



# MINUTES FOR THE ORDINARY COUNCIL MEETING

15 JULY 2020

## 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.

<b>Petitions</b> A formal process where members of the community present a written request to the Council.	<b>Deputations</b> A formal process where members of the community request permission to address Council or Committee on an issue.	<b>Presentations</b> 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](mailto: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](mailto: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 TO BE HELD IN THE COUNCIL CHAMBERS  
AT 21 VICTORIA STREET, MINGENEW ON 15 JULY 2020 COMMENCING AT 4.30PM**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member declared the meeting open at 4.30pm and welcomed all in attendance.

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

**COUNCILLORS**

JD Bagley	Councillor	Rural Ward
GJ Cosgrove	Councillor	Town Ward
HR McTaggart	Councillor	Rural Ward
RW Newton	Councillor	Rural Ward

**APOLOGIES**

CV Farr	Councillor	Town Ward
AR Smyth	Councillor	Town Ward
HM Newton	Councillor	Town Ward

**STAFF**

N Hay	Chief Executive Officer
J Clapham	Finance Manager
B Bow	Governance Officer
R Brennan	Works Supervisor

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

Nil.

**4.0 PUBLIC QUESTION TIME / PUBLIC STATEMENT TIME**

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

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

**7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**7.1 ORDINARY COUNCIL MEETING HELD 17 JUNE 2020**

**OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072001**

Moved: Cr McTaggart                      Seconded: Cr Bagley

That the Minutes of the Ordinary Council Meeting of the Shire of Mingenew held in the Council Chambers on 17 June 2020 be confirmed as a true and accurate record of proceedings.

**VOTING:**

**CARRIED 4/0**

**7.2 SPECIAL COUNCIL MEETING HELD 25 JUNE 2020**

**OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072002**

Moved: Cr McTaggart                      Seconded: Cr Bagley

That the Minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 25 June 2020 be confirmed as a true and accurate record of proceedings.

**VOTING:**

**CARRIED 4/0**

**8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9 DECLARATIONS OF INTEREST**

Nil

**10 RECOMMENDATIONS OF COMMITTEES**

Nil

**PROCEDURAL MOTION- Resolution 15072003**

Moved: Cr Bagley                      Seconded: Cr McTaggart

Suspend clause 3.2 of Mingenew Standing Orders (Order of Business) to bring forth and accept report 14.1 3-Year Internal Audit Plan for consideration ahead of report 12.3 Adoption of Budget.

**VOTING:**

**CARRIED 4/0**

**14.1 3-YEAR INTERNAL AUDIT PLAN**

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0512
Date:	13 June 2020
Author:	Belinda Bow, Governance Officer
Authorising Officer:	Nils Hay, Chief Executive Officer
Voting Requirements:	Simple Majority

**Summary**

Council is requested to endorse the Internal Audit Plan (the Plan) which is to be undertaken in the 2020/2021 financial year and notes the future audit scopes proposed for 2021/2022 and 2022/2023, as included in attachment 14.1.

**Key Committee Notes:**

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 July 2020

- 1) The Audit and Risk Committee recommend Council adopt the Internal Audit Plan subject to the 'Workforce and Human Resourcing Review' (formally known as 'Efficiency Audit') being prioritised to number 1;
- 2) The committee has outlined a scope for the Workforce and Human Resourcing Review, which has been inserted into the audit plan at number 1 (attachment 14.1)
- 3) It was agreed that due to the high level of risk associated with procurement in Local Government, that the Procurement Audit be the second audit scheduled for the FY20/21.
- 4) It was agreed that there is value in receiving regular external assistance with internal audit items in order to provide objectivity, alternative perspectives and to support the Shire staff conducting those internal audits.

### COMMITTEE RECOMMENDATION- Resolution 13072002

**Moved:** Cr McTaggart

**Seconded:** Mr Battilana

That the Audit and Risk Committee recommend that Council:

1. Adopt the Internal Audit Plan (the Plan) which is to be undertaken in the 2020/2021 financial year subject to the 'Workforce and Human Resourcing Review' (formally known as 'Efficiency Audit') being prioritised to number 1;
2. Notes the future audit scopes proposed for 2021/2022 and 2022/2023, as included in attachment 1; and
3. The draft budget allocation of \$5,000 for the 'Efficiency Audit' is to be utilised for the 'Workforce and Human Resourcing Review'.

**VOTING:**

**CARRIED 3/0**

### OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072004

**Moved:** Cr R Newton

**Seconded:** Cr Bagley

That Council:

1. Endorse the Internal Audit Plan (the Plan) which is to be undertaken in the 2020/2021 financial year as detailed in attachment 14.1, in line with the Audit and Risk Committee's recommendation;
2. Notes the future audit scopes proposed for 2021/2022 and 2022/2023, as included in attachment 14.1; and
3. Allocates the draft budgeted allocation of \$5,000 for the 'Efficiency Audit' to the 'Workforce and Human Resourcing Review'.

**VOTING:**

**CARRIED 4/0**

### Attachments

- 14.1. Proposed Internal Audit Plan- inclusive of changes to align with the Audit and Risk Committee's Recommendation.
- 14.2. Minutes of Audit and Risk Committee Meeting 13 July 2020.

### Background:

The Audit and Risk Committee reviewed the proposed Internal Audit Plan at its meeting held on 13 July 2020. The committee recommends to Council that a 'Workforce and Human Resourcing Review' (formally known as 'Efficiency Audit') be prioritised to the top of the plan and undertaken this financial year.

Council expressed an interest in pursuing an external efficiency audit of staff in 2019/20. The Committee have assisted in setting a clear scope for the review (which has been inserted into the proposed audit plan), in order to provide potential contractors with parameters for developing their quotation. A provision in the draft budget has been made for the review of \$5,000.

### Comment

The intent of the internal audit plan 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 reviewing risk control effectiveness for risks noted as been mitigated in 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

It also provides management with the opportunity to review control effectiveness and mitigate risk and enables the delivery of the statutory internal audit (regulation 17 of the Local Government (Audit) Regulations) to be delivered on a six month rolling basis over the three year period (instead of once every 3 years), ultimately delivering a more in-depth and robust assessment of risk management, internal control and legislated compliance. Further it provides council with a level of assurance on the systems, processes and procedures employed by management in the control of its daily operations on a more frequent note.

### **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**

In the interest of managing conflict of interest and separation of duties, as well as ensuring appropriate expertise, the Workforce and Human Resourcing Review (the Review) will require external input. The draft budget currently has an allocation of \$5,000 for internal audit. A budget variation may be required once quotations for the revised Workforce and Human Resourcing scope have been sourced. This can be presented to Council in the future if it is deemed necessary. The tendering and procurement audit will be conducted in-house and as such, associated costs are absorbed within employee wages.

### **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. Strategy 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment
2. Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness
3. Strategy 1.3.1 Provide a high level of compliance with external regulation in a resource- efficient manner

### **Voting Requirements**

Simple Majority



Audit Plan with Timeline										2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2020/21																					
1	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.2. Provide sound corporate governance and create an attractive work environment	HRM, ability to achieve SCP and CBP objectives	Investigate if the Shire's organisational structure can be adjusted to maximize an employee's contribution to the Shire's economic development whilst balancing operational requirements such as segregation of duties, positional skill requirements etc. Investigate measures which would maximise an employees likelihood of remaining living and working in the Shire. Does the Shire's Workforce Plan adequately address such issues.	* Failure to recruit appropriately qualified or experience persons to the right roles due to inadequate operational structure; * Inability to deliver a financially sustainable workforce if additional costs associated with attraction retention of staff are required.	Scope- To review if the Shire's Workforce Plan considers and addresses measures in which Council can employ to assist in the 1) attraction, recruitment and retention of staff, 2) the economic development of the Shire. 1) An efficient workforce structure with regards to the spread of full time, part time and casual roles 2) The structuring of roles to try to maximise the likelihood that employees will reside in the Mingenew Shire; 3) Measures to assist in the attraction and retention of staff, particularly staff residing in the Shire.																
1			Development/Implementation of outcomes from the above audit																		
2	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	1. Tendering and Procurement 2. Misconduct	Examine if the Shire has established policies and procedures for procurement of goods and services? Is there effective oversight and control of procurement activities? Is there a process in place for reporting suspecting fraud or misconduct?	* Breach of probity standards and/or Local Government Act 1995; * Loss of reputation due to a lack of transparency, accountability, impartiality, confidentiality and security of information in the procurement process; * Failure to obtain the best value for money.	Scope-To examine if the Shire has effective procurement arrangements in place. Documented evidence in the focus areas below: * Policies and procedures * Training Seeking quotes * Tendering ; * Conflict of interest declarations and documentation * Purchase orders and approvals. * Segregation pf duties and delegations *Reviewing invoices and payments *Contract register *Whistleblowing procedure	1. Moderate (3) 2. Major (4)	Unlikely (2) Unlikely (2)	Moderate (6) Moderate (8)	OAG has conducted a audit/report which could be used as the basis for review & OAG Better Practice Guidelines												
2			Development/Implementation of outcomes from the above audit		Tender procedure																
2021/22																					

Audit Plan with Timeline										2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	1. Employment Practices 2. Fraud Management 3. Misconduct	Does the Shire have suitable policies and procedures in place for screening employees? Is the Shire adequately screening new employees to verify their identify, employment history and education / professional qualifications and perform risk based criminal record checking? Is the Shire monitoring existing employees for changes in their status (new criminal convictions or discontinuance of essential qualifications)?	* Incidents of fraud may result in financial loss and/ or reputation damage to the Shire * Poor processes/ control weaknesses could impact the quality of employees in, and the integrity of, the Shire. * Misconduct risks such as inappropriate behaviour at work, inappropriate use of plant or machinery, accessing systems and or data without correct authority to do so,	Scope- To examine the Shire's controls for verifying the identity and credentials of new employees and monitoring the status of existing employees? Documented evidence in the focus areas below: * Policies and procedures * Qualifications verification * Past work history verification * Identity check and right to work verification * Criminal background checks * Recordkeeping * Positional requirements- declarations and monitoring of licenses/qualifications. * Employee exit process (keys/ licenses/ delegations / passwords)	1. Major (4) Major (4) 3. Major (4)	2. Unlikely (2) Unlikely (2) Unlikely (2)	Moderate (8) Moderate (8) Moderate (8)	OAG has conducted a audit/report which could be used as the basis for review & OAG Better Practice Guidelines												
3			Development/Implementation of outcomes from the above audit																		
4	Strategy 1.2.1 Manage organisation in a financially sustainable manner	1. Assessment Management 2. Misconduct	To assess if the Shire has policies and processes in place for effectively recording and monitoring the use of fleet motor vehicles? Is there fleet management plans in place to provide for a cost effective balance of fleet composition and utilisation to achieve operational needs? Is motor vehicle use effectively monitored and is there safeguarding of the assets by way of regular inspections?	Usage of the Shire's motor vehicles is not optimised.	Scope- 1. To assess the adequacy of fleet processes in relation to: * monitoring and managing of vehicle maintenance and usage * the management of vehicle assets and disposal / purchasing processes, 2. The assess the extent to which the Shire is complying with policies, procedures and legislation pertaining to fleet management- fuel rebate, fringe benefit tax, gst etc Documented evidence in the focus areas below: * Recordkeeping- service dates, fuel consumption reports * Financial costs relating to fleet management. * Related governance process. * Fleet purchase in consideration of whole of life costings and business needs. * Review fringe benefits tax reporting by users and monitoring of same. Review procedures for acquisition and disposal of vehicles including: * Acquisition and disposal criteria and timing of changeover; * Preparing vehicles for disposal; and * Replacement policy;	Catastrophic (5) 2. Major (4)	Unlikely (2) Unlikely (2)	High (10) Moderate (8)	<a href="https://www.zurich.com.au/content/dam/risk_features/sedan_and_light_commercial/fleet_safety_resource_kit.pdf">https://www.zurich.com.au/content/dam/risk_features/sedan_and_light_commercial/fleet_safety_resource_kit.pdf</a>												
4			Development/Implementation of outcomes from the above audit																		
2022/23																					
5	Strategy 1.4.2 Manage and reduce waste Strategy 1.1.2 Provide buildings, facilities and services to meet community needs Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	Environment	The Audit is to assess: 1. Are waste services planned to minimise waste and meet community expectations? 2. Does the Shire have effective and economical arrangements in place to collect and transport domestic kerbside waste to maximise recycling rates and minimise costs?	The Shire fails to manage its responsibilities in relation to compliance with the Waste and Resource Recovery Act	Scope- To assess whether the Shire's has effective waste managements, practices and services in place to reduce waste. Documented evidence in the focus areas below: * Residents satisfaction survey results * Corporate plans * Contractual arrangements * Policies, procedures * OSH * Finances	Catastrophic (5)	Rare (1)	Moderate (5)	Waste Avoidance & Resource Recovery Strategy 2030 [Waste Authority]												

Audit Plan with Timeline										2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5			Development/Implementation of outcomes from the above audit																		
6	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	<b>1. Document Management Process</b> <b>2. Misconduct</b> <b>3. External Theft, Fraud and Damage</b>	1. To review the Shire's security and privacy policies and procedures and provide recommendations for any optimisations, cost reductions and efficiencies 2. To Assess the systems and processes in relation to records access, capture and retrieval, retention, storage and disposal. 3. To assess the Shire's performance in relation to fraud management and prevention, inclusive of: * Risk identification; * Opportunities reduction; * Awareness and Monitoring. 4. Is the current records management software enabling efficient records management? 5. Is the Shire providing adequate resourcing in terms of software, hardware, personnel and strategic planning?	* Inadequate records management could result in a breach of State Records Act 2000 and loss of information. * Records cannot be located in a timely and effective manner particularly in the event of appeal or litigation as well as operational requirements * Potential for records information inconsistency; files not retrieved, systems contain incorrect data on applicants and property. * Potential for illegitimate use of local government computers, or illegitimate access to local government property of power supplies	<b>Scope- Examine the Shire's Records Management internal control environment including:</b> <b>Information security, Record management and IT software, Change control, Physical security, Policies and procedures for record capture, storage, dissemination, access, and disposal</b> Documented evidence in the focus areas below: Policies & procedures, including: opening and distribution processes recording including emails records (both physically and electronically) * Retrieval, issuing, monitoring and control processes * security / manipulation / editability of electronic data held in synergy. and recording of vital documents 2. Procedures and practices in managing the electronic and hard copy records including: IT record management system, file archiving, storage security and access, file destruction. 3. Staff training on recordkeeping and awareness * Fraud risk assessment for records area * Code of Conduct. * Induction.	1. Moderate (3) 2. Major (4) 3. Major (4)	Possible (3) Unlikely (2) Unlikely (2)	Moderate (9) Moderate (8) Moderate (8)	OAG has conducted a records management in LG audit/report which could be used as the basis for review												
6			Development/Implementation of outcomes from the above audit																		

Audit Plan with Timeline										2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
6	Strategy 1.3.2 Provide services and processes to enhance public safety Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	Business Disruption	The objectives of the Internal Audit are to: 1. Assess the current controls, processes and policies to ensure the operation of a safe and effective <b>emergency management</b> service for prevention /mitigation and preparedness; and * Establish if responsibilities for the Shire in relation to the Emergency Management Act 2005 and the Emergency Management Regulations 2006 have been complied with, in particular, the LEM Committee and other associated responsibilities in respect of prevention/mitigation and preparedness	The Shire fails to manage its responsibilities in relation to compliance with the Emergency Management Act 2005 and the Emergency Management Regulations 2006 (1954)	Scope- 1. Assess the current controls, processes and policies to ensure the operation of a safe and effective emergency management service for prevention /mitigation and preparedness; and * Establish if responsibilities for the Shire in relation to the Emergency Management Act 2005 and the Emergency Management Regulations 2006 have been complied with, in particular, the LEM Committee and other associated responsibilities in respect of prevention/mitigation and preparedness. Stakeholder engagement including MOUs and agreements with stakeholders such as DFES, Water Corporation, etc. * Management plans; * Bushfire Risk Management Plan; * Risk assessment * Roles and responsibilities. * Review efficacy of education/ community awareness * Record keeping.	Major (4)	Unlikely (2)	Moderate (8)													
6			Development/Implementation of outcomes from the above audit																		
OTHER																					
4	Outcome 4.4 Long term planning and strategic management . Outcome 4.5 Achieve a high level of compliance.	Leases/ Land Management	To ensure that the Shire is managing the various leases that it is party to, or that are under it's control.	* Failure to renew leases in a timely fashion * Risk of missing out on either lease income, or strategic land access as a result of mismanagement of leases * Failure to meet Accounting Standards where relevant leases are not identified and reported	* Review existing lease register and associated management processes * Seek to identify any properties which do not appear on lease register, and update register * Ensure processes provide for timely reminders to renew/review leases and Land Management Agreements	Moderate (3)	Possible (3)	Moderate (9)													
5	Outcome 4.5 Achieve a high level of compliance.	FINANCIAL- Expenditure- Payroll	The audit will: 1. Test that only bona fide employees are paid for work performed, paid on time and are paid using correct pay rate. 2. Review and test the adequacy of the IT system controls including: * System access and profiles (at the application level); * Administrator access; * EFT controls, security of documentation and that there is adequate segregation of duties * Edit-ability of payroll data files (ABA file).	* Wages, salaries and/or conditions of employment are incorrectly paid to employees *	* Setting up of employees in Synergy * Payroll system- review access controls * Recovery of overpayment * Processing timesheets * Authorisation, including overtime approval * Reconciliation * Payment processing in accordance with LGIA, EBA's, policies. * Recording and paying employees for leave. * Review archiving practice for ex-employee records. * Cross-reference banking records against creditor/debtor modules.	Moderate (3)	Unlikely (2)	Moderate (6)	Can be performed internally, with some assistance potentially from IT Vision to assist with data gathering/ reporting from Payroll system												
6	Outcome 3.7 Maintain a safe community environment. Outcome 4.5 Achieve a high level of compliance.	Occupational Health and Safety Risk (OHS)	Assess the Shire's compliance with measures implemented in connection to OHS requirements and safe working practices.	* Injury or death from an unsafe work environment or systems of work; * The Shire and its employees do not comply with OHS legislation exposing the Shire to litigation.	* Safety Management Plan and related policies, procedures, templates, tools and guidelines. * Appointment of Safety Coordinator and Safety Advisors. * OHS induction training. * Review Tool box meeting. * LGIS OHS certification. * OHS Legislation and compliance * OHS Reporting and OHS Audits; * OHS Management Systems; * Pre-employment medicals. * Drug and alcohol testing.	Catastrophic (5)	Unlikely (2)	High (10)	Utilise LGIS as part of Three Steps to Safety Audit Program												

Audit Plan with Timeline										2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
7	Provide good governance Outcome 4.5 Achieve a high level of compliance.	FINANCE- General Finance Controls (excluding procurements and tendering)	Assess the effectiveness of the process level controls within the following financial functions: * Credit cards * Bank reconciliations * Petty cash * Fees and charges * Investments * Fixed Assets * Receipting administration (library, rec centres, leases etc)	The risk is that the Shire has incomplete and/or inaccurate financial records. Fraud	* Financial management guidelines / procedures * Reconciliations * Electronic fund transfer security protocols * Segregation of duties including fraud management controls * Management reporting	Moderate (3)	Unlikely (2)	Moderate (6)													
8	Outcome 4.5 Achieve a high level of compliance. Outcome 3.7 Maintain a safe community environment.	Management of Licences	Assess the effectiveness of the controls over the management of licences, including obtaining an understanding of the type of licence held by the Shire- To include the following licence types: IT software; Building statutory; Waste transfer station ; Depot fuel.	Licenses are not renewed in a timely manner or failure to obtain relevant licenses	* Register of licences. * Procedures/processes for recording, monitoring and renewing * Managing currency of staff qualifications and licences.																
9	Provide good governance	Fraud Management Review	To assess the Shire's performance in relation to fraud management and prevention, inclusive of: * Risk identification; * Opportunities reduction; * Awareness and Monitoring.	Incidents of fraud may result in financial loss and/ or reputation damage to the Shire	* Fraud risk assessment * Public Interest Disclosure * Code of Conduct. * Induction. * Investigation and reporting procedures	Insignificant (1)	Possible (3)	Low (3)	OAG has conducted a fraud prevention in LG audit/report which could be used as the basis for review												
10	Outcome 4.4 Long term planning and strategic management . Outcome 4.5 Achieve a high level of compliance.	Planning Development	To ensure that Planning & Development services are being provided in line with statutory obligations. The audit will: 1. Assess the adequacy of control processes relating to planning services 2. Assess the management	* Delays in the planning approval process results in tribunal appeals * Inadequate internal quality assurance procedures results in poor outcomes binding the Shire * Systems do not support ease of use in relation to planning and development approvals	* Delegated authority * Policies and procedures * Archiving of information * Business continuity * Environmental, health, building approvals.	Moderate (3)	Unlikely (2)	Moderate (6)													
12	Outcome 2.5 Safe and functional road and ancillary infrastructure. Outcome 1.3 Protect and enhance economic infrastructure. Outcome 3.2 Maintain the provision of high quality community infrastructure.	Building Maintenance	Review and assess the effectiveness of the Shire's systems, processes and activities in relation to building infrastructure and maintenance services.	* Dilapidation of building leading to a lack of capital for services. * Increased building and more infrastructure will increase the costs of renewal & maintenance to such an extent that it will be unsustainable for the Shire into the future, resulting in reduced customer service.	* Inspections; * Condition surveys and reporting (on a random basis, confirmation of the condition reports matching to physical site inspection) * Budget and financial management; * Risk assessment. * OSH inspections (e.g. evidence of test & tag, fire management, roof restraints); * Inductions;	Catastrophic (5)	Unlikely (2)	High (10)													
14	Outcome 3.7 Maintain a safe community environment.	Event Management	To ensure that any risks posed to the Shire through events are being managed effectively. To ensure each program is operating within and adhering to the required safety and risk management standards.	Non-compliance with relevant OSH legislation and DAIP requirements		Catastrophic (5)	Unlikely (2)	High (10)													
15	Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy.	Legislative Framework	Assess the framework / systems review for legislative compliance, which should include * a documented process to capture legislative changes * A system that documents legislative requirements and tracks the Shire's progress;	* The Shire fails to identify legislative compliance obligations leading to a reactive culture and increasing its likelihood of identifying legislative compliance obligations only in the event of an emerging problem. This has the potential to reduce the effectiveness of the administration as a whole, with respect to legislative compliance.	* Compliance Calendar																

Audit Plan with Timeline										2020/21				2021/22				2022/23			
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description	Consequence	Likelihood	Audit Requirement Rating	Resourcing	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
16	Outcome 4.2 An open and accountable local government that is respected, professional and trustworthy. Outcome 4.5 Achieve a high level of compliance.	FINANCIAL- Expenditure- Accounts Payable & Receivable inclusive of rates	To provide assurance that the function is being effectively managed and free of any risks of fraud. To provide recommendations (if any) for the improvements in efficiencies of the function and effectiveness of controls and procedures. The audit will: 1. Evaluate internal controls designed to prevent fraud and corruption in the payment processes; 2. Verify that the payments were made correctly, timely, and properly supported. 3. Review for duplicate payments 4. Evaluate compliance with policy, procedures and legislation.		* Financial management guidelines / procedures * Reconciliations * Electronic fund transfer security protocols * Segregation of duties including fraud management controls * Management reporting	Moderate (3)	Unlikely (2)	Moderate (6)													
17	Strategy 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment. Strategy 1.3.2 Provide services and processes to enhance public safety	OSH	To assess the Shire's performance in relation to all procedures, processes and controls in relation to OSH matters	Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors.	* Policies and procedures Record keeping Education and training Adequate and safe plant, equipment, tools and PPE	Catastrophic (5)	Unlikely (2)	High (10)													
18	Outcome 4.5 Achieve a high level of compliance.	FINANCIAL- Expenditure- Payroll	The audit will: 1. Test that only bona fide employees are paid for work performed, paid on time and are paid using correct pay rate. 2. Review and test the adequacy of the IT system controls including:	Wages, salaries and/or conditions of employment are incorrectly paid to employees	* Setting up of employees in Synergy * Payroll system- review access controls * Recovery of overpayment * Processing timesheets * Authorisation, including overtime approval * Reconciliation * Payment processing in accordance with LGIA EPA's policies	Moderate (3)	Unlikely (2)	Moderate (6)	Can be performed internally, with some assistance potentially from IT Vision to assist with data gathering/ reporting from Payroll system												
4	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external regulation, i.e.	1. External Fraud, Theft and Corruption 2. Misconduct	To review the Shire's practices and controls in fraud and corruption management.	* Incidents of fraud may result in financial loss and/ or reputation damage to the Shire * Poor processes/ control weaknesses could impact the quality of employees in, and the integrity of, the Shire	<b>Scope- Has the Shire implemented a coordinated approach to manage fraud risks?</b> <b>2. Does the Shire have adequate controls for preventing and detecting fraud?</b> <b>3. Can the Shire respond appropriately to suspected fraud?</b> Code of Conduct *Conflict of Interest Guidelines * policies and	1. Major (4) Major (4)	2. Unlikely (2) Unlikely (2)	Moderate (8) Moderate (8)	OAG Fraud prevention audit. OAG employee screening audit.												
		Contract Extensions and Variations			* Policies and procedures governing contract extensions and variations * complete and accurate records complying with resolutions/delegations contractor performance				OAG has conducted a audit/report which could be used as the basis for review												

## Summary of the Audit Schedule

Year	Month	Statutory Compliance Audit Return	Quarterly Risk Reg Review- tracking of progress	Statutory External Financial Audits	Statutory Reg 17. triennial	Statutory FMR	**Project #
20/21	Aug						1
20/21	Nov			Final Audit			1
20/21	Mar						2
20/21	May			Interim			2
21/22	Aug						3
21/22	Nov			Final Audit			3
21/22	Mar						4
21/22	May			Interim			4
22/23	Aug						5
22/23	Nov			Final Audit			5
22/23	Mar						6
22/23	May			Interim			6

**PROCEDURAL MOTION- Resolution 15072005**

Moved: Cr Bagley                      Seconded: Cr R Newton

Resume clause 3.2 of Mingenew Standing Orders (Order of Business) and continue in order of business.

**VOTING:** **CARRIED 4/0**

## 11 CHIEF EXECUTIVE OFFICER REPORTS

## 11.1 MINGENEW-IRWIN GROUP SPONSORSHIP AGREEMENT 2020 - 2023

**Location/Address:** Shire of Mingenew

**Name of Applicant:** Mingenew-Irwin Group / Shire of Mingenew

Disclosure of Interest: Nil

File Reference: ADM0331

Date: 9 June 2020

**Author:** Erin Greaves, Governance Officer

**Authorising Officer:** Nils Hay, Chief Executive Officer

<b>Voting Requirements:</b>	Simple Majority
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## Summary

To consider a new 3-year Sponsorship Agreement with the Mingenew-Irwin Group that formally captures the cash and in-kind contributions provided by the Shire.

### Key Points

- The current Mingenew-Irwin Group Sponsorship Agreement is due to expire on 30 June 2020 which currently provides for an annual cash contribution of \$3,000 per annum to be made by the Shire to MIG in return for recognition and promotion of the Shire's support, and other marketing opportunities through MIG-hosted events.
- The new agreement captures the above as well as recognising Council's support of MIG through the provision of subsidised housing for the Executive Officer and exclusive use of the MIG building for its business operations

## OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072006

Moved: Cr Bagley                      Seconded: Cr R Newton

That Council:

1. Accepts the new Mingenew-Irwin Group (MIG) Sponsorship Agreement 2020 – 2023, with Council to be recognised as a Diamond-level sponsor; and
2. Enters into a formal peppercorn lease agreement with the Mingenew-Irwin Group for a portion of Lot 430 Midlands Road, Mingenew (excluding the area used for the Tourist Centre) currently used by MIG for its administrative operations for a five-year term with the option to renew, authorising the Chief Executive Officer to execute the agreement.

VOTING: CARRIED 4/0

## Attachment

### 11.1.1 Current Sponsorship Agreement to 30 June 2020

### 11.1.2 Proposed new Sponsorship Agreement 2020 - 2023

## Background

Mingenew-Irwin Group (MIG) and the Shire of Mingenew have a long-established partnership, in which Council has supported MIG in annual cash contributions, the provision of suitable housing for the Executive



Officer at a subsidised rate and the supply of the MIG building. In turn MIG have appropriately marketed the Shire as diamond-level sponsor and contributed to the maintenance and upkeep of the MIG building.

### **Comment**

MIG is a unique research and development organisation that supports local agricultural development and education but relies heavily on government grants and sponsorship. By providing ongoing support to MIG, it is anticipated that they can contribute to the community's strategy to *"Build capacity for global impact agricultural research and development program supported by training and education model"*. Through the Sponsorship Agreement MIG are committed to working collaboratively with the Shire to achieve shared objectives.

The provision of suitable housing for the MIG Executive Officer role is an indirect action that aims to meet the community's Strategic Community Plan goal to *"Attract visitors to Mingenew by making it a highly desirable and dynamic place to visit and live resulting in an increase population"* and *"Ensure Mingenew is supporting local businesses to grow and maintain employment within the community"*. To support people living and working in Mingenew, the Shire currently makes available one of the 4x2 executive homes built by Karara Mining, located at Lot 109 Victoria Street, Mingenew, for the MIG CEO. This arrangement is unique to MIG and is a result of previous administration's negotiations with MIG to attract suitably qualified professionals to our community.

The provision of the MIG building under a peppercorn, written lease has not been considered formally by Council. It is understood that when MIG was first established they contributed significantly to necessary building work and repairs to make the space fit for purpose. In recognition of the work undertaken at MIG's cost, it has been suggested that the Shire made a commitment to provide the facility at little to no cost although not necessarily indefinitely. A formal record of this arrangement has not been located.

Whilst it could be considered that MIG's business structure and historical relationship with the Shire is unique, other, similar local organisations do not have access to the same level of financial support. Council could consider leasing the MIG building at a commercial rate and encourage them to apply for financial support through the Community Assistance Scheme which would allow Council to give equal consideration to organisations and their ability to provide benefit to the community. As MIG are limited in their capacity to raise income this could be determinantal to their business operations and viability given Council's ongoing support consistently over the years.

### **Consultation**

Kathryn Fleay, Mingenew-Irwin Group Executive Officer

MIG Board President and Deputy

Councillors (Concept Forum May 2020)

WALGA – advice regarding disposal of property requirements under the Act

The MIG Board, via the Executive Officer, have indicated their desire to continue with the current arrangements, with only minor amendments made to the sponsorship rights and responsibilities.

### **Statutory Environment**

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

Section 3.58 of the Act outlines the statutory requirements for disposing of property which includes to lease, sell or otherwise dispose of. However, as a local agricultural research-based organisation, the lease to Mingenew-Irwin Group is considered to be for "educational" purposes or "other like nature", as per Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* and is therefore excluded from the application of s3.58.

**Policy Implications**

Nil.

**Financial Implications**

The Sponsorship Agreement commits Council to a \$3,000 per annum cash contribution (no change to the previous agreement) to Mingenew-Irwin Group (MIG) and recognises the 50% subsidy provided to MIG for the provision of appropriate housing for the Executive Officer and the peppercorn lease for the MIG office building.

The home leased for the Executive Officer is currently leased at \$313 per week, which equates to a subsidy contribution of \$8,138 per annum.

The market value of the MIG building is unknown however the recent lease of the old NAB building to the Hinterland Collaborative could be used as a comparison which equates to approximately \$200 per week.

Based on these calculations, the Shire's contribution is approximately \$12,500 per annum as a monetary value.

**Strategic Implications**

Strategic Community Plan 2019-2029

Strategy 3.2.3 Build capacity for global impact agricultural research and development program supported by training and education model

## SPONSORSHIP AGREEMENT

Between

MINGENEW-IRWIN GROUP INC

And

SHIRE OF MINGENEW

### Background

The Mingenew-Irwin Group Inc (MIG) is a well established farmer driven group, which incorporates sustainable farming systems with the environment. The group came about through the co-operation of the Mingenew and Irwin Land Conservation District Committee's in the 1990's.

### The Shire of Mingenew and MIG:

The Shire of Mingenew (The Shire) and MIG have been working together since the group's inception, when an agreement was reached to provide administrative, office and leasing services to the Group. Since that time, the Shire has continued to provide this support, as well as an annual financial contribution of \$3,000. As a Diamond Sponsor, the Shire will have local government sponsorship exclusively at the Diamond level.

### Diamond Sponsorship Terms

1. **Duration of this sponsorship agreement**
  - a. Unless otherwise terminated earlier, this sponsorship agreement will run for three (3) years, terminating on the 30<sup>th</sup> June 2019, subject to any extension agreed between the parties.
  - b. The parties will review the terms of this sponsorship agreement before the end of each financial year.
2. **Diamond level sponsorship obligations of Shire of Mingenew**

**As the diamond level sponsor**

  - a. The Shire will continue to pay a cash sponsorship fee of \$3,000 AUD (plus GST) per annum. This is to be paid on invoice on the 1<sup>st</sup> July each year and will run on a financial year basis.
  - b. The Shire will provide banners, signs and logos reasonably required by MIG for promotional purposes
  - c. At the sole discretion of The Shire, The Shire may provide training and professional training opportunities for MIG Members.
3. **The Shire's Diamond level sponsorship rights and the Diamond level sponsorship obligations to MIG**

**For the duration of this sponsorship agreement:**

  - a. A representative nominated by The Shire is entitled to sit on the MIG Environmental Division committee
  - b. MIG will encourage its members to respond/participate in The Shire's community activities
  - c. MIG will provide a timeslot for a Shire speaker or supporter at the MIG Spring Field Day (September) and Annual Crop Update Day (May), providing the topic is relevant and/or of interest to event participants. Topics to be agreed upon by the MIG R & D Committee and the Shire.

- d. The Shire will have the opportunity to contribute promotional articles to the MIG bi-monthly newsletter to members.
- e. The Shire is granted the right to freely publicise its involvement in sponsoring MIG
- f. Shire representatives will be invited to any special sponsor functions
- g. The Shire may, in its absolute discretion, direct MIG in writing that MIG cannot, or must cease to:
  - i. Use the Shire's name or logo in relation to any MIG field day, event, text production or press release; or
  - ii. Make reference to the relationship between the Shire and MIG generally or to any specified third party.
- h. The Shire and MIG will maintain reciprocal website links. However, MIG must comply with any direction from The Shire in writing that MIG remove the reciprocal website links.
- i. The Shire may, in its discretion, promote MIG events through their electronic and distributor branch networks.
- j. The MIG board will be available for Shire executives and councillors to use as a sounding board on ideas and possible future directions for local government. If deemed appropriate by The Shire and MIG, MIG members will also be made available to Shire executives and councillors. For the avoidance of doubt, no party is required to play any form of lobbying role on behalf of the other parties by virtue of this sponsorship agreement.

**Lance Perry**

**Chief Executive Officer**

**Mingenew-Irwin Group**

  
Signature

6/10/16  
Dated

**Martin Whitely**

**Chief Executive Officer**

**Shire of Mingenew**

  
Signature

12-10-2016  
Dated



# SPONSORSHIP AGREEMENT

(NLM201341)

MINGENEW – IRWIN GROUP INC

AND

SHIRE OF MINGENEW

## 1.0 INTERPRETATION

"MIG" refers to Mingenew-Irwin Group Incorporated

"MIG Building" refers to the office building located at Lot 430 Midlands Road, Mingenew (excluding the adjoining Tourist Centre)

"Shire" refers to the Shire of Mingenew

## 2.0 BACKGROUND

The Shire has a strong partnership history with the Mingenew-Irwin Group (MIG) which has been formally captured within a sponsorship agreement since 2013 and various tenancy agreements.

The last adopted Agreement was presented to Council in June 2016, at which it was resolved

<b>COUNCIL DECISION – ITEM 9.1.2</b>
--------------------------------------

**Moved Cr Cosgrove**

**Seconded Cr Eardley**

**That Council enter into a three sponsorship agreement with the Mingenew Irwin Group for an annual contribution of \$3,000 + GST per annum with the sponsorship agreement to run for the period 1 July 2016 to 30 June 2019.**

**CARRIED 5/0**

This agreement aims to again formalise the sponsorship terms and consolidate our mutual intent for the leasing arrangements for a further three (3) year term.

## 3.0 DIAMOND SPONSORSHIP TERMS

### 3.1 Duration of this sponsorship agreement

- a) Unless otherwise terminated earlier, this sponsorship agreement will run for three (3) years, terminating on the 30 June 2023, subject to any extension agreed between the parties.
- b) The parties may review the annual contribution of this sponsorship agreement before the end of each financial year and agree to any changes in writing.

### 3.2 Diamond level sponsorship obligations of Shire of Mingenew

As the diamond level sponsor

- a) The Shire will continue to pay a cash sponsorship fee of \$3,000 AUD (plus GST) per annum. This is to be paid on invoice in July each year and will run on a financial year basis.
- b) The Shire makes a portion of the property at Lot 430 Midlands Road, Mingenew (excluding the rooms currently utilised for the Mingenew Tourist Centre) available for exclusive use by MIG as its place of main business operations for \$1 per annum, subject to a lease being entered into and signed.
- c) The Shire will contribute 50% of the weekly rent for the MIG CEO residence, as outlined within the Residential Tenancy Agreement (see Clause 4.2).
- d) The Shire will provide banners, signs and logos reasonably required by MIG for promotional purposes.

- e) At the sole discretion of the Shire, the Shire may offer training and professional development opportunities for MIG Members to attend.

### **3.3 Diamond level sponsorship obligations of MIG**

- a) MIG will comply with any and all agreed terms within a signed lease as outlined under Clause 4.1 of this Agreement.
- b) As an employee of MIG, the CEO will comply with any and all agreed terms within a signed lease as outlined under Clause 4.2 of this Agreement.
- c) MIG will provide the Shire with an opportunity to participate in any promotional activities in recognition of the Shire's sponsorship and will liaise with the Shire to prepare any appropriate materials.

### **3.4 The Shire's Diamond level sponsorship rights**

For the duration of this sponsorship agreement:

- a) A representative nominated by the Shire is entitled to sit on the MIG Environmental Division Committee
- b) MIG will encourage its members to respond/participate in the Shire's community activities
- c) The Shire may be given the opportunity to speak at the MIG Spring Field Day and/or Annual Trials Review Day, providing that the topic is of relevance to both parties and at the discretion of MIG. Topics to be agreed upon by the MIG R&D Committee and the Shire.
- d) The Shire will have the opportunity to contribute promotional articles to the MIG quarterly newsletter to members.
- e) The Shire is granted the right to freely publicise its involvement in sponsoring MIG
- f) Shire representatives will be invited to any special sponsor functions in accordance with Council's 'Elected Member and CEO Attendance at Events Policy' and local government gift provisions.
- g) The Shire may, in its absolute discretion, direct MIG in writing that MIG cannot, or must cease to:
  - i. Use the Shire's name or logo in relation to any MIG field day, event, text production or press release; or
  - ii. Make reference to the relationship between the Shire and MIG generally or to any specified third party.
- h) The Shire and MIG will maintain reciprocal website links. However, MIG must comply with any direction from the Shire in writing that MIG remove the reciprocal website links.
- i) The Shire may, in its discretion, promote MIG events through their electronic and distributor branch networks.
- j) The MIG board will work collaboratively with the Shire to achieve shared community objectives and share resources where possible. For the avoidance of doubt, no party is required to play any form of lobbying role on behalf of the other parties by virtue of this sponsorship agreement.

#### 4.0 PROPERTY AND LEASING

##### 4.1 MINGENEW-IRWIN GROUP BUILDING – Lot 430 Midlands Road, Mingenew

- 4.1.1 The Shire will make available the property at Lot 430 Midlands Road, Mingenew for MIG's exclusive use to operate its business and the lease arrangements to be set out in a formal lease of which both parties agree and sign.

NOTE: The Shire is exempted from the requirements of s3.58 of the Local Government Act 1995 in relation to disposing of property as the use is considered to be an exempt disposition as land use is for "educational" purposes and "other like nature" under r 30(2)(b) of the *Local Government (Functions and General) Regulations 2016*.

- 4.1.2 The Shire agrees to a peppercorn lease with MIG (\$1 per annum) in recognition of the contributions MIG have made in the initial fit-out and ongoing maintenance of the facility.
- 4.1.3 MIG will be responsible for all ongoing maintenance and utility costs as outlined within the lease document.

##### 4.2 RESIDENTIAL PROPERTY – CEO RESIDENCE

###### Currently 42 (Lot 109) Victoria Street, Mingenew

- 4.2.1 To support people living and working in Mingenew, the Shire will make available a property for the MIG CEO residence that is commensurate with the seniority of the position in order to attract suitably qualified professionals, subject to the lease arrangements being formalised in a signed Residential Tenancy Agreement.

NOTE: The Shire is exempted from the requirements of s3.58 of the Local Government Act 1995 in relation to disposing of property as it relates to the leasing of residential property to a person under r30(2)(g) of the Local Government (Functions and General) Regulations 2016.

- 4.2.2 The Shire agrees to contribute 50% of the weekly rent for the MIG CEO residence
- 4.2.3 MIG will be responsible for the cost of all utilities as outlined within the lease document.
- 4.2.4 the right of occupancy is provisional on the tenant being an employee of Mingenew-Irwin Group. Should the employee relationship be terminated the tenant may enter into their own lease arrangement with the Shire, but it is subject to MIG housing requirements for the CEO position.



**5.0 EXECUTION**

This Management Agreement was executed on \_\_\_\_\_.

**SHIRE OF MINGENEW**

\_\_\_\_\_  
Nils Hay  
CHIEF EXECUTIVE OFFICER

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

**MINGENEW-IRWIN GROUP**

\_\_\_\_\_  
Kathryn Fleay  
CHIEF EXECUTIVE OFFICER

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

WITNESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_

## 11.2 ACCESS AND INCLUSION POLICIES AND PROCEDURES

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0193  
**Date:** 24 June 2020  
**Author:** Erin Greaves, Governance Officer  
**Authorising Officer:** Nils Hay, Chief Executive Officer  
**Voting Requirements:** Simple Majority

### Summary

To consider the adoption of three new Council Policies that outline Council's commitment to providing improved access to facilities and information for its community.

### Key Points

- The Shire's Disability Access and Inclusion Plan 2019-2024 identified a number of policies that were to be developed as part of the Implementation Plan.

### **OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072007**

**Moved: Cr Bagley                      Seconded: Cr McTaggart**

That Council:

1. Adopts the following policies for incorporation into the Council Policy Manual as presented in attachment 11.2.1:  
    1.2.10 Access and Inclusion Policy  
    1.2.11 Accessible Information Policy  
    1.2.12 Reasonable Adjustment Policy; and
2. Notes the associated operational procedures as presented in Attachment 11.2.1;
3. Schedules the adopted policies for review in accordance with Council's Policy Review Schedule adopted at the September 2019 Council meeting.

**VOTING:**

**CARRIED 4/0**

### Attachment

11.2.1 Draft Access and Inclusion Policies and Procedures

### Background

Council adopted a new Disability Access and Inclusion Plan in August 2019 following a comprehensive review of the previous Plan. The Western Australian *Disability Services Act 1993* requires all local governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the Equal Opportunity Act (1984) and the Disability Discrimination Act 1992 (Cth), both of which make discrimination on the basis of a person's disability illegal.

Council's role in policy making for improved access and inclusion lies in the *Local Government Act 1995* which provides, 'for a system of local government in Western Australia'. The intention of the *Local Government Act 1995* is:

- a) better decision making by Local Government;
- b) greater community participation in the decisions and affairs of Local Governments;
- c) greater accountability of Local Governments to their communities; and

d) more efficient and effective Local Government.

Part 3 of the Act describes the general, legislative and executive functions of Local Government. Section 3.1(1) states; The general function of a local government is to provide for the good government of persons in its district.<sup>2</sup> The Act is based on the principle of basic competencies, that is Local Governments can perform any functions that they believe are good for the people in their district provided that this is not specifically prohibited in the Act or other laws.

The State Government, through legislation, determines a number of activities that will be undertaken by all Local Governments. Beyond this there is scope for policy decisions at the local level. As a local democracy, Elected Members in consultation with their communities determine this policy choice. That is why all Local Governments are different. Some Local Governments, generally due to resource constraints, focus solely on their statutory functions. Other Local Governments undertake functions beyond statutory obligations, generally based on the needs of their local community.

This policy scope at the local level is critical and understanding the vision and strategic plan of each Local Government is crucial in contextualizing DAIPs into each Local Government context.

### **Comment**

The proposed policies have been developed in consultation with the Shire's DAIP and influenced by the Department of Communities' Disability services guides and other local government policies. A brief summary of the policies is provided below:

#### **1.2.10 Access and Inclusion Policy**

Outlines Council's overall commitment to ensure that the Shire is accessible to all members of the community including people with disability, their families and carer's.

#### **1.2.11 Accessible Information Policy and Procedure**

The policy outlines key strategies for how information and documents will be accessible to all communities and the procedure provides specific detail regarding what documents and information may be available and how it may be presented. Particularly the procedure recommends that all publications be made available in alternative formats and that this be promoted to the broader community.

#### **1.2.12 Reasonable Adjustment Policy and Procedure**

This policy outlines Council's commitment to ensuring that the shire's employment practices are inclusive and reasonably accommodating for people with disability. The procedure outlines the type of actions that may be considered reasonable, promoting this policy, responding to requests, making decisions, implementing adjustments and reviewing them to ensure the system continues to meet the needs of the employee and employer.

### **Consultation**

Councillors (Concept Forum June 2020)  
Department of Communities – Disability Services (website)  
Other local governments

### **Statutory Environment**

*Local Government Act 1995*  
*Disability Services Act 1993*  
*Equal Opportunity Act 1984*  
*Disability Discrimination Act 1992 (Cth)*

### **Policy Implications**

New policies as presented.

**Financial Implications**

Nil.

**Strategic Implications**

Strategic Community Plan 2019-2029

Strategy 1.1.2 Provide buildings, facilities and services to meet community needs

Strategy 1.3.2 Provide services and processes to enhance public safety

Strategy 2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community

Disability Access and Inclusion Plan 2019-2024

Outcome 1 Strategy – ensure that all policies and practices that govern the operation of council facilities, functions and services are consistent with Council policy regarding access

Outcome 3 Strategy - Improve staff awareness of accessible information needs and how to obtain information in other formats.

Outcome 5 Strategy - Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 7 Strategy - Use inclusive recruitment practices and Ensure policies and procedures are regularly reviewed.



## ACCESS AND INCLUSION POLICY

1.2.10

## Administration

<b>Title:</b>	1.2.10 Access and Inclusion Policy
<b>Adopted:</b>	NEW
<b>Reviewed:</b>	N/A
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; Disability Services Act 1993 (WA)
<b>Associated Documentation:</b>	Shire of Mingenew Disability Access and Inclusion Plan 2019-2024
<b>Review Responsibility:</b>	Council

Previous Policy Number/s – Nil

**Objective:**

To ensure that the Shire of Mingenew is an accessible community for people with disability, their families and carers.

**Policy:**

The Shire of Mingenew is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Mingenew believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Mingenew is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Mingenew is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

- People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
- People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
- People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
- People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
- People with disability have the same opportunities as other people to make complaints to a public authority.
- People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
- People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.



## ACCESSIBLE INFORMATION POLICY

1.2.11

### Administration

<b>Title:</b>	1.2.11 Accessible Information Policy
<b>Adopted:</b>	NEW
<b>Reviewed:</b>	N/A
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; Disability Services Act 1993 (WA)
<b>Associated Documentation:</b>	Shire of Mingenew Disability Access and Inclusion Plan 2019-2024
<b>Review Responsibility:</b>	Council

---

Previous Policy Number/s – Nil

### Objective:

To ensure people with disabilities have the same opportunities as other community members to access public documents and information relating to Council's functions, services and facilities.

### Policy:

People with disabilities have the same rights as other community members to access public information about Council's functions, services and facilities. In accordance with existing legislative responsibilities, it is recommended that, wherever possible, Councils provide:

1. printed and electronic public information in clear and easy to understand formats;
2. on request from people with specific communication requirements, information in alternative formats such as audio tape or large print; and
3. accessible public consultation processes and venues for people with disabilities.



### 1.2.11 ACCESSIBLE INFORMATION PROCEDURE

#### Relevant Council Policy

1.2.11 Accessible Information Policy

Approval Date: N/A

Appendix - Nil

#### Relevant CEO Directive

Nil

Review: Biennial

#### Objective

To ensure people with disabilities have the same opportunities as other community members to access public documents and information relating to Council's functions, services and facilities.

#### Scope

The types of information these procedures apply to may include items such as:

- Council minutes / agendas;
- advertisements;
- maps;
- directories;
- brochures;
- electoral / voting information;
- rate notices;
- parking notices / infringements;
- annual reports / budgets;
- timetables; and
- library materials.

The above list is not intended to be exhaustive but is an indicative listing of the type of information that should be available and accessible for people with disabilities.

#### Procedure / Guidelines

##### Printed information

It is recommended that printed information:

- is made clear and easy to understand through the use of plain English, short sentences, clear headings, no jargon and through the use of pictures or diagrams where appropriate;
- is made clear and easy to read by using a minimum font size of 12 point, and where possible 14 point or larger on brochures and advertising. The use of photocopiers for enlarging text may also be an acceptable solution in some situations;
- is produced in a plain and, where possible, sans serif font such as Arial or Helvetica;
- uses text of a dark colour that significantly contrasts with the background;
- is printed on matt, non-reflective paper;
- displays important information in bold and larger print;
- avoids using upper case only as this is less easy to read; and
- avoids combining red and green colours in lettering, as this provides poor contrast and is difficult to read for people who are colour blind.

##### Website Information



- Information provided on the Internet website and for e-commerce activities should be designed to comply with the W3C Web Content Accessibility Guidelines to Level 1, and preferably to Level 2 compliance. These national and international recognised access guidelines are available through the website [www.w3.org](http://www.w3.org)

### Signage

- Wherever practical, all internal signage for Council facilities should be provided in accordance with the above guidelines. Internal signage should:
  - be positioned so as to be clearly visible to people with a disability, in accordance with AS1428.1 and AS1428.2;
  - be appropriately located at entrances and reception desks;
  - use arrows to give directional information about facilities and services, where appropriate; and
  - make use of the relevant international symbols to provide clear information about accessible facilities for people with a disability.

### Alternative Formats

Information is provided in formats that meet the specific communication requirements of people with disabilities.

These guidelines recommend that the alternative formats detailed below will be provided on request only from a person with a disability. Information can usually be provided in alternative formats for little or no additional cost (further information is provided in Council's Information Statement published annually).

The most appropriate alternative formats vary according to an individual's specific communication requirements and can include:

- the Internet website;
- e-mail;
- computer disk;
- audio cassette;
- large print text (eg. in 18 point - this may simply require enlarging text with the use of a photocopier);
- ensuring audio loops (with appropriate signage) are fitted for public meetings and events where public address systems are used;
- captioning any videos or films, including advertisements, produced by Council;
- the use of the AUSLAN (sign language) interpreting service;
- the use of the ACE telephone interpreting service; and
- Braille format, if requested (see attached Schedule of Costs for further information).

It is recommended that Council publicise that alternative formats are available on request:

- on documents with a statement that reads, "*This publication is available in alternative formats such as braille, on request*", or similar words to that effect.
- to the community, through initiatives such as:





- newsletters / publications;
- community newspapers;
- Information Radio;
- TV announcements with captions for the hearing impaired;
- libraries and other facilities where public documents are displayed;
- brochure stand displays;
- directories; and
- informing disability agencies or disability support organisations.

#### Public Consultation

Public consultation processes and venues are accessible to people with disabilities.

Staff should be aware of how to make their community consultation processes and venues accessible to people with disabilities. Information about this is contained in the Disability Service Commission publication, *Creating Accessible Events*.



## REASONABLE ADJUSTMENT POLICY

1.2.12

### Administration

<b>Title:</b>	1.2.12 Reasonable Adjustment Policy
<b>Adopted:</b>	NEW
<b>Reviewed:</b>	N/A
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; Disability Discrimination Act (1992),
<b>Associated Documentation:</b>	Shire of Mingenew Disability Access and Inclusion Plan 2019-2024
<b>Review Responsibility:</b>	Council

---

Previous Policy Number/s – Nil

### Objective:

The objectives of this policy and procedure are to:

- a) Ensure that the Shire of Mingenew is inclusive of people with disability in its employment practises;
- b) Enable appropriately skilled people with disabilities to perform the inherent requirements of their positions;
- c) Provide an opportunity for employees who acquire a temporary or permanent disability to continue their employment at the Shire, where possible;
- d) Create an inclusive environment that ensures that equal employment opportunities are available to all staff, including those with a disability;
- e) Provide staff who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment;
- f) Actively facilitate the employment of people with a disability in all suitable areas of employment;
- g) Ensure that people with a disability are treated equitably during all stages of employment, including recruitment, selection, promotion, training, and termination;
- h) Ensure that the needs of people with a disability, such as effective interaction, management and supervision, are recognised in the performance management process;
- i) Understand that some people with a disability may choose not to involve their supports in their employment matters;
- j) Ensure that people with a disability have the means to contribute to and participate in the work environment; and
- k) Make reasonable adjustments to the work area to accommodate staff with a disability.

### Policy:

People with disabilities have the same rights as other community members to access public information about Council's functions, services and facilities. In accordance with existing legislative responsibilities, it is recommended that, wherever possible, Councils provide:

1. printed and electronic public information in clear and easy to understand formats;
2. on request from people with specific communication requirements, information in alternative formats such as audio tape or large print; and
3. accessible public consultation processes and venues for people with disabilities.



The Shire is committed to ensuring an accessible and inclusive work environment to enable people with disability to participate fully in all aspects of employment in keeping with the requirements of the *Disability Discrimination Act (1992)*.

The Shire seeks to apply the principle of reasonable adjustment to remove barriers to participation in work by people with disability. Reasonable adjustments will be made to enable appropriately skilled people with disabilities to perform the inherent requirements of their positions.

### **Application**

This policy applies to, but is not limited to, the following areas:

- a) Recruitment, selection, and appointment;
- b) Induction and orientation;
- c) Participation in projects and committees;
- d) Training and career development;
- e) Performance management;
- f) Opportunities to enjoy all Shire supported social or recreational activities;
- g) Promotion, transfer, or any other employment benefit.

The rights of people with disability are safeguarded by the Disability Discrimination Act (1992) by which the Shire must abide. While this policy provides overall guidance on handling staff with disability, more detailed information is incorporated throughout the policies and procedures of the Shire.

People with disability are obliged to abide by all other policies of the Shire including those relating to bullying and harassment, staff conduct and discrimination. Where exceptions or other considerations apply, detailed information is incorporated throughout other policies and procedures of the Shire.

This policy also applies to those involved in the recruitment and management of staff.

## 1.2.12 REASONABLE ADJUSTMENT PROCEDURE

### Relevant Council Policy

1.2.12 Reasonable Adjustment Policy

Approval Date: N/A

Appendix - Nil

### Relevant CEO Directive

Nil

Review: Biennial

## Objectives

The objectives of this policy and procedure are to:

- a) Ensure that the Shire of Mingenew is inclusive of people with disability in its employment practises;
- b) Enable appropriately skilled people with disabilities to perform the inherent requirements of their positions;
- c) Provide an opportunity for employees who acquire a temporary or permanent disability to continue their employment at the Shire, where possible;
- d) Create an inclusive environment that ensures that equal employment opportunities are available to all staff, including those with a disability;
- e) Provide staff who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment;
- f) Actively facilitate the employment of people with a disability in all suitable areas of employment;
- g) Ensure that people with a disability are treated equitably during all stages of employment, including recruitment, selection, promotion, training, and termination;
- h) Ensure that the needs of people with a disability, such as effective interaction, management and supervision, are recognised in the performance management process;
- i) Understand that some people with a disability may choose not to involve their supports in their employment matters;
- j) Ensure that people with a disability have the means to contribute to and participate in the work environment; and
- k) Make reasonable adjustments to the work area to accommodate staff with a disability.

## Procedure

### Definitions

*Additional Needs* – supports and services a person with disability may require in order to perform their duties. This may include, but is not limited to, assistive technology, an advocate, Disability Employment Service (DES) and physical modifications to the workplace.

*Advocate* – in the disability context, an advocate is an individual or agency who speaks on behalf of or provides moral support for the person with a disability. A friend or family member can also serve as an advocate.

*Disability* - this policy adopts the broad definition of disability used in the *Disability Discrimination Act (1992)*, which, in the context of employment, can be summed up as a condition either caused by accident, trauma, injury genetics or disease that may restrict a person's mental, sensory or mobility functions to undertake or perform a job in the same way as a person who does not have disability. This includes physical, sensory,



intellectual, mental health, neurological and learning disabilities, as well as physical disfigurement and serious illnesses. Disability may be temporary or permanent, total or partial, lifelong or acquired.

*Disclosure* - refers to a personal decision to tell a person or institution about one's disability. There is no legal obligation for a job applicant or employee to disclose their disability, unless it is likely to affect their performance to meet the inherent requirements of the job (including ensuring the safety of themselves and others).

*Discrimination* - the *Disability Discrimination Act (1992)* identifies two types of discrimination in relation to people with disability. Direct Discrimination is when someone with disability receives less favourable treatment than a person without disability in the same circumstances. Indirect Discrimination is when a policy, practice or requirement is applied equally but has a discriminatory effect on people with disability.

*Inherent Requirements* are the essential activities and tasks that must be carried out in order to get a job done. Inherent requirements relate to results, or what must be accomplished, rather than means, or how it is accomplished.

*Merit Principle* means the selection and advancement of employees according to their relative abilities, knowledge, and skills under fair and open competition.

*Reasonable Adjustment* refers to the administrative, environmental, or procedural alterations required to enable a person with disability to work effectively and enjoy equal opportunity with others. By law, employers are required to provide reasonable adjustments whenever it is necessary, reasonable, and possible to do so (i.e., when a reasonable adjustment does not constitute an unjustifiable hardship for the employer).

Reasonable adjustments may include:

- a) Provision of appropriate equipment or assistance to ensure there is no barrier in the selection process;
- b) Job redesign;
- c) Training or retraining;
- d) Providing essential information in suitable formats;
- e) Modifications to equipment or the supply of specialised equipment, furniture or work related aids;
- f) Flexible work arrangements; or
- g) Alterations to premises or work areas.

*Unjustifiable Hardship* - employers are obligated to provide reasonable adjustments unless such an adjustment would result in unjustifiable hardship to the employer. It is difficult to define unjustifiable hardship because each circumstance and organisation is unique and is determined on a case-by-case basis. However, unjustifiable hardship is generally determined by considering:

- a) The cost of the adjustment required in light of the organisation's financial situation; and
- b) The extent to which the adjustment will result in substantial benefits or detriments to other employees, including those who do not have disability.



*Reasonable* - is defined by whether or not the adjustment would create "unjustifiable hardship" to the whole organisation; it is never defined by a particular manager's opinion of what is reasonable.

### **Communicating the Availability of Reasonable Adjustments**

The Shire shall notify applicants or employees that it abides by a Reasonable Adjustment Policy. Suggestions on how this can be done include:

- a) Including in position Advertisements / applications and interview correspondence a paragraph that reads: *"It is the policy of the Shire of Mingenew to provide reasonable adjustments for qualified persons with disabilities who are employees or applicants for employment."*
- b) Provide contact details of a Shire staff member for people with disability who may require assistance or adjustments to fully participate in the application/interview process; and
- c) Where interviews are scheduled by telephone, all applicants must be informed about the availability of reasonable adjustments in the interview process. The scheduler should ask: Do you require any special arrangements to enable you to equitably participate in the interview?

### **Requests**

- 1) Applicants will make requests for adjustments to the contact person for the advertised position. If, upon being approached by an applicant, the contact person can easily and informally meet the request to the satisfaction of both parties, he/she will do so and the procedure will end. If not, the contact person will endeavour to assist the applicant to meet the request or obtain information for further deliberation.
- 2) Employees will make requests for reasonable adjustments to their manager directly. If a manager thinks a reasonable adjustment might be appropriate for an employee under his/her supervision, she/he will either approach the employee to discuss the matter (if comfortable doing so) or confer with the CEO. If the CEO is supervising the employee with disability, he/she may confer with qualified persons with the knowledge and consent of the person in question.
- 3) Requests for reasonable adjustments can be made verbally or in writing. Those requests that are not able to be fulfilled informally or easily - due to cost, time etc. - must be submitted to the manager or supervisor in writing. The applicant or employee will be informed of the process and timeframe for processing their request.
- 4) The Shire will open a confidential workplace adjustment file to record the request and any information collected throughout the process of addressing it. The workplace adjustment file will be kept separate from the employee's personal records and will only be accessible to the applicant or employee and the parties involved in the adjustment process.

### **Assessing and Reaching a Decision**

In consultation with the applicant or the employee and his/her advocate (if any) the Shire will evaluate the request and determine what, if any, adjustment is appropriate.

For a job applicant, the Shire is responsible for:

- a) Determining the recruitment-relevant limitation(s) created by the applicant's disability (Depending on their disability and the nature of the adjustment requested, the applicant may be required to provide documentary evidence about their disability and the functional limitations it involves. This evidence may be obtained from a medical practitioner, psychologist or other relevant professional);

- b) Identifying possible adjustments and assessing the effectiveness of each one in enabling the applicant to equitably participate in the recruitment process (e.g., an interview or assessment test);
- c) Recommending the adjustment(s) that is most appropriate for both the applicant and the Shire. Though the applicant's preference will be considered, the Shire is free to choose among equally effective options; and
- d) Considering whether the recommended adjustment constitutes an unjustifiable hardship for the Shire; and
- e) On the basis of the above, the Shire shall make a decision as to whether or not it will supply the recommended adjustment.

If the request is not approved, the Shire will inform the applicant of the decision and the reason for denial of the requested adjustment within 10 business days of the request (Note: If the request is denied on the basis that it constitutes an unjustifiable hardship for the Shire, the Shire will seek a review of the decision from a designated authority before notifying the applicant).

For a current employee (or an applicant who has received a job offer), the relevant steps taken by the Shire will be:

1. Establishing whether the employee has disability. Here the employee may be required to provide documentary evidence about their disability and the functional limitations it involves. This evidence may be obtained from a medical practitioner, psychologist or other relevant professional.
2. Accessing information about the inherent requirements of the particular job involved.
3. Determining any job-relevant limitation(s) created by the employee's disability. Identifying possible adjustments and assessing the effectiveness of each one in enabling the employee to perform the inherent requirements of the job.
4. Recommending the adjustment that is most appropriate for both the employee and the Shire. Though the employee's preference will be considered, the Shire is free to choose among equally effective options.
5. Considering whether the recommended adjustment constitutes an unjustifiable hardship for the Shire; and
6. On the basis of the above, making a decision as to whether the Shire will supply the recommended adjustment.

If the request is not approved, the Shire will inform the employee of the decision and the reason for denial of the requested adjustment within ten (10) business days of the request (Note: If the request is denied on the basis that it constitutes an unjustifiable hardship for the Shire, the Shire will seek a review of the decision from a designated authority before notifying the employee.)

### **Consultation with Experts**

Where further evaluation is required to reach an informed decision about the adjustment request of an applicant or employee, the Shire will obtain additional information from, and/or liaise with, the following (as appropriate, and with the consent of the applicant or employee):



- a) The employee's supervisor;
- b) A Designated Health and Safety Representative;
- c) A medical practitioner;
- d) An occupational therapist or other allied health provider;
- e) Disability service provider; and
- f) IT Specialists.

### **Implementing Adjustments**

Within 10 business days of an applicant or employee's submission of a request for a reasonable adjustment, the Shire will either grant or deny the request in writing. Where an adjustment will be provided, the Shire will arrange the provision or implementation of the adjustment.

Once a decision to implement a reasonable adjustment for an employee has been made, the Shire will discuss the implementation of the adjustment with the employee and the employee's manager before arranging for implementation of the adjustment.

Where the provision or implementation of a reasonable adjustment will take longer than 10 business days, the steps taken to order, secure or carry out the adjustment will be documented and discussed with the applicant or employee.

Where further supporting documentation is sought from the applicant or employee, the grant or denial of a request for reasonable adjustment will be rendered within 10 business days from the receipt of the appropriate documentation.

Application, interview and assessment due dates and timeframes will be extended to accommodate for delays due to the processing and implementation of requests for reasonable adjustments.

Where the adjustment involves rehabilitation due to an extended absence from work, the Shire, in conjunction with the manager, will design an appropriate return to work plan, which will be administered under normal case management guidelines.

Where alterations are required to buildings or facilities, the Shire will negotiate with relevant personnel to carry out the alterations. A record of alterations or plans in progress should be forwarded to the Shire to be held in the Workplace Adjustment File.

### **Monitoring Adjustments**

The Shire will check with the employee and manager/supervisor to assess the appropriateness and effectiveness of the implemented adjustment approximately four weeks from the date the adjustment process was concluded.

The results of this action should be documented in the workplace adjustment file.





If no further follow-up or monitoring is required, the workplace adjustment file will be closed. Otherwise the situation will be monitored according to an appropriate schedule. The Shire has responsibility for evaluating, monitoring and reporting on the reasonable adjustment process.

### 11.3 APPOINTMENT OF VOTING DELEGATES FOR WALGA AGM 2020

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference: ADM0118  
Disclosure of Interest: Nil  
Date: 29 June 2020  
Author: Erin Greaves, Governance Officer  
Authorising Officer: Nils Hay, Chief Executive Officer  
Voting Requirements: Simple Minority

#### Summary

To nominate Council's voting delegates for the 2020 WA Local Government Association (WALGA) AGM set to be held on Friday, 25 September 2020.

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION – Resolution 15072008**

Moved: Cr R Newton                      Seconded: Cr McTaggart

That Council:

- a) nominates Cr Cosgrove and CEO Nils Hay as the Shire of Mingenew's voting delegates; and
- b) nominates Cr Bagley and Officer Jeremy Clapham as proxy delegates,  
at the 2020 WA Local Government Association (WALGA) AGM to be held on Friday, 25  
September 2020.

**VOTING:**

**CARRIED 4/0**

#### Attachment

11.3.1 WALGA AGM Notice

11.3.2 Voting Delegate Information

#### 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 2020 WALGA AGM is scheduled to be held on Friday, 25 September 2020 at Crown Perth. Usually the meeting coincides with the annual WA Local Government Convention but this event was cancelled due to the COVID-19 pandemic.

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

Should Council wish to submit a motion for inclusion in the Agenda, the Agenda AGM Notice provides instruction. It is specifically noted that any motions that propose alterations to WALGA's Constitution must be received by 17 July 2020, as required by the Constitution.

Once the delegates have been nominated, the Shire must provide notice of the delegates and any notices of motion by Friday, 31 July 2020.

#### Consultation

WALGA

#### Statutory Environment

Local Government Act 1995

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Community Strategic Plan

Strategy 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment



**Notice  
of  
Annual General  
Meeting  
and  
Procedural Information  
for Submission of Motions  
  
Crown Perth  
Friday, 25 September 2020**

**Deadline for Agenda Items**  
(Close of Business)  
**Friday, 31 July 2020**

# 2020 Local Government Convention

## General Information

### **WALGA Annual General Meeting**

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30pm on Friday 25 September 2020. 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. Delegates must register their attendance in advance.

### **Submission of Motions**

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2020 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 **Friday, 31 July**.

*Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm Friday, 17 July 2020 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 President and Chief Executive Officer 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 determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrodt, Executive Officer Governance on (08) 9213 2036 or via email [mdegebrodt@walga.asn.au](mailto: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.



**Mayor Tracey Roberts JP**  
**President**



**Nick Sloan**  
**Chief Executive Officer**

**EMAIL BACK****Voting Delegate Information  
2020 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 Friday 25 September 2020 at Crown Towers Perth.

Please complete and return this form to the Association by **Friday 28, August 2020** 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 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): ..... .....
<b>For (Local Government Name):</b> Shire/Town/City of .....  <b>Signature Chief Executive Officer</b> ..... (An electronic signature is <u>required</u> if submitting via email)  <div style="text-align: right;"><b>Date</b> .....</div>	

ON COMPLETION PLEASE EMAIL TO: [mdegebrodt@walga.asn.au](mailto:mdegebrodt@walga.asn.au)

Margaret Degebrodt, Executive Officer Governance

## 11.4 CORPORATE BUSINESS PLAN ANNUAL REVIEW

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0120  
**Date:** 8 May 2020  
**Author:** Nils Hay, CEO  
**Voting Requirement:** Absolute Majority

### Summary

We are required to review the Shire's Corporate Business Plan 2019-23 on an annual basis, this document proposes an updated version of the CBP for the 20/21 Financial Year.

### Key Points

- Annual review has seen addition of some new projects and changes to timing/scope of others
- Document updated to reflect FY18/19 financials
- Updated organizational chart also added
- Most changes relate to projects involving Drought Community Program or Local Roads and Community Infrastructure grants

### **OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072009**

**Moved:** Cr R Newton

**Seconded:** Cr Bagley

That Council endorse the reviewed version of the Corporate Business Plan 2019-2023.

**VOTING:**

**CARRIED 4/0**

### Attachment

11.4.1 CBP Excerpt with tracked changes

11.4.2 CBP Review Document Final for Adoption

### Background

Council adopted the Corporate Business Plan 2019-23 at the July 2019 Ordinary Council Meeting. As such, it is due for its annual review.

A proposed review document was discussed at the June 2020 Concept Forum and added to following that discussion. The tracked changes excerpt is attached (as not all areas required changes), as is a final version for adoption with those changes incorporated.

### Comment

The following changes were made in reviewing the document for the 20-21 Financial Year:

Functional Responsibilities:

- Updated in line with introduction of Works Manager role

Financial Profile:

- Updated to reflect FY18/19 Annual Report figures

Resourcing Requirements:

- 1.1.1b: Delivery of Coalseam Bridge project extended into FY21/22
- 1.1.1d: Funding of Philip Street parking allocated to LRCI



## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 July 2020

- 1.1.1f: No funding allocated to CBH-related road realignment for FY20/21
- 1.1.2a: BBRF funding secured for railway station
- 1.1.2b: Planning and funding of Mingenew Town Hall pushed out 12 months
- 1.1.2c: Town carparks to be funded by LRCI
- 1.1.2d: Solar power system installation added (DCP project)
- 1.1.2e: Upgrade of recreation centre water infrastructure added (DCP project)
- 1.1.2f: Upgrade of shire depot shedding added (LRCI project)
- 1.2.1a: Long Term Financial Plan update delivery pushed out into FY20/21
- 1.2.1d: Review of rural rating added
- 1.2.2b: Community Satisfaction Survey pushed out 12 months
- 1.2.3a: Workforce Plan update delivery pushed out into FY20/21
- 1.2.3f: Shire Local Laws update added
- 1.3.2b: Road Safety Audits set to planning for remainder of CBP following fully Yandanooka NE Rd pickup in FY19-20
- 1.3.2c: Mingenew Fire Shed replacement added
- 1.4.2a: Delivery of transfer station pushed into FY20/21 as not completed in FY19/20
- 1.4.2b: Removal of asbestos moved into FY21/22 due to current project load
- 1.4.2c: Container Deposit Scheme pushed back 12 months due to COVID/State Government delays
- 2.1.1a: Installation of equipment pushed back 12 months due to current lack of suitable venue
- 2.1.1b: Delivery of telehealth services brought forward into FY20/21 due to progress on this item
- 2.2.1a: DCP-funded child care centre upgrade taking place in FY20/21
- 2.3.1c: Planning and delivery of cultural events pushed back 12 months due to COVID impacts
- 2.3.1d: Planning for cultural hub pushed into FY20/21 as part of railway station project delivery
- 2.3.2a: DCP funding for tourist centre upgrade added for FY20/21
- 2.3.2b: Wildflower Country's North Midlands Regional Trails Plan expected to be fully funded in FY20/21
- 2.4.2c: LRCI funding proposed to be used for Mingenew Hill project
- 2.4.2d: Recreation facility consolidation planning pushed back to FY21/22 due to project load
- 2.4.2e: Skate Park project funding added for FY20/21
- 3.2.2a: Planning of industrial incubator extended into FY20/21 due to current project load
- 4.3.1b: Aim of reconstituting local business alliance added as part of business support activities
- 5.1.1a: Investigation/review of public wi-fi proposed in light of fixed wireless DCP project
- 5.1.2a: Fixed wireless DCP project added for FY20/21
- 5.2.2b: Small business incubator delivery brought forward into FY20/21 as part of DCP
- Some staffing references changed/updated (Works Supervisor to Works Manager for several items)

### Workforce Plan:

- Text updated to reflect activities which took place in FY19/20

### Risk Management:

- Updated to reflect updated Risk Register

### Measuring performance:

- KPI added to incorporate delivery of Disability Action and Inclusion Plan
- Community Volunteering Pilot pushed back into 2021

It should be noted that – as with many of our planning documents – the CBP remains an ambitious set of targets for an organization our size to hit. This is reflected in the number of items that have had timeframes pushed out following the first year (although acknowledging that a number of new items have also been inserted). As has

been the case over FY19-20, an update on this progress will be provided as part of the Concept Forum reporting each month.

### **Consultation**

- Councillors
- Leadership team

### **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) Regulation 1996:

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

- (1) A local government is to ensure that a corporate business 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 corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (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.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

### **Policy Implications**

Nil

### **Financial Implications**

The Plan is the key driver for the annual budget and the long-term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

The financial references in this review document reflect those in the draft budget following the 25 June 2020 Budget Workshop.

**Strategic Implications**

This is a key strategic document; each item has been identified in terms of its links to the Strategic Community Plan 2019-29. It also has links to:

- Annual Budget
- Long Term Financial Plan
- Workforce Plan
- Asset Management Plan

## FOUR-YEAR PRIORITIES

From that list, the following areas (highlighted) have been identified for focus in the four years of this Corporate Business Plan.

Strategy	Priority Area	Strategy/Action
Leading Mingenew	1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks
		1.1.2 Provide buildings, facilities and services to meet community needs
		1.1.3 Protect and promote the Shire's diverse culture and heritage
	1.2 Capability	1.2.1 Manage organisation in a financially sustainable manner
		1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders
		1.2.3 Provide sound corporate governance of Shire and create an attractive work environment
		1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness
	1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner
		1.3.2 Provide services and processes to enhance public safety
	1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure
		1.4.2 Manage and reduce waste
		1.4.3 Adapt to and mitigate climate change drivers
Love Living in Mingenew	2.1 Health	2.1.1 Develop healthcare services improve to enable aging in place for the community
		2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community
	2.2 Education	2.2.1 Develop childcare service to full time full day care model
		2.2.2 Support planning for access to quality education services, including transport planning
	2.3 Culture & Heritage	2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community
		2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets
		2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew
	2.4 Sense of Community	2.4.1 Support community volunteers to maximise impact of their contributions
		2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle

Strategy	Priority Area	Strategy/Action
<b>Growing Mingenew</b>	3.1 Housing	3.1.1 Ensure pipeline of land available for development
		3.1.2 Develop local housing market (support new business model)
	3.2 Development	3.2.1 Central business/community hub development
		3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses
		3.2.3 Build capacity for global impact agricultural research and development program supported by training & education model
		3.2.4 Value capture/creation for agriculture (build on assets + capabilities)
		3.2.5 Investigate opportunities for renewable energy generation
		3.2.6 Develop space industry opportunities
<b>See You in Mingenew</b>	4.1 Diversity of Accommodation	4.1.1 Development of existing and future diverse accommodation options for business travellers and tourism
	4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop
	4.3 Tourism Assets	4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenev” campaign
		4.3.2 Support development of Tourism infrastructure to support deepening of local product
		4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism
<b>Making Business Easy in Mingenew</b>	5.1 Digital Capacity	5.1.1 Support Digital infrastructure development and capacity in town
		5.1.2 Support digital infrastructure and capacity on farms and rural areas
	5.2 Economic Development	5.2.1 Support sustainable local banking model to develop
		5.2.2 Enable small business support services to assist local businesses to grow
		5.2.3 Ensure pipeline of light industrial land available for development

## RESOURCING REQUIREMENTS

The table below outlines the resourcing requirements for the chosen projects over the coming four years, noting the type of activity required, the key people required to deliver the activity and relevant financial considerations.

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.1.1a 5-year road maintenance/ construction program	Activity	Deliver	Review	Review	Review	Plan completed; will be annually updated.
	Key Parties	CEO / WS; Engineering Consultant	CEO / <del>WSWM</del>	CEO / <del>WSM</del>	CEO / <del>WSM</del>	
	Financial	\$2,000 (GL0502)	Operating budget	Operating budget	Operating budget	
1.1.1b Coalseam Bridge upgrade	Activity	Plan	Deliver	<del>Deliver</del> Maintain	Maintain	Shire continues to assist with public communications and hold MRWA funds in restricted funds. Still slated for delivery in FY20/21-21/22
	Key Parties	MRWA	MRWA	<del>MRWA</del> Roadworks Crew	Roadworks Crew	
	Financial	MRWA to fund	MRWA to fund	<del>MRWA to fund</del> Operating budget	Operating budget	
1.1.1c Yarragadee Bridge upgrade	Activity	Plan	<del>Plan</del> Deliver	<del>Deliver</del> Maintain	Maintain	Shire to assist with public communications and hold MRWA funds in restricted funds. Delivery looking more likely for FY21/22 if funding can be secured.
	Key Parties	MRWA	<del>MRWA</del> MRWA	<del>MRWA</del> Roadworks Crew	Roadworks Crew	
	Financial	MRWA to fund	<del>MRWA to fund</del> MRWA to fund	<del>MRWA to fund</del> Operating budget	Operating budget	
1.1.1d Philip Street Parking Upgrade	Activity	Plan	Deliver	Maintain	Maintain	Shire to budget for addition of ACROD bay in front of Silver Chain and parking bay to east of Silver Chain building on Shenton Street.
	Key Parties	CEO / WS; Engineering Consultant	Roadworks Crew; seal contractor	Roadworks Crew	Roadworks Crew	
	Financial	Operating budget; GL0502 for any required external design	Town streets budget; <del>Roads to Recovery</del> fundingLRCI funding	Operating budget	Operating budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.1.1e Completion of town street sealing	Activity	Plan	Deliver	Deliver	Maintain	Shire to seek to access Roads to Recovery funding for the delivery of this work.
	Key Parties	CEO / WS	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor	Roadworks Crew	
	Financial	Operating budget	Town streets budget; Roads to Recovery funding	Town streets budget; Roads to Recovery funding	Operating budget	
1.1.1f Investigation of potential road realignment to support future CBH activity and address stacking distance issues at rail crossings	Activity	Plan	Plan/ Fund	Plan/ Fund	Deliver	Funds unspent in FY20-21 as project will hinge upon CBH future site layout and proposed traffic flows.
	Key Parties	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	
	Financial	\$30,000 (GL0132)	<del>TBD</del> <u>No funding currently allocated.</u>	TBD	TBD	
1.1.2a Mingenew Railway Station Restoration	Activity	Plan/Fund	Deliver	Maintain	Maintain	Funding achieved through BBRF but co-funding will need to be budgeted through muni if LRCI is ineligible as we apply for RED.
	Key Parties	CEO, CDO, Community Reference Group	CEO, CDO	Parks, Gardens & Facilities Team	Parks, Gardens & Facilities Team	
	Financial	Operating budget; \$20,000 (GL3054)	<del>TBD</del> ; <u>Lotterywest funding to be sought BBRF (\$108,000) to be matched with RED, FRRR or Muni</u>	Operating budget	Operating budget	
1.1.2b Mingenew Town Hall Redevelopment	Activity	Plan	<u>Plan</u> /Fund	<u>Fund</u> /Deliver	Maintain	Project options to be developed and costed before being returned to community for endorsement. RFT process to
	Key Parties	CEO, CDO, Building consultant	CEO, CDO	CEO, CDO, Construction contractors	Parks, Gardens & Facilities Team	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	\$10,000 (GL2434)	TBD; External funding to be sought based upon chosen option	TBD	Operating budget	take place late FY19-20. Given existing project load for FY20-21, suggest that this be
1.1.2c Audit and reseal of town carparks	Activity	Plan	Deliver	Maintain	Maintain	Project to scoped in FY19/20; to be budgeted in 20/21
	Key Parties	WS	Roadworks Crew; seal contractor	Roadworks Crew	Roadworks Crew	
	Financial	Operating budget	<del>Capital works budget</del> LRCI	Operating budget	Operating budget	
<u>1.1.2d Installation of Solar Power system at Shire Office and Rec Centre</u>	<u>Activity</u>		<u>Deliver</u>	<u>Inspect</u>	<u>Inspect</u>	New project
	<u>Key Parties</u>		<u>Solar contractor</u>	<u>Solar contractor</u>	<u>Solar contractor</u>	
	<u>Financial</u>		<u>DCP (\$45,500)</u>	<u>Operating budget</u>	<u>Operating budget</u>	
<u>1.1.2e Upgrade of water infrastructure at Rec Centre</u>	<u>Activity</u>		<u>Deliver</u>	<u>Maintain</u>	<u>Maintain</u>	New project
	<u>Key Parties</u>		<u>Water and irrigation contractors</u>	<u>Parks and Gardens crew</u>	<u>Parks and Gardens crew</u>	
	<u>Financial</u>		<u>DCP (\$51,000)</u>	<u>Operating budget</u>	<u>Operating budget</u>	
<u>1.1.2f Upgrade of Shire depot shedding</u>	<u>Activity</u>		<u>Deliver</u>	<u>Maintain</u>	<u>Maintain</u>	<u>New project; intended to include installation of power to P&amp;G shed as well as repair/replacement of walls/doors on workshop area and attached outbuildings (roof is in good condition)</u>
	<u>Key Parties</u>		<u>WM, CEO, contractors</u>	<u>WM, depot staff</u>	<u>WM, depot staff</u>	
	<u>Financial</u>		<u>LRCI (\$25,000)</u>			
1.2.1a Long Term Financial Plan Update	Activity	<del>Deliver</del> <u>Commence Update</u>	<del>Review</del> <u>Deliver</u>	Review	Review	Update ongoing as we finalise projects for FY20/21 and
	Key Parties	FM	FM, ARC	FM, ARC	FM, ARC	



Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget, <u>\$2,000</u>	Operating budget	Operating budget	engage in revaluations early in FY20/21
1.2.1b Update Asset Management Plan	Activity	Deliver	Review	Review	Review	AMP was reviewed in FY18/19, minor updates will occur through following years in wake of updated valuation data and associated adjustments
	Key Parties	CEO, FM	FM, ARC	FM, ARC	FM, ARC	
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget	Operating budget	Operating budget	
1.2.1c Maintain and Implement Internal Audit Plan	Activity	Deliver	Deliver	Deliver	Review	3-year Plan adopted in FY18/19; to be updated June 2020.
	Key Parties	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	
	Financial	Operating budget	Operating budget	Operating budget	Operating budget	
<u>1.2.1d Review Rural Rating Methodology</u>	<u>Activity</u>		<u>Review</u>	<u>Deliver</u>	<u>Review</u>	New item: Undertaking review of UV property to capture any areas which should be investigated for GRV rating
	<u>Key Parties</u>		<u>CEO, MFA, Landgate, Rural ratepayers</u>	<u>CEO, MFA, Landgate, Rural ratepayers</u>	<u>CEO, MFA, Landgate, Rural ratepayers</u>	
	<u>Financial</u>		<u>Operating budget, valuation expenses (\$5,000)</u>			
1.2.2a Engage with public on review of road construction and maintenance plan	Activity	Deliver		Deliver		Initial public communications have taken place with regards to access to gravel and water; COVID-19 has made intended public engagement unfeasible.
	Key Parties	CEO, CDO, WS, Community		CEO, CDO, WS, Community		
	Financial	Operating budget		Operating budget		
	Activity	Plan	<u>Plan</u> <del>Deliver</del>	<u>Deliver</u> <del>Plan</del>	<u>Plan</u> <del>Deliver</del>	We are taking part in statewide Community Resilience
	Key Parties	CDO	<u>CDO</u> <del>CDO</del>	<u>CDO</u> <del>CDO</del>	<u>CDO</u> <del>CDO</del>	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.2.2b Conduct community satisfaction survey/s	Financial	Operating Budget	<del>Operating Budget</del> Operating Budget; project allocation required	<del>Operating Budget;</del> project allocation required Operating Budget	<del>Operating Budget</del> Operating Budget; project allocation required	Scorecard surveys which achieve some of the satisfaction survey aims; project can be pushed back with either regional partnership or other funding opportunities to be investigated
1.2.3a Update and implement Workforce Plan	Activity	Deliver	<del>Deliver</del> Review	Review	Review	Draft presented to Council in February 2020, but requires significant rework which will take place in FY20/21.
	Key Parties	CEO, GO, Council	<del>CEO, GO, Council</del> CEO, GO	CEO, GO	CEO, GO	
	Financial	Operating Budget	<del>Operating Budget</del> Operating Budget	Operating Budget	Operating Budget	
1.2.3b Build HR policy and procedure framework	Activity	Deliver	Review	Review	Review	Completed; will be maintained through regular reviews.
	Key Parties	GO	GO	GO	GO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3c Continue to remunerate staff competitively	Activity	Review	Review	Review	Review	Ongoing; most staff wages are tied to Fair Work Commission decisions. Reviews have shown that most Mingenew staff receive comparable remuneration to counterparts within the region.
	Key Parties	CEO	CEO	CEO	CEO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3d Investigate corporate membership of	Activity	Plan	Maintain	Maintain	Maintain	Following changes to membership structure, this item
	Key Parties	CEO	CEO	CEO	CEO	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
LG Professionals to allow reduced cost access to training and networking opportunities for staff	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	will be put into the budget for FY20/21
1.2.3e Partnership with LGIS to receive Regional Risk Coordinator and OSH support	Activity	Maintain	Maintain	Maintain	Maintain	Ongoing. Over course of year inspections of various facilities and buildings have taken place and Shire's OSH tracking documentation has been improved.
	Key Parties	CEO, GO, WS, LGIS	CEO, GO, <del>WSWM</del> , LGIS	CEO, GO, <del>WSWM</del> , LGIS	CEO, GO, <del>WSWM</del> , LGIS	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
<u>1.2.3f Update Shire Local Laws</u>	<u>Activity</u>		<u>Review</u>	<u>Review</u>		<u>New item; not captured in CBP previously but will involve significant time investment from GO and gazettal will require budget commitment</u>
	<u>Key Parties</u>		<u>GO, CEO</u>	<u>GO, CEO</u>		
	<u>Financial</u>		<u>Operating Budget; gazettal fees (\$5,000)</u>	<u>Operating Budget; gazettal fees</u>		
1.2.4b Review and upgrade ICT environment	Activity	Deliver	Deliver	Deliver	Deliver	Ongoing; this FY has seen the Shire move to the cloud to enable remote working during COVID-19. Future changes should be largely operational in nature (turnover of computer workstations etc.) Cloud arrangement to be reviewed as part of mid-year budget review.
	Key Parties	FM, ICT provider	FM, ICT provider	FM, ICT provider	FM, ICT provider	
	Financial	Operating Budget	Operating Budget;	Operating Budget;	Operating Budget;	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.3.2b Road Safety Audits on emerging key transport routes	Activity	Plan	<u>Plan</u> <del>Deliver</del>	<u>Deliver</u> <del>Plan</del>	<u>Plan</u> <del>Deliver</del>	Road Safety Audits undertaken on Yandanooka NE Road in FY19/20, with resulting Black Spot funding applications prepared. Given current pipeline of potential Black Spot projects, push back further RSA to 21/22.
	Key Parties	WS, Engineering consultant	<u>WS, Engineering consultant</u> <del>WS, Engineering consultant, MRWA</del>	<u>WS, Engineering consultant, MRWA</u> <del>WS, Engineering consultant</del>	<u>WS, Engineering consultant, MRWA</u> <del>WS, Engineering consultant, MRWA</del>	
	Financial	Operating Budget	<u>Operating Budget</u> <del>Operating Budget; project allocation required</del>	<u>Operating Budget; project allocation required</u> <del>Operating Budget</del>	<u>Operating Budget; project allocation required</u> <del>Operating Budget; project allocation required</del>	
<u>1.3.2c Upgrade of Mingenew Fire Shed</u>	<u>Activity</u>		<u>Fund/Deliver</u>	<u>Deliver/Maintain</u>	<u>Maintain</u>	New. Funding application submitted in FY19/20 for replacement Fire Shed. As application has been prepared once, it's suggested we continue to tweak and apply until successful. No Shire co-contribution is required.
	<u>Key Parties</u>		<u>DFES, CDO, Brigades</u>	<u>DFES, CDO, Brigades, maintenance staff</u>	<u>Maintenance staff</u>	
	<u>Financial</u>		<u>DFES Funding (if successful)</u>	<u>Funding, operating budget</u>	<u>Operating budget</u>	
1.4.2a Transition from landfill to transfer station	Activity	Deliver	<u>Deliver</u> /Maintain	Maintain	Maintain	Environmental Management Plan completed. RFT and RFQ processes have taken place to find operator. 20/21 will see operator take over and final works to bring transfer station online (fencing, connect site office etc.)
	Key Parties	CEO, WS, Community	<u>WS</u> <del>M</del> , Transfer Station <u>Staff</u> <del>Operator</del>	<u>WS</u> <del>M</del> , Transfer Station <u>Operator</u> <del>Staff</del>	<u>WS</u> <del>M</del> , Transfer Station <u>Operator</u> <del>Staff</del>	
	Financial	Operating Budget	Operating Budget; LRCI	Operating Budget	Operating Budget	
	Activity	Plan	<u>Deliver</u>	<u>Plan</u> <del>Deliver</del>	<u>Deliver</u> <del>Deliver</del>	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.4.2b Removal of asbestos from Mingenew Common	Key Parties	CDO, Asbestos Waste Handler, <a href="#">EHO</a>	<del>CDO, Asbestos Waste Handler</del>	<del>CDO, Asbestos Waste Handler</del> <del>EHO</del> CDO, Asbestos Waste Handler	<del>CDO, Asbestos Waste Handler</del> <del>CDO, Asbestos Waste Handler</del>	Has not been able to be progressed due to competing projects; suggest postponement
	Financial	Operating Budget	<del>Operating Budget; project allocation required</del>	<del>Operating Budget</del> Operating Budget; project allocation required	<del>Operating Budget; project allocation required</del> Operating Budget; project allocation required	
1.4.2c Implementation of Container Deposit Scheme	Activity	Plan	<del>Plan</del> Deliver	<del>Deliver</del> Maintain	Maintain	Rollout of Containers for Change program at State Government level has been delayed by COVID-19
	Key Parties	CEO, DWER	<del>CEO, CDO, DWER</del> DWER	<del>DWER</del> DWER, Shire or Community Group	DWER, Shire or Community Group	
	Financial	Operating Budget	<del>Operating Budget</del> Operating Budget; TBD	<del>Operating Budget; TBD</del> Operating Budget; TBD	Operating Budget; TBD	
2.1.1a Installation of exercise equipment at Autumn Centre	Activity	Deliver	<del>Maintain</del> Plan	<del>Maintain</del> Deliver	Maintain	Autumn Centre not a suitable venue; alternatives will need to be sought. Given current project pipeline proposing this be delayed.
	Key Parties	CDO, Physiotherapist	<del>CDO, Physiotherapist</del> Parks, Gardens & Facilities Team	<del>Parks, Gardens &amp; Facilities Team</del> CDO	Parks, Gardens & Facilities Team	
	Financial	Operating Budget	Operating Budget	Operating Budget; <u>potential capital requirements and external funding opportunities</u>	Operating Budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.1.1b Ongoing lobbying of WACHS for installation of telehealth services in Mingenew	Activity	Lobby	<del>Lobby</del> <u>Deliver</u>	<del>Lobby</del> <u>Maintain</u>	<del>Lobby</del> <u>Maintain</u>	Progressing positively, with installation due to take place in coming months. Timing to be confirmed.
	Key Parties	CEO, Council, State Politicians, Community Groups	<del>CEO, Council, State Politicians, Community Groups</del> <u>WACHS</u>	<del>CEO, Council, State Politicians, Community Groups</del> <u>WACHS</u>	<del>CEO, Council, State Politicians, Community Groups</del> <u>WACHS</u>	
	Financial	Operating Budget	Operating Budget	<del>Operating Budget</del>	<del>Operating Budget</del>	
2.1.2b Continue to engage with WACHS, Silver Chain, Mid West Aero Medical and other health providers to support the delivery of quality medical services in the Shire	Activity	Lobby	Lobby	Lobby	Lobby	
	Key Parties	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
2.2.1a Continue to support Mingenew CRC in ongoing improvement of local childcare service delivery	Activity	Support	Support	Support	Support	Shire has endorsed DCP funding for the relocation of the Child Care centre to a larger facility.
	Key Parties	CDO, CRC	CDO, CRC	CDO, CRC	CDO, CRC	
	Financial	Operating Budget	<del>Operating Budget</del> <u>Drought Communities Program (\$150,000)</u>	Operating Budget	Operating Budget	
2.3.1c Engage with arts and cultural organisations to attract regional events held in Geraldton to hold satellite events in Mingenew	Activity	Plan	<del>Plan</del> <u>Deliver</u>	<del>Deliver</del> <u>Support</u>	Support	Ongoing; COVID-19 has impacted the ability to deliver on events.
	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	<del>CEO, CDO, Community Groups, Cultural Organisations</del> <u>CEO, CDO, Community Groups, Cultural Organisations</u>	<del>CEO, CDO, Community Groups, Cultural Organisations</del> <u>CEO, CDO, Community Groups, Cultural Organisations</u>	CEO, CDO, Community Groups, Cultural Organisations	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget	<del>Operating Budget</del> <del>Operating Budget, project allocation potentially required</del>	<del>Operating Budget, project allocation potentially required</del> <del>Operating Budget</del>	Operating Budget	
2.3.1d Engage with arts and cultural organisations, such as the North Midlands Project, to encourage establishment of cultural hub in Mingenew	Activity	Plan	<del>Plan/Deliver</del> <del>Deliver</del>	<del>Deliver</del> <del>Support</del>	Support	Will be promoted by restoration of railway station (outlined above) and re-opening of bank building which is slated for a small facelift through LRCI
	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	<del>CEO, CDO, Community Groups, Cultural Organisations</del> <del>CEO, CDO, Community Groups, Cultural Organisations</del>	<del>CEO, CDO, Community Groups, Cultural Organisations</del> <del>CEO, CDO, Community Groups, Cultural Organisations</del>	CEO, CDO, Community Groups, Cultural Organisations	
	Financial	Operating Budget	<del>Operating Budget</del> <del>Operating Budget, project allocation potentially required</del> ; LRCI for bank building facelift (\$5,000)	<del>Operating Budget, project allocation potentially required</del> <del>Operating Budget</del>	Operating Budget	
2.3.2a Continue to support Tourism and Promotions Committee in delivery of tourist information services	Activity	Support	Support	Support	Support	Ongoing; some DCP funds will be utilised to improve the tourist centre. The Shire has also provided in-kind design support for a new map for the centre.
	Key Parties	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	
	Financial	Operating Budget	<del>Operating Budget</del> <del>DCP (\$5,000)</del>	Operating Budget	Operating Budget	
	Activity	Plan	Deliver	Plan	Deliver	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.3.2b Engage in Wildflower Country projects designed to enhance regional tourism infrastructure	Key Parties	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	75% of funding for Regional Trails Master Plan has been secured; WFC plans to deliver project in FY20/21 once final funding is obtained. Shire expenditure for this project will be moved back a year as a result.
	Financial	Operating Budget, <del>\$5,000 (GL4042)</del>	External Funding (to be sourced), <u>\$5,000 (project contribution)</u>	Operating Budget, project allocation potentially required	External Funding (to be sourced)	
2.3.2c Engage with tourism industry to support and encourage development of new local tourism products	Activity	Lobby	Lobby/Deliver	Lobby	Lobby	CEO liaises with local operators, regional and State tourism bodies. A key party has been Astrotourism WA. We will also look to install remote cameras as part of DCP in 20/21.
	Key Parties	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	
	Financial	Operating Budget	Operating Budget; DCP (\$7,500) for remote cameras	Operating Budget	Operating Budget	
2.4.1a Annual roll-out of Community Assistance Scheme to support community projects	Activity	Deliver	Deliver	Deliver	Deliver	Ongoing
	Key Parties	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	
	Financial	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	
2.4.1b Provision of grant writing training to assist community groups to source External Funding	Activity	Deliver		Deliver		Completed.
	Key Parties	CDO, Community Groups		CDO, Community Groups		
	Financial	Operating budget		Operating Budget, project allocation potentially required		



Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.4.2a Upgrade of garden beds with low maintenance plants, in accordance with expert advice	Activity	Plan	Deliver	Deliver	Deliver	Entry statements have been improved; garden bed at museum replaced with static display.
	Key Parties	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	
	Financial	Operating Budget	Operating Budget, <del>project allocation potentially required</del>	Operating Budget, project allocation potentially required	Operating Budget, project allocation potentially required	
2.4.2b Audit and upgrade of footpaths	Activity	Plan	Plan / Fund	Deliver	Maintain	Consultant engaged to deliver footpath/cycle path plan to allow for future funding applications.
	Key Parties	WS, Infrastructure consultant	<del>WSWM</del>	Roadworks Crew, footpath contractor	Parks, Gardens & Facilities Crew	
	Financial	Operating Budget	Capital works budget, potential to seek External Funding	Capital works budget and/or External Funding	Operating budget	
2.4.2c Upgrade of walking trails on Mingenew Hill	Activity	Fund	Deliver	Maintain	Maintain	Land tenure matters progressing; project can be progressed with COVID stimulus funding.
	Key Parties	CEO, CDO, Funding bodies	CEO, Construction contractor	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	
	Financial	Project funding to be sought	<del>Capital works budget and/or External Funding</del> <u>LRCI</u>	Operating budget	Operating budget	
2.4.2d Investigate and support consolidation of recreational facilities at Mingenew Recreation Centre	Activity	Plan	<del>Fund</del>	<del>Plan</del> <u>Deliver</u>	<del>Fund</del> <u>Fund</u>	Given current project load, propose this be delayed.
	Key Parties	CEO, Council, Sporting Groups	<del>CEO, Council, Sporting Groups, funding bodies</del>	<del>CEO, Council, Sporting Groups, funding bodies</del> <u>CEO, Council, Sporting Groups, funding bodies</u>	<del>CEO, Council, Sporting Groups, funding bodies</del> <u>CEO, Council, Sporting Groups, funding bodies</u>	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget	<del>Operating Budget, External Funds</del>	<del>Operating Budget, External Funds</del> <u>Capital Works Budget, External Funds</u>	<del>Operating Budget, External Funds</del> <u>Operating Budget, External Funds</u>	
2.4.2e Upgrade Playgrounds, including Shenton Street Skate Park	Activity	Plan	Fund/Delivery	Maintain	Maintain	Following OSH reviews, may need to remove playground in Samuel Phillip Park. Skate Park project has been approved for DCP funds, and CSRFF application being prepared for skate park component.
	Key Parties	CEO, CDO, Landscape architect	CEO, CDO, funding bodies, Construction contractor	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	
	Financial	Operating Budget; \$20,000 (GL2642)	<del>Capital Works Budget, RCI (\$50,000), External Funds, DCP (\$150,000)</del>	Operating budget	Operating budget	
3.1.1a Audit of local land holdings to determine current supply	Activity	Deliver		Review		Survey completed.
	Key Parties	CEO		CEO		
	Financial	Operating Budget		Operating Budget		
3.1.1b Investigation of promotional opportunities for local land	Activity	Plan	Deliver		Deliver	Initial planning has taken place, will continue into FY20/21 as strategy for sale of land is developed and rolled out
	Key Parties	CEO	CEO		CEO	
	Financial	Operating Budget	Operating Budget; project allocation potentially required <u>for market research and strategy development</u>		Operating Budget; project allocation potentially required	
	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
3.1.2a Engage with stakeholders, including Department of Housing, to support development of local housing market	Key Parties	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
3.1.2b Conduct audit of available housing in Shire	Activity	Deliver			Review	Survey completed; responses were lower than hoped, but limited available housing found.
	Key Parties	CEO, CDO, Community			CEO, CDO, Community	
	Financial	Operating Budget			Operating Budget	
3.2.2a Revise and seek to implement (with appropriate External Funding) existing project plan for light industrial incubator project	Activity	Plan	<u>Plan</u> <del>Fund</del>	<u>Fund</u> <del>Deliver</del>	<u>Deliver</u> <del>Maintain</del>	Planning ongoing; given FY20/21 project load it is appropriate to push this back.
	Key Parties	CEO, State Govt	<u>CEO, State Govt</u> <del>CEO, Funding Bodies</del>	<u>CEO, Funding Bodies</u> <del>CEO, Relevant contractors</del>	<u>CEO, Relevant contractors</u> <del>CEO</del>	
	Financial	Operating Budget	<u>Operating Budget</u> <del>Operating Budget</del>	<u>Operating Budget</u> <del>Capital Works Budget, External Funds</del>	<u>Capital Works Budget, External Funds</u> <del>Operating Budget</del>	
3.2.6a Continue to engage with State and Federal governments and existing operators to improve infrastructure at Yarragadee site	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing; Leverage Fund application submitted by MWDC in late FY19/20; outcomes of that will be known in 20/21 and guide future actions.
	Key Parties	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.1a Maintain funding and support for See You In Mingenew campaign	Activity	Deliver	Deliver	Deliver	Deliver	Continue to promote the Shire of Mingenew to intra- and inter-State markets, including
	Key Parties	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget, (GL3912)	Operating Budget, project allocation required	Operating Budget, project allocation required	Operating Budget, project allocation required	promotion of housing to encourage people to build/relocate.
4.3.1b Actively seek for local business and relevant community groups to contribute to and share in campaign	Activity	Lobby	Lobby; <u>seek to reconstitute local Business Alliance</u>	Lobby	Lobby	Will seek to reconstitute local Business Alliance in FY20/21 and use that group to try to capitalise further on the Shire's ongoing local and external marketing
	Key Parties	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.2b Support community groups in endeavours to improve existing, or create new, tourist attractions	Activity	Support	Support	Support	Support	Ongoing; supported by CAS program.
	Key Parties	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.3b Maintain relationship with Astrotourism WA to assist to grow market in Mingenew	Activity	Support	Support	Support	Support	Continue to engage with Astrotourism WA and leverage their work to promote the Shire of Mingenew as an Astrotourism destination.
	Key Parties	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	
	Financial	Operating Budget (GL3912)	Operating Budget (GL3912); DCP project	Operating Budget (GL3912)	Operating Budget (GL3912)	
5.1.1a Plan, fund and install public Wi-Fi in Mingenew town centre	Activity	Plan/ Fund	<del>Deliver</del> <u>Investigate/ Review</u>	<del>Maintain</del>	<del>Maintain</del>	Looking at getting Fixed Wireless connection into Mingenew through DCP program; review public WiFi following this.
	Key Parties	CEO	CEO, ICT Contractor	<del>ICT Contractor</del>	<del>ICT Contractor</del>	
	Financial	Operating Budget, \$10,000 (GL3864)	Operating Budget	<del>Operating Budget</del>	<del>Operating Budget</del>	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
5.1.2a Continue to engage with, and support, Digital Farms project rollout	Activity	Support	<del>Support</del> <u>Deliver</u>	Support	Support	We will be actively assisting in delivery through DCP installation of communications tower for Mingenew townsite in FY20/21
	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget; <u>Drought Communities Program (\$15,000)</u>	Operating Budget	Operating Budget	
5.1.3b Continue to lobby for improved mobile telephone coverage throughout the Shire	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing;
	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2a Continue to engage with MWCCI and RSM Business Local to draw services into Mingenew	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing; met with local businesses; can increase once Business Alliance is reconstituted
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2b Support efforts to establish small business incubator or shared working space in Mingenew	Activity	Plan	Fund/ <del>Deliver</del>	<del>Deliver</del> <u>Support</u>	Support	DCP funded in FY20/21.
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies, Funding Bodies	<del>CEO</del> O, Local Business Support Agencies, <del>Funding Bodies</del>	<del>C</del> <u>D</u> EO, Local Business Support Agencies	
	Financial	Operating Budget	<del>Operating Budget</del> <u>DCP (\$10,000)</u>	Operating Budget, <del>External Funds</del>	Operating Budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
5.2.3a Conduct audit of available light industrial land, with view to identifying areas for expansion	Activity		Deliver		Review	Completed in FY19/20; limited land currently available.
	Key Parties		CEO, State Govt			
	Financial		Operating Budget			

## 1. LINKS TO OTHER PLANS

### WORKFORCE PLAN

The Shire of Mingenew's Workforce Plan 2013-2017 is out of date and will undergo a major review by December 2020. The existing document does not reflect the current organisational structure and staffing levels (following a restructure late in FY16/17) and assumed significant resourcing assistance from the (now defunct) Mid West Regional Council. The new document will be more streamlined, and better aligned with this Corporate Business Plan and the Strategic Community Plan 2019-29.

As noted in Section 3 of this document, the Corporate Business Plan's 2020 review will involve incorporating outcomes from the updated Workforce Plan.

### LONG TERM FINANCIAL PLAN

The Shire of Mingenew's Long-Term Financial Plan (2016-2026) was last reviewed in May 2017. A review in the 2018/19 Financial Year has been held off pending completion of the Strategic Community Plan and Corporate Business Plan, which will both have a material impact on the document.

As noted in Section 3 of this document, this document is scheduled for significant review in the second half of the 19/20 Financial Year, incorporating updates from the SCP, CBP and Workforce Plan. Those updates will be reflected in this document as part of the 2020 Review.

The LTFP tracks the progress of several key financial ratios, the impact on which this Plan must consider:

Ratio	Target
Current Ratio	Greater than or equal to 1:1
Rates Coverage Ratio	Greater than or equal to 40%
Debt Service Coverage Ratio	Greater than or equal to 2
Asset Sustainability Ratio	90% to 100%
Asset Consumption Ratio	50% to 75%
Asset Renewal Funding Ratio	95% to 105%

### ASSET MANAGEMENT PLAN

The Shire of Mingenew's Asset Management Plan was updated in April 2019. The update significantly modernised the previous version (adopted February 2012), but contains figures and assumptions from the 2013-17 Corporate Business Plan and 2016-2026 Long Term Financial Plan.

The 2019 Review of the AMP ensures that the Shire possesses a compliant document to guide future Asset Management activities, and to chart a path forward for improvement in this area. The 2020 review of the AMP will incorporate updated data from both this CBP and the next iteration of the LTFP, bringing this document into better alignment with the Shire's Integrated Planning Framework.

Several improvements were identified in the 2019 Asset Management Plan, some of which will be delivered through this Corporate Business Plan. Specifically:

- Undertake routine condition inspections;
- Measure and report levels of service for key assets;
- Improve the accuracy of future financial forecasts through improved forecasting of operational, maintenance, renewal, new and upgrade costs;
- Develop 5-year road maintenance and upgrade capital works plan; and
- Maintain formal asset maintenance and renewal programs for all assets.

## 2. RISK MANAGEMENT

The Shire of Mingenew maintains a Risk Management Register as part of its Enterprise Risk Management system. This Register captures and tracks a range of operational and strategic risks, their treatments, and the Shire's progress in addressing areas of significant residual risk. This document is reviewed regularly by both Shire staff and Council's Audit and Risk Committee.

Our operational risks are broken down across the following areas:

Risk Area	Consequence Categories	Residual Risk Rating
Asset Management	Financial / Property	High
IT & Communications	Service Interruption / Financial	<del>High</del> Moderate
Project/ Change Management	Financial / Service Interruption / Reputation	<del>High</del> Moderate
Safety & Security	Health / Financial / Service Interruption / Compliance	High
Business Disruption	Service Interruption / Reputation / Financial	Moderate
Community Management	Reputation / Compliance	Moderate
Compliance	Compliance / Reputation	Moderate
Document Management	Compliance / Service Interruption / Financial	Moderate
Employment Practices	Compliance / Service Interruption	Moderate
Environment	Financial / Reputation	Moderate
Facilities, Venues & Events	Financial / Reputation	Moderate
<u>Governance &amp; Compliance</u>	<u>Compliance / Reputation / Financial</u>	<u>Moderate</u>
Misconduct	Financial / Reputation	Moderate
Procurement & Contracting	Compliance / Financial	Moderate
External Theft & Fraud	Service Interruption / Financial / Reputation	<del>Low</del> Moderate
Errors, Omissions & Delays	Reputation	<del>Not Material</del> Low



We also have several key strategic risks which some of the projects listed in this Plan will seek to address:

Risk	Risk Description	Risk Trend
<b>Asset Management</b>	Ineffective asset management of Shire owned assets and facilities- risk for long term sustainability if the Shire fails to adequately plan for funding of major projects and asset management replacement	Increasing
<b>Community Expectations</b>	Inability to manage community expectations and increasing demands of community groups	Increasing
<b>Governance Resourcing</b>	Increasing legislative compliance requiring greater resourcing	Increasing
<b>ITC Exploitation</b>	Ineffective Information Security Systems resulting in malicious or accidental loss or manipulation of data	Increasing
<b>Legal</b>	Exposure to litigation as a result of the actions of Council or staff	Increasing
<b>Poor Governance</b>	Failure to govern effectively, transparently and in compliance with legislation	Increasing
<b>Workforce Instability</b>	Failure to meet organisational objectives through effective/efficient use of human resources and effective workforce planning.	Increasing
<b>Community Safety</b>	Community members feel unsafe and/or are exposed to higher levels of crime than elsewhere in the region	Stable
<b>Emergency Management</b>	Failure to plan for Disaster Recovery	Stable
<b>Financial Decline</b>	Reduction in funding available for local government	Stable
<b>Leadership</b>	Inability to attract executive staff	Stable
<b>Strategic Delivery</b>	Change in organisational direction resulting in failure to follow through on long-term strategic goals	Stable
<b>Economic Development</b>	Ineffective strategies to optimise economic development of the Shire	Decreasing
<b>Reputational Damage</b>	Positive achievements and messaging counteracted by negative social/mainstream media and word of mouth	Decreasing

### 3. MEASURING OUR PERFORMANCE

As with any plan, it is important that we track the progress and measure the effectiveness of this document to ensure that we are working towards our strategic and operational goals. In addition to delivering the various projects and initiatives listed in Section 5, which will be reviewed and reported on annually, we have a number of ongoing and stretch goals that we are seeking to achieve through this Plan.

Strategy	Goal	Comment/Due Date
Leading Mingenew	Community satisfaction with Council communication > 90% approval	Measure in survey, biennially
	Staff turnover rate <10% per annum	Every year
	Financial ratios within recommended industry guidelines	Every year
	Unqualified audit results	Every year
Love Living in Mingenew	Full day 5 day a week childcare service operating by 2020	December 2020
	Active and well used public open spaces developed and maintained	Ongoing; measure in survey
	<u>Achievement of DAIP outcomes within times allocated to support an accessible community</u>	<u>Ongoing; managed through DAIP</u>
	<u>Effective community volunteering model developed as a pilot by 2021</u>	<u>December 2021</u>
Growing Mingenew	4 x new businesses attracted to set up in Mingenew	1 in 20/21, 1 in 21/22, 2 in 22/23
	20 x Houses built (different configurations)	5 in the life of this plan
	1 x Community Hub developed or redeveloped	By December 2022
	3 x Value adding Agricultural businesses established from Mingenew	1 each in 20/21, 21/22, 22/23
We'll See you in Mingenew	Increase in level of activity for visitors to Mingenew, extend their stays and increase out of season tourism	Commence measurement in 19/20
	1 x Railway precinct development and exchange, hub, arts space development	December 2022
	20 new residents move to Mingenew by 2023	June 2023
	Increase visitation and overnight stays by 2021	By June 2021
Making Business Easy in Mingenew	Enterprise grade internet services delivered to shire and farms by 2022	December 2022; reliant upon Digital Farms Project
	Community continues to have access to banking facilities and services	Ongoing
	Local businesses sustain current employment numbers in short term, grow by 15% in medium term	Ongoing; 5% growth by end of this Plan

**SHIRE OF MINGENEW**

**CORPORATE BUSINESS PLAN 2019-2023**

**JULY 2020 REVIEW**

# CORPORATE VALUES AND VISION

## WHAT WE VALUE

Mingenew is forward thinking, is innovative and leads change for our community, people and industry.

We are passionate about our Shire and strive to create opportunities for people to belong and share this special place.

We focus on building and strengthening our relationships with each other and our region as our connections enable us to build our community.

We support each other to “have a go” and to use our initiative and drive to create new opportunities and knowledge for our community and other people.

We welcome all people of all generations to Mingenev and share our community so that people can belong and feel included and valued.

## VISION

Mingenew Shire is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

## OUR PURPOSE

We are leaders in delivering services and development opportunities. We balance financial sustainability and community aspirations in partnership with our local community, partners and investors.

We acknowledge the traditional custodians of the land, the Yamatji people.

We cherish first nation's people and respect their connection to their land, cultural heritage and belief systems.

We value these ancient systems and understand they are thriving, evolving and will empower and enhance all members of the community.

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# 1. FOREWORD

## MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Welcome to the Shire of Mingenew's Corporate Business Plan 2019-2023.

It's exciting to be able to deliver this document on the back of a well-engaged Strategic Community Planning process, through which we were able to deliver an updated 10-year vision for our Shire. This document seeks to operationalise the first four years of that journey as we seek to grow our Shire, enhance opportunities and deliver more for our community and stakeholders.

The Corporate Business Planning Process also comes with some additional challenges that the development of a visionary document does not:

- Balancing limited resources across projects and programs
- Ensuring that the Shire continues to deliver its day-to-day services in addition to any new projects, noting that much of the Shire's capacity is currently spent on Business as Usual activities
- Maintaining awareness that new projects and programs – once delivered – come with a whole-of-life cost (operations, maintenance, depreciation), and factoring this in to resourcing calculations
- Aligning the remainder of the Shire's Integrated Planning Framework with this document and the updated Strategic Community Plan

For a small local government (in terms of area, population, budget and staff size) the successful delivery of our Strategic Community Plan is going to mean:

- Careful consideration of resourcing, as trade-offs will likely be necessary to deliver some of what is required
- Ensuring that we seek out and maximise external funding and assistance wherever possible – potentially delaying delivery of some projects until appropriate co-funding can be secured
- Maintaining strong networks within State Government and other funding bodies to ensure that we are aware of upcoming grant opportunities, and have enough planning in place to take advantage of them when they arise
- Where possible and appropriate outsourcing the delivery of some projects or initiatives to other groups better resourced to deliver this; this may include local clubs and committees, not-for-profit organisations, social enterprises and other government agencies

It has also been noted, through the Strategic Community Planning process that a number of the community's desires are outside the purview of local government to deliver (e.g. health or education services). This does not mean that they will be ignored, rather than the Shire's role in these areas is going to be one of lobbying and partnering with outside organisations rather than taking direct unilateral action.

Despite the challenges which face us, this is a time for optimism. We have a modern Strategic Community Plan, developed in concert with our engaged and enthusiastic community and supportive regional stakeholders. With this document we now also have a path forward to start to deliver on that ten-year vision. There will inevitably be obstacles and difficult choices along the way, but the outcomes will have a transformative effect on our Shire and pave the way for further growth and prosperity into the future.

*Nils Hay, Chief Executive Officer*

## 2. INTRODUCTION

### LEGISLATIVE REQUIREMENTS

In 2011, the Department of Local Government introduced its Integrated Planning and Reporting Framework to standardise and guide strategic and corporate business planning across the Western Australian local government sector.

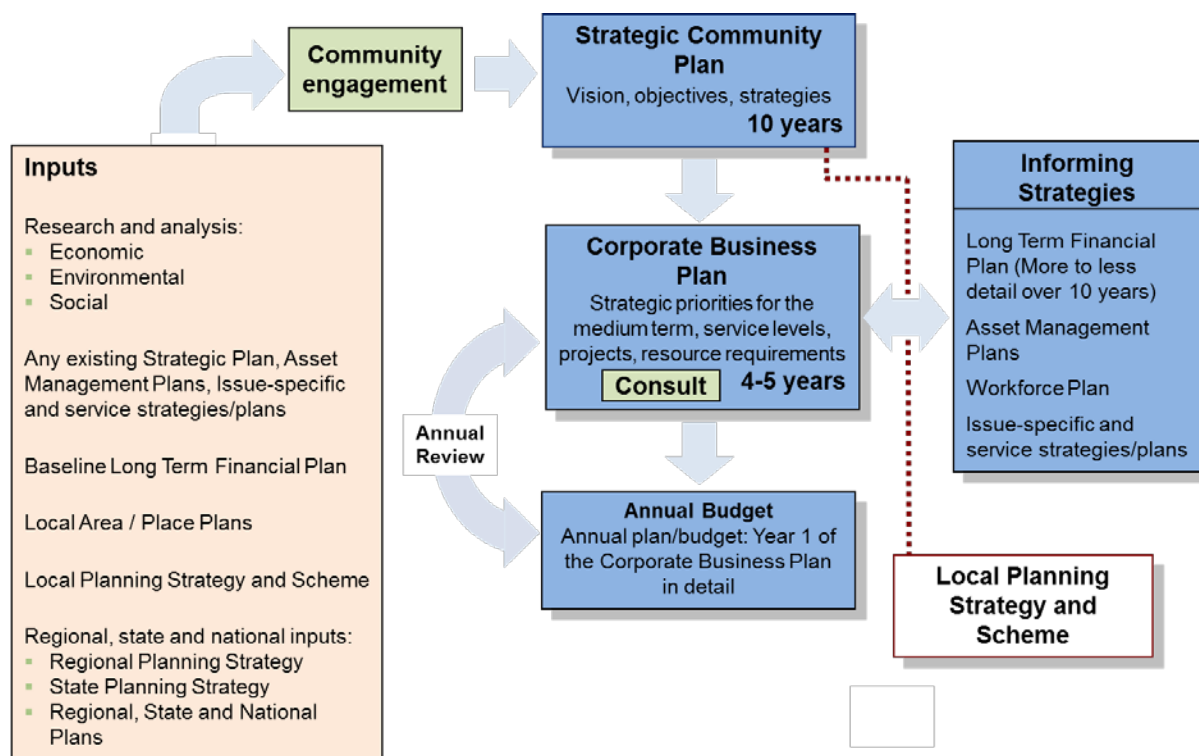
All local governments are legally required to develop a Strategic Community Plan and Corporate Business Plan to fulfil the statutory obligations of section 5.56 of the Local Government Act 1995, which is to effectively “plan for the future”.

Under the Local Government (Administration) Regulations 1996, a Corporate Business Plan is required to:

- 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
- 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
- Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

The Shire’s Corporate Business Plan 2019–2023 aims to fulfil these obligations, as well as demonstrate leadership and best practice in operational planning within the local government industry.

### THE INTEGRATED STRATEGIC PLANNING FRAMEWORK



The framework has the following elements:

- 10-year Strategic Community Plan (SCP) which outlines our vision for the future, our values and our strategic goals. An updated SCP by Council in May 2019. The next minor review is due in 2021.
- A 4-year Corporate Business Plan (CBP) which details what we will do to implement the Strategic Community Plan. This document details the key projects and resources required to deliver on the next four years of the Strategic Community Plan and details the planned project outputs/outcomes, estimated project costs, risks, sources of funds, project schedule and resources required to implement projects.
- An Asset Management Plan (AMP) which enables the Shire to plan and manage the assets so that the community's aspirations can be reached. It is based upon 'whole of life' and 'whole of organisation' approaches and the effective identification and management of risks associated with the use of assets. The Shire of Mingenew's Asset Management Plan was last updated in April 2019.
- 10-year Long-Term Financial Plan (LTFP) which is a high-level document that indicates the Shire's long-term financial sustainability, allows for early identification of financial issues and their longer term impacts, and shows the financial impacts of plans and strategies. Upon endorsement of this Corporate Business Plan, the LTFP will be updated to reflect any changes.
- A Workforce Plan which will analyse the operational capacity of the Shire, contrast that to the strategic needs created by the plans, and identify the capacity, skills and knowledge gaps and how to address them. The Shire's Workforce Plan (2013-2017) is out of date and is scheduled to be updated by the end of 2019.
- An Annual Financial Budget which will record the planned activities and expenditure for each year; and
- An Annual Report which provides the community with a detail account of what has been achieved each year and progress made towards the Performance Targets and achievement of Corporate Business Plan.



## THE REVIEW CYCLE

The Integrated Planning Framework should consist of linked documents which evolve to reflect changes in organisation and community. For this reason, each document is subject to a review cycle. The recent major review of the Strategic Community Plan and development of this new Corporate Business Plan will have flow-on impacts on the Shire's other Planning Documents. Over the life of this Corporate Business Plan, it is intended that all documents are reviewed as required, and the Shire's Integrated Planning Framework – which is currently imperfectly aligned – becomes more closely linked.

Our planned review cycle sees that alignment improve over Financial Year 2019/20 and aims to have a fully aligned and updated set of integrated planning documents in place for the 2021 Minor Strategic Review.

Document	Next Review	Nature of Review
Workforce Plan	By December 2019	Review and revision in light of new SCP and CBP
Long Term Financial Plan	By February 2020	Review and revision in light of new SCP, CBP and Workforce Plan
Asset Management Plan	By April 2020	Update to reflect any changes from new SCP, CBP, Workforce Plan or LTTP
Corporate Business Plan	By June 2020	Annual Review; Report on outcomes for Year 1, Develop budget for Year 2, minor revisions as necessary. Incorporate any changes from Workforce Plan and LTTP Reviews
Workforce Plan	December 2020	Annual Review
Long Term Financial Plan	February 2021	Annual Update
Asset Management Plan	April 2021	Annual Review
Strategic Community Plan & Corporate Business Plan	By June 2021	Minor strategic review; primarily a desktop exercise and focused on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required.
Workforce Plan	December 2021	Annual Review
Long Term Financial Plan	February 2022	Annual Update
Asset Management Plan	April 2022	Annual Review
Corporate Business Plan	By June 2022	Annual Review; Report on outcomes for Year 3, Develop budget for Year 4, minor revisions as necessary. Incorporate any changes from Workforce Plan, LTTP and AMP Reviews
Workforce Plan	December 2022	Annual Review
Long Term Financial Plan	February 2023	Annual Update
Asset Management Plan	April 2023	Annual Review
Strategic Community Plan and Corporate Business Plan	By June 2023	Major Strategic Review; re-engages with the community on the vision and key choices for the coming ten and four years.

### 3. CONTEXT

#### STRATEGIC DIRECTION

The Strategic Community Planning process undertaken in late 2018 and early 2019 has provided Council with an overall strategic direction for the following decade.

Our strategy is based upon five pillars, which together seek to grow and enhance the economy, population, liveability and attractiveness of Mingenew, as well as improving the operations of the Shire of Mingenew as an organisation. These pillars are outlined below.

#### 1. LEADING MINGENEW

**Goal:** Council will provide accountable and transparent leadership with the Community to deliver on the Strategic Community Plan

	Strategies /Actions:	Councils Role	Partners
1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks	Manage	Regional, State and Federal Stakeholders
	1.1.2 Provide buildings, facilities and services to meet community needs	Manage	Community
	1.1.3 Protect and promote the Shire's diverse culture and heritage	Manage	Community
1.2 Capability	1.2.1 Manage organisation in a financially sustainable manner	Manage	Community, regional and State Stakeholders
	1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders	Manage	
	1.2.3 Provide sound corporate governance of Shire and create an attractive work environment	Manage	
	1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness	Manage	
1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner	Manage	
	1.3.2 Provide services and processes to enhance public safety	Manage	Community, regional and State Stakeholders
1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure	Manage	Regional and State Stakeholders
	1.4.2 Manage and reduce waste	Manage	Community, Regional and State Stakeholders
	1.4.3 Adapt to and mitigate climate change drivers	Manage	Community, Regional, State, Federal and Global Stakeholders

## 2. LOVE LIVING IN MINGENEW

**Goal:** Develop health care and recreation services for all the community to ensure the well-being and health of all age groups within the community.

	Strategies /Actions:	Council's Role	Partners
<b>2.1 Health</b>	<b>2.1.1</b> Develop healthcare services improve to enable aging in place for the community	Support	Regional Health and Aged Care providers
	<b>2.1.2</b> Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community	Support	Community, Regional Health and social enterprises
<b>2.2 Education</b>	<b>2.2.1</b> Develop childcare service to full time full day care model	Support	Childcare Committee
	<b>2.2.2</b> Support planning for access to quality education services, including transport planning	Facilitate	Dept of Transport, Community
<b>2.3 Culture &amp; Heritage</b>	<b>2.3.1</b> Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community	Investigate and support	Community Groups, Regional Social Enterprises
	<b>2.3.2</b> Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets	Develop	Australia's Coral Coast, Golden Outback, MWDC, MWCCI, Wildflower Country
	<b>2.3.3</b> Enhance our natural and built environment and promote and protect the history and heritage within Mingenew	Support and manage	Community Groups
<b>2.4 Sense of Community</b>	<b>2.4.1</b> Support community volunteers to maximise impact of their contributions	Facilitate	Community Groups
	<b>2.4.2</b> Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle	Manage	Council Works Department, Tourism and Promotions Committee

### 3. GROWING MINGENEW

**Goal:** Develop key enabling and underpinning investments to grow the community to a population of 500 by 2029

	Strategies /Actions:	Council's Role	Partners
<b>3.1 Housing</b>	<b>3.1.1</b> Ensure pipeline of land available for development	Manage	Landcorp
	<b>3.1.2</b> Develop local housing market (support new business model)	Investigate and support	Dept Housing, Local entrepreneurs
<b>3.2 Development</b>	<b>3.2.1</b> Central business/community hub development	Develop	Community Groups Social Enterprises
	<b>3.2.2</b> Light Industrial development (incubator) and land development and actively attract light industrial businesses	Develop	Landcorp, MWDC
	<b>3.2.3</b> Build capacity for global impact agricultural research and development program supported by training & education model	Support	MIG, GGA, CSIRO Social enterprises
	<b>3.2.4</b> Value capture/creation for agriculture (build on assets + capabilities)	Investigate and support	Local entrepreneurs
	<b>3.2.5</b> Investigate opportunities for renewable energy generation	Investigate and support	MWDC, Energy Suppliers
	<b>3.2.6</b> Develop space industry opportunities	Investigate and support	Space industry operators, DPIRD, JTSI

### 4. SEE YOU IN MINGENEW

**Goal:** Attract visitors to Mingenew by making it a highly desirable and dynamic place to visit and live resulting in an increase in population

	Strategies /Actions:	Council's Role	Partners
<b>4.1 Diversity of Accommodation</b>	<b>4.1.1</b> Development of existing and future diverse accommodation options for business travellers and tourism	Facilitate	Local Entrepreneurs and businesses
<b>4.2 Events</b>	<b>4.2.1</b> Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop	Support	Community Groups Local and regional event organisers
<b>4.3 Tourism Assets</b>	<b>4.3.1</b> Continue and deepen Tourism promotion and development and "see you in Mingenew" campaign	Manage	Tourism and Promotions Committee
	<b>4.3.2</b> Support development of Tourism infrastructure to support deepening of local product	Investigate and support	Local community groups
	<b>4.3.3</b> Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism	Support	Local businesses Local entrepreneurs Tourism and

## 5. MAKING BUSINESS EASY IN MINGENEW

**Goal:** Ensure Mingenew is supporting local businesses to grow and maintain employment within the community

	Strategies /Actions:	Council's Role	Partners
<b>5.1 Digital capacity</b>	<b>5.1.1</b> Support Digital infrastructure development and capacity in town	Investigate and support	DPRID, Telecommunications providers, MWDC, Supernet
	<b>5.1.1</b> Support digital infrastructure and capacity on farms and rural areas	Investigate and support	DPIRD, Supernet
<b>5.2 Economic Development</b>	<b>5.2.1</b> Support sustainable local banking model to develop	Facilitate	Banking and Finance organisations
	<b>5.2.2</b> Enable small business support services to assist local businesses to grow	Support	Small business support providers
	<b>5.2.3</b> Ensure pipeline of light industrial land available for development	Manage	Landcorp

While the Strategic Community Plan provides a 10-year vision, this plan only covers four years. As such, not everything outlined above will be – or can realistically be – delivered within the lifetime of this plan.

As this is the first CBP to deliver upon the new SCP we have selected items which are:

- Already partially or fully planned
- Have been strongly prioritised through the SCP process
- Will deliver internal efficiencies and improvements to the Shire organisation, improving our overall ability to function and deliver projects and services

The next section outlines those Strategies/Actions which will be delivered against in this CBP.

## FOUR-YEAR PRIORITIES

From that list, the following areas (highlighted) have been identified for focus in the four years of this Corporate Business Plan.

Strategy	Priority Area	Strategy/Action
Leading Mingenew	1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks
		1.1.2 Provide buildings, facilities and services to meet community needs
		1.1.3 Protect and promote the Shire's diverse culture and heritage
	1.2 Capability	1.2.1 Manage organisation in a financially sustainable manner
		1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders
		1.2.3 Provide sound corporate governance of Shire and create an attractive work environment
		1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness
	1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner
		1.3.2 Provide services and processes to enhance public safety
	1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure
		1.4.2 Manage and reduce waste
		1.4.3 Adapt to and mitigate climate change drivers
Love Living in Mingenew	2.1 Health	2.1.1 Develop healthcare services improve to enable aging in place for the community
		2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community
	2.2 Education	2.2.1 Develop childcare service to full time full day care model
		2.2.2 Support planning for access to quality education services, including transport planning
	2.3 Culture & Heritage	2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community
		2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets
		2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew
	2.4 Sense of Community	2.4.1 Support community volunteers to maximise impact of their contributions
		2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle

Strategy	Priority Area	Strategy/Action
<b>Growing Mingenew</b>	3.1 Housing	3.1.1 Ensure pipeline of land available for development
		3.1.2 Develop local housing market (support new business model)
	3.2 Development	3.2.1 Central business/community hub development
		3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses
		3.2.3 Build capacity for global impact agricultural research and development program supported by training & education model
		3.2.4 Value capture/creation for agriculture (build on assets + capabilities)
		3.2.5 Investigate opportunities for renewable energy generation
		3.2.6 Develop space industry opportunities
<b>See You in Mingenew</b>	4.1 Diversity of Accommodation	4.1.1 Development of existing and future diverse accommodation options for business travellers and tourism
	4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop
	4.3 Tourism Assets	4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingeneew” campaign
		4.3.2 Support development of Tourism infrastructure to support deepening of local product
		4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism
<b>Making Business Easy in Mingenew</b>	5.1 Digital Capacity	5.1.1 Support Digital infrastructure development and capacity in town
		5.1.2 Support digital infrastructure and capacity on farms and rural areas
	5.2 Economic Development	5.2.1 Support sustainable local banking model to develop
		5.2.2 Enable small business support services to assist local businesses to grow
		5.2.3 Ensure pipeline of light industrial land available for development

## **4. DELIVERY PLAN**

### **KEY ASSUMPTIONS**

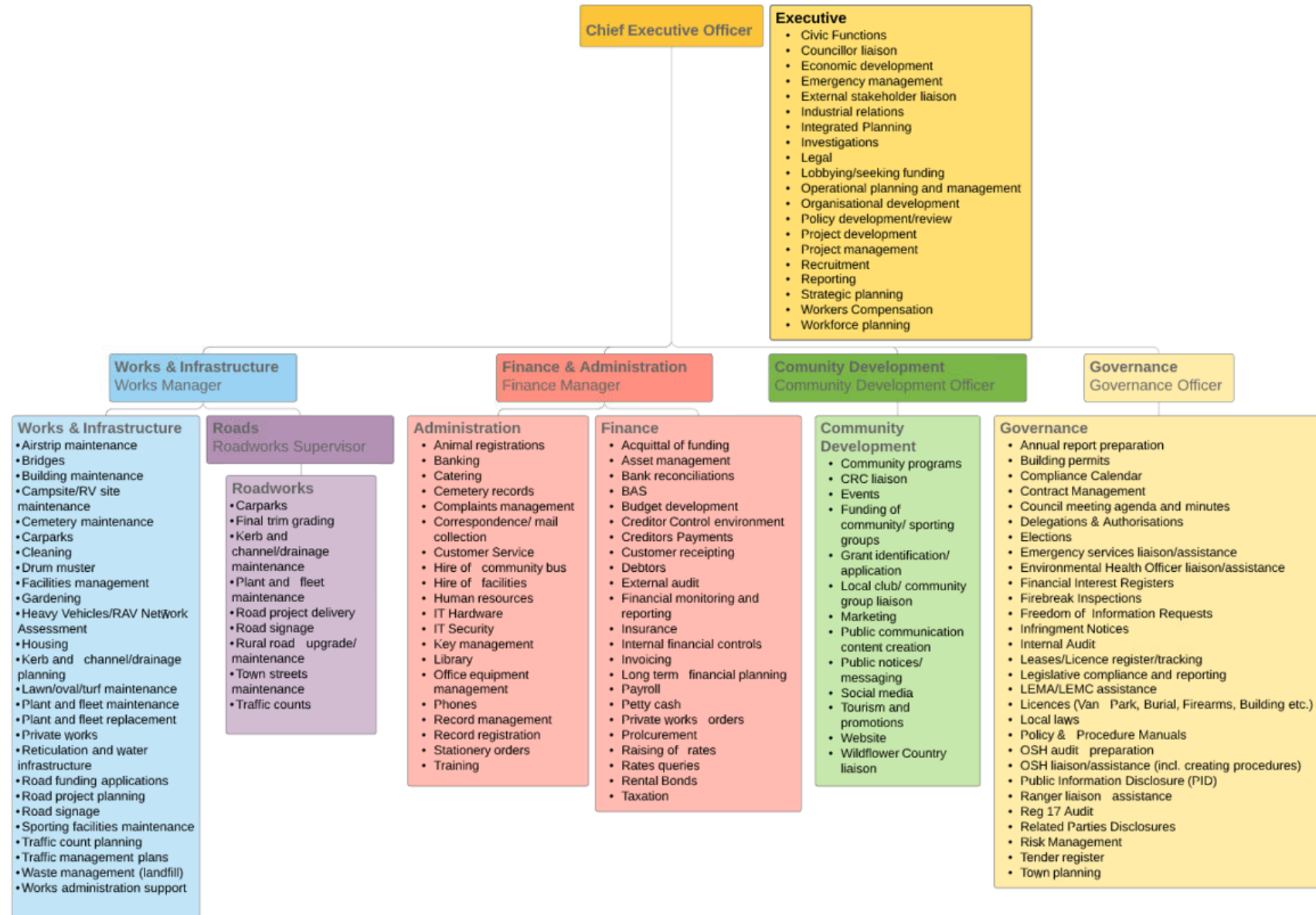
The Corporate Business Plan operationalises the Strategic Community Plan. It is acknowledged that the achievement of the Corporate Business Plan will in part, be dependent on several key assumptions as follows:

- No significant increases or decreases in income; either through rates or external funding.
- No major personnel changes in first two years. Current CEO is contracted to July 2021.
- Population is expected to remain steady
- Ongoing community engagement and support
- Council approval of projects will be forthcoming
- Ongoing involvement from local and regional partners and stakeholders



## FUNCTIONAL RESPONSIBILITIES

Local Government Organisations perform a complex role. The Shire of Mingenew's functional responsibilities are shared through the organisation as follows:



## KEY PROJECTS

Based upon the Four Year Priorities identified above, the following projects have been selected for delivery within the life of the current Plan (2019-2023)

Strategy/Action	Project
1.1.1 Provide and support cost effective transport networks	1.1.1a 5-year road maintenance/construction program
	1.1.1b Coalseam Bridge upgrade
	1.1.1c Yarragadee Bridge upgrade
	1.1.1d Philip Street Parking Upgrade
	1.1.1e Completion of town street sealing
	1.1.1f Investigation of potential road realignment to support future CBH activity and address stacking distance issues at rail crossings
1.1.2 Provide buildings, facilities and services to meet community needs	1.1.2a Mingenew Railway Station Restoration
	1.1.2b Mingenew Town Hall Redevelopment
	1.1.2c Audit and reseal of town carparks
	1.1.2d Installation of Solar Power system at Shire Office and Rec Centre
	1.1.2e Upgrade of water infrastructure at Rec Centre
	1.1.2f Upgrade of Shire depot shedding
1.2.1 Manage organisation in a financially sustainable manner	1.2.1a Long Term Financial Plan Update
	1.2.1b Update Asset Management Plan
	1.2.1c Maintain and Implement Internal Audit Plan
	1.2.1d Review Rural Rating Methodology
1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders	1.2.2a Engage with public on review of road construction and maintenance plan
	1.2.2b Conduct community satisfaction survey/s
1.2.3 Provide sound corporate governance of Shire and create an attractive work environment	1.2.3a Update and implement Workforce Plan
	1.2.3b Build HR policy and procedure framework
	1.2.3c Continue to remunerate staff competitively
	1.2.3d Investigate corporate membership of LG Professionals to allow reduced cost access to training and networking opportunities for staff
	1.2.3e Partnership with LGIS to receive Regional Risk Coordinator and OSH support
	1.2.f Update Shire Local Laws
1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness	1.2.4a = 1.2.3a
	1.2.4b Review and upgrade ICT environment
1.3.2 Provide services and processes to enhance public safety	1.3.2a CCTV monitoring for key areas of town
	1.3.2b Road Safety Audits on emerging key transport routes
	1.3.2c Upgrade of Mingenew Fire Shed

Strategy/Action	Project
1.4.2 Manage and reduce waste	1.4.2a Transition from landfill to transfer station
	1.4.2b Removal of asbestos from Mingenew Common
	1.4.2c Implementation of Container Deposit Scheme
2.1.1 Develop healthcare services improve to enable aging in place for the community	2.1.1a Installation of exercise equipment at Autumn Centre
	2.1.1b Ongoing lobbying of WACHS for installation of telehealth services in Mingenew
2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community	2.1.2a = 2.1.1b
	2.1.2b Continue to engage with WACHS, Silver Chain, Mid West Aero Medical and other health providers to support the delivery of quality medical services in the Shire
2.2.1 Develop childcare service to full time full day care model	2.2.1a Continue to support Mingenew CRC in ongoing improvement of local childcare service delivery
2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community	2.3.1a = 1.1.2a
	2.3.1b = 1.1.2b
	2.3.1c Engage with arts and cultural organisations to attract regional events held in Geraldton to hold satellite events in Mingenew
	2.3.1d Engage with arts and cultural organisations, such as the North Midlands Project, to encourage establishment of cultural hub in Mingenew
2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets	2.3.2a Continue to support Tourism and Promotions Committee in delivery of tourist information services
	2.3.2b Engage in Wildflower Country projects designed to enhance regional tourism infrastructure
	2.3.2c Engage with tourism industry to support and encourage development of new local tourism products
2.4.1 Support community volunteers to maximise impact of their contributions	2.4.1a Annual roll-out of Community Assistance Scheme to support community projects
	2.4.1b Provision of grant writing training to assist community groups to source external funding
2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle	2.4.2a Upgrade of garden beds with low maintenance plants, in accordance with expert advice
	2.4.2b Audit and upgrade of footpaths
	2.4.2c Upgrade of walking trails on Mingenew Hill
	2.4.2d Investigate and support consolidation of recreational facilities at Mingenew Recreation Centre
	2.4.2e Upgrade Playgrounds, including Shenton Street Skate Park
3.1.1 Ensure pipeline of land available for development	3.1.1a Audit of local land holdings to determine current supply
	3.1.1b Investigation of promotional opportunities for local land
	3.1.2a Engage with stakeholders, including Department of Housing, to support development of local housing market

Strategy/Action	Project
3.1.2 Develop local housing market (support new business model)	3.1.2b Conduct audit of available housing in Shire
3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses	3.2.2a Revise and seek to implement (with appropriate external funding) existing project plan for light industrial incubator project
3.2.6 Develop space industry opportunities	3.2.6a Continue to engage with State and Federal governments and existing operators to improve infrastructure at Yarragadee site
4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenew” campaign	4.3.1a Maintain funding and support for See You In Mingenew campaign 4.3.1b Actively seek for local business and relevant community groups to contribute to and share in campaign
4.3.2 Support development of Tourism infrastructure to support deepening of local product	4.3.2a = 2.3.2b, 2.3.2c 4.3.2b Support community groups in endeavours to improve existing, or create new, tourist attractions
4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism	4.3.3a = 2.3.2a, 2.3.2c 4.3.3b Maintain relationship with Astrotourism WA to assist to grow market in Mingenew
5.1.1 Support Digital infrastructure development and capacity in town	5.1.1a Plan, fund and install public Wi-Fi in Mingenew town centre
5.1.2 Support digital infrastructure and capacity on farms and rural areas	5.1.2a Continue to engage with, and support, Digital Farms project rollout 5.1.2b = 3.2.6a 5.1.3b Continue to lobby for improved mobile telephone coverage throughout the Shire
5.2.2 Enable small business support services to assist local businesses to grow	5.2.2a Continue to engage with MWCCI and RSM Business Local to draw services into Mingenew 5.2.2b Support efforts to establish small business incubator or shared working space in Mingenew
5.2.3 Ensure pipeline of light industrial land available for development	5.2.3a Conduct audit of available light industrial land, with view to identifying areas for expansion 5.2.3b = 3.2.2a

## 5. RESOURCING AND BUDGETARY FORECASTS

### FINANCIAL PROFILE

The Shire of Mingenew has developed a long-term financial plan which highlights the financial drivers for the Shire. It is important to understand this background to understand the constraints to achieve the Strategic Vision for the community.

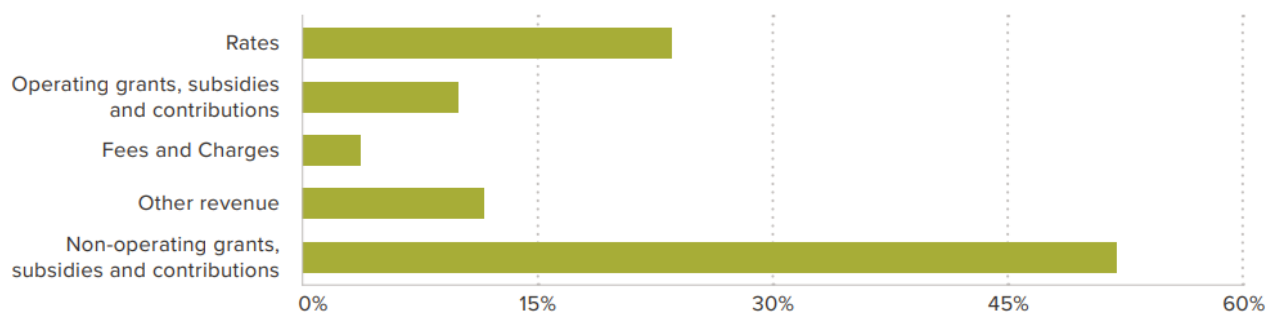
The financial resources of the Council are limited, and financial decisions need to be made annually when the budget is set. The Shire should, and does, seek external funding to leverage its own resources where possible.

This does not preclude the Shire making longer term investments towards Strategic Projects the Shire and community wish to be undertaken. This could be undertaken by making strategic reserve commitments annually or undertaking a program of debt based upon need.

Debt may form a component of the Councils capital structure and utilised to enable key projects to be delivered over the next 10 years. The least preferred option is to raise rates.

### REVENUE 20 18/ 19

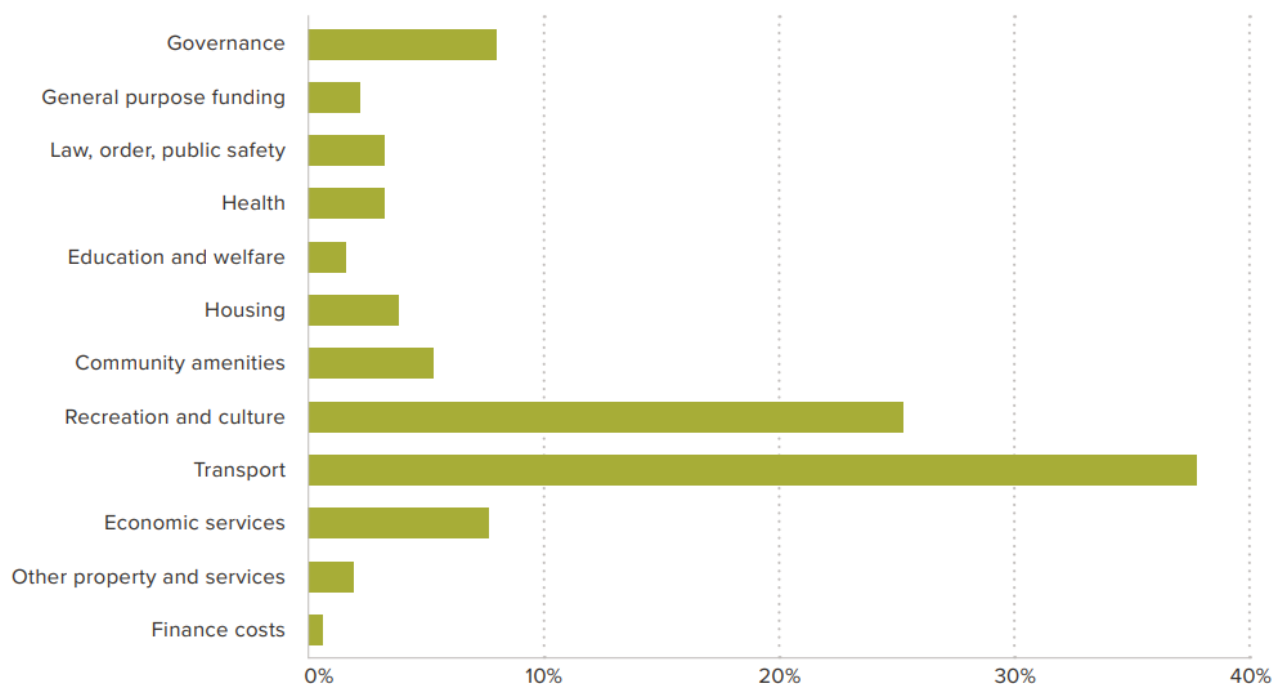
#### Total Revenue by Nature & Type



The revenue generated by the Shire is spent providing infrastructure and services for the community. The Shire provides many services including maintaining and improving roads, parks and gardens, leisure services and other community projects. Approximately two-thirds of expenditure was spent on maintaining road infrastructure and the provision of recreation services.

## EXPENDITURE BY PROGRAM 20 18 / 19

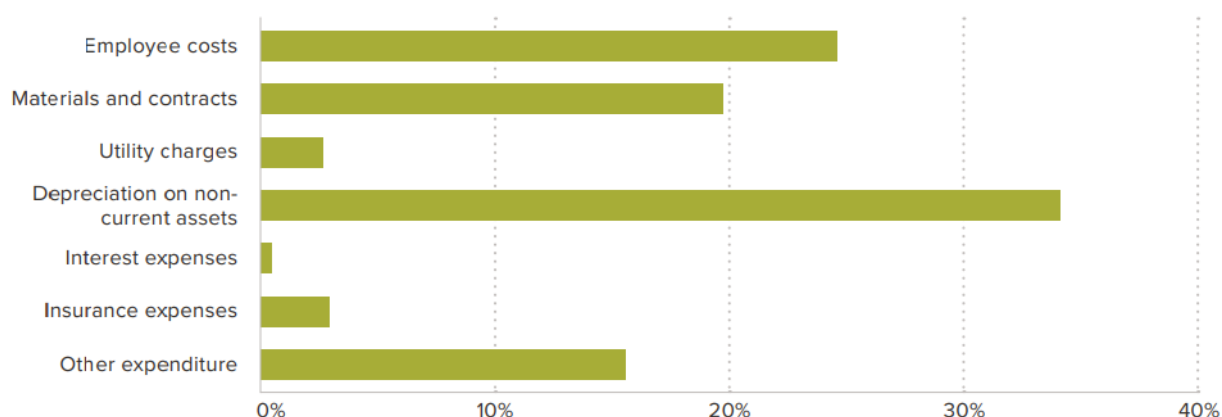
### Operating Expenditure by Program



When comparing the breakdown of these costs by nature and type, a significant 33% of all operating expenditure is attributed to depreciation charges. Depreciation is a noncash item and is attributed to the Shire having in excess of \$50m worth of assets, of which around 75% is attributed to the Shire's road network. Other significant expenditure includes Employee Costs (24%), Materials & Contracts (19%) and Other Expenditure (15%).

## OPERATING EXPENDITURE BY NATURE AND TYPE

### Operating Expenditure by Nature & Type



## RESOURCING REQUIREMENTS

The table below outlines the resourcing requirements for the chosen projects over the coming four years, noting the type of activity required, the key people required to deliver the activity and relevant financial considerations.

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.1.1a 5-year road maintenance/ construction program	Activity	Deliver	Review	Review	Review	Plan completed; will be annually updated.
	Key Parties	CEO / WS; Engineering Consultant	CEO / WM	CEO / WM	CEO / WM	
	Financial	\$2,000 (GL0502)	Operating budget	Operating budget	Operating budget	
1.1.1b Coalseam Bridge upgrade	Activity	Plan	Deliver	Deliver	Maintain	Shire continues to assist with public communications and hold MRWA funds in restricted funds. Still slated for delivery in FY20/21-21/22
	Key Parties	MRWA	MRWA	MRWA	Roadworks Crew	
	Financial	MRWA to fund	MRWA to fund	MRWA to fund	Operating budget	
1.1.1c Yarragadee Bridge upgrade	Activity	Plan	Plan	Deliver	Maintain	Shire to assist with public communications and hold MRWA funds in restricted funds. Delivery looking more likely for FY21/22 if funding can be secured.
	Key Parties	MRWA	MRWA	MRWA	Roadworks Crew	
	Financial	MRWA to fund	MRWA to fund	MRWA to fund	Operating budget	
1.1.1d Philip Street Parking Upgrade	Activity	Plan	Deliver	Maintain	Maintain	Shire to budget for addition of ACROD bay in front of Silver Chain and parking bay to east of Silver Chain building on Shenton Street.
	Key Parties	CEO / WS; Engineering Consultant	Roadworks Crew; seal contractor	Roadworks Crew	Roadworks Crew	
	Financial	Operating budget; GL0502 for any required external design	Town streets budget; LRCI funding	Operating budget	Operating budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.1.1e Completion of town street sealing	Activity	Plan	Deliver	Deliver	Maintain	Shire to seek to access Roads to Recovery funding for the delivery of this work.
	Key Parties	CEO / WS	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor	Roadworks Crew	
	Financial	Operating budget	Town streets budget; Roads to Recovery funding	Town streets budget; Roads to Recovery funding	Operating budget	
1.1.1f Investigation of potential road realignment to support future CBH activity and address stacking distance issues at rail crossings	Activity	Plan	Plan/ Fund	Plan/ Fund	Deliver	Funds unspent in FY20-21 as project will hinge upon CBH future site layout and proposed traffic flows.
	Key Parties	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	
	Financial	\$30,000 (GL0132)	No funding currently allocated.	TBD	TBD	
1.1.2a Mingenew Railway Station Restoration	Activity	Plan/Fund	Deliver	Maintain	Maintain	Funding achieved through BBRF but co-funding will need to be budgeted through muni if LRCI is ineligible as we apply for RED.
	Key Parties	CEO, CDO, Community Reference Group	CEO, CDO	Parks, Gardens & Facilities Team	Parks, Gardens & Facilities Team	
	Financial	Operating budget; \$20,000 (GL3054)	BBRF (\$108,000) to be matched with RED, FRRR or Muni	Operating budget	Operating budget	
1.1.2b Mingenew Town Hall Redevelopment	Activity	Plan	Plan/Fund	Fund/Deliver	Maintain	Project options to be developed and costed before being returned to community for endorsement. RFT process to take place late FY19-20. Given existing project load for FY20-21, suggest that this be
	Key Parties	CEO, CDO, Building consultant	CEO, CDO	CEO, CDO, Construction contractors	Parks, Gardens & Facilities Team	
	Financial	\$10,000 (GL2434)	TBD; External funding to be sought based upon chosen option	TBD	Operating budget	



Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.1.2c Audit and reseal of town carparks	Activity	Plan	Deliver	Maintain	Maintain	Project to scoped in FY19/20; to be budgeted in 20/21
	Key Parties	WS	Roadworks Crew; seal contractor	Roadworks Crew	Roadworks Crew	
	Financial	Operating budget	LRCI	Operating budget	Operating budget	
1.1.2d Installation of Solar Power system at Shire Office and Rec Centre	Activity		Deliver	Inspect	Inspect	New project
	Key Parties		Solar contractor	Solar contractor	Solar contractor	
	Financial		DCP (\$45,500)	Operating budget	Operating budget	
1.1.2e Upgrade of water infrastructure at Rec Centre	Activity		Deliver	Maintain	Maintain	New project
	Key Parties		Water and irrigation contractors	Parks and Gardens crew	Parks and Gardens crew	
	Financial		DCP (\$51,000)	Operating budget	Operating budget	
1.1.2f Upgrade of Shire depot shedding	Activity		Deliver	Maintain	Maintain	New project; intended to include installation of power to P&G shed as well as repair/replacement of walls/doors on workshop area and attached outbuildings (roof is in good condition)
	Key Parties		WM, CEO, contractors	WM, depot staff	WM, depot staff	
	Financial		LRCI (\$25,000)			
1.2.1a Long Term Financial Plan Update	Activity	Commence Update	Deliver	Review	Review	Update ongoing as we finalise projects for FY20/21 and engage in revaluations early in FY20/21
	Key Parties	FM	FM, ARC	FM, ARC	FM, ARC	
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget, \$2,000	Operating budget	Operating budget	
1.2.1b Update Asset Management Plan	Activity	Deliver	Review	Review	Review	AMP was reviewed in FY18/19, minor updates will occur through following years in wake of updated valuation data and associated adjustments
	Key Parties	CEO, FM	FM, ARC	FM, ARC	FM, ARC	
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget	Operating budget	Operating budget	
	Activity	Deliver	Deliver	Deliver	Review	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.2.1c Maintain and Implement Internal Audit Plan	Key Parties	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	3-year Plan adopted in FY18/19; to be updated June 2020.
	Financial	Operating budget	Operating budget	Operating budget	Operating budget	
1.2.1d Review Rural Rating Methodology	Activity		Review	Deliver	Review	New item: Undertaking review of UV property to capture any areas which should be investigated for GRV rating
	Key Parties		CEO, MFA, Landgate, Rural ratepayers	CEO, MFA, Landgate, Rural ratepayers	CEO, MFA, Landgate, Rural ratepayers	
	Financial		Operating budget, valuation expenses (\$5,000)			
1.2.2a Engage with public on review of road construction and maintenance plan	Activity	Deliver		Deliver		Initial public communications have taken place with regards to access to gravel and water; COVID-19 has made intended public engagement unfeasible.
	Key Parties	CEO, CDO, WS, Community		CEO, CDO, WS, Community		
	Financial	Operating budget		Operating budget		
1.2.2b Conduct community satisfaction survey/s	Activity	Plan	Plan	Deliver	Plan	We are taking part in statewide Community Resilience Scorecard surveys which achieve some of the satisfaction survey aims; project can be pushed back with either regional partnership or other funding opportunities to be investigated
	Key Parties	CDO	CDO	CDO	CDO	
	Financial	Operating Budget	Operating Budget	Operating Budget; project allocation required	Operating Budget	
1.2.3a Update and implement Workforce Plan	Activity	Deliver	Deliver	Review	Review	Draft presented to Council in February 2020, but requires significant rework which will take place in FY20/21.
	Key Parties	CEO, GO, Council	CEO, GO, Council	CEO, GO	CEO, GO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
	Activity	Deliver	Review	Review	Review	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.2.3b Build HR policy and procedure framework	Key Parties	GO	GO	GO	GO	Completed; will be maintained through regular reviews.
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3c Continue to remunerate staff competitively	Activity	Review	Review	Review	Review	Ongoing; most staff wages are tied to Fair Work Commission decisions. Reviews have shown that most Mingenew staff receive comparable remuneration to counterparts within the region.
	Key Parties	CEO	CEO	CEO	CEO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3d Investigate corporate membership of LG Professionals to allow reduced cost access to training and networking opportunities for staff	Activity	Plan	Maintain	Maintain	Maintain	Following changes to membership structure, this item will be put into the budget for FY20/21
	Key Parties	CEO	CEO	CEO	CEO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3e Partnership with LGIS to receive Regional Risk Coordinator and OSH support	Activity	Maintain	Maintain	Maintain	Maintain	Ongoing. Over course of year inspections of various facilities and buildings have taken place and Shire's OSH tracking documentation has been improved.
	Key Parties	CEO, GO, WS, LGIS	CEO, GO, WM, LGIS	CEO, GO, WM, LGIS	CEO, GO, WM, LGIS	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3f Update Shire Local Laws	Activity		Review	Review		New item; not captured in CBP previously but will involve significant time investment from GO and gazettal will require budget commitment
	Key Parties		GO, CEO	GO, CEO		
	Financial		Operating Budget; gazettal fees (\$5,000)	Operating Budget; gazettal fees		
1.2.4b Review and upgrade ICT environment	Activity	Deliver	Deliver	Deliver	Deliver	Ongoing; this FY has seen the Shire move to the cloud to
	Key Parties	FM, ICT provider	FM, ICT provider	FM, ICT provider	FM, ICT provider	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget	Operating Budget;	Operating Budget;	Operating Budget;	enable remote working during COVID-19. Future changes should be largely operational in nature (turnover of computer workstations etc.) Cloud arrangement to be reviewed as part of mid-year budget review.
1.3.2b Road Safety Audits on emerging key transport routes	Activity	Plan	Plan	Deliver	Plan	Road Safety Audits undertaken on Yandanooka NE Road in FY19/20, with resulting Black Spot funding applications prepared. Given current pipeline of potential Black Spot projects, push back further RSA to 21/22.
	Key Parties	WS, Engineering consultant	WS, Engineering consultant	WS, Engineering consultant, MRWA	WS, Engineering consultant	
	Financial	Operating Budget	Operating Budget	Operating Budget; project allocation required	Operating Budget	
1.3.2c Upgrade of Mingenew Fire Shed	Activity		Fund/Deliver	Deliver/Maintain	Maintain	New. Funding application submitted in FY19/20 for replacement Fire Shed. As application has been prepared once, it's suggested we continue to tweak and apply until successful. No Shire co-contribution is required.
	Key Parties		DFES, CDO, Brigades	DFES, CDO, Brigades, maintenance staff	Maintenance staff	
	Financial		DFES Funding (if successful)	Funding, operating budget	Operating budget	
1.4.2a Transition from landfill to transfer station	Activity	Deliver	Deliver/Maintain	Maintain	Maintain	Environmental Management Plan completed. RFT and RFQ processes have taken place to
	Key Parties	CEO, WS, Community	WM, Transfer Station Operator	WM, Transfer Station Operator	WM, Transfer Station Operator	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget	Operating Budget; LRCI \$20,000	Operating Budget	Operating Budget	find operator. 20/21 will see operator take over and final works to bring transfer station online (fencing, connect site office etc.)
1.4.2b Removal of asbestos from Mingenew Common	Activity	Plan		Plan	Deliver	Has not been able to be progressed due to competing projects; suggest postponement
	Key Parties	CDO, Asbestos Waste Handler, EHO		CDO, Asbestos Waste Handler EHO	CDO, Asbestos Waste Handler	
	Financial	Operating Budget		Operating Budget	Operating Budget; project allocation required	
1.4.2c Implementation of Container Deposit Scheme	Activity	Plan	Plan	Deliver	Maintain	Rollout of Containers for Change program at State Government level has been delayed by COVID-19
	Key Parties	CEO, DWER	CEO, CDO, DWER	DWER	DWER, Shire or Community Group	
	Financial	Operating Budget	Operating Budget	Operating Budget; TBD	Operating Budget; TBD	
2.1.1a Installation of exercise equipment at Autumn Centre	Activity	Deliver	Plan	Deliver	Maintain	Autumn Centre not a suitable venue; alternatives will need to be sought. Given current project pipeline proposing this be delayed.
	Key Parties	CDO, Physiotherapist	CDO, Physiotherapist	CDO	Parks, Gardens & Facilities Team	
	Financial	Operating Budget	Operating Budget	Operating Budget; potential capital requirements and external funding opportunities	Operating Budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.1.1b Ongoing lobbying of WACHS for installation of telehealth services in Mingenew	Activity	Lobby	Deliver	Maintain	Maintain	Progressing positively, with installation due to take place in coming months. Timing to be confirmed.
	Key Parties	CEO, Council, State Politicians, Community Groups	WACHS	WACHS	WACHS	
	Financial	Operating Budget	Operating Budget			
2.1.2b Continue to engage with WACHS, Silver Chain, Mid West Aero Medical and other health providers to support the delivery of quality medical services in the Shire	Activity	Lobby	Lobby	Lobby	Lobby	Have maintained continuity of service through COVID-19 with use of phone consultations. Town flu vaccination took place successfully.
	Key Parties	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
2.2.1a Continue to support Mingenew CRC in ongoing improvement of local childcare service delivery	Activity	Support	Support	Support	Support	Shire has endorsed DCP funding for the relocation of the Child Care centre to a larger facility.
	Key Parties	CDO, CRC	CDO, CRC	CDO, CRC	CDO, CRC	
	Financial	Operating Budget	Drought Communities Program (\$150,000)	Operating Budget	Operating Budget	
2.3.1c Engage with arts and cultural organisations to attract regional events held in Geraldton to hold satellite events in Mingenew	Activity	Plan	Plan	Deliver	Support	Ongoing; COVID-19 has impacted the ability to deliver on events.
	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	
	Financial	Operating Budget	Operating Budget	Operating Budget, project allocation potentially required	Operating Budget	
	Activity	Plan	Plan/Deliver	Deliver	Support	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.3.1d Engage with arts and cultural organisations, such as the North Midlands Project, to encourage establishment of cultural hub in Mingenew	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	Will be promoted by restoration of railway station (outlined above) and re-opening of bank building which is slated for a small facelift through LRCI
	Financial	Operating Budget	Operating Budget; LRCI for bank building facelift (\$5,000)	Operating Budget, project allocation potentially required	Operating Budget	
2.3.2a Continue to support Tourism and Promotions Committee in delivery of tourist information services	Activity	Support	Support	Support	Support	Ongoing; some DCP funds will be utilised to improve the tourist centre. The Shire has also provided in-kind design support for a new map for the centre.
	Key Parties	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	
	Financial	Operating Budget	Operating Budget; DCP (\$4,000)	Operating Budget	Operating Budget	
2.3.2b Engage in Wildflower Country projects designed to enhance regional tourism infrastructure	Activity	Plan	Deliver	Plan	Deliver	75% of funding for Regional Trails Master Plan has been secured; WFC plans to deliver project in FY20/21 once final funding is obtained. Shire expenditure for this project will be moved back a year as a result.
	Key Parties	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	
	Financial	Operating Budget,	External Funding (to be sourced), \$5,000 (project contribution)	Operating Budget, project allocation potentially required	External Funding (to be sourced)	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.3.2c Engage with tourism industry to support and encourage development of new local tourism products	Activity	Lobby	Lobby/Deliver	Lobby	Lobby	CEO liaises with local operators, regional and State tourism bodies. A key party has been Astrotourism WA. We will also look to install remote cameras as part of DCP in 20/21.
	Key Parties	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	
	Financial	Operating Budget	Operating Budget; DCP (\$7,500) for remote cameras	Operating Budget	Operating Budget	
2.4.1a Annual roll-out of Community Assistance Scheme to support community projects	Activity	Deliver	Deliver	Deliver	Deliver	Ongoing
	Key Parties	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	
	Financial	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	
2.4.1b Provision of grant writing training to assist community groups to source External Funding	Activity	Deliver		Deliver		Completed.
	Key Parties	CDO, Community Groups		CDO, Community Groups		
	Financial	Operating budget		Operating Budget, project allocation potentially required		
2.4.2a Upgrade of garden beds with low maintenance plants, in accordance with expert advice	Activity	Plan	Deliver	Deliver	Deliver	Entry statements have been improved; garden bed at museum replaced with static display.
	Key Parties	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	
	Financial	Operating Budget	Operating Budget,	Operating Budget, project allocation potentially required	Operating Budget, project allocation potentially required	



Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.4.2b Audit and upgrade of footpaths	Activity	Plan	Plan / Fund	Deliver	Maintain	Consultant engaged to deliver footpath/cycle path plan to allow for future funding applications.
	Key Parties	WS, Infrastructure consultant	WM	Roadworks Crew, footpath contractor	Parks, Gardens & Facilities Crew	
	Financial	Operating Budget	Capital works budget, potential to seek External Funding	Capital works budget and/or External Funding	Operating budget	
2.4.2c Upgrade of walking trails on Mingenew Hill	Activity	Fund	Deliver	Maintain	Maintain	Land tenure matters progressing; project can be progressed with COVID stimulus funding.
	Key Parties	CEO, CDO, Funding bodies	CEO, Construction contractor	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	
	Financial	Project funding to be sought	LRCI (\$32,000)	Operating budget	Operating budget	
2.4.2d Investigate and support consolidation of recreational facilities at Mingenew Recreation Centre	Activity	Plan		Plan	Fund	Given current project load, propose this be delayed.
	Key Parties	CEO, Council, Sporting Groups		CEO, Council, Sporting Groups	CEO, Council, Sporting Groups, funding bodies	
	Financial	Operating Budget		Operating Budget	Operating Budget, External Funds	
2.4.2e Upgrade Playgrounds, including Shenton Street Skate Park	Activity	Plan	Fund/Delivery	Maintain	Maintain	Following OSH reviews, may need to remove playground in Samuel Phillip Park. Skate Park project has been approved for DCP funds, and CSRFF application being prepared for skate park component.
	Key Parties	CEO, CDO, Landscape architect	CEO, CDO, funding bodies, Construction contractor	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	
	Financial	Operating Budget; \$20,000 (GL2642)	LRCI (\$50,000), DCP (\$150,000)	Operating budget	Operating budget	
3.1.1a Audit of local land holdings to determine current supply	Activity	Deliver		Review		Survey completed.
	Key Parties	CEO		CEO		

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget		Operating Budget		
3.1.1b Investigation of promotional opportunities for local land	Activity	Plan	Deliver		Deliver	Initial planning has taken place, will continue into FY20/21 as strategy for sale of land is developed and rolled out
	Key Parties	CEO	CEO		CEO	
	Financial	Operating Budget	Operating Budget; project allocation potentially required for market research and strategy development		Operating Budget; project allocation potentially required	
3.1.2a Engage with stakeholders, including Department of Housing, to support development of local housing market	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing
	Key Parties	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
3.1.2b Conduct audit of available housing in Shire	Activity	Deliver			Review	Survey completed; responses were lower than hoped, but limited available housing found.
	Key Parties	CEO, CDO, Community			CEO, CDO, Community	
	Financial	Operating Budget			Operating Budget	
3.2.2a Revise and seek to implement (with appropriate External Funding) existing project plan for light industrial incubator project	Activity	Plan	Plan	Fund	Deliver	Planning ongoing; given FY20/21 project load it is appropriate to push this back.
	Key Parties	CEO, State Govt	CEO, State Govt	CEO, Funding Bodies	CEO, Relevant contractors	
	Financial	Operating Budget	Operating Budget	Operating Budget	Capital Works Budget, External Funds	
3.2.6a Continue to engage with State and Federal governments and existing operators to improve	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing; Leverage Fund application submitted by MWDC in late FY19/20; outcomes of that will be known
	Key Parties	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
infrastructure at Yarragadee site	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	in 20/21 and guide future actions.
4.3.1a Maintain funding and support for See You In Mingenew campaign	Activity	Deliver	Deliver	Deliver	Deliver	Continue to promote the Shire of Mingenew to intra- and inter-State markets, including promotion of housing to encourage people to build/relocate.
	Key Parties	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	
	Financial	Operating Budget, (GL3912)	Operating Budget, project allocation required	Operating Budget, project allocation required	Operating Budget, project allocation required	
4.3.1b Actively seek for local business and relevant community groups to contribute to and share in campaign	Activity	Lobby	Lobby; seek to reconstitute local Business Alliance	Lobby	Lobby	Will seek to reconstitute local Business Alliance in FY20/21 and use that group to try to capitalise further on the Shire's ongoing local and external marketing
	Key Parties	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.2b Support community groups in endeavours to improve existing, or create new, tourist attractions	Activity	Support	Support	Support	Support	Ongoing; supported by CAS program.
	Key Parties	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.3b Maintain relationship with Astrotourism WA to assist to grow market in Mingenew	Activity	Support	Support	Support	Support	Continue to engage with Astrotourism WA and leverage their work to promote the Shire of Mingenew as an Astrotourism destination.
	Key Parties	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	
	Financial	Operating Budget (GL3912)	Operating Budget (GL3912); DCP project (\$18,000)	Operating Budget (GL3912)	Operating Budget (GL3912)	
	Activity	Plan/ Fund	Investigate/ Review			

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
5.1.1a Plan, fund and install public Wi-Fi in Mingenew town centre	Key Parties	CEO	CEO, ICT Contractor			Looking at getting Fixed Wireless connection into Mingenew through DCP program; review public WiFi following this.
	Financial	Operating Budget, \$10,000 (GL3864)	Operating Budget			
5.1.2a Continue to engage with, and support, Digital Farms project rollout	Activity	Support	Deliver	Support	Support	We will be actively assisting in delivery through DCP installation of communications tower for Mingenew townsite in FY20/21
	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget; Drought Communities Program (\$15,000)	Operating Budget	Operating Budget	
5.1.3b Continue to lobby for improved mobile telephone coverage throughout the Shire	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing;
	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2a Continue to engage with MWCCI and RSM Business Local to draw services into Mingenew	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing; met with local businesses; can increase once Business Alliance is reconstituted
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2b Support efforts to establish small business incubator or shared	Activity	Plan	Fund/Deliver	Support	Support	DCP funded in FY20/21.
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies, Funding Bodies	CDO, Local Business Support Agencies	CDO, Local Business Support Agencies	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
working space in Mingenew	Financial	Operating Budget	DCP (\$10,000)	Operating Budget,	Operating Budget	
5.2.3a Conduct audit of available light industrial land, with view to identifying areas for expansion	Activity		Deliver		Review	Completed in FY19/20; limited land currently available.
	Key Parties		CEO, State Govt			
	Financial		Operating Budget			

## 6. LINKS TO OTHER PLANS

### WORKFORCE PLAN

The Shire of Mingenew's Workforce Plan 2013-2017 is out of date and will undergo a major review by December 2020. The existing document does not reflect the current organisational structure and staffing levels (following a restructure late in FY16/17) and assumed significant resourcing assistance from the (now defunct) Mid West Regional Council. The new document will be more streamlined, and better aligned with this Corporate Business Plan and the Strategic Community Plan 2019-29.

As noted in Section 3 of this document, the Corporate Business Plan's 2020 review will involve incorporating outcomes from the updated Workforce Plan.

### LONG TERM FINANCIAL PLAN

The Shire of Mingenew's Long-Term Financial Plan (2016-2026) was last reviewed in May 2017. A review in the 2018/19 Financial Year has been held off pending completion of the Strategic Community Plan and Corporate Business Plan, which will both have a material impact on the document.

As noted in Section 3 of this document, this document is scheduled for significant review in the second half of the 19/20 Financial Year, incorporating updates from the SCP, CBP and Workforce Plan. Those updates will be reflected in this document as part of the 2020 Review.

The LTFP tracks the progress of several key financial ratios, the impact on which this Plan must consider:

Ratio	Target
Current Ratio	Greater than or equal to 1:1
Rates Coverage Ratio	Greater than or equal to 40%
Debt Service Coverage Ratio	Greater than or equal to 2
Asset Sustainability Ratio	90% to 100%
Asset Consumption Ratio	50% to 75%
Asset Renewal Funding Ratio	95% to 105%

### ASSET MANAGEMENT PLAN

The Shire of Mingenew's Asset Management Plan was updated in April 2019. The update significantly modernised the previous version (adopted February 2012), but contains figures and assumptions from the 2013-17 Corporate Business Plan and 2016-2026 Long Term Financial Plan.

The 2019 Review of the AMP ensures that the Shire possesses a compliant document to guide future Asset Management activities, and to chart a path forward for improvement in this area. The 2020 review of the AMP will incorporate updated data from both this CBP and the next iteration of the LTFP, bringing this document into better alignment with the Shire's Integrated Planning Framework.

Several improvements were identified in the 2019 Asset Management Plan, some of which will be delivered through this Corporate Business Plan. Specifically:

- Undertake routine condition inspections;
- Measure and report levels of service for key assets;
- Improve the accuracy of future financial forecasts through improved forecasting of operational, maintenance, renewal, new and upgrade costs;
- Develop 5-year road maintenance and upgrade capital works plan; and
- Maintain formal asset maintenance and renewal programs for all assets.

## 7. RISK MANAGEMENT

The Shire of Mingenew maintains a Risk Management Register as part of its Enterprise Risk Management system. This Register captures and tracks a range of operational and strategic risks, their treatments, and the Shire's progress in addressing areas of significant residual risk. This document is reviewed regularly by both Shire staff and Council's Audit and Risk Committee.

Our operational risks are broken down across the following areas:

Risk Area	Consequence Categories	Residual Risk Rating
Asset Management	Financial / Property	High
IT & Communications	Service Interruption / Financial	Moderate
Project/ Change Management	Financial / Service Interruption / Reputation	Moderate
Safety & Security	Health / Financial / Service Interruption / Compliance	High
Business Disruption	Service Interruption / Reputation / Financial	Moderate
Community Management	Reputation / Compliance	Moderate
Compliance	Compliance / Reputation	Moderate
Document Management	Compliance / Service Interruption / Financial	Moderate
Employment Practices	Compliance / Service Interruption	Moderate
Environment	Financial / Reputation	Moderate
Facilities, Venues & Events	Financial / Reputation	Moderate
Governance & Compliance	Compliance / Reputation / Financial	Moderate
Misconduct	Financial / Reputation	Moderate
Procurement & Contracting	Compliance / Financial	Moderate
External Theft & Fraud	Service Interruption / Financial / Reputation	Moderate
Errors, Omissions & Delays	Reputation	Low

We also have several key strategic risks which some of the projects listed in this Plan will seek to address:

Risk	Risk Description	Risk Trend
<b>Asset Management</b>	Ineffective asset management of Shire owned assets and facilities- risk for long term sustainability if the Shire fails to adequately plan for funding of major projects and asset management replacement	Increasing
<b>Community Expectations</b>	Inability to manage community expectations and increasing demands of community groups	Increasing
<b>Governance Resourcing</b>	Increasing legislative compliance requiring greater resourcing	Increasing
<b>ITC Exploitation</b>	Ineffective Information Security Systems resulting in malicious or accidental loss or manipulation of data	Increasing
<b>Legal</b>	Exposure to litigation as a result of the actions of Council or staff	Increasing
<b>Poor Governance</b>	Failure to govern effectively, transparently and in compliance with legislation	Increasing
<b>Workforce Instability</b>	Failure to meet organisational objectives through effective/efficient use of human resources and effective workforce planning.	Increasing
<b>Community Safety</b>	Community members feel unsafe and/or are exposed to higher levels of crime than elsewhere in the region	Stable
<b>Emergency Management</b>	Failure to plan for Disaster Recovery	Stable
<b>Financial Decline</b>	Reduction in funding available for local government	Stable
<b>Leadership</b>	Inability to attract executive staff	Stable
<b>Strategic Delivery</b>	Change in organisational direction resulting in failure to follow through on long-term strategic goals	Stable
<b>Economic Development</b>	Ineffective strategies to optimise economic development of the Shire	Decreasing
<b>Reputational Damage</b>	Positive achievements and messaging counteracted by negative social/mainstream media and word of mouth	Decreasing



## 8. MEASURING OUR PERFORMANCE

As with any plan, it is important that we track the progress and measure the effectiveness of this document to ensure that we are working towards our strategic and operational goals. In addition to delivering the various projects and initiatives listed in Section 5, which will be reviewed and reported on annually, we have a number of ongoing and stretch goals that we are seeking to achieve through this Plan.

Strategy	Goal	Comment/Due Date
Leading Mingenew	Community satisfaction with Council communication > 90% approval	Measure in survey, biennially
	Staff turnover rate <10% per annum	Every year
	Financial ratios within recommended industry guidelines	Every year
	Unqualified audit results	Every year
Love Living in Mingenew	Full day 5 day a week childcare service operating by 2020	December 2020
	Active and well used public open spaces developed and maintained	Ongoing; measure in survey
	Achievement of DAIP outcomes within times allocated to support an accessible community	Ongoing; managed through DAIP
	Effective community volunteering model developed as a pilot by 2021	December 2021
Growing Mingenew	4 x new businesses attracted to set up in Mingenew	1 in 20/21, 1 in 21/22, 2 in 22/23
	20 x Houses built (different configurations)	5 in the life of this plan
	1 x Community Hub developed or redeveloped	By December 2022
	3 x Value adding Agricultural businesses established from Mingenew	1 each in 20/21, 21/22, 22/23
We'll See you in Mingenew	Increase in level of activity for visitors to Mingenew, extend their stays and increase out of season tourism	Commence measurement in 19/20
	1 x Railway precinct development and exchange, hub, arts space development	December 2022
	20 new residents move to Mingenew by 2023	June 2023
	Increase visitation and overnight stays by 2021	By June 2021
Making Business Easy in Mingenew	Enterprise grade internet services delivered to shire and farms by 2022	December 2022; reliant upon Digital Farms Project
	Community continues to have access to banking facilities and services	Ongoing
	Local businesses sustain current employment numbers in short term, grow by 15% in medium term	Ongoing; 5% growth by end of this Plan

## 11.5 DROUGHT COMMUNITIES PROGRAMME (DCP) & LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PROJECT PRIORITISATION

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
Disclosure of Interest: Nil  
File Reference: ADM0546  
Date: 8 July 2020  
Author: Nils Hay, CEO  
Voting Requirement: Simple Majority

### Summary

Following receipt of Building Better Regions Fund (BBRF) funds for the Railway Station and confirmation of the LRCI funding for FY20/21, Council needs to allocate projects for LRCI and amend its DCP list.

### Key Points

- \$500,000 of funding available through DCP; can be matched with other funding programs but not used for staff wages
- \$243,000 available through LRCI; cannot be matched with federal or state funding but can be used for staff wages
- Both programs must be expended by 30 June 2021
- Work on projects cannot commence until projects are submitted and approved (approval takes approximately 4 weeks, typically)
- Projects based on Strategic Community Plan 2019-29 and Corporate Business Plan 2019-23

### **OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072010**

Moved: Cr McTaggart

Seconded: Cr R Newton

That Council:

1. Amend Resolution 20052005 made on 20 May 2020 by:
  - a) Endorsing the updated project prioritization for the Drought Communities Program as per the attached Project Prioritization List; and
  - b) Directing the Chief Executive Officer to amend the submission made to the Drought Communities Program accordingly; and
2. Endorses the project prioritization for Local Roads and Community Infrastructure funding as per the attached Project Prioritisation List
3. Directs the Chief Executive Officer to submit the Shire's application for Local Roads and Community Infrastructure on the basis of this prioritization.
4. Note that clause 1 is not limited by Section 10(3) of the Local Government (Administration) Regulations 1996

**VOTING:**

**CARRIED 4/0**

### Attachment

- 11.5.1 DCP guidelines
- 11.5.2 LRCI grant agreement (containing program guidelines)
- 11.5.3 Project prioritization list
- 11.5.4 Project plans

### Background

At the May 2020 Ordinary Council Meeting, Council endorsed the following project list for submission to the Drought Communities Program through Resolution 20052005:

RANK	ID	Project
1	18	Mingenew Recreation Centre Water Storage Upgrade
2	17	Mingenew Recreation Centre Bore Installation
3	21	Rec Centre and Office Solar Power Installation
4	5	Child Care Centre Upgrade
5	6	Mingenew Communications Tower Upgrade
6	20	Remote Tourism Cameras
7	11	Mingenew Railway Station
8	15	Mingenew Youth Precinct
9	7	Co-working Space
10	3	Astrotourism project
11	13	Mingenew Tourist Centre
12	1	Renovation 33 Victoria Street

Subsequently, we received confirmation of \$108,000 of funding for the Railway Station project through BBRF (meaning the DCP funds are not required) as well as notification of the \$243,000 of LRCI funding. As such it is necessary to revisit and amend the project list.

An updated list follows, as presented at the June 2020 Concept Forum, outlining the relevant funding sources for each item (additional detail can be found in the attached project plan document):

Project	Source
Rec Centre Water Upgrades	DCP
Rec Centre and Office Solar Power Installation	DCP
Child Care Centre Upgrade	DCP
Mingenew Communications Tower Upgrade	DCP
Remote Tourism Cameras	DCP
Mingenew Railway Station	BBRF
Mingenew Youth Precinct: Playgrounds and skate park	DCP
Mingenew Youth Precinct: Pump track and landscaping	LRCI
Co-working Space	DCP
Astrotourism project	DCP
Mingenew Tourist Centre	DCP
Renovation 33 Victoria Street	DCP
Bank Building Facelift	LRCI
Phillip Street Parking & Reseal	LRCI
Carpark Repairs and Sealing	LRCI
Transfer Station Upgrades	LRCI
Mingenew Hill Walking Trail	DCP
Depot Building Upgrades	LRCI
Council Chamber ceiling & lighting replacement and repainting	LRCI

### Comment

The stated purpose of the LRCI is to: “enable Grantees to undertake projects that are additional to what they had planned to undertake using their own funds to stimulate local economies and employment opportunities.”

This is somewhat difficult to demonstrate, as this funding was provided during FY20/21 budget preparation and factored into that process (rather than provided mid-year to allow projects from future year to be brought forwards). To that end, we have not substituted own-source funding for LRCI funding for the above projects,

and all should be eligible, but it's not clear how this element will be assessed (as it's not specifically addressed in the project submission documentation).

In terms of the proposed resolution, this will amend Resolution 20052005. It is worth noting that there have been some project plan amendments in the intervening period also. Specifically:

- The Child Care Centre Upgrade project will examine both expansion on the existing site or re-establishment on the proposed Moore Street site
- The Co-working Space project location is being left open; this could allow it to be at the Road Board building (as proposed) but also potentially at the Tourist Centre or Railway Station

### **Consultation**

- Drought Communities Programme project officers
- Councillors
- BBRF project officers
- CDO
- WALGA Governance Officer

### **Statutory Environment**

Section 10(3) of the Local Government (Administration) Regulations 1996 applies to the amendment of the prior resolution:

#### **10. Revoking or changing decisions (Act s. 5.25(1)(e))**

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
  - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
  - (b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the firstmentioned decision must be made —
  - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
  - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

### **Policy Implications**

When conducting final procurement for projects, the Shire's Purchasing Policy requirements must be met. Multiple quotes have already been sought for many of the larger items.

### **Financial Implications**

This funding will provide a \$743,000 to Council for project delivery in the 20-21 financial year and has been worked into the draft budget being presented to Council on 15 July 2020.

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 July 2020

As the budget will be endorsed prior to receiving final assent on the projects from the Federal Government, there may be necessary changes which can be managed through the budget review process. Unfortunately, the timing of the grant release makes it difficult to receive final endorsement prior to budget preparation.

### Strategic Implications

See various SCP and BCP links on attached project prioritization list.

## **Local Roads and Community Infrastructure Grant Agreement**

between the Commonwealth represented by

**Department of Infrastructure, Transport, Regional Development and  
Communications**

And

**The Grantee**

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## **Grant Agreement**

Once completed and executed by the Parties, this document, together with the Letter of Offer that accompanied this document, the Commonwealth Standard Grant Conditions (Schedule 1), and Schedule 2, forms an Agreement between the Commonwealth and the Grantee.

## **Parties to this Agreement**

The Grantee is the entity identified in the Letter of Offer.

### **The Commonwealth**

The Commonwealth of Australia represented by the  
Department of Infrastructure, Transport, Regional Development and Communications  
of 111 Alinga Street, Canberra, Australian Capital Territory

ABN 86 267 354 017

### **Background**

The Commonwealth has agreed to enter this Agreement under which the Commonwealth will provide the Grantee with a Grant for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use the Grant and undertake the Activity in accordance with this Agreement.

### **Scope of this Agreement**

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) the Letter of Offer;
- (f) any other document referenced or incorporated in the Grant Details.

If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to the Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to the Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.



# Grant Details

## A. Purpose of the Grant

The Grant is being provided as part of the Local Roads and Community Infrastructure Program (LRCI Program).

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications, referred to as 'the Department' throughout this agreement.

## B. Activity

- 1 The Grantee is required to use the Grant funds to undertake the Eligible Projects set out in the approved Work Schedule.

### 2 Work Schedules

2.1 The Grantee must submit a draft Work Schedule in the manner and form notified by the Commonwealth, and in accordance with the requirements in this Agreement including Schedule 2.

2.2 The draft Work Schedule must contain the following information in relation to each of the nominated projects the Grantee proposes to undertake using the Grant:

- 2.2.1 project description, including details of how the project meets the Project Eligibility Requirements detailed in 5;
- 2.2.2 proposed timeframes for the project, including construction commencement date, construction duration and estimated construction completion date;
- 2.2.3 detail any Conflicts of Interest and management actions to manage these conflicts (see 7 below);
- 2.2.4 the amount of Grant funding required, and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- 2.2.5 maps in accordance with the mapping requirements notified by the Commonwealth on the Department's website;

2.2.6 expected number of jobs supported by the project over the construction period;

2.2.6.1 If some of the jobs supported by a project are new jobs/redistribution of personnel in the Grantee's workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Management time included in the expected number of jobs supported by a project must not include Ineligible Expenditures or costs associated with Ineligible Projects. Ineligible Projects and Ineligible Expenditures are set out at 6.

2.3 The total amount of Grant funding sought under the draft Work Schedule cannot exceed the amount of the Grant specified in the Letter of Offer.

**3** The Commonwealth will review the draft Work Schedule following the process detailed in the Local Roads and Community Infrastructure Program Guidelines (as in force at the time the decision to approve the Work Schedule is made).

3.1 The Grantee will be advised in writing if its Work Schedule is approved.

3.2 The Commonwealth's approval of the draft Work Schedule may be subject to conditions, including:

3.2.1 the removal of some of the nominated projects where the Commonwealth does not consider they are Eligible Projects or otherwise meet the requirements of this Grant Agreement or the objectives of the LRCI Program – in which case the Grantee may submit an updated Work Schedule that includes additional nominated projects for approval at any time; or

3.2.2 the Grantee agreeing to amendments to this Grant Agreement required by the Commonwealth to implement any relevant government policy or that the Commonwealth otherwise considers necessary due to the value, nature, scope or location of the Activity or any nominated project.

3.3 The Commonwealth's decision regarding the approval of the draft Work Schedule and/or any conditions is at its absolute discretion and is final. Once approved, the Work Schedule forms part of this Grant Agreement. The approval of the Work Schedule is a condition for release of the First Instalment of Grant money.

**4** A Grantee can only spend Grant money on Eligible Projects detailed in an Approved Work Schedule.

## **5 Project Eligibility Requirements**

5.1 An Eligible Project is a project that meets the requirements of 5.2, 5.3, and 5.4; and; the requirements of 5.5 and/or 5.6;

5.2 An Eligible Project must be additional to the Grantee's existing work program for 2020-21.

5.2.1 A project brought forward from a post 2020-21 work plan is additional.

- 5.2.2 A project for which the Grantee has substituted Grant money for their own funding or other sources of funding is not additional. The purpose of the LRCI Program funding is to enable Grantees to undertake projects that are additional to what they had planned to undertake using their own funds to stimulate local economies and employment opportunities.

5.3 A project must deliver benefits to the community.

5.4 Construction on the project must be completed by 30 June 2021, unless otherwise agreed by the Commonwealth due to exceptional circumstances.

5.5 Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- 5.5.1 traffic signs;
- 5.5.2 traffic control equipment;
- 5.5.3 street lighting equipment;
- 5.5.4 a bridge or tunnel;
- 5.5.5 a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- 5.5.6 facilities off the road that support the visitor economy;
- 5.5.7 road and sidewalk maintenance, where additional to normal capital works schedules.

5.6 Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be Eligible Projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

- 5.6.1 These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:
  - 5.6.1.1 Closed Circuit TV (CCTV);
  - 5.6.1.2 bicycle and walking paths;
  - 5.6.1.3 painting or improvements to community facilities;
  - 5.6.1.4 repairing and replacing fencing;
  - 5.6.1.5 improved accessibility of community facilities and areas;

- 5.6.1.6 landscaping improvements, such as tree planting and beautification of roundabouts;
- 5.6.1.7 picnic shelters or barbeque facilities at community parks;
- 5.6.1.8 playgrounds and skate parks (including all ability playgrounds);
- 5.6.1.9 noise and vibration mitigation measures; and
- 5.6.1.10 off-road car parks (such as those at sporting grounds or parks).

5.7 If Grant funds will be used for fifty per cent or less of the total cost of a project, which meets the below requirements:

- 5.7.1 Grant funds allocated to the project will be used to cover the cost of construction activity to 30 June 2021;
- 5.7.2 all other Eligible Project requirements (except 5.4) are met;
- 5.7.3 the Project will complete construction by 30 June 2022; and
- 5.7.4 The Commonwealth was made aware that the project was intended to meet the requirements of this section.

The part of the project paid for by the Commonwealth may be approved as an Eligible Project.

## **6 Ineligible Projects/Ineligible Expenditure**

6.1 Grant money cannot be used for Ineligible Projects or Ineligible Expenditure.

Ineligible Projects and Ineligible Expenditure are the Grantee's business as usual activities and costs, or any other activities and costs not associated with Eligible Projects, including those set out at 6.2.

6.2 The following is a non-exhaustive list of examples of Ineligible Projects or Ineligible Expenditures:

- 6.2.1 costs incurred in the preparation of a draft Work Schedule or related documentation;
- 6.2.2 general administrative overheads and staff salaries not connected with Eligible Projects;
- 6.2.3 subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- 6.2.4 projects that receive Australian, state or territory government funding for the same purpose (unless otherwise agreed by the Commonwealth);
- 6.2.5 commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- 6.2.6 transport planning studies;
- 6.2.7 road rehabilitation studies (if not part of an Eligible Project);
- 6.2.8 community/public art;

- 6.2.9 road building plant or other capital equipment especially moveable equipment (e.g. graders);
- 6.2.10 training (if not part of an Eligible Project);
- 6.2.11 public liability insurance;
- 6.2.12 fringe benefits tax;
- 6.2.13 GST payable component of a supply;
- 6.2.14 finance leases on equipment;
- 6.2.15 depreciation, except for depreciation of plant and equipment directly attributable to a grant funded eligible project;
- 6.2.16 stand-alone design and preliminary works;
- 6.2.17 operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the Eligible Project can be charged against the grant funds);
- 6.2.18 overseas travel; and
- 6.2.19 the covering of retrospective costs.

6.3 The Commonwealth may determine further costs to be Ineligible Expenditures and notify the Grantee of these expenditures.

## **7 Conflicts of Interest**

7.1 The Grantee must disclose if any of their personnel:

- 7.1.1 has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the Grantee from carrying out the Activities and/or implementing the Work Schedule fairly and independently; or
- 7.1.2 has a relationship with, or interest in, an organisation which may be awarded work in relation to a nominated project or is otherwise to be involved in the implementation of the Work Schedule.

7.2 The Grantee must include in the Work Schedule:

- 7.2.1 any details of any real, apparent, or potential conflicts of interest (as detailed in 7.1) that may arise in relation to the Grantee's nominated projects, or the program;
- 7.2.2 details of how the Grantee proposes to manage these or any other conflict of interest that may arise; or
- 7.2.3 that to the best of their knowledge, there are no conflicts of interest.

7.3 The Grantee must include in the Work Schedule details of the arrangements it will implement to effectively manage conflicts of interest in relation to the conduct of projects. If a Grantee later identifies an actual, apparent, or perceived conflict of interest during the conduct of an Eligible Project, they must inform the Commonwealth Representative of the conflict of Interest in writing immediately; and detail how they intend to manage it.

## **8 Media Releases**

8.1 If the Grantee proposes to issue any media release relating to an Eligible Project, it must:

8.1.1 at least two business days prior to its proposed release, unless otherwise agreed by the Commonwealth, provide a copy of the proposed media release to the Commonwealth and obtain the Commonwealth's agreement to the media release; and

8.1.2 provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

8.2 Within seven calendar days of receipt of an instalment, the Grantee must provide via email to the relevant local Federal Member of Parliament (with a copy provided to the Commonwealth) a summary of all Eligible Projects, commencing, in progress, and completing in a Federal Electorate and the funds claimed against those Eligible Projects under this Grant Agreement.

## **9 Eligible Project Events**

9.1 If the Grantee proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to the commencement/opening/reopening of an Eligible Project, they must inform the Commonwealth and the relevant local Federal Member of Parliament of the proposed ceremony or event:

9.1.1 at least two weeks before the proposed ceremony or event is to be held; and

9.1.2 provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

## **10 Signage**

10.1 The Grantee must erect a sign for each Eligible Project over \$10,000, at the time work on the Eligible Project commences.

10.2 The sign must be erected in accordance with the Signage Guidelines available on the Department's website.

## **11 Changes to Grantees and Eligible Projects**

11.1 Grantees must notify the Commonwealth of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program. This includes any key changes to the Grantee's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

11.2 A Grantee's Representative is the Formal Contact the Grantee uses for the Roads to Recovery program unless otherwise agreed by the Commonwealth. A Grantee must inform the Commonwealth of any changes to their:

11.2.1 name;

11.2.2 addresses;

11.2.3 Grantee's Representative details; or

11.2.4 bank account details.

11.3 Any changes to a Grantee's Representative identified at 11.2 must follow the process notified by the Commonwealth.

## C. Duration of the Grant

Activity start date	Activity Completion Date
The Activity starts on 1 July 2020	and ends on 31 December 2021

## 12 Activity Timeframe

12.1 Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2021, other costs associated with Eligible Projects may continue to 31 December 2021.

12.2 The Agreement ends on 30 June 2022 which is the **Agreement End Date**.

## D. Payment of the Grant

13 The total amount of the Grant is the Nominal Funding Allocation approved in relation to the Grantee contained in the Letter of Offer.

13.1 A Grantee's bank account for the LRCI program is the bank account the Grantee uses for the Roads to Recovery Program. A change to a bank account must follow the process notified by the Commonwealth.

## 14 Grant Instalments

14.1 Grant Instalments will be paid in accordance with the instalments set out in Table 1 below, subject to:

14.1.1 any necessary amendments being made to the *Financial Framework (Supplementary Powers) Regulations 1997* to authorise expenditure being made under the LSCI program;

14.1.2 receipt of required Reports by the Commonwealth;

14.1.3 the Commonwealth's decision on Reports and information provided therein;

14.1.4 the required information contained in Work Schedules;

14.1.5 the Commonwealth's consideration of other relevant information;

14.1.6 compliance by the Grantee with its obligations under this Agreement; and

14.1.7 any further requirements in the Local Roads and Community Infrastructure Program Guidelines (as in force at the time the decision to make a payment is made) being met.

## 15 Payments will be paid in accordance with Table 1: Grant Payments

Table 1: Grant Payments		
Payment milestone	Grant payment date	Amount
First Instalment:  Work Schedule approval payment	Within four weeks of the Work Schedule being approved.	The first payment will be equal to 50 per cent of a Grantee's Nominal Funding Allocation.
Second Instalment:  Top up - mid program progress payment	Within four weeks of the Secretary of the Commonwealth or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) the second Quarterly Report submitted between 1–31 January 2021.	<p>The Second Instalment will be equal to the Grantee's:</p> <ul style="list-style-type: none"> <li>• actual expenditure up until 31 December 2020; and</li> <li>• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule</li> </ul> <p><b>less:</b></p> <ul style="list-style-type: none"> <li>• the First Instalment; and</li> <li>• 10 per cent of the Nominal Funding Allocation.</li> </ul> <p>If, following the method of calculation above, the Grantee's second instalment would be less than zero, the Grantee will not receive any money in their second instalment.</p>
Second Instalment:  Early Access	If all grant money has been expended in advance of 1 January 2021. Within four weeks of the Secretary of the Commonwealth's or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) an Ad hoc report.	<p>The Second Instalment will be equal to the Grantee's:</p> <ul style="list-style-type: none"> <li>• actual expenditure up until 31 December 2020; and</li> <li>• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule</li> </ul> <p><b>less:</b></p> <ul style="list-style-type: none"> <li>• the First Instalment; and</li> <li>• 10 per cent of the Nominal Funding Allocation.</li> </ul> <p>If, following the method of calculation above, the Grantee's second instalment would be less than zero, the Grantee will not receive any money in their second instalment.</p>



Third Instalment:  Final payment	Within four weeks of the Secretary of the Commonwealth or their Delegate's decision being made to release the final instalment upon receipt of the Annual Report.	The Third Instalment will be the lesser of: <ul style="list-style-type: none"> <li>the residual amount of a Grantee's Nominal Funding Allocation; or</li> <li>total eligible expenditure under the program</li> </ul> <b>less</b> instalments paid to date.
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## E. Reporting

**16** The Grantee agrees to update Work Schedules in accordance with;

16.1 the Local Roads and Community Infrastructure Program Guidelines as in force from time to time; and

16.2 any other requirements notified by the Commonwealth.

16.3 At a minimum, a Grantee must update a Work Schedule in accordance with any requirements notified by the Commonwealth, immediately prior to submitting the second Quarterly Report or immediately before submission of an Ad hoc report for Early Access to the Second Instalment.

**17** The Grantee agrees to create the following reports in the manner and form specified by the Commonwealth and provide the reports to the Commonwealth representative:

17.1 Quarterly Reports;

17.2 Annual Reports;

17.3 Ad hoc Reports (if required).

17.4 The Grantee must provide Reports in accordance with the timeframes at **Table 2: Reports** unless 17.5 applies.

17.5 If the Grantee has expended all Grant funds and/or returned any Grant funds additional to the requirements of the Activity, after providing the Quarterly Report for the quarter in which this occurs, the Grantee will not be required to provide any further Quarterly Reports, but will be required to provide the Annual Report.

<b>Table 2: Reports</b>		
<b>Lodgement period for Quarterly Reports</b>	<b>Quarter: Actual expenditure period</b>	<b>Quarterly Report</b>
1–31 October 2020	1 July to 30 September 2020	Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2021	1 October to 31 December 2020	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2021	1 January to 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
Annual Report must be provided by 14 August 2021	1 July 2020 to 30 June 2021	Annual Report  Actual expenditure and eligible project updates from 1 July 2020/Commencement of program to 30 June 2021.

1–31 October 2021	1 July 2021 – 30 September 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October 2021 to 31 December 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

## 18 Quarterly Reports

- 18.1 Quarterly Reports must be in the manner and form notified by the Commonwealth.
- 18.2 A Quarterly Report must include the following information:
  - 18.2.1 the amount of Grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates;
  - 18.2.2 the amount of Grant funding (proposed expenditure) which the Grantee intends to spend on Eligible Projects in the quarter following the report;
  - 18.2.3 details of progress towards completion of Eligible Projects;
  - 18.2.4 estimated and/or confirmed jobs supported by the Grant funding; and
  - 18.2.5 such other information notified by the Commonwealth from time to time.
- 18.3 The figures in the Quarterly Reports should be prepared on an accrual basis.

## 19 Annual Reports

- 19.1 Annual Reports must be in the manner and form notified by the Commonwealth.
- 19.2 Annual Reports must include the following information:
  - 19.2.1 Total amount of Grant funding made available and subsequently received over the financial year;
  - 19.2.2 Total amount of Grant funding spent on Eligible Projects;

- 19.2.3 Total amount (if any) of Grant funding unspent and either returned or will be returned to the Commonwealth;
- 19.2.4 a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Commonwealth and include:
  - 19.2.4.1 the amount of Grant payment which remained unspent from the financial year;
  - 19.2.4.2 the amount of Grant payments received by the Grantee in the financial year;
  - 19.2.4.3 the amount of Grant payments available for expenditure by the Grantee on Eligible Projects in that year;
  - 19.2.4.4 the amount spent by the Grantee during that year out of the Grant payments available for expenditure by the Grantee during that year;
  - 19.2.4.5 the amount (if any) retained at the end of that year by the Grantee out of Grant payments available for expenditure by the Grantee during that year and which remained unspent at the end of that year;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

- 19.2.5 a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:
  - 19.2.5.1 the Chief Executive Officer's financial statement is based on proper accounts and records;
  - 19.2.5.2 the Chief Executive Officer's financial statement is in agreement with the accounts and records;
  - 19.2.5.3 the expenditure referred to in subparagraph (d)(iv) has been on Eligible Projects under the LRCI Program; and
  - 19.2.5.4 the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Grantee's own source expenditure is based on, and in agreement with, proper accounts and records.

19.2.6 Any further information notified by the Commonwealth.

## **20 Ad Hoc Reports**

- 20.1 If the Grantee has spent all of their First Instalment in advance of 1 January 2021, the grantee can submit an Ad hoc report to access their Second Instalment of Grant funds early.
- 20.2 An Ad hoc report must be in the manner and form specified by the Commonwealth.
- 20.3 An Ad hoc report must contain the following information:

- 20.3.1 the amount of Grant funding spent from 1 July 2020 until the date specified in the Ad Hoc Report;
- 20.3.2 the amount of grant funding which the Grantee intends to spend on Eligible Projects following the report until 31 March 2021;
- 20.3.3 details of progress towards completion of Eligible Projects; including any evidence required per the Local Roads and Community Infrastructure Program Guidelines;
- 20.3.4 estimated and/or confirmed jobs supported by Grant funding; and
- 20.3.5 such other information notified by the Commonwealth from time to time.

20.4 The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

## F. Party representatives and address for notices

### Grantee's representative and address

The Grantee's Representative is the Grantee's Formal Contact under the Roads to Recovery program unless otherwise agreed by the Commonwealth.

### Commonwealth representative and address

Name of representative	Daniel Caruso
Position	Assistant Secretary, COVID Recovery Infrastructure Investment Stimulus
Postal address	GPO Box 594, Canberra Australian Capital Territory 2601
Physical address	111 Alinga Street, Canberra, Australian Capital Territory
Business hours telephone	02 6274 6522
Email	Daniel.Caruso@infrastructure.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

## G. Activity Material

N/A.

## **Supplementary Terms from Clause Bank**

### **1. Other Contributions**

N/A

### **2. Activity budget**

N/A

### **3. Intellectual property in Activity Material**

N/A

#### **3A. Intellectual property – research**

N/A

#### **3B. Creative Commons licence**

N/A

### **4. Access/Monitoring/Inspection**

4.1. The Grantee agrees to give the Commonwealth, or any persons authorised in writing by the Commonwealth:

(a) access to premises where the Activity is being performed and/or where Material relating to the Activity is kept within the time period specified in a Commonwealth notice; and

(b) permission to inspect and take copies of any Material relevant to the Activity.

4.2. The Auditor-General and any Information Officer under the *Australian Information Commissioner Act 2010* (Cth) (including their delegates) are persons authorised for the purposes of clause CB4.1.

4.3. This clause CB4 does not detract from the statutory powers of the Auditor-General or an Information Officer (including their delegates).

### **5. Equipment and Assets**

N/A

### **6. Specified Personnel**

N/A

### **7. Relevant qualifications, licences, permits, approvals or skills**

7.1. The Grantee agrees to ensure that personnel performing work in relation to the Activity: and

(a) are appropriately qualified to perform the tasks indicated;

(b) have obtained the required qualifications, licences, permits, approvals or skills before performing any part of the Activity and

(c) continue to maintain all relevant qualifications, licences, permits, approvals or skills for the duration of their involvement with the Activity.

### **8. Vulnerable Persons**

N/A

9. **Child safety**

N/A

10. **Commonwealth Material, facilities and assistance**

N/A

11. **Jurisdiction**

N/A

12. **Grantee trustee of Trust**

N/A

13. **Fraud**

13.1. In this Agreement, Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected or detected fraud.

13.2. The Grantee must ensure its personnel and subcontractors do not engage in any Fraud in relation to the Activity.

13.3. If the Grantee becomes aware of:

(a) any Fraud in relation to the performance of the Activity; or

(b) any other Fraud that has had or may have an effect on the performance of the Activity;

then it must within 5 business days report the matter to the Commonwealth and all appropriate law enforcement and regulatory agencies.

13.4. The Grantee must, at its own cost, investigate any Fraud referred to in clause CB13.3 in accordance with the Australian Government Investigations Standards available at [www.ag.gov.au](http://www.ag.gov.au).

13.5. The Commonwealth may, at its discretion, investigate any Fraud in relation to the Activity. The Grantee agrees to co-operate and provide all reasonable assistance at its own cost with any such investigation.

13.6. This clause survives the termination or expiry of the Agreement.

14. **Prohibited dealings**

N/A

15. **Anti-corruption**

15.1. In this Agreement:

**Illegal or Corrupt Practice** means directly or indirectly:

(a) making or causing to be made, any offer, gift, payment, consideration or benefit of any kind to any party, or

(b) receiving or seeking to receive, any offer, gift, payment, consideration or benefit of any kind from any party, as an inducement or reward in relation to the performance of the Activity, which would or could be construed as an illegal or corrupt practice.

- 15.2. The Grantee warrants that the Grantee, its officers, employees, contractors, agents and any other individual or entity involved in carrying out the Activity have not, engaged in an Illegal or Corrupt Practice.
- 15.3. The Grantee agrees not to, and to take all reasonable steps to ensure that its officers, employees, contractors, agents and any other individual or entity involved in carrying out the Activity do not:
  - (a) engage in an Illegal or Corrupt Practice; or
  - (b) engage in any practice that could constitute the offence of bribing a foreign public official contained in section 70.2 of the Criminal Code Act 1995 (Cth).
- 15.4. The Grantee agrees to inform the Commonwealth within five business days if the Grantee becomes aware of any activity as described in CB15.3 in relation to the performance of the Activity.
16. **Step-in rights**  
N/A
17. **Grant Administrator**  
N/A
18. **Management Adviser**  
N/A
19. **Indemnities**  
N/A
20. **Compliance with Legislation and policies**
  - 20.1. In this Agreement: Legislation means a provision of a statute or subordinate legislation of the Commonwealth, or of a State, Territory or local authority
  - 20.2. The Grantee agrees to comply with all Legislation applicable to its performance of this Agreement.
  - 20.3. The Grantee agrees, in carrying out its obligations under this Agreement, to comply with any of the Commonwealth's policies as notified, referred or made available by the Commonwealth to the Grantee (including by reference to an internet site).
21. **Work health and safety**
  - 21.1. The Grantee agrees to ensure that it complies at all times with all applicable work health and safety legislative and regulatory requirements and any additional work health and safety requirements set out in the Grant Details.
  - 21.2. If requested by the Commonwealth, the Grantee agrees to provide copies of its work health and safety management plans and processes and such other details of the arrangements it has in place to meet the requirements referred to in clause ST21.1.
  - 21.3. When using the Commonwealth's premises or facilities, the Grantee agrees to comply with all reasonable directions and procedures relating to work health and safety and security in effect at those premises or facilities, as notified by the



Commonwealth or as might reasonably be inferred from the use to which the premises or facilities are being put.

22. **Transition**

N/A

23. **Corporate governance**

N/A

23A. **Incorporation requirement**

N/A

24. **Counterparts**

N/A

25. **Employees subject to SACS Decision**

N/A

26. **Program interoperability with National Disability Insurance Scheme**

N/A

27. **Rollover of surplus and uncommitted funds**

N/A

28. **Secret and Sacred Indigenous Material**

N/A

## Signature

Executed as an agreement:

### Grantee

Full legal name of the Grantee <name of the grantee> <ABN of the grantee>	
Signatory Name	
Signature	
Date	
Witness Name	
Signature and date	

### Commonwealth

Signed for and on behalf of the Commonwealth of Australia as represented by the Commonwealth of Infrastructure, Transport, Regional Development and Communications	
Name	
Position	
Date	
Signature	
Witness Name	
Signature and date	

## **Schedule 1: Commonwealth Standard Grant Conditions**

### **1. Undertaking the Activity**

- 1.1. The Grantee agrees to undertake the Activity for the purpose of the Grant in accordance with this Agreement.
- 1.2. The Grantee is fully responsible for the Activity and for ensuring the performance of all its obligations under this Agreement in accordance with all relevant laws. The Grantee will not be relieved of that responsibility because of:
  - (a) the grant or withholding of any approval or the exercise or non-exercise of any right by the Commonwealth; or
  - (b) any payment to, or withholding of any payment from, the Grantee under this Agreement.

### **2. Payment of the Grant**

- 2.1. The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.
- 2.2. Notwithstanding any other provision of this Agreement, the Commonwealth may by notice withhold payment of any amount of the Grant and/or take any other action specified in the Supplementary Terms if it reasonably believes that:
  - (a) the Grantee has not complied with this Agreement;
  - (b) the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or
  - (c) there is a serious concern relating to the Grantee or this Agreement that requires investigation.
- 2.3. A notice under clause 2.2 will contain the reasons for any action taken under clause 2.2 and, where relevant, the steps the Grantee can take to address those reasons.
- 2.4. The Commonwealth will only be obliged to pay a withheld amount once the Grantee has addressed the reasons contained in a notice under clause 2.2 to the Commonwealth's reasonable satisfaction.

### **3. Acknowledgements**

- 3.1. The Grantee agrees not to make any public announcement, including by social media, in connection with the awarding of the Grant without the Commonwealth's prior written approval.
- 3.2. The Grantee agrees to acknowledge the Commonwealth's support in all Material, publications and promotional and advertising materials published in connection with this Agreement. The Commonwealth may notify the Grantee of the form of acknowledgement that the Grantee is to use.
- 3.3. The Grantee agrees not to use the Commonwealth Coat of Arms in connection with the Grant or the Activity without the Commonwealth's prior written approval.

### **4. Notices**

- 4.1. Each Party agrees to promptly notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of any of its other requirements under this Agreement.
- 4.2. A notice given by a Party under this Agreement must be in writing and addressed to the other Party's representative as set out in the Grant Details or as most recently updated by notice given in accordance with this clause.
- 4.3. A notice is deemed to be effected:
  - (a) if delivered by hand - upon delivery to the relevant address;
  - (b) if sent by post - upon delivery to the relevant address; or
  - (c) if transmitted electronically - upon actual receipt by the addressee.
- 4.4. A notice received after 5.00 pm, or on a day that is a Saturday, Sunday or public holiday, in the place of receipt, is deemed to be effected on the next day that is not a Saturday, Sunday or public holiday in that place.
- 4.5. The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature, provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 8.

## **5. Relationship between the Parties**

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

## **6. Subcontracting**

- 6.1. The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.
- 6.2. The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

## **7. Conflict of interest**

- 7.1. Other than those which have already been disclosed to the Commonwealth, the Grantee warrants that, to the best of its knowledge, at the date of this Agreement neither it nor its officers have any actual, perceived or potential conflicts of interest in relation the Activity.
- 7.2. If during the term of the Agreement, any actual, perceived or potential conflict arises or there is any material change to a previously disclosed conflict of interest, the Grantee agrees to:
  - (a) notify the Commonwealth promptly and make full disclosure of all relevant information relating to the conflict; and
  - (b) take any steps the Commonwealth reasonably requires to resolve or otherwise deal with that conflict.

## **8. Variation, assignment and waiver**

- 8.1. This Agreement may be varied in writing only, signed by both Parties.

- 8.2. The Grantee cannot assign its obligations, and agrees not to assign its rights, under this Agreement without the Commonwealth's prior approval.
- 8.3. The Grantee agrees not to enter into negotiations with any other person for the purposes of entering into an arrangement that will require novation of, or involve any assignment of rights under, this Agreement without first consulting the Commonwealth.
- 8.4. A waiver by a Party of any of its rights under this Agreement is only effective if it is in a signed written notice to the other Party and then only to the extent specified in that notice.

## **9. Taxes, duties and government charges**

- 9.1. The parties have entered into this Grant Agreement on the understanding that the Commonwealth and the Grantee are both government related entities, and that the amount of the Grant and anything else the Grantee receives from another entity in relation to any supply under this Agreement does not exceed the Grantee's cost of making that supply. On this basis, and in accordance with GSTR 2012/2 the parties rely on s.9-17 of the GST Act for no GST being imposed in connection with a supply made under this Agreement. Consequently, the actual and projected expenditure the Grantee reports to the Commonwealth must exclude the GST component on goods and services, and the payments the Commonwealth makes under this Agreement will not include GST.
- 9.2. The Grantee agrees to pay all taxes, duties and government charges imposed or levied in Australia or overseas in connection with the performance of this Agreement, except as provided by this Agreement.
- 9.3. If Goods and Services Tax (GST) is payable by a supplier on any supply made under this Agreement, the recipient of the supply will pay to the supplier an amount equal to the GST payable on the supply, in addition to and at the same time that the consideration for the supply is to be provided under this Agreement.
- 9.4. If at the commencement of the Agreement the Grantee is not registered for GST and during the term of the Agreement the Grantee becomes, or is required to become, registered for GST, the Grantee agrees to notify the Commonwealth in writing within 7 days of becoming registered for GST.

## **10. Spending the Grant**

- 10.1. The Grantee agrees to spend the Grant for the purpose of performing the Activity and otherwise in accordance with this Agreement.
- 10.2. Within one month after the Activity Completion Date, the Grantee agrees to provide a statement signed by the Grantee in a form specified by the Commonwealth verifying the Grant was spent in accordance with this Agreement.

## **11. Repayment**

- 11.1. If any amount of the Grant:
  - (a) has been spent other than in accordance with this Agreement; or
  - (b) is additional to the requirements of the Activity; then the Commonwealth may by written notice:

- (c) require the Grantee to repay that amount to the Commonwealth;
  - (d) require the Grantee to deal with that amount as directed by the Commonwealth;
- or
- (e) deduct the amount from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.
- 11.2. If the Commonwealth issues a notice under this Agreement requiring the Grantee to repay a Grant amount:
- (a) the Grantee must do so within the time period specified in the notice;
  - (b) the Grantee must pay interest on any part of the amount that is outstanding at the end of the time period specified in the notice until the outstanding amount is repaid in full; and
  - (c) the Commonwealth may recover the amount and any interest under this Agreement as a debt due to the Commonwealth without further proof of the debt being required.

## **12. Record keeping**

- 12.1. The Grantee agrees to keep financial accounts and other records that:
- (a) detail and document the conduct and management of the Activity;
  - (b) identify the receipt and expenditure of the Grant separately within the Grantee's accounts and records so that at all times the Grant is identifiable; and
  - (c) enable all receipts and payments related to the Activity to be identified and reported.
- 12.2. The Grantee agrees to keep the records for five years after the Activity Completion Date or such other time specified in the Grant Details and provide copies of the records to the Commonwealth upon request.

## **13. Reporting and Liaison**

- 13.1. The Grantee agrees to provide the Reporting Material specified in the Grant Details to the Commonwealth.
- 13.2. In addition to the obligations in clause 13.1, the Grantee agrees to:
- (a) liaise with and provide assistance and information to the Commonwealth as reasonably required by the Commonwealth; and
  - (b) comply with the Commonwealth's reasonable requests, directions and monitoring requirements, in relation to the Activity.
- 13.3. If the Commonwealth acting reasonably has concerns regarding the performance of the Activity or the management of the Grant, the Commonwealth may by written notice require the Grantee to provide one or more additional reports, containing the information and by the date(s), specified in the notice.
- 13.4. The Grantee acknowledges that the giving of false or misleading information to the Commonwealth is a serious offence under the Criminal Code Act 1995 (Cth).

## **14. Privacy**

- 14.1. When dealing with Personal Information in carrying out the Activity, the Grantee agrees:

- (a) to comply with the requirements of the Privacy Act 1988 (Cth); and
- (b) not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

**15. Confidentiality**

- 15.1. The Parties agree not to disclose each other's confidential information without the other Party's prior written consent unless required or authorised by law or Parliament to disclose.
- 15.2. The Commonwealth may disclose the Grantee's confidential information where;
  - (a) the Commonwealth is providing information about the Activity or Grant in accordance with Commonwealth accountability and reporting requirements;
  - (b) the Commonwealth is disclosing the information to a Minister of the Australian Government, a House or Committee of the Commonwealth Parliament; or
  - (c) the Commonwealth is disclosing the information to its personnel or another Commonwealth agency where this serves the Commonwealth's legitimate interests.

**16. Insurance**

- 16.1. The Grantee agrees to maintain adequate insurance for as long as any obligations remain in connection with this Agreement and provide proof of insurance to the Commonwealth upon request.

**17. Intellectual property**

- 17.1. Subject to clause 17.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.
- 17.2. This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.
- 17.3. The Grantee provides the Commonwealth a permanent, non-exclusive, irrevocable, royalty-free licence to use, modify, communicate, reproduce, publish, adapt and sub-license the Reporting Material for Commonwealth Purposes.
- 17.4. The licence in clause 17.3 does not apply to Activity Material.

**18. Dispute resolution**

- 18.1. The Parties agree not to initiate legal proceedings in relation to a dispute arising under this Agreement unless they have first tried and failed to resolve the dispute by negotiation.
- 18.2. Unless clause 18.3 applies, the Parties agree to continue to perform their respective obligations under this Agreement when a dispute exists.
- 18.3. The Parties may agree to suspend performance of the Agreement pending resolution of the dispute.
- 18.4. Failing settlement by negotiation in accordance with clause 18.1, the Parties may agree to refer the dispute to an independent third person with power to intervene and direct some form of resolution, in which case the Parties will be bound by that resolution. If the Parties do not agree to refer the dispute to an independent third person, either Party may initiate legal proceedings.

18.5. Each Party will bear their own costs in complying with this clause 18, and the Parties will share equally the cost of any third person engaged under clause 18.4.

18.6. The procedure for dispute resolution under this clause does not apply to any action relating to termination, cancellation or urgent interlocutory relief.

## **19. Reduction, Suspension and Termination**

### **19.1. Reduction in scope of agreement for fault**

19.1.1. If the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy, or if the Grantee has failed to comply with a notice to remedy, the Commonwealth may by written notice reduce the scope of the Agreement.

19.1.2. The Grantee agrees, on receipt of the notice of reduction, to:

(a) stop or reduce the performance of the Grantee's obligations as specified in the notice;

(b) take all available steps to minimise loss resulting from the reduction;

(c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth; and

(d) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

19.1.3. In the event of reduction under clause 19.1.1, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

### **19.2. Suspension**

19.2.1. If:

(a) the Grantee does not comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is capable of remedy;

(b) the Commonwealth reasonably believes that the Grantee is unlikely to be able to perform the Activity or manage the Grant in accordance with this Agreement; or

(c) the Commonwealth reasonably believes that there is a serious concern relating to the Grantee or this Agreement that requires investigation;

the Commonwealth may by written notice:

(d) immediately suspend the Grantee from further performance of the Activity (including expenditure of the Grant); and/or

(e) require that the non-compliance or inability be remedied, or the investigation be completed, within the time specified in the notice.

19.2.2. If the Grantee:

(a) remedies the non-compliance or inability specified in the notice to the Commonwealth's reasonable satisfaction, or the Commonwealth reasonably concludes that the concern is unsubstantiated, the Commonwealth may direct the Grantee to recommence performing the Activity; or

(b) fails to remedy the non-compliance or inability within the time specified, or the Commonwealth reasonably concludes that the concern is likely to be substantiated, the Commonwealth may reduce the scope of the Agreement in accordance with clause



19.1 or terminate the Agreement immediately by giving a second notice in accordance with clause 19.3.

19.3. **Termination for fault**

19.3.1. The Commonwealth may terminate this Agreement by notice where the Grantee has:

- (a) failed to comply with an obligation under this Agreement and the Commonwealth believes that the non-compliance is incapable of remedy or where clause 19.2.2.b applies; or
- (b) provided false or misleading statements in relation to the Grant; or
- (c) become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

19.3.2. The Grantee agrees, on receipt of the notice of termination, to:

- (a) stop the performance of the Grantee's obligations;
- (b) take all available steps to minimise loss resulting from the termination; and
- (c) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

20. **Cancellation or reduction for convenience**

20.1. The Commonwealth may cancel or reduce the scope of this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee which the Commonwealth reasonably believes will negatively affect the Grantee's ability to comply with this Agreement.

20.2. On receipt of a notice of reduction or cancellation under this clause, the Grantee agrees to:

- (a) stop or reduce the performance of the Grantee's obligations as specified in the notice;
- (b) take all available steps to minimise loss resulting from that reduction or cancellation;
- (c) continue performing any part of the Activity or the Agreement not affected by the notice if requested to do so by the Commonwealth; and
- (d) report on, and return any part of, the Grant to the Commonwealth, or otherwise deal with the Grant, as directed by the Commonwealth.

20.3. In the event of reduction or cancellation under this clause, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable and substantiated expenses the Grantee unavoidably incurs that relate directly and entirely to the reduction in scope or cancellation of the Agreement.

20.4. In the event of reduction, the amount of the Grant will be reduced in proportion to the reduction in the scope of the Agreement.

- 20.5. The Commonwealth's liability to pay any amount under this clause is:
- (a) subject to the Grantee's compliance with this Agreement; and
  - (b) limited to an amount that when added to all other amounts already paid under the Agreement will not exceed the total amount of the Grant.
- 20.6. The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee but for the cancellation or reduction in scope of the Agreement under clause 20.1.
- 20.7. The Commonwealth will act reasonably in exercising its rights under this clause.

## 21. **Survival**

The following clauses survive termination, cancellation or expiry of this Agreement:

- clause 10 (Spending the Grant);
- clause 11 (Repayment);
- clause 12 (Record keeping);
- clause 13 (Reporting);
- clause 14 (Privacy);
- clause 15 (Confidentiality);
- clause 16 (Insurance);
- clause 17 (Intellectual property);
- clause 19 (Reduction, Suspension and Termination);
- clause 21 (Survival);
- clause 22 Definitions; and
- Any applicable provisions included from the clause bank; and
- Any other clause which expressly or by implication from its nature is meant to survive.

## 22. **Definitions**

In this Agreement, unless the contrary appears:

- **Activity** means the activity described in the Grant Details and includes the provisions of the Reporting Material.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth Standard Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Agreement End Date** means the date or event specified in the Grant Details.
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.

- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth Purposes** includes the following:
  - a. the Commonwealth verifying and assessing grant proposals, including a grant application;
  - b. the Commonwealth administering, monitoring, reporting on, auditing, publicising and evaluating a grant program or exercising its rights under this Agreement;
  - c. the Commonwealth preparing, managing, reporting on, auditing and evaluating agreements, including this Agreement; and
  - d. the Commonwealth developing and publishing policies, programs, guidelines and reports, including Commonwealth annual reports;
 but in all cases:
  - e. excludes the commercialisation (being for-profit use) of the Material by the Commonwealth.
- **Commonwealth Standard Grant Conditions** means this document.
- **Existing Material** means Material developed independently of this Agreement that is incorporated in or supplied as part of Reporting Material or Activity Material.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee for the Activity as specified in the Grant Details.
- **Grantee** means the legal entity other than the Commonwealth specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Records** includes documents, information and data stored by any means and all copies and extracts of the same.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material.

## Schedule 2: Work Schedule

### Nominating Projects through the Work Schedule

1. The Department will provide a form that the Grantee must complete and submit to the Department at [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au).
2. The following information must be provided for each project an Eligible Funding Recipient proposes to spend LRCI Program funds on:
  - a. the project type (small <\$10,000 or normal >\$10,000);
  - b. the work category;
  - c. the work location or address, and primary road if relevant;
  - d. data for use in a Geographical Information System in the manner and form required by the Department;
  - e. description of the proposed project and work proposed;
  - f. the problem the proposed project is seeking to address;
  - g. the estimated construction start and completion date (physical not financial).
  - h. the estimated total cost of the project, excluding GST;
  - i. whether the project is being fully funded by the LRCI Program;
  - j. the estimated council or other funding co-contributions (if applicable);
  - k. how much LRCI Program funding is required;
  - l. if the project land or asset is state/territory/crown or Commonwealth owned, please provide evidence of authority to undertake the project from the land or asset owner;
  - m. the benefits from each project, including:
    - o primary project goal;
    - o estimated number of full time equivalent jobs supported over the construction period; and
    - o any specific outputs/project activities being undertaken, for example:
      - i. repair of 400 metres of fencing;
      - ii. installation of ten waste and recycling bins to a Council's local park;
      - iii. building of a swing set for children's play; or
      - iv. painting of a community hall.
  - n. conflict of interest declarations in accordance with requirements.
3. Once an approved project has been completed, Funding Recipients will need to detail whether the project goal has been achieved, and if it not, what outcome has been achieved and why.
4. Funding Recipients may group a series of individual projects valued at less than \$10,000 that are of the same or similar nature as one 'group project'. In these circumstances, the Funding Recipient must provide the same information as individual projects with the following modifications:
  - o. a general description of each group project;
  - p. the location and cost (excluding GST) of each small funded project within the group project;
  - q. the estimated total cost of the group project, excluding GST as a whole;
  - r. how much LRCI Program funding is required for the group project as a whole;
  - s. the estimated start date of the first of the small funded projects in the group project to begin and the scheduled completion date of the small funded project in

- the group expected to be completed last;
- t. specifies the overall expected outcome from the group project;
  - u. the collective benefits from each group project, including:
    - o primary project goal;
    - o estimated amount of full time equivalent jobs supported over the construction period; and
    - o each specific outputs/project activity being undertaken (e.g. Xkm of road resealed/Repair of 400m of fencing/Add ten waste and recycling bins to Council's local park/ Building of swing set for children's play/Painting of a community hall).

## PROJECT LISTING - FY20/21

Project	Cost	Funded	Source	SCP	CBP	Notes
Rec Centre Water Upgrades	\$51,000	\$51,000	DCP	1.1.2		Combined bore and tank projects into single item for DCP
Rec Centre and Office Solar Power Installation	\$45,500	\$45,500	DCP	1.1.2		Rounded out figure to allow for full DCP utilisation
Child Care Centre Upgrade	\$150,000	\$150,000	DCP	2.2.1	2.2.1a	
Mingenew Communications Tower Upgrade	\$15,000	\$15,000	DCP	5.1.1	5.1.2a	
Remote Tourism Cameras	\$7,500	\$7,500	DCP	4.3.2		
Mingenew Railway Station	\$216,000	\$108,000	BBRF	4.3.2	1.1.2a	50% BBRF funded; RED application submitted for remainder, but budgeted to muni for FY20/21
Mingenew Youth Precinct: Playgrounds and skate park	\$150,000	\$150,000	DCP	2.1.2	2.4.2e	In light of BBRF success, have increased the DCP-funded component from \$100 to \$150k; still seeking funding for skate park element which may bring this down
Mingenew Youth Precinct: Pump track and landscaping	\$50,000	\$50,000	LRCI	2.1.2	2.4.2e	Utilisation of Shire personnel for youth precinct works; funded under LRCI
Co-working Space	\$7,000	\$7,000	DCP	3.2.1	5.2.2b	Increased value slightly in light of BBRF success
Astrotourism project	\$18,000	\$18,000	DCP	2.3.2	4.3.3b	Added upgrade to Yandy Hall toilets in light of BBRF success
Mingenew Tourist Centre	\$4,000	\$4,000	DCP	4.3.3	2.3.2a	Increased value slightly due to receipt of quotes for A/C replacement
Renovation 33 Victoria Street	\$40,000	\$20,000	DCP	1.1.2		As a private residence, DCP have advised they will not fund.
Bank Building Facelift	\$5,000	\$5,000	LRCI	2.3.2		Funded through LRCI (will be done by Shire staff) - installation of front stairs and painting of façade
Phillip Street Parking & Reseal	\$100,000	\$100,000	LRCI	1.1.1	1.1.1d	Funded through LRCI; parts of the road repair and construction work to be done by Shire staff
Carpark Repairs and sealing	\$30,000	\$30,000	LRCI	1.1.2	1.1.2c	Funded through LRCI; parts of the repairs to be done by Shire staff (but will largely be sealing contractors)
Transfer Station Upgrades	\$20,000	\$20,000	LRCI	1.4.2	1.4.2a	Was not completed during FY19/20; can use LRCI to do in FY20/21 in consultation with operator; shire staff can complete some aspects.
Mingenew Hill Walking Trail	\$50,000	\$32,000	DCP	4.3.2	2.4.2c	Funded through DCP as a result of BBRF and ineligibility of 33 Victoria Street
Depot Building Upgrades	\$25,000	\$25,000	LRCI	1.1.2		Proposed for LRCI; upgrade of workshop shed (primarily runners and doors, with ability to allow vehicles to drive through) as well as power connection to Parks and Gardens shed and installation of lighting
Council Chamber ceiling & lighting replacement and repainting	\$13,000	\$13,000	LRCI	1.1.2		Opportunity to address aged ceiling in Chambers and refurbish the room; will likely be part contractor, part Shire staff

Totals		Remainder	
DCP	\$ 500,000.00	\$	-
LRCI	\$ 243,000.00	\$	-
BBRF	\$ 108,000.00	\$	-

Project Title:	Renovation 33 Victoria Rd			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingenew
Project Start:	1/7/20	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	<p>This project will renovate a Shire-owned house which is currently in a state of some disrepair, requiring roof works, ceiling replacements, electrical upgrades and repainting. The project will also see a semi-enclosed toilet and laundry area fully enclosed.</p> <p>The Shire is one of the main housing providers in Mingenew, and brining this house back up to a reasonable standard will enable it to be utilised for either Shire staff, or other workers in town. This is important, as it helps to support the local population – a key aim of Council’s 2019-29 Community Strategic Plan.</p>				
Project Outcomes	<p>1. The project will lead to employment of locals:</p> <p>2. The project will contribute to economic activity of communities/regions:</p> <p>3. The project will lead to the retention of businesses, services and facilities:</p>			<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p>	
Outcome Details	<p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The completed project will provide additional housing stock for the town of Mingenew. At present, there is limited housing available, so this will support either the Council directly, or a local business, to employ someone to live in the Shire. By bringing worker into the town, the local economy is assisted, as is the local social fabric through the addition of a new potential volunteer, sports team member and – potentially – parent to add to the local school’s student body.</p> <p>In a small town like Mingenew (with a population of only approximately 200) the addition of a single person or family can have a meaningful impact on local organisations, community groups and the economy and social fabric of the town more broadly.</p>				
Milestones	Construction commences			August 2020	
	Completion and acquittal of project			June 2021	
Project Address	33 Victoria Road, Mingenew WA 6522				
Value of Project to be undertaken on site	\$30,000				
Key Risks & Mitigation Strategies	House remains unoccupied after renovation			Currently there is demand for rental property within Mingenew, this is not likely in the medium-long term	
	Works impacted by weather			The majority of the works are internal, however any external works will be scheduled around weather. The use of local contractors will add to flexibility	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contracts	
Alternative funding	Limited; this would typically be borne by the Shire as part of its maintenance budget.				
Out of Scope Works					

## Project on a Page

Project Title:	Astrotourism Project			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	The Shire of Mingenew has been involved with Astrotourism WA since 2018 and this project involves the installation of interpretive signage to promote stargazing and astrophotography at some of the Shire’s key rest stops. It also funds the purchase of a rental telescope for use by locals and visitors to enjoy the clear night skies of Mingenew and upgrades to the nearby Yandanooka Hall toilets.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally.  This project represents the next step in the Shire diversifying its tourism offerings and providing an improved astrotourism experience for visitors and locals alike (presently it has been limited to discrete stargazing events). The proposed upgrades to rest stops will attract a different demographic of visitors, as well as providing an activity that is available year-round (outside of existing tourism high season related to wildflowers).  The availability of a rental telescope also means that people visiting without stargazing equipment will be able to take full advantage of these sites, whilst also assisting with the delivery of further stargazing events in the Shire. Overall, this will see a positive impact on local business, primarily accommodation, eateries and retailers, as visitors will likely stay overnight to enjoy the stargazing facilities.  The project will culminate with a stargazing event as the official opening of the facility, which will provide an immediate economic boost.				
Milestones	Installation of facilities			March 2021	
	Completion and acquittal of project			June 2021	
Project Address	Yandanooka Hall, Railway Street, Yandanooka WA 6522				
Value of Project to be undertaken on site	\$18,000				
Key Risks & Mitigation Strategies	Signage is not helpful or accurate			Assistance in development will be provided by Astrotourism WA to QA content	
	Weather impacts installation			Installation is planned to take place during summer, where this is unlikely	
	Value for money is not achieved			Undertake quotation process to test the market before engaging a contractor	
Alternative funding	This could be funded through a Regional Economic Development grant, however that would require a co-contribution from the Shire				
Out of Scope Works	Marketing				



## Project on a Page

Project Title:	Bank Building Facelift			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	LRCI			Project Sponsor:	Shire of Mingenew
Project Start:	1/7/20	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	This project will improve the aesthetic and accessibility of the former Bank building on Mingenew’s main street. This historical building is set to be reborn as a recording studio and publishing office, and is in need of some minor works. These consist primarily of: external repainting and the construction of stairs (to complement the existing ramp) used to access the front door.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	This will provide a facelift to one of the most prominent main street building in Mingenew, improving overall street appeal. It will also improve building accessibility, supporting current and future tenants and encouraging visitation to the building. As such, it assists with the retention of an existing business or facility as well as contributing to economic activity and the employment of locals.  In addition, local contractors and suppliers will be utilised for work wherever possible.				
Milestones	Construction commences			August 2020	
	Completion and acquittal of project			June 2021	
Project Address	50 Midlands Road, Mingenew WA 6522				
Value of Project to be undertaken on site	\$5,000				
Key Risks & Mitigation Strategies	New stairs do not meet Australian Standards			Ensure standards are consulted and adhered to in project development	
	Weather impacts on works			Works are minor in nature and can be scheduled around weather events; using local contractors or Shire staff will provide necessary flexibility.	
	Value for money is not achieved			Undertake RFQ process to test the market before awarding contracts	
Alternative funding	Given the relatively minor nature of the project, it’s most likely something that would be done as part of the Shire’s building maintenance budget.				
Out of Scope Works	Any internal works at the Bank building				

## Project on a Page

Project Title:	Child Care Centre Upgrade			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	<p>The current Mingenew Child Care Centre is at capacity. This project seeks to increase the capacity of the centre from 11 to 18, whilst also providing an improved learning and developmental experience for the region’s young children and more accessible service delivery for parents.</p> <p>The project involves either the expansion of the existing facility, or the conversion of an existing 4-bedroom, 2 bathroom house into a new facilities for the Shire’s only day care service. The expansion would include the construction of an additional building, connected to the existing facility. The conversion includes the installation of new air-conditioning, flooring, safety features, appropriate building remodelling, and installation of a new playground and outdoor shade structures.</p> <p>The provision of local child care is critical to support local working families, and a key piece of the broader economic support and development for the Shire of Mingenew. It has been identified as one of the highest priorities in the Shire’s Community Strategic Plan 2019-29. Both options will be scoped and a preferred site chosen and constructed on.</p>				
Project Outcomes	<p>1. The project will lead to employment of locals:</p> <p>2. The project will contribute to economic activity of communities/regions:</p> <p>3. The project will lead to the retention of businesses, services and facilities:</p>			<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p>	
Outcome Details	<p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally. Likewise, the centre will be able to employ additional local staff for the facility.</p> <p>There is currently demand for child care services which can’t be met due to the size restrictions at the current facility. By providing more places for more families, it will deliver more critical services whilst also indirectly benefiting the community more broadly. The provision of childcare will enable parents to enter or return to the workforce, or start their own businesses. This is especially important for those impacted negatively by weather events or other disasters. It also provides additional time for social and volunteering activities, which also have a positive return back to the community as well as the wellbeing of individuals involved.</p>				
Milestones	Start of construction			March 2021	
	Completion and acquittal of project			June 2021	
Project Address	76 Phillip Street, Mingenew WA 6522 (existing site); 15 Moore Street, Mingenew WA 6522 (new site)				
Value of Project to be undertaken on site	\$150,000				
Key Risks & Mitigation Strategies	Design not appropriate for child care centre			Existing operator engaged in design process to ensure compliance	
	Weather impacts installation			Installation is planned to take place during summer, where this is unlikely	
	Value for money is not achieved			Undertake quotation process to test the market before engaging a contractor	
Alternative funding	This could potentially be funded through a Federal program like Building Better Regions, however that would require a co-contribution from the Shire.				
Out of Scope Works	Work on the site not selected for the upgrade				

## Project on a Page

Project Title:	Mingenew Communications Tower Upgrade			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	<p>This project involves the repair of stabilisation equipment and installation of fixed wireless technology to an existing telecommunications mast near the Mingenew townsite. The addition of this equipment will enable access to fixed wireless connectivity for much of the Mingenew townsite and surrounding area. In a town where access to internet connectivity is largely limited to a single provider, this will introduce competition to the market and provide a range of additional, more affordable, products.</p> <p>This will have a number of positive flow-on effects; reduced cost of business services, greater redundancy of local communications, improved access to high speed internet for residents, enabling technology for online learning, telehealth and other web-based health and education services.</p>				
Project Outcomes	<p>1. The project will lead to employment of locals:</p> <p>2. The project will contribute to economic activity of communities/regions:</p> <p>3. The project will lead to the retention of businesses, services and facilities:</p>			<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p>	
Outcome Details	<p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally, and a local Internet Service Provider is able to extend existing services to the upgraded tower.</p> <p>As noted in the project description, this will provide an additional source of internet connectivity for the Mingenew townsite, resulting in more options for local residents and businesses to access enterprise-grade internet. This will enable improved critical services like telehealth and online learning, as well as offering improve access to online services. There will be opportunities for local businesses to reduce their operations costs and also potential public savings for the Shire of Mingenew.</p> <p>Given the enabling power of reliable and affordable connectivity, this project stands to provide benefits across the economic and social spectrum.</p>				
Milestones	Installation and commissioning of equipment			April 2021	
	Completion and acquittal of project			June 2021	
Project Address	Lot 60, Victoria Road, Mingenew WA 6522				
Value of Project to be undertaken on site	\$15,000				
Key Risks & Mitigation Strategies	Uptake of service is limited			Seek to promote service locally	
	Cost of service is uncompetitively high			Current costing for service elsewhere in the Shire is competitive	
	Value for money is not achieved			Undertake quotation process to test the market before engaging a contractor	
Alternative funding	There may potentially be funding made available through a future round of the Digital Farms project (should any be forthcoming), as this project extends on that infrastructure. That said, any Digital Farms funding will require a co-contribution.				
Out of Scope Works	Installation of updated services in any existing Shire buildings				

## Project on a Page

Project Title:	Council Chamber Renovation			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	LRCI			Project Sponsor:	Shire of Mingenew
Project Start:	1 Aug 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	This project will see the Council chambers renovated. This will include the removal of wallpaper, replacement of ceiling and lighting, relocation/installation of power and data points and repainting of the room. It will also include the replacement of window treatments.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	<div>- Updated room with improved amenity for Shire Council and other key public meetings</div> <div>- Improved energy efficiency through installation of new lighting</div> <div>- Improved functionality through installation of new power/data points</div>				
Milestones	Construction commences			December 2020	
	Completion and acquittal of project			February 2021	
Project Address	21 Victoria Street, Mingenew WA 6522				
Value of Project to be undertaken on site	\$13,000				
Key Risks & Mitigation Strategies	Works disrupt key functions			Works to take place between December and February Council meetings to avoid most scheduled use	
	Works impacted by weather			The works will be scheduled during dry weather. The use of local contractors will add to flexibility	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contracts	
Alternative funding	There is limited other funding available for these kinds of works; it would typically be borne by the Shire's own source funding.				
Out of Scope Works	Other renovation works to the Shire administration building				

## Project on a Page

Project Title:	Co-Working Space			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Margaret Rowe
Detailed project description and key activities (5000 chars)	<p>This project would see an existing building in Mingenew which is currently underutilise, repurposed as a coworking space for local business owners, entrepreneurs, micro-business owners and visiting professionals. The facility will provide an innovate shared workspace which will deliver access to currently limited temporary workspace in Mingenew, whilst also cultivating an innovating entrepreneurial environment.</p> <p>There exists current demand for such a space, with several farmers also running microbusinesses, and other organisations seeking temporary office space within Mingenew. The space will provide a small income for the Shire, but more importantly, promote new business development and the growth of existing local small/micro-businesses.</p> <p>Potential sites include the Roads Board Building, Tourist Centre or Railway Station</p>				
Project Outcomes	<p>1. The project will lead to employment of locals:</p> <p>2. The project will contribute to economic activity of communities/regions:</p> <p>3. The project will lead to the retention of businesses, services and facilities:</p>			<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p>	
Outcome Details	<p>Local contractors and suppliers will be utilised for the purchase of equipment and any minor works required to set the facility up suitably. The Shire will manage the facility to ensure local management.</p> <p>Given the existing demand, this will provide a service which is both required and directly supportive of local business development. The immediate positive impacts will be provision of a space for ongoing business activity in the Shire, whilst longer-term it has the potential to give rise to new businesses and innovations for the region. Both will contribute to Mingenew’s economic activity and support the growth and retention of existing businesses.</p>				
Milestones	Installation of equipment and building works			March 2021	
	Completion and acquittal of project			June 2021	
Project Address	21 Victoria Street, Mingenew WA 6522 (Roads Board), 60 Midlands Rd Mingenew (Tourist Centre), L4 Eleanor St, Mingenew (Railway Station)				
Value of Project to be undertaken on site	\$7,000				
Key Risks & Mitigation Strategies	Set-up not fit for purpose			Have sought advice from Pollinators Geraldton, an existing and successful co-working space in the Mid West of WA	
	Limited utilisation			Currently the facility generates no income for the Shire, so this will not have an impact. Demonstrated demand has already been indicated.	
	Value for money is not achieved			Undertake quotation process to test the market	
Alternative funding	This could potentially be funded through a Regional Economic Development grant, or a Federal program like Building Better Regions, however that would require a co-contribution from the Shire; given the small size of the project this may not be cost effective.				

## Project on a Page

Project Title:	Mingenew Hill Walking Trail			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	LRCI			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Margaret Rowe
Detailed project description and key activities (5000 chars)	<p>This project involves the installation of stairs and walking trails to and on the Mingenew Hill hilltop. The trail provides a walking track for the enjoyment of locals and visitors close to the Mingenew townsite. It also provides significantly safer access to the wildflower site on top of Mingenew Hill, and the installation of interpretive signage regarding the history, flora and fauna of the hill and surrounding area.</p> <p>Seating and rest areas will be installed for the comfort of visitors, however the trail is designed to be low-impact, so there will not be large shelters or BBQ areas; such areas are available nearby in the townsite.</p> <p>From the Hill, visitors will be able to enjoy views over the town of Mingenew, the Mingenew CBH facility and sweeping farmland views. The project has already been designed and is currently undergoing land tenure adjustments to ensure it is suitable for the proposed use.</p>				
Project Outcomes	<ol style="list-style-type: none"><li>1. The project will lead to employment of locals:</li><li>2. The project will contribute to economic activity of communities/regions:</li><li>3. The project will lead to the retention of businesses, services and facilities:</li></ol>			<ol style="list-style-type: none"><li>1. Yes</li><li>2. Yes</li><li>3. Yes</li></ol>	
Outcome Details	<p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished product will provide walking trails for local people to access; this new facility will provide accessible, low-impact physical activity opportunities for residents of the town as well as visitors to the town. It will also provide greater access to an appealing look-out spot and wildflower site in close proximity to the Mingenew townsite for visitors during (and outside of) wildflower season. This will provide a greater incentive for visitors to spend time in the town of Mingenew, which will have an economic benefit for local business.</p> <p>It will also broadly support the growth of the local, and regional, tourism industry. This growth is important, as it provides an alternative economic driver in years that the dominant agricultural sector faces challenges like drought.</p>				
Milestones	Commencement of construction			February 2021	
	Completion and acquittal of project			June 2021	
Project Address	Mingenew Hill, L50 Mingenew-Morawa Road, Mingenew WA 6522				
Value of Project to be undertaken on site	\$32,000				
Key Risks & Mitigation Strategies	Design fails to meet relevant standards			Professional design has been commissioned and delivered	
	Weather impacts delivery			Works to take place during dry season to limit weather impacts	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contract	
Alternative funding	BBRF or RED could be targeted for this (co-contribution required).				
Out of Scope Works	Survey works associated with any land tenure changes				

## Project on a Page

Project Title:	Mingenew Railway Station			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Building Better Regions Fund R4			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Margaret Rowe
Detailed project description and key activities (5000 chars)	<p>This project would see the restoration of Mingenew’s Historical Railway Station, and its rebirth as a tourism and cultural facility servicing Mingenew’s visitors and locals alike. The restored building would preserve this important historical building, but also retain it as a function space to hold meetings, activities and showcase a key part of Mingenew and the region’s railway history.</p> <p>The project scope includes both external and internal restoration, in line with a professionally developed Heritage Plan. The completed building will be capable of hosting a range of cultural, educational and entertainment activities as well as serving tourists during the relevant season. As such, it fills a gap in the community – there currently are very few cultural activity spaces in Mingenew, but growing demand for such.</p>				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	<p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished project will also provide new opportunities for current – and potentially new – community groups to hold meetings, events and activities (including school-holiday activities for children, to educational activities, dance and art classes). This will help to strengthen the local social and cultural fabric, and provide access to services which current do not exist. Whilst Mingenew is very strong in terms of sporting infrastructure, there is a noted gap in cultural infrastructure at present.</p> <p>It will also preserve and revive a key historical building in the town, which will draw tourists and provide a positive impact on local businesses that service the tourist market. This will give tourists another reason to visit, or a reason to stay longer in town, delivering a bigger economic impact back to the town.</p>				
Milestones	Commencement of construction			November 2020	
	Completion and acquittal of project			June 2021	
Project Address	Mingenew Railway Station, L4 Eleanor Street, Mingenew WA 6522				
Value of Project to be undertaken on site	\$216,500				
Key Risks & Mitigation Strategies	Inappropriate scope			Heritage architect engaged to deliver preservation plan and scope of works	
	Lack of community support			Community working group established to assist with project development	
	Value for money is not achieved			Undertake quotation process to test the market	
Alternative funding	Currently we have a funding application out for BBRF; RED grants is another area that we may be able to try. Both only provide a 50% funding component				
Out of Scope Works	Pedestrian crossing				

## Project on a Page

Project Title:	Mingenew Tourist Centre			Executive Sponsor:	Nils Hay, CEO Shire of Mingeneu
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingeneu
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	This project involves some minor-moderate renovations to the Mingeneu Tourist Centre. This will provide an improved workspace for our tourist centre volunteers, whilst also improving the experience for visitors to the centre. The focal point for visitors when coming to Mingeneu, particularly during the annual Wildflower Season, the centre has been struggling in recent years due to an aging lay-out and growing visitor numbers crowding the relatively small space.  It will include the installation of air conditioning and shelving, along with the addition of a 32” television to show tourism videos and information.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	Local contractors and suppliers will be utilised for work wherever possible.  The finished product will provide reverse-cycle air-conditioning, making the space more functional for greater portions of the year. This will potentially allow the centre to be opened and utilised for longer periods, providing more extensive visitor services which – in turn – supports the local tourism industry (local small businesses and workers).  It will also include shelving and storage to better allow for the display and sale of information and goods through the centre. This, in turn, supports both our local tourism industry, but also a number of small businesses who provide items for sale through the centre during tourist season.  Local tourism is increasingly important; being able to successfully diversify the local economy to include more tourism provides greater resilience in periods when drought, and other disasters, impact the dominant local agricultural sector.				
Milestones	Commencement of construction			July 2020	
	Completion and acquittal of project			June 2021	
Project Address	Mingenew Tourist Centre, Cnr Midlands Rd and Victoria Rd Mingeneu, WA 6522				
Value of Project to be undertaken on site	\$4,000				
Key Risks & Mitigation Strategies	Renovation works not fit for purpose			Volunteers from Tourist & Promotions Committee consulted on project scope	
	Weather impacts delivery			Works to take place during dry season to limit weather impacts	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contract	
Alternative funding	Shire could potentially meet this out of building maintenance budget if required				
Out of Scope Works	Any in kind support work provided by the Shire (minor – e.g. installation of shelves)				



## Project on a Page

Project Title:	Mingenew Youth Precinct: Pump Track and Landscaping			Executive Sponsor:	Nils Hay, CEO Shire of Mingeneu
Funding Source:	Local Roads & Community Infrastructure			Project Sponsor:	Shire of Mingeneu
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Margaret Rowe
Detailed project description and key activities (5000 chars)	<p>This project involves the construction of a pump track next to the Shire’s existing skate park and upgrade of the surrounding landscaping. This addition to the youth precinct would be part of a wider effort to consolidate the town’s play spaces into a multi-function recreation area, catering to families and children of all ages.</p> <p>The project has been developed in consultation with the community and a community-derived working group, and will revitalise Cecil Newton Park, the town’s central park. This project will provide new and improved facilities for locals, but also provide a welcome park and play area for visitors with children.</p>				
Project Outcomes	<p>1. The project will lead to employment of locals:</p> <p>2. The project will contribute to economic activity of communities/regions:</p> <p>3. The project will lead to the retention of businesses, services and facilities:</p>			<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p>	
Outcome Details	<p>The project will provide a pump track of approximately the following dimensions:</p> <p>It will be of earth construction, and be built by the Shire of Mingeneu’s works crew. Staff labour and Shire equipment will be utilised in order to complete the majority of works.</p> <p>It will also involve a range of landscaping activities in support of the youth precinct, including the upgrade of garden beds, planting of shade trees and associated installation of reticulation.</p>				
Milestones	Commencement of construction			November 2020	
	Completion and acquittal of project			June 2021	
Project Address	Mingenew Skate Park, 5 Shenton Street, Mingeneu WA 6522				
Value of Project to be undertaken on site	\$50,000				
Key Risks & Mitigation Strategies	Weather impacts			Construction to take place during dry season to minimise weather impacts	
	Poor design			Professional design services will be utilised to ensure a quality finished product	
	Lack of community support			Community working group established to assist with project development	
	Value for money is not achieved			Undertake quotation process to test the market	
Alternative funding					
Out of Scope Works	Works related to the skate park and playground components of the youth precinct.				

## Project on a Page

Project Title:	Mingenew Youth Precinct: Playgrounds & Skate Park			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Margaret Rowe
Detailed project description and key activities (5000 chars)	<p>This project involves the upgrade of the Shire's existing Skate Park, combining it with a range of other place facilities to create a single, central, youth precinct in the town of Mingenew. There are currently several playgrounds, of varying quality, scattered throughout the town. This project seeks to consolidate those play spaces into an area with a skate park, adventure playground, sensory play area and park facilities, catering to families and children of all ages.</p> <p>The project has been developed in consultation with the community and a community-derived working group, and will revitalise Cecil Newton Park, the town's central park. This project will provide new and improved facilities for locals, but also provide a welcome park and play area for visitors with children.</p>				
Project Outcomes	<p>1. The project will lead to employment of locals:</p> <p>2. The project will contribute to economic activity of communities/regions:</p> <p>3. The project will lead to the retention of businesses, services and facilities:</p>			<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p>	
Outcome Details	<p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished project will improve existing play areas and deliver better recreation options for local families. It will also allow the Shire to rationalise the number of playgrounds in the town of Mingenew, resulting in long-term cost savings for ratepayers. The strategic location of the precinct, adjacent to the town's main street, will also increase the number of local and visiting people stopping in this area, which should also increase visitation to local businesses (particularly those providing food and drinks). It will also increase the vibrancy of the town's main street. This will contribute to increased economic activity and support employment.</p> <p>The project will also provide ongoing basic maintenance work for the Shire's parks and gardens crew.</p>				
Milestones	Commencement of construction			November 2020	
	Completion and acquittal of project			June 2021	
Project Address	Cecil Newton Park & Mingenew Skate Park, 3-5 Shenton Street, Mingenew WA 6522				
Value of Project to be undertaken on site	\$150,000				
Key Risks & Mitigation Strategies	Weather impacts			Construction to take place during dry season to minimise weather impacts	
	Poor design			Professional design services will be utilised to ensure a quality finished product	
	Lack of community support			Community working group established to assist with project development	
	Value for money is not achieved			Undertake quotation process to test the market	
Alternative funding	Skate Park funding will be sought through the CSRFF through the Department of Sport and Recreation				
Out of Scope Works	Design work; already under way. Pump track and landscaping works; to be completed by Shire staff through LRCI program.				

## Project on a Page

Project Title:	Phillip Street Parking Upgrade and Reseal			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	LRCI			Project Sponsor:	Shire of Mingenew
Project Start:	1 Aug 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	This project will involve the installation of ACROD and regular parking near the Mingenew Silver Chain building on the corner of Phillip and Shenton Streets, as well as the reconstruction of approximately 200m of Phillip Street and patching and reseal of the length of Phillip Street.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	<ul style="list-style-type: none"><li>- ACROD parking bay close to entrance of Silver Chain building</li><li>- Delineated parking bays on Shenton Street side of Silver Chain building</li><li>- Reconstruction of sections of Phillip Street (50m near Enanty Street intersection, 150m section east of Shenton Street intersection)</li><li>- Pothole patching and crack sealing of length of Phillip Street</li><li>- Reseal of Phillip Street</li></ul>				
Milestones	Construction commences			January 2021	
	Completion and acquittal of project			February 2021	
Project Address	Phillip Street, Mingenew WA 6522				
Value of Project to be undertaken on site	\$100,000				
Key Risks & Mitigation Strategies	Parking not suitable			Silver Chain have been consulted, and will be consulted further through the process	
	Works impacted by weather			The works will be scheduled during dry weather. The use of local contractors will add to flexibility	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contracts	
Alternative funding	Roads to Recovery funding could be used as an alternative (but it has been allocated elsewhere). Otherwise, this would typically be borne by the Shire as part of its road maintenance budget.				
Out of Scope Works					

## Project on a Page

<b>Project Title:</b>	Mingenew Recreation Centre Water Infrastructure Upgrade			<b>Executive Sponsor:</b>	Nils Hay, CEO Shire of Mingenew
<b>Funding Source:</b>	Drought Communities Project - Extension			<b>Project Sponsor:</b>	Shire of Mingenew
<b>Project Start:</b>	1 July 2020	<b>Project End:</b>	30 June 2021	<b>Project Officer:</b>	Nils Hay
<b>Detailed project description and key activities (5000 chars)</b>	<p>This project involves the upgrade of 4 aging round concrete water storage tanks at the Mingenew Recreation Centre. The tanks have a 25,000 gallon (approx. 95,000L) capacity and are approximately 8.225m in diameter and 2.130m in height. It also includes the upgrade of the existing bores to increase current water supply capacity. The tanks and bores serve key parts of an existing water reticulation system which maintains the Mingenew Football Oval, grass race track, hockey oval and assist with the watering of several parks and the Mingenew bowls club and lawn tennis courts.</p> <p>The tanks can also be used for provision of water to farmers and community during drought conditions, as well as for other municipal watering and road works activities when other water sources are unavailable.</p> <p>The existing tanks are aging and starting to crack, resulting in a loss of water and the bores are losing efficiency. This upgrade will reduce water wastage and generally improve access to water for municipal, drought and fire response purposes</p>				
<b>Project Outcomes</b>	<b>1.</b> The project will lead to employment of locals: <b>2.</b> The project will contribute to economic activity of communities/regions: <b>3.</b> The project will lead to the retention of businesses, services and facilities:			<b>1.</b> Yes <b>2.</b> Yes <b>3.</b> Yes	
<b>Outcome Details</b>	<p>Local contractors will be utilised for upgrade and installation work, to ensure that the economic benefits of the work remain locally. Longer-term this project will continue to provide work through summer for the Shire’s grounds-keeping staff and roadworks staff, as well as becoming a potential lifeline for local agricultural businesses who may require access to water.</p> <p>The project also protects the Shire’s sportsgrounds which are critically important pieces of social infrastructure. Sport is a significant element of the local identity and – for many who live in farms on the district – a key social activity which promotes both physical and mental health. It is hard to understate the value of organised sport to the vitality of our community and region.</p>				
<b>Milestones</b>	Installation and commission of equipment			November 2020	
	Completion and acquittal of project			December 2020	
<b>Project Address</b>	Mingenew Recreation Centre, Showgrounds Road, Mingenew WA 6522				
<b>Value of Project to be undertaken on site</b>	\$51,000				
<b>Key Risks &amp; Mitigation Strategies</b>	Inappropriate treatment implemented			Have conducted options analysis with qualified plumbers and tank installers	
	Requirement for water falls			Not predicted, given increasingly hot and dry summers and ongoing demand	
	Value for money is not achieved			Undertake quotation process to test the market before engaging a contractor	
<b>Alternative funding</b>	Given the focus in the DCP on water infrastructure, it is viewed to be an ideal funding source for this work.				
<b>Out of Scope Works</b>	<ul style="list-style-type: none"><li>Changes or upgrades to ovals/sporting fields</li></ul>				

## Project on a Page

Project Title:	Remote Tourist Cameras			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	Drought Communities Project - Extension			Project Sponsor:	Shire of Mingenew
Project Start:	1 July 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	<p>This project would see the installation of several remote cameras at strategic locations for Mingenew's tourism sector (Coalseam Conservation park, Mingenew Hill, the Mingenew main street and Mingenew CBH facility). The cameras would provide visitors with either streamed video or regular stills (depending upon location and connectivity), enabling people to visit Mingenew 'virtually' and encouraging future visitation.</p> <p>The Coalseam Conservation Park camera in particular would assist with one of the most common visitor enquiries “Are the wildflowers out yet?” This would ensure that visitors know the optimal times to visit and have the best possible experience. The cameras will also allow relatively cost-effective, year-round promotion and content generation for local tourism marketing.</p> <p>The project includes the cost of camera purchase, installation and the set-up on an online portal through the Shire website where visitors can freely access live feeds</p>				
Project Outcomes	<p>1. The project will lead to employment of locals:</p> <p>2. The project will contribute to economic activity of communities/regions:</p> <p>3. The project will lead to the retention of businesses, services and facilities:</p>			<p>1. Yes</p> <p>2. Yes</p> <p>3. Yes</p>	
Outcome Details	<p>Local contractors and suppliers will be utilised for the purchase of equipment and it's installation. The Shire will manage the cameras.</p> <p>Due to impacts on the tourism sector as a result of both drought and COVID-19, this project will assist to build interest in Mingenew and provide tourists with a small snap-shot of what is on offer should they visit. The increased publicity and visitation will have a positive impact on existing local businesses, helping them to continue to retain staff, deliver services and contribute to the local economy.</p> <p>Given the Shire's strong agricultural focus, supporting and growing the tourism sector will be highly beneficial in terms of diversifying the economy and making it more resilient to disasters that impact upon agriculture (such as drought).</p>				
Milestones	Installation of cameras			March 2021	
	Completion and acquittal of project			June 2021	
Project Address	Various				
Value of Project to be undertaken on site	\$7,500				
Key Risks & Mitigation Strategies	Limited connectivity			Cameras will have the ability to deliver still images or video, at varying rates, to deal with varied connectivity levels	
	Permission to install in Conservation Park and CBH			The Shire has consulted with both DBCA and CBH to gain permissions	
	Value for money is not achieved			Undertake quotation process to test the market	
Alternative funding	This is a fairly niche project, so there are unlikely to be many funding grants which it neatly supports.				

## Project on a Page

Project Title:	Shire Depot Building Upgrades			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	LRCI			Project Sponsor:	Shire of Mingenew
Project Start:	1 Aug 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	This project will involve the connection of power to the Parks and Gardens shed, to provide lighting and the ability to use and charge electric appliances. It will also include renovation of the workshop shed; primarily an upgrade/replacement of existing runners and doors. Through this process the vehicle entry doors will be realigned (moved to a new panel) to allow vehicles to drive through the workshop.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	<div>- Power connection to parks and gardens shed, improving its functionality (through installation of lighting) and the ability to use and charge corded appliances in the shed (through installation of power points)</div> <div>- Improved functionality of workshop layout by allowing drive-through access</div> <div>- Replacement of aging doors/runners</div> <div>- Improved workshop space for employees to utilise</div>				
Milestones	Construction commences			January 2021	
	Completion and acquittal of project			April 2021	
Project Address	Cnr Spring and Linthorne Streets, Mingenew				
Value of Project to be undertaken on site	\$25,000				
Key Risks & Mitigation Strategies	Not fit for purpose			Depot staff will be consulted in design and a reputable supplier will be sought	
	Works impacted by weather			The works will be scheduled during dry weather. The use of local contractors will add to flexibility	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contracts	
Alternative funding	There is limited other funding available for these kinds of works; it would typically be borne by the Shire’s own source funding.				
Out of Scope Works	Upgrades to other depot buildings				

## Project on a Page

Project Title:	Transfer Station Upgrades			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	LRCI			Project Sponsor:	Shire of Mingenew
Project Start:	1 Aug 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	This project will involve some upgrades to the Mingenew landfill/transfer station. It will include the fencing of the liquid waste pond, upgrades to the site office, delineation of new waste cells, installation of CCTV system and new signage.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	<ul style="list-style-type: none"><li>- Fully operational site office with power and water connections</li><li>- Improved security monitoring for site</li><li>- Improved safety around liquid waste pond</li><li>- Clarity of site layout through creation of new cells, and addition of new signage</li></ul>				
Milestones	Construction commences			September 2020	
	Completion and acquittal of project			April 2021	
Project Address	Tip Road, Mingenew WA 6522				
Value of Project to be undertaken on site	\$20,000				
Key Risks & Mitigation Strategies	Not fit for purpose			Experienced waste transfer station operators and works supervisor have been consulted in scope development	
	Works impacted by weather			The works will be scheduled during dry weather. The use of local contractors and Shire staff will add to flexibility	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contracts for any items being undertaken by external contractors	
Alternative funding	There is limited other funding available for these kinds of works; it would typically be borne by the Shire’s own source funding.				
Out of Scope Works	Installation of monitoring bores or other infrastructure at the landfill.				

## Project on a Page

<b>Project Title:</b>	Mingenew Recreation Centre and Shire Office Solar Power Installation			<b>Executive Sponsor:</b>	Nils Hay, CEO Shire of Mingenew
<b>Funding Source:</b>	Drought Communities Project - Extension			<b>Project Sponsor:</b>	Shire of Mingenew
<b>Project Start:</b>	1 July 2020	<b>Project End:</b>	30 June 2021	<b>Project Officer:</b>	Nils Hay
<b>Detailed project description and key activities (5000 chars)</b>	<p>This project involves the installation of a 26kW solar power system at the Mingenew Recreation Centre and a 26kW system at the Shire of Mingenew Administration Office. The systems would respectively serves the Shire's football, netball, hockey, basketball, turf club, and other community groups, as well as Council's administrative operations. Both systems would comprise approximately 80 photovoltaic panels and 1 20kW inverter.</p> <p>They would provide both a reduction in operational costs for the Shire, as well as an increase in the amount of renewable energy utilised and the attendant environmental benefits.</p>				
<b>Project Outcomes</b>	<b>1.</b> The project will lead to employment of locals: <b>2.</b> The project will contribute to economic activity of communities/regions: <b>3.</b> The project will lead to the retention of businesses, services and facilities:			<b>1.</b> Yes <b>2.</b> Yes <b>3.</b> Yes	
<b>Outcome Details</b>	<p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally. The cost-reductions that this provides the Shire will provide benefit to all Shire ratepayers, and – in improving the Shire's financial sustainability – allow it continue ongoing delivery of services to the community, and ongoing employment of existing staff to provide those services.</p> <p>The greatest benefit will be at the Mingenew Recreation Centre, where the solar power will be utilising for activities of local clubs and community groups, as well as taking on the significant water pumping and distribution that is required to maintain the Shire's football oval, race track, hockey oval, bowling green, tennis courts and several parks and garden areas.</p> <p>Mingenew prides itself on its strong natural values, and this project will also help to enhance those values by reducing our current reliance upon non-renewable forms of energy.</p>				
<b>Milestones</b>	Installation and commission of equipment			March 2021	
	Completion and acquittal of project			June 2021	
<b>Project Address</b>	Mingenew Recreation Centre, Showgrounds Road, Mingenew WA 6522; Shire of Mingenew Office, 21 Victoria Street, Mingenew WA 6522				
<b>Value of Project to be undertaken on site</b>	\$47,540				
<b>Key Risks &amp; Mitigation Strategies</b>	Insufficient/excessive system installed			Data logging has taken place to ensure scope of project is appropriate	
	System cannot provide power during long cloudy periods/at night			Existing mains connections and generators will be maintained, but needed less	
	Value for money is not achieved			Undertake quotation process to test the market before engaging a contractor	
<b>Alternative funding</b>	Up to \$12,500 is available through the Energy Efficient Communities Program; Council will apply for this funding (closes 18 May 2020); if successful it may allow rescoping of another DCP project				
<b>Out of Scope Works</b>	Battery storage systems				



## Project on a Page

Project Title:	Mingenew Town Carpark Upgrades			Executive Sponsor:	Nils Hay, CEO Shire of Mingenew
Funding Source:	LRCI			Project Sponsor:	Shire of Mingenew
Project Start:	1 Aug 2020	Project End:	30 June 2021	Project Officer:	Nils Hay
Detailed project description and key activities (5000 chars)	This project will involve the patching, crack sealing, reconstruction and resealing of several of the main carparks within the Mingenew townsite. These include the Midlands Rd parking area between the road and rail line, parking behind the Mingenew Irwin Group building, Mingenew museum parking area, Mingenew Shire office parking (along Victoria Rd) and Mingenew Recreation Centre car parks.				
Project Outcomes	1. The project will lead to employment of locals: 2. The project will contribute to economic activity of communities/regions: 3. The project will lead to the retention of businesses, services and facilities:			1. Yes 2. Yes 3. Yes	
Outcome Details	<ul style="list-style-type: none"><li>- Improved safety and function of public parking areas</li><li>- Improved visitor experience, particularly relating to parking areas on/near Midlands Rd</li><li>- Asset renewal for aging/cracking carparks</li></ul>				
Milestones	Construction commences			December 2020	
	Completion and acquittal of project			January 2021	
Project Address	Various; Midlands Rd, Victoria Rd and Showgrounds Road Mingenew.				
Value of Project to be undertaken on site	\$30,000				
Key Risks & Mitigation Strategies	Works disrupt events/tourist season			Works to take place in December, which is typically quiet	
	Works impacted by weather			The works will be scheduled during dry weather. The use of local contractors will add to flexibility	
	Value for money is not achieved			Undertake quotation process to test the market before awarding contracts	
Alternative funding	Roads to Recovery funding could be used as an alternative (but it has been allocated elsewhere). Otherwise, this would typically be borne by the Shire as part of its road maintenance budget.				
Out of Scope Works	Road or garden bed improvements				

## 11.6 5 YEAR ROAD PLAN ANNUAL REVIEW

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0120  
**Date:** 8 May 2020  
**Author:** Nils Hay, CEO  
**Voting Requirement:** Simple Majority

### Summary

The Shire's existing 5 Year Road Plan (2019-24) is due for review and updating.

### Key Points

- Non-statutory document, designed to identify and provide for resourcing of future road projects
- Seeks to support aims of Asset Management Plan and can help guide long term financial plan
- Provides guidance for key projects in current Financial Year
- Reviewed annually to ensure rolling five-year horizon
- Future years are somewhat aspirational, as will be dependent upon success of funding applications in the current year

### **OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072011**

**Moved:** Cr Bagley

**Seconded:** Cr McTaggart

That Council endorses the 5-year Road Plan 2020-25 as included in attachment 11.6.1.

**VOTING:**

**CARRIED 4/0**

### Attachment

11.6.1 Proposed 5-year Road Plan 2020-25

### Background

Council adopted the 2019-24 Plan at the July 2019 Ordinary Council Meeting. As such, it is due for its annual review.

The contents of the updated plan were discussed at the June 2020 Concept Forum and further elaborated as part of the budget workshop process on 25 June 2020.

### Comment

Whilst this isn't a statutory document, it does support Council's legislated obligations to plan for the future. It will be reviewed and reported against annually. This will allow us to maintain a rolling five-year horizon of works. It's worth noting that, beyond the current budgeted year, the document is more aspirational and heavily dependent upon future funding applications, as well as regional road programs such as the proposed Secondary Grain Freight Route project.

In developing this document the following key changes and assumptions were made:

- LRCI funding inserted for FY20/21
- Re-sheeting works presented as a lump sum figure with prioritized roads/sections
  - In future when unit rates are clearer this should be able to be broken down more granularly
  - Projects that aren't completed in the year planned can be bumped down to the following year as the plan undergoes future reviews
  - Overall amount based on likely capacity given other Shire-delivered works to be completed
- The Shire will not incur any costs with relation to road realignment related to CBH site

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 July 2020

- The Shire will successfully have Mingenew South Road on the MR2030 list (and eligible for RRG funds) at some stage in 2022 to allow for a FY23/24 funding application to be lodged
- RRG funding split (66% MRWA / 33% Shire) will remain constant
- In FY23/24 and 24/25 we will successfully receive the full amount of Black Spot funding for upgrades to Yandanooka NE Rd
  - This is unlikely and may involve spreading this project over several additional years
- Current tranche of Roads to Recovery funding will be exhausted in FY22/23 with sealing of Depot Hill North Rd (hence no R2R allocated in FY22/23)
- A new round of Roads to Recovery funding will be released for FY24/25 onwards
- None of the currently proposed regional works packages have been factored into this plan; they could have an impact on future years if they are funded and delivered
- This plan covers capital works only and does not include maintenance grading works
- No significant changes to the size and scale of the workforce have been assumed

### Consultation

- Councillors
- Leadership team

### Statutory Environment

Local Government Act 1995:

s5.56. 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.

### Policy Implications

Nil

### Financial Implications

The Plan for FY20/21 reflects what was endorsed at the 25 June 2020 Budget Workshop.

FY21/22 onwards will be dependent upon a number of factors, including:

- Success (or otherwise) of funding applications
- Available Council funds for future roadworks programs
- Changes in priority for various road projects

As such, the document will be reviewed – along with the budget – annually to ensure that it reflects our financial reality as closely as possible.

### Strategic Implications

The plan has links to the following documents:

- Long Term Financial Plan
- Asset Management Plan

The Shire's Strategic Community Plan 2019-2029 includes the following Goals:

1.1.1 Provide and support cost effective transport networks

1.2.1 Manage organisation in a financially sustainable manner

The Shire's Corporate Business Plan 2019-23 includes the following item:

1.1.1a: 5-year road maintenance/construction program.

## SHIRE OF MINGENEFIVE YEAR ROAD PLAN 2020-2025

Last Updated: 8 July 2020

Known / Funded Projects							
Road	Funding	Section	Road Hierarchy	Scope	Resources	Funded	Approx. Total Cost
<b>2020/21</b>							
Mingenew Mullewa Rd	RRG / R2R / Shire (\$300k / \$120k / \$30k)	Slk 5.5 - 2.5	A	Reconstruction and widening works (continuation of previous years work)	Shire	\$ 413,000	\$ 439,500
Milo Rd	RRG / R2R / Shire (\$172k, \$86,000)	Slk 0.04 - 3.66	B	Reforming and resheeting	Shire	\$ 258,000	\$ 258,000
Yandanooka NE Rd	Black Spot / Shire (\$200,000 / \$96,000)	Slk 21.57	B	Intersection realignment (Mingenew Morawa Rd) - Construction phase	Contractor	\$ 200,000	\$ 296,000
Phillip St	LRCI		B	Additional parking (Construction phase)	Shire	\$ 25,000	\$ 25,000
Phillip St	LRCI	Slk 0.0 - 1.03	B	Resealing - full length	Shire/Contractor	\$ 75,000	\$ 75,000
Townsite Carparks	LRCI			Resealing	Shire/Contractor	\$ 30,000	\$ 30,000
Enokurra Rd	Shire-Funded Gravel Sheetting	Slk 2.0 - 5	E	Reforming and resheeting	Shire	\$ -	\$ 283,272
Morawa Yandanooka Rd		Slk 5 - 10	C	Reforming and resheeting			
Mooriary Rd		Slk 0.24 - 4.00	B	Reforming and resheeting			
Yarragadee W		SLK0-3.5	C	Reforming and resheeting			
Yandanooka W		SLK0-3	C	Reforming and resheeting			
Scroops Rd		SLK 12-13.75	B	Reconstruct formation, reform, resheet, widen crests, drainage improvements, signage.			
Various Roads	Shire Funds	25km total	B-D	Clearing/mulching	Contractor	\$ -	\$ 25,000
CBH HV Access	Shire funds, CBH Funds, MRWA		A	TBD: Depending on project progress	Contractor	\$ -	\$ -
<b>Approx. Total Annual Cost</b>							<b>\$ 1,431,772</b>
Gravel Sheetting Cost							\$ 283,272
Other Rural Road Preservation Cost							\$ 25,000
Urban Road Preservation Cost							\$ 130,000
Amount funded							\$ 1,001,000
Shire component							\$ 430,772
<b>2021/22</b>							
Mingenew Mullewa Rd	RRG / Shire (66% / 33%)	Slk 2.5 - 0	A	Reconstruction and widening works (continuation of previous year's work)	Shire / Contractor	\$ 250,000	\$ 375,000
Coalseam Rd	RRG / Shire (66% / 33%)	SLK18-21	A	Reconstruction and widening works	Shire / Contractor	\$ 300,000	\$ 450,000
Yandanooka NE Rd	Black Spot / R2R (\$462,534 / \$231,177)	Slk 21.57	B	Intersection realignment (Mingenew Morawa Rd) - Construction phase	Contractor	\$ 690,000	\$ 690,000
Eleanor St	Shire Funds	Slk 0.0 - 1.01	C	Crack sealing, resealing	Contractor	\$ -	\$ 50,000
Yandanooka Rd (Town St)	Shire Funds	Slk 0.17 - 0.37	D	Sealed road construction	Contractor	\$ -	\$ 50,000
Enokurra Rd	Shire-Funded Gravel Sheetting	Slk 5.0 - 6.08	E	Reforming and resheeting	Shire	\$ -	\$ 275,000
Burma Rd		Slk 0.00 - 0.20	A	Reform & resheet (floodway), improve drainage issues			
Mooriary Rd		Slk 4.00 - 8.00	B	Reforming and resheeting			
Yandanooka W		SLK3-6	C	Reforming and resheeting			
Yarragadee W		SLK 3.5-7	C	Reforming and resheeting			
Scroops Rd		SLK 0-1.5; 7.5-8.5	B	Reconstruct formation, reform, resheet, widen crests, drainage improvements, signage.			
Nanekine Rd	Rural road preservation	Various sections	A	Repair / reconstruct heavily scoured southern drain line	Shire		\$ 35,000
CBH HV Access	Shire funds, CBH Funds, MRWA		A	TBD: Depending on project progress	Contractor	\$ -	\$ -
<b>Approx. Total Annual Cost</b>							<b>\$ 1,925,000</b>
Gravel Sheetting Cost							\$ 275,000
Other Rural Road Preservation Cost							\$ 35,000
Urban Road Preservation Cost							\$ 100,000
Amount funded							\$ 1,240,000
Shire component							\$ 685,000

## SHIRE OF MINGENEW FIVE YEAR ROAD PLAN 2020-2025

2022/23							
Nanekine Rd	RRG / Shire (66% / 33%)	Approx. 3km	A	Formation and seal widening, drainage upgrades	Shire / Contractor	300000	\$ 450,000
Coalseam Rd	RRG / Shire (66% / 33%)	SLK10.82-11.48	B	Stabilisation and reconstruction works	Contractor	300000	\$ 450,000
Depot Hill North Rd	R2R / Shire Funds (\$387,000 / \$63,000)	SLK0.25-3.4	B	Sealed road construction	Shire / Contractor	387,000	\$ 450,000
View Street (Town St)	Shire Funds	Slk 0.0 - 0.19	D	Sealed road construction	Contractor	\$ -	\$ 50,000
King St	Urban road preservation	Slk 0.0 - 0.75	C	Pavement repairs, crack sealing, resealing	Contractor		\$ 40,000
Depot Hill North Rd	Shire-Funded Gravel Sheeting	Slk 5.00 - 10.00	B	Resheet, drainage improvements	Shire		\$ 275,000
Yandanooka Melarra Rd		Slk 10.00 - 14.85	B	Reform & resheet, drainage improvements	Shire		
Colgate Rd		SLK 17.5-12.5	D	Reform & resheet, drainage improvements	Shire		
Switchback Rd		Slk 0.0 - 5.00	D	Reform & resheet, drainage improvements	Shire		
Various Roads	Shire Funds	25km total	B-D	Clearing/mulching	Contractor	\$ -	\$ 25,000
Approx. Total Annual Cost							\$ 1,740,000
Gravel Sheeting Cost							\$ 275,000
Other Rural Road Preservation Cost							\$ 25,000
Urban Road Preservation Cost							\$ 90,000
Amount funded							\$ 987,000
Shire component							\$ 753,000
2023/24							
Mingenew Mullewa Rd	RRG / Shire (66% / 33%)	SLK11.5-14.5	A	Formation and seal widening, drainage upgrades	Shire / Contractor	300000	\$ 450,000
Mingenew South Rd	RRG / Shire (66% / 33%)	Approx. 3km	B	Reconstruction and widening works	Shire / Contractor	300000	\$ 450,000
Yandanooka NE Rd	Black Spot / Shire (66% / 33% if State Black Spot)	Approx. 10km	B	Formation and seal widening, drainage upgrades	Shire / Contractor	\$ 962,167	\$ 1,443,250
Irwin St	Urban road preservation	Slk 0.0 - 0.37	C	Crack sealing, resealing	Contractor		\$ 50,000
Wattle St	Shire Funds	Slk 0.0 - 0.12	D	Crack sealing, resealing	Contractor	\$ -	\$ 10,000
Depot Hill North Rd	Shire-Funded Gravel Sheeting	Slk 10.00 - 15.00	B	Resheet, drainage improvements	Shire	\$ -	\$ 50,000
Colgate Rd		SLK 12.5-7.5	D	Reform & resheet, drainage improvements			
Narandagy Pintharuka Rd		Slk 4.0 - 7.0	C	Reform & resheet, drainage improvements			
Approx. Total Annual Cost							
Gravel Sheeting Cost						\$ 50,000	
Other Rural Road Preservation Cost						\$ -	
Urban Road Preservation Cost						\$ 60,000	
Amount funded						\$ 1,562,167	
Shire component							\$ 891,083
2024/25							
Mingenew Mullewa Rd	RRG / Shire (66% / 33%)	SLK14.5-17.5	A	Formation and seal widening, drainage upgrades	Shire / Contractor	300000	\$ 450,000
Mingenew South Rd	RRG / Shire (66% / 33%)	Approx. 3km	B	Reconstruction and widening works	Shire / Contractor	300000	\$ 450,000
Yandanooka NE Rd	Black Spot / R2R (66% / 33% if State Black Spot)	Approx. 10km	B	Formation and seal widening, drainage upgrades	Shire / Contractor	\$ 1,443,250	\$ 1,443,250
Town Streets	Urban road preservation	Various sections	C	Crack sealing, resealing	Contractor	\$ -	\$ 50,000
Narandagy Pintharuka Rd	Shire-Funded Gravel Sheeting	Slk 0.25 - 4.0	C	Reform & resheet, drainage improvements	Shire	\$ -	\$ 100,000
Depot Hill North Rd		Slk 15.00-17.01	B	Resheet, drainage improvements			
Colgate Rd		Slk 7.5 - 2.5	D	Reform & resheet, drainage improvements			
Various Roads		Shire Funds	25km total	B-D			
Approx. Total Annual Cost							\$ 2,493,250
Gravel Sheeting Cost							\$ 100,000
Other Rural Road Preservation Cost							\$ 25,000
Urban Road Preservation Cost							\$ 50,000
Amount funded							\$ 2,043,250
Shire component							\$ 450,000

Cells in blue are nominal costs for proposed projects - detailed scoping and site verification required

**12.0 FINANCE AND ADMINISTRATION MANAGER REPORTS**

**12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2020**

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference: ADM0304  
Attachment/s: Monthly Financial Report – June 2020  
Disclosure of Interest: Nil  
Date: 9 July 2020  
Author: Helen Sternick, Senior Finance Officer  
Authorising Officer: Jeremy Clapham, Finance & Administration Manager  
Voting Requirement: Simple Majority

**Summary**

This report recommends that the Monthly Financial Report for the period ending 30 June 2020 as presented to the Council be received.

**OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072012**

**Moved: Cr McTaggart      Seconded: Cr Bagley**

That the Monthly Financial Report for the period 1 July 2019 to 30 June 2020 be received.

**VOTING:**

**CARRIED 4/0**

**Attachment**

12.1.1 Monthly Financial Report for period ending 30 June 2020

**Background**

The Monthly Financial Report to 30 June 2020 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Trust Fund
- Explanation of Material Variances

**Comment**

**Summary of Funds as per bank statements – Shire of Mingenew as at 30 June 2020**

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 July 2020

Municipal Funds	\$495,440
Cash on Hand	\$100
Restricted Funds – 3 Month Term Deposit @ 0.9%	\$164,613
Trust Fund	\$1
Reserve fund - 3 Month Term Deposit @ 0.9%	\$427,012

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 2019/20 financial year.

The Monthly Financial Report for the period ending 30 June 2020 has not yet been audited and is subject to change. No significant changes are foreseen.

### 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



**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 June 2020**

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

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## **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 June 2020

Prepared by: Helen Sternick

Reviewed by: Jeremy Clapham

## **BASIS OF PREPARATION**

### **REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

### **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 and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the 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 13.

## **SIGNIFICANT ACCOUNTING POLICES**

### **GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

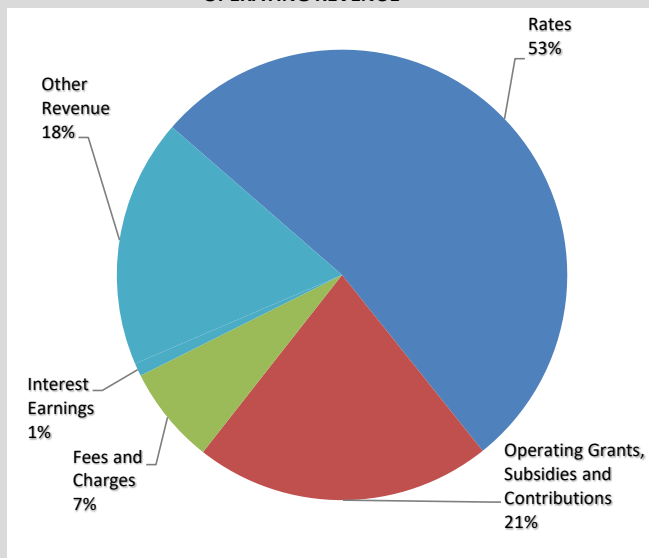
### **CRITICAL ACCOUNTING ESTIMATES**

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.

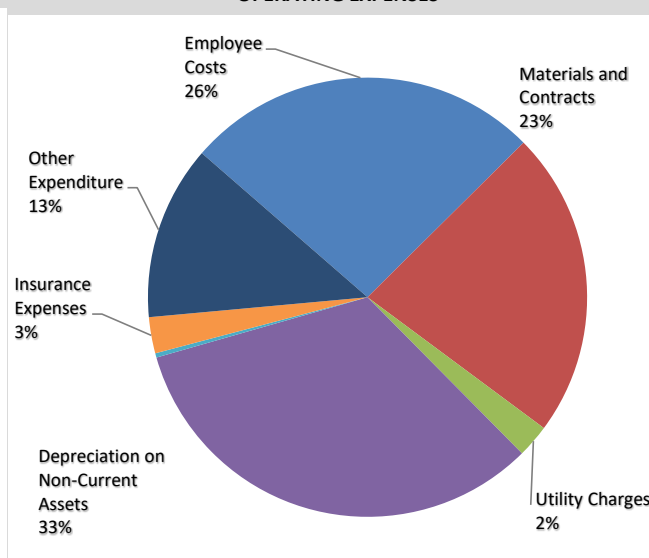
### **ROUNDING OFF FIGURES**

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

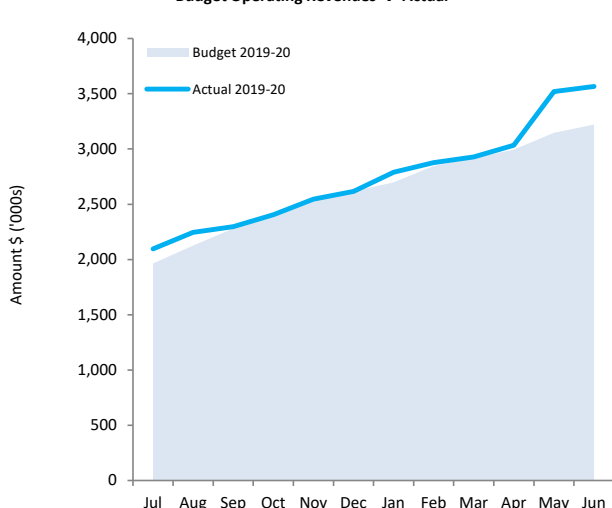
### OPERATING REVENUE



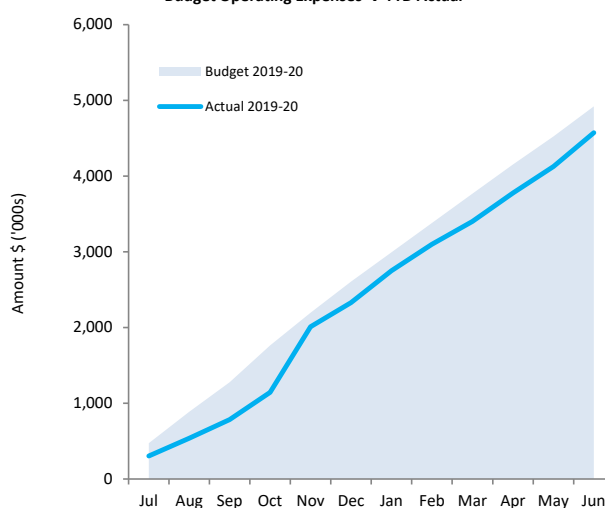
### OPERATING EXPENSES



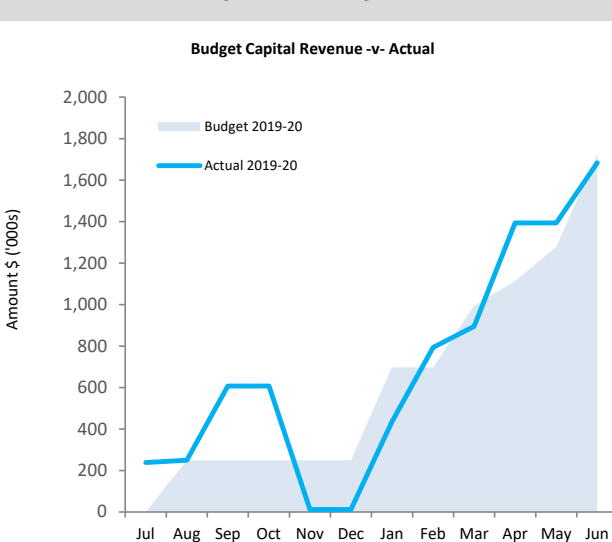
### Budget Operating Revenues -v- Actual



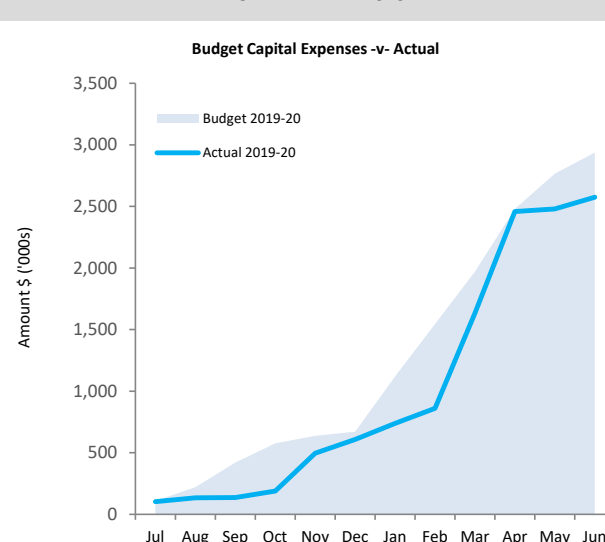
### Budget Operating Expenses -v- YTD Actual



### CAPITAL REVENUE



### CAPITAL EXPENSES



KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 JUNE 2020

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,206,732	1,196,056	1,196,056	<b>1,196,056</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Governance		10,979	10,979	10,979	<b>14,029</b>	3,050	27.78%	▲
General Purpose Funding - Rates	6	1,884,633	1,886,868	1,885,833	<b>1,885,305</b>	(528)	(0.03%)	
General Purpose Funding - Other		353,910	347,145	348,180	<b>691,488</b>	343,308	98.60%	▲
Law, Order and Public Safety		23,618	22,268	22,268	<b>21,041</b>	(1,227)	(5.51%)	
Health		370	370	370	<b>144</b>	(226)	(61.08%)	▼
Education and Welfare		1,756	906	906	<b>565</b>	(341)	(37.64%)	▼
Housing		101,035	94,153	94,153	<b>109,289</b>	15,136	16.08%	▲
Community Amenities		77,887	76,800	76,800	<b>72,900</b>	(3,900)	(5.08%)	
Recreation and Culture		38,275	37,974	37,974	<b>38,001</b>	27	0.07%	
Transport		652,500	652,927	652,927	<b>593,914</b>	(59,013)	(9.04%)	▼
Economic Services		18,945	26,760	26,760	<b>25,286</b>	(1,474)	(5.51%)	
Other Property and Services		57,320	93,751	93,751	<b>114,306</b>	20,555	21.93%	▲
		<b>3,221,228</b>	<b>3,250,901</b>	<b>3,250,901</b>	<b>3,566,268</b>	315,367		
<b>Expenditure from operating activities</b>								
Governance		(479,517)	(455,513)	(455,513)	<b>(356,321)</b>	99,192	21.78%	▲
General Purpose Funding		(95,542)	(98,897)	(98,897)	<b>(85,240)</b>	13,657	13.81%	▲
Law, Order and Public Safety		(155,559)	(161,250)	(161,250)	<b>(152,957)</b>	8,293	5.14%	
Health		(113,300)	(104,949)	(104,949)	<b>(93,019)</b>	11,930	11.37%	▲
Education and Welfare		(66,020)	(98,876)	(98,876)	<b>(90,308)</b>	8,568	8.67%	
Housing		(184,228)	(168,229)	(168,229)	<b>(189,413)</b>	(21,184)	(12.59%)	▼
Community Amenities		(264,577)	(260,785)	(260,785)	<b>(236,980)</b>	23,805	9.13%	
Recreation and Culture		(1,183,982)	(1,136,466)	(1,136,466)	<b>(1,057,896)</b>	78,570	6.91%	▲
Transport		(2,181,553)	(1,834,966)	(1,834,966)	<b>(1,829,995)</b>	4,971	0.27%	
Economic Services		(364,934)	(352,735)	(352,735)	<b>(313,699)</b>	39,036	11.07%	▲
Other Property and Services		167,817	128,617	128,618	<b>(167,593)</b>	(296,211)	230.30%	▲
		<b>(4,921,395)</b>	<b>(4,544,049)</b>	<b>(4,544,048)</b>	<b>(4,573,421)</b>	(29,373)		
Non-cash amounts excluded from operating activities	1(a)	1,838,261	1,497,385	1,497,384	<b>1,522,734</b>	25,350	1.69%	▲
<b>Amount attributable to operating activities</b>		<b>138,094</b>	<b>204,237</b>	<b>204,237</b>	<b>515,581</b>	311,344		
<b>Investing Activities</b>								
Proceeds from non-operating grants, subsidies and contributions	12(b)	1,725,016	1,766,243	1,766,243	<b>1,682,717</b>	(83,526)	(4.73%)	▼
Proceeds from disposal of assets	7	43,000	31,800	31,800	<b>25,818</b>	(5,982)	(18.81%)	▼
Purchase of property, plant and equipment	8	(2,937,405)	(2,959,274)	(2,959,274)	<b>(2,574,967)</b>	384,307	12.99%	▲
<b>Amount attributable to investing activities</b>		<b>(1,169,389)</b>	<b>(1,161,231)</b>	<b>(1,161,231)</b>	<b>(866,432)</b>	294,799		
<b>Financing Activities</b>								
Transfer from Reserves	10	35,000	40,000	40,000	<b>83,000</b>	43,000	107.50%	▲
Repayment of Debentures	9	(158,164)	(158,164)	(158,164)	<b>(158,165)</b>	(1)	0.00%	
Transfer to Reserves	10	(52,273)	(120,898)	(120,898)	<b>(201,522)</b>	(80,624)	66.69%	▼
<b>Amount attributable to financing activities</b>		<b>(175,437)</b>	<b>(239,062)</b>	<b>(239,062)</b>	<b>(276,687)</b>	(37,625)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>0</b>	<b>0</b>	<b>0</b>	<b>568,518</b>	<b>568,518</b>		

**KEY INFORMATION**

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 JUNE 2020

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, 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. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

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 State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,206,732	1,196,056	1,196,056	<b>1,196,056</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Rates	6	1,884,633	1,885,833	1,885,833	<b>1,885,305</b>	(528)	(0.03%)	
Operating grants, subsidies and contributions	12(a)	398,918	412,235	412,235	<b>760,450</b>	348,215	84.47%	▲
Fees and charges		249,008	248,881	248,881	<b>250,726</b>	1,845	0.74%	
Interest earnings		55,110	37,340	37,340	<b>33,092</b>	(4,248)	(11.38%)	▲
Other revenue		621,559	656,307	656,307	<b>635,932</b>	(20,375)	(3.10%)	▲
Profit on disposal of assets	7	12,000	10,305	10,305	<b>763</b>	(9,542)	(92.60%)	▲
		<b>3,221,228</b>	<b>3,250,901</b>	<b>3,250,901</b>	<b>3,566,268</b>	315,367		
<b>Expenditure from operating activities</b>								
Employee costs		(1,116,088)	(1,091,789)	(1,091,788)	<b>(1,197,569)</b>	(105,781)	(9.69%)	▲
Materials and contracts		(1,055,756)	(1,081,197)	(1,081,196)	<b>(1,032,941)</b>	48,255	4.46%	▲
Utility charges		(124,697)	(104,395)	(104,394)	<b>(110,991)</b>	(6,597)	(6.32%)	
Depreciation on non-current assets		(1,850,261)	(1,507,690)	(1,507,689)	<b>(1,508,468)</b>	(779)	(0.05%)	
Interest expenses		(15,819)	(18,532)	(18,531)	<b>(14,589)</b>	3,942	21.27%	▲
Insurance expenses		(121,123)	(117,798)	(117,797)	<b>(121,694)</b>	(3,897)	(3.31%)	
Other expenditure		(637,651)	(622,648)	(622,653)	<b>(587,169)</b>	35,484	5.70%	▲
		<b>(4,921,395)</b>	<b>(4,544,049)</b>	<b>(4,544,048)</b>	<b>(4,573,421)</b>	(29,373)		
Non-cash amounts excluded from operating activities	1(a)	1,838,261	1,497,385	1,497,384	<b>1,522,734</b>	25,350	1.69%	▲
<b>Amount attributable to operating activities</b>		<b>138,094</b>	<b>204,237</b>	<b>204,237</b>	<b>515,581</b>	311,344		
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	12(b)	1,725,016	1,766,243	1,766,243	<b>1,682,717</b>	(83,526)	(4.73%)	▲
Proceeds from disposal of assets	7	43,000	31,800	31,800	<b>25,818</b>	(5,982)	(18.81%)	▼
Payments for property, plant and equipment	8	(2,937,405)	(2,959,274)	(2,959,274)	<b>(2,574,967)</b>	384,307	12.99%	▲
<b>Amount attributable to investing activities</b>		<b>(1,169,389)</b>	<b>(1,161,231)</b>	<b>(1,161,231)</b>	<b>(866,432)</b>	294,799		
<b>Financing Activities</b>								
Transfer from reserves	10	35,000	40,000	40,000	<b>83,000</b>	43,000	107.50%	▲
Repayment of debentures	9	(158,164)	(158,164)	(158,164)	<b>(158,165)</b>	(1)	0.00%	
Transfer to reserves	10	(52,273)	(120,898)	(120,898)	<b>(201,522)</b>	(80,624)	66.69%	▼
<b>Amount attributable to financing activities</b>		<b>(175,437)</b>	<b>(239,062)</b>	<b>(239,062)</b>	<b>(276,687)</b>	(37,625)		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>0</b>	<b>0</b>	<b>0</b>	<b>568,518</b>	<b>568,518</b>		

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

Notes	Adopted Budget	YTD Amended Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(12,000)	(10,305)	(763)
Movement in pensioner deferred rates (non-current)			(4,910)
Movement in inventory (non-current)			(35,000)
Movement in revaluation reserve			35,000
Movement in employee benefit provisions (non-current)	0	0	8,552
Movement in lease liabilities (non-current)	0	0	11,387
Add: Depreciation on assets	1,850,261	1,507,689	1,508,468
<b>Total non-cash items excluded from operating activities</b>	<b>1,838,261</b>	<b>1,497,384</b>	<b>1,522,734</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

	Last Year Closing 30 Jun 2019	This Year Opening 01 Jul 2019	This Time Last Year 30 Jun 2019	Year to Date 30 Jun 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	(308,491)	(308,491)	(308,490)	(427,012)
Less: Cost of acquisition	(40,394)	(40,394)	(40,394)	0
Add: Borrowings	158,165	158,166	158,165	161,996
Add: Provisions - employee	135,960	135,961	135,959	136,130
Add: Change in accounting policies - AASB 16 Leases	0	0	0	29,060
<b>Total adjustments to net current assets</b>	<b>(54,760)</b>	<b>(54,758)</b>	<b>(54,760)</b>	<b>(99,826)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>					
Cash and cash equivalents	2	1,488,357	1,508,858	1,508,858	1,088,447
Rates receivables	3	29,285	21,379	22,674	27,369
Receivables	3	293,426	288,155	191,643	14,827
Other current assets	4	59,331	59,331	92,945	0
<b>Less: Current liabilities</b>					
Payables	5	(314,781)	(332,783)	(300,826)	(154,842)
Borrowings	9	(158,166)	(158,166)	(158,165)	(161,996)
Lease liabilities	11	0	0	0	(9,331)
Provisions	11	(135,960)	(135,960)	(135,959)	(136,130)
<b>Less: Total adjustments to net current assets</b>	1(c)	(54,760)	(54,758)	(54,760)	(99,826)
<b>Closing Funding Surplus / (Deficit)</b>		1,206,732	1,196,056	1,166,411	568,518

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash on Hand	Cash and cash equivalents	100	0	0	100		Nil	On Hand
<b>At call deposits</b>								
Municipal Funds	Cash and cash equivalents	136,756	18,081	0	154,837	NAB	0.75%	Cheque A/C
Municipal Funds	Cash and cash equivalents	341,886	0	0	341,886	NAB	0.90%	On Call
<b>Term Deposits</b>								
Municipal Funds	Cash and cash equivalents	0	164,613	0	164,613	NAB	0.80%	21/09/2020
Reserve Funds	Cash and cash equivalents	0	427,012	0	427,012	NAB	0.80%	21/09/2020
<b>Total</b>		<b>478,741</b>	<b>609,706</b>	<b>0</b>	<b>1,088,447</b>			
<b>Comprising</b>								
Cash and cash equivalents		478,741	609,706	0	1,088,447			
Financial assets at amortised cost		0	0	0	0			
		<b>478,741</b>	<b>609,706</b>	<b>0</b>	<b>1,088,447</b>			

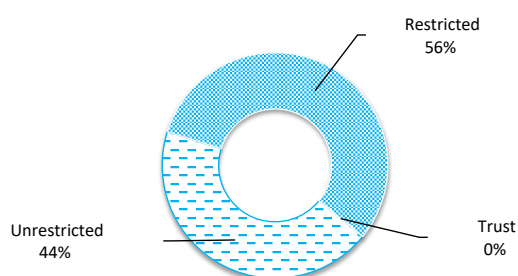
KEY INFORMATION

with original maturities of three months or less 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 net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Total Cash	Unrestricted
<b>\$1.09 M</b>	<b>\$.48 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

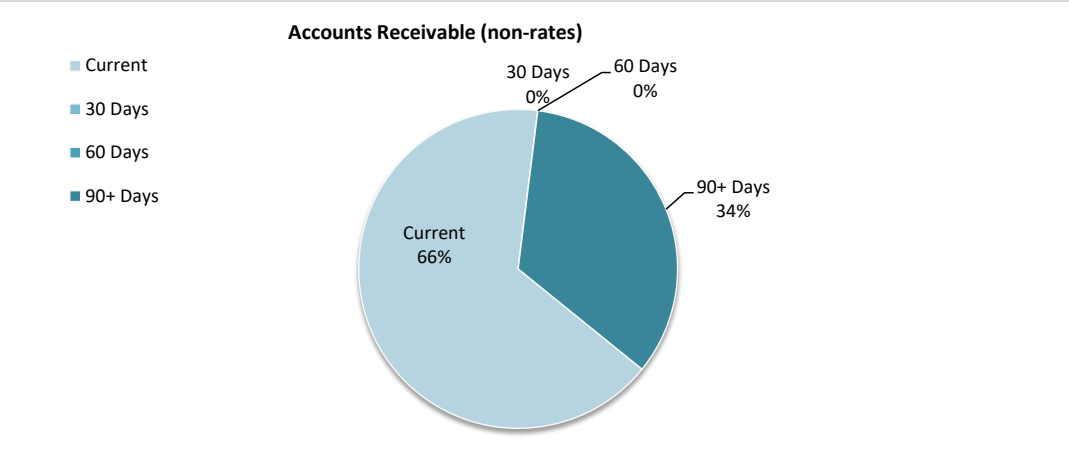
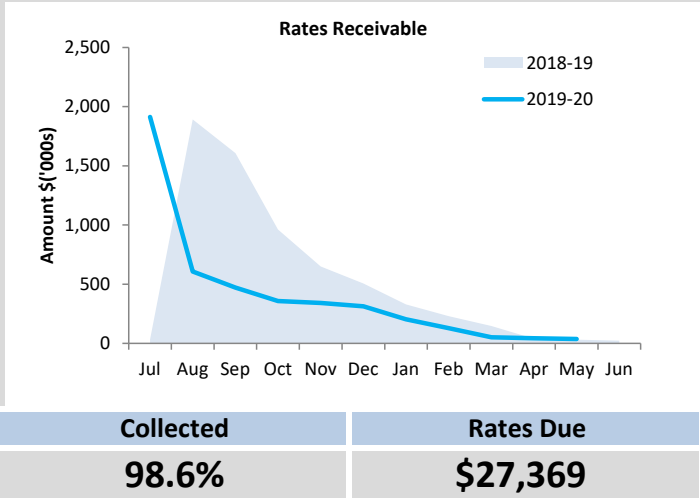
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates Receivable	30 June 2019	30 Jun 20
	\$	\$
Opening Arrears Previous Years	44,775	21,379
Levied this year	1,857,448	1,885,305
Less - Collections to date	(1,880,844)	(1,879,315)
Equals Current Outstanding	21,379	27,369
<b>Net Rates Collectable</b>	<b>21,379</b>	<b>27,369</b>
% Collected	98.9%	98.6%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(381)	10,684	0	0	5,470	15,773
Percentage	-2.4%	67.7%	0%	0%	34.7%	
<b>Balance per Trial Balance</b>						
Sundry receivable						15,773
GST receivable						4,175
Allowance for impairment of receivables						(5,121)
<b>Total Receivables General Outstanding</b>						<b>14,827</b>
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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.



Debtors Due
<b>\$14,827</b>
Over 30 Days
<b>35%</b>
Over 90 Days
<b>34.7%</b>

Other Current Assets	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 30 June 2020
	\$	\$	\$	\$
<b>Inventory</b>				
Land held for resale	40,394	0	(40,394)	0
<b>Prepayments</b>				
Prepayments	18,937	0	(18,937)	0
Amounts shown above include GST (where applicable)				

#### KEY INFORMATION

##### Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

##### Inventory

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 resale 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.

Borrowing 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 onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

#### CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	14,105	0	173	300	14,579
Percentage	0%	96.8%	0%	1.2%	2.1%	
<b>Balance per Trial Balance</b>						
Sundry creditors						14,579
Accrued salaries and wages						29,923
ATO liabilities						59,269
Excess Rates						7,845
Revenue received in advance						25,145
Bonds & Deposits						18,081
<b>Total Payables General Outstanding</b>						<b>154,842</b>
<b>Amounts shown above include GST (where applicable)</b>						

#### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire 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.

Aged Payables

- Current
- 30 Days
- 60 Days
- 90+ Days

#### Creditors Due

**\$154,842**

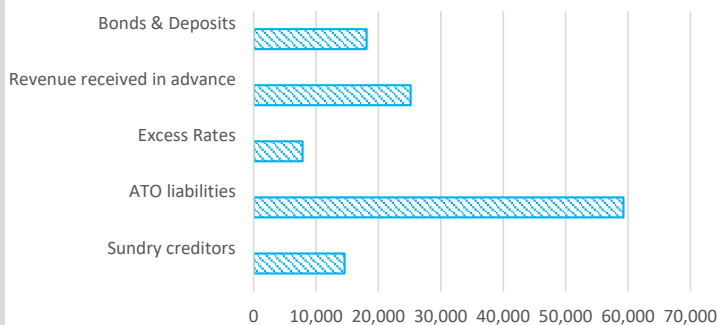
#### Over 30 Days

**0%**

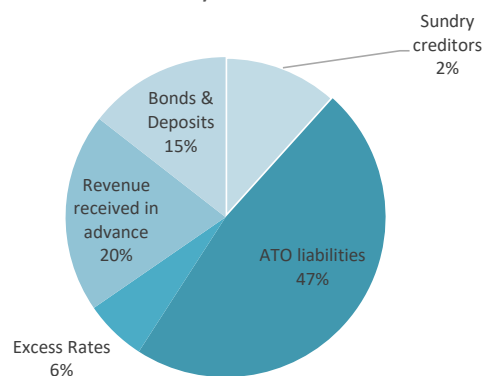
#### Over 90 Days

**0%**

Payables

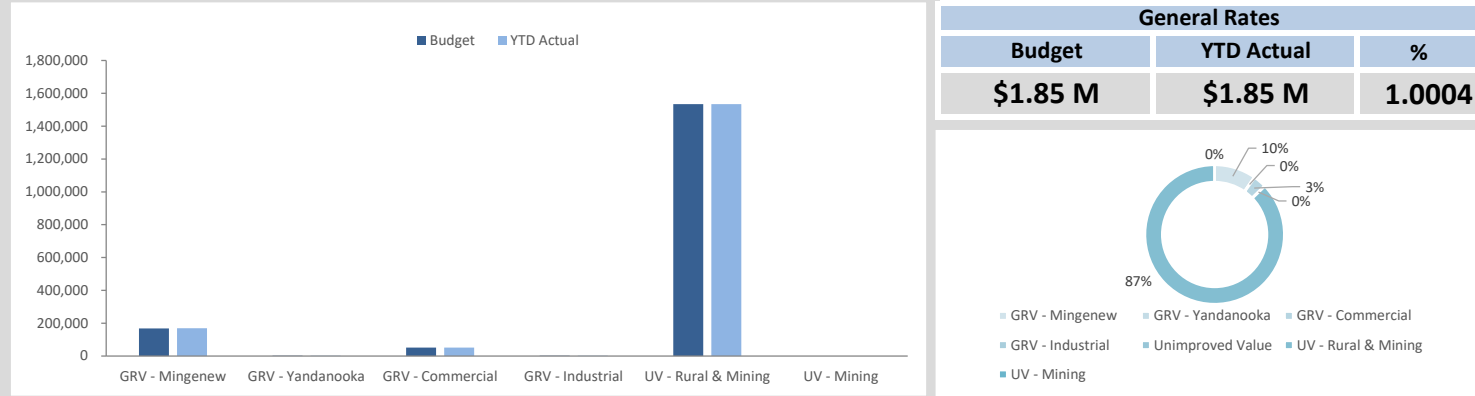


Payables



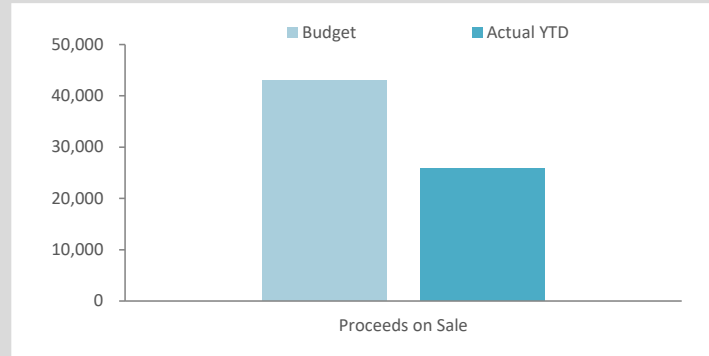
General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rates</b>											
<b>Gross Rental Value</b>											
GRV - Mingenew	0.150280	127	1,120,756	168,423	0	0	168,423	168,424	1,150	(65)	169,508
GRV - Yandanooka	0.150280	2	13,884	2,086	0	0	2,086	2,086	0	0	2,086
GRV - Commercial	0.150280	14	346,632	52,090	0	0	52,090	52,090	0	0	52,090
GRV - Industrial	0.150280	1	12,480	1,875	0	0	1,875	1,875	0	0	1,875
<b>Unimproved Value</b>											
UV - Rural & Mining	0.012920	114	118,792,000	1,534,199	0	0	1,534,199	1,534,199	0	0	1,534,199
UV - Mining	0.012920	0	0	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		<b>258</b>	<b>120,285,752</b>	<b>1,758,673</b>	<b>0</b>	<b>0</b>	<b>1,758,673</b>	<b>1,758,674</b>	<b>1,150</b>	<b>(65)</b>	<b>1,759,758</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
<b>Gross Rental Value</b>											
GRV - Mingenew	707	67	27,780	47,369	0	0	47,369	47,369	0	0	47,369
GRV - Yandanooka	707	0	0	0	0	0	0	0	0	0	0
GRV - Commercial	707	9	6,200	6,363	0	0	6,363	6,363	0	0	6,363
GRV - Industrial	707	3	2,786	2,121	0	0	2,121	2,121	0	0	2,121
<b>Unimproved Value</b>											
UV - Rural & Mining	1,061	22	674,600	23,331	0	0	23,331	23,331	0	0	23,331
UV - Mining	1,061	9	27,548	9,545	0	0	9,545	9,545	(403)	0	9,142
<b>Sub-Total</b>		<b>110</b>	<b>738,914</b>	<b>88,729</b>	<b>0</b>	<b>0</b>	<b>88,729</b>	<b>88,729</b>	<b>(403)</b>	<b>0</b>	<b>88,326</b>
Concession							(1,035)				(1,043)
<b>Amount from General Rates</b>							<b>1,846,367</b>				<b>1,847,041</b>
Ex-Gratia Rates							38,266				38,264
<b>Total General Rates</b>							<b>1,884,633</b>				<b>1,885,305</b>

**KEY INFORMATION**  
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.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
909	Finance Manager Vehicle	21,000	23,000	2,000	0	21,513	21,818	305	0
	<b>Recreation and culture</b>								
0560	Ride on Mower	5,000	10,000	5,000	0	3,542	4,000	458	0
	<b>Transport</b>								
	Water tanker	5,000	10,000	5,000	0	0	0	0	0
		<b>31,000</b>	<b>43,000</b>	<b>12,000</b>	<b>0</b>	<b>25,055</b>	<b>25,818</b>	<b>763</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$43,000	\$25,818	60%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

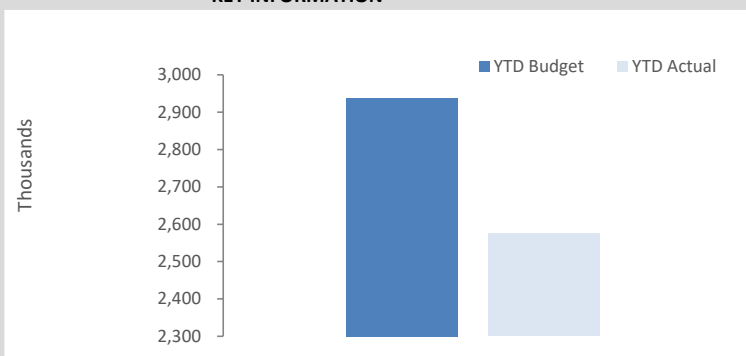
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings - non-specialised	20,000	20,000	20,000	0	(20,000)
Plant and equipment	134,000	164,000	164,000	74,010	(89,990)
Infrastructure - Roads	2,588,605	2,598,274	2,598,274	2,499,583	(98,691)
Infrastructure - Bridges	147,000	147,000	147,000	0	(147,000)
Infrastructure - Recreation Areas	7,800	0	0	0	0
Infrastructure - Other	40,000	30,000	30,000	1,374	(28,626)
<b>Capital Expenditure Totals</b>	<b>2,937,405</b>	<b>2,959,274</b>	<b>2,959,274</b>	<b>2,574,967</b>	<b>(384,307)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	1,725,016	1,766,243	1,766,243	1,682,717	(83,526)
Other (Disposals & C/Fwd)	43,000	31,800	31,800	25,818	(5,982)
Cash Backed Reserves					
Land and Building Reserve	5,000	10,000	10,000	3,000	(7,000)
Recreation Reserve	0	0	0	0	0
Environment Reserve	10,000	10,000	10,000	0	(10,000)
RTC/PO/NAB Building Reserve	10,000	10,000	10,000	0	(10,000)
Insurance Reserve	0	0	0	0	0
Economic Development & Marketing Reserve	10,000	10,000	10,000	0	(10,000)
Contribution - operations	1,134,389	1,121,231	1,121,231	863,431	(257,800)
<b>Capital Funding Total</b>	<b>2,937,405</b>	<b>2,959,274</b>	<b>2,959,274</b>	<b>2,574,967</b>	<b>(384,307)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

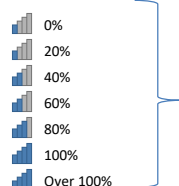
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**KEY INFORMATION**



Acquisitions	Annual Budget		YTD Actual	% Spent
	<b>\$2.94 M</b>		<b>\$2.57 M</b>	<b>88%</b>
Capital Grant	Annual Budget		YTD Actual	% Received
	<b>\$1.73 M</b>		<b>\$1.68 M</b>	<b>98%</b>

Capital Expenditure Total  
Level of Completion Indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

% of Completion  
Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Capital Expenditure</b>						
<b>Buildings - specialised</b>						
	BC016 Old Railway Station	20,000	20,000	20,000	0	(20,000)
	<b>Buildings - specialised Total</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>(20,000)</b>
<b>Plant and equipment</b>						
97%	PE117 Finance Manager Vehicle	38,000	38,000	38,000	37,009	(991)
	PE255 Water Tanker	60,000	90,000	90,000	0	(90,000)
102%	PE999 Traffic Counters	16,000	16,000	16,000	16,251	251
104%	PE4541 Ride on Mower	20,000	20,000	20,000	20,750	750
45%	<b>Plant and equipment Total</b>	<b>134,000</b>	<b>164,000</b>	<b>164,000</b>	<b>74,010</b>	<b>(89,990)</b>
<b>Infrastructure - Roads</b>						
29%	RC000 Roadworks Construction - Own Resources (Gravel Sheeting)	295,301	263,740	263,740	75,380	(188,360)
100%	R2R002 R2R - Yandanooka NE Reconstruct	164,870	206,100	206,100	206,768	668
103%	SF003 Coalseam Road Upgrade - LGCFRfund	894,432	894,432	894,432	920,186	25,754
	RRG - Mingenew Mullewa Road	0	0	0	0	0
118%	RRG080 RRG - Mingenew Mullewa Road - PN21115505	343,002	343,002	343,002	406,349	63,347
111%	RRG003 RRG - Coalseam Road - Widen & Realign	450,000	450,000	450,000	499,916	49,916
89%	RRG503 RRG - Coalseam Road - Stage 2	441,000	441,000	441,000	390,983	(50,017)
96%	<b>Infrastructure - Roads Total</b>	<b>2,588,605</b>	<b>2,598,274</b>	<b>2,598,274</b>	<b>2,499,583</b>	<b>(98,691)</b>
<b>Infrastructure - Bridges</b>						
	BR0833 Yarragadee Bridge	47,000	47,000	47,000	0	(47,000)
	BR3019 Lockier River Bridge	100,000	100,000	100,000	0	(100,000)
	<b>Infrastructure - Bridges Total</b>	<b>147,000</b>	<b>147,000</b>	<b>147,000</b>	<b>0</b>	<b>(147,000)</b>
<b>Infrastructure - Recreation Areas</b>						
	PC021 Hockey Goals	7,800	0	0	0	0
	<b>Infrastructure - Recreation Areas Total</b>	<b>7,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>						
	OC006 Waste Transfer Station	10,000	10,000	10,000	0	(10,000)
	OC005 Public WIFI	10,000	0	0	0	0
7%	OC002 Mingenew Hill Walk Trail (Installation)	20,000	20,000	20,000	1,374	(18,626)
5%	<b>Infrastructure - Other Total</b>	<b>40,000</b>	<b>30,000</b>	<b>30,000</b>	<b>1,374</b>	<b>(28,626)</b>
87%	<b>Grand Total</b>	<b>2,937,405</b>	<b>2,959,274</b>	<b>2,959,274</b>	<b>2,574,967</b>	<b>(384,307)</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**FINANCING ACTIVITIES**

**NOTE 9**

**BORROWINGS**

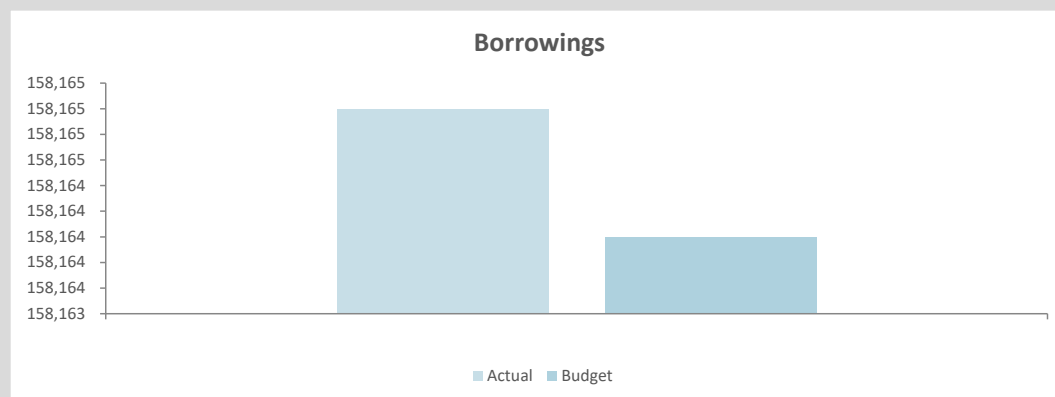
**Repayments - Borrowings**

Information on Borrowings Particulars	1 July 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>									
Loan 137 - Senior Citizens Building	66,645	0	0	21,685	21,685	44,961	44,960	1,631	2,500
<b>Housing</b>									
Loan 133 - Triplex	42,464	0	0	13,817	13,817	28,647	28,647	1,039	1,157
Loan 134 - Phillip Street	32,348	0	0	10,525	10,525	21,823	21,823	792	1,100
Loan 136 - Moore Street	80,671	0	0	26,248	26,248	54,423	54,423	1,974	2,198
Loan 142 - Field Street	37,228	0	0	12,121	12,121	25,107	25,107	895	1,014
<b>Recreation and culture</b>									
Loan 138 - Pavilion Fitout	63,980	0	0	20,817	20,817	43,163	43,163	1,565	2,300
<b>Transport</b>									
Loan 139 - Roller	15,683	0	0	5,103	5,103	10,580	10,580	384	550
Loan 141 - Grader	54,457	0	0	17,719	17,719	36,738	36,738	1,332	1,800
Loan 144 - Side Tipper	37,253	0	0	12,121	12,121	25,132	25,132	912	1,200
Loan 145 - Drum Roller	55,346	0	0	18,008	18,008	37,338	37,338	1,354	2,000
	486,077	0	0	158,165	158,164	327,912	327,913	11,877	15,819
<b>Total</b>	486,077	0	0	158,165	158,164	327,912	327,913	11,877	15,819
Current borrowings	158,164					161,996			
Non-current borrowings	327,913					165,916			
	486,077					327,912			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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.



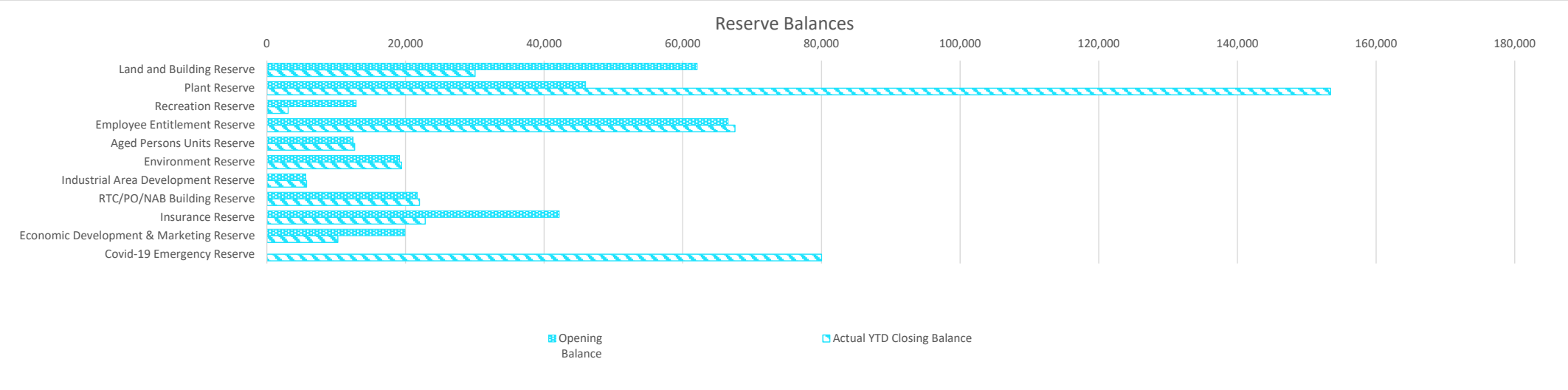
<b>Principal Repayments</b>	
<b>\$158,165</b>	
<b>Interest Earned</b>	<b>Interest Expense</b>
<b>\$33,092</b>	<b>\$11,877</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$.43 M</b>	<b>\$.33 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Amended Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$	\$	\$
Land and Building Reserve	62,066	1,500	800	967	10,000	10,000	10,000	(5,000)	(10,000)	(43,000)	62,866	30,033
Plant Reserve	45,978	3,875	1,500	1,154	32,413	106,308	106,308	0	0	0	153,786	153,440
Recreation Reserve	12,900	60	40	168	0	0	0	0	0	(10,000)	12,940	3,068
Employee Entitlement Reserve	66,544	1,250	600	991	0	0	0	0	0	0	67,144	67,535
Aged Persons Units Reserve	12,444	500	300	225	0	0	0	0	0	0	12,744	12,669
Environment Reserve	19,155	450	300	290	0	0	0	(10,000)	(10,000)	0	9,455	19,445
Industrial Area Development Reserve	5,626	125	100	98	0	0	0	0	0	0	5,726	5,724
RTC/PO/NAB Building Reserve	21,688	500	250	335	0	0	0	(10,000)	(10,000)	0	11,938	22,023
Insurance Reserve	42,171	1,100	500	671	0	0	0	0	0	(20,000)	42,671	22,842
Economic Development & Marketing Reserv	19,919	500	200	314	0	0	0	(10,000)	(10,000)	(10,000)	10,119	10,233
Covid-19 Emergency Reserve	0	0	0	0	0	0	80,000	0	0	0	0	80,000
	308,491	9,860	4,590	5,214	42,413	116,308	196,308	(35,000)	(40,000)	(83,000)	389,389	427,012

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 30 June 2020
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		74,656	17,111	0	91,767
Long service leave		61,304	0	(16,941)	44,363
<b>Contract Liabilities</b>					
Unspent grants, contributions and reimbursements		0	964,637	(964,637)	0
Lease liability		8,346	0	985	9,331
<b>Total Other Current assets</b>					<b>145,461</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at 11(a) and 11(b)

#### KEY INFORMATION

##### PROVISIONS

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

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

##### EMPLOYEE BENEFITS

##### Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>											
<b>Governance</b>											
<b>General purpose funding</b>											
Grants Commission - General	0	0	0	0	0	149,955	149,955	149,955	0	149,955	335,919
Grants Commission - Roads	0	0	0	0	0	155,885	155,885	155,885	0	155,885	319,220
<b>Law, order, public safety</b>											
DFES - LGGS Operating Grant	0	0	0	0	0	15,468	15,468	15,468	0	15,468	15,468
DFES - LGGS Administration Grant	0	0	0	0	0	4,000	4,000	4,000	0	4,000	4,000
<b>Community amenities</b>											
Department of Communities - Thank a Volunteer	0	0	0	0	0	1,000	1,000	1,000	0	1,000	0
<b>Transport</b>											
MRWA - Direct Grant	0	0	0	0	0	78,427	78,427	78,427	0	78,427	78,427
Street Lighting	0	0	0	0	0	2,500	2,500	2,500	0	2,500	2,416
Traineeship and other Admin Grants	0	0	0	0	0	5,000	5,000	5,000	0	5,000	5,000
	0	0	0	0	0	412,235	412,235	412,235	0	412,235	760,450
<b>TOTALS</b>	0	0	0	0	0	412,235	412,235	412,235	0	412,235	760,450

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - Special Purpose Grant	46,666	0	0	46,666	46,666	0	0	0	0	0	0
Grants Commission - Special Purpose Grant	100,000	0	0	100,000	100,000	0	0	0	0	0	0
<b>Recreation and culture</b>											
DLGSCI - North Midlands Trail Masterplan	0	24,200	0	24,200	24,200	0	0	0	0	0	0
<b>Transport</b>											
WANDRRA - Flood Damage	0	0	0	0	0	11,714	11,714	11,714	0	11,714	(55,175)
MRWA - Regional Road Group	168,169	653,733	(821,902)	0	0	654,000	654,000	654,000	0	654,000	653,733
Roads to Recovery	0	189,727	(189,727)	0	0	206,097	206,097	206,097	0	206,097	189,727
LG Commodity Freight Roads Funds	0	894,432	(894,432)	0	0	894,432	894,432	894,432	0	894,432	894,432
	<b>314,835</b>	<b>1,762,092</b>	<b>(1,906,061)</b>	<b>170,866</b>	<b>170,866</b>	<b>1,766,243</b>	<b>1,766,243</b>	<b>1,766,243</b>	<b>0</b>	<b>1,766,243</b>	<b>1,682,717</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>314,835</b>	<b>1,762,092</b>	<b>(1,906,061)</b>	<b>170,866</b>	<b>170,866</b>	<b>1,766,243</b>	<b>1,766,243</b>	<b>1,766,243</b>	<b>0</b>	<b>1,766,243</b>	<b>1,682,717</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 13  
BONDS & DEPOSITS**

In previous years, bonds and deposits were held as trust monies, they are now included in Restricted cash and shown as a current liability in Note 5. Below provides allocation of bonds and deposits:

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 30 Jun 2020
	\$	\$	\$	\$
Councillor Nomination Fees	160	240	(400)	0
BCITF Levy	1,249	0	0	1,249
BRB Levy	636	487	(975)	147
Autumn Committee	974	0	0	974
Community Bus	3,045	415	(1,685)	1,775
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,000	0	0	1,000
Mingenew Cemetery Group	4,314	0	0	4,314
Cool Room Bond	530	0	(390)	140
Outdoor Camera Bond	350	0	(350)	0
Other Bonds	200	0	0	200
Rates Incentive Prizes	100	0	(100)	0
Tree Planter - LCDC	88	0	(88)	0
Weary Dunlop Memorial	87	0	0	87
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
Seniors Donations	50	0	(50)	0
NBN Rental	0	1,240	0	1,240
Railway Station Project	0	4,372	0	4,372
	<b>15,365</b>	<b>6,754</b>	<b>(4,038)</b>	<b>18,081</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 14  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Amended Surplus				(10,678)
117050	Transfer from Reserve for the purpose of land transfer costs	19101605	Capital Revenue		5,000		(5,678)
105720	Land transfer costs	19101605	Operating Expenses			(5,000)	(10,678)
140020	Roads to Recovery (Yandanooka NE Recontruction)	19101612	Capital Expenses			(41,227)	(51,905)
142030	Roads to Recovery	19101612	Capital Revenue		41,227		(10,678)
100610	Non-payment Penalty	18032012	Operating Revenue			(3,000)	(13,678)
101210	Interim Rates Levied	18032012	Operating Revenue		1,200		(12,478)
101310	Rates Legal Fees Recovered	18032012	Operating Revenue		1,500		(10,978)
104720	Rating Valuations	18032012	Operating Expenses			(2,300)	(13,278)
104820	Rates Legal Costs	18032012	Operating Expenses			(1,000)	(14,278)
173020	Administration	18032012	Operating Expenses		323		(13,955)
100710	General Road Grants - Untied	18032012	Operating Revenue		766		(13,189)
100910	General Purpose Grant	18032012	Operating Revenue		9,524		(3,665)
109030	Property Enquiries	18032012	Operating Revenue		250		(3,415)
149030	Bank Interest on Investment	18032012	Operating Revenue			(10,000)	(13,415)
149050	Interest on Outstanding Debtors	18032012	Operating Revenue		500		(12,915)
172920	Administration	18032012	Operating Expenses		122		(12,793)
100220	Election Expenses	18032012	Operating Expenses		850		(11,943)
172820	Administration	18032012	Operating Expenses		437		(11,506)
105230	Reimbursements	18032012	Operating Revenue			(2,000)	(13,506)
107730	Other Admin Grants	18032012	Operating Revenue		5,000		(8,506)
107740	Paid Parental Leave - Revenue	18032012	Operating Revenue		26,600		18,094
147730	Insurance Reserve - Interest	18032012	Operating Revenue			(600)	17,494
148330	Accrued Leave Reserve - Interest	18032012	Operating Revenue			(650)	16,844
166410	Profit/(Loss) on Asset Disposal (S4)	18032012	Operating Revenue			(1,695)	15,149
102750	Paid Parental Leave - Expense	18032012	Operating Expenses			(26,600)	(11,451)
102920	Insurance	18032012	Operating Expenses			(4,791)	(16,242)
103720	Bank Charges	18032012	Operating Expenses			(500)	(16,742)
103820	Printing & Stationery	18032012	Operating Expenses		3,000		(13,742)
104120	Postage & Freight	18032012	Operating Expenses			(2,200)	(15,942)
104520	Office Maintenance	18032012	Operating Expenses		1,588		(14,354)
104620	Audit Fees	18032012	Operating Expenses			(3,000)	(17,354)
105320	Asset Management Expenditure	18032012	Operating Expenses		3,500		(13,854)
105620	Computer S/W Licensing & Support	18032012	Operating Expenses			(5,300)	(19,154)
105950	Proceeds of Sale - Plant & Equipment	18032012	Non Cash Item			(1,200)	(20,354)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
106140	Realisation of Sale of Plant & Equipment	18032012	Non Cash Item		1,200		(19,154)
106820	Less Admin Allocations	18032012	Operating Expenses		4,986		(14,168)
107720	Administration vehicle	18032012	Operating Expenses			(17,000)	(31,168)
107720	Administration vehicle	18032012	Operating Expenses	17,034			(31,168)
108420	Interest on Leased Assets	18032012	Operating Expenses			(2,712)	(33,880)
109920	Employee Expenses - Other	18032012	Operating Expenses		400		(33,480)
106530	Asset Depreciation (\$4)	18032012	Non Cash Item	5,581			(33,480)
173120	Administration	18032012	Operating Expenses		717		(32,763)
107130	ESL Administration Grant	18032012	Operating Revenue			(400)	(33,163)
106020	ESL grant - maintenance of land	18032012	Operating Expenses			(17)	(33,180)
106320	ESL Grant - Mtce of Vehicles and Trailers	18032012	Operating Expenses			(4,172)	(37,352)
106420	ESL Grant - Insurance	18032012	Operating Expenses		4,665		(32,687)
106920	Fire Control expenses other - not grant funded	18032012	Operating Expenses			(747)	(33,434)
107220	Fire Control - Fire Fighting	18032012	Operating Expenses			(3,962)	(37,396)
107420	Community Emergency Services Manager	18032012	Operating Expenses			(500)	(37,896)
170020	Administration	18032012	Operating Expenses		304		(37,592)
108330	Dog/Cat Registration Fees	18032012	Operating Revenue			(1,000)	(38,592)
107520	Ranger Services	18032012	Operating Expenses			(500)	(39,092)
108320	Control Expenses Other	18032012	Operating Expenses			(800)	(39,892)
108630	Miscellaneous income - animal control	18032012	Operating Revenue		50		(39,842)
109320	Other expenses - rural watch	18032012	Operating Expenses			(8)	(39,850)
170120	Administration	18032012	Operating Expenses		62		(39,788)
110020	Maternal & Infant Health Clinic	18032012	Operating Expenses			(21,514)	(61,302)
170220	Administration	18032012	Operating Expenses		72		(61,230)
115720	Ambulance Site Expenses	18032012	Operating Expenses			(499)	(61,729)
170320	Administration	18032012	Operating Expenses		216		(61,513)
114920	Mosquito Control	18032012	Operating Expenses		4,843		(56,670)
170420	Administration	18032012	Operating Expenses		42		(56,628)
116220	Mingenew Primary School	18032012	Operating Expenses			(480)	(57,108)
116230	Contributions	18032012	Operating Revenue		150		(56,958)
116330	Seniors Week Community Grant	18032012	Operating Revenue			(1,000)	(57,958)
116520	Seniors Citizens Building	18032012	Operating Expenses			(3,335)	(61,293)
116620	Seniors Week	18032012	Operating Expenses		1,000		(60,293)
116720	Home & Community Care	18032012	Operating Expenses		200		(60,093)
116820	Community Christmas Tree	18032012	Operating Expenses		2,336		(57,757)
131120	Mingenew Mens Shed	18032012	Operating Expenses			(5,175)	(62,932)
170520	Administration	18032012	Operating Expenses		125		(62,807)
117330	Reimbursements	18032012	Operating Revenue		9,556		(53,251)
117430	Staff Housing Rent - 34 William St	18032012	Operating Revenue			(800)	(54,051)
118530	Staff Housing Rent - Triplex	18032012	Operating Revenue			(4,915)	(58,966)
117020	Maintenance 13 Moore St	18032012	Operating Expenses		3,683		(55,283)



GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
117120	Building Maintenance (Inc Ins)	18032012	Operating Expenses		1,532		(53,751)
170620	Administration	18032012	Operating Expenses		171		(53,580)
117030	Rent - Karara Housing	18032012	Operating Revenue		1,300		(52,280)
117080	Rental Revenue - 13 Moore St	18032012	Operating Revenue		640		(51,640)
117530	Key Worker Housing Rent	18032012	Operating Revenue			(3,470)	(55,110)
117630	Contributions / Reimbursement	18032012	Operating Revenue		209		(54,901)
117730	Aged Persons Units	18032012	Operating Revenue			(9,220)	(64,121)
117830	Rental - Triplex	18032012	Operating Revenue		1,906		(62,215)
118230	Rent - 89 Victoria St	18032012	Operating Revenue			(2,088)	(64,303)
148430	Land & Building Reserve - Interest	18032012	Operating Revenue			(700)	(65,003)
148930	APU Maintenance Reserve - Interest	18032012	Operating Revenue			(200)	(65,203)
113450	Minor Assets - Other Housing	18032012	Operating Expenses		2,000		(63,203)
118020	Aged Persons Units	18032012	Operating Expenses			(536)	(63,739)
118320	Other Housing Expenditure	18032012	Operating Expenses			(2,469)	(66,208)
165800	Asset Depreciation (\$9)	18032012	Non Cash Item	11,446			(66,208)
170720	Administration	18032012	Operating Expenses		177		(66,031)
118030	Domestic Refuse Removal	18032012	Operating Revenue		228		(65,803)
117720	Rubbish Site Maintenance	18032012	Operating Expenses		4,691		(61,112)
165900	Asset Depreciation (\$10)	18032012	Non Cash Item	2,373			(61,112)
170820	Administration	18032012	Operating Expenses		48		(61,064)
119230	Commercial Refuse Removal	18032012	Operating Revenue		2,685		(58,379)
118720	Collection - Streets/Park	18032012	Operating Expenses			(8,534)	(66,913)
170920	Administration	18032012	Operating Expenses		48		(66,865)
171020	Administration	18032012	Operating Expenses		29		(66,836)
118820	Refuse Site Rehabilitation and Monitoring	18032012	Operating Expenses			(201)	(67,037)
120920	Asbestos Management	18032012	Operating Expenses			(167)	(67,204)
122330	Town Planning - Development Application	18032012	Operating Revenue			(3,000)	(70,204)
121420	Mingenew Revitalisation Plan Project	18032012	Operating Expenses		5,000		(65,204)
171120	Administration	18032012	Operating Expenses		119		(65,085)
123730	Contributions and Donations	18032012	Operating Revenue			(1,000)	(66,085)
149530	Environmental Rehabilitation Reserve - Interest	18032012	Operating Revenue			(150)	(66,235)
123020	Cemetery Operations & Maintenance	18032012	Operating Expenses			(1,902)	(68,137)
123220	Public Conveniences	18032012	Operating Expenses		2,103		(66,034)
123820	Thank A Volunteer	18032012	Operating Expenses		1,000		(65,034)
171220	Administration	18032012	Operating Expenses		185		(64,849)
124530	Charges - Hall Hire	18032012	Operating Revenue		120		(64,729)
114020	Minor Assets - Rec & Culture	18032012	Operating Expenses		3,500		(61,229)
124220	Public Halls	18032012	Operating Expenses			(4,766)	(65,995)
171320	Administration	18032012	Operating Expenses		147		(65,848)
127530	Charges - Rec Leases/Rentals	18032012	Operating Revenue		72		(65,776)
127430	Reimbursements	18032012	Operating Revenue		407		(65,369)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
129150	Grants & Contributions	18032012	Operating Revenue			(900)	(66,269)
148630	Sportsground Reserve Interest	18032012	Operating Revenue			(20)	(66,289)
113520	Minor Assets - Rec & Culture	18032012	Operating Expenses			(4,400)	(70,689)
126420	Public Gardens & Reserves	18032012	Operating Expenses		45,970		(24,719)
126520	Sporting Complex & Amenities	18032012	Operating Expenses		17,107		(7,612)
166000	Asset Depreciation (S11)	18032012	Non Cash Item	(17,124)			(7,612)
171420	Administration	18032012	Operating Expenses		314		(7,298)
171520	Administration	18032012	Operating Expenses		157		(7,141)
130820	Arts & Crafts Centre	18032012	Operating Expenses			(101)	(7,242)
130920	Museums	18032012	Operating Expenses		3,232		(4,010)
171620	Administration	18032012	Operating Expenses		163		(3,847)
135230	MRD Direct Maintenance Grant	18032012	Operating Revenue		427		(3,420)
133220	Maintenance Grading	18032012	Operating Expenses		7,284		3,864
133420	Asset Preservation Urban	18032012	Operating Expenses			(1,853)	2,011
133520	Asset Preservation Rural	18032012	Operating Expenses			(6,376)	(4,365)
133720	Bridge, Culvert, Pipe	18032012	Operating Expenses			(455)	(4,820)
134020	Depot Maintenance	18032012	Operating Expenses			(10,005)	(14,825)
134320	Street Cleaning	18032012	Operating Expenses		7,066		(7,759)
134520	Tree Pruning	18032012	Operating Expenses			(4,000)	(11,759)
134920	Drainage	18032012	Operating Expenses		8,866		(2,893)
166200	Asset Depreciation (S12)	18032012	Non Cash Item	333,799			(2,893)
171820	Administration	18032012	Operating Expenses		791		(2,102)
148530	Plant Reserve - Interest	18032012	Operating Revenue			(2,375)	(4,477)
171920	Administration	18032012	Operating Expenses		67		(4,410)
137720	Airstrip Maintenance Expense	18032012	Operating Expenses		1,766		(2,644)
172020	Administration	18032012	Operating Expenses		25		(2,619)
138420	Noxious Weeds/Pest Plants	18032012	Operating Expenses		9,700		7,081
139020	MIG Office Maintenance	18032012	Operating Expenses		3,399		10,480
172120	Administration	18032012	Operating Expenses		82		10,562
149830	Economic Development & Marketing Reserve Interest	18032012	Operating Revenue			(300)	10,262
139120	Area Promotion	18032012	Operating Expenses			(967)	9,295
140320	Information Bays	18032012	Operating Expenses			(2,472)	6,823
166300	Asset Depreciation (S13)	18032012	Non Cash Item	3,765			6,823
172220	Administration	18032012	Operating Expenses		362		7,185
141930	Swimming Pool Inspections	18032012	Operating Expenses		770		7,955
172320	Administration	18032012	Operating Expenses		246		8,201
151520	PO Building Maintenance	18032012	Operating Expenses			(313)	7,888
173220	Administration	18032012	Operating Expenses		27		7,915
148230	RTC/PO Reserve Interest	18032012	Operating Revenue			(250)	7,665
142220	DrumMuster Expenses	18032012	Operating Expenses			(67)	7,598
172420	Administration	18032012	Operating Expenses		28		202 7,626

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
142820	Private Works - Various	18032012	Operating Expenses		800		8,426
172520	Administration	18032012	Operating Expenses		40		8,466
148830	Industrial Area Development Reserve - Interest	18032012	Operating Revenue			(25)	8,441
144230	Reimbursements	18032012	Operating Revenue		3,500		11,941
143220	Works vehicle	18032012	Operating Expenses	8,670			11,941
143220	Works vehicle	18032012	Operating Expenses			(8,670)	3,271
143520	Supervisory Expenses Other	18032012	Operating Expenses			(8,000)	(4,729)
146320	Superannuation W/S, Outside Workers	18032012	Operating Expenses			(3,030)	(7,759)
143720	Sick & Holiday Pay	18032012	Operating Expenses	9,649			(7,759)
144220	Long Service Leave	18032012	Operating Expenses	(9,649)			(7,759)
144520	Staff Training	18032012	Operating Expenses		4,400		(3,359)
172620	Administration	18032012	Operating Expenses		921		(2,438)
174120	Tool Box Talks & Safety Team Meetings	18032012	Operating Expenses		1,260		(1,178)
174220	Less PWO Allocated to W&S	18032012	Operating Expenses			(1,051)	(2,229)
174420	Occ H.S. & Welfare	18032012	Operating Expenses		2,000		(229)
144530	Diesel Rebates	18032012	Operating Revenue		10,000		9,771
144930	Reimbursements	18032012	Operating Revenue		1,526		11,297
144920	Parts & Repairs	18032012	Operating Expenses			(30,000)	(18,703)
145120	Repairs Wages	18032012	Operating Expenses			(12,333)	(31,036)
145220	Insurance & Licenses	18032012	Operating Expenses			(2,385)	(33,421)
145420	Less POC Allocated to W&S	18032012	Operating Expenses		32,925		(496)
145620	Depreciation of Plant	18032012	Non Cash Item	(22,972)			(496)
148140	Plant Reserve	18032012	Capital Expenses			(73,400)	(73,896)
168900	Depreciation Written Back	18032012	Non Cash Item		22,972		(50,924)
172720	Administration	18032012	Operating Expenses		267		(50,657)
144630	Staff Fuel Card Reimbursements	18032012	Operating Revenue			(6,500)	(57,157)
148860	Lease Fees - Industrial Land	18032012	Operating Revenue		7,045		(50,112)
145520	Staff Fuel Cards	18032012	Operating Expenses		6,500		(43,612)
146620	Mid West Industry Road Safety Alliance	18032012	Operating Expenses			(1,000)	(44,612)
0001	Roadworks Const - Own Resources	18032012	Capital Expenses		31,561		(13,051)
1001	Hockey goals	18032012	Capital Expenses		7,800		(5,251)
148340	Accrued Leave Reserve - Interest	18032012	Operating Revenue		650		(4,601)
148440	Land and Building Reserve - Interest	18032012	Operating Revenue		700		(3,901)
148640	Sportsground Reserve Interest	18032012	Operating Revenue		20		(3,881)
148540	Plant reserve - interest	18032012	Operating Revenue		2,375		(1,506)
149140	APU Maintenance Reserve - Interest	18032012	Operating Revenue		200		(1,306)
148740	Industrial Area Development Reserve - Interest	18032012	Operating Revenue		25		(1,281)
145140	Environmental Rehabilitation Reserve - Interest	18032012	Operating Revenue		150		(1,131)
149440	RTC/PO Reserve Interest	18032012	Operating Revenue		250		(881)
148040	Insurance Reserve - Interest	18032012	Operating Revenue		600		(281)
144040	Marketing reserve - interest	18032012	Operating Revenue		300		

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Sundry account	18032012	Operating Expenses	\$	\$	\$	\$
	Depreciation	18032012	Non Cash Item	(342,572)		(19)	0
9673101	Land & Building Reserve	20052008	Capital Expenses			(40,000)	(40,000)
9673301	Recreation Reserve	20052008	Capital Expenses			(10,000)	(50,000)
9673901	Insurance Reserve	20052008	Capital Expenses			(20,000)	(70,000)
9674001	Economic Development & Marketing Reserve	20052008	Capital Expenses			(10,000)	(80,000)
9674401	COVID-19 Emergency Reserve	20052008	Operating Revenue		80,000		0
PE255	Water Truck - MI255	S25062001	Capital Expenses			(30,000)	(30,000)
5120350	PLANT - Proceeds on Disposal of Assets	S25062001	Capital Revenue			(10,000)	(40,000)
OC005	Public WIFI - Capital	S25062001	Capital Expenses		10,000		(30,000)
2040152	MEMBERS - Consultants	S25062001	Operating Expenses		30,000		0
				0	530,947	(520,269)	

#### KEY INFORMATION

## FOR THE PERIOD ENDED 30 JUNE 2020

## EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	3,050	27.78%	▲	Permanent	LGIS Scheme Surplus
General Purpose Funding - Other	343,308	98.60%	▲	Permanent	Receive advance Financial Assistance Grant
Health	(226)	(61.08%)	▼	Timing	Caravan Park Licence not received
Education and Welfare	(341)	(37.64%)	▼	Permanent	Waiver of Men in Shed lease
Housing	15,136	16.08%	▲	Permanent	Receiving rent from previously vacant properties
Transport	(59,013)	(9.04%)	▼	Permanent	Less Department of Transport transactions than anticipated; Disposal of asset postponed
Other Property and Services	20,555	21.93%	▲	Permanent	Additional diesel rebates claimed; Insurance claim for skid steer; Reimbursement for Workers Compensation claim
<b>Expenditure from operating activities</b>					
Governance	99,192	21.78%	▲	Permanent	Less attendance at conferences for elected members; Postpone CBH heavy vehicle access road feasibility study; Less maintenance in chambers than budgeted; Administration costs allocated less than anticipated; New chart of accounts process has reallocated administration costs to Other Property and Services
General Purpose Funding	13,657	13.81%	▲	Permanent	Administration costs allocated less than anticipated
Health	11,930	11.37%	▲	Permanent	Reallocation of daycare building expenditure from Health to Education & Welfare; Administration costs allocated less than anticipated; Medical service suspended due to COVID-19
Housing	(21,184)	(12.59%)	▼	Permanent	Additional maintenance on houses than anticipated
Recreation and Culture	78,570	6.91%	▲	Permanent	Less than anticipated hall expenditure; Less oval maintenance; Less than anticipated rec centre expenditure; Less maintenance for heritage buildings than anticipated; Community Assistance Scheme underspent; Administration costs allocated less than anticipated
Economic Services	39,036	11.07%	▲	Permanent	Less building maintenance on the Post Office than anticipated; Less area promotion due to COVID-19 Administration costs allocated less than anticipated
Other Property and Services	(296,211)	230.30%	▲	Permanent	Allocations of public works overheads and plant operating costs not fully reallocated to other programs (such as Transport and Recreation & Culture), end of year adjustments to be completed; More private works than anticipated; New chart of accounts process has reallocated administration costs to Other Property and Services; Administration costs allocated less than anticipated; Less fringe benefit than budgeted

**Investing Activities**

Non-operating Grants, Subsidies and Contributions	(83,526)	(4.73%)	▼	Permanent	New regulation requirement to only receive funds once projects are completed; Write off WANDRRA Flood Damage Grant as per Council resolution S25062002
Proceeds from Disposal of Assets	(5,982)	(18.81%)	▼	Permanent	Received less proceeds for trade in of assets than anticipated
Capital Acquisitions	384,307	12.99%	▲	Timing	Anticipated purchase of water tanker; Projects postponed/carried forward - Railway Station, bridge works, transfer station, public wifi, installation of walk trail
<b>Financing Activities</b>					
Transfer from Reserves	43,000	107.50%	▲	Permanent	Projects not completed therefore transfer from reserves not required; Transferred funds into Covid-19 Emergency Reserve
Transfer to Reserves	(80,624)	66.69%	▼	Permanent	Transferred funds into Covid-19 Emergency Reserve

## 12.2 LIST OF PAYMENTS FOR THE PERIOD 1 JUNE 2020 TO 30 JUNE 2020

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Attachment/s:** List of Payments – June 2020  
**Disclosure of Interest:** Nil  
**Date:** 8 July 2020  
**Author:** Helen Sternick, Senior Finance Officer  
**Authorising Officer:** Jeremy Clapham, Finance & Administration Manager  
**Voting Requirement:** Simple Majority

### Summary

This report recommends that Council receive the list of payments for period 1 June 2020 to 30 June 2020 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

### **OFFICER RECOMMENDATION AND COUNCIL DECISION- Resolution 15072013**

**Moved: Cr Bagley**                      **Seconded: Cr McTaggart**

That Council receive the attached list of payments for the period of 1 June 2020 to 30 June 2020 as follows:

\$100.00	Municipal Cheques
\$226,248.16	Municipal EFT's;
\$23,578.25	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$83,421.43	Municipal Direct Debit Other;
\$1,217.91	Municipal Other Charges.

Totalling \$334,565.75 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$71,506.14

Total of all payments - \$406,071.89.

**VOTING:**

**CARRIED 4/0**

### Attachment

12.2.1 List of Payments for period 1 June 2020 to 30 June 2020

### 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



## Attachment 12.2.1

### List of Accounts Due & Submitted to Council for June 2020

Chq/EFT	Date	Name	Description	Amount	
8656	04/06/2020	BLACKWOODS	Kit Thread Insert Trade (8mm, 10mm) Kits, Helie Coil Kits	-\$100.00	-\$100.00
DD9311.1	10/06/2020	WA SUPER	Payroll deductions	-\$2,473.00	
DD9311.2	10/06/2020	Australian Super	Superannuation contributions	-\$1,021.97	
DD9311.3	10/06/2020	Sun Super	Superannuation contributions	-\$1,051.25	
DD9311.4	10/06/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9311.5	10/06/2020	ANZ Smart Choice Super	Superannuation contributions	-\$95.63	
DD9311.6	10/06/2020	BT Super For Life	Superannuation contributions	-\$209.16	
DD9311.7	10/06/2020	PRIME SUPER	Superannuation contributions	-\$274.04	
DD9315.1	01/06/2020	NAB BUSINESS VISA	Credit Cards May 2020	-\$2,610.32	
DD9319.1	23/06/2020	BP Australia Pty Ltd	Fuel May 2020	-\$334.90	
DD9320.1	17/06/2020	Australian Taxation Office	BAS May 2020	-\$13,574.00	
DD9320.2	17/06/2020	SYNERGY	Rec Centre Electricity Charges 13/5/20 - 9/6/20 & Street Lights 25/4/20 - 24/5/20	-\$3,020.11	
DD9320.3	17/06/2020	WATER CORPORATION	Various Water Accounts - charges to 3/6/20	-\$4,435.33	
DD9322.1	17/06/2020	WATER CORPORATION	Hall water charges to 3/06/20, service charges to 30/6/20	-\$368.77	
DD9327.1	23/06/2020	WATER CORPORATION	Water charges to 3/6/20 - Unit 1/11 Shenton St	-\$15.53	
DD9330.1	21/06/2020	WA SUPER	Payroll deductions	-\$2,601.31	
DD9330.2	21/06/2020	Australian Super	Superannuation contributions	-\$1,090.39	
DD9330.3	21/06/2020	Sun Super	Superannuation contributions	-\$1,051.25	
DD9330.4	21/06/2020	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$370.93	
DD9330.5	21/06/2020	ANZ Smart Choice Super	Superannuation contributions	-\$92.98	
DD9330.6	21/06/2020	BT Super For Life	Superannuation contributions	-\$209.16	
DD9330.7	21/06/2020	Host Plus Superannuation Fund	Superannuation contributions	-\$110.13	
DD9330.8	21/06/2020	PRIME SUPER	Superannuation contributions	-\$274.04	
DD9333.1	19/06/2020	Department of Mines, Industry Regulation & Safety	MIG Bond	-\$648.00	
DD9336.1	30/06/2020	SYNERGY	Various Electricity Accounts for the period 23/4/20 - 23/6/20	-\$4,884.67	
DD9339.1	29/06/2020	Western Australian Treasury Corporation	Loan Repayment - June 2020	-\$42,103.55	
DD9341.1	21/06/2020	WA SUPER	Superannuation contributions	-\$130.08	-\$83,421.43
DOT290520	03/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 29/05/2020	-\$7,326.85	
DOT020620	04/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 02/06/2020	-\$652.45	
DOT040620	08/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/06/2020	-\$1,939.00	
DOT080620	10/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/06/2020	-\$311.70	
DOT090620	11/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 09/06/2020	-\$7,294.80	
DOT100620	12/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/06/2020	-\$2,206.65	
DOT110620	15/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 11/06/2020	-\$737.40	

DOT150620	17/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 15/06/2020	-\$55.60	
DOT160620	18/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 16/06/2020	-\$1,665.45	
DOT180620	22/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 18/06/2020	-\$44.05	
DOT190620	23/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 19/06/2020	-\$55.60	
DOT220620	24/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 22/06/2020	-\$530.10	
DOT230620	25/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 23/06/2020	-\$387.25	
DOT240620	26/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 24/06/2020	-\$93.15	
DOT250620	29/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 25/06/2020	-\$151.40	
DOT260620	30/06/2020	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 26/06/2020	-\$126.80	-\$23,578.25
EFT13554	04/06/2020	ATOM SUPPLY	Various Purchase Items: Anti Bacterial Alcohol Wipes	-\$719.95	
EFT13555	04/06/2020	BUNNINGS Group Limited	Various Items Purchased: Ezyfix Basin/Sink	-\$76.00	
EFT13556	04/06/2020	BOC GASES	Oxygen, Dissolved Acetylene, Argoshield Universal and Cellamix	-\$48.54	
EFT13557	04/06/2020	CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21	
EFT13558	04/06/2020	DONGARA DRILLING & ELECTRICAL	Hard wire maceration pump at old bank building	-\$137.50	
EFT13559	04/06/2020	DONGARA BUILDING & TRADE SUPPLIES	4L Dulux Weathershield Paint	-\$99.00	
EFT13560	04/06/2020	DONGARA TREE SERVICE	Tree Lopping: King Street, Lockier Street, Carpark, Rec Centre and Samuel Phillips Park	-\$7,260.00	
EFT13561	04/06/2020	DEAN CONTRACTING PTY LTD	Wet Hire fees for 32,000L Water Cart: 24/2/2020 to 29/3/2020	-\$56,655.50	
EFT13563	04/06/2020	ELDERS LIMITED	Cement Rapidset 20kg and Cement Portland Grey 20kg	-\$42.40	
EFT13564	04/06/2020	GERALDTON MOWER & REPAIR SPECIALIST	Whipper Snipper servicing - Decarbon exhaust, run and test	-\$80.80	
EFT13565	04/06/2020	GERALDTON TV & RADIO SERVICES	Service Checks for 2 x Decoders	-\$44.00	
EFT13566	04/06/2020	SHIRE OF IRWIN	Consultant Services, EHO Services - April 2020	-\$2,091.50	
EFT13567	04/06/2020	IRWIN PLUMBING SERVICES	Supply Materials and Labour to remove toilet pan and cistern from wall, diconnect and remove the old toilet macerator unit from wall, replace and install at old NAB Bank building	-\$5,483.50	
EFT13568	04/06/2020	KLEENHEAT GAS	Gas Bottle Service Charge, Annual Gas Bottle Hire Charge	-\$39.60	
EFT13569	04/06/2020	KEITH GREGORY BOBCAT HIRE	Prepare and Pour Headwalls to Upstream Culvert for works conducted at Coalseam Road, Mingenew	-\$9,570.00	
EFT13570	04/06/2020	State Library Of Western Australia	DDS Freight Recoup 2019-2020 Financial Year for Mingenew Public Library	-\$317.66	
EFT13571	04/06/2020	LATERAL ASPECT	Service Fee - May 2020 - Marketing and Promotions Service Fee	-\$3,758.33	
EFT13572	04/06/2020	LGRCEU	Payroll deductions	-\$20.50	
EFT13573	04/06/2020	Shire Of Mingenew	Payroll deductions	-\$100.00	
EFT13574	04/06/2020	GERALDTON TOYOTA	35,000 Km Service for 2018 Toyota Hilux (MI 108)	-\$705.35	

EFT13575	04/06/2020 MARKETFORCE	Advertising Costs - Geraldton Guardian (15/5/2020) advising Council Meeting Return to In-Person	-\$279.30
EFT13576	04/06/2020 MINGENEW IGA X-PRESS & LIQUOR	IGA Account May 2020 - Newspapers, Office Supplies, Parks and Gardens, Council Meeting	-\$122.67
EFT13577	04/06/2020 MINGENEW TYRE SERVICES PTY LTD	24 X 450g Renolit XTB2 Grease Cartridges	-\$202.75
EFT13578	04/06/2020 Officeworks	Various Stationery Items: Financial Diaries, Highlighters, Blutack	-\$155.25
EFT13579	04/06/2020 OILTECH FUEL	Fuel Purchases for Palm Roadhouse: 20/05/2020 to 03/06/2020	-\$2,828.33
EFT13580	04/06/2020 PLAYMASTER	Initial Site Visit to Mingenew for Skate Park/Playground Project	-\$1,760.00
EFT13581	04/06/2020 PEMCO DIESEL PTY LTD	Service on Site for Isuzu (MI 384)	-\$4,502.20
EFT13582	04/06/2020 NUTRIEN AG SOLUTIONS LIMITE	Purchase of Pipe Bits for replacement Pipe (inc. nipple, tee, adaptor, ball)	-\$518.42
EFT13583	04/06/2020 TYREPOWER	Supply and Fit tyres and Wheel Alignment (108 MI)	-\$1,651.46
EFT13584	04/06/2020 VELPIC	Monthly Velpic Fees for May 2020 - Contractor Induction Part A/Employee Induction Part A	-\$398.20
EFT13585	04/06/2020 WESTRAC PTY LTD	Purchase of 336Y-5230 Tooth for Scarifer	-\$716.20
EFT13586	18/06/2020 Five Star Business & Communications	Kyocera 7052CI - Billing Period for June 2020	-\$229.85
EFT13587	18/06/2020 AUSTRALIA POST	Postage Fees - May 2020	-\$67.19
EFT13588	18/06/2020 AIT SPECIALISTS PTY LTD	Professional Services Provided for Completion of the Review Records and Determination - Fuel Tax Credits - Road Transport and Off Road for the Period 01/05/2020 to 31/05/2020	-\$332.42
EFT13589	18/06/2020 Bedrock Electrical Services	Netball Light Tower Investigation	-\$374.00
EFT13590	18/06/2020 BREEZE CONNECT PTY LTD	Phone System Charges for 1/5/2020 to 31/5/2020: Trunk ID - 8346092, Main Line, Unlimited 4 Lines (4 Channels, 5 DID's, Included)	-\$232.00
EFT13591	18/06/2020 CLEANAWAY	Waste Collection Commercial/Industrial, Domestic and Rubbish Site Maintenance: 1/05/2020 to 31/05/2020	-\$3,062.98
EFT13592	18/06/2020 CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21
EFT13593	18/06/2020 Central Fumigation & Pest Managment Services	Termite Treatment at Council Properties	-\$4,554.00
EFT13594	18/06/2020 ELDERS LIMITED	Purchase of 100Ltr 12 Volt Sprayer and Pump Set	-\$596.90
EFT13595	18/06/2020 Vr & Bj Elsegood & Son	Supply of 14,000m3 Gravel	-\$23,100.00
EFT13596	18/06/2020 GREENFIELD TECHNICAL SERVICES	Engineering Consultancy and Professional Management Fees: Rural Roadworks Construction 2019/20	-\$481.25
EFT13597	18/06/2020 Staff	Flu Vaccine Reimbursement	-\$25.00
EFT13598	18/06/2020 GREAT SOUTHERN FUEL SUPPLIES	Fuel Distributor Card	-\$5.50

EFT13599	18/06/2020 JR & A HERSEY PTY LTD	Various Workshop Items: Guide Posts, Delineator Red and Delineator White	-\$5,804.70
EFT13600	18/06/2020 SHIRE OF IRWIN	Consultant Services, EHO Services - May 2020	-\$1,310.25
EFT13601	18/06/2020 IRWIN PLUMBING SERVICES	Supply Materials and Labour to remove the cistern flushing mechanism and remove flushing rubber, install a new flushing rubber and cistern water inlet at Unit 2/45 King Street	-\$336.05
EFT13602	18/06/2020 INFINITUM TECHNOLOGIES	Service Monthly Maintenance June 2020 - Service Agreement, Offsite Backup, Tier 4, Citrix Virtual Apps Licence, Disk-Cached, Disk-Pure, Instance-High Memory, Instance-Standard, Microsoft Windows Server Licence, Public Internet Data Transit, Public IP Addresses, Veeam Licence, Office 365 Business Essentials - Monthly, Office 365, Enterprise E3, Azure PBX Hosting	-\$3,990.14
EFT13603	18/06/2020 KIDSAFE WESTERN AUSTRALIA INC	Playground Safety and Maintenance Workshop for Staff - 12/03/2020	-\$900.00
EFT13604	18/06/2020 LGIS	Regional Risk Co-Ordinator Program 2019-2020 - Second Instalment	-\$3,113.00
EFT13605	18/06/2020 LGRCEU	Payroll deductions	-\$20.50
EFT13606	18/06/2020 Shire Of Mingenew	Payroll deductions	-\$100.00
EFT13607	18/06/2020 MIDWEST LOCK & SAFE	Replacement Lock and Cylinder for Restricted Access Key for Unit 3/45 King Street, 5 Field Street and Rec Centre	-\$734.20
EFT13608	18/06/2020 MINGENEW SPRING CARAVAN PARK	Accommodation and Meal Costs for Lateral Aspects: 17/5/2020 to 19/5/2020	-\$274.00
EFT13609	18/06/2020 MINGENEW BAKERY	Bakery Account for May 2020 - Catering for Council Meeting	-\$70.80
EFT13610	18/06/2020 MINGENEW TYRE SERVICES PTY LTD	Moto Battery for Bowling Green Sprayer supplied	-\$169.40
EFT13611	18/06/2020 Officeworks	Various Stationery Items: A4 Sheet Protectors	-\$7.50
EFT13612	18/06/2020 OILTECH FUEL	Fuel Purchases for Palm Roadhouse: 3/06/2020 to 16/06/2020	-\$4,040.98
EFT13613	18/06/2020 Purcher International	Purchase of Parts: Tensioner, Belt	-\$266.17
EFT13614	18/06/2020 PEST A KILL WA	Renewal of Tenth Year Exterra Termite Inspections (27/04/2020 to 27/04/2021) - 5 Field Street, Mingenew	-\$660.00
EFT13615	18/06/2020 Sm & Jc Rowe	Supply of 6,000m3 Gravel	-\$9,900.00
EFT13616	18/06/2020 SHIRE OF CHAPMAN VALLEY	Planning Services undertaken from April to June 2020	-\$1,826.00
EFT13617	18/06/2020 Sunny Sign Company	Purchase of Signs: Heavy Vehicle Access to CBH and UV Required	-\$511.50
EFT13618	18/06/2020 Staff	Flu Vaccine Reimbursement	-\$25.00

EFT13619	18/06/2020 Telstra Corporation	Telstra Account - Office Telstra Account, Councillors Ipads, Fire Officer Mobile, Gardening Mobile	-\$1,230.03
EFT13620	18/06/2020 VDMC NOMINEES	Employment Medical	-\$202.00
EFT13621	18/06/2020 WESTRAC PTY LTD	Purchase of Service Kit - Filter/Lube	-\$156.04
EFT13622	30/06/2020 Councillor	Councillor Sitting Fees - Councillor Sitting Allowance June 2020	-\$941.00
EFT13623	30/06/2020 ABCO PRODUCTS	Various Items Purchased: Refillable Soap Dispenser and Towel Dispenser	-\$193.20
EFT13624	30/06/2020 ATOM SUPPLY	Various Purchase Items: Post Hole Shovel and Broom x 2	-\$184.64
EFT13625	30/06/2020 ADWARE FLAGS & FLAGPOLES	Purchase of Various Items: Flagpole Rope and Shrink Sleeve	-\$349.00
EFT13626	30/06/2020 Afgri Equipment	Purchase Various Items: Turf-Gard Oil and Oil Filter	-\$57.66
EFT13627	30/06/2020 ACUMENTIS (WA) PTY TLD	Valuation Report: 36,38 and 40 Oliver Street, 5 and 7 Broad Street and 35 King Street, Mingenew	-\$1,320.00
EFT13628	30/06/2020 BUNNINGS Group Limited	Various Items Purchased: Door Seal and Interior Dulux Paint	-\$457.93
EFT13629	30/06/2020 BATAVIA COAST BLINDS & SAILS	Purchase of 6.6m x 3.6m Biege Shade Cloth	-\$203.28
EFT13630	30/06/2020 Bedrock Electrical Services	Disconnecting and Making Safe the Damaged Light Pole at the Hockey Ground	-\$738.10
EFT13631	30/06/2020 Councillor	Councillor Sitting Fees - President's Sitting Allowance June 2020, Councillor Sitting Allowance June 2020	-\$3,433.00
EFT13632	30/06/2020 CLEANAWAY	Waste Collection Commercial/Industrial, Domestic and Rubbish Site Maintenance	-\$4,094.14
EFT13633	30/06/2020 CHILD SUPPORT AGENCY	Payroll deductions	-\$264.21
EFT13634	30/06/2020 Central Fumigation & Pest Managment Services	Termite Treatment at Council Properties: Railway Station, Men's Shed, Shire Depot, APU 1, Yandanooka Hall	-\$2,256.65
EFT13635	30/06/2020 Combined Metal Industries	Replace Posts on Patio Tube from storm damage	-\$174.04
EFT13636	30/06/2020 DELTA CLEANING SERVICES GERALDTON	Cleaning of Shire Office Building for June 2020	-\$923.17
EFT13637	30/06/2020 DONGARA BUILDING & TRADE SUPPLIES	Cornice for MIG Building	-\$53.19
EFT13638	30/06/2020 DONGARA PLUMBING	Removal of Asbestos Fence and Bowling Club	-\$3,641.00
EFT13639	30/06/2020 Department of Mines, Industry Regulation & Safety	BSL June 2020 - Lot 67 Bride Street	-\$56.65
EFT13640	30/06/2020 Councillor	Councillor Sitting Fees - Councillor Sitting Allowance June 2020	-\$941.00
EFT13641	30/06/2020 IRWIN PLUMBING SERVICES	Supply Materials and Labour to Yandanooka Hall: Diagnose and Repair toilet	-\$2,167.00
EFT13642	30/06/2020 LATERAL ASPECT	Production of TV Commercial for Astrotourism	-\$11,061.40
EFT13643	30/06/2020 LGRCEU	Payroll deductions	-\$20.50
EFT13644	30/06/2020 Shire Of Mingenew	Payroll deductions	-\$100.00

EFT13645	30/06/2020 MINGENEW SPRING CARAVAN PARK	Accommodation Costs, Accommodation for RFDS Dentists 08/06/2020 to 12/06/2020 and 15/06/2020 to 19/06/2020	-\$936.00	
EFT13646	30/06/2020 Councillor	Councillor Sitting Fees - Councillor Sitting Allowance June 2020	-\$941.00	
EFT13647	30/06/2020 MINGENEW TYRE SERVICES PTY LTD	205Lt Drum of Agrifarm Utto MP Hydraulic Oil	-\$1,435.11	
EFT13648	30/06/2020 Councillor	Councillor Sitting Fees - Deputy President Sitting Allowance June 2020, Councillor Sitting Allowance June 2020	-\$1,400.00	
EFT13649	30/06/2020 Councillor	Councillor Sitting Fees - Councillor Sitting Allowance June 2020	-\$941.00	
EFT13650	30/06/2020 Ocean Air	Decommission and Remove Existing 2.5kW Airconditioner and Replace with New System for MIG Office Building	-\$2,552.00	
EFT13651	30/06/2020 OILTECH FUEL	Fuel Purchases for Palm Roadhouse: 17/06/2020 to 29/06/2020	-\$2,475.30	
EFT13652	30/06/2020 PEMCO DIESEL PTY LTD	Supply of 1 x Plastic Mud Guard for Fuso Canter	-\$139.15	
EFT13653	30/06/2020 Shire Of Carnamah	Ranger and Emergency Services Fee for 01/04/2020 to 30/06/2020	-\$4,049.68	
EFT13654	30/06/2020 Councillor	Councillor Sitting Fees - Councillor Sitting Allowance June 2020	-\$941.00	
EFT13655	30/06/2020 Telstra Corporation	Telstra Account (T311) - Satellite Phone Account	-\$45.00	
EFT13656	30/06/2020 Think Water Geraldton	Purchase of Various Items: Barbed Tee. Ratchet Clip, Director x 25mm (3/4)	-\$279.20	
EFT13657	30/06/2020 WESTRAC PTY LTD	Service Kit for 2011 Caterpillar CT610A On-Highway Truck - MI 027	-\$615.03	
EFT13658	30/06/2020 WSP AUSTRALIA PTY LTD	WAPC Design Fees for June 2020 - Drawings for WAL124 Guard Rail	-\$6,187.50	
EFT13659	30/06/2020 MINGENEW FABRICATORS	Repair to Return to Dig Bracket for Case 721FXT Wheel Loader	-\$57.75	-\$226,248.16
PRINT0620	05/06/2020 DE LAGE LANDEN	Photocopier Lease - June 2020	-\$356.80	
JUN1300	15/06/2020 BUSINESS 1300 PTY LTD	Live Answering Services - June 2020	-\$99.00	
NAB0620	24/06/2020 NAB	NAB Connect Fee June 2020	-\$33.49	
IT0620	29/06/2020 FINRENT PTY LTD	IT Equipment Lease - June 2020	-\$656.57	
BPAY0620	30/06/2020 NAB	BPAY Fee June 2020	-\$3.15	
FEES0620	30/06/2020 NAB	Bank Account Fees - June 2020	-\$18.90	
LSF0620	30/06/2020 NAB	Service Fees - June 2020	-\$50.00	-\$1,217.91
<b>Total</b>			<b>-\$334,565.75</b>	<b>-\$334,565.75</b>

### 12.3 ADOPTION OF 2020/21 BUDGET

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0130  
**Date:** 10 July 2020  
**Author:** Jeremy Clapham, Finance & Admin Manager  
**Authorising Officer:** Nils Hay, CEO  
**Voting Requirement:** Absolute Majority

#### Summary

This report seeks Council adoption of the Shire of Mingenew 2020/21 Budget.

#### Key Points

- A balanced budget has been prepared
- No increase in rate in the dollar for rates
- Increase in overall rates of approximately \$89,000 due to changes in UV values
- No new borrowings proposed
- No increases in Fees & Charges
- No increase in Elected Members Fees and Allowances
- Interest on outstanding rates reduced from 11% pa to 5.5% pa.

#### **PROCEDURAL MOTION- Resolution 15072014**

**Moved:** Cr McTaggart      **Seconded:** Cr Bagley

That item 12.3- Adoption of 2020/21 Budget be adjourned until a Special Meeting can be called to allow full Council consideration.

**VOTING:**

**CARRIED 4/0**

#### **OFFICER RECOMMENDATION- ITEM 12.3**

**Moved:**      **Seconded:**

##### **PART A – MUNICIPAL FUND BUDGET FOR 2020/21 FINANCIAL YEAR**

Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the Council adopt the Municipal Fund Budget as contained in Attachment 12.3.1 of this Agenda for the Shire of Mingenew for the 2020/21 financial year which includes the following:

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

##### **PART B – GENERAL AND MINIMUM RATES AND INSTALMENT PAYMENT ARRANGEMENTS**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental and Unimproved Values, as supplied by Landgate (as amended) as at 1 July 2020.

###### **1.1 General Rates**

- Mingenew & Yandanooka (GRV) 15.0276 cents in the dollar
- Rural & Mining (UV) 1.2915 cents in the dollar

## 1.2 Minimum Payments

- Mingenew & Yandanooka (GRV) \$707
  - Rural & Mining (UV) \$1060.50
2. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council provides the option for ratepayers to pay their rates as a single payment or by 4 equal instalments; and, in accordance with Section 6.50 of the Act nominates the following due dates for the payment in full or by instalments:
    - Full payment and 1st instalment due date 28 August 2020
    - 2nd quarterly instalment due date 30 October 2020
    - 3rd quarterly instalment due date 15 January 2021
    - 4th quarterly instalment due date 19 March 2021
  3. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$15 for each instalment after the initial instalment is paid.
  4. Pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
  5. Pursuant to section 6.51(1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
  6. Pursuant to section 6.47 of the Local Government Act 1995, Council grants a 50% concession on rates assessments issued to all properties rateable on the basis of Gross Rental Valuation in the Yandanooka Townsite with the object of recognising the reduced level of service provided to properties in Yandanooka Townsite as compared to Mingenew Townsite. Rates for A219 (Charitable property) are exempt and subject to a 20% voluntary contribution by the ratepayer.

## PART C – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2020/21

1. Pursuant to Section 5.99 of the Local Government Act 1995, and regulation 30 of the Local Government (Administration) Regulations 1996, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:
 

Shire President	\$6,384
Councillors	\$3,764
2. Pursuant to Section 5.98(5) of the Local Government Act 1995, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
 

Shire President	\$7,348
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3. Pursuant to Section 5.98A of the Local Government Act 1995, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
 

Deputy Shire President	\$1,836
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## PART D – GENERAL FEES AND CHARGES FOR 2020/21

Pursuant to section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges as presented forming part of the 2020/21 Budget included as a separate Attachment to this Agenda.

## PART E – OTHER STATUTORY FEES FOR 2020/21

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

### 3.1 Residential Premises



- 240 Litre bin per weekly collection \$380 per annum
- 3.2 Commercial Premises
- 240 Litre bin per weekly collection \$380 per annum

#### **PART F – MATERIAL VARIANCE REPORTING FOR 2019/20**

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2020/21 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

#### **VOTING DETAILS:**

#### **Attached**

12.3.1 2020/21 Annual Budget

#### **Related Documents (circulated prior to Council Meeting)**

12.3.2 2020/21 Capital Expenditure

12.3.3 20120/21 Road Program

12.3.4 10 Year Plant Replacement Program

12.3.5 2020/21 Fees & Charges

#### **Background**

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

Consistent with sections 6.2(4) of the Local Government Act 1995, the 2019/20 Budget for the Shire of Mingenew includes the following:

- Rates and Minimum Payments for 2020/21
- Capital Works
- Fees and Charges
- Concessions
- Allowances
- Borrowings
- Reserves
- Budget Estimates for Adoption

#### **Comment**

The budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. The budget results in an estimated Unrestricted Cash balance of \$61,500 at 30 June 2021. It is very unlikely that this will happen in reality, as it is likely that there will be a prepayment of the Federal Assistance Grants in June 2021, and/or the full budget may not be spent, and an adjustment can be made if necessary when the Statutory Budget Review is done during the year.

It should also be noted that the 2019/20 Budget column in the statutory documents refers to the 2019/20 budget as adopted in July 2019, not any of the subsequently reviewed versions.

#### **Rating & Minimum Payments**

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

Rate Modelling (2020/21):

The proposed rates model is based on the following:

- Annual UV & Mining valuations applied
- No increase in rate in the dollar
- GRV Rate in the \$ - 15.0276c (2019/20: 15.0276c)

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 July 2020

- UV Rate in the \$ - 1.2915c (2019/20: 1.2915c)
- Minimum Payments – UV - \$1,060.50 (2019/20: \$1,060.50)
- Minimum Payments – GRV - \$707 (2019/20: \$700)
- 50% concessions applied to Yandanooka Townsite
- 80% concession applied to A219 – charitable property
- No differential rates

### **Fees and Charges**

The proposed fees and charges have either decreased or remained the same. No fees have increased. Winter Sports Club fees have been reduced by 50% and Summer Sports Club fees have remained the same.

Household and commercial waste removal charges have not increased.

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

### **Concessions**

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

As per Council's resolution, application for rates exemption (with a 20% voluntary contribution by the ratepayer) under the Local Government Act 1995 for property A219 (charitable property) is proposed.

### **Borrowings**

There are no new borrowings proposed in the 2020/21 budget.

### **Reserve Accounts**

The following transfer to reserves for the financial year 2020/21 is proposed

- Transfer to Plant Reserve – surplus funds to balance the budget - \$39,840

### **Brought Forward Value and Surplus**

There is an estimated surplus of \$568,520 shown in the Budget as the brought forward amount from 30 June 2020. This figure is unaudited and may change with any adjustments to the opening position to be addressed during the year end and audit process.

The budget has been prepared as a balanced budget.

### **Capital Works and Funding**

Capital Works of \$4,915,676 are proposed in the 2020/21 financial year and these projects (together with the relevant funding) are itemised in the supplementary budget information.

A total of \$3,892,165 is budgeted for the Road Programme.

Funding sources (other than the Local Government Municipal or restricted funds) allocated to the 2020/21 Road Programme include:

- \$465,000 – Main Roads Regional Road Group
- \$206,086 – Roads to Recovery
- \$304,000 – Financial Assistance Grants
- \$78,000 – MRWA Direct Grant
- \$200,000 – State Black Spot
- \$130,000 – Local Roads & Community Infrastructure Program
- \$2,119,404 – R2R Special funding for bridges

### **Elected Members Fees & Allowances**

## MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 15 July 2020

Elected Members Fees & Allowances remain the same:

President Allowance	\$7,348
Deputy President Allowance	\$1,836
Annual Meeting Fee – President	\$6,384
Annual Meeting Fee – Councillors	\$3,764

### **Consultation**

While no specific community consultation has occurred during the compilation of the draft 2020/21 Budget, community consultation was previously undertaken during the development of the Community Strategic Plan.

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

The effects of COVID 19 have been taken into account in preparing the budget for 2020/21.

### **Statutory Environment**

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

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

The 2020/21 Budget as presented is considered to meet statutory requirements.

Voting Requirements:

- Part A - Municipal Fund Budget for 2020/21 Financial Year - Absolute Majority
- Part B - General and Minimal Rates and Instalment Payment Arrangements - Absolute Majority
- Part C – Elected Members' Fees and Allowances for 2020/21 – Absolute Majority
- Part D - General Fees and Charges for 2020/21 - Absolute Majority
- Part E - Other Statutory Fees for 2020/21 - Simple Majority
- Part F - Material Variance Reporting for 2020/21 - Simple Majority

### **Policy Implications**

The 2020/21 Budget is prepared on the principles outlined within the Corporate Business Plan, Strategic Community Plan and other related documents.

### **Financial Implications**

As detailed within the report and as per the attached 2020/21 Budget documentation.

### **Strategic Implications**

The 2020/21 Budget will address Council's capacity to deliver on projects identified in the Community Strategic Plan, Corporate Business Plan, Long Term Financial Plan and other associated plans.

**SHIRE OF MINGENEW**  
**BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**  
**LOCAL GOVERNMENT ACT 1995**  
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**SHIRE'S VISION**

The Shire of Mingenew is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

**SHIRE OF MINGENEW**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	1,975,991	1,885,305	1,884,633
Operating grants, subsidies and contributions	10(a)	1,306,100	760,450	398,918
Fees and charges	9	239,292	250,726	249,008
Interest earnings	12(a)	24,381	33,092	55,110
Other revenue	12(b)	531,219	635,932	621,559
		4,076,983	3,565,505	3,209,228
<b>Expenses</b>				
Employee costs		(1,031,488)	(1,197,569)	(1,116,087)
Materials and contracts		(708,353)	(1,032,941)	(1,055,757)
Utility charges		(93,002)	(110,991)	(124,698)
Depreciation on non-current assets	5	(1,506,670)	(1,508,468)	(1,850,261)
Interest expenses	12(d)	(10,686)	(14,589)	(15,819)
Insurance expenses		(120,997)	(121,694)	(121,118)
Other expenditure		(584,575)	(587,169)	(637,652)
		(4,055,771)	(4,573,421)	(4,921,392)
<b>Subtotal</b>		21,212	(1,007,916)	(1,712,164)
Non-operating grants, subsidies and contributions	10(b)	2,990,490	1,682,717	1,725,016
Profit on asset disposals	4(b)	2,000	763	12,000
Loss on asset disposals	4(b)	(23,100)	0	0
		2,969,390	1,683,480	1,737,016
<b>Net result</b>		<b>2,990,602</b>	<b>675,564</b>	<b>24,852</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	(116,394)	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>(116,394)</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>2,990,602</b>	<b>559,170</b>	<b>24,852</b>

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

# SHIRE OF MINGENEW

## FOR THE YEAR ENDED 30 JUNE 2021

### BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the budget.

### 2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

### CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

### KEY TERMS AND DEFINITIONS - NATURE OR TYPE

#### REVENUES RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### 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.

#### 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.

### REVENUES (CONTINUED)

#### 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.

#### FEES AND CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF MINGENOW**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
<b>Revenue</b>	1,9,10(a),12(a),12(b)	\$	\$	\$
Governance		13,399	14,029	10,979
General purpose funding		3,158,932	2,576,793	2,238,543
Law, order, public safety		23,750	21,041	23,618
Health		150	144	370
Education and welfare		400	565	1,756
Housing		90,440	109,289	101,035
Community amenities		89,650	72,900	77,887
Recreation and culture		28,780	37,543	38,275
Transport		592,400	593,914	642,500
Economic services		18,582	25,286	18,945
Other property and services		60,500	114,000	55,320
		4,076,983	3,565,504	3,209,228
<b>Expenses excluding finance costs</b>	4(a),5,12(c),(e)			
Governance		(343,694)	(356,321)	(479,517)
General purpose funding		(76,332)	(85,240)	(95,542)
Law, order, public safety		(66,912)	(152,957)	(155,559)
Health		(80,167)	(93,019)	(113,300)
Education and welfare		(110,533)	(88,677)	(63,520)
Housing		(156,237)	(184,714)	(178,759)
Community amenities		(249,083)	(236,980)	(264,577)
Recreation and culture		(991,834)	(1,056,331)	(1,181,681)
Transport		(1,589,248)	(1,826,013)	(2,176,003)
Economic services		(302,628)	(313,699)	(364,935)
Other property and services		(78,417)	(164,880)	167,820
		(4,045,085)	(4,558,831)	(4,905,573)
<b>Finance costs</b>	,7,6(a),12(d)			
Education and welfare		(1,136)	(1,631)	(2,500)
Housing		(3,285)	(4,699)	(5,469)
Recreation and culture		(1,091)	(1,565)	(2,300)
Transport		(2,774)	(3,982)	(5,550)
Other property and services		(2,400)	(2,712)	0
		(10,686)	(14,589)	(15,819)
<b>Subtotal</b>		21,212	(1,007,916)	(1,712,164)
Non-operating grants, subsidies and contributions	10(b)	2,990,490	1,682,717	1,725,016
Profit on disposal of assets	4(b)	2,000	763	12,000
(Loss) on disposal of assets	4(b)	(23,100)	0	0
		2,969,390	1,683,480	1,737,016
<b>Net result</b>		<b>2,990,602</b>	<b>675,564</b>	<b>24,852</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	(116,394)	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>(116,394)</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>2,990,602</b>	<b>559,170</b>	<b>24,852</b>

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

## **KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

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

### **OBJECTIVE**

### **ACTIVITIES**

#### **GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.

#### **GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### **LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer community.

Fire prevention, animal control and safety.

#### **HEALTH**

To provide services to help ensure a safer community.

Food quality, pest control and inspections.

#### **EDUCATION AND WELFARE**

To meet the needs of the community in these areas.

Includes education programs, youth based activities, care of families, the aged and disabled.

#### **HOUSING**

Provide housing services required by the community and for staff.

Maintenance of staff, aged and rental housing.

#### **COMMUNITY AMENITIES**

Provide services required by the community.

Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.

#### **RECREATION AND CULTURE**

To establish and manage efficiently, infrastructure and resources which will help the social well being of the community.

Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.

#### **TRANSPORT**

To provide effective and efficient transport services to the community.

Construction and maintenance of streets, road and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.

#### **ECONOMIC SERVICES**

To help promote the Shire and improve its economic wellbeing.

The regulation and provision of tourism, area promotion, building control and noxious weeds.

#### **OTHER PROPERTY AND SERVICES**

To provide effective and efficient administration, works operations and plant and fleet services.

Private works operations, plant repairs and operational costs. Administration overheads.



**SHIRE OF MINGENEW**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		1,975,991	1,875,639	1,888,633
Operating grants, subsidies and contributions		1,330,300	760,450	416,677
Fees and charges		239,292	246,994	263,343
Interest earnings		24,381	33,092	55,110
Goods and services tax		0	97,458	80,000
Other revenue		531,219	635,935	603,800
		4,101,183	3,649,568	3,307,563
<b>Payments</b>				
Employee costs		(1,076,488)	(1,177,002)	(1,183,481)
Materials and contracts		(709,298)	(1,129,802)	(1,209,620)
Utility charges		(93,002)	(110,991)	(124,697)
Interest expenses		(10,686)	(14,589)	(16,319)
Insurance expenses		(120,997)	(121,694)	(121,123)
Other expenditure		(584,575)	(587,169)	(637,652)
		(2,595,046)	(3,141,247)	(3,292,892)
<b>Net cash provided by (used in) operating activities</b>	3	1,506,137	508,321	14,671
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for financial assets at fair values through other comprehensive income		0	(116,394)	0
Payments for purchase of property, plant & equipment	4(a)	(940,000)	(74,010)	(154,000)
Payments for construction of infrastructure	4(a)	(3,975,677)	(2,500,957)	(2,783,405)
Non-operating grants, subsidies and contributions		2,990,490	1,862,319	1,904,618
Land held for resale and lease recognition		0	11,939	0
Proceeds from sale of plant and equipment	4(b)	35,000	25,818	43,000
<b>Net cash provided by (used in) investing activities</b>		(1,890,187)	(791,285)	(989,787)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(161,995)	(158,165)	(158,164)
Principal elements of lease payments		(9,669)	20,718	0
<b>Net cash provided by (used in) financing activities</b>		(171,664)	(137,447)	(158,164)
<b>Net increase (decrease) in cash held</b>		(555,713)	(420,411)	(1,133,280)
Cash at beginning of year		1,088,447	1,508,858	1,488,358
<b>Cash and cash equivalents at the end of the year</b>	3	<b>532,734</b>	<b>1,088,447</b>	<b>355,078</b>

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

**SHIRE OF MINGENOW**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>		568,520	1,196,056	1,206,733
		568,520	1,196,056	1,206,733
<b>Revenue from operating activities (excluding rates)</b>				
Governance		13,399	14,029	10,979
General purpose funding		1,182,941	691,488	353,910
Law, order, public safety		23,750	21,041	23,618
Health		150	144	370
Education and welfare		400	565	1,756
Housing		90,440	109,289	101,035
Community amenities		89,650	72,900	77,887
Recreation and culture		28,780	38,001	38,275
Transport		594,400	593,914	652,500
Economic services		18,582	25,286	18,945
Other property and services		60,500	114,307	57,320
		2,102,992	1,680,964	1,336,595
<b>Expenditure from operating activities</b>				
Governance		(343,694)	(356,321)	(479,517)
General purpose funding		(76,332)	(85,240)	(95,542)
Law, order, public safety		(66,912)	(152,957)	(155,559)
Health		(80,167)	(93,019)	(113,300)
Education and welfare		(111,669)	(90,308)	(66,020)
Housing		(159,522)	(189,413)	(184,228)
Community amenities		(249,083)	(236,980)	(264,577)
Recreation and culture		(992,925)	(1,057,896)	(1,183,981)
Transport		(1,615,122)	(1,829,995)	(2,181,553)
Economic services		(302,628)	(313,699)	(364,935)
Other property and services		(80,817)	(167,592)	167,816
		(4,078,871)	(4,573,420)	(4,921,396)
Non-cash amounts excluded from operating activities	2 (a)(i)	1,527,770	1,522,734	1,838,261
<b>Amount attributable to operating activities</b>		120,411	(173,666)	(539,807)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	10(b)	2,990,490	1,682,717	1,725,016
Purchase property, plant and equipment	4(a)	(940,000)	(74,010)	(154,000)
Purchase and construction of infrastructure	4(a)	(3,975,677)	(2,500,957)	(2,783,405)
Proceeds from disposal of assets	4(b)	35,000	25,818	43,000
<b>Amount attributable to investing activities</b>		(1,890,187)	(866,432)	(1,169,389)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(161,995)	(158,165)	(158,164)
Transfers to cash backed reserves (restricted assets)	8(a)	(44,221)	(121,521)	(52,273)
Transfers from cash backed reserves (restricted assets)	8(a)	0	3,000	35,000
<b>Amount attributable to financing activities</b>		(206,216)	(276,686)	(175,437)
<b>Budgeted deficiency before general rates</b>		(1,975,991)	(1,316,784)	(1,884,633)
<b>Estimated amount to be raised from general rates</b>	1	1,975,991	1,885,305	1,884,633
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2 (a)(iii)	0	568,521	0

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

**SHIRE OF MINGENEW**  
**INDEX OF NOTES TO THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Gross rental valuations</b>									
GRV - Mingenew	0.15028	129	1,144,624	172,014	750		172,764	169,508	168,423
GRV - Yandanooka	0.15028	2	13,884	2,086			2,086	2,086	2,086
GRV - Commercial	0.15028	14	346,632	52,092			52,092	52,090	52,090
GRV - Industrial	0.15028	3	12,480	1,875			1,875	1,875	1,875
<b>Unimproved valuations</b>									
UV - Rural & Mining	0.01292	112	125,918,500	1,626,867			1,626,867	1,534,199	1,534,199
UV - Mining	0.01292	0	0	0			0	0	0
<b>Sub-Totals</b>		260	127,436,120	1,854,934	750	0	1,855,684	1,759,758	1,758,673
<b>Minimum</b>									
<b>Minimum payment</b>									
	\$								
<b>Gross rental valuations</b>									
GRV - Mingenew	707	59		41,713			41,713	47,369	47,369
GRV - Yandanooka	707	0		0			0	0	0
GRV - Commercial	707	9		6,363			6,363	6,363	6,363
GRV - Industrial	707	3		2,121			2,121	2,121	2,121
<b>Unimproved valuations</b>									
UV - Rural & Mining	1,061	23		24,403			24,403	23,331	23,331
UV - Mining	1,061	8		8,488			8,488	9,142	9,545
<b>Sub-Totals</b>		102	0	83,088	0	0	83,088	88,326	88,729
		362	127,436,120	1,938,022	750	0	1,938,772	1,848,084	1,847,402
Discounts (Refer note 1(e))							(1,045)	(1,043)	(1,035)
<b>Total amount raised from general rates</b>							1,937,727	1,847,041	1,846,367
Ex-gratia rates							38,264	38,264	38,266
<b>Total rates</b>							1,975,991	1,885,305	1,884,633

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

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

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

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

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
Payment in full	4/09/2020	0	0.0%	5.5%
<b>Option two</b>				
1st Instalment	4/09/2020	0	5.5%	5.5%
2nd Instalment	6/11/2020	15	5.5%	5.5%
<b>Option three</b>				
1st Instalment	4/09/2020	15	5.5%	5.5%
2nd Instalment	6/11/2020	15	5.5%	5.5%
3rd Instalment	15/01/2021	15	5.5%	5.5%
4th Instalment	19/03/2021	15	5.5%	5.5%

	2020/21 Budget revenue	2019/20 Actual revenue	2019/20 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	2,800	2,748	3,000
Unpaid rates and service charge interest earned	5,000	11,308	15,000
	7,800	14,056	18,000

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (c) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30 June 2021.

### (d) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (e) Rates discounts

Rate or fee to which discount is granted	Discount %	Discount (\$)	2020/21 Budget	2019/20 Actual	2019/20 Budget	Circumstances in which discount is granted
			\$	\$	\$	
Yandanooka Townsite	50.0%	1,035	1,045	1,043	1,035	Recognise the reduced level of service provided.
			1,045	1,043	1,035	

### (f) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30 June 2021.

## 2 (a). NET CURRENT ASSETS

### Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
	\$	\$	\$
<b>(i) Operating activities excluded from budgeted deficiency</b>			
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	4(b) (2,000)	(763)	(12,000)
Less: Movement in employee liabilities associated with restricted cash	0	170	
Add: Loss on disposal of assets	4(b) 23,100	0	0
Add: Movement in lease liabilities (non-current)		14,859	
Add: Depreciation on assets	5 1,506,670	1,508,468	1,850,261
<b>Non cash amounts excluded from operating activities</b>	<b>1,527,770</b>	<b>1,522,734</b>	<b>1,838,261</b>
<b>(ii) Current assets and liabilities excluded from budgeted deficiency</b>			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.			
<b>Adjustments to net current assets</b>			
Less: Cash - restricted reserves	3 (471,232)	(427,011)	(325,764)
Less: Current assets not expected to be received at end of year			
- Land held for resale	0	0	(40,394)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	165,920	161,997	161,997
- Current portion of contract liability held in reserve	24,200	0	0
- Current portion of lease liabilities	9,162	29,060	0
- Employee benefit provisions	116,130	136,130	68,566
Add: Movement in provisions between current and non-current provisions			67,393
<b>Total adjustments to net current assets</b>	<b>(155,820)</b>	<b>(99,824)</b>	<b>(68,202)</b>

## 2 (a). NET CURRENT ASSETS (CONTINUED)

### EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Note	2020/21 Budget 30 June 2021 \$	2019/20 Actual 30 June 2020 \$	2019/20 Budget 30 June 2020 \$
<b>(iii) Composition of estimated net current assets</b>				
<b>Current assets</b>				
Cash and cash equivalents- unrestricted	3	61,501	637,236	29,314
Cash and cash equivalents - restricted				
Cash backed reserves	3	471,232	427,011	325,764
Unspent grants, subsidies and contributions	10	0	24,200	0
Receivables		59,549	34,350	57,100
Inventories		0	0	40,394
		592,282	1,122,797	452,572
<b>Less: current liabilities</b>				
Trade and other payables		(121,051)	(146,996)	(153,806)
Contract liabilities		(24,200)	0	0
Lease liabilities		(9,162)	(9,331)	0
Long term borrowings		(165,919)	(161,996)	(161,997)
Provisions		(116,130)	(136,130)	(68,567)
		(436,462)	(454,453)	(384,370)
<b>Net current assets</b>		155,820	668,344	68,202
<b>Less: Total adjustments to net current assets</b>	2 (a)(ii)	(155,820)	(99,824)	(68,202)
<b>Closing funding surplus / (deficit)</b>		0	568,520	0



**2 (b). NET CURRENT ASSETS (CONTINUED)**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Mingenew becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**PROVISIONS**

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

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

**INVENTORIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Superannuation**

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

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

**LEASE LIABILITIES**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**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.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

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

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

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

### 3. RECONCILIATION OF CASH

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

Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	61,500	661,435	29,314
Term deposits	471,233	427,012	325,764
	532,733	1,088,447	355,078
- Unrestricted cash and cash equivalents	61,501	637,236	29,314
- Restricted cash and cash equivalents	471,232	451,211	325,764
	532,733	1,088,447	355,078
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:			
Land and Building Reserve - Accumulation	30,321	30,035	68,566
Plant Reserve - Accumulation	194,704	153,439	82,266
Recreation Reserve - Accumulation	3,106	3,068	12,960
Employee Entitlement Reserve - Accumulation	68,378	67,534	67,794
Aged Persons Units Reserve - Accumulation	12,828	12,670	12,944
Environmental Reserve - Accumulation	19,562	19,444	9,605
Industrial Area Development Reserve - Accumulation	5,796	5,724	5,751
TRC/PO/NAB Building Reserve - Accumulation	22,173	22,023	12,188
Insurance Reserve - Accumulation	23,127	22,842	43,271
Economic Development & Marketing Reserve - Accumulation	10,234	10,232	10,419
Covid-19 Emergency Reserve - Accumulation	81,003	80,000	0
Unspent grants, subsidies and contributions	10	0	24,200
	471,232	451,211	325,764
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	2,990,602	675,564	24,852
Depreciation	5	1,506,670	1,508,468
(Profit)/loss on sale of asset	4(b)	21,100	(763)
(Increase)/decrease in receivables		0	263,662
(Increase)/decrease in prepayments		0	18,937
(Increase)/decrease in inventories		0	75,397
Increase/(decrease) in payables		(25,945)	(179,178)
Increase/(decrease) in contract liabilities		24,200	0
Increase/(decrease) in employee provisions		(20,000)	8,553
Non-operating grants, subsidies and contributions		(2,990,490)	(1,862,319)
<b>Net cash from operating activities</b>		1,506,137	508,321
			14,671

#### SIGNIFICANT ACCOUNTING POLICES

##### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

##### FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

#### 4. FIXED ASSETS

##### (a) Acquisition of Assets

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

Asset class	Reporting program								2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
	Governance	Education and welfare	Housing	Community amenities	Recreation and culture	Transport	Economic services	Other property and services			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Property, Plant and Equipment</i>											
Buildings	13,000	157,000	52,500	0	292,500	25,000	40,000	20,000	600,000	0	0
Buildings - non specialised	0	0	0	0	0	0	0	0	0	0	20,000
Plant and equipment	0	0	0	0	0	340,000	0	0	340,000	74,010	134,000
	13,000	157,000	52,500	0	292,500	365,000	40,000	20,000	940,000	74,010	154,000
<i>Infrastructure</i>											
Infrastructure - roads	0	0	0	0	0	1,406,773	0	0	1,406,773	2,499,583	2,588,605
Infrastructure - drainage	0	0	0	0	0	0	0	0	0	0	0
Infrastructure - bridges	0	0	0	0	0	2,266,404	0	0	2,266,404	0	147,000
Infrastructure - footpaths	0	0	0	0	0	0	25,500	0	25,500	0	0
Infrastructure - parks & ovals	0	0	0	0	232,000	0	0	0	232,000	0	0
Infrastructure - other	0	0	0	30,000	0	0	15,000	0	45,000	1,374	47,800
	0	0	0	30,000	232,000	3,673,177	40,500	0	3,975,677	2,500,957	2,783,405
<b>Total acquisitions</b>	<b>13,000</b>	<b>157,000</b>	<b>52,500</b>	<b>30,000</b>	<b>524,500</b>	<b>4,038,177</b>	<b>80,500</b>	<b>20,000</b>	<b>4,915,677</b>	<b>2,574,967</b>	<b>2,937,405</b>

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

#### SIGNIFICANT ACCOUNTING POLICIES

##### RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

SHIRE OF MINGENEW  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

#### 4. FIXED ASSETS

##### (b) Disposals of Assets

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

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Actual Net Book Value	2019/20 Actual Sale Proceeds	2019/20 Actual Profit	2019/20 Actual Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Governance		0	0	0	19,513	19,513	0	0	21,000	21,000	0	0
Recreation and culture		0	0	0	3,542	4,000	458	0		0	0	0
Transport	56,100	35,000	2,000	(23,100)		0	0	0	10,000	20,000	10,000	0
Other property and services		0	0	0	2,000	2,305	305	0		2,000	2,000	0
	56,100	35,000	2,000	(23,100)	25,055	25,818	763	0	31,000	43,000	12,000	0
<b>By Class</b>												
<u>Property, Plant and Equipment</u>												
Plant and equipment	56,100	35,000	2,000	(23,100)	25,055	25,818	763	0	31,000	43,000	12,000	0
	56,100	35,000	2,000	(23,100)	25,055	25,818	763	0	31,000	43,000	12,000	0

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document

#### SIGNIFICANT ACCOUNTING POLICIES

##### GAINS AND LOSSES ON DISPOSAL

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

## 5. ASSET DEPRECIATION

### By Program

Law, order, public safety
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
2,299	35,898	47,403
21,412	21,424	21,759
71,863	72,756	84,446
7,826	8,861	11,601
407,116	410,004	394,671
581,545	580,890	912,954
59,047	58,073	61,661
355,562	320,563	315,766
1,506,670	1,508,468	1,850,261
	(40,917)	
552,000	593,300	572,212
10,000	10,123	15,000
192,000	191,380	190,923
45,000	45,100	47,403
445,000	445,836	700,000
2,000	1,728	2,615
75,000	75,138	136,245
6,500	6,436	17,791
10,500	10,426	16,000
160,000	160,846	143,000
8,670	9,072	9,072
1,506,670	1,508,468	1,850,261

### By Class

Buildings
Buildings - non specialised
Furniture and equipment
Plant and equipment
Bushfire Equipment
Infrastructure - roads
Infrastructure - drainage
Infrastructure - bridges
Infrastructure - footpaths
Infrastructure - other
Infrastructure - Recreation Areas
Infrastructure - Airfields

## SIGNIFICANT ACCOUNTING POLICIES

### DEPRECIATION

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

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

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

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

Buildings	30 to 50 years
Buildings - non specialised	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Bushfire Equipment	5 to 15 years
Infrastructure - roads	15 to 20 years
Infrastructure - drainage	50 years
Infrastructure - bridges	50 years
Infrastructure - footpaths	20 years
Infrastructure - other	5 to 50 years
Infrastructure - Recreation Areas	10 to 100 years
Infrastructure - Airfields	50 years

### AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**6. INFORMATION ON BORROWINGS**

**(a) Borrowing repayments**

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

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2020	2020/21 Budget New Loans	2020/21 Budget Principal Repayments	Budget Principal outstanding 30 June 2021	2020/21 Budget Interest Repayments	Actual Principal 1 July 2019	2019/20 Actual New Loans	2019/20 Actual Principal Repayments	Actual Principal outstanding 30 June 2020	2019/20 Actual Interest Repayments	Budget Principal 1 July 2019	2019/20 Budget New Loans	2019/20 Budget Principal Repayments	Budget Principal outstanding 30 June 2020	2019/20 Budget Interest Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>																		
Senior Citizen Building	137	WATC	2.4%	44,960	0	22,210	67,170	1,136	66,645	0	21,685	44,960	1,631	66,645	0	21,685	44,960	2,500
<b>Housing</b>																		
King St - triplex	133	WATC	2.4%	28,647	0	14,151	42,799	724	42,464	0	13,817	28,647	1,039	42,464	0	13,817	28,647	1,157
Phillip St - house	134	WATC	2.4%	21,823	0	10,780	32,603	551	32,348	0	10,525	21,823	792	32,348	0	10,525	21,823	1,100
Moore St - house	136	WATC	2.4%	54,423	0	26,884	81,307	1,375	80,671	0	26,248	54,423	1,974	80,671	0	26,248	54,423	2,198
Field St - house	142	WATC	2.4%	25,107	0	12,415	37,522	635	37,228	0	12,121	25,107	895	37,228	0	12,121	25,107	1,014
<b>Recreation and culture</b>																		
Pavillion fitout	138	WATC	2.4%	43,163	0	21,321	64,484	1,091	63,980	0	20,817	43,163	1,565	63,980	0	20,817	43,163	2,300
<b>Transport</b>																		
Roller	139	WATC	2.4%	10,580	0	5,227	15,807	267	15,683	0	5,103	10,580	384	15,683	0	5,103	10,580	550
Grader	141	WATC	2.4%	36,738	0	18,148	54,886	928	54,457	0	17,719	36,738	1,332	54,457	0	17,719	36,738	1,800
Side tipper	144	WATC	2.4%	25,132	0	12,415	37,547	635	37,253	0	12,121	25,132	912	37,253	0	12,121	25,132	1,200
Drum roller	145	WATC	2.4%	37,338	0	18,444	55,782	943	55,346	0	18,008	37,338	1,354	55,346	0	18,008	37,338	2,000
				327,910	0	161,995	489,905	8,286	486,075	0	158,165	327,910	11,877	486,075	0	158,164	327,911	15,819
				327,910	0	161,995	489,905	8,286	486,075	0	158,165	327,910	11,877	486,075	0	158,164	327,911	15,819

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.  
The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**6. INFORMATION ON BORROWINGS**

**(b) New borrowings - 2020/21**

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

**(d) Credit Facilities**

**Undrawn borrowing facilities**

**credit standby arrangements**

Bank overdraft limit

Bank overdraft at balance date

Credit card limit

Credit card balance at balance date

**Total amount of credit unused**

**Loan facilities**

Loan facilities in use at balance date

<b>2020/21 Budget</b>	<b>2019/20 Actual</b>	<b>2019/20 Budget</b>
\$	\$	\$
500,000	500,000	500,000
14,500	14,500	14,500
0	(1,396)	0
514,500	513,104	514,500
489,905	327,910	327,911

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**SHIRE OF MINGENew**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**7. LEASE LIABILITIES**

					2020/21		Budget	2020/21						2019/20	Actual	2019/20	2019/20		Budget	2019/20
					2020/21	Budget	Lease	Budget						2019/20	Actual	Actual	Budget	Budget	Lease	Budget
					Budget	Lease	Principal	Lease						Actual	Actual	Lease	Principal	Lease	Principal	Lease
Purpose	Lease	Institution	Lease	Lease	1 July 2020	New	Principal	outstanding	Interest	1 July 2019	New	Principal	outstanding	Interest	1 July 2019	New	Principal	outstanding	Interest	
	Number		Rate	Term		Leases	Repayments	30 June 2021	Repayments		Leases	repayments	30 June 2020	repayments		Leases	repayments	30 June 2020	repayments	
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services																				
Photocopier		De Lage Landon	8.2%	60m	10,072	0	(3,123)	6,949	(1,200)	13,051	0	(2,979)	10,072	(1,014)	13,051	0	0	13,051	0	
Computer equipment		Finrent	12.8%	36m	10,546	0	(6,208)	4,338	(1,200)	16,010	0	(5,464)	10,546	(1,698)	16,010	0	0	16,010	0	
					20,618	0	(9,331)	11,287	(2,400)	29,061	0	(8,443)	20,618	(2,712)	29,061	0	0	29,061	0	

**SIGNIFICANT ACCOUNTING POLICIES**

**LEASES**

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability. at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.



## 8. CASH BACKED RESERVES

### (a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Actual Transfer to	2019/20 Actual Transfer (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Land and Building Reserve - Accumulation	30,035	286	0	30,321	22,068	10,967	(3,000)	30,035	62,066	11,500	(5,000)	68,566
(b) Plant Reserve - Accumulation	153,439	41,265	0	194,704	45,977	107,462	0	153,439	45,978	36,288	0	82,266
(c) Recreation Reserve - Accumulation	3,068	38	0	3,106	2,900	168	0	3,068	12,900	60	0	12,960
(d) Employee Entitlement Reserve - Accumulation	67,534	844	0	68,378	66,543	991	0	67,534	66,544	1,250	0	67,794
(e) Aged Persons Units Reserve - Accumulation	12,670	158	0	12,828	12,445	225	0	12,670	12,444	500	0	12,944
(f) Environmental Reserve - Accumulation	19,444	118	0	19,562	19,154	290	0	19,444	19,155	450	(10,000)	9,605
(g) Industrial Area Development Reserve	5,724	72	0	5,796	5,626	98	0	5,724	5,626	125	0	5,751
(h) TRC/PO/NAB Building Reserve - Accumulation	22,023	150	0	22,173	21,688	335	0	22,023	21,688	500	(10,000)	12,188
(i) Insurance Reserve - Accumulation	22,842	285	0	23,127	22,171	671	0	22,842	42,171	1,100	0	43,271
(j) Economic Development & Marketing Reserve	10,232	2	0	10,234	9,918	314	0	10,232	19,919	500	(10,000)	10,419
(k) Covid-19 Emergency Reserve - Accumulation	80,000	1,003	0	81,003	80,000	0	0	80,000	0	0	0	0
	427,011	44,221	0	471,232	308,490	121,521	(3,000)	427,011	308,491	52,273	(35,000)	325,764

### (b) Cash Backed Reserves - Purposes

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

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Land and Building Reserve - Accumulation	Ongoing	For acquisition, construction and maintenance of land and buildings
(b) Plant Reserve - Accumulation	Ongoing	For purchase of plant and equipment
(c) Recreation Reserve - Accumulation	Ongoing	For the improvement of sportsgrounds
(d) Employee Entitlement Reserve - Accumulation	Ongoing	To fund annual, sick and long service leave and accrued staff bonuses
(e) Aged Persons Units Reserve - Accumulation	Ongoing	For funding of future operating shortfalls of the aged person units in accordance with the Homeswest Joint Arrangement
(f) Environmental Reserve - Accumulation	Ongoing	For rehabilitation of sites such as gravel pits, refuse and contaminated sites
(g) Industrial Area Development Reserve	Ongoing	For development of the industrial area
(h) TRC/PO/NAB Building Reserve - Accumulation	Ongoing	For the maintenance of the buildings
(i) Insurance Reserve - Accumulation	Ongoing	For the settlement of minor property expenses under \$5,000 that would otherwise be insurance claims
(j) Economic Development & Marketing Reserve	Ongoing	For economic development and marketing of the Shire of Mingenew
(k) Covid-19 Emergency Reserve - Accumulation	As needed	For emergency relief to impacted staff and the hire or purchase of critical equipment

SHIRE OF MINGENOW  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

9. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Governance	0	673	120
General purpose funding	3,560	3,404	3,500
Law, order, public safety	1,550	1,376	3,500
Health	150	144	370
Education and welfare	400	446	756
Housing	90,240	98,461	93,235
Community amenities	89,650	72,900	75,887
Recreation and culture	28,260	34,058	34,375
Transport	0	8,079	12,000
Economic services	18,482	25,191	17,945
Other property and services	7,000	5,994	7,320
	239,292	250,726	249,008

10. GRANT REVENUE

Unspent grants, subsidies and contributions liability						Grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program:</b>								
<b>(a) Operating grants, subsidies and contributions</b>								
General purpose funding	0	0	0	0	0	1,155,000	655,139	295,550
Law, order, public safety	0	0	0	0	0	22,200	19,468	19,868
Education and welfare	0	0	0	0	0	0	0	1,000
Community amenities	0	0	0	0	0	0	0	2,000
Transport	0	0	0	0	0	80,400	80,843	80,500
Other property and services	0	0	0	0	0	48,500	5,000	0
	0	0	0	0	0	1,306,100	760,450	398,918
<b>(b) Non-operating grants, subsidies and contributions</b>								
Recreation and culture	24,200	0	(24,200)	0	0	0	0	0
Transport	0	0	0	0	0	2,990,490	1,682,717	1,725,016
	24,200	0	(24,200)	0	0	2,990,490	1,682,717	1,725,016
<b>Total</b>	<b>24,200</b>	<b>0</b>	<b>(24,200)</b>	<b>0</b>	<b>0</b>	<b>4,296,590</b>	<b>2,443,167</b>	<b>2,123,934</b>

(c) Unspent grants, subsidies and contributions were restricted as follows:

	Budget Closing Balance 30 June 2021	Actual Balance 30 June 2020
Unspent grants, subsidies and contributions	0	24,200
	0	24,200

**SHIRE OF MINGENEW**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**11. REVENUE RECOGNITION**

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	when obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

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### 13. INTERESTS IN JOINT ARRANGEMENTS

In 1997/98, Council, in conjunction with Homewest, constructed 3x2 bedroom and 1x1 bedroom Aged Person Units in the Mingenew townsite. The terms of the Joint Arrangement provided for Council to contribute \$54,777 which equates to an equity of 15.34%. Council has subsequently capitalised expenditure on the units. The recalculated equity for Council is now 18.58%. The agreement requires the Shire to account for its share of the assets and related liabilities as well as the Shires share of all expenses and revenue relating to the arrangement. Fair value assessment of the property was undertaken in 2016/17 along with all other Council land and building assets. The amount shown below is 18.58% of the fair value of \$470,000. The initial term of the agreement is 25 years, expiring on 20 August 2022.

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>Non-current assets</b>			
Land and Buildings	87,326	87,326	470,000
Less: accumulated depreciation	(10,933)	(8,200)	(44,133)
	76,393	79,126	425,867

#### SIGNIFICANT ACCOUNTING POLICIES

##### INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Mingenew's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

## 14. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

### GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### ROUNDING OFF FIGURES

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

### COMPARATIVE FIGURES

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

### BUDGET COMPARATIVE FIGURES

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

Shire of Mingenew

Capital & Project Expenditure for the 2020/21 financial year (Leased assets not included)

GL			Job	CAPITAL ACQUISITION	MINOR ASSET	Restricted Cash	Restricted R4R	MUNI	FAG	MRWA DIRECT	DCP	RRG	SBS	R2R	BBRF	LRCI	Other	TOTAL FUNDING	
Comment	By Program																		
	Governance - 04																		
	4040110	BC083	Chamber upgrade - ceiling & lighting	13,000				0								13,000		13,000	
				13,000	0	0	0	0	0		0	0		0	0	13,000	0	13,000	
Education & Welfare - 08																			
	4080310	BC076	Childcare centre upgrade	150,000				0			150,000							150,000	
	4080310	BC023	Toy library - exterior works	7,000				0			7,000							7,000	
				157,000		0	0	0	0		157,000	0	0	0	0	0	0	157,000	
Housing - 09																			
Other	4090310	BC033	33 Victoria St - renovation	40,000				20,000			20,000							40,000	
Other	4090410	BC121	APU 1 bathroom renovations	3,125				3,125										3,125	
Other	4090410	BC122	APU 2 bathroom renovations	3,125				3,125										3,125	
Other	4090410	BC123	APU 3 bathroom renovations	3,125				3,125										3,125	
Other	4090410	BC124	APU 4 bathroom renovations	3,125				3,125										3,125	
Staff	2090186	N/A	34 William St - flooring		5,000			5,000										5,000	
Other	2090386	N/A	32 Shenton St - 1 bed unit - awning		1,000			1,000										1,000	
Other	2090386	N/A	13 Moore St - fence		3,000			3,000										3,000	
Staff	2090186	N/A	9 Field St - carpet, ceiling and aircon		8,000			8,000										8,000	
Other	2090386	N/A	Triplex 45 King St - septic works		5,000			5,000										5,000	
				52,500	22,000	0	0	54,500	0		20,000	0		0	0	0	0	74,500	
Community Amenities - 10																			
	4100190	OC006	Transfer station setup	20,000				0								20,000		20,000	
	4100190	OC006	Monitoring bores	10,000				10,000										10,000	
				30,000	0	0	0	10,000	0		0	0	0	0	0	20,000	0	30,000	
Recreation and Culture - 11																			
Combined	4110310	BC098	Recreation centre solar power installation (combined with BC021 below)	25,500				0			25,500							25,500	
	4110310	BC598	Recreation Centre water upgrades	51,000				0			51,000							51,000	
	4110610	BC016	Railway station - tourism hub	216,000				108,000							108,000			216,000	
	4110390	OC002	Mingenew Hill walking trail	32,000				0			32,000							32,000	
	4110370	PC011	Youth precinct - playground & skate park	150,000				0			150,000							150,000	
	4110370	PC011	Youth precinct - pump track & landscaping	50,000				0								50,000		50,000	
					524,500	0	0	0	108,000	0		258,500	0		0	108,000	50,000	0	524,500
Transport - 12																			
	2120286	N/A	Sundry Plant		5,000			5,000										5,000	
	4120130	PE255	Water tanker (b/f from 2019/20)	90,000				80,000									10,000	90,000	
	4120130	PE541	Caterpillar 12m Grader refurbishment	0				0										0	
	4120130	PE029	Crew cab replacement	80,000				70,000									10,000	80,000	
	4120130	PE262	Backhoe replacement	170,000				155,000									15,000	170,000	
Shire & Contractor	4120140	RC045	Philip St parking & reseal	100,000				0								100,000		100,000	
Shire & Contractor	4120140	RC087	Car park -Midland Road - parking various areas	30,000				0								30,000		30,000	
	4120110	BC047	Depot building upgrades	25,000				0								25,000		25,000	
Shire	4120150	RRG024	Milo Rd - resheeting - SLK .04 - 3.25	258,000				0				172,000		86,000				258,000	
Shire & Contractor	4120149	RRG080	Mingenew Mullewa Rd - SLK 2.58 - 5.58	439,500				0	26,414			293,000		120,086				439,500	
Contractor	4120153	BS002	Yandanooka NE Rd - intersection reconfiguration - SLK 22.30 & 22.40	296,000				0	96,000				200,000					296,000	
Shire	4120142	RC000	Various - resheeting	283,272				23,686	181,586	78,000								283,272	
	4120167	BR3019	Coalseam Rd bridge 3019 (52% in 2020/21 and 48% in 2021/22)	2,119,404				0									2,119,404	2,119,404	
	4120167	BR0833	Special Purpose Grant - Yarragadee Bridge	47,000		47,000		0										47,000	
	4120167	BR3019	Special Purpose Grant - Coalseam Rd (Lockier River) Bridge	100,000		100,000		0										100,000	
				4,038,176	5,000	147,000	0	333,686	304,000	78,000	0	465,000	200,000	206,086	0	155,000	2,154,404	4,043,176	
Economic Services - 13																			
	4130890	OC009	Communications tower upgrade	15,000				0			15,000							15,000	
	4130290	OC008	Remote tourism cameras	7,500				-10,500			18,000							7,500	
	4130290	OC007	Astrotourism project	18,000				10,500			7,500							18,000	
	4130110	BC054	MIG Building - roof replacement	20,000				20,000										20,000	
	2130386	N/A	Mingenew Tourist Centre - improve facilities		4,000			0			4,000							4,000	
	4130810	BC050	Bank building facelift	5,000				0								5,000		5,000	
	4130810	BC050	CRC - septic & leach drains	15,000				15,000										15,000	
				80,500	4,000	0	0	35,000	0		44,500	0	0	0	0	5,000	0	84,500	
Other Property & Services - 14																			
	2140286	N/A	Office PC's, UPS' , aircon for GO office		15,000			15,000										15,000	
Combined	4140210	BC021	Office solar power installation (combined with BC098 above)	20,000				0			20,000							20,000	
				20,000	15,000	0	0	15,000	0		20,000	0	0	0	0	0	0	35,000	
				4,915,676	46,000	147,000	0	556,186	304,000	78,000	500,000	465,000	200,000	206,086	108,000		243,000	2,154,404	4,961,676

Shire of Mingenew  
Road Program for the 2020/21 financial year

		ROAD	DESCRIPTION	WAGES	O'HEADS	POC	CONTRACT & MATERIALS	TOTAL COST	MRWA -RRG	MRWA - Direct Grant	R2R	RESTRICTED FUNDS	FAG's (Road)	SBS	LRCI	R2R Special	MUNI	TOTAL FUNDING
G/L Job No.		REGIONAL ROAD GROUP																
4120150	RRG024	Milo Rd - resheeting	Form up, gravel sheet, new drainage and culverts - SLK 0.04 to 3.25	84,058	56,739	93,802	23,401	258,000	172,000		86,000	0	0	0			(0)	258,000
4120149	RRG080	Mingenew Mullewa Rd	Reconstruct failing seal to 7.2m - SLK 2.58 to 5.58	97,327	65,696	104,154	172,324	439,500	293,000		120,086	0	26,414	0			(0)	439,500
				181,385	122,435	197,955	195,725	697,500	465,000		206,086	0	26,414	0			(0)	697,500
		FEDERAL BLACK SPOT																
		Nil																
				0	0	0		0	0		0	0	0	0			0	0
				0	0	0	0	0	0		0	0	0	0			0	0
		STATE BLACK SPOT																
4120153	BS002	Yandanooka NE Rd	Intersection reconfiguration - SLK 22.30 & 22.40	0	0	0	296,000	296,000	0		0	0	96,000	200,000			0	296,000
				0	0	0	296,000	296,000	0		0	0	96,000	200,000			0	296,000
		ROADS TO RECOVERY																
		Nil																
				0	0	0	0	0	0		0	0	0	0			0	0
		BRIDGE CONSTRUCTION																
4120167	BR0833	Yarragadee Bridge	Funds held by Shire	0	0	0	47,000	47,000	0		0	47,000	0	0			0	47,000
4120167	BR3019	Coalseam Bridge	Funds held by Shire	0	0	0	100,000	100,000	0		0	100,000	0	0			0	100,000
4120167	BR3019	Coalseam Bridge	New construction (52% in 2020/21)	0	0	0	2,119,404	2,119,404								2,119,404		2,119,404
				0	0	0	2,266,404	2,266,404	0		0	147,000	0	0		2,119,404	0	2,266,404
		PRIVATE WORKS																
		Various																
				0	0	0	0	0	0		0	0	0	0			0	0
				0	0	0	0	0	0		0	0	0	0			0	0
		SHIRE WORKS																
4120140	RC045	Phillip St	Parking reconfig & reseal	29,162	19,684	43,747	7,407	100,000			0	0	0	0	100,000		0	100,000
4120140	RC087	Midland Rd	Parking - various	7,290	4,921	12,000	5,789	30,000			0	0	0	0	30,000		(0)	30,000
4120142	RC000	Various	Resheeting	85,297	57,575	100,400	40,000	283,272		78,000	0	0	181,586	0			23,686	283,272
2120211	RM999	Road Maint - Built up areas	Various	4,083	2,756	6,720	4,000	17,559			0	0	0	0			17,559	17,559
2120212	RM998	Road Maint - Sealed Outside BUA	Various	20,934	14,130	41,600	6,000	82,664			0	0	0	0			82,664	82,664
2120213	RM000	Road Maint - Gravel outside BUA	Various	32,989	22,268	44,300	10,000	109,557			0	0	0	0			109,557	109,557
2120216	MB000	Bridge Maint - outside BUA	Various	3,791	2,559	2,858	0	9,208			0	0	0	0			9,208	9,208
				183,546	123,894	251,625	73,196	632,261	0	78,000	0	0	181,586	0	130,000	0	242,675	632,261
		TOTAL 2020/21 ROAD PROGRAM																
				364,931	246,328	449,581	2,831,325	3,892,165	465,000	78,000	206,086	147,000	304,000	200,000	130,000	2,119,404	242,675	3,892,165





Shire of Mingenew  
10 Year Plant Replacement Program (Net cost) - exc GST

Plant No.	Year	Description		Km's / Hrs May 2018	31	Km's / Hrs June 2019	30	Estimated Km's/Hr's 30 June 2020	Cycle	Actual 2018/19	Actual 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Note
		<b>PLANT &amp; EQUIPMENT</b>																			
PMI541	2010	Caterpillar 12M Grader	MI 541	7,725		8,798		9,700	10 Years				50,000				250,000				Midlife service (10,000 hours) in 20/21 allows us to push back replacement a litte
PG600	2018	John Deere 670GP Grader	MI 572	154		920		2,300	10 Years										300,000		Consider used replacement for low use vehicles and equipment
P0623	2011	Caterpillar Semi Truck	MI 027	242,668		269,148		280,000	7-10 Years					250,000							Consider used replacement for low use vehicles and equipment
P0625	2011	Caterpillar Semi Truck	MI 028	195,336		219,966		248,000	7-10 Years							200,000					Consider used replacement for low use vehicles and equipment
PMI255	1999	ISUZU 15000L Water Truck	MI 255	350,421		360,253		370,000	10-20 Years								100,000				Consider used replacement for low use vehicles and equipment
P0627	2012	Side Tipper Trailer	MI 422	n/a		n/a		n/a	10 Years						80,000						Consider used replacement for low use vehicles and equipment
P1THQ579	2007	Side Tipper Trailer	1THQ579	n/a		n/a		n/a	10 Years							50,000					Consider used replacement for low use vehicles and equipment
P473	2019	Case Loader	MI 473	n/a		356		1,200	10 Years	155,000											Consider used replacement for low use vehicles and equipment
PMI262	2010	JCB Backhoe Loader	MI 262	4,333		4,915		5,200	10 Years			155,000									Very high priority
P196C	2018	John Deere 5075E MFWD Cab Tractor	MI 196	0		13		160	10 Years	38,000											Consider used replacement for low use vehicles and equipment
P461	2005	Case JX60 Tractor	MI 461	3,223		3,422		3,600	10 Years				40,000								Consider used replacement for low use vehicles and equipment
P1128	2008	Bomag Rubber Roller	MI 112	4,015		4,164		4,900	10-15 Years				100,000								Consider used replacement for low use vehicles and equipment
P0528	2013	Caterpillar Steel Roller	MI 528	1,222		1,485		2,000	10 Years							150,000					Consider used replacement for low use vehicles and equipment
P4650	2008	Caterpillar Skid Steer Loader	MI 4650	1,556		1,776		2,000	10-15 Years						50,000						Consider used replacement for low use vehicles and equipment
P0645	2012	Water Tanker	MI 3470	n/a		n/a		n/a	15 Years			90,000									
		<b>MOTOR VEHICLES</b>																			
P0679	2018	Toyota Prado	1 MI	n/a		22,377		45,000	3 Years or 80,000 km	27,000			30,000			30,000			30,000		
PMI108A	2019	Toyota Hilux dualcab SR	108 MI	n/a		406		40,000	3 Years or 80,000 km	2,000			20,000			20,000			20,000		
P0691	2019	Toyota RAV4 Hybrid AWD	177 MI	n/a		n/a		20,000	3 Years or 80,000 km		15,000									20,000	
P125F	2007	Mitsubishi Fuso Canter	MI 125	135,541		156,503		171,000	10 Years				65,000								
P0591	2008	Mitsubishi Canter Crew Cab	MI 029	212,705		239,266		254,000	10 Years			70,000									High priority; age and wear starting to cause issues
P0626	2011	Mitsubishi Triton 4x2 Utility	MI 372	93,282		107,070		121,000	5-7 Years or as needed						25,000						Replace as needed at approx \$25k per changeover
P0633	2012	Mitsubishi Triton 4x2 Utility	MI 283	66,532		72,476		75,000	5-7 Years or as needed							25,000					Replace as needed at approx \$25k per changeover
P0634	2012	Mitsubishi Triton 4x2 Utility	MI 278	56,640		63,902		71,000	5-7 Years or as needed					25,000							Replace as needed at approx \$25k per changeover
PSID	2009	Triton 4x2 Utility	MI 599	104,532		110,334		118,000	5-7 Years or as needed				25,000								Replace as needed at approx \$25k per changeover
P0635	2012	Mitsubishi Fuso Community Bus	003 MI	31,724		37,272		40,000	10-15 Years												
		<b>MISCELLANEOUS PLANT</b>																			
P4541B	2020	John Deere Z930R Ride on mower	MI 4541	n/a		n/a		n/a	5-7 Years		16,000										
P0677	2017	John Deere 233SE Ride on Mower		99		185		260	5-7 Years				10,000							10,000	
P1109	2011	Bowling Green Mower							5-7 Years				5,000					5,000			
P1TKU067	2009	Polmac Custom Made Trailer	1TKU067			n/a			10-20 Years					5,000							
P0661	2014	Vehicle Carrying Trailer	MI 3497			n/a			10-20 Years						5,000						
P3134	1984	Mower Trailer	MI 3134			n/a			10-20 Years						5,000						
P3170	1994	Tandem Axle Trailer	MI 3524			n/a			10-20 Years						5,000						
P3093	1987	Tandem Axle Trailer	MI 3093			n/a			10-20 Years						5,000						
P3183	1995	Box Trailer	MI 3183			n/a			10-20 Years						5,000						
PMI3349	1996	Papas Bostop Trailer	MI 3349			n/a			10-20 Years						5,000						
P624	1996	Mobile Cool Room	9RC 624			n/a			10-20 Years					30,000							
		Traffic counters									16,000										
P0662	2014	Isuzu Fire Tender	MI 384	1,236		2,648		2,775	DFES												
P0648	2013	Toyota Landcruiser Fast Attack	1ECT 827						DFES												
TOTAL										222,000	47,000	315,000	345,000	360,000	155,000	475,000	370,000	5,000	350,000	30,000	

## Attachment 12.3.5

SHIRE OF MINGENEW				
List of Fees and Charges (GST inclusive if Y in last column)				
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee GST Y/N
<b>ADMINISTRATION</b>				
<b>RATES ENQUIRIES</b>				
Account Enquiry Fees (Settlement agents etc)	per enquiry (18/19 - per hour or part thereof)	\$83.00	\$83.00	C Y
Instalment - administration fee	per instalment	\$15.00	\$15.00	C N
Reprint of rates notice	per notice	\$5.50	\$5.50	C N
Special arrangement - administration fee	per assessment	\$21.00	\$21.00	C N
<b>FREEDOM OF INFORMATION (Freedom of Information Act 1992)</b>				
Application Fee (for non personal information)	Per application	\$30.00	\$30.00	S N
Charge for Time Dealing with Application	Per hour (or pro rata for part of hour)	\$30.00	\$30.00	S N
Charge for Photocopying	Per copy	\$0.20	\$0.20	S N
Charge for Delivery	Actual cost	Actual cost	Actual cost	S N
<b>INFORMATION ON RECORD</b>				
Council Minutes/Agenda (Hard Copy)	Per copy	\$10.00	\$10.00	C Y
Council Minutes/Agenda (Hard Copy)	Annual	\$60.00	\$60.00	C Y
Electoral Rolls	Per Ward	\$32.00	\$32.00	C Y
Electoral Roll	Per District	\$65.00	\$65.00	C Y
<b>LIBRARY</b>				
Lost or Damaged Books/CDS/Movies	Cost Recovery	Cost Recovery	Cost Recovery	C Y
<b>PHOTOCOPYING</b>				
A4 - black and white	per copy	\$0.55	\$0.55	C Y
A4 - colour	per copy	\$0.75	\$0.75	C Y
A3 - black and white	per copy	\$0.75	\$0.75	C Y
A3 - colour	per copy	\$1.00	\$1.00	C Y
Own paper supplied	per copy	\$0.25	\$0.25	C Y
Binding	per document	\$6.00	\$6.00	C Y
<b>LAMINATING</b>				
A4	per page	\$2.15	\$2.15	C Y
A3	per page	\$3.15	\$3.15	C Y
<b>FACSIMILE</b>				
Sending - Within Australia	per page	\$1.10	\$1.15	C Y
Sending - Overseas faxes	per page	\$4.00	\$4.10	C Y
Receiving	per page	\$0.55	\$0.55	C Y
<b>EMAIL</b>				
Per email - send	per email	\$3.10	\$3.15	C Y
<b>STRATEGIC AND COMMUNITY DEVELOPMENT</b>				
<b>COMMUNITY BUS VEHICLE HIRE</b>				
Category 1- Mingenew Primary School & Seniors	per day	\$80.00	\$80.00	C Y
Category 2- Community & Sporting Groups, Shire Ratepayers and Mingenew Based Business/Commercial Enterprises	per day	\$90.00	\$90.00	C Y

SHIRE OF MINGENEW					
List of Fees and Charges (GST inclusive if Y in last column)					
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
Category 3- Non local Business/Commercial/Private Groups	per day	\$220.00	\$220.00	C	Y
COMMUNITY BUS KILOMETRE FEE					
Category 1- Mingenew Primary School & Seniors	per kilometre on travel > 250kms	\$0.75	\$0.75	C	Y
Category 2- Community & Sporting Groups, Shire Ratepayers and Mingenew Based Business/Commercial Enterprises	per kilometre on travel > 250kms	\$1.60	\$1.60	C	Y
Category 3- Non local Business/Commercial/Private Groups	per kilometre	\$2.20	\$2.20	C	Y
VENUE HIRE					
Recreation Centre					
Traveling Shows, Parties, Demonstrations- non local groups	per day	\$230.00	\$230.00	C	Y
Traveling Shows, Parties, Demonstrations- local groups	per day	\$30.00	\$30.00	C	Y
Weddings, Other Functions- all groups	per day	\$230.00	\$230.00	C	Y
Meetings- local	per day	\$30.00	\$30.00	C	Y
Meetings- non local	per day	\$105.00	\$105.00	C	Y
Business Meetings/Seminars - local	per day	\$160.00	\$160.00	C	Y
Business Meetings/Seminars - non local	per day	\$230.00	\$230.00	C	Y
New Pavillion - Business Meetings/Seminars - local	per day	\$115.00	\$115.00	C	Y
New Pavillion - Business Meetings/Seminars - non local	per day	\$165.00		C	Y
Autumn Centre					
Meetings- local groups	per event	\$0.00	\$0.00	C	Y
Meetings- non local groups	per event	\$50.00	\$50.00	C	Y
Visiting Professionals	per day	\$50.00	\$50.00	C	Y
Business Meetings/Seminars- local	per day	\$90.00	\$90.00	C	Y
Business Meetings/Seminars - non local	per day	\$135.00	\$135.00	C	Y
Home and Community Care	per calender month	\$310.00	\$310.00	C	Y
Arts & Crafts Group	per meeting	\$21.00		C	Y
CWA	per annum	\$0.00	\$0.00	C	Y
Railway Station					
Arts & Crafts Group	per annum	\$0.00	\$0.00	C	Y
BONDS					
Venue Hire Bond where liquor may be provided- Non Local Groups	all venues per event	\$510.00	\$510.00	C	N
Venue Hire Bond where liquor may be provided- Local Groups	all venues per event	\$205.00	\$205.00	C	N
Bus Hire Vehicle Bond	all categories per booking	Vehicle Insurance Excess	\$310.00	C	N
Bus Hire Cleaning Bond	all categories per booking	\$60.00	\$105.00	C	N
Cool Room Bond- both local and external groups	per event	\$205.00	\$205.00	C	N
PA System (Old only- Peavey)	per event	\$50.00	\$50.00	C	N
Projector and/or Screen	per event	\$50.00	\$50.00	C	N
Rural Surveillance Camera	per camera	\$50.00	\$50.00	C	N
Bond for Cat/Dog Trap	per trap	\$50.00	\$50.00	C	N
VENUE EQUIPMENT HIRE					
Cups and Saucers only		\$30.00	\$30.00	C	Y
Full Catering- 50 people		\$65.00	\$65.00	C	Y
Full Catering- 80 people		\$95.00	\$95.00	C	Y
Full catering- 150 people		\$120.00	\$120.00	C	Y

SHIRE OF MINGENEW					
List of Fees and Charges (GST inclusive if Y in last column)					
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
<b>COMMUNITY EQUIPMENT HIRE - EXTERNAL HIRE</b>					
<b>Mobile Cool Room</b>					
Mobile Cool Room within the Mingenew Shire	per day	\$67.50	\$0.00	C	Y
Mobile Cool Room outside of the Mingenew Shire	per day	\$135.00	\$135.00	C	Y
<b>Cool Room (at Turf Bar)</b>					
Cool Room (at Turf Bar) - local	per day	\$50.00	N/A	C	Y
Cool Room (at Turf Bar) - non local	per day	\$100.00			
<b>Various Equipment</b>					
Trestle Tables	per item	\$5.75	\$5.75	C	Y
Chairs	per item	\$1.75	\$1.75	C	Y
Cat Trap (maximum a week)	per trap	\$10.00	\$10.00	C	Y
Dog Trap (maximum a week)	per trap	\$20.00	\$20.00	C	Y
<b>CLEANING CHARGES</b>					
Failure to Clean & Tidy Hired Venue	per hour	\$70.00	\$70.00	C	Y
Failure to Clean Externally Hired Equipment	per hour	\$70.00	\$70.00	C	Y
Failure to Clean & Tidy Community Bus	per hour	\$70.00	\$70.00	C	Y
<b>COMMODITIES CHARGES</b>					
<b>SAND</b>					
Small Truck (approx. 3 to 4 metres)	per load	\$105.00	\$105.00	C	Y
Large Truck (approx 7 metres)	per load	\$180.00	\$180.00	C	Y
Trailer	per load	\$40.00	\$40.00	C	Y
<b>GRAVEL</b>					
Small Truck (approx. 3 to 4 metres)	per load	\$105.00	\$105.00	C	Y
Large Truck (approx 7 metres)	per load	\$180.00	\$180.00	C	Y
Trailer	per load	\$40.00	\$40.00	C	Y
<b>BLUE METAL</b>					
Small Truck (approx. 3 to 4 metres)	per load	\$205.00	\$205.00	C	Y
Large Truck (approx 7 metres)	per load	\$360.00	\$360.00	C	Y
Trailer	per load	\$80.00	\$80.00	C	Y
<b>PLANT HIRE, INCLUSIVE OF OPERATOR</b>					
<b>Grader</b>					
Hire- Contractor	per hour	\$175.00	\$175.00	C	Y
Hire- Ratepayer	per hour	\$160.00	\$160.00	C	Y
<b>Backhoe</b>					
Hire- Contractor	per hour	\$165.00	\$165.00	C	Y
Hire- Ratepayer	per hour	\$150.00	\$150.00	C	Y
<b>Loader</b>					
Hire- Contractor	per hour	\$190.00	\$190.00	C	Y
Hire- Ratepayer	per hour	\$175.00	\$175.00	C	Y
<b>Small Truck</b>					
Hire- Contractor	per hour	\$130.00	\$130.00	C	Y
Hire- Ratepayer	per hour	\$115.00	\$115.00	C	Y
<b>Truck &amp; Trailer</b>					

SHIRE OF MINGENEW					
List of Fees and Charges (GST inclusive if Y in last column)					
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
Hire- Contractor	per hour	\$200.00	\$200.00	C	Y
Hire - Ratepayer	per hour	\$180.00	\$180.00	C	Y
<b>Water Truck</b>					
Hire- Contractor	per hour	\$140.00	\$140.00	C	Y
Hire- Ratepayer	per hour	\$125.00	\$125.00	C	Y
<b>Rubber Tyred Roller</b>					
Hire- Contractor	per hour	\$200.00	\$200.00	C	Y
Hire- Ratepayer	per hour	\$185.00	\$185.00	C	Y
<b>Vibratory Roller</b>					
Hire- Contractor	per hour	\$200.00	\$200.00	C	Y
Hire- Ratepayer	per hour	\$150.00	\$150.00	C	Y
<b>Tractor &amp; Slasher</b>					
Hire- Contractor	per hour	\$160.00	\$160.00	C	Y
Hire- Ratepayer	per hour	\$145.00	\$145.00	C	Y
<b>Tractor &amp; Broom</b>					
Hire- Contractor	per hour	\$160.00	\$160.00	C	Y
Hire- Ratepayer	per hour	\$145.00	\$145.00	C	Y
<b>Block Slashing</b>					
Hire- Contractor	per hour	Cost to Shire + 10%	Cost to Shire + 10%	C	Y
<b>Bobcat</b>					
Hire- Contractor	per hour	N/A	N/A	C	Y
<b>Ute with fogger - Not including Chemicals</b>					
Hire- Contractor	per hour	\$120.00	\$120.00	C	Y
Hire- Ratepayer	per hour	\$105.00	\$105.00	C	
<b>LABOURER</b>					
Hire	per hour	\$75.00	\$75.00	C	Y
<b>RURAL SERVICES</b>					
Water from Standpipes	per kilolitre	\$9.00	\$9.00	C	N
<b>CEMETERY LICENCES</b>					
Funeral Directors Licence Fees	Per Financial Year	\$40.00	\$40.00	C	N
Monumental Mason's Work Licence	Per Financial Year	\$40.00	\$40.00	C	N
<b>CEMETERY FEES</b>					
Grant of Right of Burial		\$42.00	\$42.00	C	Y
Grant of Right of Burial - Plot reservations		\$42.00	\$42.00	C	Y
Grant of Right of burial - Renewal for additional 25 years		\$42.00	\$42.00	C	Y
Permission to Erect Headstone		\$50.00	\$50.00	C	N
Re-Opening of a Grave		\$460.00	\$460.00	C	Y
<b>BURIAL FEES</b>					
Burial Fee - Adult		\$400.00	\$400.00	C	Y
Burial Fee - Child under 10 years		\$300.00	\$300.00	C	Y
Interment of Ashes into Existing Plot or Niche Wall & Permission for a Plaque		\$120.00	\$120.00	C	Y
<b>REGULATORY SERVICES</b>					
<b>DOG REGISTRATION FEES (Dog Act 1976)</b>					
<b>Sterilised Dog</b>					
<b>One Year</b>					

SHIRE OF MINGENEW					
List of Fees and Charges (GST inclusive if Y in last column)					
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
Normal Fee	per dog	\$20.00	\$20.00	S	N
Pensioner Concession	per dog	\$10.00	\$10.00	S	N
<b>Three Years</b>					
Normal Fee	per dog	\$42.50	\$42.50	S	N
Pensioner Concession	per dog	\$21.25	\$21.25	S	N
<b>Lifetime</b>					
Normal Fee	per dog	\$100.00	\$100.00	S	N
Pensioner Concession	per dog	\$50.00	\$50.00	S	N
<b>Unsterilised Dog</b>					
<b>One Year</b>					
Normal Fee	per dog	\$50.00	\$50.00	S	N
Pensioner Concession	per dog	\$25.00	\$25.00	S	N
<b>Three Years</b>					
Normal Fee	per dog	\$120.00	\$120.00	S	N
Pensioner Concession	per dog	\$60.00	\$60.00	S	N
<b>Lifetime</b>					
Normal Fee	per dog	\$250.00	\$250.00	S	N
Pensioner Concession	per dog	\$125.00	\$125.00	S	N
<b>Dangerous Dog</b>					
Dangerous Dog (one year only)	per dog	\$50.00		S	N
<b>CAT REGISTRATION FEES (Cat Act 2011)</b>					
<b>One Year</b>					
Normal Fee - >31st May of any year (for first registration only)	per cat	\$10.00	\$10.00	S	N
Normal Fee - < 1st May of any year	per cat	\$20.00	\$20.00	S	N
<b>Three Years</b>					
Normal Fee	per cat	\$42.50	\$42.50	S	N
Pensioners	per cat	\$21.25	\$21.25	S	N
<b>Lifetime</b>					
Normal Fee	per cat	\$100.00	\$100.00	S	N
Pensioners	per cat	\$50.00	\$50.00	S	N
<b>REPLACEMENT TAGS - CATS &amp; DOGS</b>					
Replacement Tag Fee	per tag	\$12.00	\$12.00	C	Y
<b>ANIMAL CONTROL AND IMPOUNDING FEES</b>					
<b>Impoundment</b>					
1st Day of Impoundment		\$125.00	\$125.00	C	N
Additional days of Impoundment	per day	\$25.00	\$25.00	C	N
<b>Destruction of Animal</b>					
Authorised Destruction of Animal	per animal	\$50.00	\$50.00	C	Y
<b>Control Applications</b>					
Grant or Renewal of Approval to Breed Cats	per breeding cat (male or female)	\$100.00	\$100.00	S	N
Application to Keep More Than 2 Dogs	per application	\$65.00	\$65.00	C	N
<b>DOG KENNEL LICENCE</b>					
Application for Licence to Keep an Approved Kennel Establishment	per application	\$200.00	\$200.00	S	N

SHIRE OF MINGENEW				
List of Fees and Charges (GST inclusive if Y in last column)				
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee GST Y/N
Application to Renew Licence	per annum	\$200.00	\$40.00	S N
<b>ANIMAL INFRINGEMENT FEES</b>				
Infringements committed against the Dog Act 1976 & Cat Act 2011		Charged in accordance with the Dog Act 1976 and Cat Act 2011	Charged in accordance with the Dog Act 1976 and Cat Act 2011	S N
<b>FIRE PREVENTION (Bush Fires Act 1954)</b>				
Infringements committed against the Bush Fires Act 1954		Charged in accordance with the Bush Fires Act 1954	Charged in accordance with the Bush Fires Act 1954	S N
Firebreaks/fire prevention works carried out at request of property owners		Charged out at private works rates	Charged out at private works rates	S N
<b>HEALTH SERVICES</b>				
<b>FINES AND PENALTIES</b>				
Health Infringements (Health Local Laws, Food Act, Noise)		See infringement	See infringement	
<b>OFFENSIVE TRADES (Health Act 1911)</b>				
Piggery		\$298.00	\$298.00	S N
Fish Processing Establishment		\$298.00	\$298.00	S N
Poultry Production & Farming		\$298.00	\$298.00	S N
Butcher Shop (fat melting, fat extraction)		\$171.00	\$171.00	S N
Laundries, Dry Cleaning		\$147.00	\$147.00	S N
<b>FOOD BUSINESS PREMISES (Food Act 2011)</b>				
Notification of Food Business	per application	\$74.00	\$72.00	S N
Registration of a Food Business	per application	\$210.00	\$210.00	S N
<b>FOOD PREMISES SURVEILLANCE FEES</b>				
High Risk Premises	annual fee, per business	\$300.00	\$300.00	C N
Medium Risk Premises	annual fee, per business	\$175.00	\$175.00	C N
Low Risk Premises	annual fee, per business	\$50.00	\$50.00	C N
<b>SEPTIC TANK FEES (Health (Miscellaneous Provisions) Act 1911)</b>				
<b>Application Fees</b>				
Application for the approval of an apparatus by Local Governments				
	per tank	\$118.00	\$118.00	S N
Application for the approval of an apparatus by Chief Health Officer (Reg 4A) - without local government report				
	per report	\$118.00	\$118.00	S N
Application for the approval of an apparatus by Chief Health Officer (Reg 4A) - with local government report		\$66.00		
Issuing a 'Permit to Use an Apparatus'	per tank	\$118.00	\$118.00	S N
<b>REFUSE CHARGES</b>				

SHIRE OF MINGENEW					
List of Fees and Charges (GST inclusive if Y in last column)					
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
240 Litre Bin Collection (Annual Charge)	per bin	\$380.00	\$380.00	C	N
Sale of 240L Green Mobile Bin	complete bin	Cost recovery	Cost recovery	C	Y
	lid	Cost Recovery	Cost Recovery	C	Y
	wheel	Cost recovery	Cost recovery	C	Y
1.5m³ skip (Annual charge) - NEW CHARGE IN 2019/20	per bin	\$1,000.00	\$1,000.00	C	N
3m³ skip (Annual charge) - NEW CHARGE IN 2019/20	per bin	\$1,250.00	\$1,250.00	C	N
	axle	Cost recovery	Cost recovery	C	Y
<u>Transfer Station</u>					
Asbestos Waste (per cubic metre)		\$100.00	\$100.00	C	Y
Demolition rubble / refuse (per cubic metre)		\$75.00	\$75.00	C	Y
General household waste		\$0.00	\$0.00	C	Y
<b>TRADING IN PUBLIC PLACES</b>					
<b>Itinerant Vendor (Transient)</b>					
Annual license fee		\$275.00	\$275.00	C	Y
<b>Hawkers Fee (Stallholder)</b>					
Application Fee		\$11.00	\$11.00	C	Y
Daily Fee		\$17.00	\$17.00	C	Y
One week		\$67.00	\$67.00	C	Y
One month		\$105.00	\$105.00	C	Y
One year		\$275.00	\$275.00	C	Y
<b>LODGING HOUSES</b>					
Annual Renewal Fee and Inspection		\$82.00	\$82.00	S	N
<b>CARAVAN PARKS (Caravan Parks &amp; Camping Grounds Act 1995)</b>					
<b>Licence- Grant or Renew</b>	per application	\$200.00	\$200.00	S	N
Long Stay Sites		\$6.00 per site	\$6.00 per site	S	N
Short stay sites and sites in transit park		\$6.00 per site	\$6.00 per site	S	N
Camp Sites		\$3.00 per site	\$3.00 per site	S	N
Overflow Sites		\$1.50 per site	\$1.50 per site	S	N
Additional fee for renewal after expiry	per application	\$20.00	\$20.00	S	N
Temporary Caravan Park Licence	pro rata, per application	\$100.00	\$100.00	S	N
Transfer of Licence	per application	\$100.00	\$100.00	S	N
<b>CERTIFICATES</b>					
Liquor Act Certification (Section 39)					
	per application	\$73.00	\$75.00	C	N
<b>PLANNING AND DEVELOPMENT SERVICES</b>					



**SHIRE OF MINGENEW**  
**List of Fees and Charges (GST inclusive if Y in last column)**

	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
<b>PLANNING AND DEVELOPMENT APPLICATIONS</b>					
<b>Development Applications-Exclusive of Extractive Industry</b>					
Application Fee- less than \$50,000	per application	\$147.00	\$147.00	S	N
Application Fee- more than \$50,000 but less than \$500,000	per application	0.32% of estimated cost of development	0.32% of estimated cost of development	S	N
Application Fee- more than \$500,000 but less than \$2.5 million	per application	\$1,700 + 0.257% for every \$1 in excess of \$500,000	\$1,700 + 0.257% for every \$1 in excess of \$500,000	S	N
Application Fee- more than \$2.5 million but less than \$5 million	per application	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million	S	N
Application Fee- more than \$5 million but less than \$21.5 million	per application	\$12,633 + 0.0123% for every \$1 in excess of \$5 million	\$12,633 + 0.0123% for every \$1 in excess of \$5 million	S	N
Application Fee- more than \$21.5 million	per application	\$34,196.00	\$34,196.00	S	N
Retrospective Development Application (other than for an extractive industry)	per application	The relevant fee above plus, by way of penalty, twice that fee	The relevant fee above plus, by way of penalty, twice that fee	S	N
<b>Development Applications- Extractive Industry</b>					
Application Fee	per application	\$739.00	\$739.00	S	N
Retrospective Development Application Fee	per application	The above fee plus, by way of penalty, twice that fee	The above fee plus, by way of penalty, twice that fee	S	N
<b>Home Based Business Applications</b>					
Initial Application	per application	\$222.00	\$222.00	S	N
Retrospective Application (business has already commenced)	per application	The above fee plus, by way of penalty, twice that fee	The above fee plus, by way of penalty, twice that fee	S	N
Renewal Application prior to Initial Approval Expiry	per application	\$73.00	\$73.00	S	N
Renewal Application after initial approval has expired	per application	The above fee plus, by way of penalty, twice that fee	The above fee plus, by way of penalty, twice that fee	S	N
<b>Change of Use/ Alteration/ Extension/Change of Non Conforming Use Applications</b>					
Application Fee	per application	\$295.00	\$295.00	S	N
Retrospective Application Fee	per application	The fee above plus, by way of penalty, twice that fee	The fee above plus, by way of penalty, twice that fee	S	N

SHIRE OF MINGENEW List of Fees and Charges (GST inclusive if Y in last column)				
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee GST Y/N
Demolition Application (where planning approval is required)	per application	\$147.00	\$147.00	S N
Application to Asses Amended Plans or Cancel Development Approval	per application	66% of the original application fee with a minimum of \$73 and max \$295	66% of the original application fee with a minimum of \$73 and max \$295	S N
SUB DIVISION CLEARANCE				
Sub Division Clearance for <5 lots		\$73.00	\$73.00	S N
Sub Division Clearance for >5 lots but < 195 lots		\$73 for first 5 lots, then \$35 per additional lot	\$73 for first 5 lots, then \$35 per additional lot	S N
Sub Division Clearance >195		\$7,393.00	\$7,393.00	S N
SCHEME AND STRUCTURE PLANS				
Scheme & Structure Plans Amendement Fees	per amendment	As per the Planning and Deveopment Regulations 2009	As per the Planning and Deveopment Regulations 2009	S N
Adoption of Structure Plans	per application	As per the Planning and Deveopment Regulations 2009	As per the Planning and Deveopment Regulations 2009	S
Director	per hour	\$88.00	\$88.00	S N
Manager	per hour	\$66.00	\$66.00	S N
Planning Officer	per hour	\$36.86	\$36.86	S N
Other Staff eg EHO	per hour	\$36.86	\$36.86	S N
Administrative Officers	per hour	\$30.20	\$30.20	S N
Advertising	per advertisement	cost + 10% admin fee	cost + 10% admin fee	C Y
OTHER PLANNING FEES				
Request to Extend Current Development Approval		\$147.00	\$147.00	S N
Issue of a Zoning Certificate		\$73.00	\$73.00	S N
Issue of Liquor Act Certificates s39 (Health) & s30 (Planning)		\$73.00	\$73.00	C N
Variation to the Residential Design Codes or Local Planning Scheme Assessment		\$73 per performance crieteria/scheme variation assessed with minimum of \$147 and max of \$730	\$73 per performance crieteria/scheme variation assessed with minimum of \$147 and max of \$730	S N
Written Planning Advice		\$73.00	\$73.00	S N
HOUSING AND LEASES				
SPORTING CLUB LEASES				

**SHIRE OF MINGENew**  
**List of Fees and Charges (GST inclusive if Y in last column)**

	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
Football Club (per annum) fee reduced for 2020/21 due to effects of COVID19	per annum	\$2,578	\$5,157	C	Y
Cricket Club (per annum)	per annum	\$3,157	\$3,157	C	Y
Hockey Club (per annum) fee reduced for 202/21 due to effects of COVID19	per annum	\$1,578	\$3,157	C	Y
Netball Club (per annum) fee reduced for 2020/21 due to effects of COVID19	per annum	\$604	\$1,209	C	Y
Basketball (if operating)	per annum	\$0	\$0	C	Y
Tennis Club (per annum)	per annum	\$5,286	\$5,286	C	Y
Lions Club - Expo - fee reduced to effects of COVID19	per annum	\$0	\$3,987	C	Y
Polocrosse Club (per annum)	per annum	\$751	\$751	C	Y
Horse & Pony Club (per annum)	per annum	\$172	\$172	C	Y
Turf Club (per annum)	per annum	\$5,157	\$5,157	C	Y
Golf Club (per annum)	per annum	\$3,157	\$3,157	C	Y
Bowling Club (per annum)	per annum	\$5,157	\$5,157	C	Y
<b>RENTAL PROPERTIES</b>					
<b>Staff Rental Rates</b>					
Staff Housing	per week	\$121.00	\$121.00	C	N
Triplex Units	per week	\$103.00	\$103.00	C	N
Key Worker Housing- 1 bedroom	per week	\$162.00	\$162.00	C	N
Key Worker Housing- 2 bedroom	per week	\$237.00	\$237.00	C	N
<b>Non Staff Rental Rates</b>					
Triplex - non staff / or as negotiated	per week	\$162.00	\$162.00	C	N
Key Worker Housing- 1 bedroom	per week	\$162.00	\$162.00	C	N
Key Worker Housing- 2 bedroom		\$237.00	\$237.00	C	N
Executive 4x2 Houses (supplied by Karara)		\$325.00	\$313.00	C	N
Aged Persons Units - 1 bedroom	per week	25% of Assessable Income	25% of Assessable Income	S	N
Aged Persons Units - 2 bedroom	per week	25% of Assessable Income	25% of Assessable Income	S	N
Aged Persons Units- New 2 bedroom	per week	25% of Assessable Income	25% of Assessable Income	S	N
Aged Persons Units- New 2 bedroom	per week	25% of Assessable Income	25% of Assessable Income	S	N
<b>HORSE Paddock LEASES</b>					
Lease area = 0.2 Ha	per annum	\$120.00	\$120.00	C	Y
<b>BUILDING SERVICES</b>					
<b>CERTIFIED BUILDING PERMIT APPLICATIONS</b>					

**SHIRE OF MINGENew**  
**List of Fees and Charges (GST inclusive if Y in last column)**

	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
Building Permit Application Class 1or 10	per application	0.19% of the est project value with minimum charge of \$105.00	0.19% of the est project value with minimum charge of \$105.00	S	N
Building Permit Application Class 2-9	per application	0.09% of the est project value with minimum charge of \$105.00	0.09% of the est project value with minimum charge of \$105.00	S	N
<b>UNCERTIFIED BUILDING PERMIT APPLICATIONS</b>					
Building Permit Application	per application	0.32% of the est project value with minimum charge of \$105.00	0.32% of the est project value with minimum charge of \$105.00	S	N
Building Services Levy if est Project value <\$45,000	per application	\$61.65	\$61.65	S	N
Building Services Levy if est Project value >\$45,000	per application	0.137% of the est project value	0.137% of the est project value	S	N
CITF Levy if estimated project > \$20,000	per application	0.2% of est project value	0.2% of est project value	S	N
<b>DEMOLITION PERMIT</b>					
Demolition permit Application Class 1 or 10	per application	\$105.00	\$105.00	S	N
Demolition permit Application Class2-9	per story	\$105.00	\$105.00	S	N
Building Services Levy if est Project value <\$45,000	per application	\$61.65	\$61.65	S	N
Building Services Levy if est Project value >\$45,000	per application	0.137% of the est project value	0.137% of the est project value	S	N
CITF Levy if estimated project > \$20,000	per application	0.2% of est project value	0.2% of est project value	S	N
<b>OCCUPANCY PERMIT</b>					
Occupancy Permit Application (for completed building)	per application	\$105.00	\$105.00	S	N
Temporary Occupancy Permit (for an incomplete building)	per application	\$105.00	\$105.00	S	N
Modify Occupancy Application (for additional use of a building)	per application	\$105.00	\$105.00	S	N
Replacement Occupancy Permit (for perm change in building use)	per application	\$105.00	\$105.00	S	N
<b>OCCUPANCY PERMIT- BUILDING WITH UNAUTHORISED WORKS</b>					
Occupancy Permit Application		0.18% of the est value of the unauthorised work with minimum charge of \$105.00	0.18% of the est value of the unauthorised work with minimum charge of \$105.00	S	N
<b>BUILDING APPROVAL CERTIFICATE</b>					
Application for Building Approval Cert for Authorised Building/Structure		\$105.00	\$105.00	S	N
Application for Building Approval Cert for Building/Structure with unauthorised works (s51(3))		0.38% of the est value of the unauthorised work with minimum charge of \$105.00	0.38% of the est value of the unauthorised work with minimum charge of \$105.00	S	N
<b>EXTENSION OF TIME PERMIT</b>					
Building Permit		\$105.00	\$105.00	S	N
Demolition Permit		\$105.00	\$105.00	S	N
Occupancy Permit		\$105.00	\$105.00	S	N
Building Approval Certificate		\$105.00	\$105.00	S	N
<b>BUILDING SERVICES LEVY</b>					

SHIRE OF MINGENEW					
List of Fees and Charges (GST inclusive if Y in last column)					
	Unit	2020/21 Total Cost	2019/20 Total Cost	Statutory or Council Fee	GST Y/N
Building / Demolition Application if est Project value <\$45,000	per application	\$61.65	\$61.65	S	N
Building / Demolition Application if est Project value <\$45,000	per application	0.137% of the est project value	0.137% of the est project value	S	N
Occupancy Permit or Building Approval Certificate for registration of strata scheme / plan of re-subdivision	per application	\$61.65	\$61.65	S	N
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act \$45,000 or less	per application	\$123.30	\$123.30	S	N
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act \$45,000 or above	per application	0.274% of the est value of the unauthorised work with minimum charge of \$105.00	0.274% of the est value of the unauthorised work with minimum charge of \$105.00	S	N
BUILDING CONSTRUCTION INDUSTRY TRAINING FUND LEVY (BCITF Levy)					
Building Permti Application if estimated project > \$20,000	per application	0.2% of est project value	0.2% of est project value	S	N
POOL INSPECTIONS					
Statutory Inspection Fee	Per year (inspections 4 yearly)	\$58.45	\$58.45	S	N
SMOKE ALARMS					
Approval of Battery Powered Smoke Alarms (r61)	per application	\$179.40	\$179.40	S	N
SEARCH BUILDING FEES					
Building Plan Search Fees	per hour or part there of	\$30.00	\$30.00	C	N
BUILDING INSPECTION FEE					
Inspection	per inspection	\$135.00	\$135.00	C	N
MISCELLANEOUS					
Special District Plates					
Special District Number Plates		Fees as per Dept of Transport	Fees as per Dept of Transport	S	

**13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING**

Nil

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

Report 15.1 3-YEAR INTERNAL AUDIT PLAN was accepted by Council and brought forward in order of business, for consideration at the beginning of the meeting (after section 10).

**15.0 CONFIDENTIAL ITEMS**

Nil

**16.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 19 August 2020 commencing at 4.30pm.

**17.0 CLOSURE**

The President thanked Council and staff for their attendance and closed the meeting at 4.55pm.

These minutes were confirmed at an Ordinary Council meeting on 19 August 2020.

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

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