



AGENDA FOR THE ORDINARY COUNCIL MEETING

19 JUNE 2019



Ordinary Council Meeting Notice Paper

19 June 2019

An Ordinary Meeting of Council is called for Wednesday, 19 June 2019, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm. Members of the public are most welcome to attend.

Nils Hay
Chief Executive Officer
13 June 2019

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.

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 you in attending 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.

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**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON
19 JUNE 2019 COMMENCING AT 4.30pm**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

APOLOGIES

3.0 SWEARING IN / DECLARATION BY ELECTED MEMBER

Anthony Smyth, is to read aloud and sign the Declaration by Elected Member of Council (Form 7), Local Government (Constitution) Regulations 1998, section 13(1)(c), and be formally Sworn In, witnessed by an authorised person before whom a declaration can be made under the Oaths, Affidavits and Statutory Declarations Act 2005.

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

7.0 DECLARATIONS OF INTEREST

8.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING HELD 17 APRIL 2019

OFFICER RECOMMENDATION- ITEM 8.1

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 17 April 2019 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

8.2 ORDINARY MEETING HELD 15 MAY 2019

OFFICER RECOMMENDATION- ITEM 8.2

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 15 May 2019 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

9.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10.0 REPORTS/MINUTES OF COMMITTEES

10.1 SHIRE OF MINGENEW AUDIT AND RISK COMMITTEE MEETING HELD 01 MAY 2019

OFFICER RECOMMENDATION – ITEM 10.1.1

That Council receives the minutes of the Shire of Mingenew Audit and Risk Committee Meeting held in Council Chambers on 01 May 2019.

VOTING DETAILS:

COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.1.2

That Council and the Audit and Risk Committee receive and note the update provided in regards to the 2017/18 Financial Year Interim and End of Year Financial Year Audits.

VOTING DETAILS:

COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.1.3

That Council and the Audit and Risk Committee:

1. Note the updated Shire of Mingenew Risk Register as presented in attachment
2. Endorse the Strategic Risk Register for incorporation with the Shire of Mingenew Risk Register.

VOTING DETAILS:

COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.1.4

That Council and the Audit and Risk Committee:

1. Note the proposed Audit Plan for the financial years 2019/20, 2020/21 & 2021/22.
2. Recommend that Council endorse the Audit Plan as presented in attachment 2.

VOTING DETAILS:

COMMITTEE RECOMMENDATION TO COUNCIL – ITEM 10.1.5

That Council and the Audit and Risk Committee receives the Regulation 17 Progress Report 1.

VOTING DETAILS:

11 REPORTS BY THE CHIEF EXECUTIVE OFFICER

11.1 PROPOSED OUTBUILDING

Location/Address: Lot 95 corner Wattle & Ikewa Streets, Mingenew
Name of Applicant: Aussie Sheds Group for T. Nitschke
Disclosure of Interest: Nil
File Reference: A276
Date: 11 June 2019
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

Council is in receipt of an application for a shed to be built upon Lot 95 which is a vacant property on the corner of Wattle & Ikewa Streets in the Mingenew townsite. The application has been advertised for comment and an objection was received. This report recommends that Council refuse the application. Alternate suggested wording is also provided in the report in the event that Council consider that the application should be approved.

OFFICER RECOMMENDATION – ITEM 11.1

That Council refuse the application for an outbuilding prior to a residence upon Lot 95 corner Wattle & Ikewa Streets, Mingenew for the following reasons:

- 1 The development is considered contrary to Section 1.6 of the Shire of Mingenew Local Planning Scheme No.3.
- 2 The development is considered contrary to Section 4.2 of the Shire of Mingenew Local Planning Scheme No.3.
- 3 The development is considered contrary to Section 5.17 of the Shire of Mingenew Local Planning Scheme No.3.
- 4 In its consideration of the application Council is not satisfied that the development satisfies the matters under Section 10.2 of the Shire of Mingenew Local Planning Scheme No.3 or Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 5 The development is considered contrary to the objectives and policy provisions of the Shire of Mingenew Outbuildings Local Planning Policy.

Note:

- (a) Should the applicant be aggrieved by this determination there is a right pursuant to the *Planning and Development Act 2005* to request to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.
- (b) Council issues delegated authority to the Shire CEO to approve an application for an outbuilding upon the subject property with the proposed floor area, height and boundary setback as contained within the submitted application, at such time as a residence upon the property has been completed up to, and including, the pouring of a concrete house slab (although variation to this is permitted where the slabs for the residence and outbuilding are poured concurrently or substantial works have been deemed to have been undertaken on the residence should a form of construction that does not involve a concrete slab be proposed e.g. siting of a new transportable residence or stumped home).

Attachment

Attachment 11.1(a) - Copy of submitted development application

Attachment 11.1(b) - Copy of received submissions (provided as separate attachment)

Attachment 11.1(c) - Copy of applicant's response to issues raised in submissions

Background

Lot 95 is an 817m² property located on the south-east corner of the Wattle and Ikewa Street intersection.

Figure 11.1(a) – Location Plan for Lot 95 corner Wattle & Ikewa Streets, Mingenew



The applicant is proposing to construct a 111.92m² shed, consisting of a 79.92m² enclosed area and a 32m² open bay. The shed would have a wall height of 3.5m and a total height of 4.278m and the walls and roof would be clad in classic cream colorbond, with 2 woodland grey coloured roller doors and a P.A. door. The shed is proposed to be sited in the south-eastern corner of Lot 95 1m away from the property boundaries. The applicant's submitted site, elevation and floor plans and supporting correspondence are provided as **Attachment 11.1(a)**.

The applicant has been presented to Council for its consideration as it exceeds the delegated authority of Shire staff relating to its proposed size and also as it is proposed to be constructed upon a residential zoned property that does not contain a residence.

Figure 11.1(b) – Aerial Photograph of Lot 95 corner Wattle & Ikewa Streets, Mingenew



Figure 11.1(c) – View looking east at Lot 95 from Wattle Street



Comment

Council's current Local Planning Scheme and its Outbuildings Local Planning Policy maintain a presumption against sheds being constructed prior to residences upon residential zoned properties. In the formulation of the Scheme and Policy it was considered that the purpose of a shed in a residential area is to be incidental/ancillary to a main residence. The establishment of sheds upon vacant lots creates the potential for them to become used for either habitation or commercial purposes leading to amenity issues with the surrounding residential area.

This report recommends refusal of the application in-line with the Shire's Local Planning Scheme and Local Planning Policy. However, the Strategic Implications section at the end of this report does raise the precedents that exist within the Mingenew townsite and provides an alternative recommendation in the event that Council consider that the application should be given conditional approval.

Consultation

The Shire wrote to the landowners of the 13 surrounding properties on 21 May 2019 providing details of the application and inviting comment upon the proposal prior to 7 June 2019, a sign was also erected on-site to advise of the received application and the opportunity for comment.

At the conclusion of the advertising period 3 submissions had been received, 1 expressing support for the application, 1 in objection, and 1 offering a query relating to boundary setback. Copies of the received submissions have been provided as **separate Attachment 11.1(b)**.

The applicant was provided with the opportunity to respond to the issues raised during the submission period and a copy of their response has been provided as **Attachment 11.1(c)**.

Statutory Environment

Lot 95 corner Wattle & Ikewa Streets, Mingenew is zoned 'Residential R12.5' under the Shire of Mingenew Local Planning Scheme No.3 ('the Scheme'), upcoming Scheme No.4 proposes no change to this zoning.

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

"The use of land in the Residential Zone shall be consistent with the following objectives:

- the zone shall be predominantly residential in use.*
- non-residential uses permitted under the provisions of the Scheme shall be of service to, compatible in character and of a scale and operation which is not detrimental to the predominant residential use.*
- any non-residential use shall not detract from or adversely affect the residential amenity of the area."*

Schedule 1 Part 3 Clause 16 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the objectives of the 'Residential' zone as being:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development."*

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 an outbuilding on a lot that does not contain a residence, and also proposes a total outbuilding area of 111.92m² (this being greater than the Scheme requirement of 75m²), a wall height of 3.5m (this being greater than the Scheme requirement of 3m), and a total height of 4.278m (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 and rear boundary setback distance of 1m (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.

Scheme Section 5.5 'Variations to site and development standards and requirements' states that:

- "5.5.1 Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.*
- 5.5.2 In considering an application for planning approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to—*
 - (a) consult the affected parties by following one or more of the provisions for advertising uses under clause 9.4; and*
 - (b) have regard to any expressed views prior to making its determination to grant the variation.*
- 5.5.3 The power conferred by this clause may only be exercised if the local government is satisfied that—*
 - (a) approval of the proposed development would be appropriate having regard to the criteria set out in clause 10.2; and*

- (b) *the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality."*

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- "(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;...*
- ...(g) any local planning policy for the Scheme area;...*
- ...(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following —*
 - (i) environmental impacts of the development;*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;...*
- ...(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) any submissions received on the application;...*
- ...(zb) any other planning consideration the local government considers appropriate."*

Policy Implications

Shire of Mingenew Local Planning Scheme No.4 was adopted for final approval by Council at its 17 April 2019 meeting and subsequently forwarded to the WAPC seeking Ministerial approval and gazettal. Scheme No.4 is therefore considered a 'seriously entertained document' that can be given regard by Council in the assessment of this application.

During the preparation of Scheme No.4 the current outbuilding area, height and boundary setback requirements were reviewed with regard to how they might be refined to better meet community demand and Council expectations. Council adopted, following advertising, the Shire of Mingenew 'Outbuildings' Local Planning Policy at its 17 April 2019 meeting.

Whilst the 'Outbuildings' Local Planning Policy does increase the area and height requirements for residential lots under 1,500m² (such as Lot 95) to 80m² area and maintains the 3m wall height and 4m total height, the proposed shed would still not comply with the new policy requirements.

The new policy also lists the following:

"Objectives

- 1 To provide development standards for outbuildings specific to the Shire of Mingenew, as appropriate.*
- 2 To provide a clear definition of what constitutes an "outbuilding".*
- 3 To ensure that outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.*
- 4 To limit the visual impact of outbuildings.*

- 5 *To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding areas.*
- 6 *To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property."*

"Policy Provisions

General

- 1 *Pre-fabricated garden sheds, "cubby houses", kennels and other animal enclosures (such as aviaries, stables) less than 9m² in total aggregate area and less than 2.5m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the house, and of a design and colour considered in keeping with the amenity of the area by the local government.*
- 2 *Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any commercial or industrial use without prior approval from Council.*
- 3 *The storage of accumulated personal items and any items in connection with a commercial or industrial operation (e.g. building materials, earthmoving equipment etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed.*

Height, Size and Setbacks

Outbuildings within the Residential, Rural Townsite or Tourism zones shall;

- (a) be single storey;*
- (b) be located behind any dwelling on site;*
- (c) meet all setback requirements set out in the Local Planning Scheme and this policy;*
- (d) not be approved by the local government on a lot not containing a dwelling;*
- (e) be attached to, or setback 1.8m from any dwelling and 1.2m from any septic tank."*

A Local Planning Policy does not bind the local government in respect of any application for planning approval, but the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

Financial Implications

The application would not have a budgetary impact to Council.

Strategic Implications

Lot 95 falls within the area at the eastern end of the townsite identified on the Mingenew Townsite Local Planning Strategy Map as being suitable for rezoning to 'Special Use' to allow for the development of a Live-Work Area.

Section 4.3.9 'Amenity Impacts of Existing Industrial Development' of the Mingenew Townsite Local Planning Strategy notes that:

"Existing industrial development in proximity to the Mingenew townsite, particularly the CBH grain receival point, is considered by residents to have some off-site amenity impacts, such as noise and dust. As a result, the vacant residential land south of Ikewa Street and north of View Street is not seen locally as being attractive for development.

There may be an opportunity to consider a live/work investigation area (i.e. for home-based businesses and workshops) in this section of Mingenew."

"Objective 5.1 - Allow for a mixture of residential and small-scale mixed business/light industrial uses to provide work-live options.

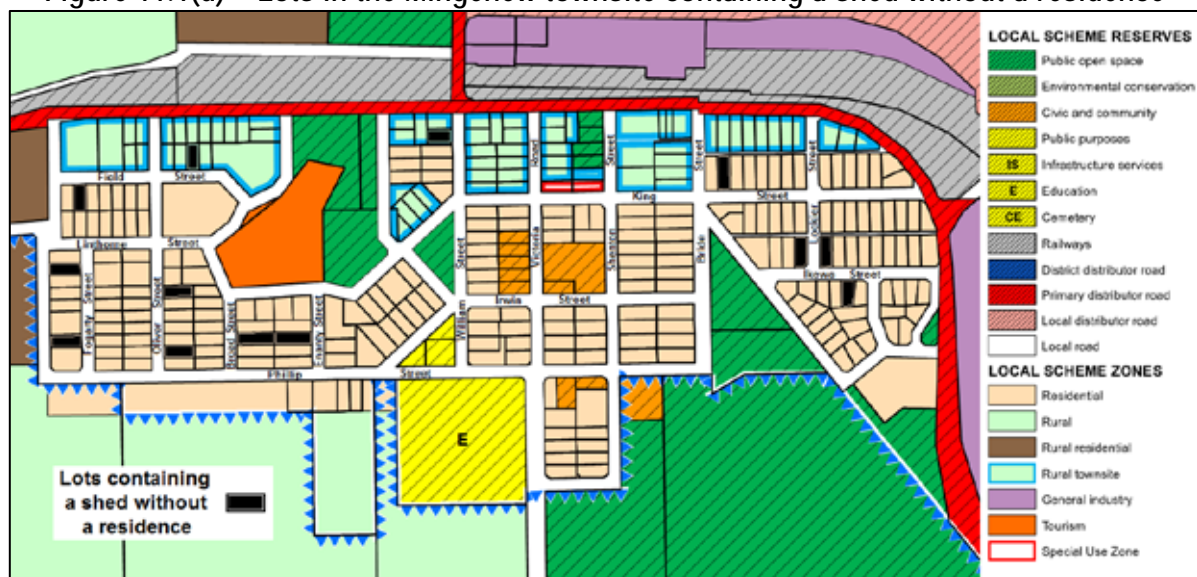
Planning Provision 5.1 - Rezone the area between Ikewa and View Streets to a Special Use zone, with small scale light industrial uses to be permitted in association with a residence."

It is considered that the proposed variation to the outbuilding area and height requirements of the Shire's Scheme and Policy could be supported by Council. Whilst the proposed total outbuilding area would be 111.92m² (this being greater than the current Scheme requirement of 75m² and the new Scheme/Policy requirement of 80m²), this would be mitigated somewhat by the fact that 79.92m² of the building would be enclosed and the remaining 32m² is open bay, and more akin to a lean-to. The proposed total shed height of 4.278m, whilst being higher than the required 4m, is considered a relatively minor variation.

The main issue of variation to the Scheme and Policy requirement is in relation to a shed being built upon a residential property that does not contain a house, with the applicant providing no timeframe or undertaking in this regard.

However, it is noted that the Mingenew townsite does already contain 13 lots that have a shed without a residence upon the property, and Council may consider these historical legacies provide a precedent for its support of this application.

Figure 11.1(d) – Lots in the Mingenew townsite containing a shed without a residence



If Council considers that the application should be approved, it may consider the following alternative wording appropriate in its determination:

"That Council grant formal planning approval for an outbuilding to be constructed upon Lot 95 corner Wattle & Ikewa Streets, Mingenew subject to the following:

Conditions

- 1 Development shall be in accordance with the attached approved plans dated 19 June 2019 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 building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.*
- 3 The outbuilding is only to be used for the storage of the landowner's domestic items and must not be used for habitation, commercial or industrial 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.*
- 4 All stormwater is to be disposed of on-site to the approval of the local government.*
- 5 Any soils disturbed or deposited on-site shall be stabilised to the approval of the local government.*
- 6 Installation of crossing place/s to the standards and specifications of the local government.*
- 7 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) If an applicant is 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.*
- (c) Council in its determination of this application notes the existence of other residential zoned properties within the Mingenew townsite that contain a shed without a residence and reserves its right to consider each such application on-merit and determination of this application should not be considered to set a precedent for its future determinations."*

11.2 MIDLANDS BIOSECURITY GROUP

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0516
Date: 9 June 2019
Author: Nils Hay, Chief Executive Officer
Voting Requirement: Simple Majority

Summary

The Shire of Mingenew has been approached by the West Midlands Group as they seek to establish a formal Recognised Biosecurity Group, the Midlands Biosecurity Group (MBG). This paper seeks to provide additional information to Councillors and give an opportunity for Council to endorse (or otherwise) this endeavour.

OFFICER RECOMMENDATION – ITEM 11.2

That Council:

1. Endorses the establishment of the Midlands Biosecurity Group; and
2. Directs the Chief Executive Officer to notify the Midlands Biosecurity Group of this endorsement; and
3. Directs the Chief Executive Officer to request an application for associate membership for the Midlands Biosecurity Group

VOTING DETAILS:

Attachments

- 11.2.1 Shire Support letter from MBG
- 11.2.2 Declared Pest Rates Info Sheet
- 11.2.3 Recognised Biosecurity Groups FAQ

Background

Chris O'Callaghan from West Midlands Group presented to Council at the April 2019 Concept Forum.

Subsequently, the Chief Executive Officer has sought further information regarding the MBG to assist Councillors to make a decision to endorse the Group. In addition to the attached documents, Mr. O'Callaghan provided the following information via email on 24 May 2019:

Regarding Pest Rates:

"I have attached an information sheet on the declared pest rate, which on page 3 outlines the flat rate that is being charged by other biosecurity groups in the South. The Central Wheatbelt Biosecurity Association (Morawa, Perenjori, Dalwallinu, Koorda), charge on an ad valorem basis and in 2019/20 they are proposing to charge an amount of 0.0315 cents in the dollar on the unimproved land value. Here is a link to their rate proposal which provides a little more detail <https://www.cwba.org.au/declared-pest-rate/>.

I completely understand that there is significant interest in how much the rate will be, however at this stage I can't pre-empt what type or exact amount will be decided upon for the Midlands region. I can outline the process that we will follow though. We will be completing a budget for managing declared pests within the next month or so. This will be made up of contracts for Licensed Pest Management Technicians, on-ground activities such as baiting/shooting programs, some consumables and administration costs. The Department of Primary Industries &

Regional Development will then do some modelling for us to work out what different types of rates would look like in our area, given the different land values and sizes. We will then 'road test' some different rate scenarios with the committee members to see whether the amount would be acceptable. A recommendation is then made by the committee and is then proposed to the Minister who puts it out to public consultation."

Regarding the role of the Mingenew Irwin Group (MIG):

"In terms of the role MIG will play - they will be providing input into a regional feral pig management strategy that we are currently completing that will guide our activities going forward. This will also link into the state feral pig management strategy that is due to be released in the coming months. The regional strategy will identify what work needs to be done to control feral pigs and who needs to do it. It will also guide future grant funding rounds and in turn allow groups like MIG to have a better chance of accessing funding in this space as they will be able to be supported by or partner with the MBG. I also see MIG as being a crucial partner to the Biosecurity Group as they have the local knowledge around what pests are in the area, which will assist in developing management strategies for any future pest incursions. They will also have a significant role in directing the activities of the Licensed Pest Management Technicians that are contracted in the future and potentially there is also a role for them to play in communications and delivery of any on-ground activities if that is something they would like to be involved with."

Comment

Whilst no formal endorsement is required from the Shire for the RBG to form, MBG have sought such and offered the Shire the opportunity to be an associate member:

"The MBG will be offering two classes of membership: a full membership to be available to persons who own or occupy at least 100 hectares within a shire covered by the MBG, and an associate membership available to any organisations that control, care or manage land within this region - with these organisations being represented by a 'member authorised nominee'. A shire would fall under this category of membership. There will be no fee associated with MBG membership, however an application for membership will need to be submitted."

Should the group be established, it is likely that some form of Pest Rate will be established across the region, however this is a State charge and will be administered by the WA Government, not the Shire. It is noted that any funds raised through this are matched 1:1 by the State.

As the Shire currently has very limited capacity to conduct or support feral pest management activities, any additional investment in this area is conceptually a positive addition. This is based upon the assumption that the funds raised are used productively, and that any pest rate does not represent an onerous burden on landholders.

To represent the interests of Shire ratepayers, it would be prudent to seek associate membership with MBG if Council chooses to support its establishment (and probably even if Council were not to).

Consultation

Chris O'Callaghan, West Midlands Group

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

As per the letter provided to Council:

"The MBG is not seeking financial support from participating shires but do request operational support in the form of assistance with communications of group activities e.g. through shire newsletters or other relevant communication material."

This support, if provided, is not expected to be significant from a resourcing perspective.

Strategic Implications

Our current Corporate Business Plan supports the following action:

- 12 Support and promote environmental practices
- 13 Lobby government for the protection of the natural environment
- 14 Continue to manage noxious weeds and feral animals

11.4 APPOINTMENT OF VOTING DELEGATES FOR WALGA AGM 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0118
Disclosure of Interest: Nil
Date: 12 June 2019
Author: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Minority

Summary

To nominate Council's voting delegates for the 2019 WA Local Government Association (WALGA) AGM set to be held on Wednesday, 7 August 2019.

OFFICER RECOMMENDATION – ITEM 11.3

That Council:

- A) nominates Cr _____ and Cr _____ as the Shire of Mingenew's voting delegates; and
- B) nominates Cr _____ and Cr _____ as proxy delegates,

at the 2019 WA Local Government Association (WALGA) AGM to be held on Wednesday 7 August 2019.

VOTING DETAILS

Attachment

11.4.1 WALGA AGM Notice

Background

As a member Council of WALGA, the Shire is entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association each year.

The 2019 WALGA AGM is scheduled to be held on Wednesday, 7 August 2019 at the Perth Convention Centre, coinciding with the annual WA Local Government Convention.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Comment

Once the delegates have been nominated, the Shire must provide notice of the delegates by Friday, 7 July 2019 using the attached form.

Consultation

Not applicable.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Community Strategic Plan

Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness

12. REPORTS OF ADMINISTRATION

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MAY 2019

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0304
Date:	10 June 2019
Author:	Jeremy Clapham – Finance Manager
Voting Requirement:	Simple Majority

Summary

This report recommends that the Monthly Financial Report for the period ending 31 May 2019 as presented to the Council be received.

OFFICER RECOMMENDATION- ITEM 12.1

That the Monthly Financial Report for the period 1 July 2018 to 31 May 2019 be received.

VOTING DETAILS:

Attachment

Monthly Financial Report for period ending 31 May 2019

Background

The Monthly Financial Report to 31 May 2019 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 as at 31 May 2019	
Municipal Fund	\$873,041
Cash on Hand	\$300
Restricted Funds – 3 Month Term Deposit @ 2.50%	\$548,563
Trust Fund	\$19,111
Reserve fund (3 Month Term Deposit) @ 2.50%	\$413,855

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2018/2019 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, considering 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

No financial implications are indicated in this report.

Strategic Implications

Nil

12.2 LIST OF PAYMENTS FOR THE PERIOD ENDING 31 MAY 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Attachment/s: List of Payments – April 2019
Disclosure of Interest: Nil
Date: 6 May 2019
Author: Helen Sternick – Finance Officer
Authorising Officer: Jeremy Clapham, Finance Manager
Voting Requirement: Simple Majority

Summary

This report recommends that Council receive the list of payments for period ending 31 May 2019 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

OFFICER RECOMMENDATION – ITEM 11.2

That Council receive the attached list of payments for the month of May 2019 as follows:

\$10,200.40	Municipal Cheques 8602 to 8603;
\$318,926.46	Municipal EFT12445 to EFT12515;
\$12,320.07	Municipal Direct Debit Superannuation & Payroll Deduction Payments;
\$29,659.00	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$315.37	Municipal Direct Debit National Australia Bank Fees; and
\$22,299.20	Municipal Direct Debit Other.

Totalling \$393,720.50 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$138,214.37

Total of all payments - \$531,934.87.

VOTING DETAILS:

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

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

13.1 CLEARING OF BLOCKS FOR FIRE SAFETY

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

14.1 ELECTED MEMBERS

14.2 STAFF

15.0 CONFIDENTIAL ITEMS

Nil

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 17 July 2019 commencing at 4.30pm.

17.0 CLOSURE

These minutes were confirmed at an Ordinary Council meeting on 17 July 2019.

Signed _____
Presiding Officer

Date: _____



ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

19 June 2019 at 4.30pm

ATTACHMENT: 8.1

Ordinary Meeting Minutes- 17 April 2019



MINUTES FOR THE ORDINARY COUNCIL MEETING

17 APRIL 2019



Ordinary Council Meeting Notice Paper

17 April 2019

An Ordinary Meeting of Council is called for Wednesday, 17 April 2019, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm. Members of the public are most welcome to attend.

Nils Hay
Chief Executive Officer
11 April 2019

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.

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 you in attending 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.**

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**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
17 APRIL 2019 COMMENCING AT 4.30pm**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President HM Newton declared the meeting open at 4.31pm and welcomed all in attendance.

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

HM Newton	President	Town Ward
RW Newton	Deputy President	Rural Ward
KJ McGlinn	Councillor	Town Ward
GJ Cosgrove	Councillor	Rural Ward
LM Eardley	Councillor	Town Ward

APOLOGIES

JD Bagley	Councillor	Rural Ward
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STAFF

N Hay	Chief Executive Officer
J Clapham	Finance Manager
B Bow	Governance Officer
E Budrikis	Community Services Coordinator

VISITORS

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

EN BLOC MOTION AND COUNCIL DECISION- Resolution 17041901

Moved: Cr McGlinn / Seconded: Cr Eardley

That the Officer Recommendations in relation to the following Agenda Items be carried en bloc:

Item 7.1- Ordinary meeting held 20 March 2019

Item 7.2- Special meeting held 03 April 2019

Item 9.1- Shire of Mingenew Bushfire Brigades' Annual General Meeting held 25 March

Item 9.2- Shire of Mingenew Local Emergency Management meeting held 08 April 2019

VOTING DETAILS:

CARRIED 5/0

7.1 ORDINARY MEETING HELD 20 MARCH 2019

OFFICER RECOMMENDATION AND COUNCIL DECISION- ITEM 7.1

Moved: Cr McGlinn / Seconded: Cr Eardley

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 20 March 2019 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED ENBLOC 5/0

7.2 SPECIAL MEETING HELD 03 APRIL 2019

OFFICER RECOMMENDATION AND COUNCIL DECISION- ITEM 7.2

Moved: Cr McGlinn / Seconded: Cr Eardley

That the minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 03 April 2019 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED ENBLOC 5/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 REPORTS/MINUTES OF COMMITTEES

9.1 SHIRE OF MINGENEW BUSHFIRE BRIGADES' ANNUAL GENERAL MEETING HELD 25 MARCH 2019

OFFICER RECOMMENDATION AND COUNCIL DECISION- ITEM 9.1

Moved: Cr McGlinn / Seconded: Cr Eardley

That Council receives the minutes of the Shire of Mingenew Bushfire Brigades' Annual General Meeting held in Council Chambers on 25 March 2019 and endorse the following Brigade Motions contained within:

- a) 7.1.6- The Brigades request that the Shire of Mingenew investigate the installation of improved water infrastructure, such as a bore and water tank, to assist with firefighting at the Mingenew Airstrip.
- b) 7.1.7- The Brigades request that the Shire of Mingenew, with support from Acting Area Officer Vicki Booth, request that previous Cel-Fi purchases with ESL funds be granted eligibility due to their impact on improving fireground communications and volunteer safety.

VOTING DETAILS:

CARRIED ENBLOC 5/0

9.2 SHIRE OF MINGENEW LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 8 APRIL 2019

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 9.2

Moved: Cr McGlinn / Seconded: Cr Eardley

That Council receive the minutes of the Local Emergency Management Committee of the Shire of Mingenew held in the Council Chambers on 8 April 2019;

VOTING DETAILS:

CARRIED ENBLOC 5/0

10 REPORTS BY THE CHIEF EXECUTIVE OFFICER

10.1 STRATEGIC COMMUNITY PLAN

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0462
Disclosure of Interest: Nil
Date: 6 April 2019
Author: Nils Hay, Chief Executive Officer

Summary

The Shire of Mingenew is reviewing its Strategic Community Plan. Following extensive community consultation, a final draft has been prepared for Council to consider for endorsement.

Attachment

- Draft Strategic Community Plan
- Community Feedback Document

Background

The draft plan has been developed over the previous 6-7 months. Sue Middleton (Lateral Aspect) was engaged to conduct the review process through an RFQ process facilitated through the WALGA preferred supplier panel.

The process commenced with a Community Consultation session on 18 October 2018, and individual interviews with community members and regional stakeholders around that period.

A draft summary of the consultation sessions was presented to community for feedback through January 2019. That feedback was incorporated into a draft document presented to and workshopped with Councillors on 7 February 2019.

A second public consultation/feedback process took place with submissions open to 29 March 2019 and a public forum on 12 March 2019.

The attached final draft incorporates feedback from these activities.

Comment

The document has been subject to a high level of public comment, exceeding our legislative requirements and actively seeking to develop a document which reflects the views of our community and stakeholders. Once adopted, the next step is operationalisation of the plan through the 4-year Corporate Business Plan.

Consultation

- Councillors
- Sue Middleton
- Mingenew Community
- Regional stakeholders

Statutory Environment

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications (absolute majority required).
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Policy Implications

Nil.

Financial Implications

Nil; this item is already budgeted for.

The outcomes of this process will inform the future Corporate Business Plan and budgets.

Strategic Implications

The Strategic Community Plan is Council's primary strategic document, from which all others are derived. As such, the final product has wide-ranging strategic implications for the Shire, as it should serve to guide strategic decision-making for the coming decade.

An updated Corporate Business Plan will be developed to facilitate the delivery of the first four years of Strategic Community Plan activity as the Shire works through this process.

Voting Requirements

Absolute Majority

President Newton foreshadowed a motion

OFFICER RECOMMENDATION AND COUNCIL DECISION – Resolution 17041902

Moved: Motion Lapsed for want of a mover

1. Adopt the 2019-2029 Shire of Mingenew Strategic Community Plan, giving local public notice detailing where and when the document can be inspected; and
2. Give discretion to the Chief Executive Officer to make minor editorial changes to the Strategic Community Plan that do not affect the intent of its content.

FORESHADOWED MOTION

Moved: Pr Newton / Seconded: Cr Cosgrove

That Council lay item 10.1 on table to allow for further review by Elected Members of the plan.

VOTING DETAILS:

CARRIED 5/0

10.2 ASSET MANAGEMENT PLAN

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Nil
Date: 6 April 2019
Author: Nils Hay, Chief Executive Officer

Summary

The Shire of Mingenew has reviewed its Asset Management Plan (AMP); the document is presented to Council for adoption in accordance with Section 19DA of the Local Government (Administration) Regulations 1996.

Attachment

- Shire of Mingenew Infrastructure Asset Management Plan December 2011
- Draft Asset Management Plan

Background

The Shire's Asset Management Plan is now over 7 years old (adopted February 2012 – Resolution #120208). An updated draft plan has been developed by Moore Stephens in consultation with the Shire in line with the Department of Local Government's Integrated Planning and Reporting Asset Management Guidelines.

Comment

While the presented document represents a significant update on its predecessor, it has been developed using information from the latest endorsed version of several Council documents (Corporate Business Plan and Long Term Financial Plan) which – while technically current – are themselves overdue for review and likely to undergo changes which will, in turn, impact on the AMP.

This includes, for example, a \$2m Heavy Vehicle Bypass and \$1m Recreation Centre Upgrade item which (see s4.4.2) make up a significant Asset Renewal Expenditure item that will have to be considered through the budget process, but is likely to be in excess of Council's ability to deliver in a fiscally responsible way.

As a key part of Local Government's Integrated Planning Framework, the Asset Management Plan can – and should – be revisited once the revised Strategic Community Plan is completed, and the associated Corporate Business Plan and Long Term Financial Plan updates have taken place, as these will have an impact on future asset renewal plans. This is anticipated to only be a relatively minor update, given that the framework of the current plan will remain fundamentally the same, it will simply bring projected asset renewal activity into line with the Shire's updated Integrated Planning framework.

Section 13 deals with an improvement plan to further assist with improving the next iteration of the AMP, and this will include:

- Adoption of a road hierarchy and related longer-term road maintenance plan
- Development of the same for other asset classes

This will provide greater foresight with regard to planned infrastructure renewals and will reduce the gap between required and planned renewal activities. Many of these deficits which are stated in the current plan exist simply because there is no plan from which to draw figures (beyond the current year's budget) – not because Council has no intention of conducting those activities.

While room for improvement will always exist, the presented Plan meets Council's obligations in respect to the *Local Government Act 1995* and Local Government (Administration) Regulations 1996 relating to the Integrated Planning framework.

Consultation

- Finance Manager
- Moore Stephens

Statutory Environment

Local Government Act 1995

5.56. Planning for the future

- (3) A local government is to plan for the future of the district.
- (4) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

2012 Strategic Community Plan item 4.4.3 - Develop and implement Asset Management Planning
Corporate Business Plan Project 19 – Develop and implement Asset Management Planning

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION – Resolution 17041903

Moved: Cr Cosgrove / Seconded: Cr Eardley

1. Adopt the 2019 Shire of Mingenew Asset Management Plan, giving local public notice detailing where and when the document can be inspected; and
2. Give discretion to the Chief Executive Officer to make minor editorial changes to the Asset Management Plan that do not affect the intent of its content.

AMENDMENT

Moved: Pr Newton / Seconded: Cr Eardley

That the following clause be added:

- 3 That the Shire of Mingenew Asset Management Plan come back to Council for review following the completion of the Long-Term Financial Plan.

VOTING DETAILS:

CARRIED 5/0

SUBSTANTIVE MOTION

1. Adopt the 2019 Shire of Mingenew Asset Management Plan, giving local public notice detailing where and when the document can be inspected; and
2. Give discretion to the Chief Executive Officer to make minor editorial changes to the Asset Management Plan that do not affect the intent of its content.
3. That the Shire of Mingenew Asset Management Plan come back to Council for review following the completion of the Long-Term Financial Plan.

VOTING DETAILS:

CARRIED 5/0

10.3 ROAD HEIRARCHY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference:
Disclosure of Interest: Nil
Date: 6 April 2019
Author: Nils Hay, Chief Executive Officer

Summary

In line with draft Asset Management Plan recommendations, and as a milestone towards improved road infrastructure expenditure planning, a Road Hierarchy has been developed for adoption by Council.

Attachment

- Draft Shire of Mingenew Road Hierarchy

Background

This document has been flagged as a suggested addition to our asset management framework in our draft Asset Management Plan. It will help to inform future road construction/renewal prioritisation and asset management planning.

Comment

This document was developed utilising input from the Shire's recent road asset pickup process and incorporated feedback from the March 2019 Road Inspection. It is not a proscriptive or legislatively required document, but it will allow the Shire to demonstrate to both external funding bodies (such as MRWA), and the community, the varying levels of priority given to our roads. It will also help to inform future road construction/renewal prioritisation and asset management planning.

Scope exists to review and amend the document over time, as the strategic importance and/or condition of various roads changes, or the funding sources available to them shift.

Consultation

- Works Supervisor
- Greenfield Technical Services Consulting Engineers

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Nil. It will, however, influence future investment in road infrastructure through its role in guiding road construction plans and asset management plans.

Strategic Implications

2012 Strategic Community Plan outcome 2.5 – Safe and functional road and ancillary infrastructure
Corporate Business Plan Project 11 – Roads Program

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION – Resolution 17041904

Moved: Cr Cosgrove / Seconded: Cr: Newton

That Council:

1. Adopt the draft Road Hierarchy as attached; and
2. Give discretion to the Chief Executive Officer to make minor editorial changes to the Road Hierarchy that do not affect the intent of its content.

VOTING DETAILS:

CARRIED 5/0

11.0 REPORTS OF ADMINISTRATION

11.1 FINANCIAL REPORT FOR THE PERIOD ENDED 31 March 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 10 April 2019
Author: Jeremy Clapham – Finance Manager

Summary

This report recommends that the Monthly Financial Report for the period ending 31 March 2019 as presented to the Council be received.

Attachment

Monthly Financial Report for period ending 31 March 2019

Background

The Monthly Financial Report to 31 March 2019 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 as at 31 March 2019	
Municipal Fund	\$1,016,628
Cash on Hand	\$300
Restricted Funds – 3 Month Term Deposit @ 2.50%	\$548,563
Trust Fund	\$21,620
Reserve fund (3 Month Term Deposit) @ 2.50%	\$413,855

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2018/2019 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

No financial implications are indicated in this report.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041905

Moved: Cr Newton / Seconded: Cr Eardley

That the Monthly Financial Report for the period 1 July 2018 to 31 March 2019 be received.

VOTING DETAILS:

CARRIED 5/0

11.2 LIST OF PAYMENTS FOR THE PERIOD ENDING 31 MARCH 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Attachment/s: List of Payments – March 2019
Disclosure of Interest: Nil
Date: 10 April 2019
Author: Helen Sternick – Finance Officer

Summary

This report recommends that Council receive the list of payments for period ending 31 March 2019 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

Background

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

Comment

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

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

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

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION– Resolution 17041906

Moved: Cr Cosgrove / Seconded: Cr Newton

That Council receive the attached list of payments for the month of March 2019 as follows:

\$12,187.15	Municipal Cheques 8593 to 8594;
\$823,403.74	Municipal EFT12241 to EFT12302 and EFT12332;
\$18,005.28	Municipal Direct Debit Superannuation & Payroll Deduction Payments;
\$71,081.90	Municipal Direct Debit Department of Transport (Licensing) Payments;

\$174.59	Municipal Direct Debit National Australia Bank Fees; and
\$12,601.78	Municipal Direct Debit Other.
Totaling \$937,454.41.	

VOTING DETAILS:

CARRIED 5/0

11.3 GERALDTON ALTERNATIVE SETTLEMENT AGREEMENT

Location/Address: Various Crown Land
Name of Applicant: Department of Planning, Lands & Heritage
Disclosure of Interest: Nil
File Reference: ADM0491
Date: 7 April 2019
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Nils Hay, Chief Executive Officer

Summary

Council is in receipt of further correspondence from the Department of Planning, Lands & Heritage seeking comment in relation to various Crown Land parcels within the Shire of Mingenew that have been identified as areas of interest for the native title claimants and are currently being considered for inclusion into the Indigenous Land Use Agreements.

Attachment (both provided as separate **CONFIDENTIAL** Attachments)

Attachment 11.3(a) - draft Shire response for Council discussion

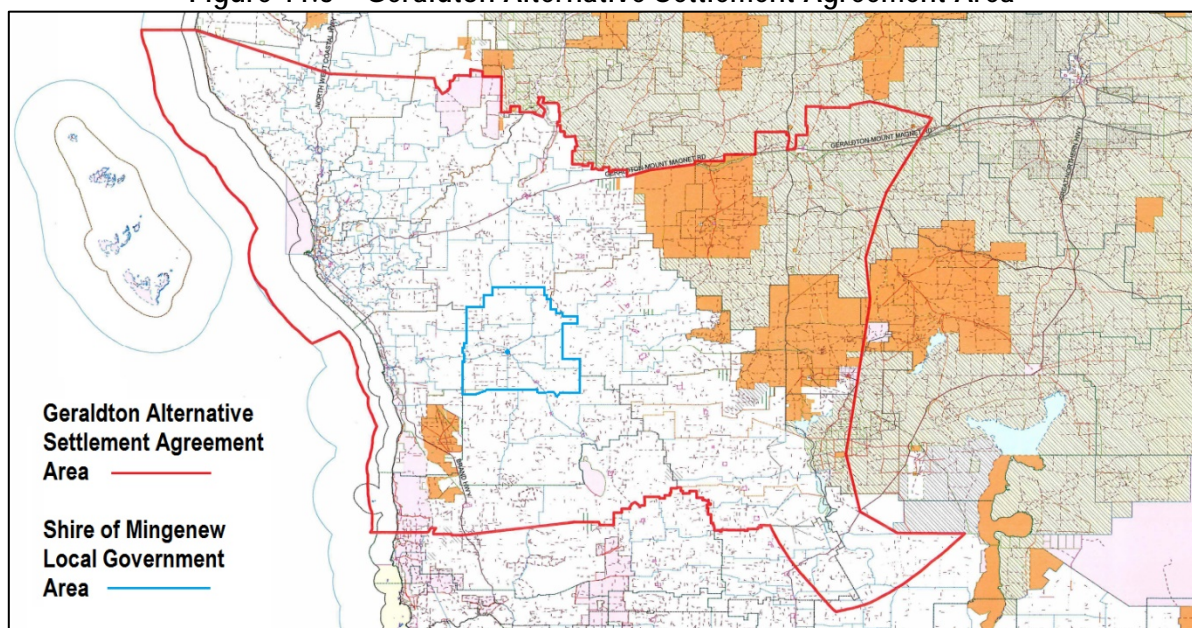
Attachment 11.3(b) – update in relation to previous Council response

Background

The State of Western Australia is currently negotiating an alternative native title settlement in the greater Geraldton region with four native title claimant groups (Southern Yamatji, Hutt River, Widi Mob and Mullewa Wadjari).

The State's proposal, under the Geraldton Alternative Settlement Agreement ('GASA') is that a settlement package will be agreed in exchange for the surrender of all native title rights and interests within the external boundaries of the GASA.

Figure 11.3 – Geraldton Alternative Settlement Agreement Area



Negotiations may include the following matters:

- development of, and initial support for, appropriate governance structures to ensure successful implementation of a final agreement;
- a heritage regime based on the Government Standard Heritage Agreement;
- **provision by the State of a land base;**

- joint vesting and/or management of conservation areas, including areas not yet reserved for conservation purposes;
- development of a ranger program;
- financial assistance for business and economic development opportunities; &
- recognition of traditional ownership.

The State's offer under the GASA includes provision by the State of a land base to the claimant groups. The negotiation of this part of the agreement entails members of the groups' Traditional Owner Negotiation Team selecting various parcels of land within the agreement area which they seek to have transferred to them, or management thereof. The Department of Planning, Lands & Heritage is responsible for reviewing these parcels to identify which of them might be eligible for transfer, what is the appropriate tenure and under what conditions (e.g. freehold, leasing, sole management or joint management of reserves).

Comment

The Department of Planning, Lands & Heritage are seeking Council's comment upon 6 parcels of Crown Land with respect to the following:

- "1 Are there any future proposals for the land identified? If so, in what time frame?
- 2 Are there any future proposals for any adjoining land which may impact on the proposed transfer of the land identified?
- 3 Are there any proposed planning scheme amendments which may affect the land identified? If so, in what time frame?
- 4 Are there any known land management issues with the land identified e.g. contamination etc?"

Separate CONFIDENTIAL Attachment 11.3(a) provides a cadastral map and aerial photograph and individual comment upon each Crown Land parcel and it is suggested that this form the basis for Council's discussion and response to the Department of Planning, Lands & Heritage.

The Department of Planning, Lands & Heritage have advised that the parties to the proposed agreement are negotiating under tight timeframes imposed by the Federal Court and the **Shire comment is required to be provided by 19 May 2019** upon the matter relating to **Separate CONFIDENTIAL Attachment 11.3(a)**.

The Department of Planning, Lands & Heritage have also provided comment in relation to a response that Council made at its 19 December 2018 meeting concerning 9 parcels of Crown land and an update in relation to this matter has been provided as **Separate CONFIDENTIAL Attachment 11.3(b)** for Council's consideration.

Consultation

The Department of Planning, Lands & Heritage advised the Shire on 21 December 2018:

"Please note that this process is being carried out in the context of a Federal Court mediation which is confidential. Accordingly, you are not permitted to share any of the matters pertaining to this referral to a third party."

In relation to Council's query arising from its 19 September 2018 meeting the Department of Planning, Lands & Heritage advised the Shire on 23 October 2018:

"Please note that the GASA team will not be referring to adjoining land owners, noting that this Agreement is mediated by the federal court. The GASA Team will be referring to Main Roads WA

and the Department of Biodiversity, Conservation and Attractions, as well as a number of other agencies, for comments."

The Department of Planning, Lands & Heritage have also advised that the Shire's comments may be provided to the Traditional Owner Negotiation Team members for their consideration.

Statutory Environment

Section 14 of the *Land Administration Act 1997* requires that:

"Before exercising in relation to Crown land any power conferred by this Act, the Minister must, unless it is impracticable to do so, consult the local government within the district of which the Crown land is situated concerning that exercise."

Policy Implications

Nil.

Financial Implications

The GASA is following a similar process to that previously undertaken for the South West Native Title Claim Area, which is at a more advanced stage, that also sought to identify Unallocated Crown Land that might be either transferred to the Noongar Boodja Trust as freehold title or leasehold or managed reserves. The South West Native Title Settlement Fact Sheet, previously prepared by the Department of Premier & Cabinet in 2015 for that process, provides some general guidance on frequently asked questions, noting that:

"What is the difference between Freehold land and Managed Reserve Land?"

Each form of land tenure has different benefits.

- Freehold is land that the Noongar Boodja Trust will own like any other private land owner in the State. It allows for the land to be developed, used for commercial purposes, used as security against loans, or to be sold. Like all other freehold land, there are costs that must be met, including local government rates and charges, insurance, fire service levies and any land management cost.*
- Managed reserves are areas of Crown land that has been reserved for a particular purpose. The Trustee will consult with the Noongar community as to the use of any individual reserve – i.e. whether it is held for particular Noongar social, cultural, or economic benefit, whether it can be subdivided, and so on."*

"Will the Noongar Boodja Trust need to pay rates on the Freehold land allocated under the Settlement?"

As the owner of the freehold land, the Noongar Boodja Trust will be required to meet the normal costs, including rates or service charges, associated with owning freehold land. Freehold land can be exempted from rates under s.6.26(2)(g) of the Local Government Act 1995 (WA) where that land is used exclusively for charitable purposes. However, if the freehold land is used for a commercial purpose or leased for a commercial enterprise, it will not be exempt from rates."

Strategic Implications

The Shire of Mingenew Strategic Plan notes the following:

- Objective 2 A sustainable natural and built environment that meets current and future community needs.
Outcome 2.2 Our indigenous and cultural heritage is acknowledged.

- 2.2.1 Continue to liaise with the local indigenous and cultural groups (Key Partners: Local community, DCA, DIA)

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041907

Moved: Cr Cosgrove / Seconded: Cr Eardley

That Council endorse and forward the Shire response to the Department of Planning, Lands & Heritage as outlined in Attachments 11.3(a) and 11.3(b).

VOTING DETAILS:

CARRIED 5/0

11.4 SHIRE OF MINGENEW LOCAL PLANNING SCHEME REVIEW

Location/Address:	Whole of Shire
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0110
Date:	4 April 2019
Author:	Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer:	Nils Hay, Chief Executive Officer

Summary

Council resolved at its 20 March 2019 meeting to defer determination on the Shire of Mingenew Local Planning Scheme No.4 and Outbuilding Local Planning Policy pending receipt of further information relating to:

- a) the ramifications of the Outbuilding policy to a property owner who would require an oversized shed (exceed the maximum height); &
- b) the ramifications to existing residential or hobby farming owners, if any, who are in a zone that is to be classified as industrial.

The Comment section of this report provides further information in relation to these queries and the report recommends that Council resolve to adopt the new Scheme, subject to modifications arising from the submissions received during the advertising period, and forward it to the Western Australian Planning Commission ('WAPC') seeking final approval, and adopt the Shire of Mingenew Outbuildings Local Planning Policy.

Attachment

- 11.4.a – draft Shire of Mingenew Local Planning Scheme No.4 (provided as **separate attachment** to agenda)
- 11.4.b – Copy of received submissions (provided as **separate attachment** to agenda)
- 11.4.c – Schedule of Submissions
- 11.4.d – draft Shire of Mingenew 'Outbuildings' Local Planning Policy (provided as **separate attachment** to agenda)

Background

The current Shire of Mingenew Local Planning Scheme No.3 was gazetted on 18 April 2008 and requires review to ensure the Shire's statutory planning document is consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations'). The review of the Scheme also provided an opportunity to update it with regard for the Mingenew Townsite Local Planning Strategy.

Council resolved at its 14 August 2017 meeting to initiate the preparation of Scheme No.4. The Scheme Review process was not one of major overhauling of Scheme No.3, rather a fine-tuning exercise with changes generally limited to the following:

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

Draft Scheme No.4 was presented to Council at its 20 December 2017 meeting for initial consideration, and feedback from Council was that it sought modification to ensure that residences within the Rural Zone were exempted from the requirement to make planning application, and that greater flexibility be introduced to

enable consideration to be given to development of a second residence or workers accommodation within the Rural Zone.

Draft Scheme No.4 was duly modified with regards for these directions and Council resolved at its 21 February 2018 meeting to adopt draft Scheme No.4 and draft Shire of Mingenew Outbuildings Local Planning Policy for the purpose of advertising.

The Environmental Protection Authority ('EPA') determined on 2 July 2018 that Scheme No.4 should not be assessed under Part IV of the *Environmental Protection Act 1986* and the Shire advised the WAPC of the EPA's determination and requested the WAPC's consent to advertise Scheme No.4. Shire and WAPC staff then discussed and reached agreement on a Schedule of Modifications to the Scheme Text and Maps that were considered minor and gave regard for recently gazetted Schemes in the state and their standardised provisions.

The WAPC advised on 17 September 2018 of its consent to advertise Scheme No.4 subject to the prepared Schedule of Modifications and these modifications were completed by the Shire and sent to the WAPC on 14 November 2018. Advertising of Scheme No.3 commenced on 28 November 2018 and concluded on 1 March 2019.

A copy of the advertised version of Scheme No.4 has been provided as **separate Attachment 11.4.a** and a copy of the current Scheme No.3 can be viewed for comparative purposes at the following link to the WAPC website: <https://www.dplh.wa.gov.au/mingenew>. A hard copy of either document can also be provided to Councillors upon request should they prefer.

The advertising period has now been completed and this matter is returned to Council for its further consideration. This report recommends that Council resolve to adopt the new Scheme, subject to modifications arising from the submissions received during the advertising period and forward it to the Western Australian Planning Commission ('WAPC') seeking final approval and adopt the Shire of Mingenew Outbuildings Local Planning Policy.

Comment

- a) the ramifications of the Outbuilding Policy to a property owner who would require an oversized shed (exceed the maximum height)

Council queried at its 20 March 2019 meeting the ramifications of the Outbuildings Local Planning Policy to a property owner who would require an oversized shed.

The introduction of the policy would establish the criteria under which Shire staff would be able to assess and approve shed applications i.e. where an application meets with the policy provisions set by Council it would be approved under delegated authority.

In the event an application is received for an outbuilding that exceeds the policy provisions it would be advertised for comment to surrounding landowners and then presented to Council for its consideration of the application (and any received submissions). Council would retain the right to approve an application on-merit, or require modification to the application prior to approval, or refuse the application.

The intention of the policy is to establish a procedure for the handling of outbuilding applications that ensures efficiency for applicants where the proposed shed meets with the delegation criteria set by Council, and call in for Council's determination, those applications that exceed this criteria.

Current Scheme No.3 contains the criteria for the assessment of outbuildings as outlined in below **Table 1**, and as part of the Scheme Review process it was recommended that these requirements be transferred into a Local Planning Policy to better accord with the new Regulations. The other advantage of setting the criteria within a policy rather than in the scheme is that should Council wish to review its criteria the policy review process is quicker and less expensive than the protracted scheme amendment process.

Table 1 – current Scheme No.3 Outbuilding requirements

Zone / Lot Size	Maximum area (m ²)	Maximum wall length (m)	Maximum wall height (m) (to be measured at natural ground level)	Maximum roof height (m)
Rural, Rural Residential	Exempt from the area and height requirements of this policy			
All other zones - on lots under 1,500m ²	55 (zincalume) 75 (other than zincalume)	8 (parapet)	3	4
All other zones - on lots over 1,500m ²	75 (zincalume) 150 (non-masonry) 200 (masonry)	N/A	4	5

Table 2 – proposed Outbuilding Local Planning Policy requirements

Zone / Lot Size	Maximum area (m ²)	Maximum wall length (m)	Maximum wall height (m) (to be measured at natural ground level)	Maximum roof height (m)
Rural, Rural Residential	Exempt from the area and height requirements of this policy			
All other zones - on lots under 1,500m ²	80	10	3	4
All other zones - on lots over 1,500m ²	200	N/A	4	5

It is understood that Council may consider that the current and proposed outbuilding height requirements are overly restrictive. In the event that Council considers that the Outbuildings Local Planning Policy criteria do not meet its requirements it may wish to amend Part 6 of the Officer Recommendation as follows:

- “6 Adopt Local Planning Policy – Outbuildings pursuant to Section 2.4 of the Shire of Mingenew Local Planning Scheme No.3 and Schedule 2 Part 2 Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and proceed to publish a notice to this effect in a local newspaper, subject to the following modifications:
- the maximum wall height on lots under 1,500m² be amended from 3m to 3.5m;
 - the maximum roof height on lots under 1,500m² be amended from 4m to 4.5m;
 - the maximum wall height on lots over 1,500m²* be amended from 4m to 4.5m;
 - the maximum roof height on lots over 1,500m²* be amended from 5m to 5.5m.
- (Note: this policy applies to lots zoned Residential, Rural Townsite or Tourism not lots zoned Rural, Rural-Residential or Industrial)”

Again it should be noted that were Council to make resolution as per the above this would not preclude its ability to consider applications not in accordance with the policy, instead it would set the criteria under which Shire staff can make determination under delegated authority, and applications seeking variation would be presented to Council for determination.

- b) the ramifications to existing residential or hobby farming owners, if any, who are in a zone that is to be classified as industrial.

The below **Figures 11.4(a) & 11.4(b)** illustrate the proposed amendment to allow for future expansion in the area north of the existing Mingenew industrial area. This change is in accordance with the Mingenew Townsite Local Planning Strategy that was adopted by Council at its 18 November 2015 meeting and endorsed by the WAPC on 18 January 2017.

Figure 11.4(a) Scheme No.3 Map extract

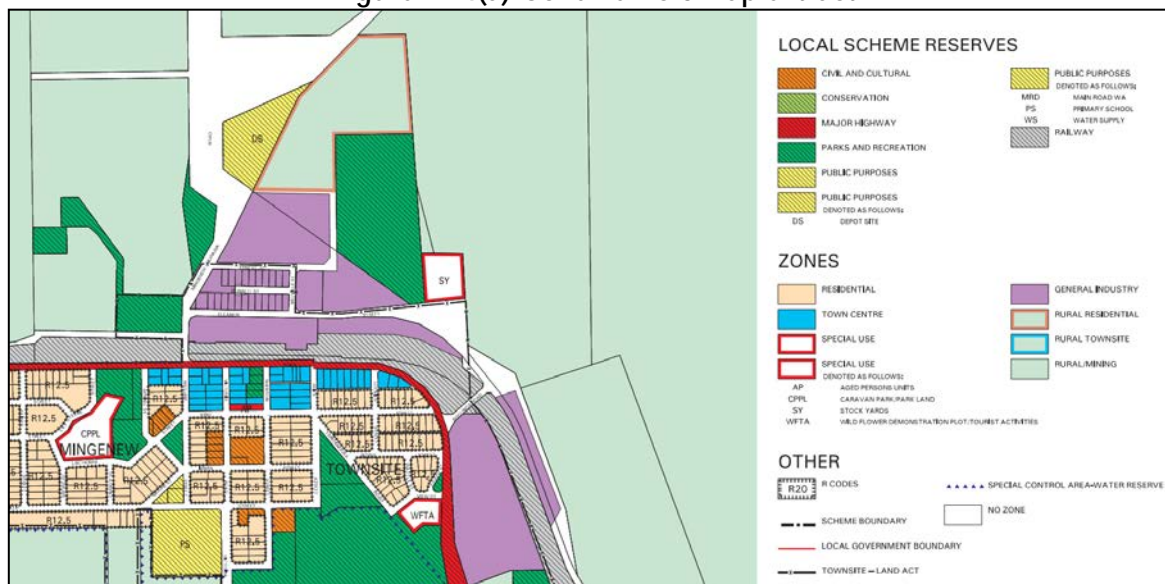
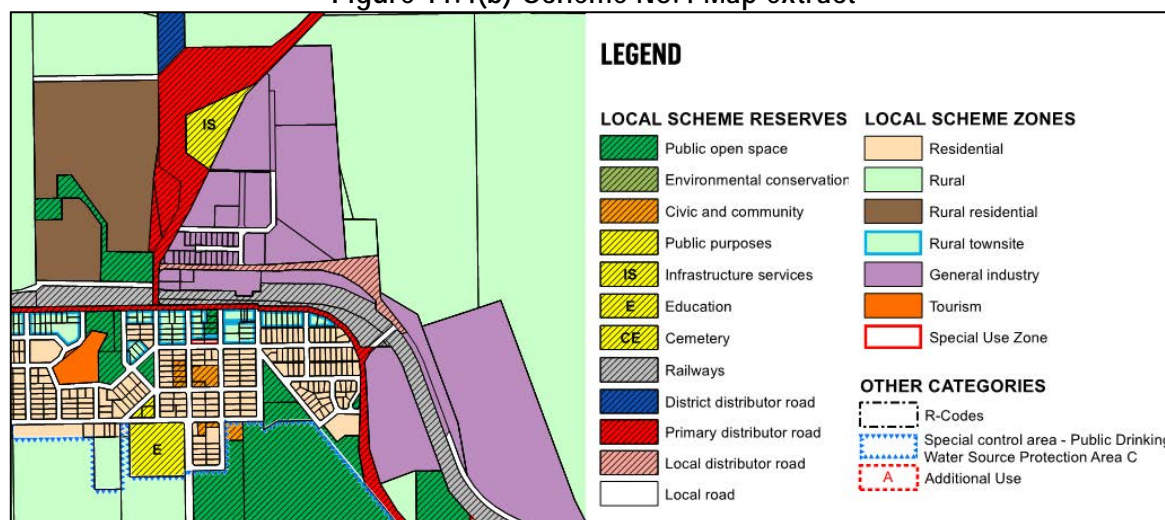


Figure 11.4(b) Scheme No.4 Map extract



The Strategy noted that additional industrial land supply may be required in future particularly for industrial uses which require larger lots. The Strategy also noted that industrial expansion should be directed away from the townsite. The Strategy also recommended that future rural-residential subdivision should be located at the base of Mingenew Hill rather than north of the industrial area as shown in current Scheme No.3.

It is understood that Council wished to confirm that the landowner with the existing house in the area north of the existing industrial area would retain the ability to live in their house and conduct hobby farming activities following the transition from the 'Rural-Residential' to 'General Industry' zone.

The ability to continue a land use that existed prior to the zoning of the land is allowed for under Section 22 of the Scheme No.4 text which states:

"22 Non-conforming uses

- (1) Unless specifically provided, this Scheme does not prevent -
 - (a) the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme; or*
 - (b) the carrying out of development on land if -
 - (i) before the commencement of this Scheme, the development was lawfully approved; and*
 - (ii) the approval has not expired or been cancelled.***
- (2) Subclause (1) does not apply if –
 - (a) the non-conforming use of the land is discontinued; and*
 - (b) a period of 6 months, or a longer period approved by the local government, has elapsed since the discontinuance of the non-conforming use.**
- (3) Subclause (1) does not apply in respect of a non-conforming use of land if, under Part 11 of the Act, the local government –
 - (a) purchases the land; or*
 - (b) pays compensation to the owner of the land in relation to the non-conforming use.**

23 Changes to non-conforming use

- (1) A person must not, without development approval-
 - (a) alter or extend a non-conforming use of land; or*
 - (b) erect, alter or extend a building used for, or in conjunction with, a non-conforming use; or*
 - (c) repair, rebuild, alter or extend a building used for a non-conforming use that is destroyed to the extent of 75% or more of its value; or*
 - (d) change the use of land from a non-conforming use to another use that is not permitted by the Scheme.**
- (2) An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.*
- (3) A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use –
 - (a) is less detrimental to the amenity of the locality than the existing non-conforming use; and*
 - (b) is closer to the intended purpose of the zone in which the land is situated.**

24 Register of non-conforming uses

- (1) The local government may prepare a register of land within the Scheme area that is being used for a non-conforming use.*
- (2) A register prepared by the local government must set out the following –
 - (a) a description of each area of land that is being used for a non-conforming use;*
 - (b) a description of any building on the land;*
 - (c) a description of the non-conforming use;*
 - (d) the date on which any discontinuance of the non-conforming use is noted.**
- (3) If the local government prepares a register under subclause (1) the local government –
 - (a) must ensure that the register is kept up-to-date; and*
 - (b) must make a copy of the register available for public inspection during business hours at the offices of the local government; and**

- (c) *may publish a copy of the register on the website of the local government.*
- (4) *An entry in the register in relation to land that is being used for a non-conforming use is evidence of the matters set out in the entry, unless the contrary is proved."*

It should also be noted that Scheme No.4 does not preclude the development of additional habitable buildings within the 'General Industry' zone as it lists 'Caretaker's Dwelling' as a 'D' use in the Zoning Table for the 'General Industry' zone, which *"means that the use is not permitted unless the local government has exercised its discretion by granting planning approval"*.

Caretaker's Dwelling is defined in Scheme No.4 as *"means a dwelling on the same site as a building, operation or plant used for industry, and occupied by a supervisor of that building, operation or plant."*

Schedule 1 of the Scheme No.4 text also continues Council's current Scheme No.3 provisions relating to Caretaker's Dwellings as follows:

- "1 Caretaker's dwellings:
- (a) *are limited to one caretaker's dwelling per lot;*
 - (b) *shall be limited in floor area to a maximum of 100 square metres; and*
 - (c) *prior to approval being granted the land upon which it is to be established is developed and/or is in use for a purpose requiring oversight by a caretaker, as determined by the local government.*
- 2 *A caretaker's dwelling can only be occupied once the predominant use requiring a caretaker has been constructed and/or is operational.*
- 3 *The use of a caravan as a caretaker's dwelling is not permitted except in the conjunction with an approved caravan park or camping ground.*
- 4 *A caretaker's dwelling shall be occupied by the owner, manager or an employee of the use that is established on the land.*
- 5 *The local government will not support the caretaker's dwelling to be sold separately from the predominant use of the land."*

Consultation

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

The Scheme review also built upon the workshops and consultation phase that informed the preparation of the Mingenew Townsite Local Planning Strategy.

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

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

Scheme No.4 was advertised as per Section 84 of the Act and Regulation 22 for a period of 90 days, commencing on 28 November 2018 and concluding on 1 March 2019, and the advertising included the following actions:

- display of the Scheme at the Shire office;
- display of the Scheme at the WAPC office in Perth;

- display of the Scheme on the Shire website;
- notice inviting comment in the Mid West Times on 28 November 2018;
- correspondence inviting comment being sent to the following 29 government agencies and service authorities :
 - Department of Biodiversity, Conservation & Attractions
 - Department of Communities
 - Department of Education
 - Department of Finance
 - Department of Fire & Emergency Services
 - Department of Health
 - Department of Jobs, Tourism, Science & Innovation
 - Department of Lands
 - Department of Local Government, Sport & Cultural Industries
 - Department of Mines, Industry Regulation & Safety
 - Department of Planning, Lands & Heritage (Aboriginal Heritage Directorate)
 - Department of Planning, Lands & Heritage (Heritage Council)
 - Department of Primary Industries & Regional Development
 - Department of Transport
 - Department of Water & Environment Regulation
 - Horizon Power
 - Housing Authority
 - Land Authority Western Australia (LandCorp)
 - Land Information Authority Western Australia (Landgate)
 - Main Roads WA
 - Telstra
 - Water Corporation
 - Western Power
 - City of Greater Geraldton
 - Shire of Irwin
 - Shire of Morawa
 - Shire of Three Springs
 - ATCO Gas
 - Australian Gas (Dampier Bunbury Pipeline)

At the conclusion of the advertising period 10 submissions had been received, all offering either support for the Scheme or expressing technical comment/seeking minor modification to the Scheme, no objections to the Scheme were received.

Copies of the received submissions have been provided as **separate Attachment 11.4.b**.

A Schedule of Submissions has been provided as **Attachment 11.4.c** that identifies the respondents, the nature of their submissions, and provides individual comment and recommends a modification to the Scheme based upon the submissions (if considered required). Regulation 28(1)(a) requires that the Schedule of Submissions is forwarded to the WAPC with Council's resolution.

A Schedule of Modifications will also be prepared by Shire staff following Council's determination. The Schedule of Modifications will draw upon the individual recommendations of the Schedule of Submissions, and any required Council modification and will list the suggested changes to the Scheme. Regulation 28(1)(c) requires that the Schedule of Modifications is forwarded to the WAPC with Council's resolution.

Statutory Environment

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

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

Policy Implications

Schedule 2 Part 2 Division 2 of the Regulations provides Council with the ability to prepare Local Planning Policies.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government should have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between a Policy and the Scheme.

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

It was considered as part of the Scheme Review process that the assessment of outbuildings within the Shire was one area where Council might wish to establish a policy to set out its requirements and assist applicants (the Policy would sit alongside Scheme No.4 and effectively replace Section 5.17 of Scheme No.3).

A draft 'Outbuildings' Local Planning Policy (provided as **separate Attachment 11.4.d**) was prepared for Council's consideration, and it was resolved at the 21 February 2018 meeting to advertise the policy concurrently with Scheme No.4. No submissions were received in relation to the draft Outbuildings Local Planning Policy.

Financial Implications

The cost of preparation of the new Scheme is being funded through a grant received by the Shire from the Royalties for Regions Northern Planning Funding Program.

The Shire called for expressions of interest in accordance with the procedures laid out in its Policy Manual, and received 7 submissions that were reviewed against evaluation criteria.

Strategic Implications

The Scheme Review has provided an opportunity to ensure that the outcomes identified within the Shire of Mingenew Strategic Community Plan are incorporated into its statutory planning and zoning document.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041908

Moved: Cr Cosgrove / Seconded: Cr Newton

That Council:

- 1 Note the submissions received during the formal advertising period of the Shire of Mingenew Local Planning Scheme No.4 as outlined in the Schedule of Submissions provided as Attachment 11.4.c pursuant to Regulation 25 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2 Adopt Shire of Mingenew Local Planning Scheme No.4 pursuant to Regulation 25 of the *Planning and Development (Local Planning Schemes) Regulations 2015* subject to the modifications as outlined in the recommendations of the Schedule of Submissions and instruct Shire staff to accordingly prepare the Schedule of Modifications pursuant to Regulation 28 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 3 Forward to the Western Australian Planning Commission the following, pursuant to Section 87 of the *Planning and Development Act 2005* and Regulation 28 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - (a) Notice of Council's resolution to adopt Shire of Mingenew Local Scheme No.4;
 - (b) Schedule of Submissions made on Shire of Mingenew Local Scheme No.4;
 - (c) Schedule of Modifications made to Shire of Mingenew Local Scheme No.4.
- 4 Request that the Honourable Minister for Planning grant final approval to Shire of Mingenew Local Planning Scheme No.4.
- 5 Inform those agencies and persons who made a submission on the Shire of Mingenew Local Planning Scheme No.4 of its decision.
- 6 Adopt Local Planning Policy – Outbuildings pursuant to Section 2.4 of the Shire of Mingenew Local Planning Scheme No.3 and Schedule 2 Part 2 Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and proceed to publish a notice to this effect in a local newspaper.

**Note: In the event that Council considers that the outbuilding policy height requirements should be increased an amended Part 6 of the Officer Recommendation is included in the Comment Section of the report for Council's consideration.*

VOTING DETAILS:

CARRIED 5/0

11.5 COMMUNITY SUPPORT POLICY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0489
Date: 6 April 2019
Author: Nils Hay, Chief Executive Officer
Authorising Officer: Nils Hay, Chief Executive Officer

Summary

To present for council consideration a Community Support Policy to improve clarity regarding Council's support of community groups and formally guide the 2019/20 Community Assistance Scheme, and any future iterations of that program.

Attachment

- 1- Proposed policy - 1.4.2 Supporting the Community v1
- 2- Relevant procedures- to be distributed at the meeting

Background

The Shire is trialling a Community Assistance Scheme (CAS) in the 2019/20 Financial Year, which is intended to streamline and provide greater transparency around the support that Council provides community groups.

This Policy guides not only that process, but also other instances of Shire support, including sponsorship, to ensure that there are clear guidelines for both community groups and Council officers with regards to the nature and amount of support available, and the terms under which such support will be provided.

Comment

There is presently limited clarity when it comes to the awarding of either financial or in-kind support requests to community groups, beyond historical precedent. Likewise, budgeting for such requests tends to rely largely on historical patterns rather than actual need.

The intent of the CAS is to both capture the needs of the upcoming financial year as part of the budgeting process (noting that there must be contingency for unforeseen requests and opportunities during the year), while also seeking to provide the Shire with better value from its contributions by requiring a degree of project planning to be in place by the requesting organisations. Rather than the Shire providing an amount of money to a group, and the group then determining how to spend it, the group will come to Council with a planned project and the Shire can then decide if/how it will assist.

It's a process that has operated successfully in other Local Government Areas, and initial engagement with some community groups within Mingenew has yielded a general willingness (and even enthusiasm) to participate in the process.

Administratively, this approach should also assist with the end-of-year reporting of Shire contributions and capture of this information for our Annual Report.

It will include management of:

- CAS grants
- Waivers of fees and charges
- Smaller sundry donations (under \$200.00)
- Sponsorship and

- Self-supporting loans.

Consultation

- Shire Leadership Team

Statutory Environment

Nil

Policy Implications

This represents the adoption of a new policy.

Financial Implications

The policy proposes that a proportion of Shire rates income is allocated to the program, rather than a set amount. A figure of 1.5% has been chosen for the coming financial year; this equates to approximately \$27,000 – which is reflective of past years' expenditure in this area.

It also provides capacity to increase (or decrease) the funding pool on the basis of income performance.

Strategic Implications

2012 Strategic Community Plan outcome 4.1.1 – Continue to support community groups

Corporate Business Plan Project 19 Outcome 2 – Long term financial sustainability whilst meeting community needs

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041909

Moved: Cr McGlenn / Seconded: Cr Cosgrove

That Council:

1. Adopt the Policy titled 1.4.2 Supporting the Community v1 as presented as attachment 1, with no modifications;
2. Note the Community Support Procedures document, approved by the CEO on the 13 February 2019, as presented in attachment 4.

VOTING DETAILS:

CARRIED 5/0

11.6 EMPLOYEE SUPERANNUATION POLICY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0489
Date: 9 April 2019
Author: Jeremy Clapham, Finance Manager
Authorising Officer: Nils Hay, Chief Executive Officer

Summary

To present an Employee Superannuation Policy for Council consideration.

Background

Council does not presently have a Policy on how employee superannuation arrangements are carried out. This Policy details the arrangements and contributions the Shire will make to employee superannuation.

Surrounding Shires all have Policies covering superannuation arrangements.

Comment

Presently the Shire pays the Super Guarantee Charge as per legislation and also contributes up to 5% extra of an employee's salary, based on whether the employee elects to also pay an extra 5% of their salary. These arrangements are contained within the Employment Contracts signed between the employees and the Shire. This Policy addresses the formalisation of these arrangements.

Surrounding Shires have similar arrangements, co contributing between 3% and 6% of an employee's salary. The Shire of Coorow co contributes 6%, the Shire of Morawa co contributes 5%, the Shire of Three Springs co contributes 3% to 5% dependent on the type of employment and the Shire of Carnamah contributes 6% or pays 22% above Award Salaries dependent on the type of employment.

Consultation

Nils Hay – Chief Executive Officer, Belinda Bow – Governance Officer

Statutory Environment

Superannuation Guarantee Contribution (Administration) Act 1992.

Policy Implications

The adoption of this policy will ensure that Council is adhering to the Superannuation Guarantee Contribution (Administration) Act 1992 and also make clear how the arrangements and contributions of employee superannuation are processed.

Financial Implications

There will be an increase in employee costs of up to 5% of an employee's salary, dependant on whether an employee elects to take advantage of the matching contribution that the Shire may make.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041910

Moved: Cr Newton / Seconded: Cr Cosgrove

That Council adopt the attached Policy – 1.3.8 Employee Superannuation

VOTING DETAILS:

CARRIED 5/0

11.7 SUNDRY DEBTOR WRITE OFF

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: A802
Date: 9 April 2019
Author: Jeremy Clapham, Finance Manager
Authorising Officer: Nils Hay, Chief Executive Officer

Summary

Council is requested to approve the following Sundry Debtor write off:

- DK05 – \$796.85

Background

The account relates to water charges for the period 1 July 2017 to 31 August 2018 for Property Assessment No. A802.

Comment

There were a range of plumbing issues at this property which were difficult to identify and repair. There were problems with pumps, sewerage and pipes. On more than one occasion, the issues resulted in standing water on the property. Eventually all of the issues were resolved, however the nature of the issues (and Council's responsibility for the maintenance of the building's plumbing) meant that it was not deemed reasonable to pass the water charges for this period on to the tenant.

Consequently, during this time the tenant did not pay the water account. The tenant resumed paying the water account once all of the issues were fixed. As a gesture of goodwill towards the tenant for the inconvenience caused, it is recommended to write this outstanding amount off. The amount exceeds the Chief Executive Officer's delegated authority to do so.

Consultation

Ella Budrikis – Community Services Coordinator.

Statutory Environment

Local Government (Financial Management) Regulations 1996.

Policy Implications

Policy 2.3.2 – Debt Collection Policy – Directive C: All debt collection arrangements are treated strictly confidential. Appropriate reports detailing outstanding debts and collection action will be provided to Council on a monthly basis.

Financial Implications

There will be a reduction in income of \$796.85 for this Financial Year.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041911

Moved: Cr Newton / Seconded: Cr McGlinn

That Council authorise the amount of \$796.85 to be written off debtor account DK05.

VOTING DETAILS:

CARRIED 5/0

11.8 APPOINTMENT TO COUNCIL COMMITTEES

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0303
Date: 04/04/2019
Author: Belinda Bow, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer

Summary

Council are requested to review appointments to Council Committees.

Attachment

Nil

Background

Following the resignation of Cr Lucken, vacancies in the following Council Committees now require filling:

- Executive Management Committee
- RAV Network Review Committee
- Town Hall Refurbishment Committee- if Council wish
- Audit and Risk Committee- if Council wish.

The term of appointment for each Committee will be post elections in October 2019.

Comment

Town Hall Refurbishment Committee

Despite the removal of Cr Lucken from the Town Hall Refurbishment Committee, the Committee still meets the requirement of s5.8 of the LGA given that 3 persons, being Cr Bagley, Cr R. Newton and the CEO remain appointed to the Committee. Council can either elect to appoint another person or leave as is and just reaffirm the current appointments.

Audit and Risk Committee

For the Audit and Risk Committee, full Council is currently appointed. Even though there is no limit to the number of councillors who can participate on such a committee, Council should consider the optimum committee numbers, shared work load and relevant skills or experience that a councillor can bring to the Audit and Risk Committee.

I would recommend that the number be reduced to make the committee more workable which is the philosophy behind the committee structure. To have a committee which is composed of full Council would really signal that the committee itself should be dispensed with and the business conducted through full Council which again is not the aim of the committee.

WALGA Northern Country Zone Representatives

Whilst Cr Lucken was replaced by Cr Bagley at the November 2018 Ordinary meeting of Council as the Shire representative for the WALGA Northern Country Zone, Cr Bagley and Council are requested to review this appointment given Cr Bagley's previous expressions of uncertainty around ability to commit to such a role.

Consultation

Nil

Statutory Environment

- All committees are to be established and reaffirmed in accordance with provisions of Sections 5.8-5.18 of the LGA 1995.
- Committees whether new or re-established, must be "created" by absolute majority, with members also appointed by absolute majority.

Policy Implications

Nil

Financial Implications

There are no financial implications as a result of filling Committee vacancies.

Strategic Implications

By completing this process, the Shire will be achieving the following Community Strategic Plan 2012 civic leadership outcomes:

4.5- Achieve a high level of compliance

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

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041912

Moved: Cr Newton / Seconded: Cr Eardley

In accordance with provisions of s5.10 of the LGA, the following Committees of Council shall have as its members the following Councillors, for the term ending post elections in October 2019:

Executive Management Committee:

1. Pr H. Newton
2. Cr R. Newton
3. Cr Bagley, subject to his acceptance

Town Hall Refurbishment Committee:

1. Cr R. Newton
2. Cr Bagley
3. Pr H. Newton
4. CEO N. Hay

RAV Network Review Committee:

1. Cr Cosgrove
2. CEO N. Hay
3. Cr Bagley, subject to his acceptance

Audit & Risk Committee:

1. Cr Cosgrove
2. Cr Bagley
3. Cr McGlinn
4. Cr Eardley
5. Cr R. Newton
6. Pr H. Newton

And the following persons are appointed as Shire delegates for the WA Local Government Association

Northern Country Zone:

1. Pr H. Newton
 2. Cr R. Newton
- Proxy- Cr McGlinn

VOTING DETAILS:

CARRIED 5/0

11.9 ANNUAL REVIEW OF THE REGISTER OF DELEGATED AUTHORITY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0342
Date: 10 April 2019
Author: Belinda Bow, Governance Officer

Summary

To present Council with the annual review of the Register of Delegations as required by s5.18 of the Local Government Act 1995 for consideration and endorsement.

Attachment

Attachment 1 Register of Delegated Authority v1.3 (Current)
Attachment 2 Register of Delegated Authority v1.4 (Proposed Register).

Background

In June 2018, the Shire took the opportunity to update the layout, both in terms of content and structure, of the Delegations Register to bring the Register into alignment with the WALGA proforma Delegations Register. This review has further still refined those delegations to be consistent with WALGA's proformas but with the following notable exceptions:

- a) Sections from all legislations that would permit the instigation of legal proceedings excluding recovery of rates have been excluded;
- b) Sections from the LGA that would permit an amendment to the rates record (for previous 5 years) as this would have a flow on effect to rate payers have been excluded.
- c) Sections that would enable the CEO to take possession of land as a means of recovery of rates debt have been excluded.

As the above powers/functions have not been included in the instruments of delegation that power rests with Council.

2 new delegations have been proposed- a) Investment of Money and b) Illegal Development under the Planning & Development Act. Summaries of these delegations are included below and in the instrument of delegation themselves (see attachment 2).

The following table provides an overview of the evolution of the Shire's existing delegations register to the proposed delegations register.

Delegation Number	Delegation Title	Recommended Changes
CD01	Payments from Municipal or Trust Fund	<ul style="list-style-type: none">Removed "incur liabilities" as is an authorisation.Included quotation documentation requirements which means the CEO should not make a payment from the bank unless that documentation is provided.Subject to budgetary constraints
CD02	Debts, Waiver, Concessions, Write Off and Recovery	<ul style="list-style-type: none">Increased the CEO's ability to waiver a debt or grant a concession to local clubs/not for profit groups to \$1,000 to bring into line with the proposed Community Assistance Policy.Debt write off still remains at \$100.
CD03	Rates	<ul style="list-style-type: none">Removed references to s6.41 as instructional not delegation.Added section 6.50 to allow CEO to determine rates due dates

CD04	Expressions of Interest, Tenders and Tender Exempt Procurement	<ul style="list-style-type: none"> Specified amount on tender exempt procurement to \$150,000 in line with CD01- [payments of >\$150,000 require council resolution documentation]. Included condition 2 which authorises the CEO to accept tenders up to \$150,000 (if called). Included condition 1d.
CD05	Disposal of Land (Including Buildings) Via Lease or Licence	<ul style="list-style-type: none"> Changed description of functions to increase clarity
CD06	Authorised Persons for the Purposes of the Local Government Act 1995	<ul style="list-style-type: none"> Function 2 removed as is an authorisation not delegation
CD07	Reserves under Control of Local Government	<ul style="list-style-type: none"> Added s3.53(3) to permit authority to agree/manage an unvested facility [thoroughfare, bridge, jetty, drain or watercourse belonging to the Crown when partially in 2 or more Shires. Added condition 1.
CD08	Thoroughfares	<ul style="list-style-type: none"> Added r5- authority to serve a notice to prevent inconvenience to the public or danger from falling materials Added r7A- Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare Added r7- Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare Added further descriptions to 'function' section of delegation. Added condition 5 in line with WALGAs recommendation for insurance purposes
CD09	Closing of Thoroughfares	<ul style="list-style-type: none"> Removed s3.50(4) as is instructional, not delegation Removed sections pertaining to Road Traffic Act as a separate piece of legislation requiring separate delegation.
CD10	Powers of Entry	<ul style="list-style-type: none"> Removed s3.31 as is instructional Added s3.28 to authorise exercising of powers
CD11	Remove, Impound and Dispose of Property	<ul style="list-style-type: none"> Removed s3.42(1) and s3.44 as instructional Added condition 1- "Exercising of delegation s3.47A is only to be used where reasonable efforts have been made to identify and contact an owner have failed" in regard to destruction of animal.
CD12	Building Act 2011	<ul style="list-style-type: none"> Amended r53 to r51 regarding pool barriers inspections Added s118(2)- If there is non-compliance with a building order, authority to cause an authorised person to: <ul style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. Added s131- Authority to determine an application from a n interested person to inspect and copy a building record
CD13	Bush Fire Act 1954	<ul style="list-style-type: none"> Added s13(4). Added r15- Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer. Added s24F- to authorise the burning of garden waste during prohibited burning times. Added r39B- Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has

		<p>been satisfactorily prepared & to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <ul style="list-style-type: none"> • Added condition 1C.
CD14	Powers and Duties under Local Planning Scheme No. 3	<ul style="list-style-type: none"> • No changes required
CD15	Public Health Act 2016	<ul style="list-style-type: none"> • Added condition 3
CD16	Food Act 2008	<ul style="list-style-type: none"> • Have included the EHO in parts of this delegation as the Food Act provides no provision for the CEO to subdelegate (in line with per condition 1) • Added r51.
CD17	Authorised Persons- Caravan Parks and Camping Grounds Act 1995	<ul style="list-style-type: none"> • Removed as is an authorisation
CD18	Dog Act 1976	<ul style="list-style-type: none"> • Removed s10A- payment towards cost of sterilisation for resident in hardship. • Removed s19, s26 & s44 as instructional • Added condition that authorises CEO sub-delegation (otherwise not provided for within Dog Act)
CD19	Cat Act 1976	<ul style="list-style-type: none"> • Added s49(3)- authority to recover costs associated with destruction of cat • Removed s12, s13, s27, s34 & s40 as instructional
CD20	CD20 Planning and Development Act- Illegal Development	<p>NEW DELEGATION</p> <ul style="list-style-type: none"> • To provide CEO with ability to stop illegal works that in violation with planning scheme
CD21	Road Traffic Code 2000	Removed as State Government delegation.
CD22	Power to Invest and Manage Investments	<p>NEW DELEGATION</p> <ul style="list-style-type: none"> • To authorise the CEO to invest money held in the trust/municipal fund that is required for any other purpose- required for the use of term deposits.

The Delegation Register now also contains several express delegations from the State Government. Council is not required to accept or reject these delegations, but they have been included in the register for Council to note and for the CEO to easily reference when required.

Comment

As above.

Consultation

WALGA Subscriptive Services- Governance

Statutory Environment

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

Policy Implications

- Proposed changes to Council Delegation 03.... Waiver of fees has been done to align with the proposed Supporting the Community Policy.
- Proposed introduction of CD22 Power to Invest and Manage Investment's has been introduced so the CEO is able to sub-delegate maximum investment amounts/conditions to strengthen controls in this area and implement the policy and management procedure 1.3.3 Investment of Surplus Funds.

Financial Implications

As all delegations are subject to Council's adopted budget, there would not be any financial implications if the amendments proposed to the Delegation Register were endorsed.

Strategic Implications

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

Outcome 4.2.1 Continue to deliver quality local government services

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

Voting Requirements

Absolute Majority.

OFFICER RECOMMENDATION AND COUNCIL DECISION– Resolution 17041913

Moved: Cr Newton / Seconded: Cr Cosgrove

That Council:

1. Notes completion by Council as the delegator, of the 2018/19 annual statutory review of the Register of Delegated Authority, in accordance with s5.18 and s5.46 of the Local Government Act 1995, s47(2) of the Cat Act 2011 and s10AB of the Dog Act 1976.
2. Revokes the following listed delegations as detailed in Attachment No.1 under the Caravan Parks and Camping Act 1995 and the Road Traffic Code 2000:
 - a) CD17 Authorised Persons- Caravan Parks and Camping Grounds Act 1995
 - b) CD21 Road Traffic Code 2000
3. Approves all listed delegations as detailed in Attachment No. 2, inclusive of amendments as described in Attachment No.2- Register of Delegated Authority v1.4, in accordance with s5.17 and s5.42 of the Local Government Act 1995, s10AA of the Dog Act 1986, s44 of the Cat Act 2011, s127 of the Building Act 2011, s48 of the Bush Fires Act 1954, s118 of the Food Act 2008 and s21 of the Public Health Act 2016.
4. Designates the Chief Executive Officer and the Environmental Health Officer as an 'Authorised Officer' under the Caravan Parks and Camping Act 1995 in accordance with CA1 as detailed in Attachment 2.

VOTING DETAILS:

CARRIED 5/0

11.10 PROPOSED CARETAKERS DWELLING – DONALD STREET, MINGENEW

Location/Address: Lot 24 Donald Street, Mingenew
Name of Applicant: P & K Starick
Disclosure of Interest: Nil
File Reference: A438
Date: 10 April 2019
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 site 2 transportable buildings upon Lot 24 Donald Street, Mingenew to serve as a caretaker's dwelling and amenities room. This report recommends that Council support the proposal in-principle and grant delegated authority to the Shire CEO to grant conditional approval.

Attachment

Attachment 11.10 - Copy of application (provided as confidential attachment)

Background

Lot 24 is a 4,083m² property that fronts Ernest Street to the north and the Donald Street cul-de-sac to the east. Lot 24 in conjunction with adjoining Lots 1-5 Eleanor Street and Lots 22 & 23 Ernest Street serve as the transport depot for Paul Starick Transport.

Figure 11.10(a) – Aerial Photograph of Lot 24 Donald Street, Mingenew



The applicant is proposing to purchase 2 transportable buildings and locate them upon Lot 24 to the north of the existing workshop, with one to serve as accommodation for drivers and the other as a kitchen/lunch room for the transport depot.

The applicant is currently negotiating for the purchase of 2 transportable buildings and is seeking certainty before committing to their purchase. A copy of the submitted application that includes a supporting letter, examples of the transportable buildings and a site plan is provided as **Attachment 11.10**.

Figure 11.10(b) – View of proposed location for transportable buildings looking west



Figure 11.10(c) – View of proposed location for transportable buildings looking east



Comment

Council may consider it appropriate to offer its support in-principle to provide certainty for the applicant and enable them to proceed with the purchase of the 2 transportable buildings and issue the Shire CEO with delegated authority to approve the planning and building applications upon receipt of more detailed information.

It is suggested that a subsequent planning approval issued by the Shire CEO upon submission of the finalised and accepted plans should be made subject to the following conditions:

"That Council grant planning approval for the siting of relocated building(s) upon Lot 24 Donald Street, Mingenew, subject to compliance with the following conditions:

- 1 Development shall be in accordance with the approved plans and subject to any modifications required as a consequence of any conditions 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 building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.*
- 3 The relocated building(s) are required to be painted or clad in a colour that is complementary to the adjacent workshop, to the approval of the local government.*
- 4 The applicant is required to undertake works to the relocated building(s) to improve their visual appearance, inclusive of a verandah/lean-to and skirting between the floor level and ground level, to the approval of the local government.*
- 5 The building(s) must not be occupied until they are deemed compliant with the relevant requirements of the Building Code of Australia.*
- 6 Landscaping is required to be installed and maintained for the purpose of softening and screening the visual impact of the development to the approval of the local government.*
- 7 A bond of \$5,000 must be lodged by the applicant with the local government that will be returned upon completion of the requirements pertaining to the abovementioned conditions within a period of 12 months, and in the event that the works described in the application are not carried out within the 12-month timeframe the bond shall be forfeited to the local government.*
- 8 The caretaker's dwelling shall not be used for general residential habitation and must only be occupied by persons associated with industrial operations carried out upon the property.*
- 9 The applicant is advised that the caretaker's dwelling is sited in an area zoned for industrial purposes and may therefore be currently affected, or may in the future be affected, by noise, dust, vibration or other emissions and impacts commensurate with an industrial area.*

Advice Notes:

- (i) In regards to condition 7 should the bond be forfeited then Shire staff will present a report to Council for its consideration outlining how the forfeited bond monies should be expended to address the outstanding conditions.*
- (ii) If an applicant is 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."*

In the event that the applicant was unable to purchase the transportable buildings as outlined in their submitted information and sought to instead purchase/site structures of a comparable nature upon the

property then it is considered that the Shire CEO should address this revised application under the issued delegation.

However, in the event that the proposed buildings, that the applicant sought to site upon the property were, in the opinion of the Shire CEO, to represent significant variation to that presented in Attachment 11.10 (e.g. poorer condition, and/or significantly larger, and/or significantly different appearance or materials, and/or in a different location upon the property) then the Shire CEO would use their discretion and return this matter to Council for its reconsideration.

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.

Statutory Environment

Lot 24 and the surrounding lots are zoned 'General Industrial' under the Shire of Mingenew Local Planning Scheme No.3 ('the Scheme').

Section 4.2 of the Scheme lists the objectives of the 'General Industrial' zone as being:

"The use of land in the General Industrial Zone shall be consistent with the following objectives—

- To provide for industrial use on a location where it does not detract from the built environment of Mingenew Townsite.*
- To provide land for industrial development which is reasonably flat and permits ease of use and development.*
- To provide land for industrial development which can be provided with easy road access for industrial traffic.*
- To provide serviced land which can be developed in a manner which minimises industrial impact on the townsite area.*
- To provide sufficient good land to enable Council to cater for the land needs of anticipated industrial development within the townsite area."*

The Scheme lists 'Caretaker's Dwelling' as a 'D' use in the Zoning Table for the 'General Industrial' zone which *"means that the use is not permitted unless the local government has exercised its discretion by granting planning approval"*.

Caretaker's Dwelling is defined in the Scheme as *"means a dwelling on the same site as a building, operation or plant used for industry, and occupied by a supervisor of that building, operation or plant."*

It is considered that the proposal to site a small (approximately 45m²) habitable building for occasional use by drivers employed by/associated with the transport business that operates from the property would meet with the definition of 'caretaker's dwelling' and could be considered by the Shire.

Scheme No.3 also include the following requirements relevant to Caretaker's Dwellings:

"5.23 Caretakers Dwellings

- 5.23.1 A caretaker's dwelling shall not be constructed on any lot until an approved predominant use for that lot has been established and the local government*

has resolved that the dwelling is incidental to the predominant use of the lot and the future inhabitants will not be placed in an unduly hazardous position.

- 5.23.2 *Where the local government approves the development of a caretaker's dwelling such dwelling is required to be located at the rear of the lot and screened from the road frontage unless otherwise approved by the local government.*
- 5.23.3 *The total floor area measurement of a caretakers dwelling from the external face of walls (including verandahs) shall not be greater than 100m².*
- 5.23.4 *Only one caretakers dwelling is permitted on a given lot. This includes the provision of only one caretakers dwelling on a lot with existing and/or proposed strata lots.*
- 5.23.5 *The use of a caravan as a caretakers dwelling is not permitted.*
- 5.23.6 *A caretakers dwelling shall not be occupied by any person other than the owner or manager or an employee of the use established on the land.*
- 5.23.7 *The local government will not support the subdivision or development of land that will—
 - (a) *allow a caretakers dwelling to be sold separately from the predominant use of the land; or*
 - (b) *restrict the future potential use of the land."**

The *Planning and Development Act 2005* requires local governments to review their planning scheme every 5 years and the Shire is nearing completion of its scheme review process. Draft Scheme No.4 does not propose any major changes in relation to caretaker's dwellings (i.e. they remain a discretionary use in the 'General Industry' zone). However, for comparative purposes the draft Scheme No.4 provisions relevant to 'Caretaker's Dwelling' are provided below:

- "1 *Caretaker's dwellings:
 - (a) *are limited to one caretaker's dwelling per lot;*
 - (b) *shall be limited in floor area to a maximum of 100m²; and*
 - (c) *prior to approval being granted the land upon which it is to be established is developed and/or is in use for a purpose requiring oversight by a caretaker, as determined by the local government.**
- 2 *A caretaker's dwelling can only be occupied once the predominant use requiring a caretaker has been constructed and/or is operational.*
- 3 *The use of a caravan as a caretaker's dwelling is not permitted except in the conjunction with an approved caravan park or camping ground.*
- 4 *A caretaker's dwelling shall be occupied by the owner, manager or an employee of the use that is established on the land.*
- 5 *The local government will not support the caretaker's dwelling to be sold separately from the predominant use of the land."*

Scheme No.3 also states that:

"5.13 Transportable Buildings

5.13.1 Planning Consent Necessary

The use of transportable buildings for any purpose within the Scheme area is subject to the planning consent of Council.

5.13.2 Standard of Buildings

The Council shall require that the standards of finish of transportable buildings are agreed on prior to the issue of planning consent and must be consistent with those prevailing in the locality in which the building is to be located.

5.13.3 Council may permit the erection or placement of a transportable building on a lot providing that the design of the building is to the satisfaction of the Council and—

- (a) is in a satisfactory condition;*
- (b) will not detrimentally affect the amenity of the area;*
- (c) is permanently affixed to the ground; and*
- (d) has a facade appropriate to that prevailing in the vicinity.*

5.14 Secondhand Buildings

Secondhand buildings may only be erected within the Shire at Councils discretion. All secondhand buildings shall comply with Councils policy and Council shall have regard to the impact on the amenity of the surrounding locality."

Policy Implications

Nil.

Financial Implications

The application would not have a budgetary impact to Council.

Strategic Implications

Section 4.2.3 of the Shire of Mingenew Townsite Local Planning Strategy (2016) notes the following relevant to the industrial area

"Within the 'General Industry' zoned area there are 20 vacant lots which do not contain substantial improvements. Of these lots, three lots are used for gravel hard stand storage associated with trucking companies. The 'General Industry' zoned area also contains six larger lots consisting of approximately 9.91ha, which could be further subdivided should demand require. However, subdivision into smaller lots is not recommended (down to 1000m², similar to those on Donald Street), as it appears from the lack of development in this section that such lots are too small to accommodate industrial development. There are also two non-conforming dwellings located along Donald Street and it is envisaged that at some time in the future these lots will convert to industrial use. There are no vacant industrial buildings in the area at present.

Whilst further subdivision of the existing 'General Industry' zoned land is possible in some instances, it is also considered that additional industrial land supply may be required, particularly for industrial uses which require larger lots."

Section 6.5 of the Strategy also notes the following for the Eleanor Street industrial precinct:

Objectives	Planning Provisions	Priority Level
Land Use O4.1 Development will be predominantly industrial in nature with incompatible uses encouraged to relocate.	P4.1 - Any subdivision of larger existing parcels of industrial land should incorporate a variety of lot sizes as part of any subdivision design. Particularly larger lots than what is currently available along Eleanor and Donald Streets.	Short Term
	P4.2 - Service Commercial and Light Industrial land uses are to be encouraged to locate in close proximity to the Midlands Road.	Short Term
	P4.3 - To encourage further General Industrial expansion, consideration should be given to the rezoning, subdivision and redevelopment of the Parks and Recreation Reserve on Lot 12092 Ernest Street for industrial land uses. This would necessitate the relocation of the polocrosse facility.	Medium Term
	P4.4 - Future demand for General Industry expansion should be encouraged on Lots 2 and 3 Ernest Street. Some incentive may be required to facilitate the relocation of the existing residences. This option would require the rezoning to industry. Further Rural Residential subdivision in this location should be discouraged.	Long Term

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 17041914

Moved: Cr Cosgrove / Seconded: Cr Eardley

That Council advise the applicant that:

- 1 Council supports in-principle the siting of relocated building(s) upon Lot 24 Donald Street, Mingenew for the purpose of a caretaker's dwelling and kitchen/lunchroom.
- 2 Upon the applicant's confirmation of the exact nature of the relocated building(s), they are required to lodge sufficient information with the Shire of Mingenew as is required to determine the necessary planning and building permit applications.
- 3 The relocated building(s) are not to be used for any purpose until such time as the necessary planning and building approvals have been obtained from the Shire of Mingenew.

Notes:

- (a) The Shire CEO is issued delegated authority by Council to determine an application that is generally in accordance with Attachment 11.10.
- (b) In the event that the applicant submits plans that are considered by the Shire CEO to significantly vary from those contained in Attachment 11.10 then this matter shall be returned to Council for its determination.

VOTING DETAILS:

CARRIED 5/0

12.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

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

13.1 ELECTED MEMBERS
Nil

13.2 STAFF
Nil

14.0 CONFIDENTIAL ITEMS
Nil

15.0 TIME AND DATE OF NEXT MEETING
Next Ordinary Council Meeting to be held on Wednesday 15 May 2019 commencing at 4.30pm.

16.0 CLOSURE
President Newton thanked all for attending and closed the meeting at 5.29pm

These minutes were confirmed at an Ordinary Council meeting on 15 May 2019.

Signed _____
Presiding Officer

Date: _____

ATTACHMENT: 8.2

Ordinary Meeting Minutes- 15 May 2019



MINUTES FOR THE ORDINARY COUNCIL MEETING

15 MAY 2019



Ordinary Council Meeting Notice Paper

15 May 2019

An Ordinary Meeting of Council is called for Wednesday, 15 May 2019, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm. Members of the public are most welcome to attend.

Nils Hay
Chief Executive Officer
11 April 2019

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.

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 you in attending 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.

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**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
15 MAY 2019 COMMENCING AT 4.30pm**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President HM Newton declared the meeting open at 4:30pm and welcomed all in attendance.

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

HM Newton	President	Town Ward
RW Newton	Deputy President	Rural Ward
JD Bagley	Councillor	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
LM Eardley	Councillor	Town Ward

APOLOGIES

KJ McGlinn	Councillor	Town Ward
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STAFF

N Hay	Chief Executive Officer
J Clapham	Finance Manager
E Greaves	Governance Officer

VISITORS

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY MEETING HELD 17 APRIL 2019

OFFICER RECOMMENDATION- ITEM 7.1

That the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 17 April 2019 be confirmed as a true and accurate record of proceedings.

COUNCIL DECISION - ITEM 7.1 - Resolution 15051901

Moved: Cr RW Newton Seconded: Cr LM Eardley

That Council resolves to lay on the table, Item 7.1 Confirmation of the minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 17 April 2019, in order for Councillors to be provided a copy of the Minutes for review.

VOTING DETAILS:

CARRIED: 5/0

7.2 SPECIAL MEETING HELD 01 MAY 2019

OFFICER RECOMMENDATION AND COUNCIL DECISION – ITEM 7.2 - Resolution 15051902

Moved: Cr JD Bagley Seconded: Cr RW Newton

That the minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 01 May 2019 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED: 5/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 REPORTS/MINUTES OF COMMITTEES

9.1 SHIRE OF MINGENEW AUDIT AND RISK COMMITTEE MEETING HELD 01 MAY 2019

COUNCIL DECISION – ITEM 9.1 - Resolution 15051903

Moved: Cr GJ Cosgrove Seconded: Cr LM Eardley

That Council resolves to lay on the table, Item 9.1 Shire of Mingenew Audit and Risk Committee Minutes and associated recommendations, in order to review and amend the minutes to reflect the sound challenges associated with the oral presentation made by the Office of the Auditor General via teleconference during the meeting.

VOTING DETAILS:

CARRIED: 5/0

OFFICER RECOMMENDATION – ITEM 9.1

That Council receives the minutes of the Shire of Mingenew Audit and Risk Committee Meeting held in Council Chambers on 01 May 2019.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council and the Audit and Risk Committee receive and note the update provided in regards to the 2017/18 Financial Year Interim and End of Year Financial Year Audits.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council and the Audit and Risk Committee:

1. Note the updated Shire of Mingenew Risk Register as presented in attachment
2. Endorse the Strategic Risk Register for incorporation with the Shire of Mingenew Risk Register.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council and the Audit and Risk Committee:

1. Note the proposed Audit Plan for the financial years 2019/20, 2020/21 & 2021/22.
2. Recommend that Council endorse the Audit Plan as presented in attachment 2.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council and the Audit and Risk Committee receives the Regulation 17 Progress Report 1.

10 REPORTS BY THE CHIEF EXECUTIVE OFFICER
Nil.

11.0 REPORTS OF ADMINISTRATION

11.1 FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0304
Date: 8 May 2019
Author: Jeremy Clapham – Finance Manager

Summary

This report recommends that the Monthly Financial Report for the period ending 30 April 2019 as presented to the Council be received.

COUNCIL DECISION - ITEM 11.1 and ITEM 11.2 MOVED ENBLOC - Resolution 15051904

Moved Enbloc: Cr GJ Cosgrove Seconded: Cr JD Bagley

That Council:

- A) Receives the Monthly Financial Report for the period 1 July 2018 to 30 April 2019, and
- B) Receives the attached list of payments for the month of April 2019 as follows:
 - \$14,825.25 Municipal Cheques 8597 to 8601;
 - \$439,629.07 Municipal EFT12303 to EFT12331 and EFT12333 to EFT12444;
 - \$11,798.17 Municipal Direct Debit Superannuation & Payroll Deduction Payments;
 - \$67,968.30 Municipal Direct Debit Department of Transport (Licencing) Payments;
 - \$253.54 Municipal Direct Debit National Australia Bank Fees; and
 - \$2,239.92 Municipal Direct Debit Other.

Totalling \$536,714.25 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$70,967.90

Total of all payments - \$607,682.15.

VOTING DETAILS:

CARRIED: 5/0

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.1

That the Monthly Financial Report for the period 1 July 2018 to 30 April 2019 be received.

Attachment

Monthly Financial Report for period ending 30 April 2019

Background

The Monthly Financial Report to 30 April 2019 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 as at 30 April 2019	
Municipal Fund	\$1,082,228
Cash on Hand	\$300
Restricted Funds – 3 Month Term Deposit @ 2.50%	\$548,563
Trust Fund	\$20,459
Reserve fund (3 Month Term Deposit) @ 2.50%	\$413,855

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2018/2019 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 —
- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - budget estimates to the end of the month to which the statement relates; and
 - actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - 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

No financial implications are indicated in this report.

Strategic Implications

Nil

Voting Requirements

Simple Majority

11.2 LIST OF PAYMENTS FOR THE PERIOD ENDING 30 APRIL 2019

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Attachment/s: List of Payments – April 2019
Disclosure of Interest: Nil
Date: 6 May 2019
Author: Helen Sternick – Finance Officer
Authorising Officer: Jeremy Clapham, Finance Manager

Summary

This report recommends that Council receive the list of payments for period ending 30 April 2019 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

ITEM 11.1 and 11.2 MOVED ENBLOC - Resolution 15051904

OFFICER RECOMMENDATION – ITEM 11.2

That Council receive the attached list of payments for the month of April 2019 as follows:

\$14,825.25	Municipal Cheques 8597 to 8601;
\$439,629.07	Municipal EFT12303 to EFT12331 and EFT12333 to EFT12444;
\$11,798.17	Municipal Direct Debit Superannuation & Payroll Deduction Payments;
\$67,968.30	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$253.54	Municipal Direct Debit National Australia Bank Fees; and
\$2,239.92	Municipal Direct Debit Other.

Totalling \$536,714.25 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$70,967.90

Total of all payments - \$607,682.15.

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

12.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil.

12.1 CLEARING OF BLOCKS FOR FIRE SAFETY

The CEO received written notice on the 06 May 2019 from Councillor Newton, in accordance with the Shire of Mingenew Standing Orders 2017, that at the May Ordinary Council Meeting he would move the following motion:

COUNCILLOR MOTION AND COUNCIL DECISION – Item 12.1 - Resolution 15051905

Moved: Cr RW Newton Seconded: Cr LM Eardley

In the interest of public safety, the Mingenew Shire will arrange for all townsite blocks, noncompliant under the Bushfires Act after the 14th October, to be made compliant at the ratepayer's expense. A notice of same is to be sent out with the rate notices.

VOTING DETAILS:

CARRIED 5/0

Reasons for the Motion

There are currently several overgrown lots within the townsite which present a potential fire hazard.

CEO Comment

This motion is certainly achievable. It's acknowledged that management of overgrown blocks is an area that has not been managed as effectively as would be desirable over the past fire season. Whilst Fire Break notices were distributed as required, enforcement has been limited. This has been due, in part, to lack of staff experience with regards to this matter as well as some lack of clarity regarding staff roles and responsibilities within this area. This was somewhat exacerbated by a relative lack of internal processes and document templates for the management of fire breaks (beyond the standard fire break notice).

Whilst there has only been piecemeal enforcement this year, a process and document suite has been developed which should allow for the foreshadowed motion to be achieved in the new Financial Year.

In terms of timing, the following schedule is proposed in line with our internal Fire Management Notice Inspection Procedures:

Action	Timing
Rate Notices Issued with Fire Break Notices	August 2019 (following budget adoption)
Initial Property Inspections	Early September
Letter of Non-Compliance (14 days to comply)	Early September
Second Inspection	Mid-September
Infringement Notice to Non-Compliant Properties (14 days to comply)	Mid-September
Follow-Up Inspections	Late September
Arrangements Made for Clearing Works (to be billed to non-compliant property owners)	By 14 October
Further Inspections	Over fire season, as required

The above schedule can be advertised within the 2019/20 Fire Break Notice (to be distributed with Rates Notices in August) to ensure that all property owners are reasonably notified of expectations and process. As per usual, the Fire Break Notice will also be distributed through the Mingenew Matters, Shire Website and Shire Facebook Page.

As far as current non-compliant properties are concerned, non-compliance letters have recently been issued.

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

13.1 ELECTED MEMBERS

Nil.

13.2 STAFF

Nil.

14.0 CONFIDENTIAL ITEMS

Nil

15.0 TIME AND DATE OF NEXT MEETING

The next Ordinary Council Meeting is to be held on Wednesday 19 June 2019 commencing at 4.30pm.

16.0 CLOSURE

The Presiding Member closed the meeting at 4:40pm.

These minutes were confirmed at an Ordinary Council meeting on 19 June 2019.

Signed _____
Presiding Officer

Date: _____

ATTACHMENT: 10.1 Audit & Risk
Committee Meeting Minutes- 1 May 2019



MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING

01 MAY 2019



**Audit and Risk Committee Meeting Notice Paper
1 May 2019**

An Audit and Risk Committee Meeting of the Shire of Mingenew is called for Wednesday, 1 May 2019, in the Council Chambers, Victoria Street, Mingenew, commencing at 5.30 pm.

Nils Hay
Chief Executive Officer
26 April 2019

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**MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF MINGENEW HELD IN
COUNCIL CHAMBERS ON
01 MAY 2019 COMMENCING AT 5.30pm**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President HM Newton declared the meeting open at 5.26pm and welcomed all in attendance.

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
COMMITTEE MEMBERS**

HM Newton	President	Town Ward
RW Newton	Deputy President	Rural Ward
KJ McGlinn	Councillor	Town Ward
JD Bagley	Councillor	Rural Ward
GJ Cosgrove	Councillor	Rural Ward
M Battilana	Independent Member	

STAFF

N Hay	Chief Executive Officer
J Clapham	Finance Manager
B Bow	Governance Officer

APOLOGIES

LM Eardley	Councillor	Town Ward
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VISITORS

5.52pm- 6.20pm- Robert Hall, Manager, Butler Settineri (via teleconference)

5.52pm- 6.20pm- Liang Wong, Assistant Director Financial Audit, Office of the Auditor General (via teleconference).

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

Nil- Meeting closed to the public in accordance with s5.23 of the Local Government Act 1995.

4.0 DECLARATIONS OF INTEREST

Nil

5.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

5.1 AUDIT COMMITTEE MEETING HELD 20 MARCH 2019

OFFICER RECOMMENDATION AND COMMITTEE DECISION- Resolution A01051901

Moved: Cr McGlinn / Seconded: Cr Newton

That the minutes of the Audit Committee Meeting of the Shire of Mingenew held in the Council Chambers on 20 March 2019 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED 6/0

6.0 OFFICERS' REPORTS

6.1 AUDIT REPORT UPDATE 2017/18

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0081
Date: 23 April 2019
Author: Nils Hay, Chief Executive Officer

Summary

Recommendations and actions from the 2017/18 Financial Year Interim and End of Financial Year Audits are reviewed to ensure progress is being made in key areas.

OFFICER RECOMMENDATION AND COMMITTEE DECISION- Resolution A01051902

Moved: Cr Newton / Seconded: Cr McGlinn

That Council and the Audit and Risk Committee receive and note the update provided in regards to the 2017/18 Financial Year Interim and End of Year Financial Year Audits.

VOTING DETAILS:

CARRIED 6/0

Attachment

6.1.1 2017/18 Management Letter dated 14 December 2018

Background

At the December 2018 Audit Committee Meeting, the Committee received the Management Letter from the Shire's auditors, along with the Management Response.

The items identified have been – and continue to be addressed – by Shire staff. An update on these items is presented to keep the Committee abreast of developments and any emergent issues.

Comment

Following is the CEO's report to the Audit Committee on matters arising from the audit and management reports.

The Auditor's Report and Management Report for the 2017/18 Financial Year identified several findings which, whilst generally not material in relation to the overall audit of the financial report, were considered relevant to the day to day operations of the Shire. Progress on these items is outlined below.

Segregation of Duties and Levels of Controls:

As also noted in the 2016/17 Management Letter, our organisational structure and staffing levels continue to make it challenging to effectively segregate duties. This issue was exacerbated by the departure of two senior staff during the 2017/18 Financial Year (Chief Executive Officer and Finance Manager), and the relative lack of documented procedures and position descriptions which existed within the Finance department that could assist to ensure continuity of systems and improve the internal control environment.

It was acknowledged at the December 2018 Audit Committee meeting that current staffing levels also limit the capacity to develop and implement a more effective control environment. A temporary Finance Officer resource was introduced to assist with improving the Shire's financial control environment, through better segregation of duties, development and implementation of written procedures and on-the-job training and guidance for junior finance and administration team members. Progress has been made in this space utilising the services of the Temporary Finance Officer (contracted to 30 June 2019).

With the imminent implementation of Synergy's Purchase Order module, there will also be improved governance around the purchasing process built into the system, which will automatically provide greater transparency and accountability in the procurement space (as well as improving our ability to track expenditure). The Module is scheduled for introduction in May 2019.

There are concerns that, in the new financial year – with the re-internalisation of the payroll and rates function – and the conclusion of the Temporary Finance Officer role that the Finance/Administration section will be under-resourced.

At present, we are carrying 4.6 FTE positions in that area (Finance Manager, Finance Officer, Administration Officer Trainee, Rates Officer [0.6FTE], Temporary Finance Officer).

For the sake of comparison, neighbouring Shires have the following Finance/Admin structures:

Carnamah	Chapman Valley	Morawa	Perenjori	Three Springs
Deputy CEO	Manager Finance & Corporate Services	Manager Corporate & Community Services	Manager Corporate Services	Finance Manager
Senior Finance Officer	Senior Finance (0.7)	Rates/Payroll Officer	Senior Finance Officer	Senior Finance & Rates
Finance Support (0.8)	Admin Officer (2.7)	Senior Finance Officer	Accounts Officer	Finance HR & Payroll
Customer Service		Debtors/Creditors Officer	Customer Service Officer	Customer Service Officers (1.5)
Trainee (0.4)		Customer Service Officer	(Contracted Rates Officer – Perth-based)	
4.2FTE	4.4FTE	5FTE	4FTE + Contract	4.5FTE

Whilst a full-time finance/admin role is not anticipated to be required from June 30 2019, there will be budget discussions regarding staffing and the potential of maintaining a part-time resource to assist with finance/administration duties.

Monthly Management Accounts and Reporting:

As noted, with the departure of the Chief Executive Officer and Finance Manager, this process ceased. No formal procedure existed with regards to this item, however one is being developed and the monthly management account review is being re-implemented to ensure future/ongoing compliance. A detailed Finance Manager Operating Procedure is being developed (80% complete). As from March 2019 there is a detailed monthly reporting process.

The ongoing documentation and improvement of finance processes has been identified as a key action through the latest review of the organisation's Risk Framework, and will be an ongoing process moving forwards through the remainder of this financial year. This is currently being worked on and will likely be completed by 30 June 2019.

Purchase Orders for Expenditure:

As noted above, the Purchase Order module of Synergy will be introduced shortly – May 2019. This is anticipated to further cement the procedural improvements made in this space in recent months.

Signing of Timesheets:

With the utilisation of IT Vision to assist with payroll processing, and subsequent training for the Shire's Finance Officer in payroll, this matter has seen significant improvement.

No Staff Resignation Letters on File:

The Finance Manager has taken greater control of the HR record-keeping process, including introducing improved security for personnel files and ensuring that relevant documents are being captured in the records system.

No Employee Leave Forms on File:

As noted at the December 2018 Audit Committee Meeting, with IT Vision assisting with the payroll process, there is increased scrutiny in this area as we are required to provide appropriate leave information to them to assist with correct processing of pays. This item is on track, however reliance is placed on all staff to ensure leave forms are filled in, signed, approved and forwarded to Payroll for processing.

The receipt and capture of leave forms has since improved.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Community Strategic Plan

Outcome 4.2.2 – To be strong advocates representing the Shire's interests

Voting Requirements

Simple Majority

5.52pm- 6.20pm: Robert Hall, Manager, Butler Settineri and Liang Wong, Assistant Director Financial Audit, Office of the Auditor General (OAG) were dialled in via teleconference to hold the Shire's FY2018/19 Audit Entrance Meeting with the Committee.

See attached:

- 1.1 Audit Entrance Meeting Agenda Items
- 1.2 Audit Timetable
- 1.3 Planning Summary 2019 LG OAG Entrance Meeting

NOTE: It was noted that the sound quality from the OAG teleconferencing facilities were poor which made it difficult for those present at the Shire of Mingenew to communicate/hear the verbal presentation. The written documents provided for the Audit Entrance meeting were received but limited information from the oral reports provided by Butler Settineri and the OAG were noted as a result of the sound quality.

6.2 RISK MANAGEMENT REGISTERS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference:
Date: 17 April 2019
Author: Belinda Bow, Governance Officer

Summary

The Audit Committee is requested to consider and note the current Shire of Mingenew Risk Registers and recommend that Council receive Progress Report 1 on the development of the Registers.

OFFICER RECOMMENDATION AND COMMITTEE DECISION- Resolution A01051903

Moved: Cr Bagley / Seconded: Cr McGlinn

That Council and the Audit and Risk Committee:

1. Note the updated Shire of Mingenew Risk Register as attached; and
2. Endorse the Strategic Risk Register for incorporation with the Shire of Mingenew Risk Register.

VOTING DETAILS:

CARRIED 6/0

Attachment

- 6.2.1 Risk Management Register
- 6.2.2 Strategic Risk Register
- 6.2.3 Risk Management Register Dashboard

Background

At the February 2019 Ordinary Meeting, Council adopted the updated Risk Management Policy which required staff to report quarterly on the Shire's Risk Management Processes.

Comment

As the first step in risk mitigation requires environmental analysis and risk identification, the Shire's leadership team, have, with assistance from Local Government Insurance Services (LGIS), reviewed and updated the Shire's Organisational Risk Registers from both an operational and strategic perspective. These risk registers are an aggregated reporting and monitoring tool that provides staff, the Audit Committee and Council with a snapshot of the Shire's current level of exposure to risk (via the risk ranking) and the controls which are in place to manage that exposure. To ensure the control's effectiveness in mitigating the risk theme, the registers have also been updated by the Leadership team to include Key Performance Indicators with an assigned tolerance level in accordance with the Shire's risk appetite statements/criteria. This is to enable auditing and benchmarking of control effectiveness.

The Strategic Risk Register is the less developed of the two documents and, prior to incorporation in the Risk Register, feedback is sought from the Audit Committee to ensure that the organisation's strategic risks are captured and so that mitigation strategies can be developed and implemented.

It should be noted that Item 6.3 of this Agenda will deal with and Internal Audit Plan, a number of the items of which will address both operational and strategic risk management.

Consultation

LGIS- Mark Harris, Senior Risk Consultant

Statutory Environment

Nil

Policy Implications

There are no policy implications at this stage, although management of risks identified in the Register may lead to changes in the future.

Financial Implications

Nil.

Strategic Implications

The matter before the Committee generally accords with the following Shire desired outcomes as expressed in the Shire of Mingenew Strategic Community Plan:

1. Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy.
2. Outcome 4.4 Long term planning and strategic management.
3. Outcome 4.5 Achieve a high level of compliance.
4. Outcome 1.3 Protect and enhance economic infrastructure.
5. Outcome 2.5 Safe and functional road and ancillary infrastructure.
6. Outcome 3.2 Maintain the provision of high quality community infrastructure.
7. Outcome 3.7 Maintain a safe community environment.

Voting Requirements

Simple Majority

6.3 3-YEAR INTERNAL AUDIT PLAN

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference:
Date: 17 April 2019
Author: Belinda Bow, Governance Officer

Summary

The Audit Committee is requested to endorse an Internal Audit Plan to guide internal audit activities for the coming three years.

OFFICER RECOMMENDATION AND COMMITTEE DECISION- Resolution A01051904

Moved: Cr McGlenn / Seconded: Cr Newton

That Council and the Audit and Risk Committee:

1. Note the proposed Audit Plan for the financial years 2019/20, 2020/21 & 2021/22; and
2. Endorse the Audit Plan as presented in attachment 2.

VOTING DETAILS:

CARRIED: 6/0

Attachment

6.3.1 Proposed Audit Committee Schedule

6.3.2 Detailed Audit Plan with Timeline

Background

In order to address the sound financial and operational management of the Shire, as well as the mitigation of operational and strategic risk, an internal audit plan has been developed to allow the Audit and Risk Committee to consider a range of internal audit projects and activities and prioritise them for implementation.

Comment

The intent of this document is to provide a clear path forwards for the internal audit function so that the function can be resourced effectively. It is designed to align:

- Legislative requirements (including Reg 17 Audit Reporting)
- Operational requirements for good business practice (e.g. review/development of key documents, or improvement of business processes)
- Risk Management (by addressing risks identified through the Shire's Risk Management Register)

The existence of such a plan, endorsed by Council, can also potentially assist with:

- **Demonstrating to regulators, including the OAG, Council's awareness of certain risks or deficiencies and a clear strategy to address them**
- Demonstrating to funding bodies (where relevant) that certain projects are of priority and worthy of external funding
- Giving clarity to the Chief Executive Officer and Staff regarding Council's desired direction for its audit function
- Maintaining a baseline level of preparedness for an eventual OAG Performance Audit

Statutory Environment

Nil

Policy Implications

Nil at this stage. Some Internal Audit projects will likely involve review/creation/retirement of Shire Policies to meet their aims.

Financial Implications

The audit plan recommendations will be included in the draft budget for the coming financial year. Whilst some items will be internally managed and resourced, in the interest of managing conflict of interest and separation of duties, as well as ensuring appropriate expertise, some items will require external input.

Strategic Implications

The matter before the Committee generally accords with the following Shire desired outcomes as expressed in the Shire of Mingenew Strategic Community Plan:

8. Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy.
9. Outcome 4.4 Long term planning and strategic management.
10. Outcome 4.5 Achieve a high level of compliance.
11. Outcome 1.3 Protect and enhance economic infrastructure.
12. Outcome 2.5 Safe and functional road and ancillary infrastructure.
13. Outcome 3.2 Maintain the provision of high quality community infrastructure.
14. Outcome 3.7 Maintain a safe community environment.

Voting Requirements

Simple Majority

6.4 REGULATION 17 PROGRESS REPORT 1

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference:
Date: 24 April 2019
Author: Belinda Bow, Governance Officer

Summary

For the Audit and Risk Committee to review the progress made since the last review to evidence risk management, internal control and legislative compliance.

OFFICER RECOMMENDATION AND COMMITTEE DECISION- Resolution A01051905

Moved: Cr Newton / Seconded: Cr McGlinn

That Council and the Audit and Risk Committee receives the Regulation 17 Progress Report 1.

VOTING DETAILS:

CARRIED 6/0

Attachments

- 6.4.1 Last Regulation 17 Review and Report- 2016
- 6.4.2 Last Financial Management Systems Review- 2016

Background

On 8 February 2013, the Department of Local Government and Communities (Department) advised all local governments via Circular No 5 of the amendments made to the Local Government (Audit) Regulations 1996. The amendments to the Local Government (Audit) Regulations 1996 extended the functions of local government Audit Committees to include reviewing the effectiveness of local government's systems with regard to risk management, internal control, and legislative compliance.

Specifically, the amendments required a local government's CEO to review, at least once every two years, the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance. On 26 June 2018, this timeframe was further amended with Regulation 17 now requiring that the aforementioned be reviewed no less than once in every 3 financial years.

The last Regulation 17 review was undertaken presented to the (then) Audit Committee on 21 December 2016 with the recommendations from the Committee being endorsed by Council at its ordinary meeting held on the same day (see attachment 1). A progress report is now presented to the Committee to provide an update on undertakings by the Shire since the last review to evidence risk management, internal control and legislative compliance. Whilst the Shire's due date for the CEO's report as to the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance is not due until June 2020 it is the intention of the CEO to evidence progress through regular updates summarising achievements and results of audits. A final decision on appropriateness and effectiveness will then be provided prior to the Reg 17 Audit due date.

Comment

Risk Management Policy, Procedures and Framework

In the second and third quarter of the 2018/19 financial year the Shire has, with the assistance of LGIS, reviewed and updated its Risk Management Policy and Risk Management procedures which sets out the identification, assessment, management, reporting and monitoring of risks. The policy and procedures form the Risk Management Framework for the Shire and details:

- the principles of risk management
- the roles and responsibilities of risk management from the Audit Committee to individual employees
- risk appetite statements
- risk level matrix and criteria for assessing risks in term of likelihood and consequences.

The document's aim was to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resources and workload pressure. The documents were endorsed by Council in April 2019. The Risk Management Policy and Procedures will be kept under review by the Shire's Management Team and its employees and is due to be formally reviewed in the third quarter of 2019/20. (annually).

Corporate Risk Register

The Shire's risk register captures risks that may prevent the achievement of the Shire's key strategic objectives and major systems and projects. The register includes financial and non-financial systems and helps ensure compliance with key legislation, details current controls and identifies new controls to reduce risks.

The register is an important element in the overall Risk Management Framework that assists the Shire in capturing and recording risks that threaten the major systems and the delivery of major projects. Since the development of the Risk Register, it has been presented to the Audit Committee and Council on an ad-hoc basis for review, with the last being in 12/2016. In the second and third quarter of 2018/19 the leadership team, with assistance from LGIS, has reviewed and updated the risk register and is presented to the Audit and Risk Committee for review at agenda item 6.3. The register is a living document, overseen by the Governance Officer. The Committee should note that the register has already had progress updates, risk tolerance indicators, strategic risks and additional control mechanisms added since the initial November 2018 update. Continue review of this register will assist in identifying areas of high priority for future resourcing and auditing.

Compliance Calendar

A Compliance Calendar is a tool to assist the Shire in its obligations for statutory reporting, legislative compliance or formal submissions that are required under various legislative provisions. The aim of the calendar is to document required milestones complete with timeframe and responsible officer/s to meet ensure legislative requirements are met.

The Governance Officer created a Compliance Calendar in 2018 in response to a lack of legislative governance detected within the Shire. Whilst the Calendar is available to all officers to view and utilise (via populating with data relevant to each officer), the overall management, review and monitoring of remains the responsibility of the Governance Officer in line with the roles job description / KPIs.

The compliance calendar has assisted in the budgeting process for the upcoming financial year. It has highlighted the legislative requirements that are due for the Shire and as such has ensured financial provisions have been considered for their completion. The 2019/20 financial will require the following be completed or commenced to ensure legislative compliance:

- a) Ward Boundary review
- b) Record Keeping Plan and Processes review
- c) Elections
- d) Regulation 17 audit
- e) CEO Performance review
- f) Potential fair value review of land and buildings / plant and equipment if not extended to a 5 year timeframe.
- g) Financial Systems review
- h) Municipal Heritage Register review.

Compliance Audit Return

The Shire continues to complete the annual Compliance Audit Return and return it to the Department of Local Government and Communities by the required deadline. This return is presented to the Audit and Risk Management Committee before a recommendation to Council.

Matters of non-compliance raised in the 2018 return were either:

1. Rectified or acted upon as soon as the error was realised (prior to the CAR audit report); or
2. Added to the risk register with documented controls for prevention of re-occurrence;

Whilst that the Compliance Audit Return identifies many (but not all) of the legislative compliance and reporting obligations affecting local government and takes the form of an annual "self assessment" the report in itself is not a guarantee of compliance across all areas as there are some areas that are not assessed and its reliability is only as valid as the reporting officers internal audit process. For this reason, an internal audit plan carried out by a combination of internal and external auditors to assess identified gaps is important.

Agenda and Minutes

The focus of risk implication has yet to be included in the agenda format. This is something that a number of local governments throughout Western Australia have adopted and brings a focus on to risk with every decision Council makes. It forms part of the standard agenda and ensures staff look at the potential risk involved in each decision of Council. A revised agenda format that includes 'risk' is to be trialled in 2019.

Audit Services

The Office of the Auditor General has appointed Butler Settineri to conduct the interim and final audits of the Shire's accounts and annual financial report. Findings from the previous financial year's financial audit (2016/17) has been presented and reviewed at Item 6.1 of this agenda.

Financial Management Review

The CEO is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the Shire's resources. A triennial review of financial management systems as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 was last undertaken by Butler Settineri (Council's Audit firm) in August 2016. Council accepted the report at the September 2016 Ordinary Meeting of Council. The report concluded the following:

"From the work performed during our review , we note that the financial management framework is generally in good working order.....In particular we found that all major controls in relation to financial controls for the receipting of monies, safeguarding of assets and control over expenditure are in place and functional."

Butler Settineri did make recommendations to the CEO on systems and procedures that were assessed as having opportunities for improvement and those recommendations are being revisited to ensure they have been addressed and controls remain effective (see Attachment 2). The Shire is presently seeking quotes to conduct its next Financial Management Review; either late in the 18/19 or early in the 19/20 Financial Year.

Organisational Structure, HR and IR

As Council would be aware the Staff Organisational structure was reviewed and changed in March 2017 where 2 positions were eliminated (Finance Officer and Customer Service Officer) and the roles of Governance Officer, Records Officer, Works Supervisor and Turf Maintenance Officer was created. Council also opted out of the DFES funded SESM program and reduced funding of Ranger services, in favour of shared resourcing with neighbouring Shires to address sustainability concerns.

This has meant that:

- Most of the day to day governance and compliance activities now falls to a dedicated position and has facilitated greater oversight and accountability in the areas of risk, governance and compliance.
- Changing of the organisational structure and redefining of role parameters has been needed to capture all tasks carried out by redundant roles and ensure segregation of duties is retained;
- A greater number of services are provided via contracted staff under a shared resourcing arrangement (e.g. Ranger/Emergency Services, Town Planning, Building Approvals, Environmental Health)
- A review of the workforce plan is now required to capture the re-structure (scheduled to take place by end of 2019 calendar year); and
- An evaluation as to the effectiveness of the current structure needs to be conducted to ensure sufficient human resourcing is in place to deliver:
 - a) strategic community plan targets (compliant resolution, service provision etc)
 - b) the delivery and monitoring of risk management programs
 - c) the maintenance of internal controls and legislative compliance (evidence by management letters, audit findings etc).

(Especially given that the external auditor has expressed concerns of the smaller staffing structure on multiple occasions as per 2016 & 2017 management letters).

To primarily assist in human resource management and review processes a thorough review of all position descriptions was undertaken in the first and second quarter of 2018/19. The updated job descriptions enabled the Shire to carry out Performance Management reviews of all staff in accordance with legislative requirements, something that the Shire has previously been non-compliant in. It is worth noting that there are currently no processes in place to address performance management of personnel who provide services under MOU. This is a risk documented in the risk register.

The updated job descriptions and organisational structure will now lead into and inform the review of the Workforce Plan (including a succession plan), updated policies and procedures for employment practices and all areas of human resource management which is scheduled to take place in 2019/20. Once completed these HR documents will assist in the evaluation of the organisational structure by noting legislative and internal control requirements.

Employee contract reviews and updates took place in late 2018 and early 2019 in accordance with recommendations of the WALGA Award Transition Review into the Shire's IR arrangements which was undertaken in 2018. Key achievements have been:

- a) confirmation of non-adoption of historical Enterprise Bargaining Agreement
- b) consistency of payment rates within the contracts of employees whom are working the same job classification;
- c) consistency in the percentage of super co-contribution offered by the Shire for employees
- d) elimination of consistent higher duties allowances within office staff
- e) consistency in contract content between employees of the same role
- f) consistency of allowance entitlements between employees of the same role
- g) identification and addressing of historical underpayment of staff
- h) introduction of new Code of Conduct for all staff

ICT Review

The Shire has spent time reviewing its ICT set-up and making improvements. Due to the aged, patch-work nature of our systems this has been a somewhat difficult process at times, however the positive results are now being experienced as implementation smooths out.

- a) Penetration test by IT provider to test security arrangements of the Shire's electronic data;
- b) Ex-employees have been removed from the Shire's system to prevent access to the Shire's database.
- c) Purchasing module ordered to allow for segregation of duties in regard to incurring liabilities and making payments.

- d) Upgrade of shire telephone system to increase available lines, improve reliability and provide better after-hours capability
- e) Upgrade of shire internet connection (4G-ADSL hybrid, to improve speeds and reliability)
- f) Planned installation of link between administration office and depot office, to allow for installation of telephone and/or computer for works supervisor at depot (currently the Works Supervisor is required to share desk-space with administration staff, when it is available)

The next steps will be on implementing the Purchasing module and conducting a Security Access review to assess personnel access parameters to electronic documents.

Asset Management

The Shire has, with assistance from Moore Stephens, updated the Asset Management Plan. The modernised document is still reliant upon some older Council-adopted inputs (Corporate Business Plan and Long-Term Financial Plan). It will continue to be updated, in the new format, as these integrated planning documents are also updated.

Integrated Planning

The Shire has completed the overdue review of its Strategic Community Plan. The review featured significant community input and will serve as the basis for an updated Corporate Business Plan (which will, in turn, inform updated Long-Term Financial Plan, Workforce Plan etc.) The final draft will be presented at a Special Meeting on 1 May 2019 for Council endorsement.

You will notice that integrated planning documents feature prominently in controlling identified strategic risks in the risk register. It is therefore important that these are plans are updated promptly.

Consultation

Nils Hay, Chief Executive Officer
Jeremy Clapham, Finance Manager

Statutory Environment

In accordance with the Local Government (Audit) Regulations 1996 (Regulations) a local government's CEO is to review at least once every three years, the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

Policy Implications

There are no policy implications as a result of this stage.

Financial Implications

There are no known significant financial implications in relation to this item.

Strategic Implications

The matter before the Committee generally accords with the following Shire desired outcomes as expressed in the Shire of Mingenew Strategic Community Plan:

1. Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy.
2. Outcome 4.4 Long term planning and strategic management.
3. Outcome 4.5 Achieve a high level of compliance.

Voting Requirements

Simple Majority

7.0 ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

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

8.1 ELECTED MEMBERS
Nil

8.2 STAFF
Nil

9.0 CLOSURE
The President closed the meeting at 6.38pm.

These minutes were confirmed at an Audit and Risk Committee Meeting on

Signed _____
Presiding Officer

Date: _____

ATTACHMENT: 11.1a

Copy of Submitted Development Application



Office and Display site: 279 Place Road, Webberton Geraldton

Shire of Mingenew
PO Box 120
Mingenew WA 6522

ATT: TOWN PLANNING

**RE: Justification Statement – Non Technical
Proposed Storage Shed 14 Ikewa Street, Mingenew**

Please consider the following justification statement (non-technical report) for proposed storage shed at 14 Ikewa Street, Mingenew. The proposed development is for the storage of machinery and caravan. Refer to below points the address planning requirements:

1. Shed Size

It is advised that the proposed shed is 31.92m² over the allowed size for outbuildings in this zoning, as per the engineering the shed itself is actually 80m² with a lean to off the side. As this additional 31.92m² is not fully enclosed can this be classified an open carport.

2. Vacant Land

The proposed shed is currently on a vacant block, placement of the shed has been proposed in the rear corner of the block so future developments can be accessible, it has also been proposed in this location as it is out of sight by neighbouring blocks. Trev has spoken to neighbours in about the proposed development.

Your consideration and approval to these areas would be greatly appreciated.

Please do not hesitate to contact me should you require any further information or assistance.

Yours sincerely

Melanie Battilana
Office Manager



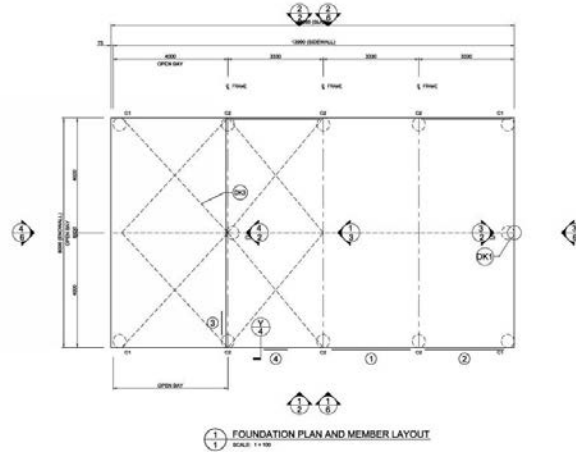
Ikewa St



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IF IN DOUBT, ASK



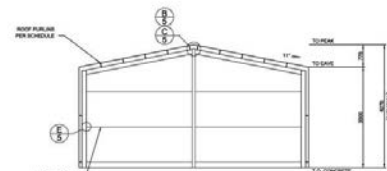
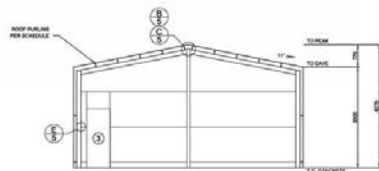
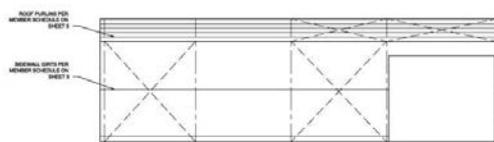
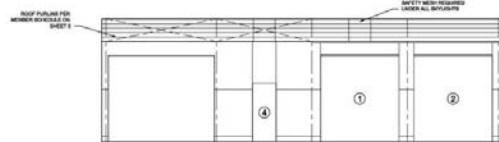
ROOF STRAP BRACING TO BE CONNECTED TO THE PURLIN CLOSEST TO THE LINE OF THE END WALL MULLION

MEMBER LEGEND	
C1	C15015
C2	2C15015
C3	C15024

DO NOT SCALE THIS DRAWING. USE FIGURED DIMENSIONS ONLY. ALL DIMENSIONS TO BE VERIFIED ON SITE.

<div>1</div> <div>6</div>	STEEL BUILDING BY FOR AT	(CONTACT) AUSSIE SHEDS GROUP 1300 300 022 TREV NITSCHKE 14 IKWA STREET MINGENEW			Civil & Structural Engineers 30 Pinner Street Campbell, Qld 4812 Fax: 07 4725 5650 Email: design@ncon.com.au ABN 541 055 172 56 Registered Professional Engineer (Civil & Structural) Q.L.D. Registered Civil Engineer (Structural) N.S.W. Registered Engineer (Civil) N.S.W. Registered Engineer (Civil) Vic.	Mr Timothy Roy Messer BE MIEAust RPCEQ Registered Professional Engineer 25589960 Signature: Date: 24/4/2019 Registered on the NPQR in the areas of practice of Civil & Structural National Professional Engineers Register
	SHEET 1 OF 6 DRAWING NO. 24-000000 DATE 24/4/2019 BY T.N. CHECKED T.N. APPROVED T.N. DRAWN T.N. SCALE 1:100					

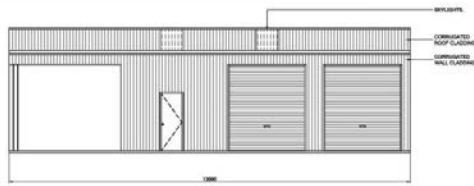
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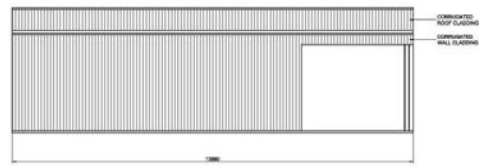
X BRACING IS REQUIRED IN 2 SIDE BAYS AND 2 ROOF BAY(S) (BOTH SIDES). BRACING IS NEEDED ON THE ROOFS ON BOTH SIDES OF THE GARAPORT ENDWALL. REFER TO PLANS FOR BRACING LOCATIONS.

<div>2</div> <div>6</div>	STEEL BUILDING BY FOR AT	(CONTACT) AUSSIE SHEDS GROUP 1300 300 022 TREV NITSCHKE 14 IKWA STREET MINGENEW			Civil & Structural Engineers 30 Pinner Street Campbell, Qld 4812 Fax: 07 4725 5650 Email: design@ncon.com.au ABN 541 055 172 56 Registered Professional Engineer (Civil & Structural) Q.L.D. Registered Civil Engineer (Structural) N.S.W. Registered Engineer (Civil) N.S.W. Registered Engineer (Civil) Vic.	Mr Timothy Roy Messer BE MIEAust RPCEQ Registered Professional Engineer 25589960 Signature: Date: 24/4/2019 Registered on the NPQR in the areas of practice of Civil & Structural National Professional Engineers Register
	SHEET 2 OF 6 DRAWING NO. 24-000000 DATE 24/4/2019 BY T.N. CHECKED T.N. APPROVED T.N. DRAWN T.N. SCALE 1:100					

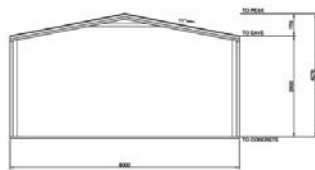
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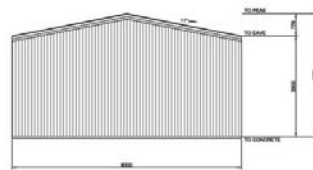
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2 SIDEWALL EXTERIOR ELEVATION
SCALE: 1:100



4 ENDWALL EXTERIOR ELEVATION
SCALE: 1:100



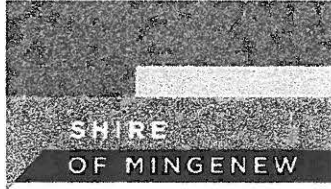
5 ENDWALL EXTERIOR ELEVATION
SCALE: 1:100

ITEM	DESCRIPTION	QTY	UNIT
1	STEEL BUILDING	1	EA
2	STEEL BUILDING	1	EA
3	STEEL BUILDING	1	EA
4	STEEL BUILDING	1	EA
5	STEEL BUILDING	1	EA
6	STEEL BUILDING	1	EA
7	STEEL BUILDING	1	EA
8	STEEL BUILDING	1	EA
9	STEEL BUILDING	1	EA
10	STEEL BUILDING	1	EA

<div style="text-align: center;"> 9 9 </div>	STEEL BUILDING BY AUSSIE SHEDS GROUP 1300 300 022 TREV NITSCHKE 14 KEWA STREET MINGENEW	(CONTACT) fairdinkum SHEDS	NORTHERN CONSULTING Civil & Structural Engineers 300 Hunter Street Caringbah, NSW 1502 Fax: (02) 4725 5650 Email: design@northernconsulting.com.au ABN 501 998 172 561 Reg. No. 150248 Registered Professional Engineer (Structural) N.S.W. Registered Engineer (Civil) N.S.W. Registered Engineer (Mechanical) N.S.W. Registered Engineer (Electrical) N.S.W.	Mr Timothy Roy Messer BE MIEAust NPCE Registered Professional Engineer 2558990 Signature: <i>[Signature]</i> Date: 24/4/2019 Registered on the NPCEA in the area of practice of Civil & Structural National Professional Engineers Register
	FOR AT			

ATTACHMENT: 11.1b
Copy of received submissions

Submission 1



DEVELOPMENT APPLICATION SUBMISSION FORM

Proposed Shed - Lot 95 corner Wattle & Ikewa Streets, Mingenew

SUBMISSION:

☒ Support

☐ Object

☐ Indifferent

Please give in full your comments and any arguments supporting your comments
(if insufficient space, please attach additional sheets) -

I HAVE NO OBJECTION TO THE ERECTION OF
A SHED ON LOT 95 MINGENEW AS SUBMITTED
TO MINGENEW SHIRE BY TREV NITSCHKE 16/5/19 -

Date:

27/05/2019

Please return to either:

Shire of Mingenew
PO Box 120
MINGENEW WA 6522

or

(fax) 9928 1128

or

enquiries@mingenew.wa.gov.au

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4pm Friday 7 June 2019

Submission 2



DEVELOPMENT APPLICATION SUBMISSION FORM

Proposed Shed - Lot 95 corner Wattle & Ikewa Streets, Mingenew

SUBMISSION:

☒ Support

☒ Object

☒ Indifferent

Please give in full your comments and any arguments supporting your comments
(if insufficient space, please attach additional sheets) -

I comment in support of this Proposal and
Welcome new development within the Town.
I would like to comment:
① The New Structure is Good.
② The Placement of the Shed.
May comments relate to placement of 1metre x
1metre in Rear Corner of the said Lot. If I am
correct 1.5metre is the FESA Regulations (without a
(FIREWALL)). To be considered for fire access in emergency.
③ If the setback is 1.5 metres and Building re-aligned
to comply with FIRE, HEALTH & SAFETY, The OBJECTION is overcome

Signature: _____

Date: _____

24 May 2019

Please return to either:

Shire of Mingenew
PO Box 120
MINGENEW WA 6522

or

(fax) 9928 1128

or

enquiries@mingenew.wa.gov.au

NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4pm Friday 7 June 2019

Submission 3



DEVELOPMENT APPLICATION SUBMISSION FORM

Proposed Shed - Lot 95 corner Wattle & Ikewa Streets, Mingenew

SUBMISSION: ☐ Support ☒ Object ☐ Indifferent

Please give in full your comments and any arguments supporting your comments
(if insufficient space, please attach additional sheets) -

SEE ATTACHED STATEMENT

Signature: _____ Date: 5 Jun 19

Please return to either: Shire of Mingenew or (fax) 9928 1128
PO Box 120
MINGENEW WA 6522 or enquiries@mingenew.wa.gov.au

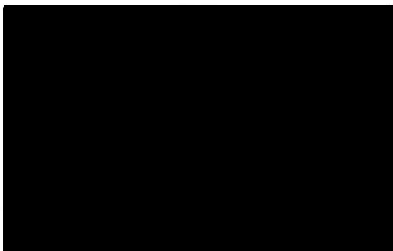
NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.

Submissions Close: 4pm Friday 7 June 2019

Proposed Shed - Lot 95 corner Wattle & Ikewa Streets, Mingenew

I oppose this application for this proposed shed on the following grounds:

1. I am of the opinion that the owner of this property is not going to build a residential house on this property as he already has a house on the property adjoining this one.
2. Due to the size of this proposed shed, 14m x 8m, I think this is going to be a workshop for a commercial enterprise, and not just a storage shed. There is an excavator parked on this block and the owner appears to be in the excavating business. The licence plate on one of his vehicles does seem to suggest this.
3. The Justification Statement states that the shed is being placed in the rear corner "so future developments can be accessible". What are these future developments going to entail as the owner already has a residential house on the adjoining property?
4. The Justification Statement also states that the proposed location is "out of sight by neighbouring blocks". I dispute this claim as the shed is going to be 4.278m in height and will be clearly visible from my property.
5. The Justification Statement further adds that "Trev has spoken to neighbours about the proposed development". He has NOT spoken to me.
6. There will be an increased noise level due to machinery maintenance, movement and street traffic. There is already an extremely high noise level in this area due to, in part, the grain operations and heavy vehicle movements, ie road trains and farm machinery.
7. I am not against any of the current establishments situated in Mingenew and do enjoy the country lifestyle, however, I am strongly opposed to this eyesore/commercial business being built opposite my front yard.



ATTACHMENT: 11.1c

Copy of Applicant's response to submissions



Shire of Mingenew
PO Box 120
Mingenew WA 6522

ATT: TOWN PLANNING

RE: **Justification Statement – Non Technical**
Proposed Storage Shed 14 Ikewa Street, Mingenew

Please find comments below relating to the development application submission forms.

FESA Regulations

As per FESA and shire regulations a fire wall is not required as the enclosed area is only 26.64m².
Proposed location also meets setback requirements.

The proposed shed is under no circumstance going to be used for a business. It was clearly stated in the previous justification statement that the shed was to store machinery and caravan, this does not however mean that it will be used for a commercial enterprise.

In regards to previous storage sheds we have supplied in residential areas this is a fairly standard design, the shed has been designed to be functional for what it is required to store.

As previously stated your consideration and support would be greatly appreciated. Please do not hesitate to contact me should you require any further information or assistance.

Yours sincerely

Melanie Battilana
Office Manager

ATTACHMENT: 11.2.1
Shire Support Letter from MBG

Chris O'Callaghan
Midlands Biosecurity Group Co-ordinator
West Midlands Group
3468 Dandaragan Road,
Dandaragan, 6507



Nils Hay
Chief Executive Officer
Shire of Mingenew
21 Victoria Street,
Mingenew, 6522

Dear Nils,

RE: SHIRE SUPPORT OF THE MIDLANDS BIOSECURITY GROUP

Thank you for the previous opportunity to present to council on the establishment of a Recognised Biosecurity Group in the Midlands area.

As mentioned in the presentation, the Midlands Biosecurity Group (MBG) is proposing to cover the Shires of Irwin, Mingenew, Three Springs, Carnamah, Coorow, Dandaragan and Moora to provide a focussed and co-ordinated response to the control of declared pests such as feral pigs, wild dogs, foxes and rabbits.

We are seeking a letter of support from the Mingenew Shire council to endorse the activities of the MBG in your region. The MBG is not seeking financial support from participating shires, but do request operational support in the form of assistance with communications of group activities e.g. through shire newsletters or other relevant communication material. The MBG would also welcome each participating shire in becoming an associate member of the group as outlined below.

The MBG will be offering two classes of membership: a full membership to be available to persons who own or occupy at least 100 hectares within a shire covered by the MBG, and an associate membership available to any organisations that control, care or manage land within this region - with these organisations being represented by a 'member authorised nominee'. A shire would fall under this category of membership. There will be no fee associated with MBG membership, however an application for membership will need to be submitted.

The MBG aims to hold its inaugural annual general meeting in September 2019, where it will elect the board of management and the officeholders of the group. The board of management is open to both full members and the authorised nominee of associate members. The MBG steering committee has indicated that it would like to have representation from each shire within the region, which could be either a local full member or an authorised nominee of the shire as an associate member.

It is likely that the MBG will implement a Declared Pest Rate within the 7 shires of the region, which will be matched by the state government on a 1:1 basis. All funds raised through this process then must be spent within the MBG area. The annual value of this rate will be decided by the MBG steering committee and board of management once elected. As part of the processes supporting the Recognised Biosecurity Group and before a Declared Pest Rate can be implemented, the MBG will be required to submit to the Minister an operational plan annually which will outline the group's activities and budget for each year. This will ensure transparency and allow for public consultation

on the proposed rate. These plans will be available publicly as well as given directly to all members and stakeholders of the MBG. Rates are then administered by the Office of State Revenue.

The MBG has been extremely successful in attracting establishment funding, with over \$500,000 in grant funding being secured through State, Federal and Industry sources. An application for incorporation has been submitted and it is expected that by July 1 the group will be operating as an independent not-for-profit organisation. The group has an active steering committee with representation from all seven shires and has recently appointed Coorow farmer Charles Wass as its interim chairperson.

Carl Forward has been representing the Mingenew area on the steering committee. In March an aerial feral pig shoot was organised in the Mingenew/Morawa areas, a collaborative effort between the Northern Biosecurity Group, the Central Wheatbelt Biosecurity Group and the MBG with assistance from the Mingenew-Irwin Group. These same groups are now working on developing a regional feral pig management strategy that will guide future activities and investment in this area.

Once again, thank you for the opportunity to address council last month and I hope this answers all your queries in enough detail. If you would like any further information, don't hesitate to give me a call or send me an email.

Kind Regards,

Chris O'Callaghan
Midlands Biosecurity Group Co-ordinator
P. 0429446515
E. research@wmgroup.org.au

ATTACHMENT: 11.2.2
Declared Pest Rates Info Sheet



Department of
Primary Industries and
Regional Development

Recognised Biosecurity Groups



Declared pest rate – why it matters to you

The *Biosecurity and Agriculture Management Act 2007* allows a declared pest rate to be raised to manage priority declared pests

Managing declared pests in WA

Widespread and established declared pests such as wild dogs, foxes, rabbits and cotton bush, blackberry and mesquite can cause serious problems for agriculture, the environment, and human health and safety.

The *Biosecurity and Agriculture Management Act 2007* (BAM Act) sets out to reduce the impact of declared pests by allowing for community governance through the formation of **Recognised Biosecurity Groups (RBG)**.

An RBG may have a rate raised, known as a declared pest rate (DPR), to support their work in coordinating strategic control of specific declared pests. The BAM Act requires the State Government to match all forecast rates dollar-for-dollar - doubling the funds available. The funds being made available to 12 RBGs and their communities in 2018-19 is \$6.29 million.

A budget for declared pests

RBGs require a long term strategic approach to making coordinated pest management an accepted part of good property management. The DPR provides the certainty of funding needed for this to occur.

The DPR is spent on activities detailed in each RBG's annual operational plan, which identifies priority pests and management strategies. **Landholders are given a chance to provide input into these plans, and can have a say on how the DPR will be spent.**

Activities include information, skills development and guidance to help landholders become involved in pest management, coordinated across fence lines. In some instances RBGs complement landholder efforts with on-ground activities, such as contracting licensed pest management technicians for wild dog control.

RBGs can also be involved in landscape scale programs with other stakeholders, such as other RBGs, and state and local government.

RBGs – local people making decisions about local pest problems

RBGs are not for profit organisations, managed by volunteers and regional representatives, that operate across a defined area. They are supported by the Department of Primary Industries and Regional Development (DPIRD), and provide the opportunity for **shared responsibility** and **community led and coordinated control** of declared pests.

Under the BAM Act, landholders are responsible for managing declared pests on their own land. RBGs provide knowledge, skills and motivation to increase landholder participation, and provide opportunities for them to identify pest priorities in their area, and participate in planning and on-ground delivery.

RBGs provide a bottom up approach, and bring landholders, government and other stakeholders together to coordinate pest management at both a community level and across large regional areas. The goal is to engage and make the best use of all skills, funds and resources.

The work of a RBG adds value to individual efforts – but does not replace it.

Declared pest rates

Consistent funding through declared pest rates allows for declared pest management efforts to be sustained over the long term, to make long-lasting impacts on pest problems.

Declared pest rates are not new

Five RBGs in WA's pastoral regions have been collecting a DPR since 2014. Prior to that, it was collected as the Agriculture Pest Rate under the *Agriculture and Related Resources Protection Act 1976*.

The RBG and DPR model has since been extended to the agricultural region, meaning some areas will this year be paying rates for the first time.

There are now 12 RBGs that have rates set in their respective areas for the 2018-19 financial year. Each group operates across different local government areas. In 2018-19, landholders from 51 local government areas will receive declared pest rate notices.

How are the rates collected?

The Commissioner of State Revenue through the Office of State Revenue (OSR) is responsible for issuing and collecting declared pest rate notices. This is done in September/October each year.

The amount of rates to be collected are matched dollar for dollar with State Government funds and transferred to the Declared Pest Account (DPA), which is administered by DPIRD. Funds are then made available to each RBG.

Calculating rate contributions

Each RBG covers a different area of the State, and is impacted by different species, the volume of pests, local industry, land use, environmental factors, population demographics and size.

Therefore, RBGs have varying pest control priorities, budgets and ways of operating, and may charge different rates.

The process starts with RBGs and DPIRD working together to establish the group's annual operational plan, which forms the basis on which to calculate the DPR. DPIRD then advises the Minister what rate is required to deliver on these plans. The rate may be recommended as either the same amount for each property (a flat rate), or rates based on the unimproved value of land as provided by the Valuer General (an ad valorem rate).

Before the rates are finalised, landholders and affected parties are invited to make submissions on proposed rates.

Expenditure is detailed in RBG annual reports and audited financial statements, which are submitted to DPIRD, placed on the DPIRD website and tabled at RBG Annual General Meetings (open to the public).

Postponement for pensioners

Eligible pensioners can apply to the OSR to have their rate payments postponed, provided they meet the requirements under section 136 of the BAM Act. For more information on how to apply, please contact the OSR.

More information

Declared pest rate process and calculation of rates: dpr@dpiird.wa.gov.au, 1300 374 731
agric.wa.gov.au/rbg

Find your local RBG, learn more about operational plans and priority declared pests:

[refer to details on next page](#)

Office of State Revenue: web enquiry at: osr.wa.gov.au/bama, (08) 9262 1199
country callers: 1300 368 364 (local call charges)

Declared pest rates

Recognised Biosecurity Group contacts

Biosecurity group	Contact	Email	Phone
Blackwood Biosecurity Inc	Sheila Howat	projects@blackwoodbiosecurity.org.au	0475 774 558
Carnarvon Growers Association	Ian Foxley	rbg@cga.org.au	0418 353 171
Carnarvon Rangelands Biosecurity Association	David Blood	crba_eo@iinet.net.au	0488 005 084
Central Wheatbelt Biosecurity Association	Linda Vernon	eocwba@outlook.com	0473 163 050
Goldfields-Nullarbor Rangelands Biosecurity Association	Ross Wood	rosswood1@bigpond.com	0439 918 492
Kimberley Rangelands Biosecurity Association	Dick Pasfield	krbg@westnet.com.au	0418 959 832
Meekatharra Rangelands Biosecurity Association	Geoff Brooks	gpbrooks2000@yahoo.com.au	0499 343 828
Pilbara Regional Biosecurity Group	Bill Currans	bill@billcurrans.com	0488 383 449
Southern Biosecurity Group	Kylie Fletcher	sbg.execofficer@gmail.com	0484 932 447
Peel Harvey Biosecurity Group	Jonelle Cleland	comms.phbg@gmail.com	
Esperance Biosecurity Association	Linda McCrea	eba.wilddog@outlook.com	
Eastern Wheatbelt Biosecurity Group	Lisa O'Neill	ewbg@outlook.com	0455 724 848

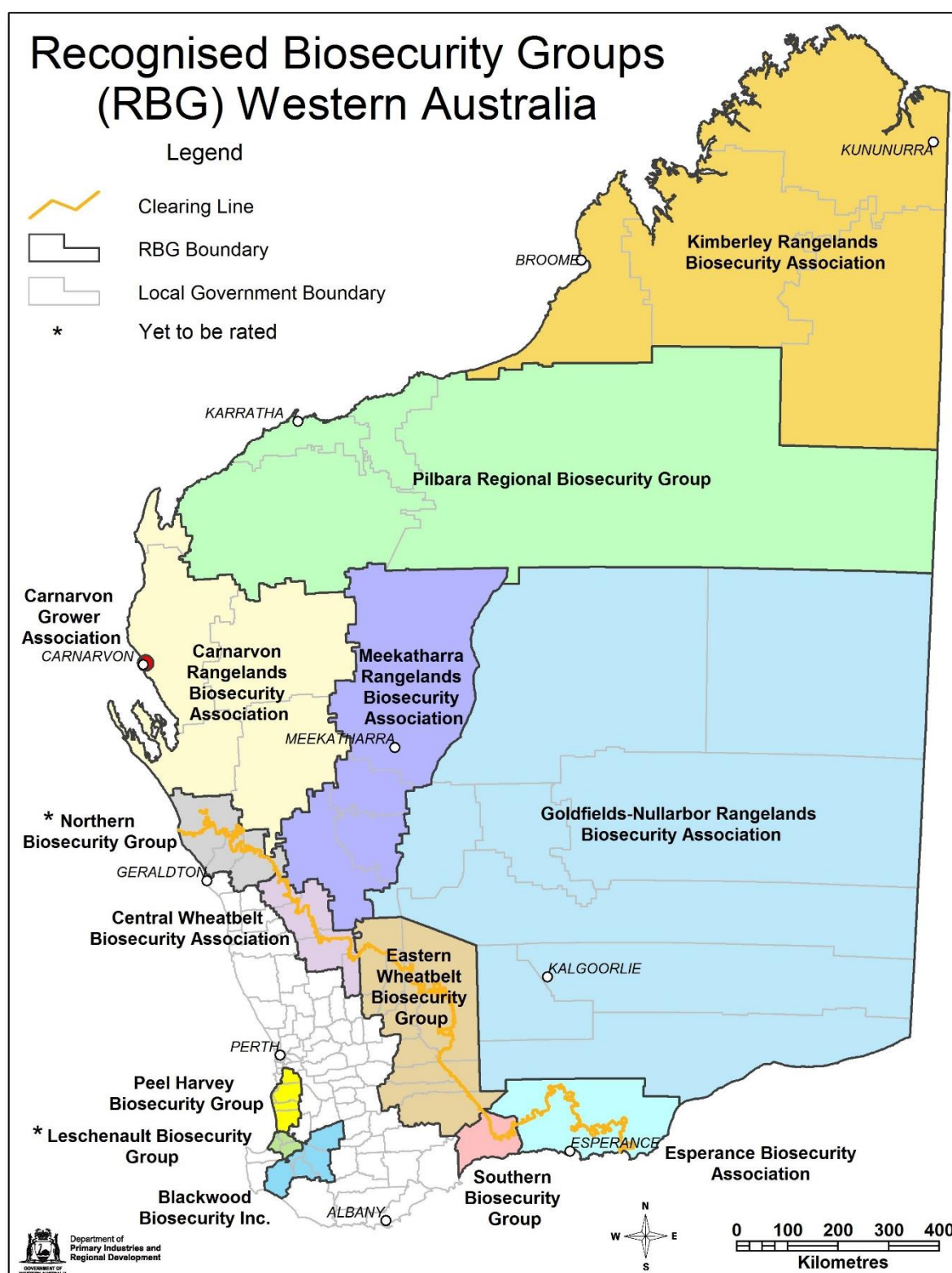
Flat rate (fixed sum) tables

Declared pest rates for five RBGs have been determined using a flat rate. These are listed here. Contact your RBG for ad valorem rates.

Southern Biosecurity Group	
Hectare range	Flat rate (\$)
50ha or less	\$24
>50 – 200	\$39
>200 – 500	\$75
>500 – 1000	\$141
>1000 – 2000	\$200
>2000 – 3500	\$377
>3500 – 5000	\$528
>5000 – 7500	\$698
>7500 – 9000	\$848
>9000	\$1107
Peel Harvey Biosecurity Group	
Flat rate (fixed sum) applied on land 1ha+ (urban and rural)	\$30

Blackwood Biosecurity Inc	
Urban residential	\$40
Rural	\$50
Esperance Biosecurity Association	
Hectare range	Flat rate
100 – 500	\$50
>500 – 1500	\$100
>1500 – 5000	\$165
>5000 – 10 000	\$380
>10 000	\$600
Eastern Wheatbelt Biosecurity Group	
Hectare range	Flat rate
20 – 1000	\$30
>1000 – 2000	\$45
>2000 – 5000	\$140
>5000 – 10 000	\$250
>10 000 – 15 000	\$400
>15 000	\$600

Recognised Biosecurity Group operational areas



Important disclaimer

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ATTACHMENT: 11.2.3

RBG FAQ



Frequently asked questions

Through the *Biosecurity and Agriculture Management Act 2007* groups that control declared pests can receive formal recognition as a Recognised Biosecurity Group (RBG).

What is a Recognised Biosecurity Group?

A Recognised Biosecurity Group (RBG) is a mechanism under the *Biosecurity and Agriculture Management Act 2007* (BAM Act) to enable landholders and managers to develop a coordinated approach for declared pest control in their area. It supports what they are required to do as individual land managers.

A RBG provides the basis for shared responsibility and funding in controlling declared pests. It enables communities and industry to partner with others, including state government agencies. RBGs are the Department of Primary Industries and Regional Development (DPIRD) preferred partnership arrangement for widespread and established declared pest management.

RBGs provide a framework to foster efficiency through partnership arrangements to make the best use of skills, funds, capacities, incentives and regulations to control declared pests.

Ultimately, a well formed and functioning recognised biosecurity group will have taken the following steps to self-reliance;

1. They will assume responsibility
2. They will be well informed
3. They will know where they are going
4. They will be making their own decisions

How is a RBG formed?

A biosecurity group that is formed in an area for the purpose of declared pest control may be recognised under s169 of the BAM Act by the Minister for Agriculture and Food. The Act does not formally detail a process for recognition, however for a prospective RBG to be recognised it must:

- undertake activities consistent with the Act
- operate at a scale to effectively control declared pests across landscapes
- has the capacity to manage any public funds it receives
- has legitimate authority within its community to decide how to use these funds.

DPIRD has prepared a guidance statement to support groups intending to become recognised.

A prospective RBG submits an Expression of Interest to the Minister addressing the above points including the group's consent to be formally recognised. DPIRD's Director General (or delegate) will advise the Minister about prospective RBGs.

A RBG is required to have appropriate governance structures in place and DPIRD encourages them to become an incorporated association and conduct its affairs according to a Constitution. DPIRD has developed a RBG Toolkit to assist RBGs to set up good governance structures and practices.

How are boundaries set for a RBG?

For established declared weeds and declared pest animals, DPIRD prefers that a RBG represents a large area and be amenable to managing a range of identified priority pests. Group priorities are best determined through engagement and consultation with landholders.

RBGs that cross multiple shire boundaries are recommended. The purpose for recommending larger areas and diverse declared species control interests is to avoid a large number of smaller, single purpose groups forming which could cause long-term partnership arrangements to become less effective. A RBG can be composed of several smaller groups. While this is DPIRD's preference, it is the role of the group to determine its extent, priorities and composition.

Consideration of a smaller-scale RBG for more intensive agricultural areas may be considered. It is best to ensure the scale of the RBG represents 'communities of common interest'. There needs to be a sense of community cooperation in the intended response to declared pests.

Boundaries of a RBG are determined through discussions between the biosecurity group seeking recognition from the Minister under section 169 of the BAM Act and DPIRD. Following the receipt of the Expression of Interest consenting to recognition from the group, the Minister will, on the advice of DPIRD, describe the boundary of the RBG (based on shire boundaries) in the signed document which is the instrument recognising the group. If there was good reason to do so, the Minister may alter the boundaries of the RBG. This alteration would only occur following consultation and discussion with the group seeking recognition and will take into account factors such as operational efficiency and scale required for effective pest management programs.

Can a pest be declared for specific areas within a RBG?

It could occur but would generally not be supported. Declaration of a species is considered for all requirements at a state level.

What powers will RBGs have?

Landholders are responsible for controlling declared pests on their land. RBGs add value to the role of landholders, but do not replace their role or responsibility.

RBGs will have no direct statutory powers. Through partnership arrangements with DPIRD, they can assist with implementing provisions of the BAM Act.

RBGs will be required to comply with all relevant legislation e.g. financial and occupational, health and safety.

What will RBGs be responsible for?

RBGs can have as many responsibilities as they decide, and these must be detailed in their constitutions or governance structures and arrangements.

Funding under the BAM Act, through the Declared Pest Account (DPA - see below), will be provided for declared pest control in the prescribed area as outlined in the group's Declared Pest Action Plan.

BAM Act funded responsibilities may include:

- surveillance and reporting on new and emerging declared pests, and assisting with compliance if necessary;
- carrying out operations or engaging contractors to manage declared pests;
- promoting best practice pest management to landholders in their area, and developing and working with networks that encourage community involvement in biosecurity;
- preparing annual work programs, including operational and budget planning;
- conducting preliminary consultation prior to the imposition of rates to fund declared pest control; and
- the management of associations affairs including paid support such as executive officers.

Funding

How is a RBG funded?

To access funding under the BAM Act, RBGs need to provide the Director General with a Declared Pest Action Plan. The plan informs the determination of the Declared Pest Rate (DPR) which the Director General requests the Minister to impose.

DPRs are matched dollar-for-dollar by the state government. This funding can only be used for declared pest control under an approved Declared Pest Action Plan.

It is quite likely that RBGs will receive funds from multiple sources. The Minister and DPIRD however need to know what works are intended to be funded from funds collected through rates. Therefore the term Declared Pest Action Plan is used to describe a plan that only details those works funded from rates and matching funds.

The key thing is that the plan is developed based on the needs of landholders and there has been consultation to identify their needs.

Section 130 of the BAM Act gives the Minister the responsibility and authority to impose a DPR. The rate is collected by the Office of State Revenue, then matched by the state government and deposited in the Declared Pest Account.

Under s170, the Minister can authorise the DPIRD Director General to disburse funds to a group from the DPA.

Funds provided under s170 must be used in accordance with s138 (a), which is to carry out measures to control declared pests on and in relation to areas for which the rates were collected. All other RBG activities must be funded separately.

Funds retained in the DPA remain allocated to the RBG for which they were collected or matched. Each RBG has an allocated account within the DPA. Funds earn interest which is calculated quarterly. Interest earnings are deposited in the following month (i.e. October, January, April and July). Financial statements are provided to RBGs quarterly.

Rates are matched equally based on what is expected to be received by the state government and is available from July.

To have the rate raised and to access these funds annually, an RBG is required to reach an agreement with DPIRD on:

- a strategic plan outlining priorities for controlling declared pests in areas where rates are collected;
- an annual budget and Declared Pest Action Plan detailing control measures to be undertaken in areas where rates are collected;
- disbursement of funds from the DPA in accordance with agreed milestones and availability of funds, as well as the RBGs agreement under s170 of the Act; and
- reporting on performance and financial expenditure as detailed in correspondence annually from the Director General.

RBGs are free to seek and obtain funds or other resources from any source. RBGs can opt to rely on rates only, sponsorship and grants only or a combination of rates and sponsorship and grants to fund their operations.

What is the basis for rating?

The DPR can be applied on the basis of the Unimproved Value of properties or via a flat rate. The rate is set at a level that is informed by each RBG's approved Declared Pest Action Plan.

The Minister, in accordance with the *Biosecurity and Agriculture Management (Declared Pest Account) Regulations 2014*, must consult annually with the affected landholders on the proposed rate before gazetting the rates annually. RBGs are encouraged to have broad community support for the determination of a rate, it's important that landholders recognise the value in paying a DPR.

DPIRD can provide support for the modelling of rates and advice on consultation processes to inform and engage landholders.

Rate assessments are issued and collected by the Office of State Revenue in September each year.

Can local government funds be used instead of a rate?

A local government may contribute funds to an RBG; but these funds will not be matched by the state government. Only a DPR is eligible for matching funding under the BAM Act.

The intent is for government to provide public funding to match private funding. Local government funding may be considered as public funding and so would not be eligible for matching public funding.

The BAM Act would need to be changed for other arrangements to be eligible.

Governance and administration

What are RBG governance requirements?

RBGs will be required to have appropriate arrangements in place, the governance structures and policies as expected of any Incorporated Association receiving public funding. These include:

- recognised status as a non-profit organisation;
- obtaining or be in the process of procuring public liability insurance (minimum level \$10 million cover);
- being registered for GST, or have approval from Australian Taxation Office for GST exemption;
- having an Australian Business Number (ABN);
- compliance with any administrative and corporate governance standards set by the DPIRD Director General;
- meet with DPIRD annually to discuss the preparation of budgets and delivery of outputs; and
- report to DPIRD on the use of the funds and provide an annual audited financial statement.

Are RBGs responsible for all declared pests?

Landholders are responsible for controlling all declared pests that may occur on their property.

RBGs will need to prioritise their activities and they can undertake work to control pests declared under the BAM Act that are best addressed at an area or broader landscape scale. Expenditure must be in accordance with the priorities determined in consultation with DPIRD.

Declared pests impacting on the viability of agriculture at an industry scale are dealt with through Industry Funding Schemes under the BAM Act.

What planning is required?

It is recommended that a RBG prepare a five-year strategic plan early in its existence. This shows landholders within the area and potential partner organisations the RBG's purpose and what it intends to do.

A strategic plan also makes preparation of annual Operational Plans relatively easy. DPIRD is able to assist in the development of strategic and operational plans where required.

The Declared Pest Action Plan informs the determination of a DPR and is approved by the Director General of DPIRD; it informs what funding will be provided from the DPA. Groups

may have an Operational Plan that provides details on declared and non-declared pests that are considered priority for control in their area, and financial information on funding sources and expenditure from various sources. While they are separate documents, information from the Declared Pest Action Plan can be used as the basis for the Operational Plan or vice versa.

What administration and reporting is required?

A normal level of administration and reporting is required as for any organisation that receives public funds. With good planning, this should not be onerous. When the Director General transfers funds from the DPA to the group, the group will receive written notice as to what the funds can be used for and what reporting is required.

Will DPIRD provide administrative support?

DPIRD is able to assist with initial development of administrative and reporting structures. RBGs must plan for their ongoing administrative functions. Funds from the DPA can be used for administrative support. Again, this will need to be included in the group's planning processes.

Options for administrative and operational functions should be planned, costed and included in the annual budget.

Who does a RBG report to?

It is important for a RBG to keep landholders interested and engaged, as well for demonstrating value for money. So RBGs will need to establish regular communications with their stakeholders to highlight activities and achievements.

RBGs that receive public funding are required to report to the DPIRD Director General on performance and financial expenditure. These reports are required to be published on DPIRD's website.

Local government

What is the role of local government in RBGs?

Local government is not obliged to play any role in a RBG.

DPIRD encourages involvement by Local Government Authorities (LGAs), according to local community interest and their capacity to support RBGs. And as land managers, LGAs have responsibilities under the BAM Act to control declared pests on their property. So being involved in a coordinated control program has many benefits for everyone.

It is envisaged that most RBGs will be at a scale of multiple LGAs. For example, in the eastern Wheatbelt, a biosecurity group has been recognised by the Minister that is based on eleven LGAs.

DPIRD's role and involvement

What will DPIRD's role be?

A RBG can be formed through consultation with DPIRD, or independent of DPIRD if no public funding is required. However, if any group seeks recognition from the Minister, DPIRD's advice will be sought.

DPIRD will be involved if there is a DPR determined in the RBG's area. DPIRD must approve the Declared Pest Action Plan and budgets. Also, DPIRD manages the DPA. RBGs need to report to the Director General of DPIRD on performance and expenditure of public funds.

Besides the statutory role of DPIRD (that is, in administration and accounting for public funding expenditure), the roles for DPIRD are best delivered in well defined partnership arrangements with RBGs. DPIRD will assist a RBG to become established. After a RBG is established, the partnership arrangements between the RBG and DPIRD should be agreed to under a Memorandum of Understanding (MOU).

It is anticipated that RBGs may establish similar partnership arrangements with other organisations.

DPIRD will undertake roles within partnership arrangements that are appropriate to a government agency. The role of DPIRD will not replace the responsibilities of landholders to control declared pests on their land, but instead will add to their capacity to do so through RBGs.

Priorities for DPIRD are in preventing new incursions of priority pest animals and weeds and in ensuring eradication where new incursions do occur. This is the most significant role for government and is the most cost-effective use of public resources.

The non-statutory roles that DPIRD can contribute to RBGs through partnership arrangements include:

- providing initial information about declared pests (occurrence, distribution, impacts, ecology etc.);
- advice on administration, coordination and good governance;
- assistance with strategic and operational planning, and with budgeting;
- advice on 'best practice' control, including updates of new information;
- advice on statutory obligations of RBGs, including compliance with animal welfare, occupational health and safety or other associated standards;
- training to build community or industry capacity to control declared pests;
- assistance to address gaps in current knowledge about control of declared pests; and
- assessment of impacts and of the return to investment in control of declared pests.

DPIRD may also perform compliance services under the BAM Act within its resources. For established declared pests, regulation is considered a 'last-resort' and would only be applied when property owners fail to control declared pests at a level that meets community expectations and where DPIRD considers it to be feasible and a reasonable action to take.

Regulation and compliance enforcement alone are not effective control mechanisms for wide-spread and established pests unless undertaken with a range of other management mechanisms delivered through a community coordinated approach.

Will Declared Species Groups continue to be supported?

Declared Species Groups (DSGs) were originally established as an interim measure to deal with single declared pest species until RBGs could be established. Funding through DPIRD for DSGs is limited and is not guaranteed. The funding for DSGs through DPIRD is to cease by 30 June 2016 and DSGs have been advised of this.

DSGs can continue to exist in any form. They are not formed under statute and have no obligations to state government unless they receive public funds. While DPIRD is keen to support effective groups, as some DSGs are, it needs to ensure that a coordinated community approach to control declared pests is arranged on a more secure basis. RBGs are the mechanism to achieve this. If a DSG decides to seek recognition by the Minister, DPIRD will assist in this transition.

DPIRD is currently working with some existing DSGs to seek recognition as biosecurity groups.

How does a RBG differ to an Industry Funding Scheme?

An Industry Funding Scheme (IFS) is also a mechanism under the BAM Act for the control of declared pests. An IFS enables producers to raise their own funds for managing pests and diseases directly threatening the profitability and the competitiveness of enterprises in their industry.

An IFS is applied where industry is best able to control the declared pest and where in doing so, it substantially provides private benefit. It is funded completely by the industry with no funds from government. DPIRD may provide services to industry for delivery of control programs on a fee-for-service basis.

There are currently three IFSs in Western Australia:

- grains, seeds and hay
- sheep and goats
- cattle

The Grains, Seeds and Hay IFS is currently focused on the control of skeleton weed and three-horned bedstraw. Both species are eradication targets for most of Western Australia.

An RBG differs in that it is intended to deliver both public and private benefits. On this basis, it can receive both public and private funding. RBGs are generally more focused on control of widespread and established species.

Further information

For further information on biosecurity groups, please refer to the DPIRD website agric.wa.gov.au/rbg

Important disclaimer

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ATTACHMENT: 11.4.1

WALGA AGM Notice



**Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions**

**Perth Convention and Exhibition
Centre**

Wednesday, 7 August 2019

Deadline for Agenda Items

(Close of Business)

Tuesday, 4 June 2019

2019 Local Government Convention

General Information

The 2019 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 7 August to 9 August 2019. The tentative schedule for the Convention is as follows:

<u>Tuesday, 6 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation)	3.30 pm	5.30 pm
Mayors and Presidents Reception (separate invitation)	5.30 pm	7.00 pm
<u>Wednesday, 7 August</u>		
State and Local Government Forum (separate registration)	9.00 am	11:00am
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon (by invitation only)	12.00 pm	1.15 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.00 pm
Convention Opening Welcome Reception	5.00 pm	6.30 pm
<u>Thursday, 8 August</u>		
ALGWA AGM and Breakfast (separate invitation)	7.45 am	9:00 am
Opening and Convention Sessions	9.00 am	5.00 pm
Convention Gala Dinner	7.00 pm	11:00 pm
<u>Friday, 9 August</u>		
Convention Breakfast	7.30 am	8.45 am
Convention Sessions	9.15 am	4:00 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 7 August 2019. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a cost for those not registered as a Full Delegate.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2019 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Tuesday, 4 June 2019**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm **Friday, 10 May 2019** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrodt, Executive Officer Governance on 9213 2036 or via email mdegebrodt@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



President Cr Lynne Craigie OAM
President



Nick Sloan
Chief Executive Officer

EMAIL BACK

Voting Delegate Information 2019 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, 7 August 2019 at the Perth Convention Centre.

Please complete and return this form to the Association by Friday **5 July 2019** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates
Name of Voting Delegates (2): 	Name of Proxy Voting Delegates (2):
For (Local Government Name): Shire/Town/City of	
Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)	
Date _____	

ON COMPLETION PLEASE EMAIL TO: mdegebrot@walga.asn.au

Margaret Degebrot, Executive Officer Governance

ATTACHMENT: 12.1
Financial Report for Period Ended 31 May 2019

SHIRE OF MINGENEW

MONTHLY FINANCIAL REPORT

For the Period Ended 31 May 2019

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Mingenew
Compilation Report
For the Period Ended 31 May 2019

Report Purpose

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

Overview

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

No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2019 of \$1,557,555.

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

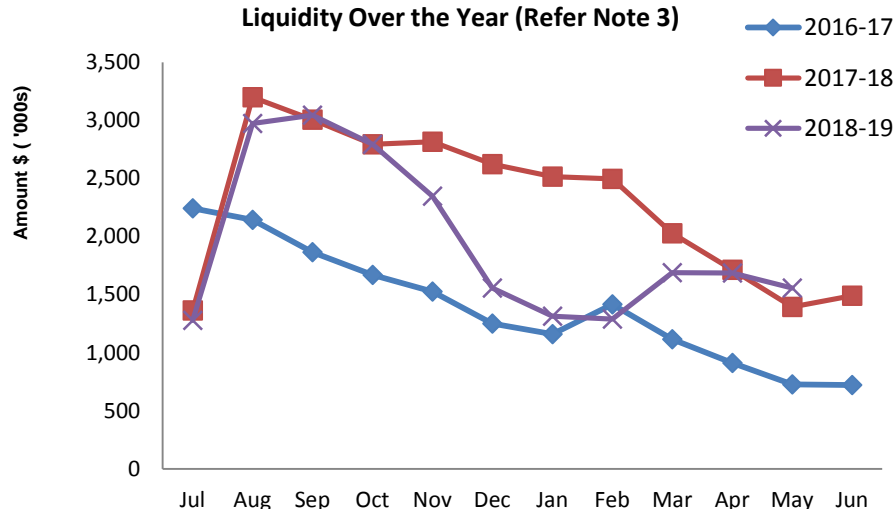
Preparation

Prepared by: Jeremy Clapham

Date prepared: 7/06/2019

Shire of Mingenew
Monthly Summary Information
For the Period Ended 31 May 2019

Liquidity Over the Year (Refer Note 3)



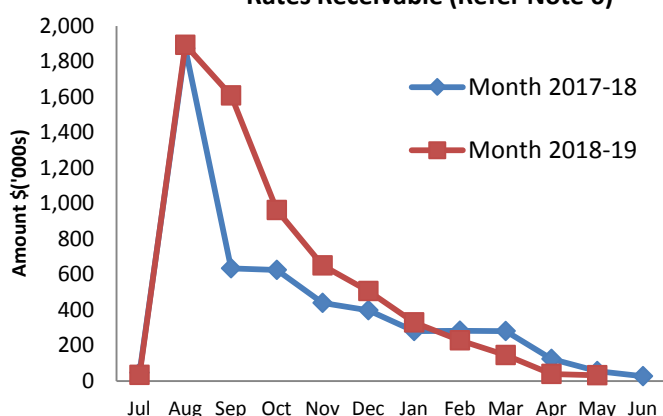
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 867,068
Restricted	\$ 962,419
	<u>\$ 1,829,486</u>

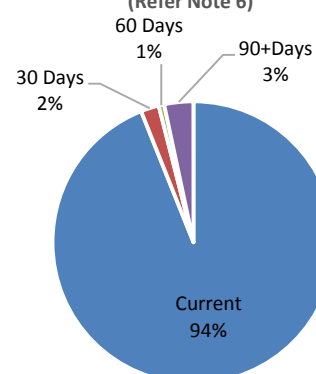
Receivables

Rates	\$ 30,743
Other	\$ 155,554
	<u>\$ 186,297</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
 Final notices were issued 3rd 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	1,857,448
Rubbish	65,394
ESL	29,438
	<u>1,952,280</u>

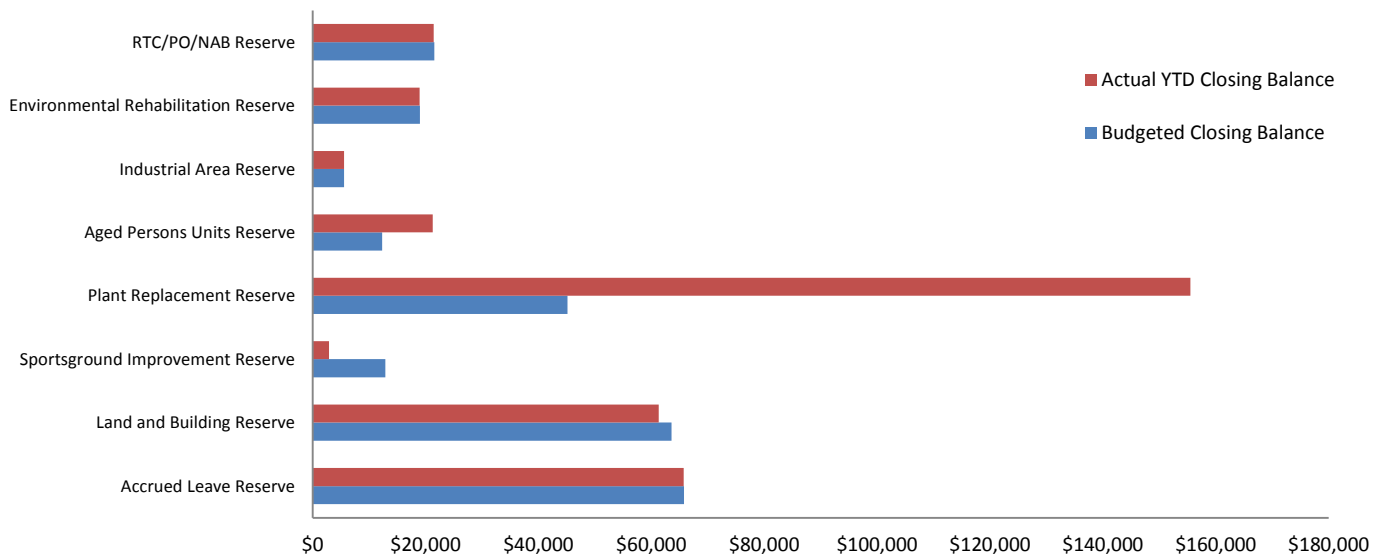
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Mingenew
Monthly Summary Information
For the Period Ended 31 May 2019

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



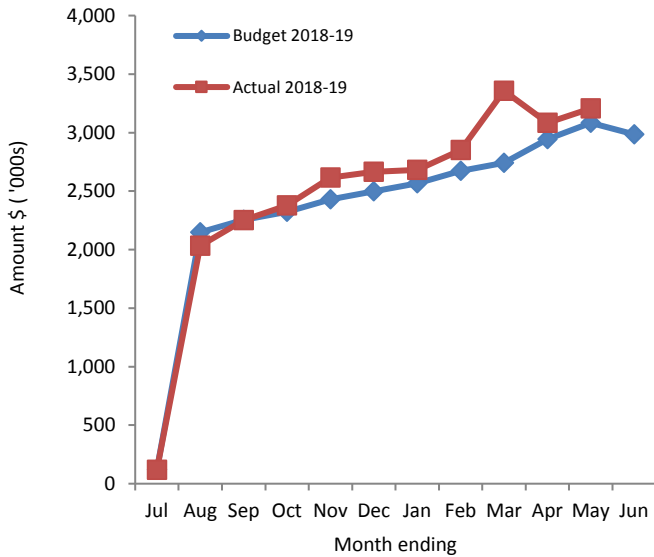
Comments

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

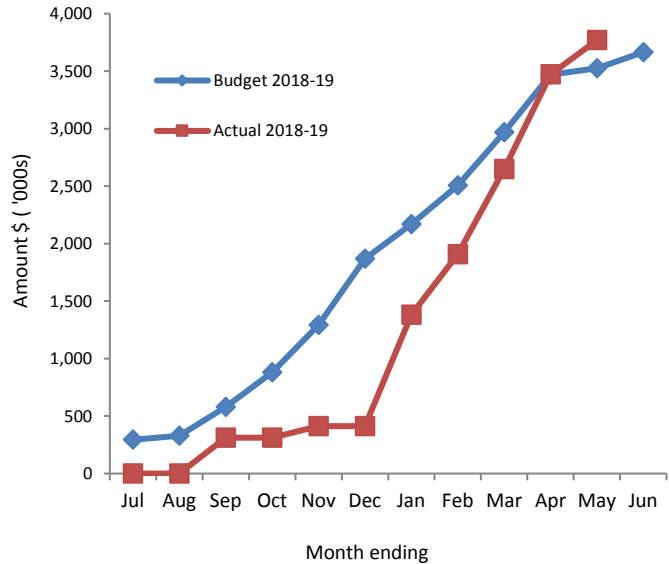
Shire of Mingenew Monthly Summary Information For the Period Ended 31 May 2019

Revenues

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

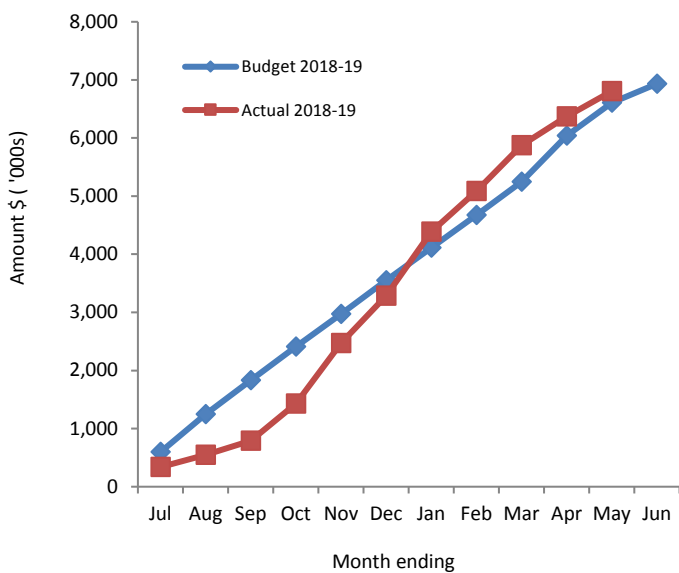


Budget Capital Revenue -v- Actual (Refer Note 2)

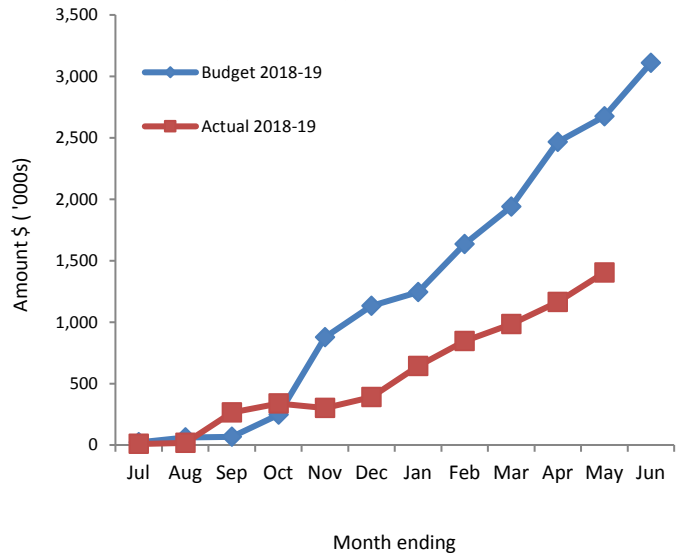


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



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



Comments

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2019

	Note	2018/19 Original Budget	2018/19 Amended Budget	2018/19 YTD Budget (a)	2018/19 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$		\$	\$	\$	%	
General Purpose Funding		2,177,109	2,183,109	2,179,029	2,204,738	25,708	1.18%	
Governance		16,669	6,669	6,094	33,634	27,540	451.92%	▲
Law, Order and Public Safety		33,037	33,037	32,371	25,365	(7,006)	(21.64%)	
Health		371	371	330	461	131	39.67%	
Education and Welfare		3,755	3,755	3,421	801	(2,620)	(76.59%)	
Housing		102,729	114,235	104,709	107,949	3,240	3.09%	
Community Amenities		73,722	91,372	90,832	86,993	(3,839)	(4.23%)	
Recreation and Culture		33,960	33,960	33,843	30,446	(3,397)	(10.04%)	
Transport		560,585	560,585	517,616	620,122	102,506	19.80%	▲
Economic Services		10,445	15,445	14,124	14,348	224	1.59%	
Other Property and Services		112,925	106,175	100,643	81,757	(18,887)	(18.77%)	▼
Total Operating Revenue		3,125,307	3,148,713	3,083,012	3,206,614	123,602		
Operating Expense								
General Purpose Funding		(100,797)	(94,797)	(86,878)	(82,412)	4,466	5.14%	
Governance		(218,578)	(265,479)	(252,179)	(283,127)	(30,947)	(12.27%)	▼
Law, Order and Public Safety		(154,914)	(154,914)	(138,992)	(112,165)	26,828	19.30%	▲
Health		(138,237)	(149,582)	(137,114)	(118,644)	18,469	13.47%	▲
Education and Welfare		(82,152)	(82,152)	(74,916)	(57,055)	17,861	23.84%	▲
Housing		(180,208)	(195,108)	(178,456)	(191,103)	(12,646)	(7.09%)	
Community Amenities		(271,710)	(262,710)	(240,718)	(183,023)	57,695	23.97%	▲
Recreation and Culture		(942,475)	(1,082,975)	(993,688)	(977,069)	16,618	1.67%	
Transport		(4,348,541)	(4,469,716)	(4,096,234)	(4,428,126)	(331,893)	(8.10%)	
Economic Services		(387,508)	(383,034)	(351,171)	(291,001)	60,171	17.13%	▲
Other Property and Services		(109,139)	(57,009)	(59,642)	(83,032)	(23,390)	(39.22%)	▼
Total Operating Expenditure		(6,934,259)	(7,197,476)	(6,609,988)	(6,806,756)	(196,768)		
Funding Balance Adjustments								
Add back Depreciation		1,850,261	1,850,261	1,696,024	1,338,535	(357,489)	(21.08%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(50,000)	(50,000)	(45,826)	(32,228)	13,598	(29.67%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		(2,008,691)	(2,248,502)	(1,876,778)	(2,293,835)	(417,058)		
Capital Revenues								
Grants, Subsidies and Contributions	11	3,525,415	3,525,415	3,524,991	3,769,247	244,256	6.93%	
Proceeds from Disposal of Assets	8	157,000	117,000	117,000	101,818	(15,182)	(12.98%)	▼
Total Capital Revenues		3,682,415	3,642,415	3,641,991	3,871,065	229,074		
Capital Expenses								
Land Held for Resale	13	0	0	0	0	0		
Land and Buildings	13	(163,321)	(108,506)	(107,528)	0	107,528	100.00%	▲
Infrastructure - Roads	13	(2,084,696)	(2,054,696)	(1,887,629)	(842,093)	1,045,536	55.39%	▲
Infrastructure - Footpaths	13	0	0	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	0	0		
Infrastructure - Other	13	(401,000)	(296,000)	(295,497)	(271,712)	23,785	8.05%	
Plant and Equipment	13	(450,000)	(370,000)	(369,163)	(284,091)	85,072	23.04%	▲
Furniture and Equipment	13	(10,000)	(15,000)	(15,000)	(5,755)	9,245	61.63%	▲
Total Capital Expenditure		(3,109,017)	(2,844,202)	(2,674,817)	(1,403,651)	1,271,166		
Net Cash from Capital Activities		573,398	798,213	967,174	2,467,414	1,500,240		
Financing								
Proceeds from New Debentures		0	6 ⁰	0	0	0		

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2019

	Note	2018/19 Original Budget	2018/19 Amended Budget	2018/19 YTD Budget (a)	2018/19 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	120,544	120,544	110,484	102	(110,382)	(99.91%)	
Repayment of Debentures	10	(154,525)	(154,525)	(115,894)	(115,472)	422	(0.36%)	
Transfer to Reserves	7	(22,710)	(22,710)	(20,306)	(7,633)	12,673	(62.41%)	
Net Cash from Financing Activities		(56,691)	(56,691)	(25,716)	(123,003)	(97,287)		
Net Operations, Capital and Financing		(1,491,984)	(1,506,980)	(935,319)	50,575	985,895		
Opening Funding Surplus(Deficit)	3	1,491,987	1,506,980	1,506,980	1,506,980	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	0	571,660	1,557,555	985,895		

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

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

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2019

	Note	2018/19 Original Budget	2018/19 Amended Budget	2018/19 YTD Budget (a)	2018/19 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Operating Revenues								
Rates	9	\$ 1,857,912	1,863,912	1,864,000	1,865,935	1,935	0.10%	
Operating Grants, Subsidies and Contributions	11	364,398	367,648	365,297	445,152	79,855	21.86%	▲
Fees and Charges		237,487	256,643	244,167	273,436	29,269	11.99%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		58,710	58,710	53,746	47,367	(6,379)	(11.87%)	
Other Revenue		556,800	551,800	509,976	542,495	32,519	6.38%	
Profit on Disposal of Assets	8	50,000	50,000	45,826	32,228	(13,598)	(29.67%)	
Total Operating Revenue		3,125,307	3,148,713	3,083,012	3,206,614	123,602		
Operating Expense								
Employee Costs		(1,083,085)	(1,280,569)	(1,173,381)	(1,166,882)	6,499	0.55%	
Materials and Contracts		(3,150,044)	(3,221,597)	(2,961,299)	(3,476,332)	(515,033)	(17.39%)	▼
Utility Charges		(124,853)	(124,133)	(113,696)	(96,940)	16,756	14.74%	▲
Depreciation on Non-Current Assets		(1,850,261)	(1,850,261)	(1,696,024)	(1,338,535)	357,489	21.08%	▲
Interest Expenses		(17,799)	(17,799)	(13,349)	(15,598)	(2,249)	(16.84%)	
Insurance Expenses		(129,616)	(129,616)	(129,533)	(124,537)	4,996	3.86%	
Other Expenditure		(578,601)	(573,501)	(522,706)	(587,933)	(65,227)	(12.48%)	▼
Loss on Disposal of Assets	8	0	0	0	0	0		
Total Operating Expenditure		(6,934,259)	(7,197,476)	(6,609,988)	(6,806,756)	(196,768)		
Funding Balance Adjustments								
Add back Depreciation		1,850,261	1,850,261	1,696,024	1,338,535	(357,489)	(21.08%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(50,000)	(50,000)	(45,826)	(32,228)	13,598	(29.67%)	
Adjust Provisions and Accruals		0	0	0	0	0		
Net Cash from Operations		(2,008,691)	(2,248,502)	(1,876,778)	(2,293,835)	(417,058)		
Capital Revenues								
Grants, Subsidies and Contributions	11	3,525,415	3,525,415	3,524,991	3,769,247	244,256	6.93%	
Proceeds from Disposal of Assets	8	157,000	117,000	117,000	101,818	(15,182)	(12.98%)	▼
Total Capital Revenues		3,682,415	3,642,415	3,641,991	3,871,065	229,074		
Capital Expenses								
Land Held for Resale	13	0	0	0	0	0		
Land and Buildings	13	(163,321)	(108,506)	(107,528)	0	107,528	100.00%	▲
Infrastructure - Roads	13	(2,084,696)	(2,054,696)	(1,887,629)	(842,093)	1,045,536	0	
Infrastructure - Footpaths	13	0	0	0	0	0		
Infrastructure - Drainage & Culverts	13	0	0	0	0	0		
Infrastructure - Other	13	(401,000)	(296,000)	(295,497)	(271,712)	23,785		
Plant and Equipment	13	(450,000)	(370,000)	(369,163)	(284,091)	85,072	23.04%	▲
Furniture and Equipment	13	(10,000)	(15,000)	(15,000)	(5,755)	9,245	61.63%	▲
Total Capital Expenditure		(3,109,017)	(2,844,202)	(2,674,817)	(1,403,651)	1,271,166		
Net Cash from Capital Activities		573,398	798,213	967,174	2,467,414	1,500,240		
Financing								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		

SHIRE OF MINGENEW
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2019

	Note	2018/19 Original Budget	2018/19 Amended Budget	2018/19 YTD Budget (a)	2018/19 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	120,544	120,544	110,484	102	(110,382)	(99.91%)	
Repayment of Debentures	10	(154,525)	(154,525)	(115,894)	(115,472)	422	0.36%	
Transfer to Reserves	7	(22,710)	(22,710)	(20,306)	(7,633)	12,673	62.41%	▲
Net Cash from Financing Activities		(56,691)	(56,691)	(25,716)	(123,003)	(97,287)		
Net Operations, Capital and Financing		(1,491,984)	(1,506,980)	(935,319)	50,575	985,895		
Opening Funding Surplus(Deficit)	3	1,491,987	1,506,980	1,506,980	1,506,980	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	0	571,660	1,557,555	985,895		

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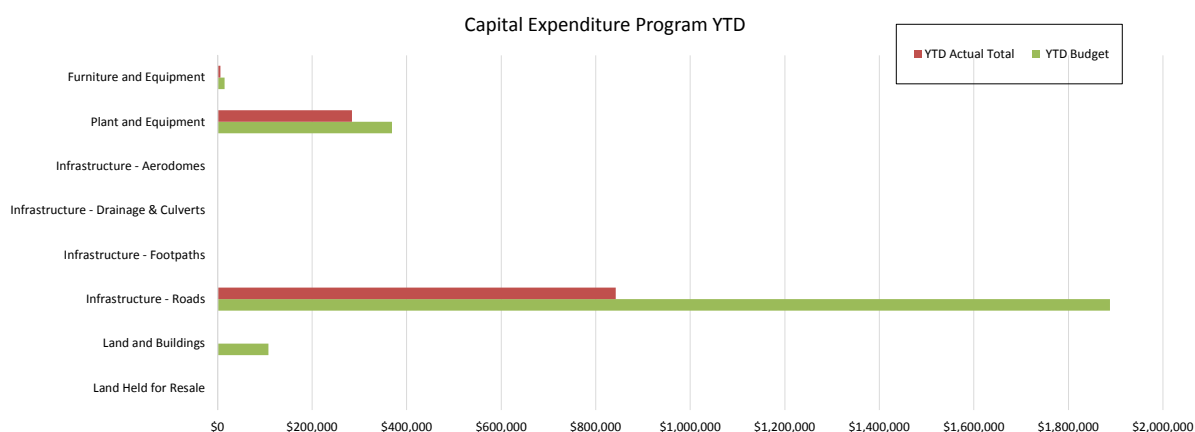
SHIRE OF MINGENEW
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 May 2019

	Note	YTD 31 05 2019		YTD 31 05 2019		YTD 31 05 2019		Variance
		YTD Actual New /Upgrade	YTD Actual (Renewal Expenditure)	YTD Actual Total	YTD Budget	Amended Annual Budget	Original Annual Budget	
		(a)	(b)	(c) = (a)+(b)	(d)			
		\$	\$	\$	\$	\$	\$	\$
Land Held for Resale	13	0	0	0	0	0	0	0
Land and Buildings	13	0	0	0	107,528	108,506	163,321	(107,528)
Infrastructure - Roads	13	0	842,093	842,093	1,887,629	2,054,696	2,084,696	(1,045,536)
Infrastructure - Footpaths	13	0	0	0	0	0	0	0
Infrastructure - Drainage & Culverts	13	0	0	0	0	0	0	0
Infrastructure - Aerodomes	13	0	0	0	0	0	0	0
Infrastructure -Other	13	0	271,712	271,712	295,497	296,000	401,000	(23,785)
Plant and Equipment	13	0	284,091	284,091	369,163	370,000	450,000	(85,072)
Furniture and Equipment	13	0	5,755	5,755	15,000	15,000	10,000	(9,245)
Capital Expenditure Totals		0	1,403,651	1,403,651	2,674,817	2,844,202	3,109,017	(1,271,166)

Funded By:

Capital Grants and Contributions	3,769,247	3,524,991	0	3,525,415	244,256
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	101,818	117,000	117,000	157,000	(15,182)
Own Source Funding - Cash Backed Reserves					
Land and Building Reserve	0	0	0	0	0
Sportsground Improvement Reserve	0	0	0	0	0
Plant Replacement Reserve	102	0	0	0	102
Aged Persons Units Reserve	0	0	0	111,463	0
Street Light Upgrade Reserve	0	0	0	9,081	0
Painted Road Reserve	0	0	0	0	0
Industrial Area Reserve	0	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	(102)	110,484	0	120,544	(110,586)
Own Source Funding - Operations	(2,467,413)	(1,077,658)	2,727,202	(814,486)	(1,389,755)
Capital Funding Total	1,403,651	2,674,817	2,844,202	3,109,017	(1,271,166)

Comments and graphs



SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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.

(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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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.

(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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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.

(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.

(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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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.

(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

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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.

(s) Reporting Programs (Continued)

EDUCATION AND WELFARE

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	27,540	451.92%	▲	Permanent	Relates to unbudgeted funds received for Traineeship
Transport	102,506	19.80%	▲	Timing	MRWA Direct Grant higher than budget and Police Licencing higher than budgeted (offset with Police Licencing expenditure)
Other Property and Services	(18,887)	(18.77%)	▼	Permanent	MWIRSA Reimbursement deferred; offset by no expenditure to occur in 2018/2019
Operating Expenses					
Governance	(30,947)	(12.27%)	▼	Timing	Computer software/support over budget due to the need for improved security and stability
Law, Order and Public Safety	26,828	19.30%	▲	Timing	ESL expenditure underbudget
Health	18,469	13.47%	▲	Timing	Under budget on mosquito control
Education and Welfare	17,861	23.84%	▲	Timing	APU Expenditure underbudget
Community Amenities	57,695	23.97%	▲	Timing	Refuse site maintenance & asbestos management under budget
Recreation and Culture	16,618	1.67%		Timing	Public gardens, reserves, sporting complexes under budget
Transport	(331,893)	(8.10%)		Timing	Police Licencing higher than budget (offset by Police Licencing income), depreciation (see below) and WANDRRA expenditure paid but not yet recovered
Other Property and Services	(23,390)	(39.22%)	▼	Timing	MRWIRSA Expenditure deferred as per revenue
Funding balance adjustments					
Depreciation	(357,489)	(21.08%)		Timing	Capital items not yet purchased and Road construction not yet completed
Capital Revenues					
Grants, Subsidies and Contributions	244,256	6.93%		Timing	WANDRRA, Blackspot, RRG grants
Proceeds from Disposal of Assets	(15,182)	(12.98%)	▼	Timing	Tractor not yet traded in
Capital Expenses					
Land and Buildings	107,528	100.00%	▲	Timing	No expenditure to date on capital L&B Projects (in particular Town Hall)

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Infrastructure - Roads	1,045,536	55.39%	▲	Timing	Yandanooka NE Road, Yaragadee Bridge, Mingenew Mullewa Road, Coalseam Bridge
Infrastructure - other	23,785	8.05%		Timing	Netball courts
Plant and Equipment	85,072	23.04%	▲	Timing	Tractor not yet purchased
Financing					
Transfer from reserves	(110,382)	(99.91%)		Timing	Funds not yet transferred from reserves

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

For the Period Ended 31 May 2019

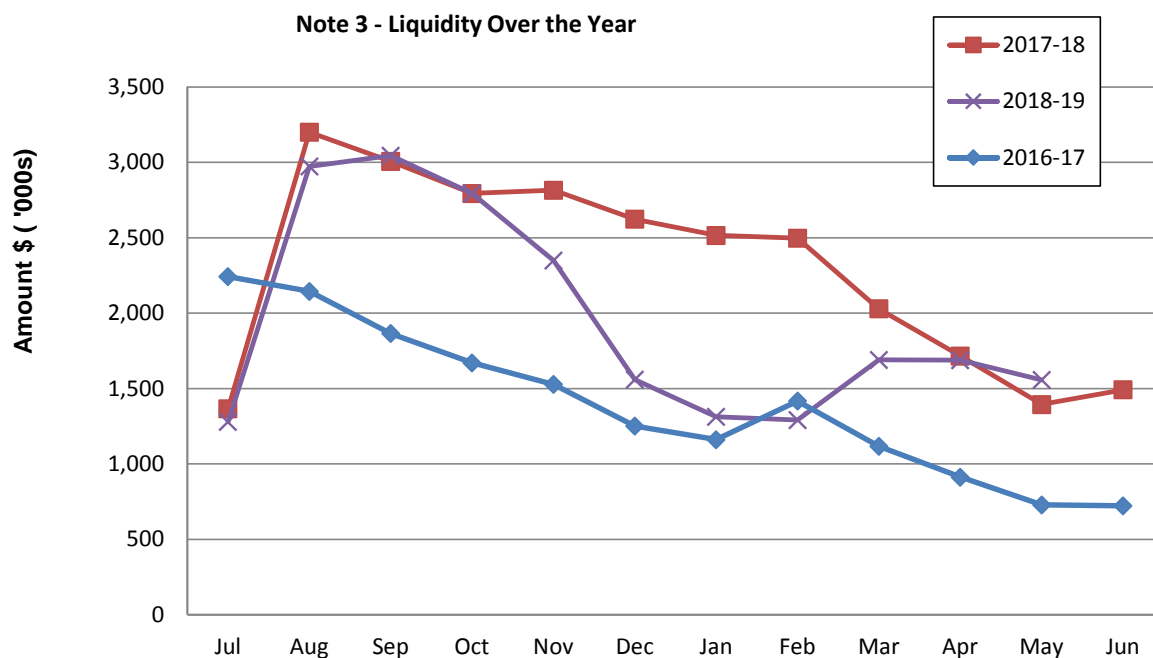
Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 May 2019	30 June 2018	YTD 31 May 2018
		\$	\$	\$
Current Assets				
Cash - Unrestricted	4	867,068	1,044,403	904,652
Cash - Restricted Reserves	4	413,855	406,324	401,872
Cash - Restricted Unspent Grants		548,563	583,500	583,500
Cash - Trust		19,111	58,784	58,784
Investments		0	0	0
Rates - Current	6	30,743	44,775	53,459
Sundry Debtors	6	155,554	21,668	78,855
Provision for Doubtful Debts		(1,585)	(1,585)	(1,585)
ESL Levy		0	0	0
GST Receivable		29,832	18,399	39,449
Receivables - Other		0	0	0
Inventories - Fuel & Materials		3,065	3,065	3,065
Inventories - Land Held for Resale		40,394	40,394	80,788
		2,106,601	2,219,727	2,202,840
Current Liabilities				
Sundry Creditors		(630)	(165,321)	(226,368)
GST Payable		(23,457)	(21,340)	(12,197)
PAYG		(47,125)	(16,111)	(23,548)
Accrued Interest on Debentures		(2,496)	(2,496)	(2,496)
Accrued Salaries & Wages		(1,977)	(1,977)	(1,977)
Current Employee Benefits Provision		(214,319)	(214,319)	(231,014)
Trust Liability		(19,111)	(58,784)	(58,784)
Current Loan Liability		(1)	(115,473)	(38,259)
		(309,118)	(595,822)	(594,643)
NET CURRENT ASSETS		1,797,483	1,623,905	1,608,197
Less:				
Cash - Restricted Reserves		(413,855)	(406,324)	(401,872)
Inventories - Land Held for Resale		(40,394)	(40,394)	(80,788)
Add Back:				
Current Loan Liability		1	115,473	38,259
Cash Backed Employee Provisions		214,319	214,319	231,014
Net Current Funding Position (Surplus / Deficit)		1,557,555	1,506,980	1,394,810

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

For the Period Ended 31 May 2019

Note 3: NET CURRENT FUNDING POSITION



Comments - Net Current Funding Position

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account		866,768	0		866,768	NAB	At Call
Trust Bank Account				19,111	19,111	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%		413,855		413,855	NAB	30 June 2019
(b) Term Deposits							
Short Term Deposits	2.50%		548,563		548,563	NAB	30 June 2019
Total		867,068	962,419	19,111	1,848,598		

Comments/Notes - Investments

Restricted Cash

(1) Municipal Fund

Purpose for Funds Being Restricted	Funding Organisation	Due Date to be Expended	Amount
1 Nil			
2 Nil			
Sub-total			-

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 4: CASH AND INVESTMENTS

(2) Cash on Hand

Purpose for Funds Being Restricted	Funding Organisation	Date to be Expended	Amount
1 Nil			
2 Nil			
Sub-total			-

(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	47,000
2 Special Purpose Grants - Bridges	Financial Assistance Grants	30 June 2019	498,000
3 Interest			3,563
Sub-total			548,563

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 5: BUDGET AMENDMENTS

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

GL Account / Job No.	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	\$
	Actual Opening value as per audited financial report 30/06/2018				14,992	0	1,491,987
	Budget Review - November 2018						1,506,979
0121	Interim Rates Levied	Confirmed	Operating Revenue		6,000		1,512,979
0482	Rates Legal Costs	Confirmed	Operating Expenses		6,000		1,518,979
0272	Salaries (Muni Fund)	Confirmed	Operating Expenses			(30,000)	1,488,979
0282	Superannuation	Confirmed	Operating Expenses			(15,000)	1,473,979
0992	Employee Expenses - Other	Confirmed	Operating Expenses			(5,000)	1,468,979
0302	Staff Training	Confirmed	Operating Expenses			(5,000)	1,463,979
0322	Staff Conferences	Confirmed	Operating Expenses		5,000		1,468,979
0422	Advertising	Confirmed	Operating Expenses		8,000		1,476,979
0532	Asset Management Expenditure	Confirmed	Operating Expenses		5,000		1,481,979
0562	Computer S / W Licensing & Support	Confirmed	Operating Expenses			(5,000)	1,476,979
0582	CEO Recruitment Expenses	Confirmed	Operating Expenses		5,000		1,481,979
1002	Maternal & Infant Health Clinic	Confirmed	Operating Expenses			(5,000)	1,476,979
1582	Medical Practitioner Support	Confirmed	Operating Expenses		8,655		1,485,634
1706	Rental Revenue - 4 William Street, Mingenew	Confirmed	Operating Revenue		8,000		1,493,634
1707	Rental Revenue - 55 King Street, Mingenew	Confirmed	Operating Revenue		10,000		1,503,634
1708	Rental Revenue - 13 Moore Street, Mingenew	Confirmed	Operating Revenue		9,250		1,512,884
1716	Rental Expenditure - 4 William Street, Mingenew	Confirmed	Operating Expenses			(6,500)	1,506,384
1717	Budget amendments	Confirmed	Operating Expenses			(8,400)	1,497,984
1743	Rent Silver Chain	Confirmed	Operating Revenue			(8,844)	1,489,140
1773	Predicted variances	Confirmed	Operating Expenses			(5,000)	1,484,140
1772	Rubbish Site Maintenance	Confirmed	Operating Expenses		21,000		1,505,140
2233	Town Planning - Development Application Fees	Confirmed	Operating Revenue		7,650		1,512,790

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 5: BUDGET AMENDMENTS

2142	Mingenew Revitalisation Plan Project	Confirmed	Operating Expenses	5,000		1,517,790
2322	Public Conveniences	Confirmed	Operating Expenses		(12,500)	1,505,290
2422	Public Halls	Confirmed	Operating Expenses		(11,000)	1,494,290
2642	Public Gardens & Reserves	Confirmed	Operating Expenses		(49,500)	1,444,790
2652	Sporting Complex & Amenities	Confirmed	Operating Expenses		(40,000)	1,404,790
3322	Maintenance Grading	Confirmed	Operating Expenses		(14,363)	1,390,427
3342	Asset Preservation Urban	Confirmed	Operating Expenses		(31,369)	1,359,058
3352	Asset Preservation Rural	Confirmed	Operating Expenses		(113,243)	1,245,815
3432	Street Cleaning	Confirmed	Operating Expenses	14,500		1,260,315
3442	Traffic Signs & Control Equipment	Confirmed	Operating Expenses	5,000		1,265,315
3452	Tree Pruning	Confirmed	Operating Expenses		(12,000)	1,253,315
3842	Noxious Weeds / Pest Plants	Confirmed	Operating Expenses	6,475		1,259,790
4332	Engineering Contractor	Confirmed	Operating Expenses		(10,000)	1,249,790
7412	Tool Box Talks & Safety Team Meetings	Confirmed	Operating Expenses	5,380		1,255,170
7442	Occ. H.S. & Welfare	Confirmed	Operating Expenses	5,000		1,260,170
4472	Fuel & Oils	Confirmed	Operating Expenses	20,000		1,280,170
4482	Tyres & Sundries	Confirmed	Operating Expenses	20,000		1,300,170
2434	Town Hall Refurbishment	Confirmed	Capital Expenses	36,817		1,336,987
0001	Road Construction; Own Resources	Confirmed	Capital Expenses	30,000		1,366,987
0145	Wildflower Town Entrance Statements	Confirmed	Capital Expenses	5,000		1,371,987
0142	Mingenew Hill Walk Trail (Installation)	Confirmed	Capital Expenses	15,000		1,386,987
3874	Digital Farm Network Project	Confirmed	Capital Expenses	70,000		1,456,987
0150	Tennis Court Lighting	Confirmed	Capital Expenses	15,000		1,471,987
0071	Little Well Project	Confirmed	Capital Expenses		(10,000)	1,461,987
0175	Loader	Confirmed	Capital Expenses	55,000		1,516,987
	Trade in of Loader	Confirmed	Capital Revenue		(10,000)	1,506,987
0180	Tractor	Confirmed	Capital Expenses		(20,000)	1,486,987
0170	Works Managers Vehicle - Capital Purchase	Confirmed	Capital Expenses	45,000		1,531,987
0170	Trade in of Works Manager Vehicle	Confirmed	Capital Revenue		(30,000)	1,501,987
5152	PO Building Maintenance - includes utility charges	Confirmed	Capital Expenses		(10,000)	1,491,987
Budget Review - February 2019						
0073	Sundry Income - Photocopy / Fax	Confirmed	Operating Revenue		(10,000)	1,481,987

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 5: BUDGET AMENDMENTS

0432	Office Expenses - Other	Confirmed	Operating Expenses			(5,000)	1,476,987
0402	Equipment Repair & Maintenance	Confirmed	Operating Expenses			(4,900)	1,472,087
1002	Maternal & Infant Health Clinic	Confirmed	Operating Expenses			(15,000)	1,457,087
1833	Staff Housing Rent - 15 Field Street	Confirmed	Operating Revenue	3,800			1,460,887
1853	Staff Housing Rent - Triplex	Confirmed	Operating Revenue			(2,500)	1,458,387
1707	Rental Revenue - 55 King Street, Mingenew	Confirmed	Operating Revenue			(1,000)	1,457,387
1708	Rental Revenue - 13 Moore Street, Mingenew	Confirmed	Operating Revenue			(2,200)	1,455,187
1813	Recycling Income	Confirmed	Operating Revenue	10,000			1,465,187
2092	Asbestos Management	Confirmed	Operating Expenses	7,500			1,472,687
2112	Town Planning Costs	Confirmed	Operating Expenses			(2,000)	1,470,687
2322	Public Conveniences	Confirmed	Operating Expenses			(10,000)	1,460,687
2642	Public Gardens & Reserves	Confirmed	Operating Expenses			(40,000)	1,420,687
3352	Asset Preservation Rural	Confirmed	Operating Expenses	17,300			1,437,987
3372	Bridge, Culvert, Pipe	Confirmed	Operating Expenses	23,000			1,460,987
3402	Depot Maintenance	Confirmed	Operating Expenses			(15,000)	1,445,987
3492	Drainage	Confirmed	Operating Expenses	5,000			1,450,987
3842	Noxious Weeds / Pest Plants	Confirmed	Operating Expenses	3,000			1,453,987
3902	MIG Office Maintenance	Confirmed	Operating Expenses	10,000			1,463,987
4003	Grants - General	Confirmed	Operating Revenue	5,000			1,468,987
3962	North Midlands Trails Masterplan	Confirmed	Operating Expenses			(5,000)	1,463,987
4423	Reimbursements	Confirmed	Operating Revenue	8,250			1,472,237
7422	Less PWO Allocated To W&S	Confirmed	Operating Expenses			(8,250)	1,463,987
4463	Staff Fuel Card Reimbursements	Confirmed	Operating Revenue			(15,000)	1,448,987
4552	Staff Fuel Cards	Confirmed	Operating Expenses	15,000			1,463,987
4622	Expenses Other	Confirmed	Operating Expenses	5,000			1,468,987
A001	Capital works- Shire office	Confirmed	Capital Expenses	5,000			1,473,987
A302	Capital Works - Council Desks, Table & Chairs	Confirmed	Capital Expenses	5,000			1,478,987
H007	Capital Works - 1 Bedroom Unit	Confirmed	Capital Expenses	8,000			1,486,987
0142	Mingenew Hill Walk Trail (Installation)	Confirmed	Capital Expenses	10,000			1,496,987
A201	Office PCs & Laptops	Confirmed	Capital Expenses			(5,000)	1,491,987
Amended Budget Cash Position as per Council Resolution				0	608,569	(608,569)	1,491,987

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 6: RECEIVABLES

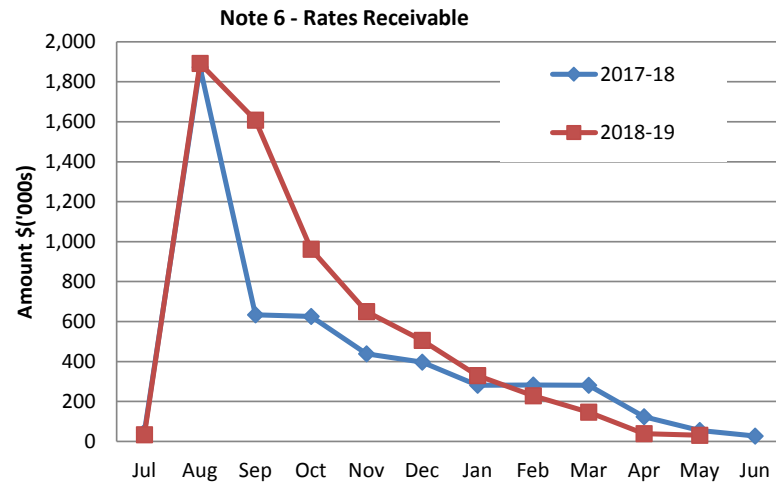
Receivables - Rates & Rubbish Receivable

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

Net Rates Collectable

% Collected

	YTD 31 May 2019	30 June 2018
	\$	\$
Opening Arrears Previous Years	44,775	83,832
Levied this year	1,857,448	1,852,748
<u>Less</u> Collections to date	(1,871,480)	(1,891,805)
Equals Current Outstanding	30,743	44,775
Net Rates Collectable	30,743	44,775
% Collected	98.38%	97.69%



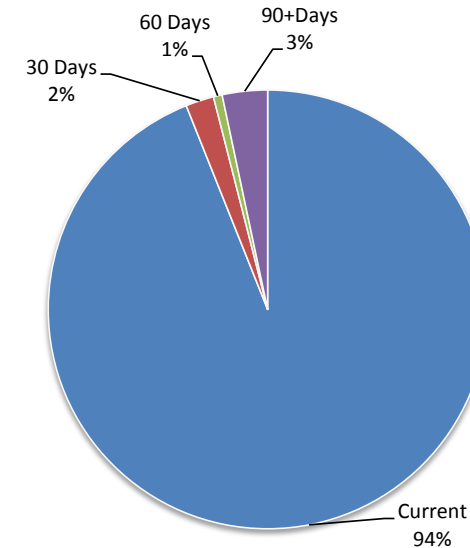
Receivables - General

Receivables - General

Total Receivables General Outstanding

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	146,004	3,227	998	5,175
Total Receivables General Outstanding				155,404

Note 6 - Accounts Receivable (non-rates)



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

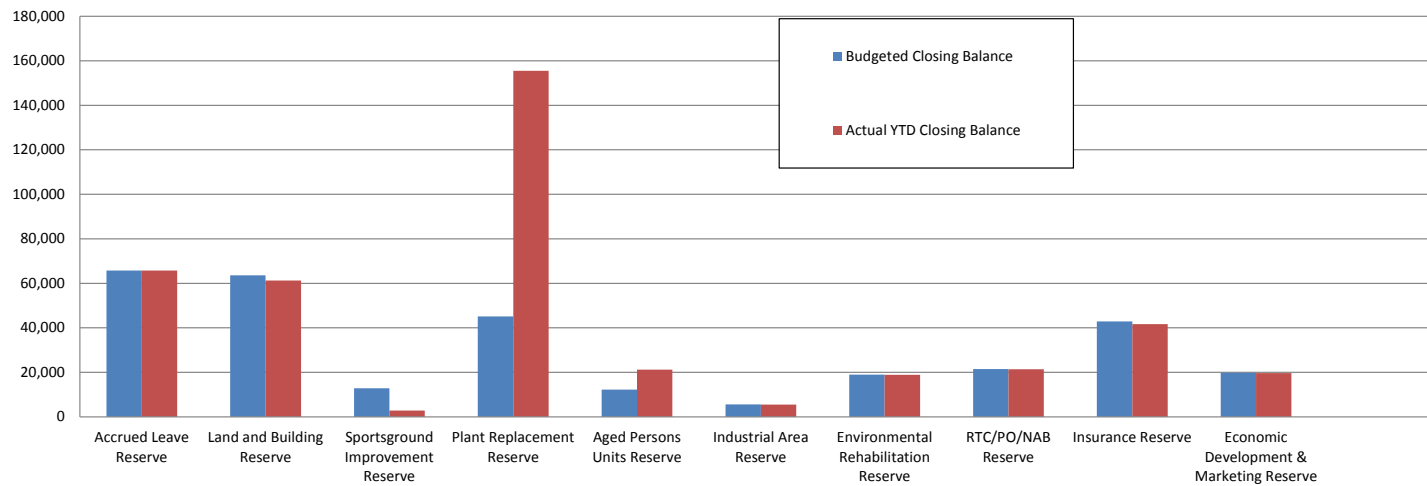
Comments/Notes - Receivables General

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 7: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	YTD Actual Transfers In (+)	Budget Transfers Out (-)	YTD Actual Transfers Out (-)	Transfer out Reference	Budgeted Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Accrued Leave Reserve	64,509	1,250	1,213	0	0	0	0		65,759	65,721
Land and Building Reserve	60,169	3,425	1,130	0	0	0	0		63,594	61,299
Sportsground Improvement Reserve	2,811	60	53	10,000	0	0	0		12,871	2,864
Plant Replacement Reserve	152,727	3,875	2,869	0	0	(111,463)	(102)		45,139	155,495
Aged Persons Units Reserve	20,868	500	391	0	0	(9,081)	0		12,287	21,259
Industrial Area Reserve	5,454	125	102	0	0	0	0		5,579	5,556
Environmental Rehabilitation Reserve	18,570	450	349	0	0	0	0		19,020	18,918
RTC/PO/NAB Reserve	21,025	500	395	0	0	0	0		21,525	21,420
Insurance Reserve	40,882	2,025	768	0	0	0	0		42,907	41,650
Economic Development & Marketing Reserve	19,309	500	363	0	0	0	0		19,809	19,672
	406,324	12,710	7,633	10,000	0	(120,544)	(102)	0	308,490	413,855

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



SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Original Budget			Comments
					YTD 31/05/2019			
Cost	Accum Depn	Proceeds	Profit (Loss)		2018/2019 Budget Profit/(Loss)	2018/2019 Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
				Plant and Equipment				
42,660	(12,833)	31,818	1,991	CEO Vehicle	1,000	1,991	991	
0			0	Case JC65 Tractor	9,000	0	(9,000)	
57,000	(17,236)	70,000	30,236	Volvo Loader	40,000	30,236	(9,764)	
0			0	Works Manager Vehicle	0	0	0	
99,660	(30,069)	101,818	32,227		50,000	32,227	(17,773)	

Comments - Capital Disposal/Replacements

AASB 101.10(e)

AASB 101.51

AASB 101.112

LGA S6.2(4)(b)

FM Reg 23(a)

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

9. RATING INFORMATION

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	Rate Revenue \$	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	164,490	3,453	(325)	167,618	164,490			164,490
GRV - Yandanooka	0.149035	2	13,884	2,069			2,069	2,069			2,069
GRV- Commercial	0.149035	14	349,700	52,118	349		52,466	52,118			52,118
GRV - Industrial	0.149035	1	12,480	1,860		198	2,058	1,860			1,860
UV Rural & Mining	0.013684	115	110,855,505	1,517,398	102		1,517,501	1,516,949			1,516,949
UV Mining	0.013684	0	0	0			0	0			0
Sub-Totals		259	112,335,268	1,737,935	3,904	(127)	1,741,712	1,737,485	0	0	1,737,485
Minimum payment	Minimum \$										
GRV - Mingenew	700	64	28,162	44,800	1,400	(235)	45,965	44,800			44,800
GRV - Yandanooka	700	0	0	0			0	0			0
GRV- Commercial	700	9	6200	6,300			6,300	6,300			6,300
GRV - Industrial	700	2	1,850	1,400			1,400	1,400			1,400
UV Rural & Mining	1050	23	691,595	24,150			24,150	24,150			24,150
UV Mining	1050	8	27,199	8,400	1,050	407	9,857	8,400			8,400
Sub-Totals		106	755,006	85,050	2,450	172	87,672	85,050	0	0	85,050
		365	113,090,274	1,822,985	6,354	44	1,829,383	1,822,535	0	0	1,822,535
Discounts/concessions							(1,035)				(1,035)
Total amount raised from general rates							1,828,349				1,821,500
Write offs							(8,487)				0
Ex Gratia Rates							37,586				36,412
Total rates							1,857,448				1,857,912

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	Principal Repayments		Principal Outstanding		Interest Repayments	
		YTD Actual \$	Budget \$	YTD Actual \$	Budget \$	YTD Actual \$	Budget \$
Education & Welfare							
Loan 137 - Senior Citizens Buildings	87,814	15,828	21,172	71,986	66,642	2,118	2,440
Housing							
Loan 133 - Triplex	55,952	10,085	13,490	45,867	42,462	1,350	1,555
Loan 134 - SC Housing	42,623	7,683	10,276	34,940	32,347	1,028	1,185
Loan 136 - Staff Housing	106,294	19,159	25,627	87,135	80,667	2,564	2,954
Loan 142 - Staff Housing	49,086	8,872	11,935	40,214	37,151	1,184	1,364
Recreation & Culture							
Loan 138 - Pavilion Fitout	84,302	15,195	20,325	69,107	63,977	2,033	2,342
Transport							
Loan 139 - Roller	20,665	3,725	4,982	16,940	15,683	498	574
Loan 141 - Grader	71,754	12,933	17,300	58,821	54,454	1,731	1,994
Loan 144 - Side Tipping Trailer	49,086	8,847	11,835	40,239	37,251	1,184	1,364
Loan 145 - Drum Roller	72,926	13,145	17,583	59,781	55,343	1,759	2,027
	640,502	115,472	154,525	525,030	485,977	15,449	17,799

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Nil

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2018/2019 Original Budget	2018/2019 Amended Budget Budget	Variations Additions (Deletions)	Operating 2018/2019 Budget	Capital 2018/2019 Budget	Recoup Status	
		(Y/N)	\$	\$	\$	\$	\$	2018/2019 YTD Actual	2018/2019 YTD Budget
GENERAL PURPOSE FUNDING									
Financial Assistance Grant - Roads	Grants Commission	Y	139,866	139,866	0	139,866	0	149,189	139,866
Financial Assistance Grant - General	Grants Commission	Y	129,381	129,381	0	129,381	0	146,361	129,381
GOVERNANCE									
Reimbursements	Miscellaneous	Y	10,154	154	(10,000)	10,154	0	855	143
Reimbursements	Miscellaneous	Y	1,000	1,000	0	1,000	0	0	913
Reimbursements	Miscellaneous	Y	1,000	1,000	0	1,000	0	2,098	913
Traineeship Grants	Miscellaneous	Y	0	0	0	0	0	17,336	0
LAW, ORDER, PUBLIC SAFETY									
ESL Administration Grant	Department of Fire & Emergency Services	Y	4,000	4,000	0	0	4,000	4,400	3,663
ESL Annual Grant	Department of Fire & Emergency Services	Y	25,287	25,287	0	0	25,287	19,050	25,287
HEALTH									
Nil		N	0	0	0	0	0	0	0
EDUCATION & WELFARE									
Seniors Week Grant	COTAWA	N	1,000	1,000	0	1,000	0	0	913
Community Christmas Tree	CBH	N	2,000	2,000	0	2,000	0	455	1,826
HOUSING									
Independent Living Units	WCHS	Y	0	0	0	0	0	0	0
Reimbursements	Bond Administrator	Y	0	0	0	0	0	(843)	0
COMMUNITY AMENITIES									
Thank a Volunteer Day	Department of Local Government & Comm	N	2,000	2,000	0	2,000	0	1,000	1,826
Transfer Station	Mid West Development Commission	Y	5,000	5,000	0	0	5,000	5,000	4,576
RECREATION AND CULTURE									
Netball Courts	DSR	Y	121,667	121,667	0	0	121,667	121,458	121,667
Railway Station	Lotterywest	Y	0	0	0	0	0	(2,245)	0
TRANSPORT									
Flood Damage Funding	WANDRRA	Y	2,441,696	2,441,696	0	0	2,441,696	2,912,728	2,441,696
Direct Grant	Main Roads WA	Y	45,210	45,210	0	45,210	0	73,479	45,210
Blackspot Funding	Main Roads WA	Y	188,911	188,911	0	0	188,911	151,128	188,911
Regional Road Group	Main Roads WA	Y	544,674	544,674	0	0	544,674	355,466	544,674
Roads To Recovery	Department of Infrastructure	Y	223,467	223,467	0	0	223,467	223,467	223,467
Street Lighting	Main Roads WA	Y	2,500	2,500	0	2,500	0	2,351	2,288
ECONOMIC SERVICES									
DrumMuster	Reimbursements	N	1,000	1,000	0	1,000	0	0	913
Reimbursements - RTC Building	Reimbursements	N	0	0	0	0	0	420	0
Grants - General	Reimbursements	N	0	5,000	5,000	0	0	5,000	4,587
OTHER PROPERTY & SERVICES									
Staff Fuel Card Reimbursements	Reimbursements	Y	0	0	0	0	0	8,431	0
Expenses Recovered	Reimbursements	Y	0	0	0	0	0	8,620	0
Reimbursements - Workers Comp	LGIS	Y	0	0	0	0	0	947	0
Reimbursements - Sundry		Y	0	8,250	8,250	0	0	8,250	7,568
TOTALS			3,889,813	3,893,063	3,250	335,111	3,554,702	4,214,399	3,890,288

Grants	Operating	351,244	356,244	3,250		405,626	354,847
Grants	Non-operating	3,525,415	3,525,415	0		3,769,247	3,524,991
Contribution & Reimbursement	Operating & Non Operating	13,154	11,404	0		39,527	10,450
		<u>3,889,813</u>	<u>3,893,063</u>	<u>3,250</u>		<u>4,214,399</u>	<u>3,890,288</u>

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

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-May-19
	\$	\$	\$	\$
Councillors Nomination Fees	0	160	0	160
BCITF Levy	495	0	0	495
BRB Levy	1	401	(401)	1
Autumn Committee	974	0	0	974
Community Bus	2,200	1,245	(400)	3,045
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	(38,010)	(0)
Mingenew Cemetery Group	4,314	0	0	4,314
Bonds	0	0	0	0
Housing Bonds	1,428	0	(1,428)	0
Cool Room Bond	530	0	0	530
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	(1,240)	0	5,136
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
	58,785	406	(40,239)	19,112

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 13: CAPITAL ACQUISITIONS

Description		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
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	5,000	10,000	4,587	0	4,587	
Council Chambers	A302	5,000	10,000	4,587	0	4,587	
Staff Housing - 2 Bedroom Key Worker Housing	H007	2,000	10,000	1,848	0	1,848	
Town Hall	2434	86,506	123,321	86,506	0	86,506	
Old Railway Station	0070	10,000	10,000	10,000	0	10,000	
Business Incubator	5964	0	0	0	0	0	
Total Land & Building Total		108,506	163,321	107,528	0	107,528	
Infrastructure - Drainage/Culverts							
Transport							
Moore Street Drainage	3284	0	0	0	0	0	
Transport Total		0	0	0	0	0	
Infrastructure - Footpaths							
Transport							
Midlands Road Footpaths	1291	0	0	0	0	0	
Transport Total		0	0	0	0	0	
Infrastructure - Other							
Waste Transfer Station	3084	25,000	25,000	25,000	23,165	1,835	
Little Well Project	0071	35,000	25,000	34,810	30,459	4,351	
Mingenew Hill Project	0142	15,000	40,000	14,687	0	14,687	

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 13: CAPITAL ACQUISITIONS

Description		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Wildflower Town Entrance	0145	5,000	10,000	5,000	0	5,000	
Drovers Rest	0144	6,000	6,000	6,000	0	6,000	
Net Ball Court	0169	200,000	200,000	200,000	218,087	(18,087)	
Parks & Gardens	0	0	0	0	0	0	
Tennis Court Lights	0150	10,000	25,000	10,000	0	10,000	
Water Tanks & Reticulation	0167	0	0	0	0	0	
Digital Farm Network	3874	0	70,000	0	0	0	
Total Other Infrastructure		296,000	401,000	295,497	271,712	23,785	
Furniture & Office Equip.							
Chair Trolley	0014	0	0	0	0	0	
Office PCs & Laptops	A201	15,000	10,000	15,000	5,755	9,245	
Total Furniture & Office Equip.		15,000	10,000	15,000	5,755	9,245	
Plant , Equip. & Vehicles							
Governance							
CEO Vehicle Replacement	A101	60,000	0	60,000	59,091	909	
Account Closed; Incorrectly linked to Land & Buildings Category	A100	0	60,000	0	0	0	
Transport							
Works Manager Vehicle	0170	0	45,000	0	0	0	
Sundry Plant	0171	10,000	10,000	9,163	0	9,163	
Loader	0175	225,000	280,000	225,000	225,000	0	
Tractor	0180	75,000	55,000	75,000	0	75,000	
Total Plant, Equipment & Vehicles		370,000	450,000	369,163	284,091	85,072	
Roads & Bridges							
Roadworks Construction - Own Resources	0001	22,850	52,850	20,955	115	20,840	
Roadworks Construction - Own Resources	6073	0	0	0	6,459	(6,459)	
Yandanooka North East Road	1221	223,467	223,467	223,467	0	223,467	

SHIRE OF MINGENEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2019

Note 13: CAPITAL ACQUISITIONS

Description		Amended Annual Budget	Original Full Year Budget	YTD Budget	YTD Actual	Variance (Over)/Under	Comment
Special Purpose Grant - Yarragadee Bridge	6075	0	0	0	0	0	
Special Purpose Grant - Yarragadee Bridge	1227	210,000	210,000	210,000	163,334	46,666	
Special Purpose Grant - Coalseam Bridge	1229	498,000	498,000	498,000	0	498,000	
Mingenew Mullewa Road Reseal (RRG)	RR65	441,500	441,500	441,500	441,340	160	
Mingenew Morawa / Yandanooka North East Intersection	BS05	45,000	45,000	45,000	14,155	30,845	
Yandanooka Melara / Narandagy / Manarra Rd Intersection	BS07	238,367	238,367	238,367	205,948	32,419	
RRG - Coalseam Road	RR61	375,512	375,512	210,340	10,742	199,598	
Total Roads & Bridges		2,054,696	2,084,696	1,887,629	842,093	1,045,536	
						0	
Capital Expenditure Total		2,844,202	3,109,017	2,674,817	1,403,651	1,271,166	

ATTACHMENT: 12.2

List of Payments for Period Ending 31 May 2019

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SHIRE OF MINGENEW
List of Accounts for 1 May 2019 to 31 May 2019

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
FINRENT05	27/05/2019	FINRENT	Computer Security May 2019	M		656.57
WESTNET41901	01/05/2019	WESTNET	Internet April 2019	M		129.95
MERCH0419	01/05/2019	NAB	Merch Fee April 2019	M		112.10
COPY0519	07/05/2019	DE LAGE LANDEN	Photocopier Rental May 2019	M		356.80
PHONE0519	15/05/2019	BUSINESS 1300	After Hours Phone Servie May 2019	M		99.00
MERCH0519	31/05/2019	NAB	MERCHANT FEES - MAY 2019	M		58.23
NAB0519	31/05/2019	NAB	NAB CONNECT FEE	M		64.74
FEES0519	31/05/2019	NAB	BANK ACCOUNT FEES - MAY 2019	M		50.00
FEES05192	31/05/2019	NAB	BANK ACCOUNT FEES - MAY 2019	M		30.30
8602	10/05/2019	SYNERGY	Office Power Account	M		8,087.05
8603	24/05/2019	SYNERGY	Rec Centre Power Account	M		2,113.35
DOT010519	03/05/2019	DEPARTMENT OF TRANSPORT	Licensing Transactions: 01/05/2019	M		2,156.65
EFT12445	03/05/2019	Department of Mines, Industry Regulation & Safety	Security Bond Payment	M		3,992.00
EFT12446	10/05/2019	Five Star Business & Communications	Billing Period for March 2019	M		623.03
EFT12447	10/05/2019	Australian Services Union	Payroll deductions	M		25.90
EFT12448	10/05/2019	AUSTRALIA POST	April 2019 Postage Fees	M		224.74
EFT12449	10/05/2019	BUNNINGS Group Limited	Paint	M		1,190.74
EFT12450	10/05/2019	BPH	Plant Hire Charges	M		4,548.50

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List of Accounts for 1 May 2019 to 31 May 2019

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12451	10/05/2019	CHILD SUPPORT AGENCY	Payroll deductions	M		509.91
EFT12452	10/05/2019	DONGARA DRILLING & ELECTRICAL	Electrical Works Completed	M		4,280.96
EFT12453	10/05/2019	GERALDTON MOWER & REPAIR SPECIALIST	Mechanical Works on Toro Mower	M		512.50
EFT12454	10/05/2019	PJ & WJ GLEDHILL	Reimbursement	M		150.00
EFT12455	10/05/2019	GREENFIELD TECHNICAL SERVICES	Draft Road Documents	M		2,057.00
EFT12456	10/05/2019	JR & A HERSEY PTY LTD	Purchase of Various Materials	M		673.40
EFT12457	10/05/2019	IT Vision	Purchase Order Module	M		4,484.70
EFT12458	10/05/2019	JAR OF ARTS	Performing Arts Workshop	M		1,879.80
EFT12459	10/05/2019	LGRCEU	Payroll deductions	M		20.50
EFT12460	10/05/2019	Shire Of Mingenew	Payroll deductions	M		100.00
EFT12461	10/05/2019	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Services Provided in March 2019	M		2,250.00
EFT12462	10/05/2019	MOMAR AUSTRALIA PTY LTD	Cleaning Products	M		1,721.50
EFT12463	10/05/2019	Officeworks	Office Stationery	M		289.96
EFT12464	10/05/2019	Sm & Jc Rowe	Gravel Charges	M		3,300.00
EFT12466	10/05/2019	ST JOHN AMBULANCE IRWIN	First Aid Course Charges	M		2,892.00
EFT12467	10/05/2019	SPORT AND RECREATION SURFACES	Netball Court Upgrade	M		2,640.00
EFT12468	10/05/2019	Telstra Corporation	Telstra Account April 2019	M		2,419.73
EFT12469	10/05/2019	TRUCKLINE	Various Parts for MI 027	M		866.72

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List of Accounts for 1 May 2019 to 31 May 2019

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12470	10/05/2019	Think Water Geraldton	Parts for Pump	M		81.95
EFT12471	10/05/2019	WESTRAC PTY LTD	Purchase of Parts fo Bobcat	M		111.13
EFT12472	10/05/2019	YOUNG MOTORS	Service of MI 177	M		1,267.00
EFT12473	17/05/2019	BPH	Plant Hire Charges	M		21,606.75
EFT12474	21/05/2019	KEEN BROS	Driving Course Fees	M		700.00
EFT12475	24/05/2019	Five Star Business & Communications	Loan of Photocopier November 2018	M		821.43
EFT12476	24/05/2019	Australian Services Union	Payroll deductions	M		25.90
EFT12477	24/05/2019	AVON WASTE	Rubbish Collection Charges	M		2,472.12
EFT12478	24/05/2019	AIT SPECIALISTS PTY LTD	Professional Services Provided	M		488.07
EFT12479	24/05/2019	BOC GASES	Depot Gas Bottle Charegs	M		95.74
EFT12480	24/05/2019	BITUTEK PTY LTD	Bituminous Works	M		178,365.09
EFT12481	24/05/2019	Bedrock Electrical Services	Electrical Works Completed	M		4,906.00
EFT12482	24/05/2019	CATWEST	Cold Mix Charges	M		1,161.60
EFT12483	24/05/2019	CHILD SUPPORT AGENCY	Payroll deductions	M		509.91
EFT12484	24/05/2019	CRAIGES AUTO ELECTRICAL & AIR CONDITIONING	Air Conditioner Repairs	M		662.64
EFT12485	24/05/2019	LANDGATE	Town Land Map	M		616.10
EFT12486	24/05/2019	DONGARA DRILLING & ELECTRICAL	Electrical Works ar Rec Centre	M		1,429.15
EFT12487	24/05/2019	DONGARA BUILDING & TRADE SUPPLIES	Rust Removers	M		81.75

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List of Accounts for 1 May 2019 to 31 May 2019

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT12488	24/05/2019	GERALDTON MOWER & REPAIR SPECIALIST	Purchase of Brush Cutter	M		2,059.20
EFT12489	24/05/2019	IT Vision	Monthly Payroll Services	M		1,558.70
EFT12490	24/05/2019	IRWIN PLUMBING SERVICES	Septic Tank Pump Out	M		3,052.50
EFT12491	24/05/2019	INFINITUM TECHNOLOGIES	IT Support Charges	M		9,906.75
EFT12492	24/05/2019	LATERAL ASPECT	Service Fee February 2019	M		16,052.07
EFT12493	24/05/2019	LGRCEU	Payroll deductions	M		20.50
EFT12494	24/05/2019	Shire Of Mingenew	Payroll deductions	M		100.00
EFT12495	24/05/2019	Mingenew Community Resource Centre	Defibulator Costs	M		249.00
EFT12496	24/05/2019	STARICK TYRES	Tyres Account April 2019	M		893.82
EFT12497	24/05/2019	MIDWEST AERO MEDICAL AIR AMBULANCE P/L	Professional Services Provided in April 2019	M		2,250.00
EFT12498	24/05/2019	MIDWEST LOCK & SAFE	Keys Cut	M		175.00
EFT12499	24/05/2019	MINGENEW SPRING CARAVAN PARK	Accomodation Costs	M		936.00
EFT12500	24/05/2019	MARKETFORCE	Advertising Fees	M		1,968.81
EFT12501	24/05/2019	MINGENEW BAKERY	Bakery Account April 2019	M		296.50
EFT12502	24/05/2019	MINGENEW IGA X-PRESS & LIQUOR	IGA Account April 2019	M		425.79
EFT12503	24/05/2019	Mingenew Hotel Motel	Accomodation Costs	M		220.00
EFT12504	24/05/2019	Officeworks	Water for Office	M		169.15
EFT12505	24/05/2019	PEST A KILL WA	Pest Management Service	M		5,511.83

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EFT12506	24/05/2019	PEMCO DIESEL PTY LTD	Mechanical Work Completed on MI 027	M		4,701.96
EFT12507	24/05/2019	Verity Ryan	Expenses Claimed	M		73.89
EFT12508	24/05/2019	Retech Rubber	Purchase of Cricket Pitch Cover	M		8,442.50
EFT12509	24/05/2019	Sunny Sign Company	Purchase of Signs	M		173.80
EFT12510	24/05/2019	SEASIDE SIGNS	Signs	M		775.50
EFT12511	24/05/2019	Sunshower	Purchase of Sprinkler Parts	M		529.50
EFT12512	24/05/2019	WESTRAC PTY LTD	Parts for Truck	M		880.18
EFT12513	24/05/2019	Western Australian Electoral Commission	Purchase of Ballot Boxes	M		40.00
EFT12514	24/05/2019	Winc	Stationery Order	M		63.59
EFT12515	31/05/2019	Department of Mines, Industry Regulation & Safety	Security Bond Payment: Unit 1/15 King Street - Brian Riddell	M		344.00
DOT020519	06/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 02/05/2019	M		1,012.25
DOT030519	07/05/2019	DEPARTMENT OF TRANSPORT	Licensing Transactions: 03/05/2019	M		357.90
DOT060519	08/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transaction: 06/05/2019	M		643.90
DOT070519	09/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 07/05/2019	M		527.35
DOT080519	10/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 08/05/2019	M		2,108.95
DD8854.1	06/05/2019	Motorpass	Fuel Purchases April 2019	M		19,046.16
DD8860.1	01/05/2019	NAB BUSINESS VISA	Credit Card April 2019	M		667.29
DD8869.1	12/05/2019	WA SUPER	Payroll deductions	M		2,810.80
DD8869.2	12/05/2019	Host Plus Superannuation Fund	Superannuation contributions	M		179.73

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DD8869.3	12/05/2019	PRIME SUPER	Superannuation contributions	M		274.04
DD8869.4	12/05/2019	Australian Super	Superannuation contributions	M		675.01
DD8869.5	12/05/2019	Sun Super	Superannuation contributions	M		307.90
DD8869.6	12/05/2019	Australlian Super	Superannuation contributions	M		203.06
DD8869.7	12/05/2019	LGIA Super	Superannuation contributions	M		951.92
DD8869.8	12/05/2019	Ioof Portfolio Service Superannuation Fund	Superannuation contributions	M		87.94
DD8869.9	12/05/2019	ANZ Smart Choice Super	Superannuation contributions	M		91.78
DD8875.1	12/05/2019	WA SUPER	Superannuation contributions	M		508.57
DD8889.1	26/05/2019	WA SUPER	Payroll deductions	M		2,780.27
DD8889.2	26/05/2019	Host Plus Superannuation Fund	Superannuation contributions	M		203.06
DD8889.3	26/05/2019	PRIME SUPER	Superannuation contributions	M		274.04
DD8889.4	26/05/2019	Australian Super	Superannuation contributions	M		675.01
DD8889.5	26/05/2019	Sun Super	Superannuation contributions	M		134.71
DD8889.6	26/05/2019	LGIA Super	Superannuation contributions	M		951.92
DD8889.7	26/05/2019	Australlian Super	Superannuation contributions	M		229.16
DD8889.8	26/05/2019	Ioof Portfolio Service Superannuation Fund	Superannuation contributions	M		108.88
DD8889.9	26/05/2019	ANZ Smart Choice Super	Superannuation contributions	M		91.78
DD8898.1	30/05/2019	NAB BUSINESS VISA	Credit Card May 2019, Monthly Card Fees, CEO Conference, CEO Workshop, Roof Ladder, Road Crew Fridge, Laminate Town Maps, Workshop Parking - J Clapham	M		1,343.43

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DOT100519	14/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 10/05/2019	M		1,534.65
DOT130519	15/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions:13/05/2019	M		3,508.45
DOT140519	16/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions:14/05/2019	M		3,100.55
DOT150519	17/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 15/05/2019	M		17.70
DOT160519	20/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 16/05/2019	M		1,733.65
DOT200519	22/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 20/05/2019	M		470.05
DOT220519	24/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions:22/05/2019	M		907.00
DOT240519	28/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 28/05/2019	M		410.55
DOT270519	29/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 27/05/2019	M		1,253.85
DOT290419	01/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 29/04/2019	M		2,871.75
DOT290519	31/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 29/05/2019	M		6,110.90
DOT300419	02/05/2019	DEPARTMENT OF TRANSPORT	DoT Licensing Transactions: 30/04/2019	M		932.90
DD8869.10	12/05/2019	BT Super For Life	Superannuation contributions	M		203.06
DD8869.11	12/05/2019	MLC SUPER FUND	Superannuation contributions	M		159.13
DD8889.10	26/05/2019	BT Super For Life	Superannuation contributions	M		259.17
DD8889.11	26/05/2019	MLC SUPER FUND	Superannuation contributions	M		159.13

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REPORT TOTALS

Bank Code	Bank Name	TOTAL
M	MUNI - NATIONAL AUST BANK	393,720.50
TOTAL		393,720.50