue of Liquor Act Certificates s39 (Health) & s30 (Planning) | per application | | | | |
| Variation to the Residential Design Codes or Local Planning | per criteria assessed | \$73 per performance crieteria/scheme variation assessed with minimum of \$147 and max of | S | \$73 per performance crieteria/scheme variation assessed with minimum of \$147 and max of \$730 | N |
| | | \$730 | | | N |
| Scheme Assessment | per application | | | | |
| Written Planning Advice | per application | \$73.00 | S | NEW | N |
| HOUSING AND LEASES | | | | | |
| SPORTING CLUB LEASES | | | | | |
| Football Club (per annum) | per annum | \$5,106.00 | C | \$4,981.50 | |
| Cricket Club (per annum) | per annum | \$3,125.60 | C | \$3,049.38 | |
| Hockey Club (per annum) | per annum | \$3,125.60 | C | \$3,049.38 | Increased by 2.5% |
| Netball Club (per annum) | per annum | \$1,196.65 | C | \$1,167.48 | |
| Basketball (if operating) | per annum | \$0.00 | C | \$0.00 | |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| | | 2018/19 | Statutory or | 2017/18 | |
|---|-----------------|---|--------------|---|---------|
| Unit | | Total Cost | Council Fee | Total Cost | GST Y/N |
| Tennis Club (per annum) | per annum | \$5,233.65 | C | \$4,981.50 | |
| Lions Club - Expo | per annum | \$3,947.20 | C | \$3,850.93 | |
| Polocrosse Club (per annum) | per annum | \$743.85 | C | \$725.70 | |
| Horse & Pony Club (per annum) | per annum | \$170.20 | C | \$166.05 | |
| Turf Club (per annum) | per annum | \$5,106.05 | C | \$4,981.50 | |
| Golf Club (per annum) | per annum | \$3,125.60 | C | \$3,049.38 | |
| Bowling Club (per annum) | per annum | \$5,106.05 | C | \$4,981.50 | |
| RENTAL PROPERTIES | | | | | |
| Staff Rental Rates | | | | | |
| Staff Housing | per week | \$120.00 | C | \$120.00 | |
| Triplex Units | per week | \$102.50 | C | \$102.50 | |
| Key Worker Housing- 1 bedroom | per week | \$160.00 | C | \$160.00 | |
| Key Worker Housing- 2 bedroom | per week | \$235.00 | C | \$235.00 | |
| Non Staff Rental Rates | | | | | |
| Triplex - non staff / or as negotiated | per week | \$160.00 | C | \$160.00 | |
| Key Worker Housing- 1 bedroom | per week | \$160.00 | C | \$310.00 | |
| Key Worker Housing- 2 bedroom | | \$235.00 | C | \$235.00 | |
| Executive 4x2 Houses (supplied by Karara) | | \$310.00 | C | \$310.00 | |
| Aged Persons Units - 1 bedroom | per week | 25% of Assessable Income | S | 25% of Assessable Income | |
| Aged Persons Units - 2 bedroom | per week | 25% of Assessable Income | S | 25% of Assessable Income | |
| Aged Persons Units- New 2 bedroom | per week | 25% of Assessable Income | S | 25% of Assessable Income | |
| Aged Persons Units- New 2 bedroom | per week | 25% of Assessable Income | S | 25% of Assessable Income | |
| Mingenew / Irwin Group Residence | per week | as negotiated | C | as negotiated | |
| Silver Chain Residence | per week | as negotiated | C | as negotiated | |
| HORSE Paddock LEASES | | | | | |
| Lease area = 0.2 Ha | per annum | \$117.00 | C | \$117.00 | |
| BUILDING SERVICES | | | | | |
| CERTIFIED BUILDING PERMIT APPLICATIONS | | | | | |
| Building Permit Application Class 1or 10 | per application | 0.19% of the est project value with minimum charge of \$97.70 | S | 0.19% of the est project value with minimum charge of \$90.00 | N |
| Building Permit Application Class 2-9 | per application | 0.09% of the est project value with minimum charge of \$97.70 | S | 0.09% of the est project value with minimum charge of \$90.00 | N |
| UNCERTIFIED BUILDING PERMIT APPLICATIONS | | | | | |
| Building Permit Application | per application | 0.32% of the est project value with minimum charge of \$97.70 | S | NEW | N |
| Building Services Levy if est Project value <\$45,000 | per application | \$61.65 | S | \$61.65 | N |
| Building Services Levy if est Project value >\$45,000 | per application | 0.137% of the est project value | S | NEW | N |
| CITF Levy if estimated project > \$20,000 | per application | 0.2% of est project value | S | 0.2% of est project value | N |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| | Unit | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|--|-----------------|---|-----------------------------|--|---------|
| DEMOLITION PERMIT | | | | | |
| Demolition permit Application Class 1 or 10 | per application | \$97.60 | S | \$97.60 | N |
| Demolition permit Application Class2-9 | per story | \$97.60 | S | \$97.60 | N |
| Building Services Levy if est Project value <\$45,000 | per application | \$61.65 | S | \$61.65 | N |
| Building Services Levy if est Project value >\$45,000 | per application | 0.137% of the est project value | S | NEW | N |
| CITF Levy if estimated project > \$20,000 | per application | 0.2% of est project value | S | 0.2% of est project value | N |
| OCCUPANCY PERMIT | | | | | |
| Occupancy Permit Application (for completed building) | per application | \$97.60 | S | \$97.60 | N |
| Temporary Occupancy Permit (for an incomplete building) | per application | \$97.60 | S | \$97.60 | N |
| Modify Occupancy Application (for additional use of a building) | per application | \$97.60 | S | \$97.60 | N |
| Replacement Occupancy Permit (for perm change in building use) | per application | \$97.60 | S | \$97.60 | N |
| Occupancy Permit or Building Approval Certificate for registration of strata scheme / plan of re-subdivision (s51(2)) | per application | \$10.80 per strata unit covered by application with minimum charge of \$107.70 | S | \$10.25 per strata unit covered by application with minimum charge of \$102.00 | N |
| OCCUPANCY PERMIT- BUILDING WITH UNAUTHORISED WORKS | | | | | |
| Occupancy Permit Application | per application | 0.18% of the est value of the unauthorised work with minimum charge of \$97.70 | S | 0.18% of the est value of the unauthorised work with minimum charge of \$92.20 | N |
| BUILDING APPROVAL CERTIFICATE | | | | | |
| Application for Building Approval Cert for Authorised Building/Structure | per application | \$97.70 | S | \$97.60 | N |
| Application for Building Approval Cert for Building/Structure with unauthorised works (s51(3)) | per application | 0.38% of the est value of the unauthorised work with minimum charge of \$97.70 | S | 0.38% of the est value of the unauthorised work | N |
| EXTENSION OF TIME PERMIT | | | | | |
| Building Permit | per application | \$97.70 | S | \$97.60 | N |
| Demolition Permit | per application | \$97.70 | S | \$97.60 | N |
| Occupancy Permit | per application | \$97.70 | S | \$97.60 | N |
| Building Approval Certificate | per application | \$97.70 | S | \$97.60 | N |
| BUILDING SERVICES LEVY | | | | | |
| Building / Demolition Application if est Project value <\$45,000 | per application | \$61.65 | S | \$61.65 | N |
| Building / Demolition Application if est Project value <\$45,000 | per application | 0.137% of the est project value | S | NEW | N |
| Occupancy Permit or Building Approval Certificate for registration of strata scheme / plan of re-subdivision | per application | 61.65 | S | NEW | N |
| Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act \$45,000 or less | per application | \$123.30 | S | NEW | N |
| Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act \$45,000 or above | per application | 0.274% of the est value of the unauthorised work with minimum charge of \$97.70 | S | NEW | N |
| CONSTRUCTION TRAINING FUND LEVY (CTF Levy) | | | | | |
| Building Permti Application if estimated project > \$20,000 | per application | 0.2% of est project value | S | 0.2% of est project value | N |

SHIRE OF MINGENEW
List of Fees and Charges 2018/19

| | Unit | 2018/19 Total Cost | Statutory or Council Fee | 2017/18 Total Cost | GST Y/N |
|--|----------------------------------|-----------------------|-----------------------------|-----------------------|---------|
| POOL INSPECTIONS | | | | | |
| Statutory Inspection Fee | Invoiced annually on rate notice | \$14.61 | S | \$30.00 | N |
| SMOKE ALARMS | | | | | |
| Approval of Battery Powered Smoke Alarms (r69) | per application | \$179.40 | S | NEW | N |
| SEARCH BUILDING FEES | | | | | |
| Building Plan Search Fees | per hour or part there of | \$30.00 | C | NEW | N |
| BUILDING INSPECTION FEE | | | | | |
| Inspection | per inspection | \$130.00 | C | \$130.00 | N |
| MISCELLANEOUS | | | | | |
| Special District Plates | | | | | |
| Special District Plates | Fees as per Dpt of Transport | | | | |

9.2.2 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 JULY 2018

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 16 August 2018
Author: Martin Whitely, Consultant

Summary

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

Attachment

Finance Report for period ending 31 July 2018

Background

The Monthly Financial Report to 31 July 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 | \$336,278 |
| Restricted Funds (Unspent Grants) – 3 Month Term Deposit @ 2.50% | \$708,000 |
| 3 Month Term Deposit @ 2.50% | \$321,519 |
| Trust Fund | \$56,370 |
| Reserve fund (6 Month Term Deposit) @ 2.50% | \$406,162 |

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 22 August 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 July 2018;

| | Current | 30+ Days | 60+ Days | 90+ Days | TOTAL |
|--------|----------------|-----------------|-----------------|-----------------|--------------|
| Amount | \$55,874 | \$1,969 | \$860 | \$6,054 | \$64,757 |

Rates Outstanding at 31 July 2018 were:

| | July 2018 | June 2018 |
|--------------|------------------|------------------|
| Rates | \$29,839 | \$42,145 |
| Rubbish | \$3,422 | \$3,053 |
| ESL | \$1,670 | \$1,377 |
| TOTAL | \$34,931 | \$46,575 |

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2018/19 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 9.2.2

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

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

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

TABLE OF CONTENTS

| | |
|---|--------|
| Compilation Report | 2 |
| Monthly Summary Information | 3 - 5 |
| Statement of Financial Activity by Program | 6 |
| Statement of Financial Activity By Nature or Type | 7 |
| Statement of Capital Acquisitions and Capital Funding | 8 |
| Note 1 Significant Accounting Policies | 9 - 15 |
| Note 2 Explanation of Material Variances | 16 |
| Note 3 Net Current Funding Position | 17 |
| Note 4 Cash and Investments | 18 |
| Note 5 Budget Amendments | 19 |
| Note 6 Receivables | 20 |
| Note 7 Cash Backed Reserves | 21 |
| Note 8 Capital Disposals | 22 |
| Note 9 Rating Information | 23 |
| Note 10 Information on Borrowings | 24 |
| Note 11 Grants and Contributions | 25 |
| Note 12 Trust | 26 |
| Note 13 Capital Acquisitions | 27-28 |

Shire of Mingenew

Compilation Report

For the Period Ended 31 July 2018

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 July 2018 of \$1,308,294.

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

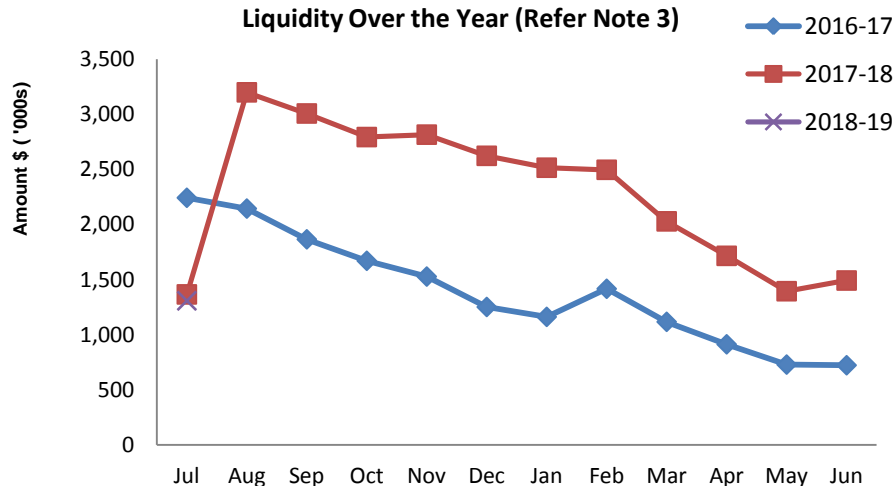
Date prepared: 16/08/2018

Shire of Mingenew

Monthly Summary Information

For the Period Ended 31 July 2018

Liquidity Over the Year (Refer Note 3)



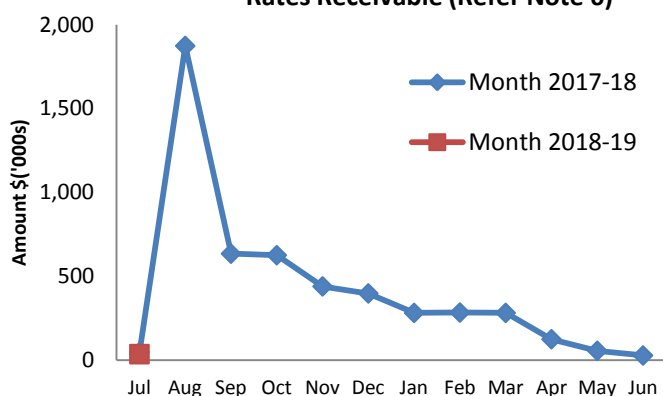
Cash and Cash Equivalents as at period end

| | |
|--------------|---------------------|
| Unrestricted | \$ 892,000 |
| Restricted | \$ 985,372 |
| | <u>\$ 1,877,371</u> |

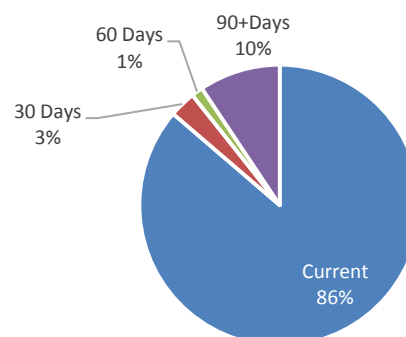
Receivables

| | |
|-------|-------------------|
| Rates | \$ 34,931 |
| Other | \$ 65,207 |
| | <u>\$ 100,138</u> |

Rates Receivable (Refer Note 6)



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



Comments

Rates to be issued on 30 August 2018
 First instalment due 5 October 2018
 Second Instalment due 6 December 2018
 Third instalment due 7 February 2019
 4th & Final instalment due 8 April 2019

SUMMARY OF BILLING

| | |
|---------|----------|
| Rates | 0 |
| Rubbish | 0 |
| ESL | 0 |
| | <u>0</u> |
| | <u>0</u> |

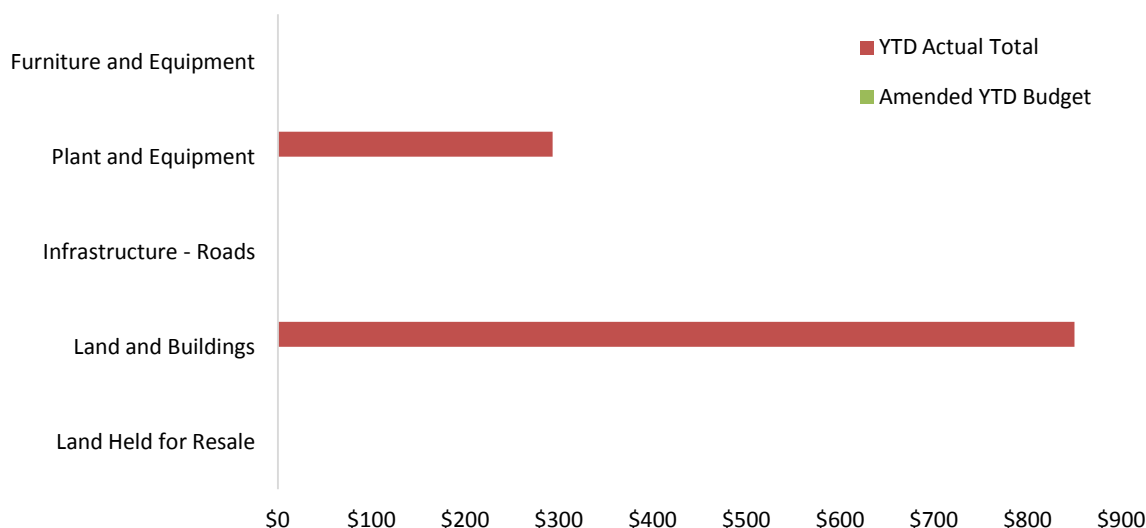
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew

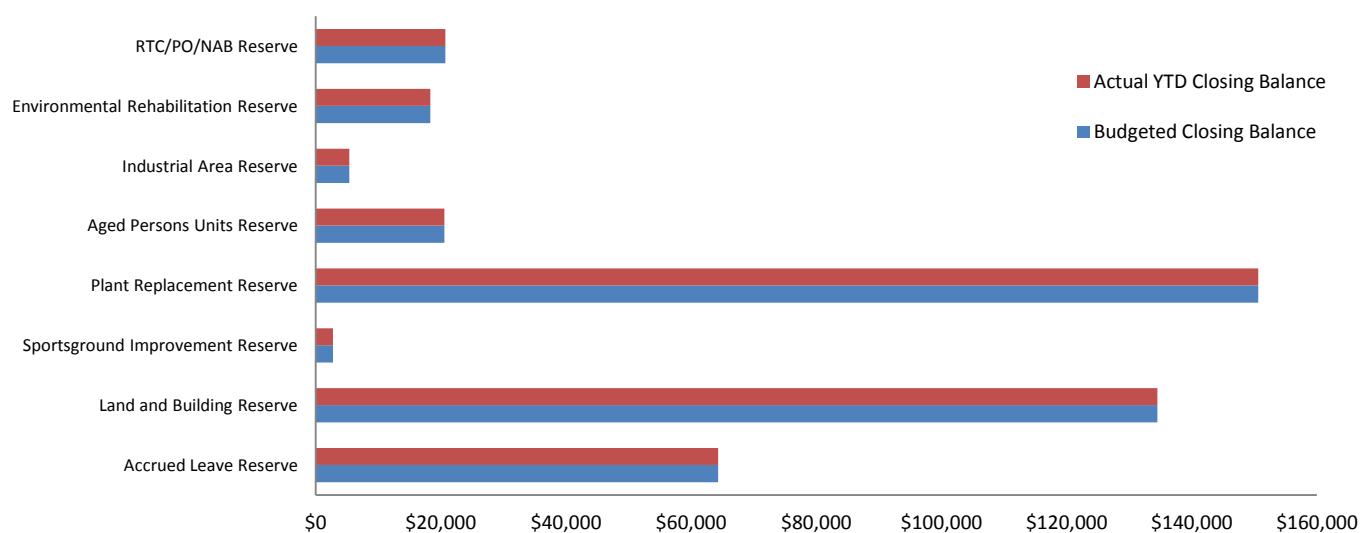
Monthly Summary Information

For the Period Ended 31 July 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.

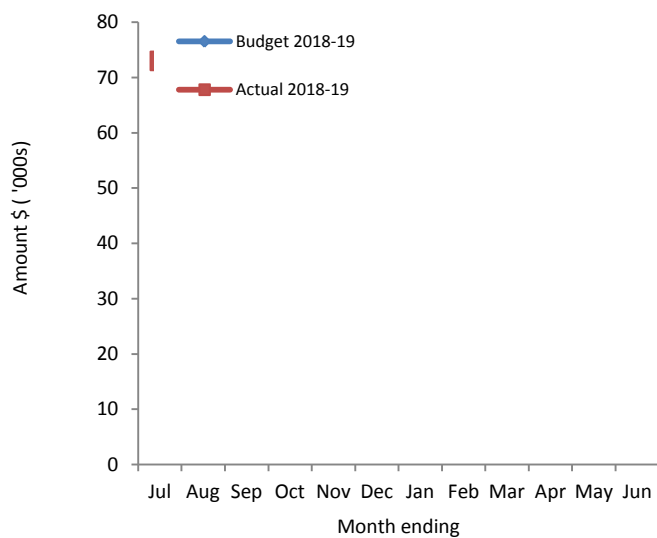
Shire of Mingenew

Monthly Summary Information

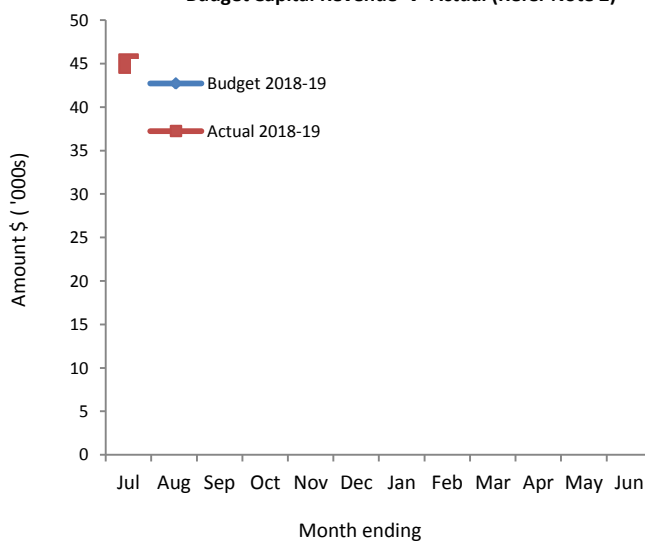
For the Period Ended 31 July 2018

Revenues

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

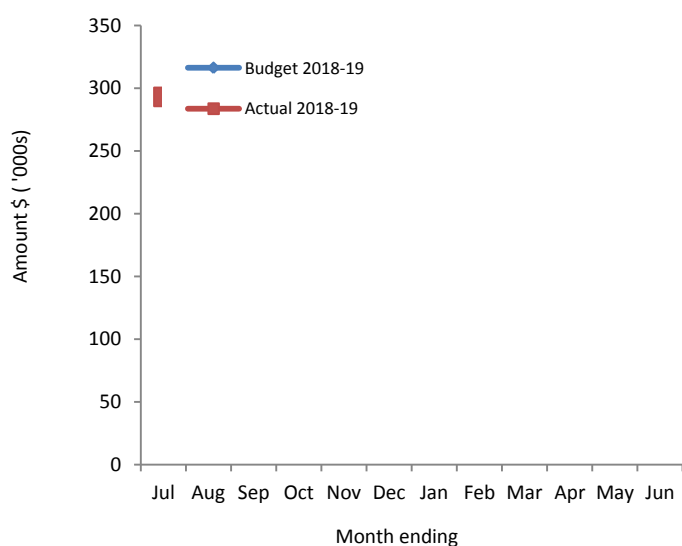


Budget Capital Revenue -v- Actual (Refer Note 2)

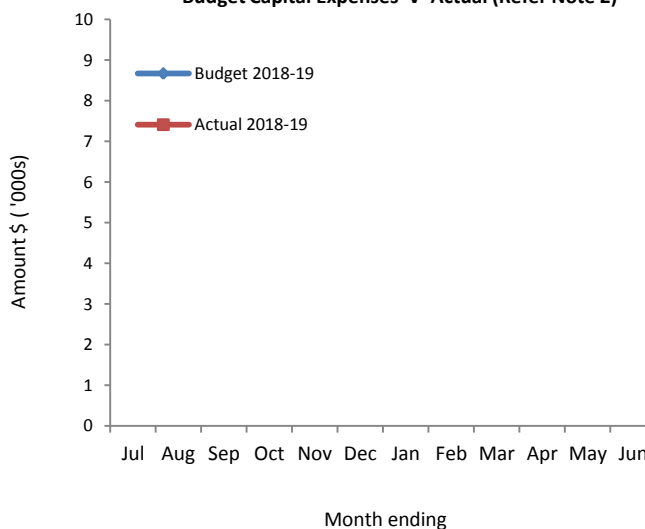


Expenditure

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 July 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 | | 0 | 0 | 99 | 99 | | |
| Governance | | 0 | 0 | 717 | 717 | | |
| Law, Order and Public Safety | | 0 | 0 | 124 | 124 | | |
| Health | | 0 | 0 | 0 | 0 | | |
| Education and Welfare | | 0 | 0 | 127 | 127 | | |
| Housing | | 0 | 0 | 12,064 | 12,064 | | ▲ |
| Community Amenities | | 0 | 0 | 136 | 136 | | |
| Recreation and Culture | | 0 | 0 | 0 | 0 | | |
| Transport | | 0 | 0 | 46,536 | 46,536 | | ▲ |
| Economic Services | | 0 | 0 | 511 | 511 | | |
| Other Property and Services | | 0 | 0 | 12,735 | 12,735 | | ▲ |
| Total Operating Revenue | | 0 | 0 | 73,049 | 72,950 | | ▲ |
| Operating Expense | | | | | | | |
| General Purpose Funding | | 0 | 0 | 0 | 0 | | |
| Governance | | 0 | 0 | (119,460) | (119,460) | | ▼ |
| Law, Order and Public Safety | | 0 | 0 | (10,303) | (10,303) | | ▼ |
| Health | | 0 | 0 | (638) | (638) | | |
| Education and Welfare | | 0 | 0 | (614) | (614) | | |
| Housing | | 0 | 0 | (15,663) | (15,663) | | ▼ |
| Community Amenities | | 0 | 0 | (8,714) | (8,714) | | |
| Recreation and Culture | | 0 | 0 | (57,568) | (57,568) | | ▼ |
| Transport | | 0 | 0 | (130,420) | (130,420) | | ▼ |
| Economic Services | | 0 | 0 | 3,902 | 3,902 | | |
| Other Property and Services | | 0 | 0 | 46,301 | 46,301 | | ▲ |
| Total Operating Expenditure | | 0 | 0 | (293,178) | (293,178) | | ▼ |
| Funding Balance Adjustments | | | | | | | |
| Add back Depreciation | | 0 | 0 | 0 | 0 | | |
| Adjust (Profit)/Loss on Asset Disposal | 8 | 0 | 0 | 0 | 0 | | |
| Adjust Provisions and Accruals | | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | | 0 | 0 | (220,129) | (220,228) | | |
| Capital Revenues | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 0 | 0 | 45,210 | 45,210 | | ▲ |
| Proceeds from Disposal of Assets | 8 | 0 | 0 | 0 | 0 | | |
| Total Capital Revenues | | 0 | 0 | 45,210 | 45,210 | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | 13 | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 13 | 0 | 0 | (850) | (850) | | |
| Infrastructure - Roads | 13 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Other | | 0 | 0 | (7,638) | (7,638) | | |
| Plant and Equipment | 13 | 0 | 0 | (293) | (293) | | |
| Furniture and Equipment | 13 | 0 | 0 | 0 | 0 | | |
| Total Capital Expenditure | | 0 | 0 | (8,781) | (8,781) | | |
| Net Cash from Capital Activities | | 0 | 0 | 36,429 | 36,429 | | |
| Financing | | | | | | | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | 0 | 0 | 0 | 0 | | |
| Transfer to Reserves | 7 | 0 | 0 | 0 | 0 | | |
| Net Cash from Financing Activities | | 0 | 0 | 0 | 0 | | |
| Net Operations, Capital and Financing | | 0 | 0 | (183,701) | (183,799) | | |
| Opening Funding Surplus(Deficit) | 3 | 1,491,985 | 1,491,985 | 1,491,995 | 10 | 0.00% | |
| Closing Funding Surplus(Deficit) | 3 | 1,491,985 | 1,491,985 | 1,308,294 | | | |

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 July 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 | 0 | 0 | 0 | 0 | | |
| Operating Grants, Subsidies and Contributions | 11 | 0 | 0 | 2,052 | 2,052 | | ▲ |
| Fees and Charges | | 0 | 0 | 23,247 | 23,247 | | |
| Interest Earnings | | 0 | 0 | 99 | 99 | | |
| Other Revenue | | 0 | 0 | 47,651 | 47,651 | | ▲ |
| Profit on Disposal of Assets | 8 | 0 | 0 | 0 | | | |
| Total Operating Revenue | | 0 | 0 | 73,049 | 73,049 | | p |
| Operating Expense | | | | | | | |
| Employee Costs | | 0 | 0 | (100,671) | (100,671) | | ▼ |
| Materials and Contracts | | 0 | 0 | (113,419) | (113,419) | | ▼ |
| Utility Charges | | 0 | 0 | (2,788) | (2,788) | | |
| Depreciation on Non-Current Assets | | 0 | 0 | 0 | 0 | | |
| Interest Expenses | | 0 | 0 | 0 | 0 | | |
| Insurance Expenses | | 0 | 0 | (75,392) | (75,392) | | ▼ |
| Other Expenditure | | 0 | 0 | (910) | (910) | | |
| Loss on Disposal of Assets | 8 | 0 | 0 | 0 | | | |
| Total Operating Expenditure | | 0 | 0 | (293,178) | (293,178) | | q |
| Funding Balance Adjustments | | | | | | | |
| Add back Depreciation | | 0 | 0 | 0 | 0 | | |
| Adjust (Profit)/Loss on Asset Disposal | 8 | 0 | 0 | 0 | 0 | | |
| Adjust Provisions and Accruals | | 0 | 0 | 0 | 0 | | |
| Net Cash from Operations | | 0 | 0 | (220,129) | (220,129) | | |
| Capital Revenues | | | | | | | |
| Grants, Subsidies and Contributions | 11 | 0 | 0 | 45,210 | 45,210 | | ▲ |
| Proceeds from Disposal of Assets | 8 | 0 | 0 | 0 | 0 | | |
| Total Capital Revenues | | 0 | 0 | 45,210 | 45,210 | | |
| Capital Expenses | | | | | | | |
| Land Held for Resale | 13 | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 13 | 0 | 0 | (850) | (850) | | |
| Infrastructure - Roads | 13 | 0 | 0 | 0 | 0 | | |
| Infrastructure - Other | 13 | 0 | 0 | (7,638) | | | |
| Plant and Equipment | 13 | 0 | 0 | (293) | (293) | | |
| Furniture and Equipment | 13 | 0 | 0 | 0 | 0 | | |
| Total Capital Expenditure | | 0 | 0 | (8,781) | (1,143) | | |
| Net Cash from Capital Activities | | 0 | 0 | 36,429 | 44,067 | | |
| Financing | | | | | | | |
| Transfer from Reserves | 7 | 0 | 0 | 0 | 0 | | |
| Repayment of Debentures | 10 | 0 | 0 | 0 | 0 | | |
| Transfer to Reserves | 7 | 0 | 0 | 0 | 0 | | |
| Net Cash from Financing Activities | | 0 | 0 | 0 | 0 | | |
| Net Operations, Capital and Financing | | 0 | 0 | (183,701) | (176,063) | | |
| Opening Funding Surplus(Deficit) | 3 | 1,491,985 | 1,491,985 | 1,491,995 | 10 | 0.00% | |
| Closing Funding Surplus(Deficit) | 3 | 1,491,985 | 1,491,985 | 1,308,294 | | | |

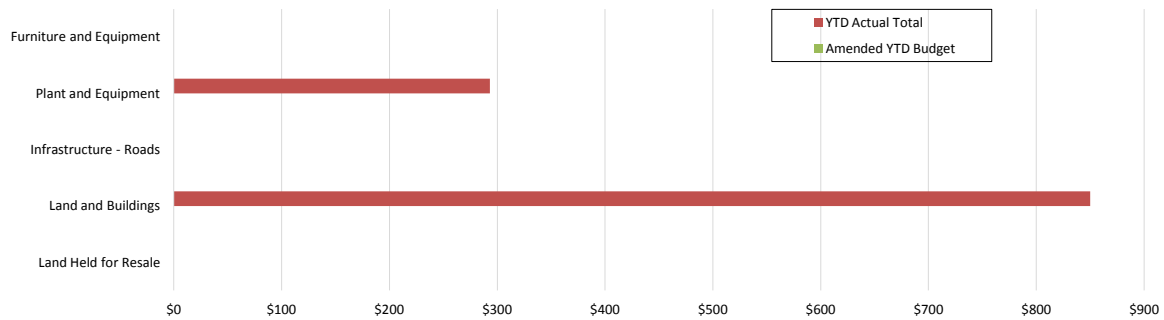
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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 July 2018

| YTD 31 07 2018 | | | | | | |
|-----------------------------------|------|-----------------------------|--------------------------------------|--------------------------------|------------------------|--------------------|
| Capital Acquisitions | Note | YTD Actual New /Upgrade (a) | YTD Actual (Renewal Expenditure) (b) | YTD Actual Total (c) = (a)+(b) | Amended YTD Budget (d) | Variance (d) - (c) |
| Land Held for Resale | 13 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Land and Buildings | 13 | 850 | | 850 | 0 | 850 |
| Infrastructure - Roads | 13 | 0 | | 0 | 0 | 0 |
| Infrastructure -Other | 13 | 7,638 | | 7,638 | 0 | 7,638 |
| Plant and Equipment | 13 | 293 | | 293 | 0 | 293 |
| Furniture and Equipment | 13 | 0 | | 0 | 0 | 0 |
| Capital Expenditure Totals | | 8,781 | 0 | 8,781 | 0 | 8,781 |

Capital Expenditure Program YTD



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

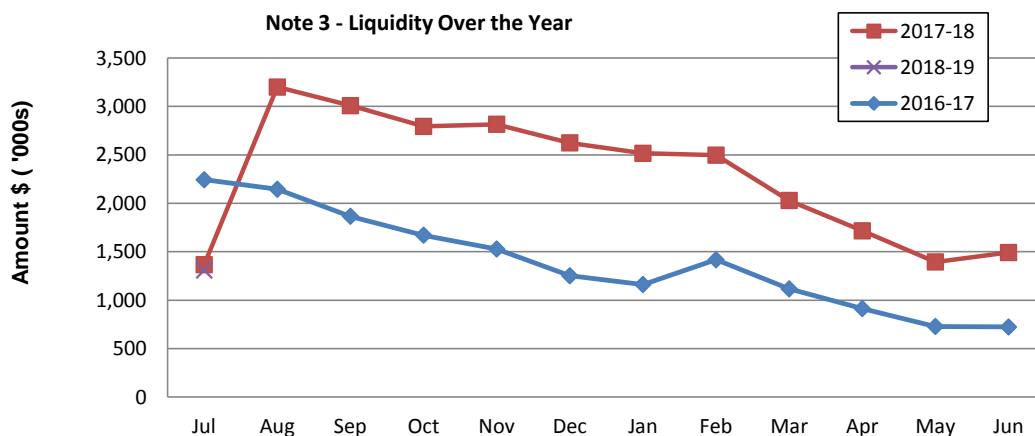
Note 2: EXPLANATION OF MATERIAL VARIANCES

| Reporting Program | Var. \$ | Var. % | Var. | Timing/ Permanent | Explanation of Variance |
|--------------------------------------|-----------|--------|------|----------------------|-------------------------|
| Operating Revenues | \$ | % | | | |
| General Purpose Funding | 99 | | | | |
| Governance | 717 | | | | |
| Law, Order and Public Safety | 124 | | | | |
| Health | 0 | | | | |
| Education and Welfare | 127 | | | | |
| Housing | 12,064 | | ▲ | | |
| Community Amenities | 136 | | | | |
| Recreation and Culture | 0 | | | | |
| Transport | 46,536 | | ▲ | | |
| Economic Services | 511 | | | | |
| Other Property and Services | 12,735 | | ▲ | | |
| | | | ▲ | | |
| Operating Expenses | | | | | |
| General Purpose Funding | 0 | | | | |
| Governance | (119,460) | | ▼ | | |
| Law, Order and Public Safety | (10,303) | | ▼ | | |
| Health | (638) | | | | |
| Education and Welfare | (614) | | | | |
| Housing | (15,663) | | ▼ | | |
| Community Amenities | (8,714) | | | | |
| Recreation and Culture | (57,568) | | ▼ | | |
| Transport | (130,420) | | ▼ | | |
| Economic Services | 3,902 | | | | |
| Other Property and Services | 46,301 | | ▲ | | |
| Capital Revenues | | | | | |
| Grants, Subsidies and Contributions | 45,210 | | ▲ | | |
| Proceeds from Disposal of Assets | 0 | | | | |
| Capital Expenses | | | | | |
| Land Held for Resale | 0 | | | | |
| Land and Buildings | (850) | | | | |
| Infrastructure - Roads | 0 | | | | |
| Infrastructure - Footpaths | 0 | | | | |
| Infrastructure - Drainage & Culverts | 0 | | | | |
| Plant and Equipment | (293) | | | | |
| Furniture and Equipment | 0 | | | | |
| Financing | | | | | |
| Loan Principal | 0 | | | | |

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

Note 3: NET CURRENT FUNDING POSITION

| | | Positive=Surplus (Negative=Deficit) | | |
|---|------|-------------------------------------|------------------|------------------|
| | Note | YTD 31 Jul 2018 | 30th June 2017 | YTD 31 Jul 2017 |
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Cash - Unrestricted | 4 | 892,000 | 1,029,118 | 803,196 |
| Cash - Restricted Reserves | 4 | 401,872 | 401,872 | 396,475 |
| Cash - Restricted Unspent Grants | | 583,500 | 583,500 | 568,498 |
| Investments | | 0 | 0 | 0 |
| Rates - Current | 6 | 34,931 | 46,575 | 76,146 |
| Sundry Debtors | 6 | 65,207 | 19,868 | 61,602 |
| Provision for Doubtful Debts | | (1,585) | (1,585) | (1,585) |
| ESL Levy | | 0 | 0 | 0 |
| GST Receivable | | 19,250 | 18,399 | 22,058 |
| Receivables - Other | | 0 | 0 | 0 |
| Inventories - Fuel & Materials | | 3,065 | 3,065 | 3,197 |
| Inventories - Land Held for Resale | | 40,394 | 40,394 | 80,788 |
| | | 2,038,634 | 2,141,206 | 2,010,376 |
| Current Liabilities | | | | |
| Sundry Creditors | | (255,221) | (165,568) | (129,374) |
| GST Payable | | (11,126) | (20,793) | (10,385) |
| PAYG | | (17,254) | (16,111) | (13,316) |
| Accrued Interest on Debentures | | (2,496) | (2,496) | (11,269) |
| Accrued Salaries & Wages | | (1,977) | (1,977) | (1,977) |
| Current Employee Benefits Provision | | (231,014) | (231,014) | (231,014) |
| Current Loan Liability | | (679) | (679) | (150,775) |
| | | (519,767) | (438,639) | (548,111) |
| NET CURRENT ASSETS | | 1,518,867 | 1,702,568 | 1,462,265 |
| Less: | | | | |
| Cash - Restricted Reserves | | (401,872) | (401,872) | (396,475) |
| Inventories - Land Held for Resale | | (40,394) | (40,394) | (80,788) |
| Add Back: | | | | |
| Current Loan Liability | | 679 | 679 | 150,775 |
| Cash Backed Employee Provisions | 7 | 231,014 | 231,014 | 231,014 |
| Net Current Funding Position (Surplus / Deficit) | | 1,308,294 | 1,491,995 | 1,366,790 |



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

| | Interest Rate | Unrestricted \$ | Restricted \$ | Trust \$ | Total Amount \$ | Institution | Maturity Date |
|-------------------------------|---------------|-----------------|---------------|----------|-----------------|-------------|-------------------|
| (a) Cash Deposits | | | | | | | |
| 3 Month term Deposit | 2.50% | | | | 0 | NAB | 29 September 2018 |
| Municipal Bank Account | | 321,519 | | | 321,519 | NAB | At Call |
| Trust Bank Account | | | | 56,370 | 56,370 | NAB | At Call |
| Cash Maximiser Account (Muni) | | 0 | 0 | | 0 | NAB | At Call |
| Cash On Hand | Nil | 300 | | | 300 | NAB | At Call |
| Reserve Funds | 2.50% | (4,291) | 406,162 | | 401,872 | NAB | 29 September 2018 |
| (b) Term Deposits | | | | | | | |
| Short Term Deposits | | 445,681 | 708,000 | | 1,153,681 | | 29 September 2018 |
| Total | | 763,209 | 1,114,162 | 56,370 | 1,933,741 | | |

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 Nil | | | |
| 2 Nil | | | |
| Sub-total | | | <u>-</u> |

(2) Cash on Hand

| Purpose for Funds Being Restricted | Funding Organisation | Date to be Expended | Amount |
|------------------------------------|----------------------|---------------------|----------|
| 1 Nil | | | |
| 2 Nil | | | |
| Sub-total | | | <u>-</u> |

(3) Term Deposits

| Purpose for Funds Being Restricted | Funding Organisation | 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 | 498,000 |
| 3 Nil | | | |
| Sub-total | | | <u>708,000</u> |

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

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

[illegible]

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

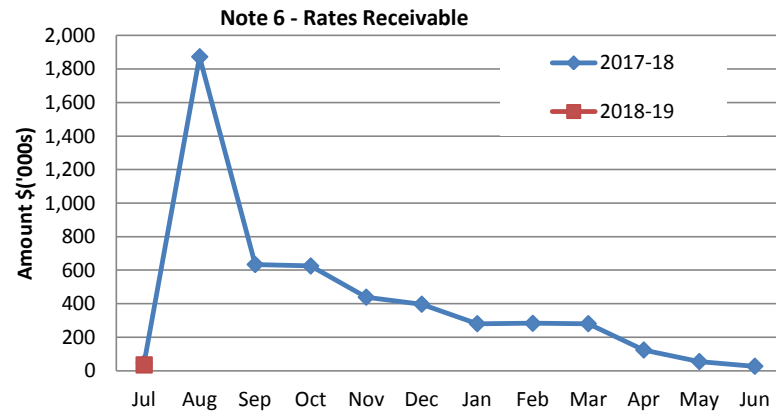
Note 6: RECEIVABLES

Receivables - Rates & Rubbish Receivable

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

Net Rates Collectable
% Collected

| YTD 31 Jul 2018 | 30 June 2018 |
|-----------------|---------------|
| \$ | \$ |
| 46,575 | 83,832 |
| 0 | 1,852,748 |
| (11,644) | (1,890,005) |
| 34,931 | 46,575 |
| 34,931 | 46,575 |
| 25.00% | 97.59% |



Comments/Notes - Receivables Rates

Instalment Due Dates:

| | |
|--------------|----------|
| Instalment 1 | 5-Oct-18 |
| Instalment 2 | 6-Dec-18 |
| Instalment 3 | 7-Feb-19 |
| Instalment 4 | 8-Apr-19 |

Receivables - General

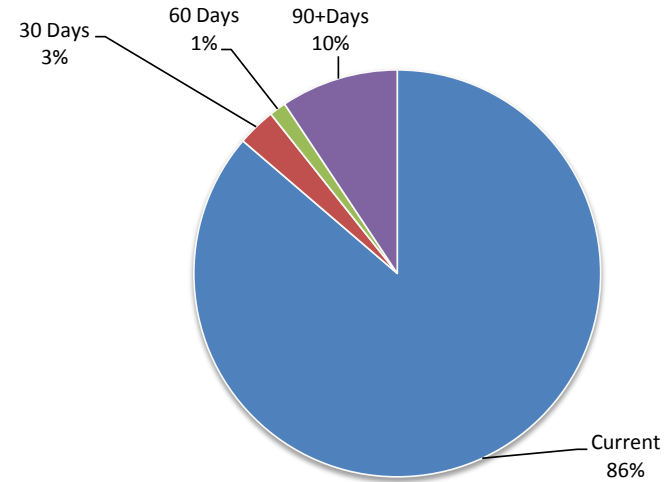
Receivables - General

Total Receivables General Outstanding

| Current | 30 Days | 60 Days | 90+Days |
|---------|---------|---------|---------------|
| \$ | \$ | \$ | \$ |
| 55,874 | 1,969 | 860 | 6,054 |
| | | | 64,757 |

Ar

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

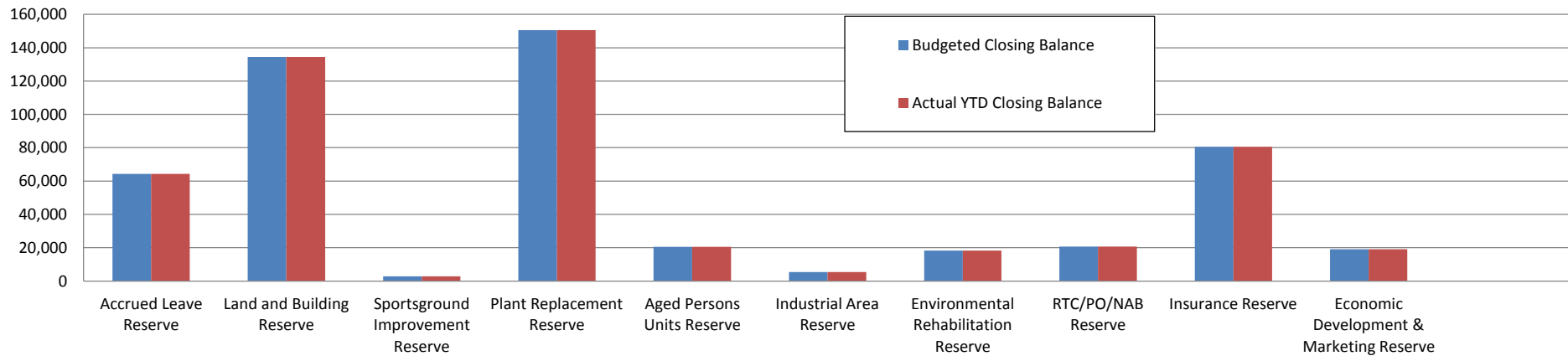
Aged Debtors Report varies to the general ledger control account by \$450.00

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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 | 64,308 | 0 | 0 | 0 | 0 | 0 | 0 | | 64,308 | 64,308 |
| Land and Building Reserve | 134,535 | 0 | 0 | 0 | 0 | 0 | 0 | | 134,535 | 134,535 |
| Sportsground Improvement Reserve | 2,772 | 0 | 0 | 0 | 0 | 0 | 0 | | 2,772 | 2,772 |
| Plant Replacement Reserve | 150,616 | 0 | 0 | 0 | 0 | 0 | 0 | | 150,616 | 150,616 |
| Aged Persons Units Reserve | 20,579 | 0 | 0 | 0 | 0 | 0 | 0 | | 20,579 | 20,579 |
| Industrial Area Reserve | 5,378 | 0 | 0 | 0 | 0 | 0 | 0 | | 5,378 | 5,378 |
| Environmental Rehabilitation Reserve | 18,313 | 0 | 0 | 0 | 0 | 0 | 0 | | 18,313 | 18,313 |
| RTC/PO/NAB Reserve | 20,734 | 0 | 0 | 0 | 0 | 0 | 0 | | 20,734 | 20,734 |
| Insurance Reserve | 80,593 | 0 | 0 | 0 | 0 | 0 | 0 | | 80,593 | 80,593 |
| Economic Development & Marketing Reserve | 19,042 | 0 | 0 | 0 | 0 | 0 | 0 | | 19,042 | 19,042 |
| | 516,872 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 516,872 | 516,872 |

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 July 2018

Note 8 CAPITAL DISPOSALS

| Actual YTD Profit/(Loss) of Asset Disposal | | | | Disposals | Original Budget | | | |
|--|------------|----------|---------------|-----------------------|------------------------------|------------------------------|----------|----------|
| | | | | | YTD 31 07 2018 | | | |
| Cost | Accum Depn | Proceeds | Profit (Loss) | | 2017/18 Budget Profit/(Loss) | 2017/18 Actual Profit/(Loss) | Variance | |
| \$ | \$ | \$ | \$ | | \$ | \$ | \$ | Comments |
| | | | | Plant and Equipment | | | | |
| 0 | | | 0 | CEO Vehicle | 0 | 0 | 0 | |
| 0 | | | 0 | Case JC65 Tractor | 0 | 0 | 0 | |
| 0 | | | 0 | Volvo Loader | 0 | 0 | 0 | |
| 0 | | | 0 | Works Manager Vehicle | 0 | 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 July 2018

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

| RATE TYPE | Rate in \$ | Number of properties | Rateable value \$ | 2018-19 interim rates \$ | 2018-19 back rates \$ | Actual Rate Revenue \$ | 2018-19 Budgeted rate revenue \$ | 2018-19 Budgeted interim rates \$ | 2018-19 Budgeted back rates \$ | 2018-19 Budgeted total revenue \$ |
|---|-----------------------|-------------------------------------|----------------------------------|---|--|---------------------------------------|---|--|---|--|
| General rate | | | | | | | | | | |
| GRV - Mingenew | 0.149035 | 127 | 1,103,699 | | | 0 | 0 | | | 0 |
| GRV - Yandanooka | 0.149035 | 2 | 13,884 | | | 0 | 0 | | | 0 |
| GRV- Commercial | 0.149035 | 14 | 349700 | | | 0 | 0 | | | 0 |
| GRV - Industrial | 0.149035 | 1 | 12,480 | | | 0 | 0 | | | 0 |
| UV Rural & Mining | 0.013684 | 115 | 110,855,505 | | | 0 | 0 | | | 0 |
| UV Mining | 0.013684 | 0 | 0 | | | 0 | 0 | | | 0 |
| Sub-Totals | | 259 | 112,335,268 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Minimum payment | Minimum \$ | | | | | | | | | |
| GRV - Mingenew | 700 | 64 | 28,162 | | | 0 | 0 | | | 0 |
| GRV - Yandanooka | 700 | 0 | 0 | | | 0 | 0 | | | 0 |
| GRV- Commercial | 700 | 9 | 6200 | | | 0 | 0 | | | 0 |
| GRV - Industrial | 700 | 2 | 1,850 | | | 0 | 0 | | | 0 |
| UV Rural & Mining | 1050 | 23 | 691,595 | | | 0 | 0 | | | 0 |
| UV Mining | 1050 | 8 | 27,199 | | | 0 | 0 | | | 0 |
| Sub-Totals | | 106 | 755,006 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | |
| | | 365 | 113,090,274 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Discounts/concessions (Refer note 13) | | | | | | | | | | 0 |
| Total amount raised from general rates | | | | | | 0 | | | | 0 |
| Specified area rates (Refer note 10) | | | | | | 0 | | | | 0 |
| Ex Gratia Rates | | | | | | 0 | | | | 0 |
| Total rates | | | | | | 0 | | | | 0 |

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-18 | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--------------------------------------|-----------------------|-------------------------|------------------|--------------------------|--------------|------------------------|--------------|
| | | YTD Actual \$ | YTD Budget \$ | YTD Actual \$ | Budget \$ | YTD Actual \$ | Budget \$ |
| Education & Welfare | | | | | | | |
| Loan 137 - Senior Citizens Buildings | 87,814 | 0 | 0 | 87,814 | 87,814 | 0 | 0 |
| Housing | | | | | | | |
| Loan 133 - Triplex | 55,952 | 0 | 0 | 55,952 | 55,952 | 0 | 0 |
| Loan 134 - SC Housing | 42,623 | 0 | 0 | 42,623 | 42,623 | 0 | 0 |
| Loan 136 - Staff Housing | 106,294 | 0 | 0 | 106,294 | 106,294 | 0 | 0 |
| Loan 142 - Staff Housing | 49,086 | 0 | 0 | 49,086 | 49,086 | 0 | 0 |
| Recreation & Culture | | | | | | | |
| Loan 138 - Pavilion Fitout | 84,302 | 0 | 0 | 84,302 | 84,302 | 0 | 0 |
| Transport | | | | | | | |
| Loan 139 - Roller | 20,665 | 0 | 0 | 20,665 | 20,665 | 0 | 0 |
| Loan 141 - Grader | 71,754 | 0 | 0 | 71,754 | 71,754 | 0 | 0 |
| Loan 144 - Side Tipping Trailer | 49,086 | 0 | 0 | 49,086 | 49,086 | 0 | 0 |
| Loan 145 - Drum Roller | 72,926 | 0 | 0 | 72,926 | 72,926 | 0 | 0 |
| | 640,502 | 0 | 0 | 640,502 | 640,502 | 0 | 0 |

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Nil

SHIRE OF MINGENOW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2018

Note 11: GRANTS AND CONTRIBUTIONS

| Program/Details GL | Grant Provider | Approval | 2018-19 Amended Budget Budget | 2018-19 Original Budget | Variations Additions (Deletions) | Operating 2018/19 Budget | Capital 2018/19 Budget | Recoup Status | |
|--------------------------------------|--|----------|-------------------------------------|-------------------------------|--|--------------------------------|------------------------------|-----------------------|-----------------------|
| | | | | | | | | 2018-19 YTD Actual | 2018-19 YTD Budget |
| | | (Y/N) | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| GENERAL PURPOSE FUNDING | | | | | | | | | |
| Financial Assistance Grant - Roads | Grants Commission | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Financial Assistance Grant - General | Grants Commission | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GOVERNANCE | | | | | | | | | |
| Reimbursements | Miscellaneous | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reimbursements | Miscellaneous | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reimbursements | Miscellaneous | Y | 0 | 0 | 0 | 0 | 0 | 717 | 0 |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| HEALTH | | | | | | | | | |
| Nil | | N | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| EDUCATION & WELFARE | | | | | | | | | |
| Seniors Week Grant | COTAWA | N | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Community Christmas Tree | CBH | N | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer Station | Mid West Development Commission | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RECREATION AND CULTURE | | | | | | | | | |
| Netball Courts | DSR | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TRANSPORT | | | | | | | | | |
| Flood Damage Funding | WADRRA | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Direct Grant | Main Roads WA | Y | 0 | 0 | 0 | 0 | 0 | 45,210 | 0 |
| Blackspot Funding | Main Roads WA | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Regional Road Group | Main Roads WA | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Roads To Recovery | Department of Infrastructure | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Street Lighting | Main Roads WA | Y | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ECONOMIC SERVICES | | | | | | | | | |
| DrumMuster | Reimbursements | N | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OTHER PROPERTY & SERVICES | | | | | | | | | |
| Nil | | | | | | | | | |
| TOTALS | | | 0 | 0 | 0 | 0 | 0 | 45,927 | 0 |
| Operating | Operating | | (13,154) | (13,154) | 0 | | | 0 | (105,994) |
| Non-Operating | Non-Operating | | 0 | 0 | 0 | | | 45,210 | 0 |
| Contribution & Reimbursement | Operating & Non Operating | | 13,154 | 13,154 | | | | 2,052 | 105,994 |
| | | | <u>0</u> | <u>0</u> | | | | <u>47,262</u> | <u>0</u> |

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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 18 | Amount Received | Amount Paid | Closing Balance 31-Jul-18 |
|--|--------------------------------|--------------------|----------------|---------------------------------|
| | \$ | \$ | \$ | \$ |
| Councillors Nomination Fees | 0 | 0 | 0 | 0 |
| BCITF Levy | 495 | 0 | 0 | 495 |
| BRB Levy | 1 | 0 | 0 | 1 |
| Autumn Committee | 974 | 0 | 0 | 974 |
| Community Bus | 2,200 | 0 | 0 | 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 | 38,010 | 0 | (2,415) | 35,595 |
| Mingenew Cemetery Group | 4,314 | 0 | 0 | 4,314 |
| Bonds | 0 | 0 | 0 | 0 |
| Housing Bonds | 1,428 | 0 | 0 | 1,428 |
| Cool Room Bond | 670 | 0 | 0 | 670 |
| Outdoor Camera Bond | 350 | 0 | 0 | 350 |
| Animal Trap Bond | 0 | 0 | 0 | 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 | 6,376 | 0 | 0 | 6,376 |
| Joan Trust | 6 | 0 | 0 | 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 |
| | 58,925 | 0 | (2,415) | 56,510 |

Note: Trust unreconciled by \$140

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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 | 0 | 0 | 0 | 0 | 0 |
| Total Land Held for Resale | | 0 | 0 | 0 | 0 | 0 |
| Land & Buildings | | | | | | |
| Shire Office | A001 | 0 | 0 | 0 | 0 | 0 |
| Council Chambers | A302 | 0 | 0 | 0 | 0 | 0 |
| Staff Housing - 2 Bedroom Key Worker Housing | H007 | 0 | 0 | 0 | 0 | 0 |
| Town Hall | 2434 | 0 | 0 | 0 | 0 | 0 |
| Old Railway Station | 0070 | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 1774 | 0 | 0 | 0 | 850 | (850) |
| Business Incubator | 5964 | 0 | 0 | 0 | 0 | 0 |
| Total Land & Building Total | | 0 | 0 | 0 | 850 | (850) |
| Infrastructure - Other | | | | | | |
| Waste Transfer Station | 3084 | 0 | 0 | 0 | 7,638 | (7,638) |
| Little Well Project | 0071 | 0 | 0 | 0 | 0 | 0 |
| Mingenew Hill Project | 0142 | 0 | 0 | 0 | 0 | 0 |
| Wildflower Town Entrance | 0145 | 0 | 0 | 0 | 0 | 0 |
| Drovers Rest | 0144 | 0 | 0 | 0 | 0 | 0 |
| Net Ball Court | 0169 | 0 | 0 | 0 | 0 | 0 |
| Tennis Court Lights | 0150 | 0 | 0 | 0 | 0 | 0 |
| Water Tanks & Reticulation | 0167 | 0 | 0 | 0 | 0 | 0 |
| Digital Farm Network | 3874 | 0 | 0 | 0 | 0 | 0 |
| Total Other Infrastructure | | 0 | 0 | 0 | 7,638 | (7,638) |
| Furniture & Office Equip. | | | | | | |
| Office PC's & Laptops | A201 | 0 | 0 | 0 | 0 | 0 |
| Total Furniture & Office Equip. | | 0 | 0 | 0 | 0 | 0 |

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

Note 13: CAPITAL ACQUISITIONS

| Infrastructure Assets | | Amended Annual Budget | Original Full Year Budget | YTD Budget | YTD Actual | Variance (Over)/Under |
|---|------|-----------------------|---------------------------|------------|--------------|-----------------------|
| Plant , Equip. & Vehicles | | | | | | |
| Governance | | | | | | |
| CEO Vehicle Replacement | A100 | 0 | 0 | 0 | 0 | 0 |
| Transport | | | | | | |
| Works Manager Vehicle | 0170 | 0 | 0 | 0 | 0 | 0 |
| Sundry Plant | 0171 | 0 | 0 | 0 | 0 | 0 |
| Loader | 0175 | 0 | 0 | 0 | 0 | 0 |
| Tractor | 0180 | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 3554 | 0 | 0 | 0 | 293 | (293) |
| Total Plant, EQUIP & Vehicles | | 0 | 0 | 0 | 293 | (293) |
| Roads & Bridges | | | | | | |
| Roadworks Construction - Own Resources | 0001 | 0 | 0 | 0 | 0 | 0 |
| Yandanooka North East Road | 1221 | 0 | 0 | 0 | 0 | 0 |
| Special Purpose Grant - Yarragadee Bridge | 6075 | 0 | 0 | 0 | 0 | 0 |
| Special Purpose Grant - Yarragadee Bridge | 1229 | 0 | 0 | 0 | 0 | 0 |
| Mingenew Mullewa Road Reseal (RRG) | RR65 | 0 | 0 | 0 | 0 | 0 |
| Mingenew Morawa / Yandanooka North East Intersection | BS05 | 0 | 0 | 0 | 0 | 0 |
| Yandanooka Melara / Narandagy / Manarra Rd Intersection | BS07 | 0 | 0 | 0 | 0 | 0 |
| RRG - Coalseam Road | RR61 | 0 | 0 | 0 | 0 | 0 |
| Total Roads & Bridges | | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| Capital Expenditure Total | | 0 | 0 | 0 | 8,781 | (8,781) |

9.2.3 ACCOUNTS FOR PAYMENT – MONTH ENDING 31 JULY 2018

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Disclosure of Interest: Nil
Date: 16 August 2018
Author: Martin Whitely, Consultant

Summary

This report recommends that Council confirm the payment of creditors for the month of July 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 9.2.3

That Council confirm the accounts as presented for July 2018 from the Municipal & Trust Fund totalling \$228,740.87 represented by Electronic Funds Transfers of EFT 11637 to 11684, EFT 11689 and 11719, Direct Deduction DD 8526.1, 2, 3, 4, 5, 6 & 7 and Municipal Cheque numbers 8560 to 8562.

Date: 16/08/2018
Time: 3:34:23PM

Shire of MINGENEW
List of Accounts for 1 July 2018 to 30 July 2018

USER: SFO
PAGE: 1

| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|---------------------------|-------------------|---|--|----------------------|-----------------------|-----------------|
| 8560 | 05/07/2018 | SYNERGY | Rec Centre Power Account MAY 2018 | M | | 6,132.55 |
| 8561 | 19/07/2018 | CITY OF GREATER GERALDTON | Building Services | M | | 119.88 |
| 8562 | 19/07/2018 | SYNERGY | Street Lights Power Account | M | | 1,910.90 |
| EFT11637 | 04/07/2018 | CR Justin Bagley | Councillor Sitting Fees June Quarter | M | | 904.00 |
| EFT11638 | 04/07/2018 | CR GARY COSGROVE | Councillor Sitting Fees for June Quarter | M | | 904.00 |
| EFT11639 | 04/07/2018 | CR LEAH EARDLEY | Councillor Sitting Fees for June Quarter | M | | 904.00 |
| EFT11640 | 04/07/2018 | CR Crispian Charles Reginald Lucken | Councillor Sitting Fees for June Quarter | M | | 1,485.75 |
| EFT11641 | 04/07/2018 | Kym McGlinn | Councillor Sitting Fees for June Quarter | M | | 904.00 |
| EFT11642 | 04/07/2018 | CR Robert William Newton | Councillor Sitting Fees June Quarter | M | | 904.00 |
| EFT11643 | 04/07/2018 | CR HELEN NEWTON | Councillor Sitting Fees for June Quarter | M | | 3,361.00 |
| EFT11644 | 04/07/2018 | ASIA PACIFIC DIRECT PROMOTIONS PTY LTD | PURCHASE OF CUPS FOR MINGENEW EXPO FOR MWIRSA | T | | 2,414.50 |
| EFT11645 | 05/07/2018 | Australian Services Union | Payroll deductions | M | | 27.45 |
| EFT11646 | 05/07/2018 | AVON WASTE | Rubbish Collection Charges | M | | 2,437.59 |
| EFT11647 | 05/07/2018 | Afgri Equipment | Parts for John Deere Mower | M | | 147.91 |
| EFT11648 | 05/07/2018 | BUNNINGS Group Limited | Materials for Building Maintenance | M | | 881.37 |
| EFT11649 | 05/07/2018 | BOC GASES | Gas Bottle Hire Charges | M | | 130.19 |
| EFT11650 | 05/07/2018 | BATAVIA COAST AUTO ELECTRICAL PTY LTD | Repairs to MI 027 | M | | 510.00 |
| EFT11651 | 05/07/2018 | Burando Hill | Mobile Antennas for Fire Vehicles | M | | 10,275.10 |

Date: 16/08/2018
Time: 3:34:23PM

Shire of MINGENEW
List of Accounts for 1 July 2018 to 30 July 2018

USER: SFO
PAGE: 2

| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|-------------------|------------|---|---|--------------|---------------|-----------|
| EFT11652 | 05/07/2018 | Courier Australia | Freight Charges | M | | 31.06 |
| EFT11653 | 05/07/2018 | CHILD SUPPORT AGENCY | Payroll deductions | M | | 275.02 |
| EFT11654 | 05/07/2018 | CIVIC LEGAL | Legal Advice Fees | M | | 1,968.56 |
| EFT11655 | 05/07/2018 | DONGARA DENISON SMASH REPAIRS | Repairs to 1 MI | M | | 300.00 |
| EFT11656 | 05/07/2018 | ELDERS LIMITED | Materials for Fencing at Transfer Station | M | | 1,329.90 |
| EFT11657 | 05/07/2018 | GERALDTON MOWER & REPAIR SPECIALISTS | Parts for Chainsaw | M | | 153.60 |
| EFT11658 | 05/07/2018 | GERALDTON AG SERVICES | Blades for Slasher | M | | 58.30 |
| EFT11659 | 05/07/2018 | GHD PTY LTD | WANDRRA Works | M | | 15,752.56 |
| EFT11660 | 05/07/2018 | SHIRE OF IRWIN | Consultant Services June 2018 | M | | 541.04 |
| EFT11661 | 05/07/2018 | Jocks Bobcat & Truck Hire | Kerbing Works | M | | 1,188.00 |
| EFT11662 | 05/07/2018 | Sarah Kempton | Reimbursement for Food Brought for CEO leaving drinks | M | | 53.96 |
| EFT11663 | 05/07/2018 | LATERAL ASPECT | Service Fee June 2018 | M | | 5,408.33 |
| EFT11664 | 05/07/2018 | LGIS RISK MANAGEMENT | LGISWA Mid-West Regional Risk Coordination Programme | M | | 2,992.00 |
| EFT11665 | 05/07/2018 | LGRCEU | Payroll deductions | M | | 20.50 |
| EFT11666 | 05/07/2018 | MINGENEW SHIRE COUNCIL | Payroll deductions | M | | 240.00 |
| EFT11667 | 05/07/2018 | MIDWEST AERO MEDICAL AIR AMBULANCE P/L | Professional Services Provided in June 2018 | M | | 3,192.50 |
| EFT11668 | 05/07/2018 | MINGENEW MIDWEST EXPO | Expo 2018 Fees | M | | 217.84 |
| EFT11669 | 05/07/2018 | MINGENEW BAKERY | Bakery Bill June 2018 | M | | 175.50 |
| EFT11670 | 05/07/2018 | Midwest Solar & Water Wa | Plumbing Works to Depot | M | | 292.15 |

Date: 16/08/2018
Time: 3:34:23PM

Shire of MINGENEW
List of Accounts for 1 July 2018 to 30 July 2018

USER: SFO
PAGE: 3

| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|---------------------------|-------------|--|---------------------------------------|----------------------|-----------------------|---------------|
| EFT11671 | 05/07/2018 | Mach 1 Auto One | Parts for MI 029 | M | | 142.35 |
| EFT11672 | 05/07/2018 | NOVUS GERALDTON | Suppy & Fit New Windscreen | M | | 908.67 |
| EFT11673 | 05/07/2018 | PEST A KILL WA | Exterra Termite Fees | M | | 770.00 |
| EFT11674 | 05/07/2018 | PEMCO DIESEL PTY LTD | "A" Service for Fire Truck MI 384 | M | | 4,091.62 |
| EFT11675 | 05/07/2018 | CR CONSTRUCTIONS | Reroof Railway Station | M | | 36,300.00 |
| EFT11676 | 05/07/2018 | SHIRE OF CHAPMAN VALLEY | Planning Service Fees | M | | 1,405.90 |
| EFT11677 | 05/07/2018 | SHIRE OF CARNAMAH | Advertisng Fees | M | | 27.50 |
| EFT11678 | 05/07/2018 | STATEWIDE BEARINGS | Bearings for Mower | M | | 55.00 |
| EFT11679 | 05/07/2018 | SEASIDE SIGNS | Signs for Rec Centre | M | | 284.35 |
| EFT11680 | 05/07/2018 | TRAINWEST | Enrolment Fees | M | | 308.75 |
| EFT11681 | 05/07/2018 | Urbis | Review of Town Planning Scheme | M | | 1,838.38 |
| EFT11682 | 05/07/2018 | VELPIC | Velpic Monthly Fees | M | | 398.20 |
| EFT11683 | 05/07/2018 | WESTRAC PTY LTD | Parts Purchased for Vehicles Repairs | M | | 563.34 |
| EFT11684 | 05/07/2018 | Winc | Printer Cartridges | M | | 96.76 |
| EFT11689 | 19/07/2018 | FIVE STAR BUSINESS EQUIPMENT & COMMUNICATIONS | Billing Period for July 2018 | M | | 208.35 |
| EFT11690 | 19/07/2018 | AUSTRALIA POST | June 2018 Postage Fees | M | | 15.77 |
| EFT11691 | 19/07/2018 | ABCO PRODUCTS | Cleaning Products | M | | 1,052.21 |
| EFT11692 | 19/07/2018 | AVON WASTE | Rubbish Collection Charges | M | | 2,412.43 |
| EFT11693 | 19/07/2018 | BUNNINGS Group Limited | Building Supplies for 13 Moore Street | M | | 268.56 |

Date: 16/08/2018
Time: 3:34:23PM

Shire of MINGENEW
List of Accounts for 1 July 2018 to 30 July 2018

USER: SFO
PAGE: 4

| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|---------------------------|-------------|---|--|----------------------|-----------------------|---------------|
| EFT11694 | 19/07/2018 | BRAMATT INSTALLATIONS WA | Installation of Generator | M | | 14,835.70 |
| EFT11695 | 19/07/2018 | Courier Australia | Freight Charges | M | | 38.54 |
| EFT11696 | 19/07/2018 | DONGARA DRILLING & ELECTRICAL | Air Conditioning Repairs to Shire Buildings | M | | 268.40 |
| EFT11697 | 19/07/2018 | DONGARA BUILDING & TRADE SUPPLIES | Paint for Line Marking | M | | 156.47 |
| EFT11698 | 19/07/2018 | GREENFIELD TECHNICAL SERVICES | Engineering Services Provided for Townsite Parking Plans | M | | 1,864.50 |
| EFT11699 | 19/07/2018 | Geraldton Independent Building Supplies | Purchase of Fencing | M | | 373.43 |
| EFT11700 | 19/07/2018 | GREAT SOUTHERN FUEL SUPPLIES | Fuel Purchases - June 2018 | M | | 388.80 |
| EFT11701 | 19/07/2018 | IRWIN PLUMBING SERVICES | Transportable Office Works | M | | 9,174.61 |
| EFT11702 | 19/07/2018 | LO-GO APPOINTMENTS | CEO Recruitment Fees | M | | 10,540.98 |
| EFT11703 | 19/07/2018 | LG Corporate Solutions | Financial Managment Services | M | | 20,166.67 |
| EFT11704 | 19/07/2018 | STARICK TYRES | Tyre Account June 2018 | M | | 3,710.58 |
| EFT11705 | 19/07/2018 | MORAWA SHIRE | Town Street Sweeping | M | | 2,975.00 |
| EFT11706 | 19/07/2018 | MIDWEST LOCK & SAFE | Purchase of Padlock & Keys | M | | 2,860.00 |
| EFT11707 | 19/07/2018 | MINGENEW IGA X-PRESS & LIQUOR | IGA Account June 2018 | M | | 367.01 |
| EFT11708 | 19/07/2018 | Motorpass | Fuel Purchases June 2018 | M | | 10,520.86 |
| EFT11709 | 19/07/2018 | Officeworks | Purchase of Water | M | | 223.55 |
| EFT11710 | 19/07/2018 | PALM ROADHOUSE | Roadhouse Account June 2018 | M | | 372.90 |
| EFT11711 | 19/07/2018 | RAMM SOFTWARE PTY LIMITED | Annual Support & Maintenance Fee | M | | 6,262.62 |
| EFT11712 | 19/07/2018 | Telstra Corporation | Telstra Account June 2018 | M | | 1,599.81 |

Date: 16/08/2018
Time: 3:34:23PM

Shire of MINGENEW
List of Accounts for 1 July 2018 to 30 July 2018

USER: SFO
PAGE: 5

| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|---------------------------|-------------|----------------------------|---|----------------------|-----------------------|---------------|
| EFT11713 | 19/07/2018 | TRAINWEST | Enrolment Fees | M | | 65.00 |
| EFT11714 | 19/07/2018 | Winc | Stationary Order | M | | 44.55 |
| EFT11715 | 19/07/2018 | Westshore Glass | Supply of Security Doors | M | | 935.00 |
| EFT11716 | 02/07/2018 | NAB BUSINESS VISA | Credit Card Accounts for the Month of June 2018 | M | | 258.96 |
| EFT11717 | 24/07/2018 | Australian Taxation Office | BAS RETURN JUNE 2018 | M | | 12,698.00 |
| EFT11718 | 31/07/2018 | CENTRAL WEST PUMP SERVICE | Pump serviceing Shire of Mingenew | M | | 220.00 |
| EFT11719 | 30/07/2018 | NAB BUSINESS VISA | CEO & Works Supervisor Credit Cards July 2018 | M | | 1,354.50 |
| DD8526.1 | 25/07/2018 | WA SUPER | Payroll deductions | M | | 5,126.90 |
| DD8526.2 | 25/07/2018 | Sun Super | Superannuation contributions | M | | 292.50 |
| DD8526.3 | 25/07/2018 | LGIA Super | Superannuation contributions | M | | 761.54 |
| DD8526.4 | 25/07/2018 | MLC SUPER FUND | Superannuation contributions | M | | 141.15 |
| DD8526.5 | 25/07/2018 | Australlian Super | Superannuation contributions | M | | 119.96 |
| DD8526.6 | 25/07/2018 | REST Super Fund | Superannuation contributions | M | | 55.19 |
| DD8526.7 | 25/07/2018 | PRIME SUPER | Superannuation contributions | M | | 274.04 |

REPORT TOTALS

| Bank Code | Bank Name | TOTAL |
|------------------|---------------------------|-------------------|
| M | MUNI - NATIONAL AUST BANK | 226,326.37 |
| T | TRUST- NATIONAL AUST BANK | 2,414.50 |
| TOTAL | | 228,740.87 |



Shire of Mingenew

Licensing, Payroll & Credit Card Transactions

for the month ending 31 July 2018

Transport Licensing

Direct Debits from Municipal Bank

Period 1 July 2018 to 31 July 2018

\$46,536.35

Payroll

Pay Period Ending 11/07/2018¹

\$31,693.89

Pay Period Ending 25/07/2018¹

\$31,717.54

Credit Card Transactions and balances for July 2018

Neil Hartley

\$1,345.50

Rocky Brennan²

\$9.00

Notes

¹ transactions not processed from bank reconciliation in July 2018

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

TOTAL BALANCE OF TRANSPORT, PAYROLL & CREDIT CARD PAYMENTS

\$111,302.28

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 ROCKY BRENNAN
Account No: 4557 0455 3766 4546
Statement Period: 29 June 2018 to 27 July 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 |
|----------------------------------|---------------|----------|------------------|---------------------------------|-----------------------------|--|-------------|
| 27 Jul 2018 | \$9.00 | CARD FEE | Monthly Card Fee | | | | 74557048208 |
| Total for this period | \$9.00 | | Totals | | | | |

Employee declaration

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

Cardholder signature: _____



Date: 17/8/18

208/04/19/M01759/S003184/1006367

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 NEIL PHILIP HARTLEY

Account No: 4557 0455 3791 7084

Statement Period: 29 June 2018 to 27 July 2018

Cardholder Limit: \$7,500

Transaction record for: MR NEIL PHILIP HARTLEY

| 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 |
|-----------------------|------------|---------------|--|---------------------------|-----------------------|---|-------------|
| 23 Jul 2018 | \$924.00 | QUEST INNALOO | INNALOO | | | | |
| 24 Jul 2018 | \$412.50 | SEEK 29615838 | MELBOURNE | | | | 06103685751 |
| 27 Jul 2018 | \$9.00 | CARD FEE | | | | | 74617638204 |
| | | | Employee Accomodation - Training (transport) | | | | 74557048208 |
| | | | Finance Manager Ad | | | | |
| | | | Monthly Fee | | | | |
| Total for this period | \$1,345.50 | | Totals | | | | |

Employee declaration

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

Cardholder signature: _____ Date: 17/8/18

208/04/19/M01758/S003185/1006369

9.3 ADMINISTRATION

Nil

9.4 TOWN PLANNING

9.4.1 PROPOSED OUTBUILDING EXTENSION, MINGENEW BAKERY

Location/Address: 56 (Lot 38) Midlands Road, Mingenew
Name of Applicant: C & S Gammon
Disclosure of Interest: Nil
File Reference: A205
Date: 1 August 2018
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Nils Hay, Chief Executive Officer

Summary

Council is in receipt of an application to extend an existing outbuilding at the rear of the Mingenew Bakery. This report recommends that Council grant conditional approval.

Attachment

Attachment 9.4.1(a) - Copy of submitted development application

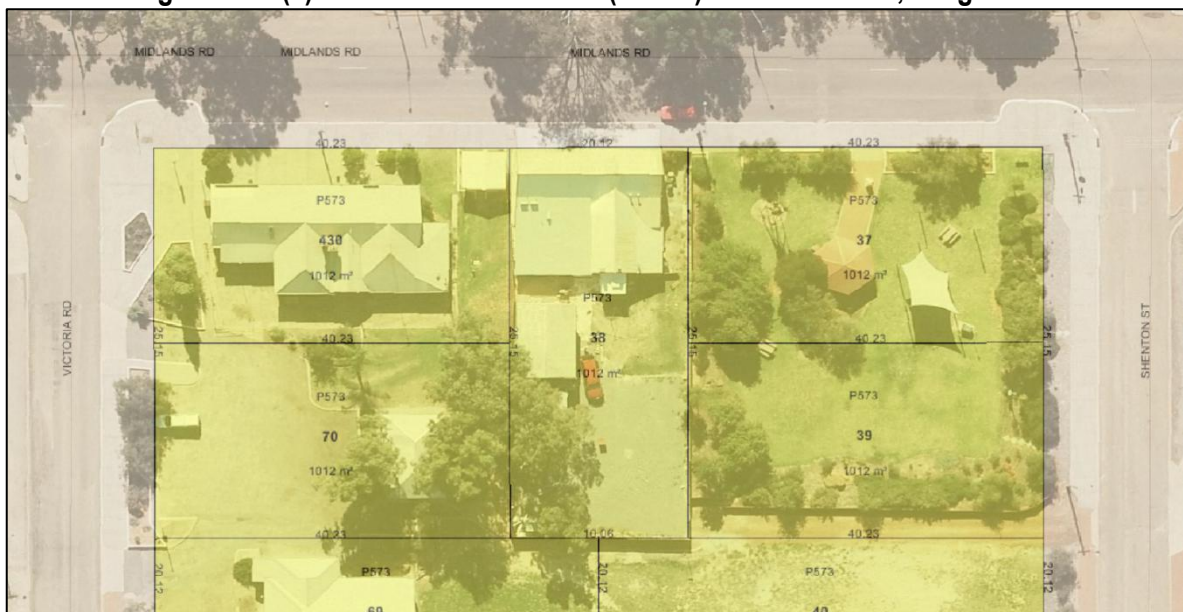
Attachment 9.4.1(b) - Extract from Shire of Mingenew Municipal Inventory of Heritage Places

Background

Lot 38 is a 1,012m² property that contains the Mingenew Bakery, and a 57.15m² outbuilding to the rear. The applicant is proposing to extend the outbuilding to the south by a further 60.83m² creating a 117.98m² total outbuilding.

The Shire of Mingenew Local Planning Scheme No.3 ('the Scheme') lists 75m² as being the maximum outbuilding area for the 'Town Centre' zone that Shire staff can approve under delegated authority and this application has therefore been presented to Council for its determination.

Figure 9.4.1(a) – Location Plan for 56 (Lot 38) Midlands Road, Mingenew



The shed extension would be open-sided on its eastern elevation and have a wall height of 3.7m and a roof gable height of 4.26m and be located 0.5m from the western side boundary.

The applicant's submitted site, elevation and floor plans are provided as **Attachment 9.4.1(a)**.

The applicant has also advised, in support of their application that:

"we plan to re-clad the existing shed from the 60's era with new iron stone walls with classic cream trim to match in with new shed and bakery. The only reason for the distance off the boundary of 500mm is to coincide with the existing shed."

Figure 9.4.1(b) – Aerial Photograph of 56 (Lot 38) Midlands Road, Mingenew



Comment

Shire staff do not raise objection to the proposed outbuilding extension on the following basis:

- the applicant is seeking to use outbuilding materials and colours that are sympathetic to the main bakery building upon the property;
- the 0.5m side boundary setback distance being sought is to enable the extension to match with the existing outbuilding;
- the neighbouring property that might be considered as being most impacted by the proposed development is not a privately owned residential lot, but a Shire owned property that contains a car park and public ablution facility;
- the outbuilding would be obscured from Midlands Road by the bakery building and from Victoria Road by the existing ablution facility and from Cecil Newton Park by existing landscaping;
- Lot 38 contains a commercial operation and it is appropriate for a larger outbuilding to be sensitively developed upon the property; &
- the storage of vehicles and items within an extended outbuilding may be considered visually preferable to having them in the open about the property, and provides improved security and weather protection for the owner.

Consultation

Council is not required to undertake consultation for this application, however, Council does have the right to advertise the application under Section 9.4 of the Scheme should it wish to seek comment on the proposal and return the matter to a future meeting of Council for consideration of any received submissions, prior to making its determination.

Lot 38 is not located upon the State Register of Heritage Places, and the Shire is not therefore required to forward the application to the Heritage Council of Western Australia seeking comment prior to making its determination.

Figure 9.4.1(c) – View looking east at existing outbuilding on Lot 38 from adjoining Lot 70



Figure 9.4.1(d) – View looking west at existing outbuilding on Lot 38 from adjoining Lot 39



Statutory Environment

Lot 38 Midlands Road, Mingenew is zoned 'Town Centre' under the Scheme.

Section 4.2 of the Scheme lists the objectives of the 'Town Centre' zone as being:

- "The use of land in the Town Centre Zone shall be consistent with the following objectives:*
- to provide for the variety of predominantly commercial, service, social and administrative uses required to service the needs of local resident and visitor alike.*

- *the maintenance and centralisation of commercial, service and other permitted uses in a compact accessible centre.*
- *to encourage development in general compliance with the Mingenew Townscape Plan at Council's discretion.*
- *to provide for residential development in conjunction with commercial development. However, residential development without commercial uses is permitted at the discretion of Council.*
- *to provide for pedestrian movement and sheltered spaces relating to the same.*
- *to provide for the safe and efficient flow of traffic and the adequate provision of car parking facilities.*
- *to encourage the development of new building or the modification/restoration of existing buildings in a manner which is compatible with the existing streetscape in terms of scale, height, design and, materials, location and faced design.*
- *to restrict the use of the town centre for any industrial activity which is not of a low key or service nature and which does not provide for the storage of any unsightly goods from the public view."*

Section 5.17.1 of the Scheme requires that:

"Within all Residential, Town Centre or Special Use zoned land, Planning Consent will be granted to outbuildings appurtenant to any dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any dwelling on site and provided the proposed development complies with the following—

- (a) *In the Residential, Town Centre and Special Use Zone of the Shire where the lot size is 1,500m² or less in area.*
 - (i) *The area of an outbuilding of zincalume construction shall not exceed 55m²;*
 - (ii) *An outbuilding of other than zincalume construction shall not exceed 75m², and shall have no parapet wall longer than 8m;*
 - (iii) *The wall height of any outbuilding, including any parapet walls, shall not exceed 3m. The building height for gable roof construction shall not exceed 4m and the maximum wall height is 3.3m, providing adjacent landowners give written approval where the wall height exceeds 3m;*
 - (iv) *A planning application will be required for parapet wall construction on any boundary. The applicant shall obtain written comments on the proposal from the adjacent landowners for the local government's consideration;*
 - (v) *An outbuilding will not be approved by the local government on a lot containing no dwelling.*
 - (vi) *Any development application which does not comply with the above, shall be referred to Council for consideration."*

As the application proposes a total outbuilding area of 117.98m² (this being greater than the Scheme requirement of 75m²), a wall height of 3.7m (this being greater than the Scheme requirement of 3m), and a total height of 4.26m (this being greater than the Scheme requirement of 4m) it exceeds the delegated authority of Shire staff and is required to be presented to Council for determination.

Section 5.17.1(c) of the Scheme also requires that:

- "(ii) Metal or Wood Framed Construction—Garages, Patios, Pergolas, sheds and all other outbuildings except Carports—*
 - (a) *In the Residential, Town Centre or Special Use Zones—*
 - *Garages, Sheds and all other outbuildings except Patios and Pergolas are to be detached from and at least 1.8m clear of the dwelling and any leach*

- drains. Clearance to side and rear boundaries and to any septic tanks onsite is to be at least 1.2m.*
- *Patios and Pergolas are to be setback at least 1.2m from any lot boundary unless otherwise approved by Council.”*

As the application proposes a side boundary setback distance of 0.5m (this being less than the Scheme requirement of 1.2m) it exceeds the delegated authority of Shire staff and is required to be presented to Council for determination.

Section 5.23.1.5 of the Scheme requires that:

“All buildings shall be located, designed and constructed so that the external appearance arising from height, bulk, method of construction, materials used, colour and texture do not have an adverse impact on the locality.”

It is considered that the external appearance and location of the proposed outbuilding extension would not have an adverse impact on the surrounding amenity.

The Shire of Mingenew Municipal Inventory of Heritage Places was prepared in 1995 as a requirement of the *Heritage of Western Australia Act 1990* to record buildings within the district of heritage significance. Lot 38 is located upon the Heritage Inventory which notes that from 1900 the site was used as the K & M Store and T & D Store.

The Heritage Inventory describes the site as a small country store on the main road through town with living quarters at the back, built of asbestos cement and iron on a wooden frame with infill concrete blocks, and the site is noted as having some significance as the only store to retain its verandahs and original lines.

The proposed development would be separate from, and not impact upon, the former store building and is considered to be in harmony with the heritage aspects of the site.

The relevant extract from the Municipal Inventory has been provided as **Attachment 9.4.1(b)**.

Policy Implications

Nil.

Financial Implications

The application would not have a budgetary impact to Council.

Strategic Implications

Vehicle access to the outbuilding at the rear of the Mingenew Bakery is via a gravel track across the Shire owned Lot 39 that has been in existence for many years, this access is not contained within a formal easement and is at the grace of the Shire who own Lots 37 & 39 Shenton Street that comprise Cecil Newton Park.

It is suggested that this access arrangement should be continued as the width between the east side of the bakery and the Lot 38 boundary is not ideally suited to vehicles and may lead to damage to the historic building if utilised. It is also considered preferable for vehicles to access onto the side-street of Shenton Street rather than directly onto the busier Midlands Road.

Council may seek to formalise this access arrangement by agreeing to place a right-of-carriageway easement across Lot 39. Alternatively Council may wish to continue the current informal arrangement and retain the right to review this matter at some later time.

The second option would provide Council the flexibility to still consider in future the strategic direction as recommended in the Mingenew Town Centre Revitalisation Plan which suggests that the fence on the southern side of Cecil Newton Park could be removed and the park be extended further south to link with the skate park. In the event that this action was pursued, Council could still consider permitting access to the rear of Lot 38 via an alternative alignment across other titles under the Shire's ownership.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 9.4.1

That Council grant formal planning approval for the proposed outbuilding extension upon 56 (Lot 38) Midlands Road, Mingenew subject to compliance with the following:

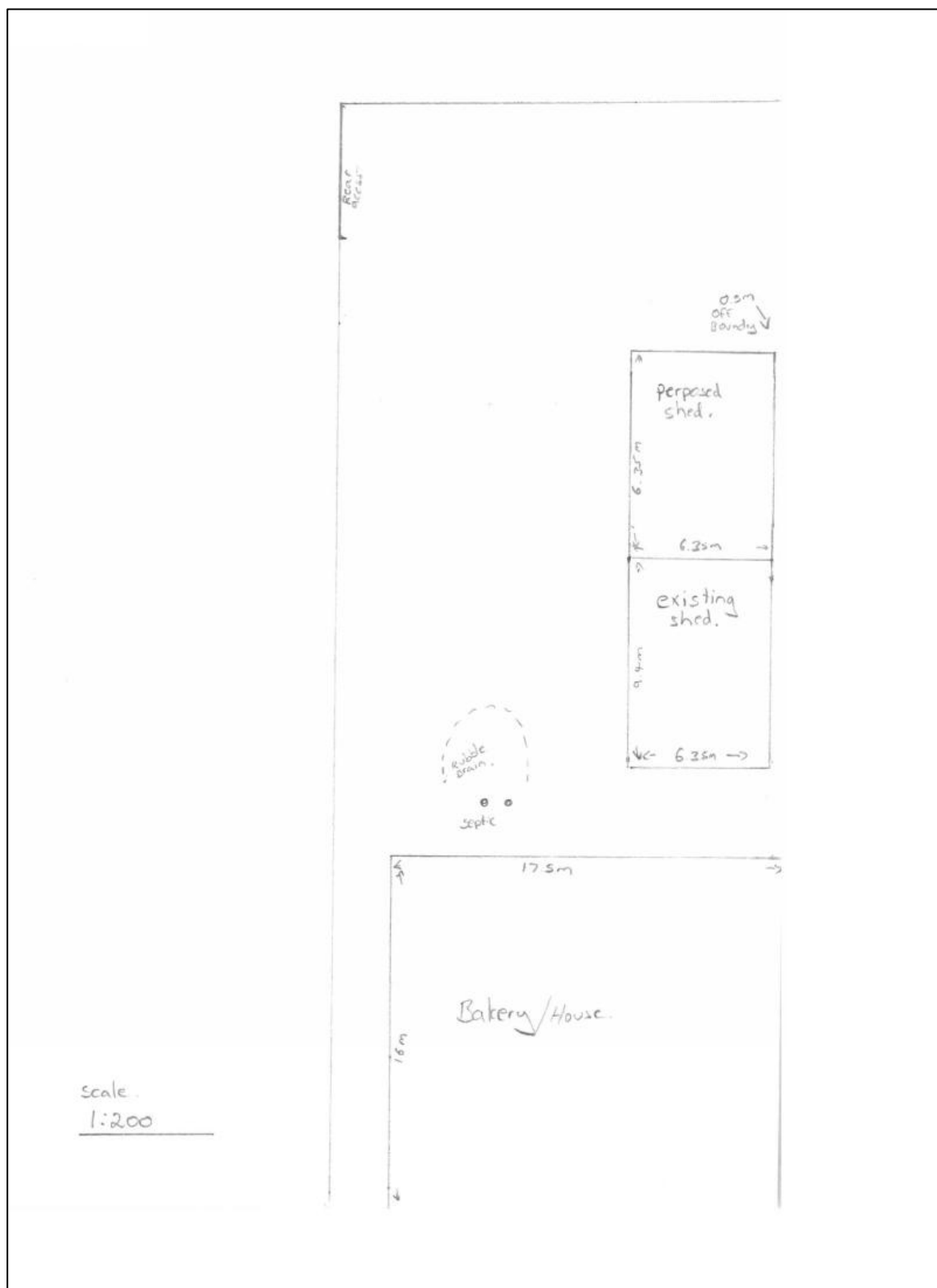
Conditions:

- 1 Development shall be in accordance with plans included within Attachment 9.4.1(a) 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 outbuilding shall be clad in colours and materials and to a finish that are complementary to the main building upon the property to the approval of the local government.**
- 4 The outbuilding is only to be used for general storage purposes associated with the predominant use of the land and must not be used for habitation purposes. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.**
- 5 All stormwater is to be disposed of on-site to the approval of the local government.**
- 6 If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.**

Notes:

- (a) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.**
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.**
- (c) 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.**

ATTACHMENT 9.4.1A



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Landscape Building
Solutions Pty Ltd
trading as RANBUILD

Better made. Bigger choice.

0.35mm=0.40ict, 0.42mm=0.47ict, 0.48mm=0.53ict

| CLADDING | | | |
|----------|-------------------|--------|-------|
| ITEM | PROFILE (mm) | FINISH | COLOR |
| ROOF | TRANDLEX 0.42 BMT | CB | CC |
| WALLS | TRANDLEX 0.35 BMT | CB | CC |
| CORNERS | - | CB | US |
| BARGE | - | CB | US |
| GUTTER | SHEERLINE | CB | US |
| DOWNPIPE | 100x50 | CB | US |

| ACCESSORY SCHEDULE & LEGEND | |
|-----------------------------|--------------------------------------|
| QTY | MARK DESCRIPTION |
| 1 | RB-04 Deluxe Access Door Kit, CB (B) |

ARCHITECTURAL DRAWING ONLY, NOT FOR CONSTRUCTION USE

| WIND DESIGN | | | |
|------------------|--------|---------|----------------|
| IMPORTANCE LEVEL | REGION | TERRAIN | M _s |
| 2 | B | 3 | 1.0 |

CLIENT
Chris Gammon

SITE
56 Midlands Road
MINGENEW WA 6522

BUILDING
SUNDOWN DELUXE
6350 SPAN x 3700 EAVE x 9580 LONG

TITLE
GENERAL ARRANGEMENT

SCALE
A4 SHEET 1:125

DRAWING NUMBER
380547-GA

PAGE
1/1

ATTACHMENT 9.4.1B

Municipal Inventory Information

LOCATION

| | |
|----------------------------|--------------------------------|
| HCWA Reference Number | |
| LGA Reference Number | 79/24 |
| Name of Place | K & M Store |
| Other Names (1) | T & D Store |
| Location/Address | |
| Street Number | 56 |
| Street Name | Midlands Road |
| Suburb/Town | Mingenew Townsite |
| Local Government Authority | Mingenew |
| Map References | |
| Map Name | DOLA Cadastral (Mingenew S.E.) |
| Map Scale | 1:25,000 |
| Northing | 6769500mN |
| Easting | 348500mE |
| Area (ha) | 0.1012 |

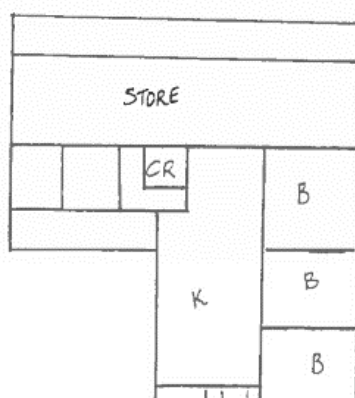
OWNERSHIP & LAND DESCRIPTION

| <i>Owner</i> | <i>Address</i> | <i>Phone/fax</i> | <i>Status</i> | <i>Item No</i> |
|------------------------|-------------------------------|---------------------|------------------|-----------------|
| Ken & Michelle Boyland | 56 Midlands Road, Mingenew | | Freehold | 1 |
| <i>Reserve No.</i> | <i>Lot/Location No.</i> | <i>Plan/Diagram</i> | <i>Vol/Folio</i> | <i>Item No.</i> |
| | Lot 38 | | | 1 |

DESCRIPTION

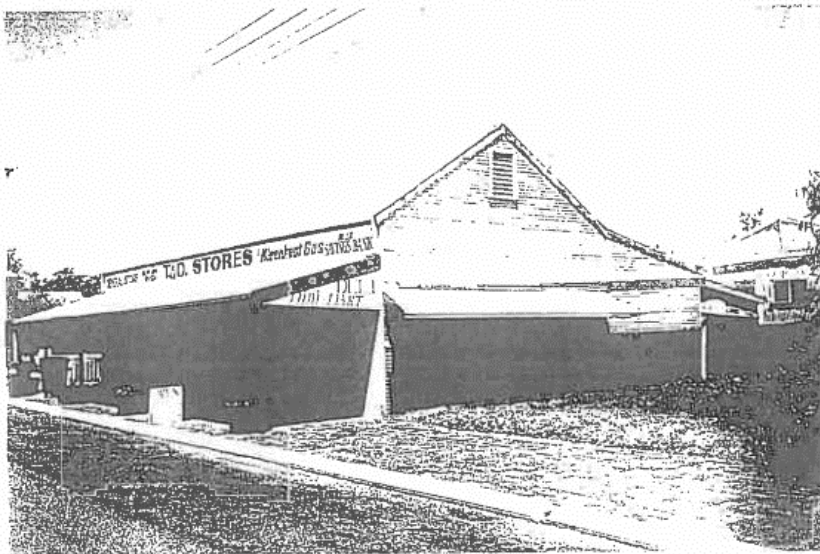
| | |
|---|---|
| Construction Date (1) | c 1900 |
| Source/Details | Local knowledge |
| Site Type | Shop |
| Use(s) of Place | |
| <i>Original</i> | Shop & Dwelling |
| <i>Present</i> | Shop & Dwelling |
| Architect/Designer (1) | |
| Other Associated Persons (1) | |
| Construction Materials | |
| <i>Walls</i> | Originally corrugated iron, now corrugated iron, asbestos cement and concrete block |
| <i>Roof</i> | Corrugated iron |
| Modifications | Wall claddings, linings replaced |
| Condition | Fair |
| Integrity | |
| The building maintains its original lines. | |
| Description | |
| A small country store on the main road through town with living quarters at the back, containing original large wood fired ovens. Built of asbestos cement and iron on a wooden frame, with infill concrete blocks. | |
| Full length verandah along frontage. | |

K + M. STORE.



SIGNIFICANCE

| | |
|---|---|
| Historic theme (s) | Occupations - commerce |
| Statement of Significance | |
| The shop was built as a temporary structure before the main stone store (where Cecil Newton Park is) was built. After the main store was constructed, it became "The Tearooms" for many years. It became a store again in the 1960s. It is now the only store to retain its verandahs and traditionally all cake stalls are held there. | |
| Recommendation/Conservation Strategy | Significant but not essential to an understanding of the history of the district: photographically record the place prior to any major redevelopment or demolition. |



9.5 BUILDING

Nil

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

Nil

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

11.1 ELECTED MEMBERS

11.2 STAFF

12.0 CONFIDENTIAL ITEMS

Nil

13.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 19 September 2018 commencing at 4.30pm.

14.0 CLOSURE