



**SHIRE OF MENZIES**

# Minutes

**OF THE ORDINARY MEETING OF COUNCIL  
HELD ON**

**12 December 2019**

**Commencing at 1.10pm**

**12  
December  
2019**

**Ordinary Meeting of Council**

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the shire of Menzies for any act or omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.

## **FINANCIAL INTEREST**

A financial interest occurs where a Councillor, or person with whom the Councillor is closely associated, has direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An indirect financial interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

### **Councillors should declare an interest:**

- a) In a written notice given to the Chief Executive Officer (CEO) before the meeting: or
- b) At the meeting, immediately before the matter is discussed.

A member who has declared an interest must not:

- Preside at the part of the meeting relating to the matter: or
- Participate in or be present during the discussion of decision-making procedure relating to the matter unless the member is allowed to do so under Section 5.68 or 5.69 of the *Local Government Act 1995*.

**Councillor Attendance  
at Shire of Menzies Council Meetings 2019/2020**

Council Meeting Date	Leave of Absence	Apologies	Electronic Attendance	Absent
22 February 2018	-	Cr J Dwyer Cr J Lee	Cr D Hansen	-
29 March 2018	-	-	-	-
26 April 2018	-	Cr D Hansen	Cr I Baird	-
31 May 2018	-	Cr D Hansen	-	-
28 June 2018	-	-	-	-
6 August 2018	-	-	-	-
30 August 2018	-	Cr D Hansen	Cr I Baird	-
27 September 2018	-	Cr D Hansen Cr I Baird Cr J Dwyer	-	-
25 October 2018	-	-	Cr D Hansen Cr I Baird	-
29 November 2018	-	-	Cr J Dwyer	-
13 December 2018	-	-	-	Cr I Baird Cr D Hansen
28 February 2019	-	Cr D Hansen	Cr I Baird	
28 March 2019	-	-	-	-
24 April 2019	-	-	Cr D Hansen Cr I Baird	-
30 May 2019	-	-	-	-
27 June 2019	-	-	-	Cr D Hansen
25 July 2019	-	Cr D Hansen	-	-
29 August 2019	-	Cr I Tucker Cr J Lee	-	-
26 September 2019	Adjourned			
31 October 2019	-	-	-	-
28 November 2019	-	Cr D Hansen	-	-
12 December 2019		Cr D Hansen Cr I Baird		
27 February 2020				
26 March 2020				
30 April 2020				

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## **1 DECLARATION OF OPENING**

The President declared the meeting open at 1:10pm.

## **2 ANNOUNCEMENT OF VISITORS**

There were no visitors.

## **3 RECORD OF ATTENDANCE**

Present

Councillors:

Cr G Dwyer Shire President

Cr J Dwyer

Cr J Lee

Cr V Ashwin

Apologies:

Cr I Baird Deputy Shire President

Cr D Hansen

Staff:

Mr P Money Chief Executive Officer

Miss K Tucker Executive Assistant

Mrs J Taylor Manager of Finance and Administration

Mrs H Cooper Contractor

## **4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

### **QUESTION:**

Mr Vic Wozniak enquired at the last Ordinary Council Meeting 28 November 2019 as to when Malcolm Road would be graded.

### **RESPONSE:**

The Chief Executive Officer corresponded with Mr Wozniak that he had been advised by the Shire Works Supervisor, Mr Paul Warner, that the Works Program for grading of local roads including Malcolm Road will be during the week 9 to 13 December 2019.

## **5 PUBLIC QUESTION TIME**

Nil.

## **6 APPLICATIONS BY MEMBERS**

Nil.

## **7 DECLARATIONS OF INTEREST**

Nil.

## **8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

Nil.

## **9 CONFIRMATION / RECEIVAL OF MINUTES**

### **9.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 28 NOVEMBER 2019 *(Provided under Separate Cover)***

<b>COUNCIL RESOLUTION:</b>
----------------------------

<b>No. 1767</b>
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**MOVED: Cr Jill Dwyer**

**SECONDED: Cr Vashti Ashwin**

*That the minutes of the Ordinary Meeting of Council held on Thursday 28 November 2019 be confirmed as a true and correct record.*

*Carried 4 / 0*

## **10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil.

### **10.1 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

#### **10.1.1 PRESIDENTS REPORT FOR MONTH OF DECEMBER 2019**

The President's report was presented at the Ordinary Council Meeting 12 December 2019.

<b>COUNCIL RESOLUTION:</b>
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<b>No. 1768</b>
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**MOVED: Cr Vashti Ashwin**

**SECONDED: Cr Jill Dwyer**

*That the President's Report for the month of December 2019 be received.*

*Carried 4 / 0*

*Friday 29<sup>th</sup> November 2019*

*With Chief Executive Officer, we attended a tele-conference in Leonora, for the Goldfields Voluntary Regional Organisation of Councils (GVROC) regarding the upcoming Western Australian Local Government Association (WALGA) State Council Agenda.*

*Following on from that we participated in the Northern Goldfields Working Group Meeting, including discussions on requests for Goldfields – Esperance Development Commission (GEDC) to station an Officer in the North Eastern Goldfields again, a Regional Strategic Plan, the current dry spell and available Federal Government Funding.*

*A field trip to Malcolm Cemetery followed the meeting to view the work of the Outback Grave Markers.*

*Tuesday 3<sup>rd</sup> December 2019*

*With Chief Executive Officer, Cr Jill Dwyer (via telephone) and members of Staff, we attended a presentation from Western Australian Local Government Grants Commission on the methodology used to determine the amount allocated to the Shire of Menzies.*



## **12.1 FINANCE AND ADMINISTRATION**

### **12.1.1 Statement of Financial Activity for November 2019**

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	N/A
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	5 December 2019
<b>AUTHOR:</b>	Jeanette Taylor Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.1-1 Monthly Financial Report for the period ending 30 November 2019

#### **SUMMARY:**

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 30 November 2019.

#### **BACKGROUND:**

The Financial Management Regulation 34 requires each Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget under Regulation 22(1)(d):

- The annual budget estimates,
- Budget estimates to the end of the month to which the statement relates.  
Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates,
- Any material variations between year to date for income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activity is not in accordance with budget estimates for the relevant reporting period
- Include an operating statement,
- Include the net current assets, and
- Any other relevant reporting notes

**COMMENT:**

This report contains annual budget estimates, actual amounts of expenditure and income to the end of the month. It shows the material variances between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council informed of the current financial position.

**CONSULTATION:**

N/A

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulation 1996, 34*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

As detailed in the attachment.

**RISK ASSESSMENT:**

**OP9** Budgets are inaccurately reported with differences in the Budget adopted by Council, and that exercised by Council administration

**OP16** Council's statutory reports provide inaccurate financial information

**STRATEGIC IMPLICATIONS:**

*14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.

**VOTING REQUIREMENTS:**

Simple majority.

**OFFICERS RECOMMENDATION:**

That Council receive the Statement of Financial Activity for the period ending 30 November 2019 as attached and note any material differences.

**COUNCIL DECISION:**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1769</b>
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**MOVED:** Cr Justin Lee

**SECONDED:** Cr Jill Dwyer

*That Council receive the Statement of Financial Activity for the period ending 30 November 2019 as attached and note any material differences.*

*Carried 4 / 0*

**SHIRE OF MENZIES**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 November 2019**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 19 August 2019  
Prepared by: Jeanette Taylor  
Reviewed by: Jeanette Taylor

**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**

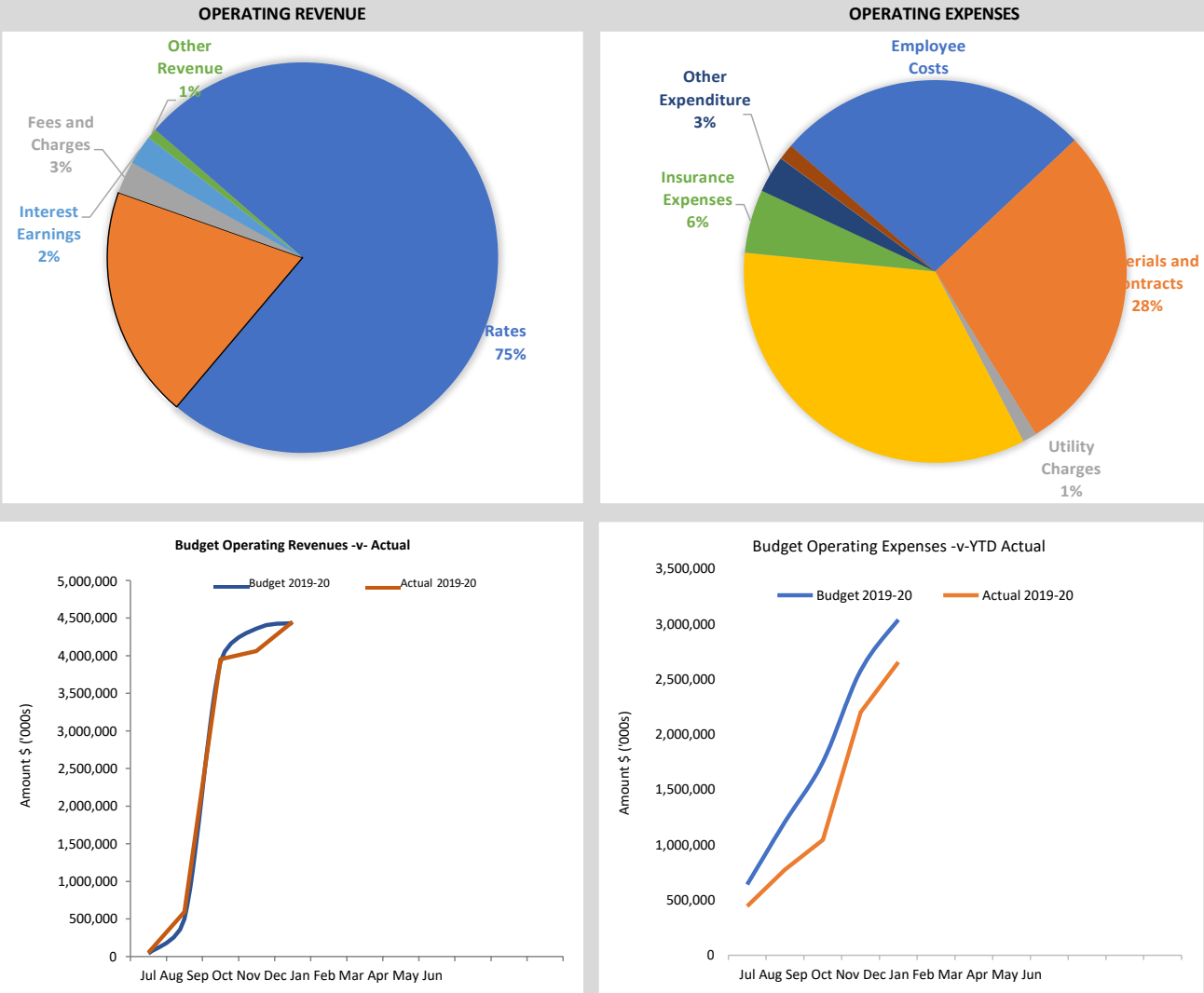
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, 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.



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

**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**STATUTORY REPORTING PROGRAMS**

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

ACTIVITIES	
<b>GOVERNANCE</b>	
Members and Administration	Administration and operation of facilities and services to members of council. Other costs that relate to the task of assisting elected members and electors on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	
General Revenue	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	
Community Safety	Supervision of various local laws. Fire prevention and animal support.
<b>HEALTH</b>	
Community Health	Monitor and control health standards within the community, provide support and assistance for Emergency Services. Analytical services.
<b>EDUCATION AND WELFARE</b>	
Facilitate Education and Welfare	Support of education facilities within the shire and of any external resources necessary to assist with educational programs for all residents.
<b>HOUSING</b>	
Staff Housing	Provision and Maintenance of staff housing.
<b>COMMUNITY AMENITIES</b>	
Provide facilities for the community	Maintain refuse sites for Menzies and Kookynie. Provision of public toilets to both townsites.
<b>RECREATION AND CULTURE</b>	
Recreational and cultural activities	Provide a library and museum. Maintenance and operations of Town Hall, sports oval and other recreational facilities.
<b>TRANSPORT</b>	
Transport Network	Construction and maintenance of roads, drainage works and traffic signs. Maintenance of airstrips at Menzies and Kookynie.
<b>ECONOMIC SERVICES</b>	
Area Promotion and economic development.	Building control, provision of power and water supplies. Supply and maintenance of television rebroadcasting service.
<b>OTHER PROPERTY AND SERVICES</b>	
Pooled operations cost centre	Public works operations, plant repairs and operation costs. Cost of administration.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	2,262,666	2,262,666	<b>2,067,783</b>	(194,883)	(8.61%)	
<b>Revenue from operating activities</b>							
Governance		16,980	7,075	<b>3,979</b>	(3,096)	(43.76%)	
General Purpose Funding - Rates	6	3,266,373	3,295,934	<b>3,327,645</b>	31,711	0.96%	
General Purpose Funding - Other		1,130,751	543,109	<b>503,161</b>	(39,948)	(7.36%)	
Law, Order and Public Safety		6,722	1,715	<b>2,141</b>	426	24.84%	
Health		1,300	540	<b>450</b>	(90)	(16.67%)	
Housing		100,600	41,915	<b>36,359</b>	(5,556)	(13.26%)	
Community Amenities		17,277	7,200	<b>18,240</b>	11,040	153.33%	
Recreation and Culture		800	335	<b>16,730</b>	16,395	4894.03%	
Transport		1,172,603	436,773	<b>407,773</b>	(29,000)	(6.64%)	
Economic Services		226,292	84,060	<b>117,855</b>	33,795	40.20%	▲
Other Property and Services		28,983	13,510	<b>16,312</b>	2,802	20.74%	
		<b>5,968,681</b>	<b>4,432,166</b>	<b>4,450,645</b>	18,479		
<b>Expenditure from operating activities</b>							
Governance		(903,820)	(400,857)	<b>(345,480)</b>	55,377	13.81%	▲
General Purpose Funding		(225,840)	(95,058)	<b>(73,365)</b>	21,693	22.82%	
Law, Order and Public Safety		(116,855)	(60,135)	<b>(46,829)</b>	13,306	22.13%	
Health		(128,587)	(46,690)	<b>(16,615)</b>	30,075	64.41%	▲
Housing		(157,257)	(71,222)	<b>(28,109)</b>	43,113	60.53%	▲
Community Amenities		(315,359)	(135,475)	<b>(138,109)</b>	(2,634)	(1.94%)	
Recreation and Culture		(953,595)	(413,236)	<b>(350,739)</b>	62,497	15.12%	▲
Transport		(2,352,537)	(1,000,676)	<b>(977,577)</b>	23,099	2.31%	
Economic Services		(1,317,284)	(568,759)	<b>(403,578)</b>	165,181	29.04%	▲
Other Property and Services		(406,655)	(246,146)	<b>(274,705)</b>	(28,559)	(11.60%)	▼
		<b>(6,877,789)</b>	<b>(3,038,253)</b>	<b>(2,655,106)</b>	383,147		
Non-cash amounts excluded from operating activities	1(a)	1,982,393	823,729	<b>942,015</b>	118,286	14.36%	▲
<b>Amount attributable to operating activities</b>		<b>1,073,285</b>	<b>2,217,642</b>	<b>2,737,554</b>	519,912		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12(b)	3,374,402	1,912,000	<b>2,256,389</b>	344,389	18.01%	▲
Proceeds from disposal of assets	7	250,911	208,556	<b>208,556</b>	0	0.00%	
Purchase of property, plant and equipment	8	(5,689,173)	(461,467)	<b>(712,208)</b>	(250,741)	(54.34%)	▼
<b>Amount attributable to investing activities</b>		<b>(2,063,860)</b>	<b>1,659,089</b>	<b>1,752,736</b>	93,648		
<b>Financing Activities</b>							
Transfer from Reserves	10	3,377,435	0	<b>0</b>	0	0.00%	
Transfer to Reserves	10	(4,658,077)	(365,162)	<b>(365,162)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(1,280,642)</b>	<b>(365,162)</b>	<b>(365,162)</b>	0		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(8,551)</b>	<b>5,774,235</b>	<b>6,192,911</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$25,000 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 NOVEMBER 2019

#### 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 NOVEMBER 2019**

**BY NATURE OR TYPE**

	Ref Note	Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	2,262,666	2,262,666	<b>2,067,783</b>	(194,883)	(8.61%)	
<b>Revenue from operating activities</b>							
Rates	6	3,266,373	3,295,934	<b>3,327,645</b>	31,711	0.96%	▲
Operating grants, subsidies and contributions	12(a)	2,137,567	878,103	<b>857,227</b>	(20,876)	(2.38%)	
Fees and charges		244,509	101,118	<b>119,171</b>	18,053	17.85%	
Interest earnings		233,789	96,689	<b>109,614</b>	12,925	13.37%	
Other revenue		47,231	21,110	<b>36,223</b>	15,113	71.59%	
Profit on disposal of assets	7	39,212	39,212	<b>764</b>	(38,448)	(98.05%)	
		<b>5,968,681</b>	<b>4,432,166</b>	<b>4,450,644</b>	18,478		
<b>Expenditure from operating activities</b>							
Employee costs		(2,055,237)	(862,430)	<b>(705,810)</b>	156,620	18.16%	▲
Materials and contracts		(2,129,633)	(891,156)	<b>(749,273)</b>	141,883	15.92%	▲
Utility charges		(86,147)	(36,535)	<b>(31,605)</b>	4,930	13.49%	
Depreciation on non-current assets		(1,986,269)	(827,605)	<b>(907,450)</b>	(79,845)	(9.65%)	
Insurance expenses		(149,012)	(148,927)	<b>(142,757)</b>	6,170	4.14%	
Other expenditure		(436,155)	(236,264)	<b>(82,881)</b>	153,383	64.92%	▲
Loss on disposal of assets	7	(35,336)	(35,336)	<b>(35,329)</b>	7	0.02%	
		<b>(6,877,789)</b>	<b>(3,038,253)</b>	<b>(2,655,105)</b>	383,148		▲
Non-cash amounts excluded from operating activities	1(a)	1,982,393	823,729	<b>942,015</b>	118,286	14.36%	▲
<b>Amount attributable to operating activities</b>		<b>1,073,285</b>	<b>2,217,642</b>	<b>2,737,554</b>	519,912		▲
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	12(b)	3,374,402	1,912,000	<b>2,256,389</b>	344,389	18.01%	▲
Proceeds from disposal of assets	7	250,911	208,556	<b>208,556</b>	0	0.00%	
Payments for property, plant and equipment	8	(5,689,173)	(461,467)	<b>(712,208)</b>	(250,741)	54.34%	
<b>Amount attributable to investing activities</b>		<b>(2,063,860)</b>	<b>1,659,089</b>	<b>1,752,736</b>	93,648		▲
<b>Financing Activities</b>							
Transfer from reserves	10	3,377,435	0	<b>0</b>	0	0.00%	
Transfer to reserves	10	(4,658,077)	(365,162)	<b>(365,162)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(1,280,642)</b>	<b>(365,162)</b>	<b>(365,162)</b>	0		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>(8,551)</b>	<b>5,774,235</b>	<b>6,192,911</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 15 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	Draft Budget	YTD 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		(39,212)	(39,212)	(764)
Add: Loss on asset disposals		35,336	35,336	35,329
Add: Depreciation on assets		1,986,269	827,605	907,450
<b>Total non-cash items excluded from operating activities</b>		<b>1,982,393</b>	<b>823,729</b>	<b>942,015</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 Nov 2018	Year to Date 30 Nov 2019
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	10	(8,497,245)	(8,497,245)	(8,451,345)	(8,874,377)
Add: Provisions - employee	11	140,097	140,097	170,534	136,338
<b>Total adjustments to net current assets</b>		<b>(8,357,148)</b>	<b>(8,357,148)</b>	<b>(8,280,811)</b>	<b>(8,738,039)</b>

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

<b>Current assets</b>					
Cash and cash equivalents	2	10,633,767	10,633,767	11,453,705	14,167,257
Rates receivables	3	442,926	442,926	1,140,622	938,011
Receivables	3	310,144	310,144	227,955	84,752
Other current assets	4	10,706	10,706	2,875	4,385
<b>Less: Current liabilities</b>					
Payables	5	(832,515)	(832,515)	(158,601)	(127,117)
Provisions	11	(140,097)	(140,097)	(170,534)	(136,338)
<b>Less: Total adjustments to net current assets</b>	1(c)	<b>(8,357,148)</b>	<b>(8,357,148)</b>	<b>(8,280,811)</b>	<b>(8,738,039)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>2,067,783</b>	<b>2,067,783</b>	<b>4,215,211</b>	<b>6,192,911</b>

**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 NOVEMBER 2019

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 Muni		1,363,183			1,363,183	NAB		
Cash Floats		1,320			1,320			
Cash Maximiser		1,922,373			1,922,373	NAB		
Muni Term Deposit		2,006,004			2,006,004		1.25%	24/11/2019
Reserves Term Deposit		(0)	3,439,644		3,439,644	NAB	1.55%	12/02/2020
Reserves Term Deposit		0	3,229,080		3,229,080	NAB	1.60%	10/01/2020
Reserves Term Deposit		0	2,205,653		2,205,653	Bankwest	1.35%	28/01/2020
<b>Total</b>		<b>5,292,879</b>	<b>8,874,377</b>	<b>0</b>	<b>14,167,257</b>			
<b>Comprising</b>								
Cash and cash equivalents		5,292,879	8,874,377	0	14,167,257			
Financial assets at amortised cost		0	0	0	0			
		<b>5,292,879</b>	<b>8,874,377</b>	<b>0</b>	<b>14,167,257</b>			

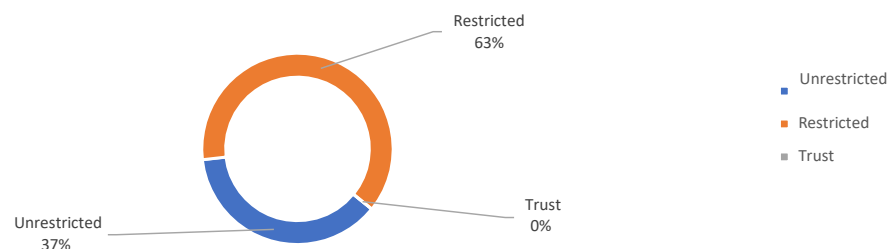
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 the staement 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>\$14.17 M</b>	<b>\$5.29 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

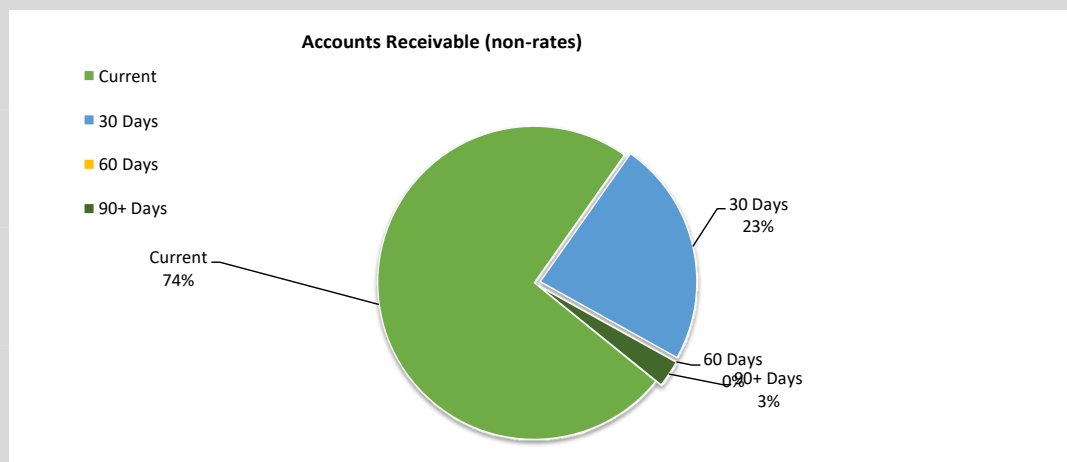
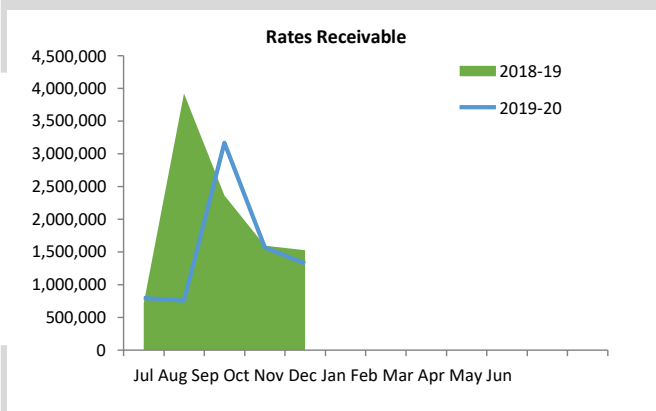
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates Receivable	30 Jun 2019	30 Nov 19
	\$	\$
Opening Arrears Previous Years	828183	828,183
Levied this year	3,123,011	3,327,645
Less - Collections to date	-3123011	(2,832,560)
Equals Current Outstanding	<b>828183</b>	<b>1,323,268</b>
Provision for doubtful debts		(385,257)
<b>Net Rates Collectable</b>	<b>828,183</b>	<b>938,011</b>
% Collected	79%	68.2%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	0	2,671	841	0	100	3,611
Percentage	0%	73.9%	23.3%	0%	2.8%	
<b>Balance per Trial Balance</b>						
Sundry receivable						10,290
GST receivable						60,144
Provision for doubtful debts						0
Accrued income/payments in advance						14,318
<b>Total Receivables General Outstanding</b>						<b>84,752</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**

**\$84,752**

**Over 30 Days**

**26%**

**Over 90 Days**

**2.8%**

**Collected**

**68.2%**

**Rates Due**

**\$938,011**

Other Current Assets	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 30-November-2019
	\$	\$	\$	\$
<b>Inventory</b>				
Inventories [describe]	10,706		6,321	4,385
<b>Total Other Current assets</b>				<b>4,385</b>
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.

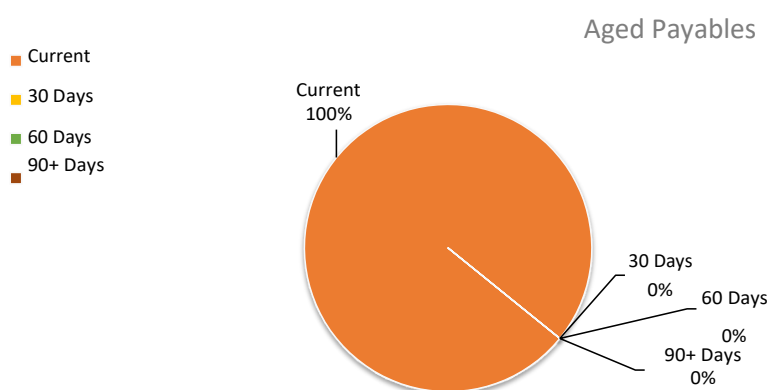
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**OPERATING ACTIVITIES  
NOTE 5  
Payables**

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	2,237	0	0	0	2,237
Percentage	0%	100%	0%	0%	0%	
<b>Balance per Trial Balance</b>						
Sundry creditors						52,996
ATO liabilities						23,889
Payroll Creditors						23,911
Income Received in advance						26,321
<b>Total Payables General Outstanding</b>						<b>127,117</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.



**Creditors Due**

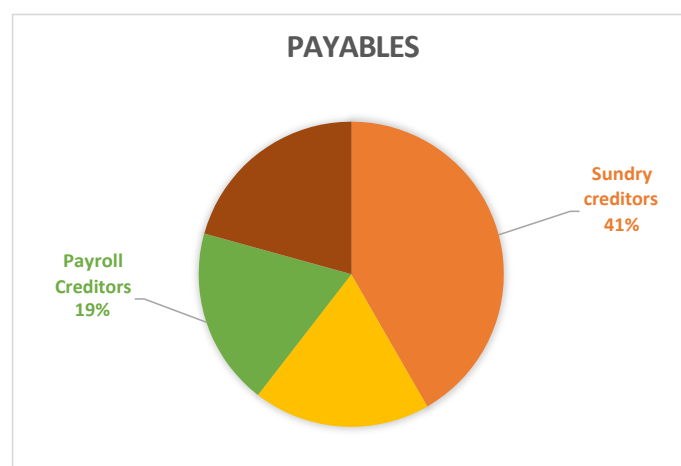
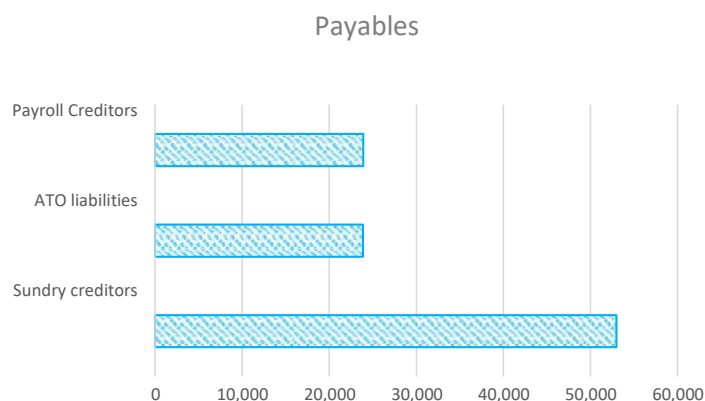
**\$127,117**

**Over 30 Days**

**0%**

**Over 90 Days**

**0%**



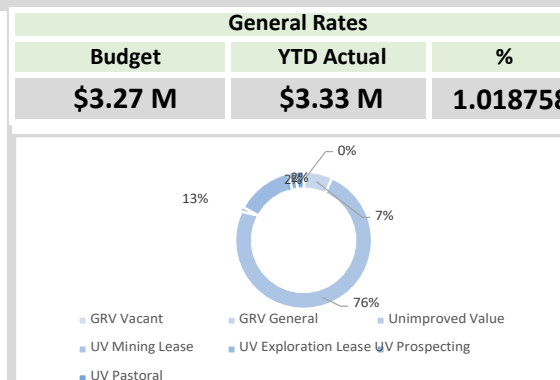
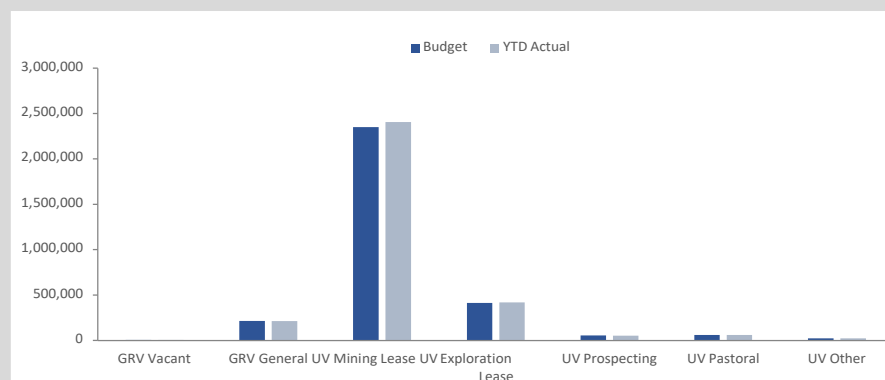
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

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>Differential General Rate</b>											
<b>Gross Rental Value</b>											
GRV Vacant	8.640000	204	62,037	1,811			1,811	1,811			1,811
GRV General	8.620000	40	2,505,965	214,694			214,694	214,694			214,694
<b>Unimproved Value</b>											
UV Mining Lease	16.550000	279	14,490,031	2,392,180	(42,229)		2,349,951	2,390,135	15,499		2,405,634
UV Exploration Lease	15.000000	466	2,992,020	412,726			412,726	420,983			420,983
UV Prospecting	14.770000	253	456,260	56,148			56,148	53,882			53,882
UV Pastoral	8.290000	27	750,995	60,861			60,861	60,861			60,861
UV Other	8.290000	64	308,000	24,948			24,948	24,978			24,978
<b>Sub-Total</b>		<b>1,333</b>	<b>21,565,308</b>	<b>3,163,368</b>	<b>(42,229)</b>	<b>0</b>	<b>3,121,139</b>	<b>3,167,344</b>	<b>15,499</b>	<b>0</b>	<b>3,182,843</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
<b>Gross Rental Value</b>											
GRV Vacant	200	200		40,000			40,000	40,000			40,000
GRV General	317	11		3,487			3,487	3,487			3,487
<b>Unimproved Value</b>											
UV Mining Lease	317	60		19,020			19,020	19,020			19,020
UV Exploration Lease	280	192		53,200			53,200	53,760			53,760
UV Prospecting	248	101		26,040			26,040	25,048			25,048
UV Pastoral	317	8		2,536			2,536	2,536			2,536
UV Other	317	3		951			951	951			951
<b>Sub-Total</b>		<b>575</b>	<b>0</b>	<b>145,234</b>	<b>0</b>	<b>0</b>	<b>145,234</b>	<b>144,802</b>	<b>0</b>	<b>0</b>	<b>144,802</b>
<b>Amount from General Rates</b>							<b>3,266,373</b>				<b>3,327,645</b>
<b>Total General Rates</b>							<b>3,266,373</b>				<b>3,327,645</b>

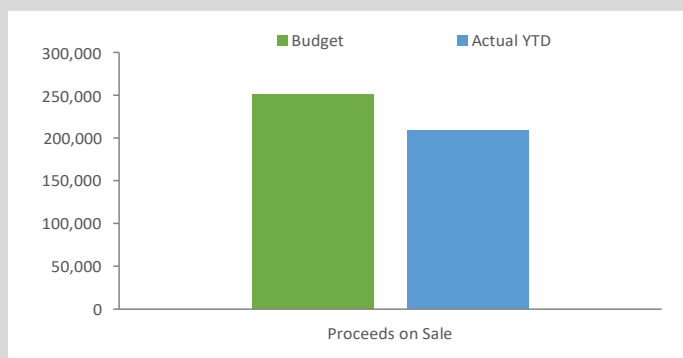
KEY INFORMATION

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	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
<b>Transport</b>									
	Toyota Landcruiser Dual Cab Ute	35,637	57,273	21,636	0	57,012	57,073	60	0
	Caterpillar Grader	132,000	100,000	0	(32,000)	116,430	83,601	0	(32,829)
	Toyota Landcruiser 1MN	53,788	65,455	11,667	0	67,754	65,255	0	(2,499)
	Digga Cleena Sweeper	825	455	0	(370)	1,011	1,218	208	0
	Digga Slasher	880	455	0	(425)	913	1,409	496	0
	Nissan Xtrail	18,905	16,364	0	(2,541)			0	0
	VW Amarok Utility	5,000	10,909	5,909	0			0	0
		<b>247,035</b>	<b>250,911</b>	<b>39,212</b>	<b>(35,336)</b>	<b>243,121</b>	<b>208,556</b>	<b>764</b>	<b>(35,328)</b>

#### KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$250,911	\$208,556	83%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

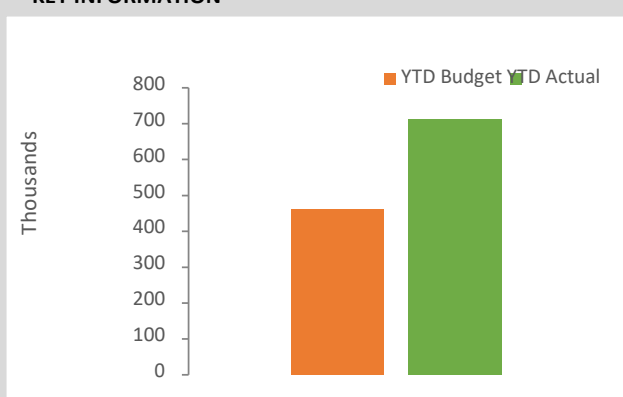
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings - non-specialised	1,076,000	10,000	5,583	(4,417)
Building - specialised	786,000	2,000	1,895	(105)
Furniture and equipment	45,000	10,000	7,092	(2,908)
Plant and equipment	705,085	238,800	247,843	9,043
Infrastructure - Roads	2,193,438	40,000	250,876	210,876
Infrastructure - Footpaths	100,000	0	0	0
Infrastructure - Other	783,650	160,667	198,919	38,252
<b>Capital Expenditure Totals</b>	<b>5,689,173</b>	<b>461,467</b>	<b>712,208</b>	<b>250,741</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,374,402	1,912,000	2,256,389	344,389
Other (Disposals & C/Fwd)	250,911	208,556	208,556	0
Cash Backed Reserves				
Building Reserve	1,782,000	0	0	0
Plant Reserve	435,785	0	0	0
Roads Reserve	300,000	0	0	0
Main Street Reserve	10,000	0	0	0
Staff amenities Reserve	650,000	0	0	0
Caravan Park Reserve	20,650	0	0	0
Niagara Dam Reserve	84,000	0	0	0
Waste Management Reserve	45,000	0	0	0
Old Post Office Reserve	50,000	0	0	0
Contribution - operations	(1,313,575)	(1,659,089)	(1,752,736)	(93,648)
<b>Capital Funding Total</b>	<b>5,689,173</b>	<b>461,467</b>	<b>712,208</b>	<b>250,741</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>\$5.69 M</b>	<b>\$0.71 M</b>	<b>13%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$3.37 M</b>	<b>\$2.26 M</b>	<b>67%</b>

Comple

		Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		<b>Capital Expenditure</b>				
	0.00	<b>Governance</b>				
71%	0.71	C04002 Software and Systems	35,000	10,000	7,092	2,908
	0.00	C04001 Administration Communication Equipment	10,000	0	0	0
	0.00	<b>Housing</b>				
	0.00	BC001 Construct new staff housing	650,000	0	0	0
95%	0.95	C09002 Lot 1 37-39 Reid St	8,000	2,000	1,895	105
	0.00	C09012 Lot 91 40 Mercer St	20,000	0	0	0
	0.00	C09013 29B Shenton St	15,000	0	0	0
	0.00	C09014 Old Post Office	50,000	0	0	0
	0.00	C09019 Lot 1085 39 Mercer St	20,000	0	0	0
	0.00	C09020 Lot 165 25 Onslow St	15,000	0	0	0
	0.00	C09021 Lot 93 36 Mercer St	10,000	0	0	0
	0.00	C09022 41 Mercer St	10,000	0	0	0
	0.00	C09205 55B (14B) Walsh St	22,000	0	0	0
	0.00	C09206 12A Walsh Street	16,000	0	0	0
	0.00	<b>Community Amenities</b>				
119%	1.19	C10000 Menzies Refuse Site New Hole	30,000	30,000	35,616	(5,616)
	0.00	C10002 Kookynie Refuse Site New Hole	15,000	0	0	0
	0.00	C10751 Cometvale Cemetery Fence	20,000	0	0	0
	0.00	<b>Recreation &amp; Culture</b>				
	0.00	C08001 Youth Centre	20,000	0	4,550	(4,550)
	0.00	C11100 Town Hall Upgrade	160,000	0	0	0
	0.00	C11305 Upgrade Town Dam	200,000	0	0	0
	0.00	C11312 Rodeo Grounds Infrastructure	50,000	0	0	0
113%	1.13	C11313 Sports Courts Adjustable Poles	9,000	9,000	10,154	(1,154)
	0.00	C11600 Butch Shop and Tea Room Upgrade	25,000	0	0	0
	0.00	<b>Transport</b>				
99%	0.99	CR0001 Menzies North West Rd Bitumen R2R	751,100	17,000	16,906	94
	0.00	CR0012 Connie Sue Remote Access Road R2R	300,000	0	304	(304)
	0.00	CR0009 Tjunjuntjarra Access Rd	66,667	0	0	0
	0.00	CR0032 Townsite Reseal	200,000	0	0	0
109%	1.09	CR0004 Evanston Menzies Road RRG	254,755	10,000	10,894	(894)
	0.00	CR0005 Yarri Road RRG	121,008	0	207,454	(207,454)
118%	1.18	CR0013 Menzies North West Rd Bitumen RRG	348,900	13,000	15,319	(2,319)
	0.00	CR0007 Menzies North West Rd Resheeting RRG	121,008	0	0	0
	0.00	CR0006 Shire House Crossover	30,000	0	0	0
161%	1.61	C11311 Street Lights at Kookynie	7,000	7,000	11,240	(4,240)
	0.00	C12100 Bicycle Path Construction	100,000	0	0	0
87%	0.87	C12101 Depot Extension Asset Upgrade	30,000	20,000	17,423	2,577
	0.00	C12103 Bores to support Roadworks	35,000	0	0	0
	0.00	C12125 Kookynie Airstrip Extension	20,000	0	0	0
	0.00	C12104 Grid Replacement Program	130,000	0	0	0
69%	0.69	C12102 Minor Plant Purchases	11,300	11,300	7,741	3,559
60%	0.60	C12318 Removable Frame for Service Truck	10,000	10,000	6,049	3,951
	0.00	NEW Building Maintenance Utility	33,285	0	0	0
92%	0.92	CP002 Vehicle Replacement Works Supervisor	88,000	88,000	80,944	7,056
	0.00	CP001 Vehicle Replacement MFA	43,000	0	0	0
	0.00	CP011 New Grader 12m	390,000	0	0	0
99%	0.99	CP012 Community Bus	56,500	56,500	56,161	339
57%	0.57	C12301 Banners and Signage	10,000	10,000	5,709	4,291
91%	0.91	CP007 CEO Car Replacement	73,000	73,000	66,376	6,624
	0.00	CP008 Works Utility Replacement	0	0	30,571	(30,571)

Comple

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
0.00	<b>Economic Services</b>				
1.00	C13002 Truck Bay Wilson and Shenton Streets	8,000	667	666	1
1.41	C13010 Niagara Dam	84,000	84,000	118,111	(34,111)
0.00	C13013 Bicycle Track Menzies Town	120,000	0	0	0
0.00	C13100 Lady Shenton Upgrade	40,000	0	0	0
0.00	C13106 Goongarrie Cottage Maintenance	50,000	0	0	0
0.00	C13107 Old Church Building 50 Shenton Street	55,000	0	0	0
0.05	C13269 Truck Bay Ablution Block	120,000	10,000	510	9,490
0.00	C13802 Caravan Park Upgrade	10,000	0	0	0
0.00	C13803 Caravan Park Security Gate Barrier	10,650	0	523	(523)
0.00	C13804 Construction Caravan Park New Unit Disable Com	400,000	0	0	0
0.00	<b>Other Property &amp; Services</b>				0
0.00	C11352 Fruit Trees Protection Arbor	5,000	0	0	0
0.00	C14584 Construct new records facility	100,000	0	0	0
0.00	C14583 Town Hall Admin Office Upgrade	46,000	0	0	0
154%	1.54 <b>Grand Total</b>	<b>5,689,174</b>	<b>461,467</b>	<b>712,209</b>	<b>(250,742)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash Backed Reserve**

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	201,642	2,966	1,523	0	0	0	0	204,608	203,165
Building Reserve	2,298,078	33,805	17,360	946,374	0	(1,782,000)	0	1,496,257	2,315,438
Plant Reserve	1,395,073	20,522	10,538	536,707	0	(435,785)	0	1,516,517	1,405,611
Roads Reserve	1,529,390	22,497	11,553	1,200,000	0	(300,000)	0	2,451,887	1,540,943
Main Street Reserve	138,105	2,032	1,043	0	0	(10,000)	0	130,137	139,148
Staff amenities Reserve	74,299	1,093	561	1,150,000	0	(650,000)	0	575,392	74,860
TV Reserve	17,589	259	133	0	0	0	0	17,848	17,722
Caravan Park Reserve	434,027	6,385	3,279	0	0	(20,650)	0	419,762	437,306
Bitumen Reserve	397,087	5,841	3,000	200,000	0	0	0	602,928	400,087
Rates Creditors	50,119	737	549	0	0	0	0	50,856	50,668
Niagara Dam Reserve	1,349,520	19,851	10,194	0	0	(84,000)	0	1,285,371	1,359,714
Water Park Reserve	98,143	1,444	741	200,000	0	0	0	299,587	98,884
Waste Management Reserve	102,766	1,512	776	0	0	(45,000)	0	59,278	103,542
Old Post Office Reserve	411,407	6,052	3,108	0	0	(50,000)	0	367,459	414,515
Commercial Enterprise Reserve	0	0	268	100,000	100,000	0	0	100,000	100,268
Land Purchase Reserve	0	0	535	200,000	200,000	0	0	200,000	200,535
	<b>8,497,245</b>	<b>124,996</b>	<b>65,162</b>	<b>4,533,081</b>	<b>300,000</b>	<b>(3,377,435)</b>	<b>0</b>	<b>9,777,887</b>	<b>8,862,407</b>
Movement in Accrued Interest 30 June 2019 to 31 October 2019									11,969
<b>Total Cash Backed Reserves</b>									<b>8,874,377</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
Leave Reserve	Perpetual	To be used to fund annual and long service leave requirements
Building Reserve	Perpetual	To be used for the purchase of major plant.
Plant Reserve	Perpetual	To be used for the acquisition of future buildings and renovation of existing building
Roads Reserve	Perpetual	To be used to fund major road works
Main Street Reserve	Perpetual	Established for the beautification of the main street
Staff Amenities Reserve	Perpetual	Established for the purpose of providing staff housing and amenities
TV Reserve	Perpetual	To be used to fund upgrades to the rebroadcasting equipment.
Caravan Park Reserve	Perpetual	Established for the purpose of providing upgrades to the caravan park.
Bitumen Reserve	Perpetual	Established to fund resealing of roads
Rates Creditors Reserve	Perpetual	Established for future rates claims
Niagara Dam Reserve	Perpetual	Established for ongoing upgrade of Niagara Dam valve workings and other maintenance
Water Park Reserve	Perpetual	Established to provide a water park
Waste Management Reserve	Perpetual	Provide for the statutory reinstatement and development of the reserve.
Former Post Office Reserve	Perpetual	For restoration and maintenance of the Former Post Office.
Commercial Enterprise Reserve	Perpetual	To fund an activity or purchase with a view to producing a profit by the Shire of Menzies
Land Purchase Reserve	Perpetual	To be used for purchase of selective properties with development potential

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 30 November 2019
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		118,191			118,191
<b>Contract Liabilities</b>					
Lease liability		0			0
<b>Amounts shown above include GST (where applicable)</b>					
<b>A breakdown of contract liabilities and associated movements is provided on the following pages at 11(a) and 11(b)</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 NOVEMBER 2019

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>General purpose funding</b>											
WA Grants Commission						886,653	443,327	886,653		886,653	386,024
<b>Law, order, public safety</b>											
Fire Prevention						6,522	1,631	6,522		6,522	1,431
<b>Transport</b>											
Grant Roads						820,598	214,000	820,598		820,598	212,688
Grant - MRWA Direct Grant						183,146	183,146	183,146		183,146	194,321
Grant Other Tjun Access Rd						128,647		128,647		128,647	0
<b>Economic services</b>											
CRC & Cashless Card						112,000	36,000	112,000		112,000	61,854
	0	0	0	0	0	2,137,566	878,104	2,137,566	0	2,137,566	856,318
<b>Operating Contributions</b>											
<b>Economic services</b>											
Event Contribution							0	0		0	909
	0	0	0	0	0	0	0	0	0	0	909
<b>TOTALS</b>	0	0	0	0	0	2,137,566	878,104	2,137,566	0	2,137,566	857,227

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019

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>Recreation and culture</b>											
Lottery West Youth Services						25,570	12,000	25,570		25,570	11,744
<b>Transport</b>											
Grants R2R						695,000		695,000		695,000	0
Grants RRG						301,165		301,165		301,165	179,000
Grants Wandrra						1,900,000	1,900,000	1,900,000		1,900,000	2,065,646
Grant Other Tjuntjunjarra						66,667		66,667		66,667	0
<b>Economic services</b>											
Tourism - Truck Bay						290,000		290,000		290,000	0
Tourism - Bicycle Path						96,000		96,000		96,000	0
	0	0	0	0	0	3,374,402	1,912,000	3,374,402	0	3,374,402	2,256,389
<b>Total Non-operating grants, subsidies and contributions</b>	0	0	0	0	0	3,374,402	1,912,000	3,374,402	0	3,374,402	2,256,389



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**NOTE 13  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 30 Nov 2019
	\$	\$	\$	\$
Trust Account	1,680	400	(2,080)	0
	<b>1,680</b>	<b>400</b>	<b>(2,080)</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**NOTE 15  
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 \$25,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Economic Services	33,795	40.20%	▲ Timing	Over Budget - Timing, Grant monies received earlier than budgeted
<b>Expenditure from operating activities</b>				
Governance	55,377	13.81%	▲ Timing	Under Budget - Members Conferences cost savings, Other Governance cost savings
Health	30,075	64.41%	▲ Timing	Under Budget - WA Country Health have only invoiced for 1 month.
Housing	43,113	60.53%	▲ Timing	Under Budget - Maintenance not yet carried out.
Recreation and Culture	62,497	15.12%	▲ Timing	Under Budget - TjunTjun Milpa Art not yet claimed \$9,900 Outback Graves Budgeted \$25,000 given \$20,000 to date. Tjuntjunjarra School holiday program invoiced December. Tree planting project not started. Parks & Gardens maintenance lower than budget
Economic Services	165,181	29.04%	▲ Timing	Under Budget - Lady Shenton exp down due to wages. Rodeo donation \$80,000 not yet claimed. Building Maintenance Officer Exp down \$57,000. No expense to Golden West Trail audit & Australia's Golden Outback.
Other Property and Services	(28,559)	(11.60%)	▼ Timing	Over Budget - Support contract & Consultants over budget
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	344,389	18.01%	▲ Permanent	Over Budget - Wandrra over \$165,000 permanent, \$179,000 RRG Grant Timing
Capital Acquisitions	(250,741)	(54.34%)	▼ Permanent	Over Budget - \$207,000 carryover from last YR exp not budgeted. Niagara Dam silt removal over budget (approved by council)

**12.1.2 MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF NOVEMBER 2019**

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	FIN.935.1/NAM307
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	5 December 2019
<b>AUTHOR:</b>	Jeanette Taylor Manager Finance and Administration
<b>ATTACHMENT:</b>	12.1.2-1 Payment Listing for November 2019

**SUMMARY:**

The list of payments made for the month of November 2019 to be received by Council.

**BACKGROUND:**

Payments have been made by electronic funds transfer (EFT), cheque and direct transfer from Council's Municipal bank account and duly authorised as required by Council Policy. These payments have been made under authority delegated to the Chief Executive Office and are reported to Council.

**COMMENT:**

The EFT and Direct Debit payments that have been raised for the month of November 2019 are attached.

After payment, the balance of creditors will be \$2,237.30.

**CONSULTATION:**

Rates Officer – Carol McAllan

**STATUTORY Environment:**

*Local Government (Financial Management) Regulations 1996 Regulation 13*

## **POLICY IMPLICATIONS:**

**Policy 4.7** – Creditors – Preparation for Payment

## **FINANCIAL IMPLICATIONS:**

Nil.

## **RISK ASSESSMENTS:**

**OP7** Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all.

## **STRATEGIC IMPLICATIONS:**

*14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.

## **VOTING REQUIREMENTS:**

Simple Majority.

## **OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of November 2019 totaling \$2,064,139.81 being:

- 1) Cheques totaling \$315.30;
- 2) Electronic Fund Transfer EFT4581 – EFT4665 payments in the Municipal Fund totaling \$426,752.12;
- 3) Direct Debit payments from the Municipal Fund totally \$52,336.52; and
- 4) Credit Card payments for the statement period 29 August 2019 to 27 September 2019 totaling \$3,543.65

**COUNCIL DECISION:**

**COUNCIL RESOLUTION:**

**No. 1770**

**MOVED: Cr Vashti Ashwin**

**SECONDED: Cr Jill Dwyer**

*That Council receive the list of payments for the month of November 2019 totaling \$2,064,139.81 being:*

- 1. Cheques totaling \$315.30;*
- 2. Electronic Fund Transfer EFT4581 – EFT4665 payments in the Municipal Fund totaling*
  - a. \$426,752.12;*
- 3. Direct Debit payments from the Municipal Fund totally \$52,336.52; and*
- 4. Credit Card payments for the statement period 29 August 2019 to 27 September 2019 totaling \$3,543.65*

*Carried 4 / 0*

**Shire of Menzies**  
**Payments for the Month of November 2019**

Chq/EFT	Date	Name	Description	Amount
10485	01/11/2019	Shire Of Menzies	Petty Cash Reimbursement	\$315.30
				<b>TOTAL <u>\$315.30</u></b>

Cheques	\$315.30
EFT	\$426,752.12
Direct Debit	\$52,336.52

<b>Total Payments</b>	<u>\$479,403.94</u>
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Credit Card Payments (included in Direct Debit)	\$3,543.65
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**Shire of Menzies**  
**Payments for the Month of November 2019**

Chq/EFT	Date	Name	Description	
EFT4581	06/11/2019	Tanvanth Singh Sandhu	Repay money bounced back to our account	\$354.71
EFT4582	06/11/2019	Walter Raymond Rush	Rates refund for assessment A4635	\$240.66
EFT4583	06/11/2019	Netlogic Information Technology	Surface Pro & accessories, desktop computer, keyboards & mouse, monitors, dual monitor desk stands x 2	\$6,240.00
EFT4584	14/11/2019	Leonora Pharmacy	Pharmacy October 2019	\$653.11
EFT4585	14/11/2019	Gearing Butchers	Supply - Food - Murdoch Vets	\$125.48
EFT4586	14/11/2019	Goldfields Off Road	Air Vent for P0162 - P0162 Box Trailer 7 x 4	\$157.50
EFT4587	14/11/2019	Child Support	Payroll deductions	\$300.00
EFT4588	14/11/2019	Wilunatic Press	25 x Books for resale	\$540.00
EFT4589	14/11/2019	Market Creations	Monthly costs of server and support	\$1,901.78
EFT4590	14/11/2019	Xstra Global IT and Communication Solutions	Phone, PABX Hosting Support	\$292.35
EFT4591	14/11/2019	Coolgardie Tyre Service	4x new 17.5 grader tyres	\$6,787.00
EFT4592	14/11/2019	Goldfields Truck & Plant Hire Pty Ltd	Plant and Truck Hire - Various Road Works	\$20,651.40
EFT4593	14/11/2019	Triton Building Company	Building Audit on Shire of Menzies Properties	\$20,300.50
EFT4594	14/11/2019	Versatile Plant Hire and Contracting	Silt Removal - Niagra Dam	\$22,100.00
EFT4595	14/11/2019	Alice Bryant	Rental Vehicle for week 27/10/19 to 02/11/2019	\$350.46
EFT4596	14/11/2019	Helen Louise Cooper	Reimbursement - Accommodation/Meals - H Cooper	\$191.83
EFT4597	14/11/2019	Shire of Merredin	LSL Contributions - Robyn McCarthy	\$3,759.36
EFT4598	14/11/2019	Ausq Training	Training - x 5 - Basic Worksite Traffic Management	\$2,599.50
EFT4599	14/11/2019	Air Liquide WA Pty Ltd	1 x Large Bottle - Argon Gas - Bottle Hire	\$158.87
EFT4600	14/11/2019	Atom	Strapping and Buckle Bandit	\$569.85
EFT4601	14/11/2019	Australia's Golden Outback	Silver Membership - Australia's Golden Outback -2019/20	\$145.00
EFT4602	14/11/2019	Blackwoods	Coffee, Connector Taps	\$55.65
EFT4603	14/11/2019	Bunnings	Depot Workshop Consumables	\$113.04
EFT4604	14/11/2019	Cabcharge Australia Limited	Accounting Fees - October 2019	\$6.00
EFT4605	14/11/2019	Toll Transport Pty Ltd	Freight	\$172.02
EFT4606	14/11/2019	Cybersecure	Backup Subscription - Cyber Security - October 2019	\$259.88
EFT4607	14/11/2019	DCN Transport	Container For Youth Centre and Transport to Menzies	\$5,005.00
EFT4608	14/11/2019	Goldline Distributors	Catering & Cleaning Materials	\$408.02
EFT4609	14/11/2019	Goldfields Toyota	Purchase - Toyota Dual Cab Manual	\$80,164.89
EFT4610	14/11/2019	Goldrush Tours	Visitors Centre - Resale of Goods	\$45.90
EFT4611	14/11/2019	Hare & Forbes Machinery House	Cold saw bench, Vice, Drawers	\$3,597.00
EFT4612	14/11/2019	Harvey Norman	Nintendo Accessories - Youth Centre	\$287.95
EFT4613	14/11/2019	IT Vision	Consulting - EOFYY Rates	\$3,300.00
EFT4614	14/11/2019	JR & A Hersey	Boots & Uniforms	\$5,022.83

**Shire of Menzies**  
**Payments for the Month of November 2019**

EFT4615	14/11/2019	Kmart	Uniform Apparel	\$43.75
EFT4616	14/11/2019	Landgate	Titles Certificates	\$52.40
EFT4617	14/11/2019	Marketforce	Finance and Administration Officer Advert	\$253.88
EFT4618	14/11/2019	Shire of Menzies Social Club	Payroll deductions	\$110.00
EFT4619	14/11/2019	MLG OZ Pty Ltd	supply and deliver 103.55 tonne of road base to Menzies	\$2,050.29
EFT4620	14/11/2019	Netlogic Information Technology	Consulting Labour Offsite	\$825.00
EFT4621	14/11/2019	Office National	Go Pull Out File Shelf - Lady Shenton	\$255.22
EFT4622	14/11/2019	Pila Nguru Aboriginal Corporation	Accommodation for Debbie Hansen at Millen Street OMC	\$396.00
EFT4623	14/11/2019	Quality Inn Railway Motel Kalgoorlie	Accommodation for Peter Money - Trade Expo	\$368.50
EFT4624	14/11/2019	Moore Stephens	Quarterly Fee - Statutory Compliance Service	\$32,122.75
EFT4625	14/11/2019	Vissign Australia Pty Ltd	Supply Various Signage, Poles & Brackets - Niagara Dam	\$21,448.90
EFT4626	14/11/2019	WML Consultants	Engineering Consultant	\$3,287.63
EFT4627	19/11/2019	Roofmart KB	Fencing materials	\$1,840.31
EFT4628	19/11/2019	Sheldon Tucker	Repay rent incorrectly deducted from termination pay	\$287.00
EFT4629	19/11/2019	Cr Keith Mader	Refund of Child Support deducted from payments - Ref 812063043652	\$175.17
EFT4630	19/11/2019	Office National	Travel portion of copier service	\$66.00
EFT4631	19/11/2019	Australian Taxation Office	IAS for 1 October to 31 October 2019	\$27,144.00
EFT4632	29/11/2019	Helen Smith	Murdoch University Sterilisation Program 10/11 Nov 2019	\$2,764.47
EFT4633	29/11/2019	Child Support	Payroll deductions	\$300.00
EFT4634	29/11/2019	3E Advantage	Monthly Rental - Smartboard	\$374.00
EFT4635	29/11/2019	Coolgardie Tyre Service	Tyre Replacements for Plant - PO162, PO220, PO207	\$1,831.50
EFT4636	29/11/2019	Burkeair Pty Ltd	Replacement - Faulty Fan Motor - Shire Housing	\$770.00
EFT4637	29/11/2019	Hosemasters	Consumables - Plant P0199 / 1TBS601	\$200.55
EFT4638	29/11/2019	Kalgoorlie Refrigeration and Airconditioning	Ice Machine - Replacement	\$6,347.00
EFT4639	29/11/2019	Helen Louise Cooper	Kitchen Goods - 29A Shenton Street Menzies	\$139.25
EFT4640	29/11/2019	Bunnings	Workshop Consumables	\$1,476.63
EFT4641	29/11/2019	Toll Transport Pty Ltd	Delivery / Transport - Uniforms and Removable Frame for Service Truck	\$277.50
EFT4642	29/11/2019	Canning Pool & Pump Centre PTY	Liquid chlorine 20L	\$350.00
EFT4643	29/11/2019	Eagle Petroleum (W.A) Pty Ltd	Diesel x 7000L - Bulk Fuel	\$11,047.30
EFT4644	29/11/2019	Department of Fire And Emergency Services	2019/20 ESL Quarter 2 - Option B Agreement	\$14,565.60
EFT4645	29/11/2019	Goldline Distributors	Refreshments & Consumables	\$185.25
EFT4646	29/11/2019	Goldfields Pest Control	Herbicidal application - Control of Feral Cactus	\$5,990.00



**Shire of Menzies**  
**Payments for the Month of November 2019**

EFT4647	29/11/2019	Goldfields Records Storage	Storage Archive Boxes - Charges for October 2019	\$31.37
EFT4648	29/11/2019	IT Vision	Invoice - 32398 Chart of Accounts Restructure, progress payment for work completed to end October	\$5,150.75
EFT4649	29/11/2019	JR & A Hersey	Consumables - Depot	\$195.36
EFT4650	29/11/2019	Kmart	28L Microwave, craft materials - Youth Centre	\$429.50
EFT4651	29/11/2019	Kalgoorlie Precast Concrete	BBQ Fire Pits - Lake Ballard	\$1,628.00
EFT4652	29/11/2019	LO-Go Appointments	Contract Services - H Cooper PPE 16 Nov 2019	\$3,592.49
EFT4653	29/11/2019	Marketforce	Death Notice - Cr Ian Tucker	\$379.12
EFT4654	29/11/2019	Shire of Menzies Social Club	Payroll deductions	\$110.00
EFT4655	29/11/2019	Netlogic Information Technology	Labour - Offsite - Various	\$1,291.09
EFT4656	29/11/2019	Office National	Stationery, Calculators, Toners, Snap Frame	\$2,319.75
EFT4657	29/11/2019	Onsite Rental Group	Hire Trailer Mounted Boom - Sizzor Lift	\$936.38
EFT4658	29/11/2019	Penns Cartage	Transport Goods - Depot Extension	\$314.60
EFT4659	29/11/2019	Pila Nguru Aboriginal Corporation	Airfares & Accommodation - I Baird & D Hansen for OCM	\$1,426.90
EFT4660	29/11/2019	Refresh Water	Water	\$235.00
EFT4661	29/11/2019	Sheridan's For Badges	Cast Bronze Plaque - Henderson	\$616.00
EFT4662	29/11/2019	The Work Wear Group	Admin Staff Uniforms	\$1,846.90
EFT4663	29/11/2019	Vissign Australia Pty Ltd	Signage - Caravan Park	\$305.80
EFT4664	29/11/2019	Wa Hino	Lube Kit, Fuel Filter and Engine oil	\$1,584.96
EFT4665	29/11/2019	Wurth Australia	washers ,bolts, screw retaining glue	\$290.71
	07/11/2019	Payroll		\$42,158.09
	21/11/2019	Payroll		\$37,705.96
			TOTAL	<b>\$426,752.12</b>

**Shire of Menzies**  
**Payments for the Month of November 2019**

Chq/EFT	Date	Name	Description	Amount
DD3001.1	05/11/2019	WA Local Govt Superannuation	Superannuation contributions	\$4,981.10
DD3001.2	05/11/2019	WA Local Govt Superannuation	Superannuation contributions	\$2,227.53
DD3001.3	05/11/2019	Sunsuper	Superannuation contributions	\$872.35
DD3001.4	05/11/2019	Australian Super	Superannuation contributions	\$827.81
DD3001.5	05/11/2019	GESB Superannuation	Superannuation contributions	\$52.48
DD3001.6	05/11/2019	Kinetic Superannuation	Payroll deductions	\$256.58
DD3005.1	06/11/2019	Horizon Power	Power charges - to 18 Oct 19-Caravan Park	\$4,942.24
DD3007.1	07/11/2019	Power ICT Pty Ltd	Phone Messages on Hold - November 2019	\$75.90
DD3009.1	08/11/2019	Telstra - DIRECT DEBIT ONLY	Satellite Phones - 9 November	\$318.60
DD3011.1	11/11/2019	Telstra - DIRECT DEBIT ONLY	Office Internet to 11 November	\$7,077.87
DD3014.1	13/11/2019	Horizon Power	Power charges Unit B - Shenton Street	\$165.97
DD3016.1	13/11/2019	Horizon Power	Power charges to 25 Oct 19, Shire Buildings	\$5,994.96
DD3028.1	19/11/2019	WA Local Govt Superannuation	Superannuation contributions	\$4,751.44
DD3028.2	19/11/2019	WA Local Govt Superannuation	Payroll deductions	\$2,131.42
DD3028.3	19/11/2019	Sunsuper	Superannuation contributions	\$872.35
DD3028.4	19/11/2019	Australian Super	Superannuation contributions	\$614.31
DD3028.5	19/11/2019	GESB Superannuation	Superannuation contributions	\$52.48
DD3028.6	19/11/2019	Kinetic Superannuation	Payroll deductions	\$256.58
DD3036.1	01/11/2019	Water Corporation	Water usage - to 9 Oct 19 - Office	\$262.08
DD3036.2	01/11/2019	WESTNET	Internet - CRC - 1 November to 30	\$54.99
DD3038.1	15/11/2019	Toyota Finance DIRECT DEBIT	Toyota Prado Lease - November 2019	\$1,099.07
DD3040.1	26/11/2019	Cr Gregory Dwyer	Councillor Fees - November 2019	\$3,364.49
DD3040.2	26/11/2019	Cr Ian Baird	Councillor Fees - November 2019	\$1,289.67
DD3040.3	26/11/2019	Cr Jillian Dwyer	Councillor Fees - November 2019	\$875.83
DD3040.4	26/11/2019	Cr Vashti Marie Fay Ashwin	Councillor Fees - November 2019	\$875.83
DD3040.5	26/11/2019	Cr Justin Lee	Councillor Fees - November 2019	\$875.83
DD3040.6	26/11/2019	Cr Debbie Hansen	Councillor Fees - November 2019	\$875.83
DD3042.1	29/11/2019	Wright Express Australia Pty Ltd	Fuel Card to 15 November 2019	\$724.90
DD3044.1	29/11/2019	NAB	Bank Charges	\$359.01
DD3046.1	01/11/2019	NAB	Bank Fees October 2019	\$867.05
DD3048.1	04/11/2019	NAB	CEO, MFA Credit Cards 9 October 2019)	\$3,543.65
DD3050.1	19/11/2019	Horizon Power	Streetlights - 1 October 2019 to 31 October	\$764.83
DD3052.1	28/11/2019	NAB	NAB Connect Fees - October 2019	\$31.49
			TOTAL	<b>\$52,336.52</b>

**Shire of Menzies**  
**Payments for the Month of November 2019**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
01/10/2019	Bunnings	Garden hoses and fittings	\$ 65.10
08/10/2019	Activat8me	Staff internet	\$ 69.95
14/10/2019	Activat8me	Staff internet	\$ 70.65
18/10/2019	Goldfields Toyota	Vehicle repairs 1MN	\$ 73.60
23/10/2019	Vanessa Australia	Goods for resale at Visitor Centre	\$ 411.88
24/10/2019	Qantas	Air fare for contract staff	\$ 468.80
25/10/2019	NIB Travel Insurance	Air fare for contract staff insurance	\$ 12.00
28/10/2019	Harvey Norman	Replacement mobile phone	\$ 1,433.90
28/10/2019	NAB	Card Fee	\$ 9.00
01/10/2019	Caltex	Fuel 5MN	\$ 52.20
09/10/2019	Dept Transport	Menzies licence plates	\$ 200.00
15/10/2019	SPOT	SPOT fees	\$ 117.61
15/10/2019	NAB	Foreign fee	\$ 3.53
18/10/2019	Harvey Norman	Phone charger replacement	\$ 24.95
28/10/2019	TiesNcuffs	Goods for resale at Visitor Centre	\$ 521.48
28/10/2019	NAB	Card Fee	\$ 9.00
		Direct Debit	<b>\$ 3,543.65</b>

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	As Applicable
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	6 December 2019
<b>AUTHOR:</b>	Jeanette Taylor Manager of Finance and Administration
<b>ATTACHMENT:</b>	Nil

**SUMMARY:**

The Menzies Community Resource Centre, Visitor Centre. Community Postal Agency and Caravan Park operate from the Lady Shenton Building on the corner of Brown and Shenton Streets.

**BACKGROUND:**

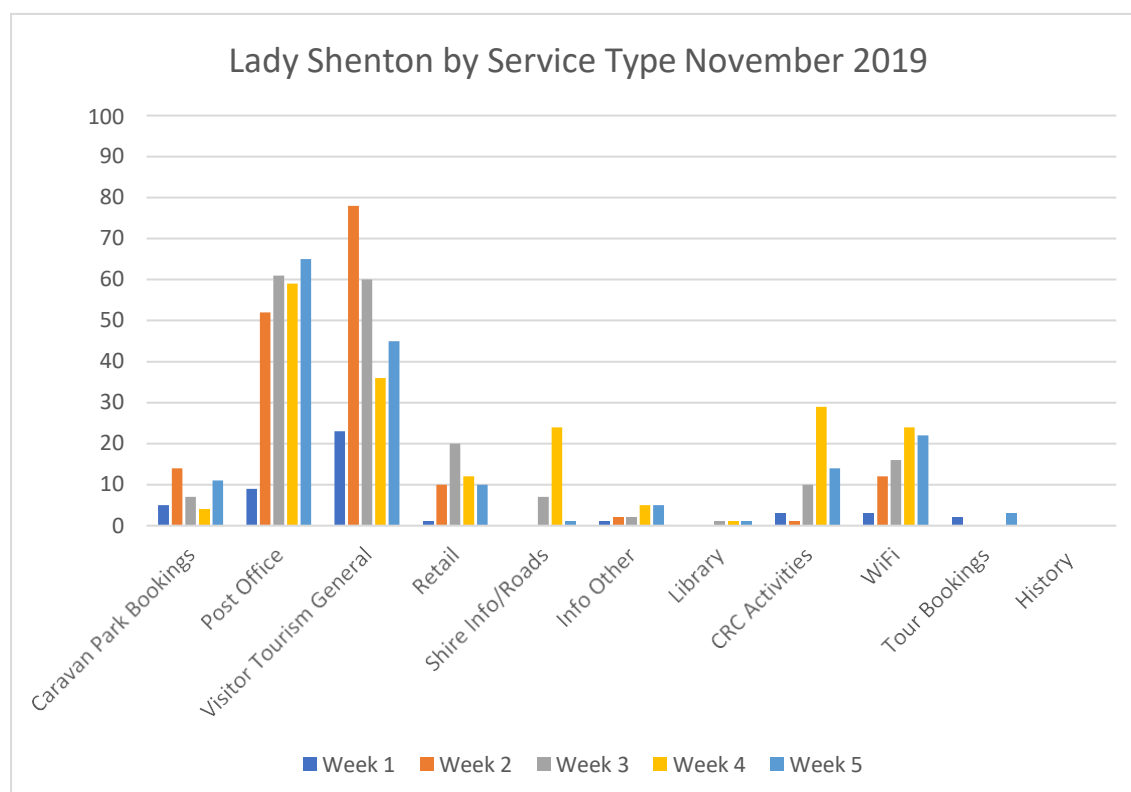
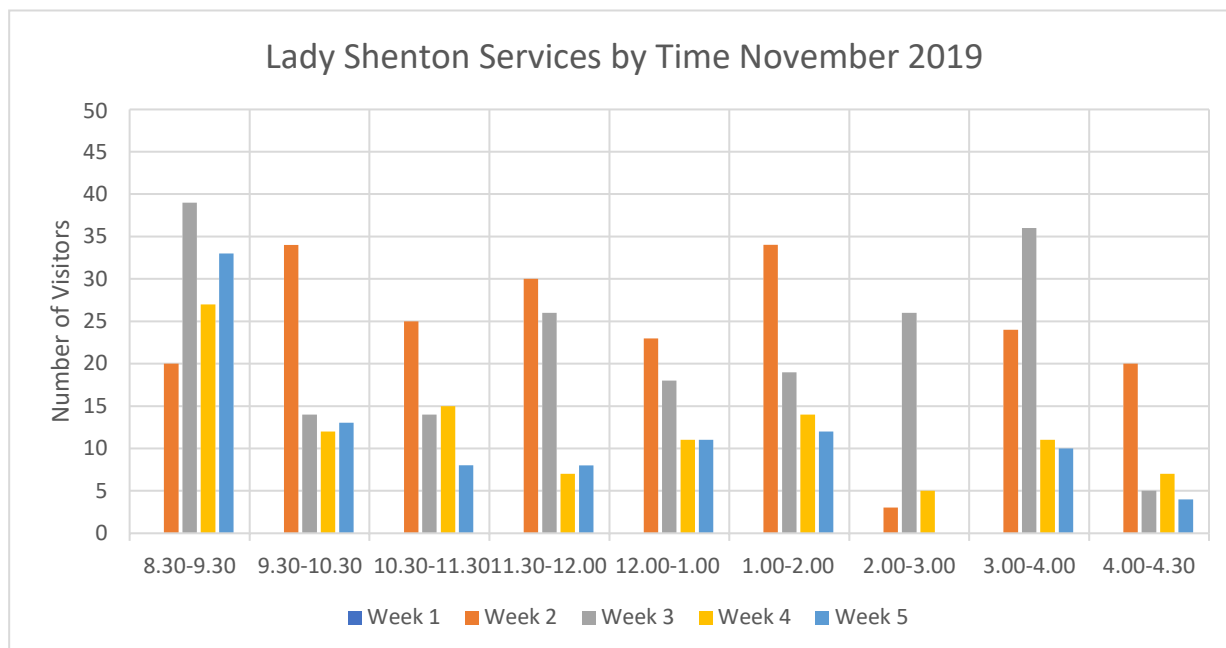
The Lady Shenton Building operates the Community Resource Centre, Menzies Visitor Centre and administers the Menzies Caravan Park. The statistics are compiled each month by the staff for recording purposes.

Youth activities are held at the Menzies Youth Centre, outdoor sports area and occasionally cooking in the Town Hall kitchen. Youth services report is unavailable for November 2019.

**COMMENT:****Lady Shenton**

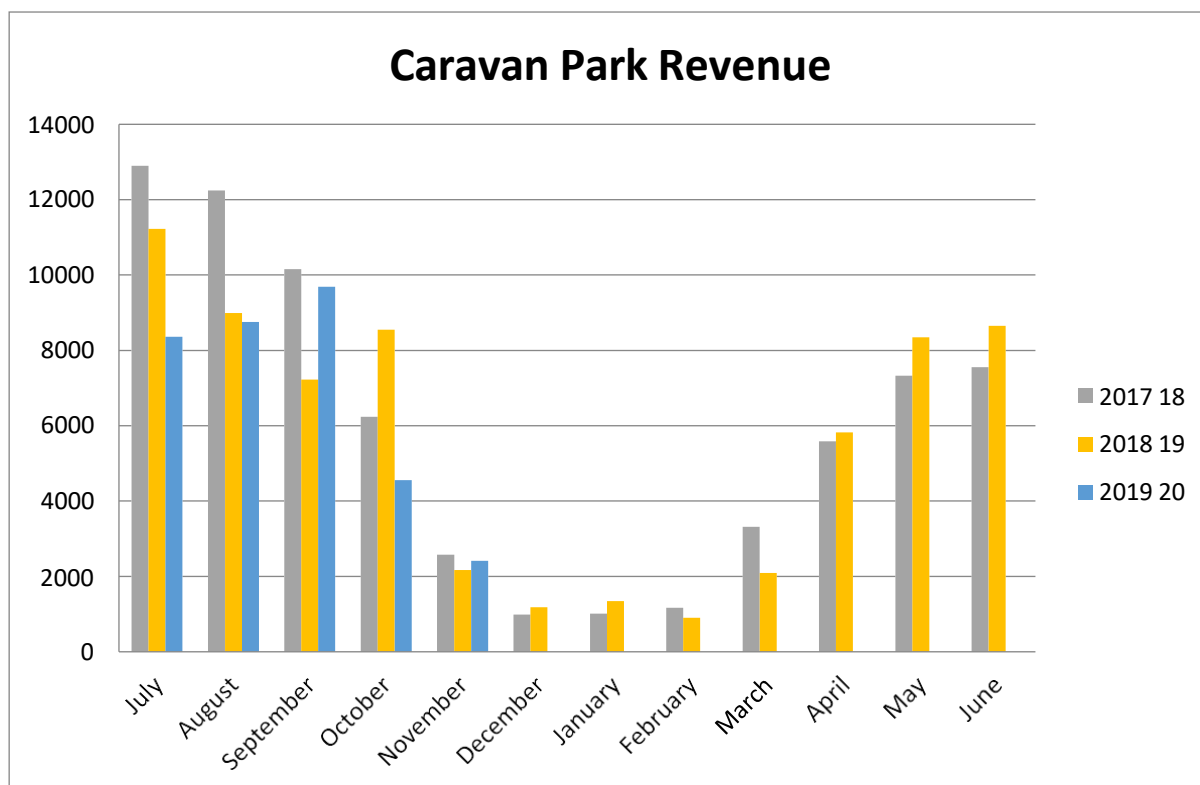
The Visitor Centre received 765 visitors this month, a drop from the 1,161 in the previous month. A steady decline over the month can be seen in the tourism visits, even though caravan park revenue was slightly more than the same period in 2018s.

The Local Community continue to play an important part of our community using the Post Office and other Community Resource Centre facilities.



## Caravan Park

Caravan Park bookings increased slightly from November 2018, and interestingly is similar to November 2017. Caravan Park revenue is seasonal and as summer approaches the bookings are historically down from November to April.



#### **CONSULTATION:**

Debra Pianto – Lady Shenton Visitors Centre & Community Resource Centre Officer

#### **STATUTORY ENVIRONMENT:**

Nil.

#### **POLICY IMPLICATIONS:**

Nil.

#### **FINANCIAL IMPLICATIONS:**

Nil.

#### **RISK ASSESSMENT:**

No Risk Assessment has been undertaken in relation to this item.

#### **STRATEGIC IMPLICATIONS:**

##### *14.1 Sustainable local economy encouraged*

- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

#### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.

#### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

#### *14.4 Heritage & Natural assets conserved*

- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

### **VOTING REQUIREMENTS:**

Simple majority.

### **OFFICERS RECOMMENDATION:**

That Council receive the Report of Activity for Community Services for the month of November 2019.

### **COUNCIL DECISION**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1771</b>
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**MOVED: Cr Vashti Ashwin**

**SECONDED: Cr Justin Lee**

*That Council receive the Report of Activity for Community Services for the month of November 2019.*

*Carried 4 / 0*

### 12.2.2

### PURCHASE OF EX GTNA VEHICLE

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	As Applicable
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	3 December 2019
<b>AUTHOR:</b>	Jeanette Taylor Manager of Finance and Administration
<b>ATTACHMENT:</b>	12.1.2-1 Termination Payout Quote - 8114258

#### SUMMARY:

This item recommends that Council purchase outright, the Toyota Prado currently on lease to the Shire of Menzies.

#### BACKGROUND:

As part of Council's involvement with the Goldfields Tourist Network Association (GTNA) the Shire leased a Toyota Prado motor vehicle.

The GTNA has since disbanded and the Shire has ownership of the vehicle still on a lease arrangement.

The lease commenced on 09/02/2017 at \$1,099 per month which to date payments made by the Shire equate to \$37,366 (34 payments) less reimbursements by GTNA of \$27,475.

The vehicle lease expires on 08 February, 2022 and should it remain on lease, the Shire will pay a further \$28,574 (26 payments) and not have ownership of the vehicle.

The Shire is required to ensure the vehicle is in the same condition as when it was purchased. Although the vehicle is a complete lease and it covers services and tyres it does not cover any repairs due to damage.

The vehicle is used on a regular basis by various staff members and contractors and is also available for use by Councillors if required.

The vehicle owners Toyota Fleet Management have advised the cost to purchase the vehicle outright on or before 9 January 2020 will be \$44,000. Considering the Shire is committed to a further \$28,574 in lease payments the Shire is effectively paying an additional \$15,426 to gain ownership of the vehicle.

GTNA ceased reimbursing the Shire for the lease in April 2019. This leaves from April 2019 to December 2019 nine payments of \$1099, which equals \$9,891, a Shire expense. In effect the purchase price of the vehicle, if the Shire buys out of the lease, will total \$53,891. The current value of the vehicle is circa \$50,000 being a 2015 base model and manual transmission.



## **COMMENT:**

Nil.

## **CONSULTATION:**

Peter Money – Chief Executive Officer

Paul Warner – Works Supervisor

## **STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

### *3.1. General function*

- (1) *The general function of a local government is to provide for the good government of persons in its district.*

## **POLICY IMPLICATIONS:**

Nil.

## **FINANCIAL IMPLICATIONS:**

This would be an unbudgeted purchase of \$44,000 less the \$6,594 budgeted for future lease payments this financial year.

## **RISK ASSESSMENT:**

The Shire could continue to pay the lease fees and at the end of the term either return the vehicle or payout for the vehicle at that time.

There is the risk of additional costs if the vehicle remains on lease and must have restorative works in compliance with the lease.

With the increasing use of consultative services, the Shire will find use for the vehicle rather than paying for hire vehicles for the consultation services.

There is a risk that if the vehicle is purchased by the Shire it could eventually be surplus to requirements and would have to be sold later.

## **STRATEGIC IMPLICATIONS:**

### *14.1 Sustainable local economy encouraged*

- The acquisition of appropriate resources to assist with economic and tourism planning and development.

### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.

## **VOTING REQUIREMENTS:**

Absolute majority.

## **OFFICERS RECOMMENDATION:**

That Council agrees to expend \$44,000 of unbudgeted funds to exit the contracted lease arrangement with Toyota Fleet Management in contract number 6224365 and purchase outright the Toyota Prado motor vehicle, registration 1GED860.

## **COUNCIL DECISION:**

<b>COUNCIL RESOLUTION:</b>
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<b>No. 1772</b>
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**MOVED: Cr Jill Dwyer**

**SECONDED: Cr Justin Lee**

*That Council agrees to expend \$44,000 of unbudgeted funds to exit the contracted lease arrangement with Toyota Fleet Management in contract number 6224365 and purchase outright the Toyota Prado motor vehicle, registration 1GED860.*

*Carried 4 / 0*

3 December 2019

Accounts  
SHIRE OF MENZIES  
124 Shenton Street Menzies WA 6436

Re: Termination Payout Quote -8114258

Registration number: 1GED860  
VIN/Chassis number: JTEBR3FJ50K046004  
Contract number: 6224365  
Driver name: Neil McGilp  
Vehicle: TOYOTA LANDCRUISER PRADO AUG15 2.8 GXL T/DIESEL, 5D WAGON MANUAL GDJ150R  
Quote valid until: 9 January 2020

Dear

We confirm that the payout amount required to terminate this CompleteLease contract at end of lease and to purchase the vehicle is \$44,000.00 inclusive of GST excluding arrears.

This payout quote calculated on the assumption that all repayments and services charges due up until 8 January 2020\* have been paid, or will be paid when invoiced.

Upon acceptance of your Offer to Purchase your contract will be terminated on 9 December 2019. If acceptance is made after this date your contract will be terminated immediately.

Please note:

- If you wish for the contract to be terminated on a different date, or if acceptance is made after the quote valid until date, a new termination payout quote will be required.
- Any outstanding repairs, maintenance, and other operating costs have not been taken into consideration when calculating the payout amount, and are payable when invoiced.

In order for termination to proceed, please arrange for the enclosed Offer to Purchase to be signed by an Authorised Signatory and returned to the undersigned at least five working days prior to the quote valid until date.

\*This date is the final day of the billing month for which the payout has been calculated.

Yours sincerely

Small Business Centre  
Sales Support Representative  
Phone: 1300 888 870  
Fax:  
Email: smallbusiness@toyota.com.au

# DISCLAIMER

TFM has prepared this early termination payout Quote in accordance with information provided by the Customer or on its behalf. TFM will not accept any liability or loss which may arise from the calculation of the quoted amounts, or for errors and omissions.

Each amount stated in this early termination payout Quote is correct at the date of preparation of this Quote.

A Quote does not constitute an offer by TFM to the Customer.

## OFFER TO PURCHASE – 1GED860

To: Toyota Fleet Management (TFM), a division of Toyota Finance Australia Limited ABN 48 002 435 181.

I accept the Termination Payout Quote 8114258 dated 3 December 2019 and offer to purchase the vehicle referred to in that Quotation (the Vehicle) for \$44,000.00 inclusive of GST (Purchase Price).

I request for the lease 6224365 to be finalised. Please provide me with a tax invoice for the Purchase Price.

I understand that until the Purchase Price, plus all other previously invoiced amounts and any subsequent invoice for outstanding rentals, repairs, maintenance, and other operating costs are paid in full, title of the Vehicle will remain with TFM.

I acknowledge that:

- Prior to entering into the finance contract dated 9 February 2017, TFM carried out all reasonable inquiries to ensure that TFM acquired good title to the Vehicle described above; TFM has not subsequently assigned or encumbered its interest in the vehicle; and that TFM is unaware of any circumstances that may affect the title of the vehicle.
- The vehicle is sold in its present condition on an "as is, where is basis", with all faults if any and that TFM makes no representations or gives any warranties either express or implied as to the condition, fitness for purpose, quality or suitability of the Vehicle.

Each Authorised Person or other authorised representative for a corporate Customer warrants that the signatory:

- holds the office or position with the Customer which that person specifies below against that person's signature; and
- is authorised by the Customer to accept this early termination payout Quote. That authority is current and accurate as at the date on which the Customer signs and delivers this Quote to TFM.

Authorised Signatory on behalf of: SHIRE OF MENZIES

Signature of Customer Authorised Person: .....

Full Name of Customer Authorised Person: .....

Date: ...../...../.....

### 12.2.3 HEALTH AND BUILDING REPORT NOVEMBER 2019

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	Not Applicable
<b>DISCLOSURE OF INTEREST:</b>	The author has no interest to disclose
<b>DATE:</b>	12 December 2019
<b>AUTHOR:</b>	David Hadden Health/Building Surveyor
<b>ATTACHMENT:</b>	Nil

#### **SUMMARY:**

That Council receive the report of the Environmental Health Officer / Building Surveyor for the month of December 2019.

#### **BACKGROUND:**

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer / Building Surveyor for the month of December 2019.

#### **COMMENT:**

The following is a report of the monthly activities extracted from the report to the Chief Executive Officer from David Hadden, Environmental Health Officer / Building Surveyor.

#### **Building:**

Nil.

#### **Health:**

Nil.

#### **CONSULTATION:**

N/A

#### **STATUTORY ENVIRONMENT:**

*Public Health Act 2016, Building Act 2011 and various other.*

## **POLICY IMPLICATIONS:**

N/A

## **FINANCIAL IMPLICATIONS:**

N/A

## **RISK ASSESSMENT:**

OP97 – Council unable to fill the position of Authorised Officer under the Public Health Act 2016 previously.

## **STRATEGIC IMPLICATIONS:**

### *14.1 Sustainable local economy encouraged*

- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.

### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

### *14.4 Heritage & Natural assets conserved*

- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

## **VOTING REQUIREMENTS:**

Simple majority.

## **OFFICERS RECOMMENDATION:**

That Council receive the report of the Environmental Health Officer / Building Surveyor for the month of December 2019.

## **COUNCIL DECISION:**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1773</b>
----------------------------	-----------------

**MOVED:** Cr Vashti Ashwin

**SECONDED:** Cr Jill Dwyer

*That Council receive the report of the Environmental Health Officer / Building Surveyor for the month of December 2019.*

*Carried 4 / 0*

### 12.3.1

### Works Report for the period of November 2019

<b>LOCATION:</b>	Works Depot
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	As Applicable
<b>DISCLOSURE OF INTEREST:</b>	N/A
<b>DATE:</b>	12 December 2019
<b>AUTHOR:</b>	Paul Warner, Works Supervisor
<b>ATTACHMENT:</b>	Nil

#### **SUMMARY:**

Works Supervisors report for Council.

#### **BACKGROUND:**

The Shire manages the Works section with a permanent staff of a Works Supervisor, and 4.5 full time equivalent workers. Additional resources are contracted as required.

Nil.

#### **COMMENT:**

Nil.

#### **CONSULTATION:**

Chief Executive Officer

#### **STATUTORY ENVIRONMENT:**

Nil.

#### **POLICY IMPLICATIONS:**

Nil.

#### **FINANCIAL IMPLICATIONS:**

Nil.

#### **RISK ASSESSMENT:**

This the general works arranged and supervised by the Works Manager.



## **STRATEGIC IMPLICATIONS:**

### *14.1 Sustainable local economy encouraged*

- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.

### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

### *14.4 Heritage & Natural assets conserved*

- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

## **VOTING REQUIREMENTS:**

Simple majority.

## **OFFICERS RECOMMENDATION:**

That Council receive the Works Supervisors Report for the month of December 2019.

## **COUNCIL DECISION:**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1774</b>
----------------------------	-----------------

**MOVED:** Cr Vashti Ashwin

**SECONDED:** Cr Jill Dwyer

*That Council receive the Works Supervisors Report for the month of December 2019.*

*Carried 4 / 0*

**12.4.1****STATUS UPDATE**

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	As Applicable
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	12 December 2019
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

**SUMMARY:**

The table below shows progress of Council resolutions and administrative and budget matters.

**BACKGROUND:**

Status Update – Council Resolutions

MEETING DATE	RESOLUTION NO	RESOLUTION	RESPONSE / OFFICER	TIMEFRAME
29/08/2019	1716	Commission a building defect and maintenance assessment	CEO	COMPLETED
31/10/2019	1727	That Council approve to write off rates and interest on: Assessment 1878 – Lot 17 Cumberland Street Kookynie to the value of \$1800.29. Assessment 8049 – Lot 306 Cumberland Street Kookynie to the value of \$691.58 Assessment 8002 – Lot 1 Reid Street Menzies to the value of \$147.28		Completed
	1728	That Council authorise the fee structure to be included in the Fees and Charges for 2019/2020 as follows: 1. Caravan Park – an additional fee for caravans with more than 4 people – a		Completed

		<p>\$5 per night for people over the age of 5 years.</p> <p>2. Electoral Rolls – removal of the \$15 fee for the supply of Electoral Rolls.</p> <p>3. Adoption of the bus hire fees as follows;</p>		
	1729	That Council adopt the draft policy 12.7 for the use of the Shire bus as attached.		Completed
	1731	That Council authorise an amendment to the 2019/2010 budget to re-allocate \$348,899.91 from account CR0013 to account CR0007 and \$121,008.44 from account CR0007 to account CR0013.		Completed
	1733	<p>Engage McLeods Barristers and Solicitors to prepare a notice advising the owner Mr Gopel of 85 Suiter Street Menzies, that Council intends to issue a Building Order forcing the removal of the illegally constructed structure built over his caravan within 30 days from the date of the Building Order. The notice prepared by McLeods is to provide Mr Gopel 14 days to make a submission to Council as to why it should not issue the Building Order.</p> <p>If a submission is not received from Mr Gopel or resolution of the issue reached within the 14 days then McLeods Barristers and Solicitors be requested to issue the building Order requiring demolition and removal of the illegally</p>		EHO in discussions with McLeods

		constructed structure built over his caravan at 85 Suiter Street Menzies within 30 days from the date of the Building Order.		
	1741	That Council approve expenditure of up to \$3,000 to purchase a reflector telescope suitable for stargazing.		COMPLETED
	1742	That Council request the CEO to proceed with necessary arrangements to cost the installation of a fence and other facilities on the Town Common boundary; liaise with adjoining Station owners for shared costs and prepare a budget amendment to allocate the necessary funds at the appropriate time.		To commence in January 2020
	1743	That Council: 1. Gives local public notice of its intention to carry out a review of wards and representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the Local Government Act 1995; 2. Endorses the 'Shire of Menzies Ward Review and Representation Discussion Paper' as attached to the report of the CEO for the purposes of seeking public submissions; 3. Notes that the results of the public consultation will be presented to council in due course.	Advertising commenced – closing 10/01/2020	Underway
	1744	That Council adopts the amendment to policy 4.1 as attached.		Completed
	1745	That Council:		WAEC Advised

		<p>1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commission be responsible for the conduct of the extraordinary election:</p> <p>2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.</p>		
	1746	<p>MOVED: Cr Justin Lee SECONDED: Cr Ian Baird</p> <p>1. That Council applies for membership of the Golden Quest Discovery Trail Association;</p> <p>2. That the CEO develop a Draft Tourism Strategy for presentation to Council by June 2020.</p>		<p>1. Awaiting invoice from GQDT</p> <p>2. Document received from AGO – not suitable. Seeking another source.</p>
	1748	That Council accepts the CEO report of the Shire closing from 5:00 PM Friday 20 December 2019 and re-opening on Monday 6th January 2020 – with a minimal staff remaining to carry out essential works and services.		Being advertised
	1749	That Council agrees to provide written approval to Kingwest Resources Ltd to carry out drilling operations in the Menzies townsite as shown on the map below.		COMPLETED

## Administrative and Budgeted Matters

TITLE	COMMENT	EXPECTED COMPLETION
Ward Review	In progress – process recommenced as previous work is outdated	Mid 2020
Planning Scheme Review	In progress – May 2018 documents to Council were incomplete and progress was halted	Late 2020
Niagara Dam Silt Removal	Underway	Completed
Town Dam Project	Underway – dependent on Water Corp processes	Deferred pending advice from consultation process mid 2020
Menzies NW Road Sealing	Waiting on the completion of design drawings	Road inspections carried out. Changes to the road design are required prior to tendering
Menzies Waste Site	New hole to be dug	COMPLETED
Kookynie Waste Site	New hole to be dug	Underway October
Grid Replacement Program	Commenced in mid-November	Underway – quotes received and PO issued to Roadtech
Housing Capital Works	Houses in Mercer, Onslow and Reid Streets	Quotes are being received – expect completion Feb 2020
Old Church Building Capital Upgrades	External cladding ceilings and fence	Quotes are being received – expected completion February 2020
Caravan Park Units	Tender process to be finalised	Discussions with selected tenderer Modular for cost of minor design changes
Construction of Truck Bay Ablutions	Tender process to be finalised	Tender closed 21/09/2019 – only one received. Currently advertised for further submissions.
Construction of 3 Bedroom House	Tender process to be finalised	Tender to be issued January 2020
Lady Shenton Upgrade	June 2020	

Goongarrie Cottage Maintenance	Dependent on GBF Mining needs	
Town Hall / Admin Upgrade	June 2020	
New Records Facility	June 2020	
Risk Management	Underway – will require external support	Mid 2020
HR Reviews	Underway – positions and duties being reviewed gradually for greater efficiencies	Underway – completion late January 2020
Standardise Accounts System	Underway early October 2019	Underway – completion 11/12/2019
Ongoing IT Deficiencies	Assessed and changes being introduced – currently trialling a test system	Contracted to happen 1 & 2 February 2020
Amendments to the LG Act	Numerous matters are being implemented with many more to come	Depending on when the Act is finalised – late 2020?

Category	Status
Not Started	
In Progress	
Completed	

#### **COMMENT:**

Updated monthly. Completed Items are removed after the Meeting the Item is accepted by Council.

#### **CONSULTATION:**

As applicable.

#### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995 s5.41*

#### **POLICY IMPLICATIONS:**

Nil.

## **FINANCIAL IMPLICATIONS:**

Not applicable.

## **RISK ASSESSMENT:**

This report will ensure Council is informed about the progress of its resolutions and advising of any reasons for delays.

## **STRATEGIC IMPLICATIONS:**

### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

## **VOTING REQUIREMENTS:**

Simple majority.

## **OFFICERS RECOMMENDATION:**

That Council accepts the Status Update Report.

## **COUNCIL DECISION:**

<b>COUNCIL RESOLUTION:</b>
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<b>No. 1775</b>
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**MOVED:** Cr Vashti Ashwin

**SECONDED:** Cr Jill Dwyer

*That Council accepts the Status Update Report.*

*Carried 4 / 0*

*At 2:12pm Executive Assistant Miss Kaylene Tucker left Chambers and returned at 2:14 pm..*



## 12.4.2 Actions Performed Under Delegations for the Month of November 2019

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	Not Applicable
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	06 December 2019
<b>AUTHOR:</b>	Peter Money, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

### SUMMARY:

To report back to Council actions performed under delegated authority for the month ended November 2019.

### BACKGROUND:

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for: -

- Bushfire
- Common Seal
- Planning Approvals
- Building Permits
- Health Approvals
- Ranger related Dog Issues
- Mining / Exploration / Miscellaneous Applications

The following tables outline the actions performed within the organisation relative to delegated authority for the month ended November 2019.

#### ***Bushfire***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters for the month ended November 2019.

#### ***Common Seal***

The following decisions were undertaken by the Shire of Menzies pursuant to the Common Seal for the month ended November 2019.

<i><b>Date of decision</b></i>	<i><b>Decision ref:</b></i>	<i><b>Decision details</b></i>	<i><b>Applicant</b></i>	<i><b>Other affected person(s)</b></i>
		No seal applied		

### ***Planning Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals for the month ended November 2019.

### ***Health Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals for the Month ended November 2019.

### ***Building Permits (including Septic Tank approvals)***

The following decisions were undertaken by the Shire of Menzies pursuant to Building Permits (including Septic Tank approvals) for the month ended November 2019.

<b><i>Date of decision</i></b>	<b><i>Decision ref:</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
	Nil			

### ***Ranger Related Dog Issues***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related Dog issues for the month ended November 2019.

### ***Applications***

The following Mining/Prospecting/Exploration/Miscellaneous Applications were made for the month ended November 2019.

<b><i>Applicant Name</i></b>	<b><i>Application Type</i></b>	<b><i>Application Details</i></b>
Strategic Tenement Services	Miscellaneous Licence	29/140
Typhon Minerals	Exploration Licence	39/2140
Typhon Minerals	Exploration Licence	28/2950
Typhon Minerals	Exploration Licence	39/2141
Typhon Minerals	Exploration Licence	39/2142
Typhon Minerals	Exploration Licence	39/2143
Typhon Minerals	Exploration Licence	39/2146
Troy Dalla Costa & Heath Dalla Costa	Prospecting Licence	29/2569
Menzies Goldfield	Prospecting Licence	29/2551
Rock Mining Australia	Miscellaneous Licence	31/70

Macarthur Iron Ore	Miscellaneous Licence	30/71 - 30/73
Melrose Resources	Mining Lease	29/433
Carl Sibraa	Mining Lease	39/1139
Michael Jankowski	Prospecting Lease	30/1145 & 30/1148

The following Community Assistance Fund Applications were made for the month ended November 2019.

<i>Applicant Name</i>	<i>Application Type</i>	<i>Grant Approved</i>
	Nil	

**CONSULTATION:**

Chief Executive Officer.

**STATUTORY AUTHORITY:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Nil.

**RISK ASSESSMENT:**

**OP13** Governance – Council does not comply with statutory requirements

**STRATEGIC IMPLICATIONS:**

*14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

**VOTING REQUIREMENTS:**

Simple Majority.

**OFFICER RECOMMENDATION:**

That Council receive the report of the actions performed under delegation for the month ended October 2019.

**COUNCIL DECISION:**

**COUNCIL RESOLUTION:**

**No. 1776**

**MOVED: Cr Justin Lee**

**SECONDED: Cr Vashti Ashwin**

*That Council receive the report of the actions performed under delegation for the month ended October 2019.*

*Carried 4 / 0*

### 12.4.3 SUPPORT FOR WILUNA SHIRE TO JOIN THE GOLDFIELDS REGION

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>DOCUMENT REF:</b>	As Applicable
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	12 December 2019
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

#### **SUMMARY:**

This item recommends Council considers a request from the Shire of Wiluna for support to change its regional association from the Murchison Subregion of the Midwest Region of Western Australia to the Goldfields Region.

#### **BACKGROUND:**

The Shire of Wiluna is historically included in the Midwest Region of the State and hence under the auspices of the Mid West Development Commission. Wiluna Shire is on the remote edge of the MW region though it is geographically part of the Goldfields region and linked via the Goldfields Highway. At least 15 years ago the WA Police acknowledged this, and the Wiluna Shire was relocated from the MW region to the Goldfields region.

Wiluna Shire has closer relations with local governments in the Goldfields more so than in the MW region and is trying to work with the Goldfields Voluntary Regional Organisational of Councils (GVROC). For example, the Shire is prevented from joining initiatives with other GVROC members because it is a member of another region.

#### **COMMENT:**

Although historically Wiluna Shire is associated with the MW region, the Shire sees its future with the Goldfields region. The Shire has developed strong bonds with the Goldfields region, in particular the Northern area, whilst there is limited interaction with the Murchison sub region.

The State and Federal Governments place a heavy emphasis on regional projects and partnerships. It is the Wiluna Shire's view that GVROC is positioning itself to better face the challenges than Cue Parliament of the Murchison Zone of the MW region which meets only twice a year.

The Shire was advised that it will need the permission of the two Development Commissions as well as the Minister of Regional Development before it can change regions.

The options the Shire has is to;

1. Remain in the Midwest Region,
2. Relocate to the Goldfields Region.

As a small remote local government, the Shire does find it difficult to support projects and activities in both the Goldfields and Midwest Regions due to lack of resources, particularly human resources. There has been some criticism from other local governments in the past about the perception that the Shire has its feet in both camps and needs to commit to one group or another. Unfortunately, Wiluna Shire is stuck between two regions and not by choice.

Currently the Shire sends its Chief Executive Officer to GVROC meetings and the Deputy Chief Executive Officer to Murchison meetings. This is not practical, but it does reduce the time away from the office by senior staff.

#### **CONSULTATION:**

Shire Presidents and CEO'S Norther Goldfields Group  
Member local governments of the GVROC

#### **STATUTORY ENVIRONMENT:**

Nil.

#### **POLICY IMPLICATIONS:**

There are no known policy implications for this matter.

#### **FINANCIAL IMPLICATIONS:**

Nil.

#### **RISK ASSESSMENT:**

This item has been evaluated against the Shire of Menzies Risk Management Framework. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

## STRATEGIC IMPLICATIONS:

### 14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

## VOTING REQUIREMENTS:

Simple majority.

## OFFICERS RECOMMENDATION:

That Council authorise the Chief Executive Officer write to the Shire of Wiluna and advise them that the Shire of Menzies supports their request to:

1. Request permission to join the Goldfields Esperance Regional Development Commission and leave the Midwest Development Commission; and
2. Change to the Goldfields Region of Regional Development Australia.

## COUNCIL DECISION:

<b>COUNCIL RESOLUTION:</b>	<b>No. 1777</b>
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**MOVED:** Cr Jill Dwyer

**SECONDED:** Cr Vashti Ashwin

*That Council authorise the Chief Executive Officer write to the Shire of Wiluna and advise them that the Shire of Menzies supports their request to:*

- 1. Request permission to join the Goldfields Esperance Regional Development Commission and leave the Midwest Development Commission; and*
- 2. Change to the Goldfields Region of Regional Development Australia.*

*Carried 4 / 0*

**13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**

Nil.

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

Nil.

**15 NEXT MEETING**

The next Ordinary Meeting of Council will be held on 27 February 2020 commencing at 1pm.

**16 CLOSURE OF MEETING**

There being no further business the President closed the meeting at 2:20pm.

I, \_\_\_\_\_ hereby certify that the Minutes of the Ordinary Meeting of Council held 28 November 2019 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 12 December 2019.

Signed: \_\_\_\_\_ Dated \_\_\_\_\_.