



SHIRE OF MENZIES

# Agenda

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

**28 May 2020**

**Commencing at 1.00pm**

**28 May  
2020**

**Ordinary Meeting of Council**

**SHIRE OF MENZIES  
NOTICE OF ORDINARY MEETING OF COUNCIL**

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on 28 May 2020 in the Shire of Menzies Council Chambers commencing at 1pm.

Peter Money  
Chief Executive Officer

20 May 2020

**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
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 I Baird Cr D Hansen	-	-
27 February 2020	-	-	Cr J Lee	-
26 March 2020	-	-	Crs I Baird & Hansen by video Crs Lee, Ashwin by telephone with Cr J Dwyer by telephone at 1.29 pm.-	-
30 April 2020		Cr Hansen	Crs Baird (at Pila Nguru Aboriginal Corp), Lee & Ashwin (at MAC) by video conference	
28 May 2020				
25 June 2020				

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**1 DECLARATION OF OPENING**

The President declared the meeting open at \_\_\_\_\_pm.

**2 ANNOUNCEMENT OF VISITORS**

**3 RECORD OF ATTENDANCE**

Present

Councillors: Cr G Dwyer Shire President  
Cr I Baird Deputy Shire President  
Cr J Dwyer  
Cr J Lee  
Cr V Ashwin  
Cr D Hansen  
Cr K Mader

Staff: Mr P Money Chief Executive Officer  
Mrs A Bryant A/DCEO  
Mrs H Cooper A/Executive Officer

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

There were no questions from the public.

**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 30 APRIL 2020 *(Provided under Separate Cover)***

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

**MOVED: Cr**

**SECONDED: Cr**

*That the minutes of the Ordinary Meeting of Council held on Thursday 30 April 2020 be confirmed as a true and correct record.*

*Carried /*

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil.

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**11.1 PRESIDENTS REPORT FOR MONTH OF MAY 2020**

To be presented at the Ordinary Council Meeting 28 May 2020.

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

**SECONDED: Cr**

*That the President's Report for the month of May 2020 be received.*

*Carried /*



## 12.1

## FINANCE AND ADMINISTRATION

### 12.1.1

### Statement of Financial Activity for April 2020

<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>	28 May 2020
<b>AUTHOR:</b>	Ally Bryant Acting DCEO
<b>ATTACHMENT:</b>	12.1.1-1 Monthly Financial Report for the period ending 30 April 2020

#### SUMMARY:

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 30 April 2020.

#### BACKGROUND:

The Financial Management *Regulation 34* requires Local Government entities 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, 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:**

Moore Stephens.

**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 April 2020 as attached and note any material differences.

**COUNCIL DECISION:**

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

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

## SHIRE OF MENZIES

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 April 2020

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

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**Shire of Menzies  
Information Summary  
For the Period Ended 30 April 2020**

## Key Information

### Report Purpose

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

### Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 April 2020 of \$4,626,386.

### Items of Significance

The material variance adopted by the Shire of Coorow for the 2019/20 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Income & Expenditure		Annual Budget		YTD Budget		YTD Actual
Operating Grants, Subsidies and Contributions	58%	\$ 2,166,568	\$	1,418,835	\$	1,257,103
Non-operating Grants, Subsidies and Contributions	85%	\$ 3,564,402	\$	1,925,570	\$	3,028,473
	<b>75%</b>	<b>\$ 5,730,970</b>	<b>\$</b>	<b>3,344,405</b>	<b>\$</b>	<b>4,285,576</b>
 Rates Levied	 103%	 \$ 3,266,373	 \$	 3,274,819	 \$	 3,352,627
 Materials & Contracts	 64%	 -\$ 2,244,755	 -\$	 1,852,067	 -\$	 1,427,859
 Capital Projects						
Infrastructure Assets - Roads	24%	-\$ 2,316,771	-\$	2,039,183	-\$	551,559
Infrastructure Assets - Other	36%	-\$ 777,761	-\$	482,261	-\$	281,218

*% Compares current ytd actuals to annual budget*

Financial Position		This Time Last Year		30 Apr 2020
Adjusted Net Current Assets	277%	\$ 1,675,798	\$	4,635,345
Cash and Equivalent - Unrestricted	311%	\$ 1,220,758	\$	3,791,501
Cash and Equivalent - Restricted	104%	\$ 8,599,289	\$	8,924,857
Receivables - Rates	92%	\$ 929,708	\$	853,413
Receivables - Other	-15%	-\$ 165,366	\$	25,139
Payables	23%	\$ 175,823	\$	39,947

*% Compares current ytd actuals to prior year actuals at the same time*

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.

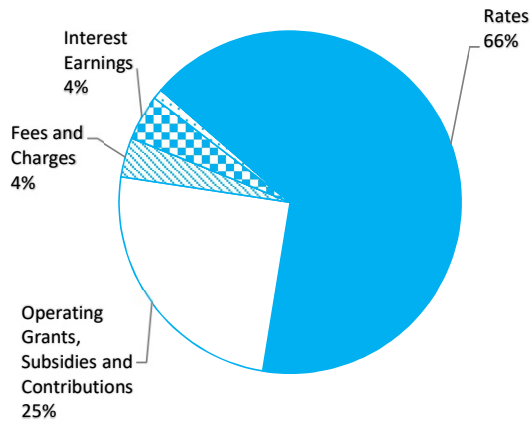
## Preparation

Prepared by: Ally Bryant

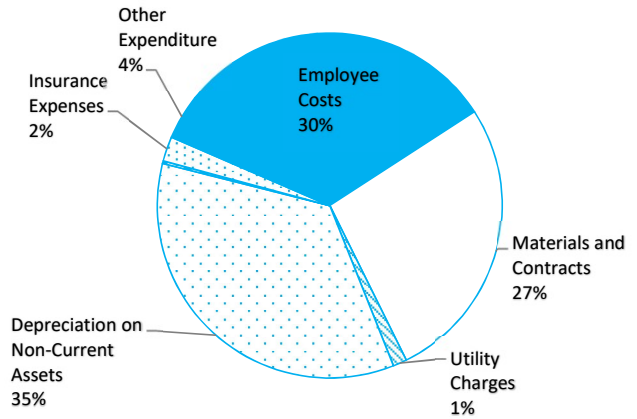
Date Prepared 11 May 2020

**Shire of Menzies  
Information Summary  
For the Period Ended 30 April 2020**

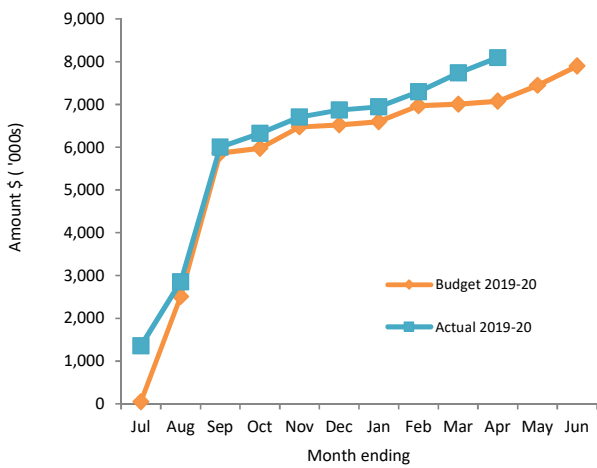
**Operating Revenue**



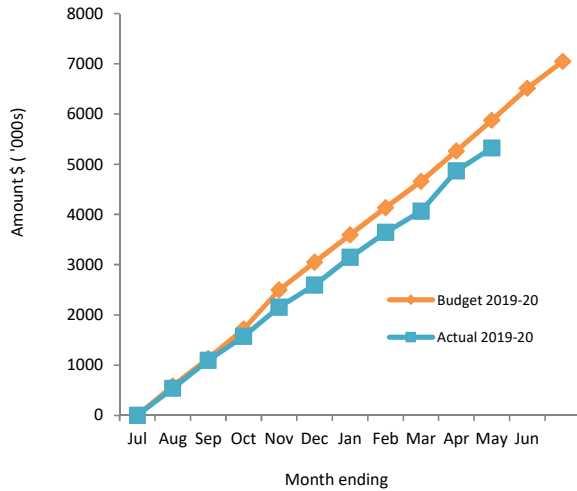
**Operating Expenditure**



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



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



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

**SHIRE OF MENZIES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 April 2020**

	Note	Amended Annual Budget	YTD Amended Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	1,994,974	1,994,974	<b>1,994,974</b>	(0)	(0%)	
<b>Revenue from operating activities</b>							
Governance		16,980	14,150	9,306	(4,844)	(34%)	
General Purpose Funding - Rates	9	3,266,373	3,274,819	3,335,291	60,472	2%	
General Purpose Funding - Other		1,126,704	868,147	824,890	(43,257)	(5%)	
Law, Order and Public Safety		10,569	8,262	8,149	(112)	(1%)	
Health		1,300	1,080	450	(630)	(58%)	
Education and Welfare		0	0	0	0		
Housing		100,600	83,830	75,014	(8,816)	(11%)	
Community Amenities		17,277	14,400	26,340	11,940	83%	
Recreation and Culture		800	670	16,730	16,060	2397%	
Transport		1,172,603	544,188	536,678	(7,509)	(1%)	
Economic Services		226,292	187,370	193,552	6,182	3%	
Other Property and Services		28,983	24,150	39,934	15,784	65%	
		<u>5,968,480</u>	<u>5,021,066</u>	<u>5,066,335</u>	<u>45,269</u>	<u>1%</u>	
<b>Expenditure from operating activities</b>							
Governance		(951,320)	(807,512)	(784,609)	22,903	3%	
General Purpose Funding		(225,840)	(188,458)	(221,387)	(32,929)	(17%)	▼
Law, Order and Public Safety		(116,855)	(101,995)	(96,586)	5,409	5%	
Health		(112,337)	(93,610)	(31,232)	62,378	67%	▲
Education and Welfare		0	0	0	0		
Housing		(206,258)	(182,097)	(112,343)	69,753	38%	▲
Community Amenities		(315,359)	(243,025)	(260,962)	(17,937)	(7%)	
Recreation and Culture		(971,687)	(817,493)	(731,002)	86,491	11%	▲
Transport		(2,493,759)	(2,054,900)	(1,905,071)	149,829	7%	
Economic Services		(1,388,398)	(1,115,297)	(766,520)	348,777	31%	▲
Other Property and Services		(301,447)	(270,036)	(413,362)	(143,326)	(53%)	▼
		<u>(7,083,260)</u>	<u>(5,874,423)</u>	<u>(5,323,073)</u>	<u>551,350</u>	<u>9%</u>	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,986,269	1,690,130	1,860,807	170,677	10%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(3,876)	(3,876)	33,735	37,611	(970%)	
Adjust Provisions and Accruals				(2,313)	(2,313)		
<b>Amount attributable to operating activities</b>		<b>867,613</b>	<b>832,897</b>	<b>1,635,491</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	3,564,402	1,925,570	3,028,473	1,102,903	57%	▲
Proceeds from Disposal of Assets	8	250,911	0	222,901	222,901		▲
Land and Buildings	13	(1,867,000)	(1,581,500)	(234,895)	1,346,605	85%	▲
Infrastructure Assets - Roads	13	(2,316,771)	(2,039,183)	(551,559)	1,487,624	73%	▲
Infrastructure Assets - Other	13	(777,761)	(482,261)	(281,218)	201,043	42%	▲
Infrastructure Assets - Footpaths	13	(220,000)	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Plant and Equipment	13	(836,585)	(836,585)	(766,158)	70,427	8%	
<b>Amount attributable to investing activities</b>		<b>(2,202,804)</b>	<b>(3,013,959)</b>	<b>1,417,543</b>	<b>4,431,502</b>	<b>147%</b>	<b>▲</b>
<b>Financing Activities</b>							
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	3,626,546	0	0	0		
Transfer from Restricted Cash		0	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(4,262,750)	(404,160)	(419,379)	(15,219)	(4%)	
<b>Amount attributable to financing activities</b>		<b>(636,204)</b>	<b>(404,160)</b>	<b>(419,379)</b>	<b>(15,219)</b>	<b>(4%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>23,580</b>	<b>(590,248)</b>	<b>4,626,386</b>			

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

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

**SHIRE OF MENZIES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 April 2020**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	1,994,974	1,994,974	<b>1,994,974</b>	(0)	(0%)	
<b>Revenue from operating activities</b>							
Rates	9	3,266,373	3,274,819	3,352,627	77,808	2%	
Operating Grants, Subsidies and Contributions	11	2,137,567	1,418,835	1,257,103	(161,732)	(11%)	▼
Fees and Charges		241,847	205,390	190,276	(15,114)	(7%)	
Interest Earnings		233,789	196,267	216,752	20,486	10%	
Other Revenue		49,693	15,190	47,983	32,793	216%	▲
Profit on Disposal of Assets	8	39,212	39,212	1,593	(37,619)	(96%)	
		<b>5,968,481</b>	<b>5,149,713</b>	<b>5,066,335</b>	<b>(83,378)</b>	<b>(2%)</b>	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,069,987)	(1,720,306)	(1,568,471)	151,835	9%	
Materials and Contracts		(2,244,755)	(1,852,067)	(1,427,859)	424,208	23%	▲
Utility Charges		(86,147)	(71,630)	(69,095)	2,535	4%	
Depreciation on Non-Current Assets		(1,986,269)	(1,690,130)	(1,860,807)	(170,677)	(10%)	▼
Non Operating Expenses		0	0	(13,110)	(13,110)		
Insurance Expenses		(149,012)	(151,116)	(122,358)	28,758	19%	▲
Other Expenditure		(511,755)	(353,839)	(226,045)	127,794	36%	▲
Loss on Disposal of Assets	8	(35,336)	(35,336)	(35,329)			
		<b>(7,083,260)</b>	<b>(5,874,423)</b>	<b>(5,323,073)</b>	<b>551,350</b>	<b>9%</b>	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,986,269	1,690,130	1,860,807	170,677	10%	▲
Adjust (Profit)/Loss on Asset Disposal	8	(3,876)	(3,876)	33,735	37,611	(970%)	
Adjust Provisions and Accruals		0	0	(2,313)	(2,313)		
<b>Amount attributable to operating activities</b>		<b>867,613</b>	<b>961,544</b>	<b>1,635,491</b>	<b>673,948</b>		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	3,564,402	1,925,570	3,028,473	1,102,903	57%	▲
Proceeds from Disposal of Assets	8	250,911	0	222,901	222,901		▲
Land and Buildings	13	(1,867,000)	(1,581,500)	(234,895)	1,346,605	85%	▲
Infrastructure Assets - Roads	13	(2,316,771)	(2,039,183)	(551,559)	1,487,624	73%	▲
Infrastructure Assets - Other	13	(777,761)	(482,261)	(281,218)	201,043	42%	▲
Infrastructure Assets - Footpaths	13	(220,000)	0	0	0		
Plant and Equipment	13	(836,585)	(836,585)	(766,158)	70,427	8%	
Furniture and Equipment	13	0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(2,202,804)</b>	<b>(3,013,959)</b>	<b>1,417,543</b>	<b>4,431,502</b>	<b>147%</b>	
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Advances to Community Groups		0	0	0	0		
Transfer from Reserves	7	3,626,546	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(4,262,750)	(404,160)	(419,379)	(15,219)	(4%)	
<b>Amount attributable to financing activities</b>		<b>(636,204)</b>	<b>(404,160)</b>	<b>(419,379)</b>	<b>(15,219)</b>	<b>(4%)</b>	
<b>Closing Funding Surplus (Deficit)</b>	3	<b>23,580</b>	<b>(461,601)</b>	<b>4,626,386</b>	<b>5,087,988</b>	<b>(1102%)</b>	

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

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

**SHIRE OF MENZIES**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 30 April 2020

**Capital Acquisitions**

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Budget YTD Budget (d)	Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	234,895	0	1,581,500	1,867,000	234,895	(1,346,605)
Infrastructure Assets - Roads	13	551,559	0	2,039,183	2,316,771	551,559	(1,487,624)
Infrastructure Assets - Other	13	281,218	0	482,261	777,761	281,218	(201,043)
Infrastructure Assets - Footpaths	13	0	0	0	220,000	0	0
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Plant and Equipment	13	766,158	0	836,585	836,585	766,158	(70,427)
<b>Capital Expenditure Totals</b>		<b>1,833,831</b>	<b>0</b>	<b>4,939,529</b>	<b>6,018,117</b>	<b>1,833,831</b>	<b>(3,105,698)</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				1,925,570	3,564,402	3,028,473	
Other (Disposals & C/Fwd)				0	250,911	222,901	
Council contribution - Cash Backed Reserves							
Building Reserve				0	1,832,000	0	
Plant Reserve				0	300,000	0	
Road Infrastructure Reserve				0	0	0	
					0	0	
Council contribution - operations				3,013,959	70,804	(1,417,543)	
<b>Capital Funding Total</b>				<b>4,939,529</b>	<b>6,018,117</b>	<b>1,833,831</b>	



**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 1: Significant Accounting Policies**

The Shire of Coorow adopts its significant accounting policies at the time of adopting its annual budget. Significant accounting policies are set in relation to the following:

- a) Basis of preparation
- b) Prior year actual balances
- c) Rounding off figures
- d) Comparative figures
- e) Budget comparative figures
- f) Forecast fair value adjustments
- g) Rates, grants, donations & other contributions
- h) Goods and services tax (GST)
- i) Superannuation
- j) Cash and cash equivalents
- k) Trade and other payables
- l) Inventories
- m) Fixed assets
- n) Fair value of assets and liabilities
- o) Financial instruments
- p) Impairment of assets
- q) Trade and other payables
- r) Employee benefits
- s) Borrowing costs
- t) Provisions
- u) Leases
- v) Investments in associates
- x) Interests in joint arrangements
- y) Current and non-current classification

There have been no changes to the Shire of Menzies significant accounting policies since adopting the 2019/2020 budget.

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 2: 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 budget materially.

The material variance adopted by Council for the 2019/20 year is \$25,000 or 10% whichever is the greater.

Reporting Program	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>			\$	%			
Governance	14,150	9,306	(4,844)	(34%)			
General Purpose Funding	4,142,966	4,160,181	60,472	(3%)			
Law, Order and Public Safety	8,262	8,149	(112)	(1%)			
Health	1,080	450	(630)	(58%)			
Education and Welfare	0	0	0				
Housing	83,830	75,014	(8,816)	(11%)			
Community Amenities	14,400	26,340	11,940	83%			
Recreation and Culture	670	16,730	16,060	2397%			
Transport	544,188	536,678	(7,509)	(1%)			
Economic Services	187,370	193,552	6,182	3%			
Other Property and Services	24,150	39,934	15,784	65%			
			45,269				
<b>Operating Expense</b>							
Governance	(807,512)	(784,609)	22,903	3%			
General Purpose Funding	(188,458)	(221,387)	(32,929)	(17%)	▼	Permanent	Admin Allocations over budget and rates write off over budget
Law, Order and Public Safety	(101,995)	(96,586)	5,409	5%			
Health	(93,610)	(31,232)	62,378	67%	▲	Permanent	Shire is no longer liable for supply of nurse
Education and Welfare	0	0	0				
Housing	(182,097)	(112,343)	69,753	38%	▲	Timing	Housing maintenance delayed.
Community Amenities	(243,025)	(260,962)	(17,937)	(7%)			
Recreation and Culture	(817,493)	(731,002)	86,491	11%	▲	Timing	Parks & Gardens Maintenance expense down and depreciation down
Transport	(2,054,900)	(1,905,071)	149,829	7%			
Economic Services				31%	▲	Permanent	Rodeo under \$80,000 Visitors centre and Caravan park down \$95,000, Buildersbudget employee costs in wrong account \$120,000, Noxious Weed down \$47,000
	(1,115,297)	(766,520)	348,777				
Other Property and Services	(270,036)	(413,362)	(143,326)	(53%)	▼	Permanent	Admin employee cost up \$110,000, Consultants up \$24,000

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 2: 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 budget materially.

The material variance adopted by Council for the 2019/20 year is \$25,000 or 10% whichever is the greater.

Reporting Program	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	1,925,570	3,028,473	1,102,903	57%	▲	Timing	Budget Timing for roads
Proceeds from Disposal of Assets	0	222,901	222,901		▲	Timing	Budget allocated for incorrect time
<b>Capital Expenses</b>							
Land and Buildings	(1,581,500)	(234,895)	1,346,605	85%	▲	Timing	Major building projects have commenced budget timing
Infrastructure - Roads	(2,039,183)	(551,559)	1,487,624	73%	▲	Timing	Roads Projects have commenced
Infrastructure - Other	(482,261)	(281,218)	201,043	42%	▲	Timing	Timing with Niagara dam, kookynie Airstrip and Grid replacement work.
Infrastructure - Footpaths	0	0	0				
Infrastructure - Drainage	0	0	0				
Plant and Equipment	(836,585)	(766,158)	70,427	8%			

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2020	01 May 2019	30 Apr 2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	2,136,522	1,220,758	3,791,501
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	8,497,246	8,599,289	8,924,857
Receivables - Rates	6	767,983	929,708	853,413
Receivables - Other	6	(104,708)	(165,366)	25,139
Interest / ATO Receivable/Trust				
Inventories		10,706	18,812	306
		11,307,749	10,603,201	13,595,216
<b>Less: Current Liabilities</b>				
Payables		(816,653)	(175,823)	(39,947)
Provisions Loans		0	0	0
Provisions Leave		(138,351)	(152,291)	(129,659)
		(955,004)	(328,114)	(169,606)
Less: Cash Reserves	7	(8,497,246)	(8,599,289)	(8,924,857)
Less: Unspent Grants		0	0	0
Add: Loan Current		0	0	0
Less: SSL Repayments		0	0	0
Add: Leave Reserve		140,097	0	134,592
Trust imbalance (Department of Transport funds timing)			0	0
<b>Net Current Funding Position</b>		<b>1,994,974</b>	<b>1,675,798</b>	<b>4,635,345</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution
	\$	\$	\$	\$	
<b>(a) Cash Deposits</b>					
Cash At Bank	50,483			50,483	NAB
Cash At Call - Bank	1,723,048			1,723,048	NAB
Municipal Fund Term Deposits	2,016,650			2,016,650	NAB
Cash at Reserve - Bank		0		0	
Reserve Fund Term Deposits		8,924,857		8,924,857	NAB
Trust Fund Bank			0	0	NAB
Petty Cash Float	1,320			1,320	
<b>Total</b>	<b>3,791,501</b>	<b>8,924,857</b>	<b>0</b>	<b>12,716,358</b>	

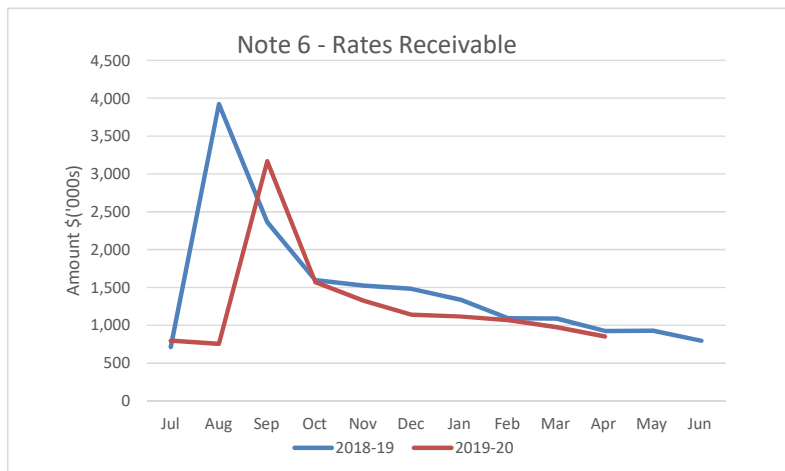
**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 6: Receivables**

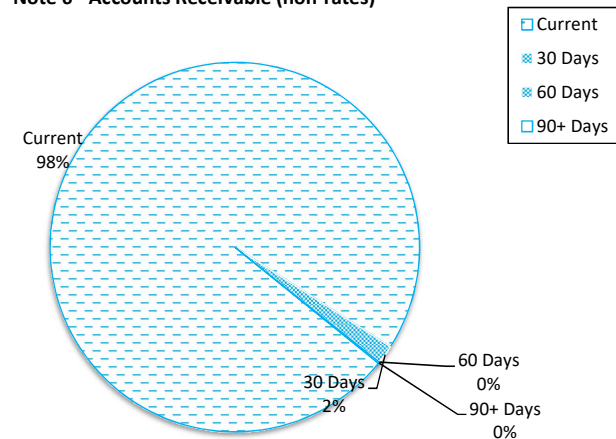
Receivables - Rates Receivable	30 Apr 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	767,983	648,784
Levied this year	3,383,894	3,237,134
Less Collections to date	3,298,464	3,117,935
Equals Current Outstanding	853,413	767,983
<b>Net Rates Collectable</b>	<b>853,413</b>	<b>767,983</b>
% Collected	79.45%	80.24%

Receivables - General	Current	30 Days	60 Days	90+ Days	Totals
	\$	\$	\$	\$	\$
Sundry Debtors	358,980	5,989	0	485	365,455
<b>Balance per Trial Balance</b>					
Sundry Debtors					365,455
<b>Total Receivables General Outstanding</b>					<b>365,455</b>

Amounts shown above include GST (where applicable)



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



**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve - Accumulation	61,300	2,966	2,766	0	0	0	0	64,266	64,066
Building Reserve Accumulation	2,438,421	33,805	31,525	560,180	0	(1,832,000)	0	1,200,406	2,469,946
Plant Reserve Accumulation	1,395,073	20,526	19,138	527,570	0	(515,785)	0	1,427,384	1,414,210
Roads Reserve Accumulation	1,529,390	22,497	20,980	1,200,000	0	(300,000)	0	2,451,887	1,550,370
Main Street Reserve Accumulation	138,105	2,032	1,895	0	0	(10,000)	0	130,137	140,000
Staff Amenities Reserve Accumulation	74,299	1,093	1,019	1,150,000	0	(650,000)	0	575,392	75,318
TV Reserve Accumulation	17,590	259	241	0	0	0	0	17,849	17,831
Caravan Park Reserve Accumulation	434,027	6,385	5,954	0	0	(20,650)	0	419,762	439,981
Bitumen Reserve Accumulation	397,088	5,841	5,447	200,000	0	0	0	602,929	402,535
Rates Creditors Reserve Accumulation	50,119	737	859	0	0	0	0	50,856	50,977
Niagara Dam Reserve Accumulation	1,349,520	19,851	18,513	0	0	(203,111)	0	1,166,260	1,368,033
Water Park Reserve Accumulation	98,143	1,444	1,346	200,000	0	0	0	299,587	99,489
Waste Management Reserve Accumulation	102,766	1,512	1,410	0	0	(45,000)	0	59,278	104,176
Former Post Office Reserve Accumulation	411,407	6,052	5,643	0	0	(50,000)	0	367,459	417,050
Commercial Enterprise Reserve - Accumulation	0	0	881	100,000	100,000	0	0	100,000	100,881
Land Purchase Reserve - Accumulation	0	0	1,762	200,000	200,000	0	0	200,000	201,762
	<b>8,497,246</b>	<b>125,000</b>	<b>119,379</b>	<b>4,137,750</b>	<b>300,000</b>	<b>(3,626,546)</b>	<b>0</b>	<b>9,133,450</b>	<b>8,916,625</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
<b>Plant and Equipment</b>									
517	P213 Toyota Landcruiser Dual Cab Ute - KBC 866N	57,013	57,073	60		35,637	57,273	21,636	
233	P0105 2008 Caterpillar 120M Grader MN980	116,430	83,601		(32,829)	132,000	100,000		(32,000)
34	Toyota Landcruiser LC200 4.5L 2018 1MN - P0218	67,754	65,255		(2,499)	53,788	65,455	11,667	
491	P0173 Digga Cleena Roadsweeper	1,011	1,218	207		825	455		(370)
495	P0189 Digga Slasher Mower	912	1,409	497		880	455		(425)
29	Nissan Xtrail ST-L 4WD CVT AUTO 2017 Rego 5MN - P0214	14,345	14,345	830		18,905	16,364		(2,541)
393	P0183 Trayback ute VW Amarok with toolboxes fitted 1EER484					5,000	10,909	5,909	
		<b>257,466</b>	<b>222,901</b>	<b>1,594</b>	<b>(35,329)</b>	<b>247,035</b>	<b>250,911</b>	<b>39,212</b>	<b>(35,336)</b>



**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 9: Rating Information**

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual				Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Vacant	0.0864	4	20,956	1,811	0	0	1,811	1,811	0	0	1,811
GRV - General	0.0862	29	2,490,652	214,694	0	0	214,694	214,694	0	0	214,694
UV - Mining Lease	0.1655	220	14,454,262	2,390,135	23,145	0	2,413,280	2,349,951	0	0	2,349,951
UV - Exploration	0.1500	269	2,751,508	420,983	0	0	420,983	412,726	0	0	412,726
UV - Prospecting	0.1477	159	380,152	53,882	0	0	53,882	56,148	0	0	56,148
UV - Pastoral	0.0829	19	734,152	60,861	0	0	60,861	60,861	0	0	60,861
UV - Other	0.0829	61	300,937	24,978			24,978	24,948			24,948
<b>Sub-Totals</b>		<b>761</b>	<b>21,132,619</b>	<b>3,167,344</b>	<b>23,145</b>	<b>0</b>	<b>3,190,489</b>	<b>3,121,139</b>	<b>0</b>	<b>0</b>	<b>3,121,139</b>
<b>Minimum Payment</b>	<b>\$</b>										
GRV - Townsites	200.00	200	40,000	40,000	0	0	40,000	40,000	0	0	40,000
UV - Agricultural	317.00	11	3,487	3,487	0	0	3,487	3,487	0	0	3,487
UV - Mining	317.00	60	19,020	19,020	0	0	19,020	19,020	0	0	19,020
UV - Exploration	280.00	190	53,200	53,760	0	0	53,760	53,200	0	0	53,200
UV - Prospecting	248.00	105	26,040	25,048	0	0	25,048	26,040	0	0	26,040
UV - Pastoral	317.00	8	2,536	2,536	0	0	2,536	2,536	0	0	2,536
UV - Other	317.00	3	951	951			951	951			951
<b>Sub-Totals</b>		<b>577</b>	<b>145,234</b>	<b>144,802</b>	<b>0</b>	<b>0</b>	<b>144,802</b>	<b>145,234</b>	<b>0</b>	<b>0</b>	<b>145,234</b>
		<b>1,338</b>	<b>21,277,853</b>	<b>3,312,146</b>	<b>23,145</b>	<b>0</b>	<b>3,335,291</b>	<b>3,266,373</b>	<b>0</b>	<b>0</b>	<b>3,266,373</b>
Movement in Excess Rates							0				0
Discounts							0				0
<b>Amount from General Rates</b>							<b>3,335,291</b>				<b>3,266,373</b>
Write Offs							0				0
Ex-Gratia Rates							0				0
Specified Area Rates											0
<b>Totals</b>							<b>3,335,291</b>				<b>3,266,373</b>

**Comments - Rating Information**

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 April 2020**

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue
				\$	\$	\$				\$
<b>General Purpose Funding</b>										
GEN PUR - Financial Assistance Grant - General	WALGGC	Operating	0	886,654	0	664,990	886,654		886,654	579,035
GEN PUR - Contributions & Donations		Operating	0	0	0	0	0		0	1,000
GEN PUR - Other Income	Landgate	Operating	0	268	0	220	268		268	432
<b>Governance</b>										
OTH GOV - Reimbursements		Operating	0	16,980	0	14,150	16,980		16,980	9,306
<b>Law, Order and Public Safety</b>										
FIRE - Grants	Dept. of Fire & Emergency Serv.	Operating	0	6,522	0	4,892	6,522		6,522	3,991
<b>Housing</b>										
OTH HOUSE - Rental Reimbursements		Operating	0	0	0	0	0		0	5,498
<b>Recreation and Culture</b>										
OTH CUL - Grants - Other Culture		Non-operating	0	0	25,570	25,570	25,570		25,570	11,744
<b>Transport</b>										
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA	Non-operating	0	0	552,204	0	552,204		552,204	488,581
ROADC - Other Grants - Aboriginal Roads	Main Roads WA	Operating	0	128,647	0	128,647	128,647		128,647	0
ROADC - Roads to Recovery Grant	Commonwealth Gvt	Non-operating	0	0	700,628	0	700,628		700,628	341,915
ROADC - Other Grants - Aboriginal Roads	Commonwealth Gvt	Operating	0	0	0	0	0		0	0
ROADC - Other Grants - Flood Damage	Main Roads WA	Non-operating	0	0	1,900,000	1,900,000	1,900,000		1,900,000	2,065,646
ROADM - Street Lighting Subsidy		Operating	0	0	0	0	0		0	1,713
ROADM - Direct Road Grant (MRWA)	Main Roads WA	Operating	0	183,146	0	183,146	183,146		183,146	194,321
ROADM - Road Contribution Income	WALGGC	Operating	0	820,598	0	321,000	820,598		820,598	319,032
<b>Economic Services</b>										
TOUR - Other Income Relating to Tourism & Area Promotion		Operating	0	0	0	0	0		0	909
TOUR - Grants	Main Roads WA	Non-operating	0	0	386,000	0	386,000		386,000	120,588
OTH ECON - Community Resource Centre Income		Operating	0	0	0	0	0		0	109
OTH ECON - Grants	Indue, DPIRD	Operating	0	112,000	0	92,000	112,000		112,000	115,984
<b>Other Property &amp; Services</b>										
ADMIN - Reimbursements	DFES	Operating	0	11,753	0	9,790	11,753		11,753	4,000
POC - Reimbursements		Operating	0	0	0	0	0		0	2,214
POC - Fuel Tax Credits Grant Scheme		Operating	0	0	0	0	0		0	9,932
PWO - Long Service Leave Recoup		Operating	0	0	0	0	0		0	9,450
PWO - Other Reimbursements		Operating	0	0	0	0	0		0	176
<b>TOTALS</b>			<b>0</b>	<b>2,166,568</b>	<b>3,564,402</b>	<b>3,344,405</b>	<b>5,730,970</b>	<b>0</b>	<b>5,730,970</b>	<b>4,285,400</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2020

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue
				\$	\$	\$				\$
<b>SUMMARY</b>										
Operating		Operating Grants, Subsidies and Contributions	0	2,166,568	0	1,418,835	2,166,568	0	2,166,568	1,257,103
Operating - Tied		Tied - Operating Grants, Subsidies and Contributions	0	0	0	0	0	0	0	0
Non-operating		Non-operating Grants, Subsidies and Contributions	0	0	3,564,402	1,925,570	3,564,402	0	3,564,402	3,028,473
<b>TOTALS</b>			<b>0</b>	<b>2,166,568</b>	<b>3,564,402</b>	<b>3,344,405</b>	<b>5,730,970</b>	<b>0</b>	<b>5,730,970</b>	<b>4,285,576</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2020

**Note 13: Capital Acquisitions**

% of  
Completion

Assets	Job	YTD Actual			Budget			
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Buildings</b>								
<b>Housing</b>								
0.68	CEO's House - Lot 1 (37-39) Reid St - Building (Capital)	BC001	5,467	0	5,467	8,000	8,000	(2,533)
0.12	MFA's House - Lot - 1085 (39) Mercer St - Building (Capital)	BC002	2,305	0	2,305	20,000	20,000	(17,695)
0.00	MWS House Lot 165 (25) Onslow St - Building (Capital)	BC003	0	0	0	15,000	15,000	(15,000)
0.00	Lot 91 (40) Mercer St - Building (Capital)	BC004	0	0	0	20,000	5,500	(5,500)
0.00	Lot 93 (36) Mercer St - Building (Capital)	BC005	0	0	0	10,000	10,000	(10,000)
0.43	Lot 1086 (41) Mercer St - Building (Capital)	BC006	4,306	0	4,306	10,000	10,000	(5,694)
0.00	Duplex Lot 12a Walsh St (North Unit) - Building (Capital)	BC007	0	0	0	16,000	0	0
0.04	New Staff House 2020 - Building (Capital)	BC009	19,090	0	19,090	530,000	530,000	(510,910)
0.08	Unit Lot 45 (29b) Shenton (Back) - Building (Capital)	BC018	1,250	0	1,250	15,000	15,000	(13,750)
0.00	Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	BC020	0	0	0	50,000	50,000	(50,000)
1.00	Unit Lot 45 (29a) Shenton (Front) - Building (Capital)	BC017	1,250	0	1,250	0	0	1,250
0.21	Teachers Unit Lot 1090 (53b) (14b) Walsh St - Building (Capital)	BC016	4,690	0	4,690	22,000	22,000	(17,310)
	<b>Housing Total</b>		<b>38,359</b>	<b>0</b>	<b>38,359</b>	<b>716,000</b>	<b>685,500</b>	<b>(647,141)</b>
<b>Community Amenities</b>								
0.04	Truck Bay Ablution Block - Building (Capital)	BC048	10,510	0	10,510	240,000	240,000	(229,490)
	<b>Community Amenities Total</b>		<b>10,510</b>	<b>0</b>	<b>10,510</b>	<b>240,000</b>	<b>240,000</b>	<b>(229,490)</b>
<b>Recreation And Culture</b>								
0.02	Town Hall (Hall) - Building (Capital)	BC026	3,765	0	3,765	160,000	70,000	(66,235)
0.23	Youth Centre - Building (Capital)	BC036	4,550	0	4,550	20,000	20,000	(15,450)
	<b>Recreation And Culture Total</b>		<b>8,315</b>	<b>0</b>	<b>8,315</b>	<b>180,000</b>	<b>90,000</b>	<b>(81,685)</b>
<b>Transport</b>								
0.70	Depot - Building (Capital)	BC037	21,148	0	21,148	30,000	30,000	(8,852)
	<b>Transport Total</b>		<b>21,148</b>	<b>0</b>	<b>21,148</b>	<b>30,000</b>	<b>30,000</b>	<b>(8,852)</b>
<b>Economic Services</b>								
	Caravan Park Unit (Disabled) - Building (Capital)	BC021	124,170	0	124,170	400,000	400,000	(275,830)
	Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	BC028	2,465	0	2,465	40,000	25,000	(22,535)
	Church Hall Lot 8 (50) Shenton St - Building (Capital)	BC030	13,822	0	13,822	55,000	55,000	(41,178)
0.13	Caravan Park Upgrade	C0133	1,314	0	1,314	10,000	10,000	(8,686)
	<b>Economic Services Total</b>		<b>141,771</b>	<b>0</b>	<b>141,771</b>	<b>555,000</b>	<b>490,000</b>	<b>(348,229)</b>
<b>Other Property &amp; Services</b>								
0.00	New Records Facility - Building (Capital)	BC049	0	0	0	100,000	0	0
0.32	Town Hall (Admin) - Building (Capital)	BC027	14,792	0	14,792	46,000	46,000	(31,208)
	<b>Other Property &amp; Services Total</b>		<b>14,792</b>	<b>0</b>	<b>14,792</b>	<b>146,000</b>	<b>46,000</b>	<b>(31,208)</b>
0.13	<b>Buildings Total</b>		<b>234,895</b>	<b>0</b>	<b>234,895</b>	<b>1,867,000</b>	<b>1,581,500</b>	<b>(1,346,605)</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2020

**Note 13: Capital Acquisitions**

% of  
Completion

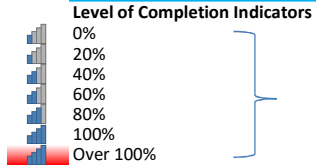
	Assets	Job	YTD Actual			Budget		
			New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
			\$	\$	\$	\$	\$	\$
	<b>Plant &amp; Equipment (inc Furniture)</b>							
	<b>Governance</b>							
0.00	Administration Communications Equipment	C0141	0	0	0	10,000	10,000	(10,000)
0.72	Software and Systems	C0142	25,325	0	25,325	35,000	35,000	(9,675)
0.91	Vehicle Replacement CEO	CP001	66,376	0	66,376	73,000	73,000	(6,624)
	<b>Governance Total</b>		<b>91,702</b>	<b>0</b>	<b>91,702</b>	<b>118,000</b>	<b>118,000</b>	<b>(26,298)</b>
	<b>Transport</b>							
0.88	Minor Plant Purchases	C0127	9,987	0	9,987	11,300	11,300	(1,313)
0.89	Ice Machine	C1216	5,770	0	5,770	6,500	6,500	(730)
1.96	Removable Frame for Service Truck	C1210	19,647	0	19,647	10,000	10,000	9,647
0.00	New ute to replace stolen one 2020	CP012	0	0	0	40,000	40,000	(40,000)
1.00	CAT Grader 12m	CP008	390,214	0	390,214	390,000	390,000	214
	<b>Transport Total</b>		<b>425,618</b>	<b>0</b>	<b>425,618</b>	<b>457,800</b>	<b>457,800</b>	<b>(32,182)</b>
	<b>Economic Services</b>							
0.99	Community Bus	CP009	56,161	0	56,161	56,500	56,500	(339)
	<b>Economic Services Total</b>		<b>56,161</b>	<b>0</b>	<b>56,161</b>	<b>56,500</b>	<b>56,500</b>	<b>(339)</b>
	<b>Other Property &amp; Services</b>							
0.96	Vehicle Replacement Manager Finance and Administratic	CP002	41,161	0	41,161	43,000	43,000	(1,839)
0.92	Vehicle Replacement Works Supervisor	CP003	80,944	0	80,944	88,000	88,000	(7,056)
0.92	Vehicle Building Maintenance Utliity	CP005	30,571	0	30,571	33,285	33,285	(2,714)
1.00	Toyota Landcruiser Prado rego 1GED860	CP011	40,000	0	40,000	40,000	40,000	0
	<b>Other Property &amp; Services Total</b>		<b>192,677</b>	<b>0</b>	<b>192,677</b>	<b>204,285</b>	<b>204,285</b>	<b>(11,608)</b>
0.92	<b>Plant &amp; Equipment Total</b>		<b>766,158</b>	<b>0</b>	<b>766,158</b>	<b>836,585</b>	<b>836,585</b>	<b>(70,427)</b>
	<b>Infrastructure Assets - Roads</b>							
	<b>Transport</b>							
1.00	Bullfinch Evanston Rd (BS)	BS034	0	0	0	0	0	0
1.00	Kookynie Rd - Flood Damage	RFD025	0	0	0	0	0	0
0.00	Program Reseal	C1213	0	0	0	200,000	200,000	(200,000)
0.02	Connie Sue Rd (Capital)	RC048	6,397	0	6,397	300,000	300,000	(293,603)
0.16	Menzies North West Rd (R2R)	R2R007	175,273	0	175,273	1,100,000	916,670	(741,397)
1.00	Menzies North West Rd (Capital)	RC007	827	0	827	0	0	827
0.00	Tjuntjunjarra Access Rd (R2R)	R2R049	0	0	0	190,000	0	0
1.13	Menzies North West Rd (RRG)	RRG007	136,785	0	136,785	121,008	121,008	15,777
0.06	Evanston Menzies Rd (RRG)	RRG008	14,015	0	14,015	254,755	254,755	(240,740)
1.74	Yarri Rd (RRG)	RRG039	210,575	0	210,575	121,008	121,008	89,566
0.26	Shire House Crossovers	C1214	7,687	0	7,687	30,000	30,000	(22,313)
	<b>Transport Total</b>		<b>551,559</b>	<b>0</b>	<b>551,559</b>	<b>2,316,771</b>	<b>1,943,441</b>	<b>(1,391,882)</b>
0.24	<b>Infrastructure Roads Total</b>		<b>551,559</b>	<b>0</b>	<b>551,559</b>	<b>2,316,771</b>	<b>1,943,441</b>	<b>(1,391,882)</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2020

**Note 13: Capital Acquisitions**

% of  
Completion

Assets	Job	YTD Actual			Budget			
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Footpaths</b>								
<b>Transport</b>								
0.00	Bicycle Path construction	C0125	0	0	0	100,000	0	0
0.00	Bicycle Track Menzies Town	C1212	0	0	0	120,000	0	0
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>	<b>0</b>	<b>0</b>
0.00	<b>Footpaths Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>	<b>0</b>	<b>0</b>
<b>Other Infrastructure</b>								
<b>Community Amenities</b>								
1.72	Menzies Refuse Site New Hole	C0101	51,544	0	51,544	30,000	30,000	21,544
0.61	Kookynie Refuse Site New Hole	C0102	9,154	0	9,154	15,000	15,000	(5,846)
0.00	Cometvale Cemetary fence	C0103	0	0	0	20,000	0	0
	<b>Community Amenities Total</b>		<b>60,698</b>	<b>0</b>	<b>60,698</b>	<b>65,000</b>	<b>45,000</b>	<b>15,698</b>
<b>Recreation And Culture</b>								
0.00	Rodeo Grounds Infrastructure	C0113	0	0	0	50,000	0	0
1.87	Sport Courts Adjustable Basketball Poles	C0114	16,815	0	16,815	9,000	9,000	7,815
0.00	Arbor for Fruit Trees	C0115	0	0	0	5,000	5,000	(5,000)
	<b>Recreation And Culture Total</b>		<b>16,815</b>	<b>0</b>	<b>16,815</b>	<b>64,000</b>	<b>14,000</b>	<b>2,815</b>
<b>Transport</b>								
1.61	Street Lights at Kookynie	C0122	11,240	0	11,240	7,000	7,000	4,240
0.66	Banners and Signage	C0128	6,640	0	6,640	10,000	10,000	(3,360)
0.00	Bores to Support Road Works	C0123	0	0	0	35,000	35,000	(35,000)
0.45	Grid Replacement Program	C0124	58,399	0	58,399	130,000	130,000	(71,601)
0.08	Truck Bay Wilson and Shenton	C1211	666	0	666	8,000	8,000	(7,334)
0.00	Town Dam Upgrade	C0121	0	0	0	200,000	0	0
0.00	Kookynie Airstrip Extension	C0126	0	0	0	20,000	20,000	(20,000)
	<b>Transport Total</b>		<b>76,945</b>	<b>0</b>	<b>76,945</b>	<b>410,000</b>	<b>210,000</b>	<b>(133,055)</b>
<b>Economic Services</b>								
0.58	Niagra Dam Capital Works	C0131	118,111	0	118,111	203,111	203,111	(85,000)
0.00	Goongarrie Security	C0137	0	0	0	25,000	25,000	(25,000)
0.81	Caravan Park Security Gate	C0134	8,649	0	8,649	10,650	10,650	(2,001)
	<b>Economic Services Total</b>		<b>126,760</b>	<b>0</b>	<b>126,760</b>	<b>238,761</b>	<b>238,761</b>	<b>(112,001)</b>
0.36	<b>Other Infrastructure Total</b>		<b>281,218</b>	<b>0</b>	<b>281,218</b>	<b>777,761</b>	<b>507,761</b>	<b>(226,543)</b>
0.30	<b>Capital Expenditure Total</b>		<b>1,833,831</b>	<b>0</b>	<b>1,833,831</b>	<b>6,018,117</b>	<b>4,869,287</b>	<b>(3,035,456)</b>



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

**12.1.2****MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF  
APRIL 2020**

<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>	28 May 2020
<b>AUTHOR:</b>	Carol Mc Allan Finance Officer
<b>ATTACHMENT:</b>	12.1.2-1 Payment Listing for April 2020 12.1.2-2 EFT Payment Listing for April 2020 12.1.2-3 Direct Debit Payment Listing for April 2020 12.1.2-4 Credit Card Payment Listing for April 2020

**SUMMARY:**

The list of payments made for the month of April 2020 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 delegated authority 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 April 2020 are attached.

**CONSULTATION:**

N/A.

**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 April 2020 totalling \$663,911.22 being:

- 1) No cheques were drawn;
- 2) Electronic Fund Transfer EFT4957 – EFT5065 payments in the Municipal Fund totalling \$614,899.63;
- 3) Direct Debit payments from the Municipal Fund totally \$49,011.59; and
- 4) Credit Card payments for the statement month of March 2020 included in Direct Debits.

**COUNCIL DECISION:**

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

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*



**Shire of Menzies**  
**Payments for the Month of April 2020**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
		Cheques		\$(0.00)
		EFT		\$(614,899.63)
		Direct Debit		\$(49,011.59)
		<b>Total Payments</b>		<b><u>\$(663,911.22)</u></b>
		Credit Card Payments (included in Direct Debit)		\$6,482.22

**Shire of Menzies**  
**Payments for the Month of April 2020**

Chq/EFT	Date	Name	Description	Amount
EFT4957	03/04/2020	Cynthia Taylor	Half yearly Flight Allowance to Perth	\$666.10
EFT4958	03/04/2020	Hosemasters	P0202 - Socket, Hydraulic Adaptor, Valve and bits	\$509.59
EFT4959	03/04/2020	Worldwide Timber Traders	Timber to refurbish front counter Admin Building	\$436.13
EFT4960	03/04/2020	Bunnings	Decking, door closer, bolts, screws, fertiliser, mulch.	\$634.82
EFT4961	03/04/2020	Cabcharge Australia Limited	Account Fees due date 20 April 2020	\$6.00
EFT4962	03/04/2020	Conway Highbury	Support - Review of Wards & Representation	\$1,287.00
EFT4963	03/04/2020	Coyles Mower & Chainsaw Centre	2x4ltrs 10w 30 oil	\$88.00
EFT4964	03/04/2020	Goldline Distributors	Cake,biscuits,party pies,milk,toilet paper,hand towels	\$393.00
EFT4965	03/04/2020	Goldfields Pest Control	Herbicide application for control of feral cactus at tip	\$1,925.00
EFT4966	03/04/2020	IT Vision	One of Payroll Termination pay MFA	\$550.00
EFT4967	03/04/2020	Local Government Professionals Aust	Local Government Professionals subscription CEO	\$265.51
EFT4968	03/04/2020	Cr Keith Mader	Sitting fees and travel for month of March 2020	\$1,216.03
EFT4969	03/04/2020	Netlogic Information Technology	Office 365 subscription - 1 year - 17 users	\$7,745.10
EFT4970	03/04/2020	Paupiyala Tjarutja Aboriginal Corporation	Invoice 12407 Dec 19 - Jan20 School Holiday Program	\$11,652.38
EFT4971	03/04/2020	R F Young	Contract Labour	\$2,871.00
EFT4972	03/04/2020	Reynolds Graphics	Business Cards for I Wells - Building Maintenance Officer	\$211.75
EFT4973	08/04/2020	Canine Control	Monday 23 March 2020 - Ranger Services	\$1,600.50
EFT4974	08/04/2020	Roadtech Civil & Construction	First Claim- Menzies North West Road	\$165,822.77
EFT4975	08/04/2020	Griffin Valuation Advisory	2020 - Land and Building Asset Valuations	\$9,285.42
EFT4976	08/04/2020	3E Advantage	Copier costs	\$4,110.07
EFT4977	08/04/2020	Market Creations	Website Maintenance	\$2,000.50
EFT4978	08/04/2020	Peter Money	Kalgoorlie Medical Imaging ( Insurance Claim )	\$418.69
EFT4979	08/04/2020	Shire of Chapman Valley	Planning Services - January to March 2020	\$1,958.00
EFT4980	08/04/2020	Alice Bryant	Refund, extra luggage on flight, Taxi, printer ink	\$269.35
EFT4981	08/04/2020	Ivan Wells	Refund trailer parts, HR licence permit, Paint	\$612.85
EFT4982	08/04/2020	Goldfields Canvas	Roof Rack - P0233	\$386.00
EFT4983	08/04/2020	Air Liquide Australia Ltd	Cylinder Rental Fee 01/03/2020 to 31/03/2020	\$28.16
EFT4984	08/04/2020	Bunnings	Plants, Potting Mix, gas, shadecloth	\$1,882.74
EFT4985	08/04/2020	Toll Transport Pty Ltd	Water Testing Freight	\$39.90
EFT4986	08/04/2020	Cybersecure	Backup services to 2 April 2020	\$259.88
EFT4987	08/04/2020	Goldline Distributors	Supplies for hotel	\$411.99
EFT4988	08/04/2020	Hart Sport	HART School Tennis Kit	\$463.00
EFT4989	08/04/2020	Kalgoorlie Precast Concrete	Retaining walls,post for caravan park,Shenton St units	\$4,195.40
EFT4990	08/04/2020	Landgate	Tenement Schedule M 2019/3, title certificates	\$250.20
EFT4991	08/04/2020	LO-Go Appointments	Contract - H Cooper 12 Feb 2020	\$2,881.89
EFT4992	08/04/2020	Mcleods Barristers & Solicitors	Deed of settlement for staff redundancy	\$2,723.12
EFT4993	08/04/2020	Shire of Menzies Social Club	Payroll deductions	\$100.00
EFT4994	08/04/2020	Office National	Printer, toner, Wireless mouse, stationery	\$908.22
EFT4995	08/04/2020	Public Libraries WA Inc	2020/2021 Membership	\$110.00
EFT4996	08/04/2020	Moore Stephens	Budget Repair after new COA's implemented.	\$6,237.00
EFT4997	08/04/2020	Kalgoorlie United Steel Pty Ltd	10 lengths of 6.1 m patio tube	\$495.00
EFT4998	09/04/2020	ModularWA	Progressive Payment - Caravan Park Unit A	\$59,316.00
EFT4999	17/04/2020	Roadtech Civil & Construction	Progress Claim 1 - Resheeting various roads.	\$8,597.71
EFT5000	17/04/2020	Goldfields Auto Electrical	Supply, Install, Labour- Solar Panel Kit, Sat. Phone Antenna	\$1,120.79
EFT5001	17/04/2020	Market Creations	Wildcard SSL Certificate: 2 years to 11/4/2022	\$407.00
EFT5002	17/04/2020	Xstra Global IT and Communication Solutions	PABX - Hosting and Support-	\$311.30
EFT5003	17/04/2020	ITR Pacific Pty Ltd	Grader Blades	\$2,640.00
EFT5004	17/04/2020	Anne Lake Consultancy	Assist CEO with matters of a confidential nature	\$1,190.00
EFT5005	17/04/2020	Roadstone West Pty Ltd t/a Greenfield Technical Services	Assessment of road tenders reference 02/2020	\$3,960.00
EFT5006	17/04/2020	Local Geotechnics	Investigation of soil compaction Onslow St Cara Park	\$3,960.00
EFT5007	17/04/2020	Goldfields Canvas	2 x 3 Awning - P0199	\$175.00
EFT5008	17/04/2020	Plaza Medical Centre	Professional Services - First Certificate (insurance Claim)	\$76.30
EFT5009	17/04/2020	Air Liquide Australia Ltd	i bottle of argon gas	\$62.83
EFT5010	17/04/2020	Construction Training Fund (B C I T F)	Payment for Modular WA - Caravan Park Units	\$466.28
EFT5011	17/04/2020	Bunnings	Paint Brush, Roller Cover,Sanding Sheets,Globe,Fencing Sheet etc.	\$1,809.29
EFT5012	17/04/2020	Toll Transport Pty Ltd	Freight	\$115.83
EFT5013	17/04/2020	Coyles Mower & Chainsaw Centre	2 x cutter bars and 4 chains and 5 ltrs of cutter bar oil	\$686.50
EFT5014	17/04/2020	Goldline Distributors	Juice Orange	\$145.54
EFT5015	17/04/2020	Menzies Hotel	Gas,refreshments,	\$705.45
EFT5016	17/04/2020	Netlogic Information Technology	Technology Support	\$825.00
EFT5017	17/04/2020	Penns Cartage	Tranport 2x Arteil Office Chair for CRC	\$99.00
EFT5018	17/04/2020	R F Young	Contract Labour	\$2,739.00
EFT5019	17/04/2020	WesTrac Pty Ltd	Fix Grader Aircon and electrics on-sit	\$4,134.45

**Shire of Menzies**  
**Payments for the Month of April 2020**

EFT5020	17/04/2020	Wurth Australia	cutting disc,adhesive,non slip tape	\$613.61
EFT5021	20/04/2020	Leonora Pharmacy	Pharmacy invoices 47 & 48	\$984.01
EFT5022	20/04/2020	ModularWA	Progress 1 (Deposit) - Onslow Street House	\$17,110.00
EFT5023	24/04/2020	Arteil (WA) Pty Ltd	2 x Office Chairs - CRC	\$752.40
EFT5024	24/04/2020	Tradelink Pty Limited	2 x Shower recess and assoc fittings	\$3,124.03
EFT5025	24/04/2020	ModularWA	Progress Payment - Caravan Park Units	\$59,316.00
EFT5026	24/04/2020	KTEAM	Tender Assessments, Meeting with Ora Banda Mining	\$6,620.00
EFT5027	24/04/2020	Ivan Wells	Replace 2 gas bottles due to faulty regulator	\$412.00
EFT5028	24/04/2020	Arrow (Strickland) Pty Ltd	Rates refund	\$471.12
EFT5029	24/04/2020	Plaza Medical Centre	WCA level C - AA030 - Workcover (insurance Claim)	\$139.40
EFT5030	24/04/2020	Blackwoods	Laundry Powder for resale	\$91.08
EFT5031	24/04/2020	Bunnings	Cargo case Pelican	\$259.69
EFT5032	24/04/2020	Choices Flooring	Supply and install Carpet to Admin Offices	\$15,835.00
EFT5033	24/04/2020	Department of Water and Environmental Regulation	Annual Licence Fee - L8800/2013/1 (Waste Ponds)	\$1,217.86
EFT5034	24/04/2020	Eagle Petroleum (W.A) Pty Ltd	Bulk Fuel Delivery on April 14, 2020 - 5499L/1.085 ex gst	\$6,563.06
EFT5035	24/04/2020	Goldline Distributors	Toilet Paper, garbage bags, Milk, (some for hotel)	\$828.74
EFT5036	24/04/2020	Goldfields Locksmiths	Door locks, Deadbolt,entrance set, cylinder, keys	\$1,381.80
EFT5037	24/04/2020	Goldfields Records Storage	Usage Charges for March 2020	\$34.89
EFT5038	24/04/2020	LO-Go Appointments	Contract services - Week ending 18/04/2020	\$2,249.28
EFT5039	24/04/2020	Marketforce	Advertising	\$745.73
EFT5040	24/04/2020	Shire of Menzies Social Club	Payroll deductions	-\$100.00
EFT5041	24/04/2020	Netlogic Information Technology	Microsoft updates, Instal critical HP firmware on server	\$487.50
EFT5042	24/04/2020	Office National	Stationery	\$42.88
EFT5043	24/04/2020	Pila Nguru Aboriginal Corporation	Accommodation Ian Baird	\$187.00
EFT5044	24/04/2020	R F Young	Contract Labour	\$4,356.00
EFT5045	24/04/2020	Taps Industries	Inspect gas regulator - replace / labour / materials	\$634.58
EFT5046	24/04/2020	Moore Stephens	Assistance with Finances	\$1,620.00
EFT5047	24/04/2020	WA Electoral Commission	Expenses - Extraordinary Election 28 February 2020	\$7,077.84
EFT5048	30/04/2020	Canine Control	Inv 2677 - 2664 Monday 30 - Ranger Services	\$1,600.50
EFT5049	30/04/2020	Roadtech Civil & Construction	Menzies RFT 02/2020 Resheeting - Claim 2	\$131,881.24
EFT5050	30/04/2020	Batteries N More	4x batteries	\$1,240.00
EFT5051	30/04/2020	3E Advantage	April Copier costs, smartboard rent	\$3,068.83
EFT5052	30/04/2020	Piccadilly Butchers	Meat for trip to connie sue	\$137.91
EFT5053	30/04/2020	Peter Money	Plants, hoses.retic	\$294.12
EFT5054	30/04/2020	Hosemasters	Hoses and Fittings	\$112.42
EFT5055	30/04/2020	Mathew Gordon Vanmaris	Rates refund	\$103.20
EFT5056	30/04/2020	Australian Taxation Office	GST Payment	\$2,190.00
EFT5057	30/04/2020	Bunnings	Tie downs, drill bits,repairs to bathroom (staff house)	\$1,229.79
EFT5058	30/04/2020	Cabcharge Australia Limited	Account Fees due date 18 May 2020	\$6.00
EFT5059	30/04/2020	Ecowater Services	Biomax Service	\$689.03
EFT5060	30/04/2020	Freerange Supplies	Enamel Coffee Perc Blue 2.7L, camp toaster, tent pegs	\$79.98
EFT5061	30/04/2020	JR & A Hersey	Depot Consumables	\$2,346.60
EFT5062	30/04/2020	Landgate	Rural UV Valuation Roll 2019/2020	\$519.21
EFT5063	30/04/2020	LO-Go Appointments	Contract Services to 25 April 2020	\$2,881.89
EFT5064	30/04/2020	Taps Industries	Plumbing Caravan Park, Admin Building	\$736.08
EFT5065	30/04/2020	Verlinden's Electrical Service	Electrical works, Fit off lights in Church and Labour	\$1,276.00

**\$614,899.63**

**Shire of Menzies**  
**Payments for the Month of April 2020**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
MFA CREDIT CARD			
02/03/2020	Terry Truck Rentals (Hertz)	Hertz car rental for IT Consaltant	\$ 327.37
05/03/2020	Terry Truck Rentals (Hertz)	Extra day rental	\$ 65.47
06/03/2020	Terry Truck Rentals (Hertz)	Fuel on return of vehicle	\$ 64.78
27/03/2020	NAB	Card Fee	\$ 8.59
CEO CREDIT CARD			
02/03/2020	Kalgoorlie Centre Café	CEO & President Lunch	\$ 22.50
05/03/2020	Qantas	IT Consultant Flight	\$ 394.09
06/03/2020	Activ8me	Staff Internet	\$ 70.65
09/03/2020	BCF Kalgoorlie	Engel for CEO Vehicle	\$ 2,059.00
16/03/2020	Activ8me	Staff Internet	\$ 70.65
16/03/2020	Young Motors Geraldton	Plant P0198 Replace locks and keys	\$ 2,596.72
18/03/2020	DRI My Commerce	Fleet Maintenance Pro support plan	\$ 286.40
20/03/2020	Nth Metropolitan Tafe	Staff Library Training	\$ 507.00
27/03/2020	NAB	Card fee	\$ 9.00
Direct Debit			<b><u>\$ 6,482.22</u></b>

**Shire of Menzies**  
**Payments for the Month of April 2020**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
MFA CREDIT CARD			
02/03/2020	Terry Truck Rentals (Hertz)	Hertz car rental for IT Consaltant	\$ 327.37
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CEO CREDIT CARD			
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06/03/2020	Activ8me	Staff Internet	\$ 70.65
09/03/2020	BCF Kalgoorlie	Engel for CEO Vehicle	\$ 2,059.00
16/03/2020	Activ8me	Staff Internet	\$ 70.65
16/03/2020	Young Motors Geraldton	Plant P0198 Replace locks and keys	\$ 2,596.72
18/03/2020	DRI My Commerce	Fleet Maintenance Pro support plan	\$ 286.40
20/03/2020	Nth Metropolitan Tafe	Staff Library Training	\$ 507.00
27/03/2020	NAB	Card fee	\$ 9.00
Direct Debit			<b><u>\$ 6,482.22</u></b>

**12.1.3****MONTHLY INVESTMENT REPORT**

<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>	28 May 2020
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

**SUMMARY:**

This item recommends Council receives the investment report for the month of April 2020.

**BACKGROUND:**

The Chief Executive Officer is delegated authority to invest funds into interest bearing accounts under Delegation 2.5 – Investment of Surplus Funds.

**COMMENT:**

Below are the current investments for the Shire of Menzies as at 30 April 2020:

<b>INSTITUTION / ACCOUNT TYPE</b>	<b>SUM</b>	<b>TERM</b>	<b>DATE OF MATURITY</b>	<b>INTEREST RATE</b>	<b>RISK ASSESMENT</b>
NAB - Reserve	\$3,452,790.25	90 Days	12/05/2020	1.55%	Medium
NAB - Reserve	\$3,254,209.54	90 Days	08/07/2020	1.22%	Medium
NAB - Reserve	\$2,217,857.33	90 Days	28/06/2020	1.35%	Medium
NAB - Muni	\$2,008,971.68	90 Days	29/04/2020	1.55%	Medium

## CONSULTATION:

Acting Deputy Chief Executive Officer

## STATUTORY ENVIRONMENT:

### *Local Government Act 1995*

- 2.7 (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

### **3.1. General function**

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

### **6.14 Power to invest**

### *Local Government (Administration) Regulations 1996*

#### **19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

- (1) In this regulation —  
*authorised institution* means —
  - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
  - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
  - (a) deposit with an institution except an authorised institution;
  - (b) deposit for a fixed term of more than 3 years;
  - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - (d) invest in bonds with a term to maturity of more than 3 years;
  - (e) invest in a foreign currency.

## POLICY IMPLICATIONS:

Council Policy 4.9 - Investments

Delegation 2.5 – Investment of Surplus Funds

## FINANCIAL IMPLICATIONS:

Nil.

## RISK ASSESSMENT

Risk Statement	Level of Risk	Risk Mitigation Strategy
<p>There is always a certain risk in investment of funds as banking institutions are no longer the stable and unfailing institutions they once were.</p> <p>The proposal is to closely manage the Shire's investments and avoid the possibility of loss on the investment.</p> <p>At the same time this proposal still seeks the safest and not necessarily the most profitable return on investments</p>	Medium	<p>Close management of investment.</p> <p>Close attention to financial markets and information.</p> <p>Diversity of investments as much as possible.</p>

## STRATEGIC IMPLICATIONS:

### *14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

## VOTING REQUIREMENTS:

Simple majority.

## OFFICERS RECOMMENDATION:

That Council receives the investment report for the month of April 2020.



**COUNCIL DECISION:**

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

**SECONDED: Cr**

*Carried /*

**12.1.4****ACTIONS AGAINST LAND FOR UNPAID RATES**

<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>	28 May 2020
<b>AUTHOR:</b>	Niel Mitchell, Consultant Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	12.1.3-1 – Lots - transfer to the Crown 12.1.3-2 – Lots - transfer to Shire

**SUMMARY:**

This item recommends actions to be taken against various properties for non-payment of rates.

**BACKGROUND:**

Privately held land is rateable property, and where rates are not paid, a range of remedies is available to the local government to attempt recovery as a debt, subject to various conditions that must be met. These range from reminders, to debt collection, legal action and ultimately, seizure of the land and sale or transfer to the Crown or Shire.

There are 52 lots that have been identified within the townships of Menzies and Kookynie that have been identified as having rates unpaid for in excess of 3 years. Repeated attempts to recover the debts or to contact the owners have not been successful.

Similar action was initiated some years ago, however a number of assessments did not have the processes completed. To avoid complications, it is proposed that action on these lots be recommenced.

In summary:

	<b>Menzies Township</b>	<b>Kookynie Township</b>
Number of assessments	48	4
No. of lots to transfer to the Crown	39	2
No. of lots to transfer to Shire	9	2
Total value of rates outstanding	166,685.07	16,595.65
Action formerly taken, not completed	6	3
“New” action recommended	42	1

## COMMENT:

The Local Government Act 1995 provides for a number of options for the recovery of rates if reminders and usual debt recovery actions have not been successful in accordance with the Local Government Act s.6.55 and 6.56.

There are 4 options –

- s.6.64 - power to lease, sell, transfer to the Crown or Shire, and the actions to be taken: –
  - lease – owner can pay any outstanding debts and claim all income any time within 12 years;
  - sell – a better option than leasing as it avoids potential future re-claiming of the land, but the demand for land is very low, and it is difficult to control who buys (sell by auction or tender);
  - transfer to State – non-rateable, able to sell at any time;
  - transfer to Shire – non-rateable, Shire can sell at any time and can accept a loss if considered in the long-term benefit of the community.
- s.6.73 – if sold or transferred to State or Shire, all State and Shire costs/debts are discharged.
- s.6.74 – power to have land re-vested in the Crown if rates in arrears for 3 years.
- s.6.75 – process for land which is to be transferred to the Shire applicable is detailed in Sch 6.3, with other provisions apply to leases or sale of land.
- Sch 6.3(8) – details the transfer process required.

Given the likely demand for land to lease or purchase in the townsites of Menzies and Kookynie, it is considered that lease or sale by public auction are not high probability outcomes. Accordingly, it is suggested that Council identify the specific land/lots for which there is a known or likely benefit to the Shire, pursue transfer of these lots to the Shire, with the balance of the properties returned to the Crown.

**Please note that any land transferred to the Shire, that is subsequently proposed to be sold or otherwise disposed of, must comply with the Local Government Act s.3.58 regarding disposition of property at the time of disposal.**

In the case of the assessments identified in the attachments, repeated attempts to trace, contact, reminder etc have generally not been successful. Contact has been made with a number of people and where they have indicated a wish to retain ownership of the land and have made some sort of arrangements to pay the outstanding rates, they have been excluded from these listings.

The Act does require a notice to be given to the owners at their last known address, notices to be placed on the land etc. The owners are able to object to the proposed actions within 30 days, and Council must consider any objections prior to continuing actions.

## CONSULTATION:

Peter Money - Chief Executive Officer

Carol McAllan - Finance Officer

## STATUTORY ENVIRONMENT:

### *Local Government Act 1995 –*

- *s.6.64 – power to lease, sell, or transfer to State or Shire*
- *s.6.72 – title to the land transferred*
- *s.6.73 – discharge of liabilities on sale or transfer of land*
- *s.6.74 – power to revest land in the State*
- *s.6.75 – land to be transferred to Shire*
- *Schedule 6.3 – provisions relating to sale or transfer of land where rates etc are unpaid*

### *Local Government (Financial Management) Regulations 1996 –*

- *regs 72 to 75 and 78 – various forms of notices required by the Act to be given to owner, placed on the land etc*
- *reg 77 – requirement to advise owners (to last known address) and publish intent in the Government Gazette*

## POLICY IMPLICATIONS:

4.6 – Debt Recovery – Outstanding Rates and Sundry Debtors

## FINANCIAL IMPLICATIONS:

Costs of advertising, production of notices, publication in the Government Gazette, etc.

Cost of lodgement of forms, discharge of memorials on titles, etc.

Eventual write off of rates totalling \$183,280.72 as at 11 May 2020.

## RISK ASSESSMENT:

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Continued distortion of rate debtors outstanding in financial statements and budgets	High	Transfer of land to the Crown or Shire, resulting in write-off of rates and charges
Continued distortion of financial ratios in mandatory reporting	High	Transfer of land to the Crown or Shire, resulting in write-off of rates and charges

**STRATEGIC IMPLICATIONS:**

*14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire’s activities, budgets, plans and performance.

**VOTING REQUIREMENTS:**

Simple majority.

**OFFICERS RECOMMENDATION:**

That Council proceed with action to be taken in accordance with the *Local Government Act 1995 and Financial Management Regulations 1996* for –

1. Attachment: 12.1.3-1 having total outstanding rates \$133,307.31 as at 11 May 2020 – transfer of land to the Crown; and
2. Attachment: 12.1.3-2 having total outstanding rates of \$49,973.41 as at 11 May 2020 – transfer of land to the Shire.

**COUNCIL DECISION:**

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

**SECONDED: Cr**

*Carried / .*

**Attachment - 12.1.4-1 - Lands to be transferred to the Crown**

Ass No.	Surname/s	Initials	Certificate of Title Number	Amount O/S - Menzies	Amount O/S - Kookynie	Street No.	Lot No.	Street Address	Rate category
<b>Current lots</b>									
A1677	Arnica Holdings Pty Ltd		2075/412	3599.71		57	677	57 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1721	Beaumaster	SD	208/125	2545.48		54	706	54 MAHON STREET MENZIES WA 6436	GRV - VACANT
A1722	Beaumaster	SD	1044/679	2545.48		52	707	52 MAHON STREET MENZIES WA 6436	GRV - VACANT
A1643	Boldrose Pty Ltd		2058/77	4167.47		32	583	UNIT 32 BALLARD STREET MENZIES WA 6436	GRV - VACANT
A1632	Bovill	DC	2011/781	3635.35		87	572	87 SUITER STREET MENZIES WA 6436	GRV - VACANT
A1633	Bovill	DC	2011/782	3635.35		89	573	89 SUITER STREET MENZIES WA 6436	GRV - VACANT
A1626	Bowman Derrick	JS RA	2090/60	4192.96		90	566	UNIT 90 SUITER STREET MENZIES WA 6436	GRV - VACANT
A1568	Brown Brown	R JC	306/38	5523.89		82	263	82 WEBB STREET MENZIES WA 6436	GRV - VACANT
A1569	Brown Brown	R JC	392/195	5523.89		84	264	84 WEBB STREET MENZIES WA 6436	GRV - VACANT
A1610	Butler	EJ	2105/79	1490.96		21	549	21 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1688	Davey	GE	2063/981	8760.44		46	688	UNIT 46 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1648	Eminoski	S	2118/546	4778.98		46	648	46 BALLARD STREET MENZIES WA 6436	GRV - VACANT
A1578	Giffin	MG	173/156	5226.88		97	274	97 WEBB STREET MENZIES WA 6436	GRV - VACANT
A1577	Hodnett	O	364/111	2078.59		99	273	99 WEBB STREET MENZIES WA 6436	GRV - VACANT
A1660	Abdi Abdi	SM F	2111/113	2317.15		111	660	111 SUITER STREET MENZIES WA 6436	GRV - VACANT
A1696	Miller	GJ	2040/885	3630.71		59	696	59 NIMROD STREET MENZIES WA 6436	GRV - VACANT
A1596	O'Brien	DJ	199/196	5667.81		100	252	100 JOWETT STREET MENZIES WA 6436	GRV - VACANT
A1615	Petkovich	JN	2120/254	3628.07		33	555	33 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1641	Pieri	P	2090/59	5870.25		36	581	36 BALLARD STREET MENZIES WA 6436	GRV - VACANT
A1579	Rowley	BN	211/84	1490.96		91	277	91 WEBB STREET MENZIES WA 6436	GRV - VACANT
A1694	Simpson	H	2149/466	4186.55		58	694	58 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1682	Smith	PG	2094/373	2876.36		47	682	47 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1557	Stacy Liso	DA E	405/129	2542.40		65	296	65 GREGORY STREET MENZIES WA 6436	GRV - VACANT
A1892	Turner	BJ	262/198		5486.08	33	289	33 Peers Street KOOKYNIIE WA 6431	UV - OTHER
A1704	Valuri	A	2079/48	2074.44		43	704	43 NIMROD STREET MENZIES WA 6436	GRV - VACANT
A1705	Valuri	A	2079/49	2074.44		41	705	41 NIMROD STREET MENZIES WA 6436	GRV - VACANT
A1642	Dewar	P	2128/313	10903.90		34	582	34 BALLARD STREET MENZIES WA 6436	GRV - VACANT
A1678	Strowse	R	2075/412	9683.10		55	678	55 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1637	Morrison Wells	P AM	2120/248	7677.91		97	577	97 SUITER STREET MENZIES WA 6436	GRV - VACANT
A1665	Higgins Higgins	JM GH	2123/493	5955.23		101	665	101 SUITER STREET MENZIES WA 6436	GRV - VACANT
A1671	Higgins	SR	2123/489	6933.22		116	671	116 SUITER STREET MENZIES WA 6436	GRV - VACANT
A1680	Higgins Higgins	SR JA	2123/490	7164.63		51	680	51 SHERIDAN STREET MENZIES WA 6436	GRV - VACANT
A1576	Coniglio	H	386/86					106 WEBB STREET MENZIES WA 6436	GRV - VACANT
A1594	Coniglio	H	219/86	4507.39		106	203	90 JOWETT STREET MENZIES WA 6436	GRV - VACANT
A1597	Coniglio	H	403/57	4407.39		90	247	104 JOWETT STREET MENZIES WA 6436	GRV - VACANT
A1602	Coniglio	H	394/31	3383.33		104	214	101 JOWETT STREET MENZIES WA 6436	GRV - VACANT
				4398.61		101	206	206 6436	GRV - VACANT

Former process									
A1517	Hannah Hamilton	TH J	211/44	6382.98	82	888	82 WALSH STREET MENZIES WA 6436	GRV - VACANT	
A1861	Rea	RJ			4202.83	L100 100	L100 Cumberland Street KOOKYNIE WA 6431	UV - OTHER	
A1926	Reid	HW		1018.71	6		6 Brown Street MENZIES WA 6436	NON-RATEABLE	
A1574	Schmidt	E	394/179	2727.71	102	205	102 WEBB STREET MENZIES WA 6436	GRV - VACANT	
A1567	Webster	JS	392/98	2727.71	80	334	80 WEBB STREET MENZIES WA 6436	GRV - VACANT	
				<u>123,618.40</u>	<u>9,688.91</u>				
				<u><u>133,307.31</u></u>					

## Attachment - 12.1.4-2 - Lands to be transferred to the Shire

Ass No.	Surname/s	Initials	Certificate of Title Number	Amount O/S - Menzies	Amount O/S - Kookynie	Street No.	Lot No.	Street Address	Rate category
<b>Current lots</b>									
A1397	Blackman	RM	146/57	1490.96		740	741	LOT 740 REID STREET MENZIES WA 6436	GRV - VACANT
A1443	Grant	CG	89/2	5963.58		28	2	28 BROWN STREET MENZIES WA 6436	GRV - VACANT
A1444	Grant	CG	236/75A	Multi-lots	5963.58	26	3	26 BROWN STREET MENZIES WA 6436	GRV - VACANT
A1445	Grant	CG	236/75A	Multi-lots	5963.58	24	4	24 BROWN STREET MENZIES WA 6436	GRV - VACANT
A1446	Grant	CG	236/76A	Multi-lots	5963.58	22	5	22 BROWN STREET MENZIES WA 6436	GRV - VACANT
A1447	Grant	CG	101/124	5963.58		20	6	20 BROWN STREET MENZIES WA 6436	GRV - VACANT
A1448	Grant	CG	134/105	5963.58		18	7	18 BROWN STREET MENZIES WA 6436	GRV - VACANT
<b>Former process</b>									
A8005	Caldwell	JA	85/20	839.82		33	87	33 REID STREET MENZIES WA 6436	NON- RATEABLE
A4175	Marquis Lane	V JE	1061/385	4954.41		12	56	12 REID STREET MENZIES WA 6436	GRV - VACANT
A4926	Steinberg	J	309/121		3599.01	54	353	54 CUMBERLAND STREET KOOKYNE WA 6431	UV - OTHER
A4925	Trevenen	WA	314/153		3307.73	54	352	54 CUMBERLAND STREET KOOKYNE WA 6431	UV - OTHER
				43,066.67	6,906.74				
				<u>49,973.41</u>					



**12.1.5 AMENDMENTS TO FEES AND CHARGES – CARAVAN PARK CABINS**

<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>	28 May 2020
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

**SUMMARY:**

This item recommends Council adopts new fees and charges for bookings for the caravan park cabins effective immediately.

**BACKGROUND:**

Council has approved fees and charges for the hiring of Chalets, linked to the Caravan Park. It has also applied these costs to the hiring of the units at 12A and 12B Walsh Street.

The current fee for a two-bedroom unit is \$125 for one night and \$70 for each additional night.

**COMMENT:**

New cabins for hire will be arriving in the Caravan Park early June and will be available for hire shortly after. Fees cannot be imposed until Council has approved fees by an absolute majority.

To ensure that a fee is in place it is advised that the fee should be adopted prior to the arrival of the units. This is not only an opportunity to clarify the Schedule of Fees for the existing accommodation, but also an opportunity to clarify the descriptions in the Fees and Charges Schedule.

<b>Current Fees:</b>	
Chalet – 2 bedroom	\$125 inc. GST
Chalet	\$70 inc. GST additional days
<b>RECOMMENDED FEES AND CHARGES</b>	
Chalet 29 Shenton Street	\$125 inc. GST per night
Chalet 29 Shenton Street	\$70 inc. GST per additional night
Chalet 12 Walsh Street	\$125 inc. GST per night
Chalet 12 Walsh Street	\$70 \$70 inc. GST per additional night
Chalet Bond – All Chalets	\$150
<b>New Fees</b>	
Caravan Park Cabin	\$175 inc. GST per night
Caravan Park Cabin	\$110 inc. GST per additional night
Caravan Park Cabin Bond	\$200

#### **CONSULTATION:**

Shire of Quairading.

#### **STATUTORY ENVIRONMENT:**

Local Government Act

6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

#### **POLICY IMPLICATIONS:**

New Policy 12.7.

#### **FINANCIAL IMPLICATIONS:**

Nil.

## **RISK ASSESSMENT:**

Failure to have a policy for the use of the cabins would result in a lack of control of the use, inability to impose fees, and an inability to ensure users of the cabins take responsibility for any damages that may occur.

## **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.

### *14.3 Active civic leadership achieved*

- 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:**

Absolute majority.

**OFFICERS RECOMMENDATION:**

That Council adopts the following fees and charges effective immediately:

<b>RECOMMENDED FEES AND CHARGES</b>	
Chalet 29 Shenton Street	\$125 inc. GST per night
Chalet 29 Shenton Street	\$70 inc. GST per additional night
Chalet 12 Walsh Street	\$125 inc. GST per night
Chalet 12 Walsh Street	\$70 inc. GST per additional night
Chalet Bond – All Chalets	\$150
<b>RECOMMENDED NEW FEES</b>	
Caravan Park Cabin	\$175 inc. GST per night
Caravan Park Cabin	\$110 inc. GST per additional night
Caravan Park Cabin Bond	\$200

**COUNCIL DECISION:**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
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**MOVED: Cr****SECONDED: Cr***Carried /*

<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>	28 May 2020	
<b>AUTHOR:</b>	Ally Bryant Acting DCEO	
<b>ATTACHMENT:</b>	12.1.6-1	Fees and Charges 2020-2021

**SUMMARY:**

For Council to adopt the proposed amended Fees and Charges to be effective from 1 July 2020 and accept, for advertising.

**BACKGROUND:**

It is proposed to adopt amended Fees and Charges for the year ending 30 June 2021 prior to the adoption of the Budget for the year ending 30 June 2021 to ensure the new schedule can take effect as soon as possible.

**COMMENT:**

Due to the effects of CONVID – 19 on our economy we have not increased any Fees and Charges for the year 2020 - 2021. We have only reduced some fees and added required new fees.

All fees and charges are inclusive of goods and services tax (GST) where GST is applicable.

- Internet usage on Community Resource Centre computers has been reduced to come in line with charges from other Community Resource Centres.
- Charges have been added for the purchase of Internet Vouchers.
- Charges for the new Cabins at the Caravan Park have been added.
- Tyre and conveyor belt disposal charges have been added.
- Purchase of Shire gravel charge has been added.

<b>INTERNET USE (for use of computers at Community Resource Centre)</b>		
15 Minutes	\$ 1.50	inc GST
30 Minutes	\$ 3.00	inc GST
45 Minutes	\$ 4.50	inc GST
60 Minutes	\$ 6.00	inc GST
Full Day Usage	\$ 20.00	inc GST
<b>INTERNET USE - Vouchers for Public Usage</b>		
Guests at the Caravan Park	\$ -	
General Public per 1 hour	\$ 5.00	inc GST
General Public 24 Hour Internet Access	\$ 15.00	inc GST
<b>CARAVAN PARK</b>		
Caravan Park Cabins Per Night	\$ 176.00	inc GST
Caravan Park Cabins Extra Nights	\$ 110.00	inc GST
Caravan Park Cabins- Bond - Refundable by bank deposit	\$ 200.00	GST Free
<b>TYRE DISPOSAL</b>		
Commercial tyres and conveyor belts (per tonne) - local business	\$ 1.50	inc GST
Commercial tyres and conveyor belts (per tonne)-business based outside Menzies	\$ 1.50	inc GST
Commercial tyres and conveyor belts (per tonne)-Originating from Perth metro area	\$ 1.50	inc GST
Gravel from Shire pits - per tonne	\$ 0.20	inc GST

#### **CONSULTATION:**

Chief Executive Officer - Peter Money

Environmental Health Officer - Dave Hadden

#### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995 (as amended) Section 6.16 (3) Imposition of Fees and Charges*

*Local Government Act 1995 (as amended) Section 6.19 Notice of Fees and Charges*

*Local Government Act 1995 (as amended) Section 6.17 Setting Level of Fees and Charge*

#### **POLICY IMPLICATIONS:**

Nil.

#### **FINANCIAL IMPLICATIONS:**

Fees and Charges as amended, will be reflected in the Annual Budget for the year ending 30 June 2021

**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:**

Absolute majority.

**OFFICERS RECOMMENDATION:**

That Council:

1. Adopt the amended Fees and Charges as attached; and
2. Advertise the amended Fees and Charges in accordance with the Local Government Act 1995 with the adoption date of 1 July 2020.

**COUNCIL DECISION:**

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

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*



## 2020/2021 FEES AND CHARGES

GENERAL		
Photocopying - per A4 sheet	\$ 0.60	inc GST
Photocopying - per A3 sheet	\$ 0.85	inc GST
Council Meeting Agenda - hard copy. (Free when attending Council Meeting or on website)	\$ 15.00	inc GST
Council Minutes - hard copy with attachments. (Free on website)	\$ 15.00	inc GST
Council Minutes - hard copy without attachments. (Free on website)	\$ 5.00	inc GST
Faxes Sent - minimum charge	\$ 2.20	inc GST
Faxes Received - per sheet	\$ 0.60	inc GST
Rate Refund Admin Fee - per assessment	\$ 25.00	inc GST
Laminating - A4 colour per sheet	\$ 3.50	inc GST
Laminating - A3 colour per sheet	\$ 4.40	inc GST
Orders & Requisitions - per assessment	\$ 65.00	inc GST
Rate Enquiry Fee - per assessment (1-3 enquiries)	\$ 15.00	inc GST
Rate Enquiry Fee - per half hour - bulk enquiries (minimum charge)	\$ 40.00	inc GST
Rate Title Search - for recovery of outstanding rates	\$ 40.00	inc GST
Water from Standpipe - per 1,000 litres	\$ 15.00	inc GST
Domestic Refuse Removal - first bin, per annum (issued with rates notice)	\$ 140.00	GST Free
Domestic Refuse Removal - second bin or non rateable properties	\$ 155.00	plus GST
Non Residential Property - 240lt Bin Service (per service)	\$ 168.00	inc GST
Commercial Premises Tip Fee - per annum	\$ 920.00	inc GST
Room Hire - per day - alcohol consumed - \$250 bond	\$ 80.00	inc GST
Room Hire - per day - no alcohol consumed - \$100 bond	\$ 80.00	inc GST
Room Hire - per day - Community purpose - \$100 bond	\$ -	inc GST
- or amenity fee \$1.50 per person per day	\$ 1.50	inc GST
Gravel from Shire pits - per tonne	\$ 0.20	inc GST
TYRE DISPOSAL		
Commercial tyres and conveyor belts (per tonne) - local business	\$ 1.50	inc GST
Commercial tyres and conveyor belts (per tonne)-business based outside Menzies	\$ 1.50	inc GST
Commercial tyres and conveyor belts (per tonne)-Originating from Perth metro area	\$ 1.50	inc GST
PRIVATE WORKS (MUST BE APPROVED BY CEO)		
Grader Hire - per hour	\$ 224.00	inc GST
Mercedes Truck & Side Tipper Trailer Hire - per hour	\$ 194.00	inc GST
Mack Truck & Trailer Hire - per hour	\$ 244.00	inc GST
Light Truck - Hino - per hour	\$ 124.00	inc GST
Backhoe - per hour	\$ 120.00	inc GST
Loader - John Deere - per hour	\$ 129.00	inc GST
Mack Truck & Water Cart Hire - per hour	\$ 244.00	inc GST
Skid Steer (Caterpillar) - per hour	\$ 99.00	inc GST
Labour hire - per hour	\$ 55.00	inc GST
Whipper Snipper - per hour	\$ 70.00	inc GST
Lawn Mower - per hour	\$ 64.00	inc GST
<i>Please Note - no dry hire of machinery</i>		
SULLAGE/WASTE REMOVAL		
Oil - no charges if delivered to Menzies Shire Depot	\$ -	
Sewerage deposited in Sewer Ponds - per litre	\$ 0.05	inc GST





## 2020/2021 FEES AND CHARGES

<b>BUS HIRE</b>		
First 100km	\$ 100.00	inc GST
Over 100km - per km rate	\$ 0.90	inc GST
Bond	\$ 200.00	inc GST
Cleaning if required - per hour	\$ 35.00	inc GST
If fuel tank empty - per litre	\$ 1.80	inc GST
Community/medical use for sponsored medical services	No Charge	
<b>CARAVAN PARK</b>		
* Family is defined as "a group of UP TO seven related people (two of whom may be over 18 years of age) i.e. One adult and up to six minors or two adults and up to five minors."		
Non-Powered Site - Day Rate*	\$ 22.00	inc GST
Non-Powered Site - Weekly Rate*	\$ 100.00	inc GST
Powered Site - Day Rate*	\$ 30.00	inc GST
Additional Fee per day for caravans with more than 4 people over the age of 5	\$ 5.00	inc GST
Powered Site - Weekly Rate*	\$ 165.00	inc GST
Chalet - 2 bedrooms 29 Shenton St & 12A & 12B Walsh St	\$ 125.00	inc GST
Chalet - additional days	\$ 70.00	inc GST
Chalet - Bond - Refundable by bank deposit	\$ 150.00	GST Free
Caravan Park Cabins Per Night	\$ 176.00	inc GST
Caravan Park Cabins Extra Nights	\$ 110.00	inc GST
Caravan Park Cabins- Bond - Refundable by bank deposit	\$ 200.00	GST Free
Showers - per person	\$ 5.00	inc GST
Washing Machine - per load	\$ 3.00	inc GST
Dryer - per load	\$ 3.00	inc GST
<b>STAFF HOUSING RENTAL</b>		
Housing Rental - per week. Category 1 - separate house - 3 bed 2 bath	\$ 70.00	GST Free
Housing Rental - per week. Category 2 - Duplex - 2 bed 1 bath	\$ 40.00	GST Free
<b>INTERNET USE (for use of computers at Community Resource Centre)</b>		
15 Minutes	\$ 1.50	inc GST
30 Minutes	\$ 3.00	inc GST
45 Minutes	\$ 4.50	inc GST
60 Minutes	\$ 6.00	inc GST
Full Day Usage	\$ 20.00	inc GST
<b>INTERNET USE - Vouchers for Public Usage</b>		
Guests at the Caravan Park	\$ -	
General Public per 1 hour	\$ 5.00	inc GST
General Public 24 Hour Internet Access	\$ 15.00	inc GST
<b>ADVERTISING IN MENZIES MATTERS</b>		
Quarter Page - per issue	\$ 5.00	inc GST
Half Page - per issue	\$ 10.00	inc GST
Whole Page - per issue	\$ 20.00	inc GST
<b>COMMUNITY POST BOX LEASE</b>		
Small Box - per annum	\$ 25.00	inc GST
Large Box - per annum	\$ 50.00	inc GST



## 2020/2021 FEES AND CHARGES

<b>DOG FEES AND CHARGES - STATUTORY (DOG ACT, 1976)</b>		
Annual Registration - Sterilised Dog or Bitch*	\$ 20.00	inc GST
Annual Registration - Unsterilised Dog or Bitch	\$ 50.00	inc GST
Three Year Registration - Sterilised Dog or Bitch*	\$ 42.50	inc GST
Three Year Registration - Unsterilised Dog or Bitch	\$ 120.00	inc GST
Life Registration - Sterilised Dog or Bitch*	\$ 100.00	inc GST
Life Registration - Unsterilised Dog or Bitch	\$ 250.00	inc GST
Concessions - Guide Dogs	\$ -	
Concessions - Dogs used for Droving/Tending Stock - 25% of Fee	25% of Fee	inc GST
Concessions - Dogs owned by Pensioners - 50% of Fee	50% of Fee	inc GST
Concessions - Registration after 31 May - 50% of Fee	50% of Fee	inc GST
Impounding Fees - As per Dog Act & Regulations	\$ 100.00	inc GST
Impounded Dog - Sustenance and maintenance Fee per day	\$ 20.00	inc GST
Microchipping	At Cost	inc GST
<p><i>* Must sight certificate signed by a Registered Vet, a Statutory Declaration or sight ear tattoo for Sterilisation Concession</i></p> <p><i>All dogs three months of age + must be licenced. Licences are due on November 1 of each year and can be paid at the Shire of Menzies Administration office during normal office hours.</i></p> <p><i>In respect of every first registration made after 31 May, in any year, only one half of the registration fee shall be payable. Renewals are to take effect from 1 November in any year, within the preceding period of 21 days from and including 11 October</i></p>		
<b>CAT FEES AND CHARGES - STATUTORY (CAT REGULATIONS 2012)</b>		
Annual Registration	\$ 20.00	inc GST
Three Year Registration	\$ 42.50	inc GST
Life Registration	\$ 100.00	inc GST
Pensioners	50% of Fee	inc GST
Microchipping	At Cost	inc GST
<b>HEALTH</b>		
Lodging House Licence Per Annum	\$ 225.00	GST Free
Lodging House New Registration	\$ 125.00	GST Free
Eating House Application	\$ 120.00	GST Free
Notification of New Food Business	\$ 55.00	GST Free
Registration Fee of New Food Business	\$ 150.00	GST Free
Low Risk Food Business Registration Renewal - Annual	\$ 120.00	GST Free
Medium Risk Food Business Registration Renewal - Annual	\$ 235.00	GST Free
Request for Inspection/Service/Advise - Per Hour	\$ 130.00	inc GST
<b>STATUTORY - HEALTH ACT, 1911</b>		
Septic Tank Application Fee	\$ 118.00	GST Free
Septic Tank Installation Fee	\$ 118.00	inc GST
Septic Tank Inspection Fee	\$ 40.00	inc GST



## 2020/2021 FEES AND CHARGES

TOWN PLANNING		
Town Planning Scheme Amendment - text based only plus advertising costs	\$ 600.00	inc GST
Town Planning Scheme Amendment - minor plus advertising costs	\$ 1,350.00	inc GST
Town Planning Scheme Amendment - major plus advertising costs	\$ 2,640.00	inc GST
Planning Application for all Land Uses other than "P" (Permitted) uses as set out in the Zoning Table		
- Not more than \$50,000	\$ 147.00	GST Free
- More than \$50,000 but less than \$500,000	0.32% of the estimated cost of development	GST Free
- More than \$500,000 but not more than \$2.5 Million	\$1,700 + 0.257% for every \$1 in excess of \$0.5m	GST Free
- More than \$2.5 Million but not more than \$5 Million	\$7,161 + 0.206% for every \$1 in excess of \$2.5m	GST Free
- More than \$5 Million but not more than \$21.5 Million	\$12,633 + .123% for every \$1 in excess of \$5m	GST Free
- More than \$21.5 Million	\$ 34,196.00	GST Free
Inspection/ Assessment of Potential Home-Based Businesses, other than Home Occupation as Defined by the Town Planning Scheme.	\$ 60.00	GST Free
Home Occupation - Initial Application	\$ 222.00	GST Free
Home Occupation - Annual Fee	\$ 73.00	GST Free
Zoning & Other Information Enquiry (Non Resident), or provide Zoning Certificate	\$ 73.00	GST Free



## 2020/2021 FEES AND CHARGES

<b>BUILDING FEES</b>					
<b>Building Act 2011 - Fees and Levies</b>					
Item	Building Classification	Multiplier	Trigger	Minimum or Set Fee	Application Fee
Certified Application for a Building Permit	1a & 10	0.19%	\$ 48,421	\$ 105.00	GST Free
Certified Application for a Building Permit	1b, 2 - 9	0.09%	\$ 102,222	\$ 105.00	GST Free
Uncertified Building Application	1a & 10	0.32%	\$ 28,750	\$ 105.00	GST Free
Demolition Permit	1a & 10	-	Fixed	\$ 105.00	GST Free
Demolition Permit	1b, 2 - 9	Per storey	Per Storey	\$ 105.00	GST Free
Extend Time which an Occupancy Permit or Building Approval Certificate has Effect	-	-	Fixed	\$ 105.00	GST Free
Occupancy Permit - Completed Building	-	-	Fixed	\$ 105.00	GST Free
Temporary Occupancy Permit - Incomplete Building	-	-	Fixed	\$ 105.00	GST Free
Modification of an Occupancy Permit	-	-	Fixed	\$ 105.00	GST Free
Occupancy Permit for a Permanent Change to Classification	-	-	Fixed	\$ 105.00	GST Free
Occupancy Permit or Building Approval Certificate for Strata or Subdivision	-	\$11.60 / Unit	No. of Units	\$ 115.00	GST Free
Occupancy Permit - Unauthorised Works	-	0.18%	\$ 51,111	\$ 105.00	GST Free
Replace Occupancy Permit for Existing Building	-	-	Fixed	\$ 105.00	GST Free
Building Approval Certificate - Unauthorised Building Work	-	0.38%	\$ 24,210	\$ 105.00	GST Free
Building Approval Certificate for Existing Building - Authorised Building Work	-	-	Fixed	\$ 105.00	GST Free
<b>Building Services Levy (BSL) - (Former Builders Registration Board Levy - BRB)</b>					
Item	Building Classification	Value/Quantity		Minimum or Set Fee	
Building Commission Levy (old BRB) under \$45,000	All			\$ 61.65	
Building Commission Levy (old BRB) over \$45,000	All	Value of work x 0.137%			
Building Commission Levy (Unauthorised works ) under \$45,000	All			\$ 123.30	
Building Commission Levy (Unauthorised works) over \$45,000	All	Value of works x 0.274%			
Demolition Permit Application Residential	All			\$ 61.65	
Demolition Permit Application Commercial	All	per storey		\$ 61.65	
Demolition Licence	All	-	= < \$45000	\$ 61.65	
Occupancy Permit Application New Building Work	All	-	Fixed	\$ 61.65	
Occupancy Permit Unauthorised Building Work	All	Value of works x 0.18%		\$ 123.30	
Building Approval Certificate	All			\$ 61.65	
Building Approval Certificate Unauthorised Work	All	Value of works x 0.38%		\$ 61.65	
Authorised Building Work \$45,000 or under	All	-	= < \$45000	\$ 61.65	
<b>Construction Training Fund (CTF) - (Former BCITF Levy)</b>					
Item	Building Classification	Multiplier	Trigger	Minimum or Set Fee	
CTF Levy (old BCITF) over \$20,000	All	Value of work x 0.2%		-	

### General Notes:

A **Certified Application** has a Certificate of Design Compliance prepared by a Registered Building Surveyor before the application is lodged.

**Uncertified Applications** can be lodged with the Local Government Authority as usual. They will be assessed and if approved will be issued with a Certificate of Design Compliance and a Building Permit.

**12.1.7****BUDGET AMENDMENT - ROAD PROGRAM**

<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>	28 May 2020
<b>AUTHOR:</b>	Ally Bryant Acting DCEO
<b>ATTACHMENT:</b>	Nil

**SUMMARY:**

This Item requests an amendment to the 2019/2020 budget to re-allocate \$100,000 from account Roads Maintenance to Roads Capital.

**BACKGROUND:**

In the 19/20 Budget there were funds allocated to maintenance of the Connie Sue and Tjuntjuntjara Roads. These funds have been included in the capital project expense for the two roads and require a budget change from operating to capital.

<b>ACCOUNT</b>	<b>ACCOUNT NAME</b>	<b>APPROVED BUDGET 19/20</b>	<b>AMENDED BUDGET</b>
RM048	Connie Sue Rd Maintenance	\$30,000.00	\$0.00
RM049	Tjuntjuntjara Rd Maintenance	\$70,000.00	\$0.00
RC048	Connie Sue Rd Capital	\$0.00	\$30,000.00
RRG049	Tjuntjuntjara Rd Capital	\$0.00	\$70,000.00

**COMMENT:**

Nil.

**CONSULTATION:**

Peter Money – Chief Executive Officer  
Paul Warner – Works Supervisor

**STATUTORY ENVIRONMENT:**

*Local Government Act s6.2.*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

There is no effect to the budget.

**RISK ASSESSMENT:**

Council's statutory reports will provide inaccurate information if amendment is not carried out.

**STRATEGIC IMPLICATIONS:**

*14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

**VOTING REQUIREMENTS:**

Absolute majority.

**OFFICERS RECOMMENDATION:**

That Council authorise an amendment to the 2019/2020 budget to re-allocate \$100,000 from Road Maintenance to Road Capital.

**COUNCIL DECISION:**

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

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

<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>	28 May 2020
<b>AUTHOR:</b>	Paul Warner Works Supervisor
<b>ATTACHMENT:</b>	Nil

**SUMMARY:**

That Council receive the Works Supervisor's report for the month April 2020.

**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.

**COMMENT:**

- The Menzies North West Road construction is nearing completion.
- The Menzies North West Road re sheeting work has been completed.
- The new Arbor, extra trees and flowers have been planted in the church yard.
- The Shire grader is currently grading Snake Hill Road, and then Riverina through to Menzies.
- The Contractor's grader is grading Cranky Jack Road through to Kookynie.
- Work has commenced on the Connie Sue Highway.
- The Evanston Menzies Road re sheeting work has been completed.
- The Yarri Road re-sheeting has commenced.
- The Kookynie Cemetery, waste sewage and refuse sites has now been cleaned up.
- Work has started on the Shire's front car park entry, with old trees being removed and new trees to be planted.
- Weeding and spraying around town has been completed.
- Driveways at 37 Reid, 39 Mercer, 25 Onslow, 40 Mercer, 41 Mercer, and 36 Mercer Streets are now awaiting crossover sealing.

**Workshop:**

P0220-233-230 have now been serviced.

## **Building:**

- The new door frames for Niagara toilets have been completed.
- All plumbing items are now completed as per Triton Building report.
- 40 Mercer Street - one bathroom renewal is complete with the second bathroom near completion.
- Caravan Park – sites are being prepared for delivery of the new cabins
- Preparation for truck bay toilets is now completed.
- All work orders completed.
- Iron window and door protection frames for the Goongarrie cottages is being costed.
- Manufacture of the letters for the Kookynie entrance sign has commenced.
- Access gate at caravan park is now ready for installation.

## **CONSULTATION:**

Nil.

## **STATUTORY ENVIRONMENT:**

Nil.

## **POLICY IMPLICATIONS:**

Nil

## **FINANCIAL IMPLICATIONS:**

Nil.

## **RISK ASSESSMENT:**

No Risk Assessment has been undertaken relating to this item.

## **STRATEGIC IMPLICATIONS:**

### *14.1 Sustainable local economy encouraged*

- 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*

- 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 Supervisor’s Report for the month of April 2020.

**COUNCIL DECISION:**

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

**SECONDED: Cr**

*Carried /*

### 12.3.1 HEALTH AND BUILDING REPORT FOR THE PERIOD APRIL 2020

<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>	28 May 2020
<b>AUTHOR:</b>	Dave Haddon Environmental Health Officer / Building Surveyor
<b>ATTACHMENT:</b>	Nil

#### **SUMMARY:**

That Council receive the report of the Environmental Health Officer / Building Surveyor for the month of April 2020.

#### **BACKGROUND:**

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer / Building Surveyor for the month of April 2020.

#### **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:**

The building permit has been processed for the two (2) accommodation units to be situated within the Shire of Menzies Caravan Park.

With the Shire CEO, I inspected the building and new proposals at the Davyhurst mining Village.

#### **Health:**

Plumbing applications processed for Shenton Street Village camp has now been approved by the Department of Health.

The Reid Street Village camp plumbing application is still awaiting confirmation from the Department of Health.

A further plumbing application for the Saracen / Edjudena camp has been processed to service a small ablution block.

#### **CONSULTATION:**

N/A.

## **STATUTORY ENVIRONMENT:**

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

## **POLICY IMPLICATIONS:**

Nil.

## **FINANCIAL IMPLICATIONS:**

Nil.

## **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 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.
- 

## **VOTING REQUIREMENTS:**

Simple majority.

**OFFICERS RECOMMENDATION:**

That Council receive the report of the Environmental Health Officer / Building Surveyor for the month of April 2020.

**COUNCIL DECISION:**

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

**SECONDED: Cr**

*Carried /*

#### 12.4.1

#### COMMUNITY SERVICES REPORT - APRIL 2020

<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>	28 May 2020
<b>AUTHOR:</b>	Sethen Sheehan-Lee Community Service Officer
<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.

Youth activities are usually held at the Menzies Youth centre, outdoor sports area, the Town Hall's indoor sporting area and the Town Hall kitchen. With current restricts in place all youth and community activities are being provided online and via mail.

#### **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.

The Youth Centre Ngalipaku Building forms a key part of the Menzies Youth and Community Precinct and usually operates as a space to host youth and community events.

#### **COMMENT:**

##### **Lady Shenton**

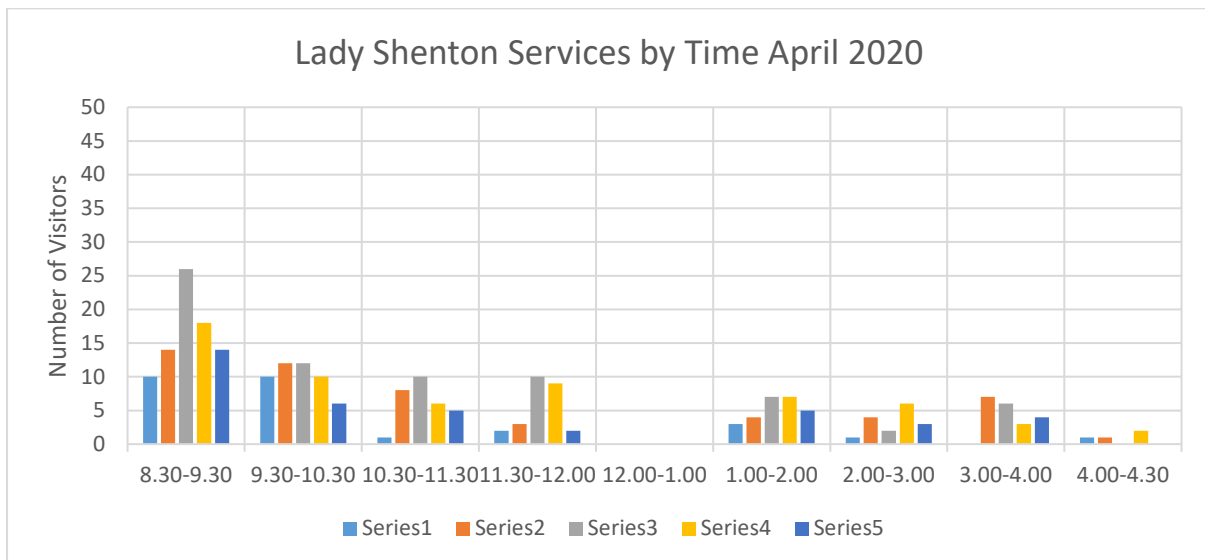
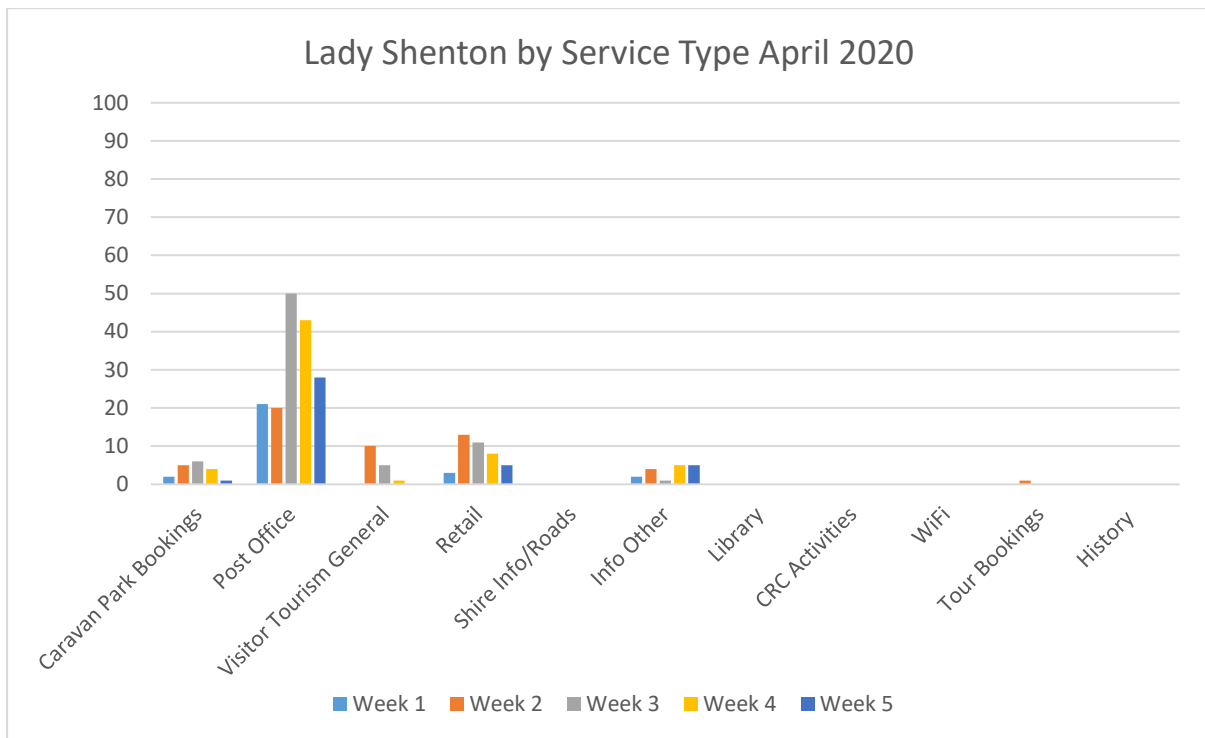
Including the use of mailboxes, the Visitor Centre received 254 visitors during April 2020, which is a significant decrease on last month's visitation of 559.

The major reason for this being that many services offered at the Lady Shenton were closed with COVID-19 restrictions, except for Mail and Caravan Park Booking (the latter of which was not being widely promoted to the general public).

Until restrictions on non-essential regional and interstate are lifted then it is expected that visitation will stay moderately low.

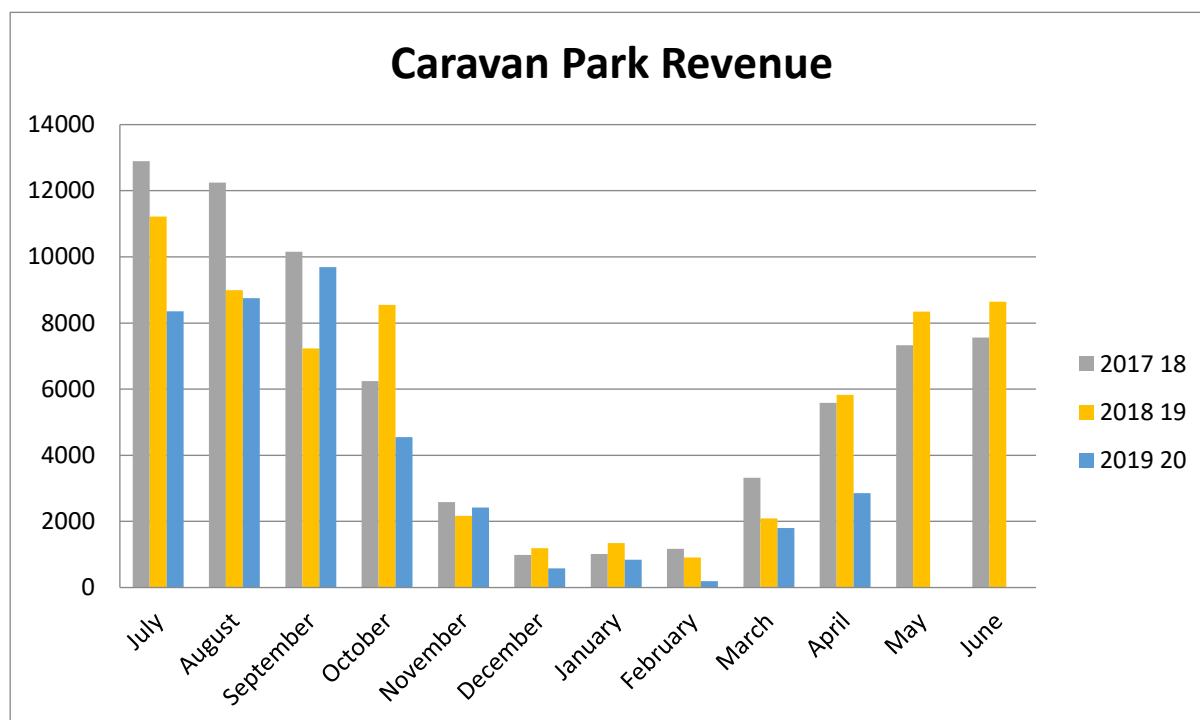
Under the current, *Western Australia’s roadmap for the easing of COVID-19-related restrictions*, phase three (3) states that there is only, “*possible further adjustments to regional boundaries*”.

As phase three (3) is not expected to be put in place until mid to late June and for this reason tourism related visitation is unlikely to increase to average until next financial year.



## Caravan Park

Despite the travel restrictions in place, Caravan Park Revenue and visitation in April 2020 was higher than that of March 2020. As demonstrated on the chart below, the revenue for April 2020 was still greatly less than that of the last two financial years. This was overwhelmingly likely to have been caused by the travel restrictions in place during April.



## Youth Centre and General Community Services

With COVID-19 restrictions in place during April, no in-person gatherings could take place at any youth orientated facilities (all of which were closed).

Started in late March, Youth Activity Packs were being sent to families registered for activities who current reside in Menzies. Started in late April, the Shire is also hosting live stream events targeted towards families to assist with engagement at home.

The First of these was a Bingo Live Stream hosted on the Shire Facebook Page. While the live stream itself received a relatively small audience, the engagement and the responses afterwards were overwhelmingly positive.

Aside from hosting recreational activities online, contact is also being made with various service providers in the region to host online information sessions.



**CONSULTATION:**

Ally Bryant – Acting Deputy Chief Executive Officer  
Debra Pianto – Lady Shenton Visitors Centre & Community Resource Centre Officer  
Sethen Sheehan-Lee – Community Service 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*

- 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.



*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.

*14.4 Heritage & Natural assets conserved*

- 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 April 2020.

**COUNCIL DECISION:**

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

**MOVED:**

**SECONDED:**

*Carried /*

## 12.5.1 Actions Performed Under Delegations for the Month of April - May 2020

<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>	28 May 2020
<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 April – May 2020.

### **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 April – May 2020.

#### ***Bushfire***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters for the month ended April - May 2020.

### ***Common Seal***

The following decisions were undertaken by the Shire of Menzies pursuant to the Common Seal for the month ended April – May 2020:

<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		

### ***Planning Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals for the month ended April – May 2020.

### ***Health Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals for the Month ended April - May 2020.

### ***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 April – May 2020.

<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>
April 2020	Septic Tank Application (40 Shenton Street Village Camp)	Approved by Department of Health	Element (Consultants for and on behalf of Rolen Pty Ltd)	
April 2020	Building Permit (Ablution Block)	Approved	Saracen / Edjudena Camp	
April 2020	Building Permit (Two Accommodation Cabins in Shire of Menzies Caravan Park)	Approved	Shire of Menzies	Modular WA

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

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related Dog issues for the month ended April – May 2020.

### ***Applications***

The following Mining/Prospecting/Exploration/Miscellaneous Applications were made for the month ended April - May 2020.

<b><i>Applicant Name</i></b>	<b><i>Application Type</i></b>	<b><i>Application Details</i></b>
Carnegie Gold Pty Ltd (Ora Banda Mining Ltd)	Miscellaneous (Davyhurst Airstrip: communications facility, road, workshop & storage facility, aerodrome, drainage channel)	M30/78
Carnegie Gold Pty Ltd (Ora Banda Mining Ltd)	Miscellaneous (Callion Haul Road: drainage channel and road)	M30/77
A & C Mining Investments	Exploration on Mining Tenements M40/163 & 40/164 (“Puzzle Deposit”) encroaching on Reserve R8645	M40/163 & 40/164 (“Puzzle Deposit”)

The following Community Assistance Fund Applications were made for the month ended April – May 2020.

<b><i>Applicant Name</i></b>	<b><i>Application Type</i></b>	<b><i>Grant Approved</i></b>
	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 April - May 2020.

**COUNCIL DECISION:**

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
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**MOVED:**

**SECONDED:**

*Carried /*

## 12.5.2 POLICY 4.5 - AMENDMENT FOR CREDIT CARD FACILITY

<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>	28 May 2020
<b>AUTHOR:</b>	Ally Bryant Acting DCEO
<b>ATTACHMENT:</b>	12.5.2-1 Policy 4.5 – Credit Card Facility

### **SUMMARY:**

This item recommends a Policy update for the Credit Card Facility Policy 4.5.

### **BACKGROUND:**

Council's Policy 4.5 sets out the conditions of use, credit limit and procedures for reconciliation of the Shire's corporate credit card

It was reported in the Risk Assessment which arose from the review of Financial Management that was conducted by Moore Stephens in June of 2019 that the Shire's Policy 4.3 needed updating to reflect reconciliation procedures.

### **COMMENT:**

There has also been a change in the staff structure from Manager of Finance and Administration (MFA) to a Deputy Chief Executive Officer (DCEO). This needed to be updated on the Policy and the maximum credit card limit for the DCEO is required to be adjusted to reflect the limit on the credit card statement from the bank.

### **CONSULTATION:**

Peter Money – Chief Executive Officer

### **STATUTORY ENVIRONMENT:**

*Local Government act 1995*

2.7 (2b) Determine the local governments policies.

**POLICY IMPLICATIONS:**

Policy 4.5.

**FINANCIAL IMPLICATIONS:**

Nil.

**RISK ASSESSMENT:**

If reconciliation procedures were not updated, the Council would be left in a position where fraudulent behaviour would not be recognised.

**STRATEGIC IMPLICATIONS:**

*14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire’s activities, budgets, plans and performance.

**VOTING REQUIREMENTS:**

Simple majority.

**OFFICERS RECOMMENDATION:**

That Council adopts the amendment to Policy 4.5 Credit Card Facilities as attached.

**COUNCIL DECISION:**

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

**SECONDED: Cr**

*Carried /*

## 4.5 Credit Card Facilities

Introduction	From time to time, purchases are necessary from businesses that do not accept a Purchase Order, or in circumstances where it is impractical to obtain a Purchase order or make alternative arrangements.
Objective	To enable payments or purchases where normal creditors process are not available.
History	Former – Policy 2.7 Replaced – 29 November 2012 Adopted 25 June 2016 Adopted 30 August 2018
<b>Policy Statement</b>	

### 1. Eligibility

The Chief Executive Officer is authorised to hold a Corporate Credit Card to a maximum of \$25,000.

The ~~Manager Finance and Administration~~ **Deputy Chief Executive Officer** is authorised to hold a Corporate Credit Card to a maximum of ~~\$10,000~~ **\$12,500**

### 2. Appropriate Use

The cardholder may use the card to purchase goods and services in person or by mail, telephone, fax order, internet or email from supplier, provided that–

- the card is used for the purchase of goods and services where the normal system of acquisition and payment is not feasible or practical.
- The purchase is for Shire business and within the cardholder’s authority.
- The value is within the credit limit set.
- It is deemed necessary to use the card in remote or emergency situations.

### 3. Excluded Uses

The credit card is for Shire purchases only and must not be used for –

- Obtaining cash, bank cheques or similar by any method
- Purchase of goods or services of a personal nature
- Any entity without an Australian Business Number (ABN)

### 4. Managing the Credit Card

In managing the credit card, the cardholders ~~has~~ **have** a responsibility to–

- Adequately secure the credit card
- Bear any cost of any charges deemed by Council to be of a personal responsibility
- Immediately advise the card provider and Chief Executive Officer if the card is lost or stolen
- Ensure that the credit limit placed on the card is not exceeded
- Ensure that the credit card is not used by anyone other than the cardholder
- Ensure that appropriate documentation is kept for reconciliation. If documentation is not available, written justification of the expense is required.

### 5. Misuse of Credit Card

The cardholder will be considered to have misused the card if they fail to meet their responsibilities as described above. Misuse of the credit card may result in–

- The cancellation of use of the Corporate Credit Card
- Disciplinary action being taken
- The cardholder being required to bear the cost of any charges incurred by Council arising from misuse by the cardholder.



6. Return of Corporate Credit Card

The cardholder must return the credit card if –

- no longer employed as cardholder of the Shire of Menzies
- Has been suspended or dismissed by Council
- Otherwise requested by Council

7. Reconciliation Procedures

Each month the officer in charge of Bank Reconciliations will;

- Ensure that statements are distributed to the cardholder for authorisation and providing documentation.
- **The Accounts Officer or person undertaking that role is to check that all purchases are within the guidelines for Policy 4.5 - Credit Card Facilities.**
- **The Chief Executive Officer, Deputy Chief Executive Officer and Accounts Officer is to carry out checks each month and sign the Reconciliation document.**
- A full reconciliation of the credit card use is completed.
- Expenditure to be summarised and presented to Council with list of payments.

– *End of Policy*

COMMENT

Is compliant with Dept of Local Government & Communities Guidelines No.11 Use of Corporate Credit Cards. The Guidelines do suggest some additional requirements; however, these are not considered necessary at this time, but will be further reviewed as necessary.

<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>	28 May 2020
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.3-1 Financial Hardship Attachment

**SUMMARY:**

This item recommends that Council adopts the Financial Hardship Policy as attached.

**BACKGROUND:**

Some local governments have a hardship policy to help residents and small businesses who have difficulties in paying their rates and charges on time. The policies vary between local governments depending on the perceived needs of the individual local government. The few local governments who do have such policies usually adopt them to help residential or small business customers who have financial difficulties through no fault of their own, and this must be demonstrated. The Shire of Menzies has not seen the need for a hardship policy in the past.

**COMMENT:**

As a result of the declared medical pandemic local governments have been asked by the State Government to consider cases of hardship for individual residential and small businesses who have been affected by the shutdown of large portions of our society and economy. Part of this is the request to help people in financial difficulty and is not be a solution to all financial difficulties.

**CONSULTATION:**

**Moore Stephens**

## STATUTORY ENVIRONMENT:

### *Local Government Act*

#### 6.44. *Liability for rates or service charges*

- (1) The owner for the time being of land on which a rate or service charge has been imposed is liable to pay the rate or service charge to the local government.
- (2) If there are 2 or more owners of the land they are jointly and severally liable to pay the rate or service charge, as the case requires.

## POLICY IMPLICATIONS:

### 4.6 – Debt Recovery – Outstanding Rates and Sundry Debtors

## FINANCIAL IMPLICATIONS:

This is determined on a case by case basis.

## RISK ASSESSMENT:

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
When concessions are granted there is always some risk of eventual non-payment	Medium	Constant monitoring of rate debts can minimise the risks of non-payment.

## 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.

*14.3 Active civic leadership achieved*

- 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 adopt a new Policy – Financial Hardship Policy.

**COUNCIL DECISION:**

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

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

**POLICY: FINANCIAL HARDSHIP (RATES RELIEF) POLICY**

**SECTION: FINANCE**

**Policy Objective:**

To guide the Chief Executive Officer / administration in considering applications to support ratepayers experiencing genuine financial hardship.

**Policy Statement:**

The Shire acknowledges exceptional circumstances will exist at varying times which may lead to ratepayers encountering difficulty in paying rates and service charges by their due date. Where ratepayers are experiencing genuine financial hardship, the Shire will endeavour to minimise additional hardship potentially resulting from debt recovery processes by:

- Suspending debt recovery processes whilst considering applications made under this policy;
- Giving consideration to acceptable payment arrangements to clear (wherever possible) rates debts prior to the end of the current financial year; and/or
- Where any interest charges on rates and service charges are imposed which may cause further financial hardship, consider applications to write off interest up to \$1,000.

Applications are required to meet the criteria and evidence requirements noted by this Policy, and are to be submitted in writing to the Chief Executive Officer.

The Chief Executive Officer will assess each application as required against relevant delegations, Council policies and legislation to finalise applications or escalate for consideration by Council as required.

***Criteria:***

For consideration of alternative payment arrangements for outstanding rates and charges, the ratepayer is to submit their request in writing to the Chief Executive Officer to consider a payment arrangement to clear their debt (where possible) prior to the end of the current financial year.

For consideration of write off of any interest on outstanding rates, the following conditions are all required to be met:

- The ratepayer is experiencing extreme and genuine financial hardship;
- The ratepayer had either no outstanding rates from a previous financial year or the ratepayer has an approved payment arrangement and continues to adhere to the terms of that agreement;
- The ratepayer's circumstances are supported by an original hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia, CPA/ICA accounting firm or bank);

The ratepayer is not a corporation or trustee;

- Where the ratepayer is an individual that:
  - they are not bankrupt or subject to a bankruptcy petition; and
  - no revenue is being derived from the property the subject of the application;
- The maximum amount of interest to be written off is \$1,000;
- Write offs are applicable to interest on the ratepayer's principal place of residence or business only; and
- The applicant must be the owner / occupier of the property and liable for payment of rates and charges.

***Evidence:***

Applications for financial hardship assistance must be made in writing to the Chief Executive Officer to substantiate the criteria noted in this policy, and supported by the following:

- Sufficient detail to identify the ratepayer and property which are the subject of the application;
- Original copy of extreme hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia, CPA/ICA accounting firm or bank); and
- Where the applicant is not the owner of the property, evidence (such as executed lease agreement) to support liability for payment of rates and charges.

***Outcomes of Decisions:***

The Shire will notify ratepayers of the outcome of their application in writing at the earliest available opportunity. Where a ratepayer is aggrieved by the decision, they may request Council to consider the application. The decision of Council will be final.

**Amendments to this Policy:**

Amendments to this policy require a simple majority decision of council.

**History:**

Policy adopted XXX

Policy reviewed XXX

Policy amended XXXX

**Previous Policy:**

Policy No. N/A

## 12.5.4 MEMBERSHIP - LAKE BALLARD ADVISORY COMMITTEE

<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>	28 May 2020
<b>AUTHOR:</b>	Peter Money Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.4-1 Confirmation of Representative - AGWA

### SUMMARY:

This item recommends that David Graves be appointed as the Art Gallery WA committee member to the Lake Ballard Advisory Committee until the OCM of October 2021.

### BACKGROUND:

Council resolution of OCM 26 March 2020:

MOVED: Cr Lee

SECONDED: Cr Mader

That Council

1. Determines the membership numbers of Lake Ballard Advisory Committee.
2. Appoint Councillors J Dwyer to the Committee with Cr G Dwyer on a temporary basis
3. Appoint Councillors K Mader and Lee as Deputy members to the Committee.
4. Determines that the definition of Traditional Owners may for this Committee encompass local Aboriginal people.
5. Seeks an equal number and the names of proposed members from Traditional Owners for nomination to the Committee.
6. Seeks the names of proposed Deputy Committee members from Traditional Owners for nomination to the Committee.
7. Seeks the name for nomination of a member from Art Gallery WA for membership of the Committee.
8. Seeks the name for nomination of a Deputy member from Art Gallery WA for membership of the Committee.
9. Determines that the AGWA members has equal voting rights to other members.
10. That the number of members to form a quorum is three (3).

## **COMMENT:**

Following the decision of Council of 26 March 2020, the WA Art Gallery was advised of the decision and asked to nominate a representative for the Lake Ballard Advisory Committee and a Deputy representative.

The Gallery has nominated David Graves as their representative but have not nominated a Deputy.

## **CONSULTATION:**

Art Gallery of WA.

## **STATUTORY ENVIRONMENT:**

### ***Local Government Act 1995***

#### ***5.8 Establishment of committees***

*A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

***\* Absolute majority required.***

#### ***5.10. Committee members, appointment of***

- (1) A committee is to have as its members —
- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

***\* Absolute majority required.***

#### ***5.11A. Deputy committee members***

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*

***\* Absolute majority required.***



### 5.11 *Committee membership, tenure of*

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
  - (b) the person resigns from membership of the committee; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
- whichever happens first.

#### **POLICY IMPLICATIONS:**

Nil.

#### **FINANCIAL IMPLICATIONS:**

Nil.

#### **RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
There are no risks associated with this matter	Nil	

#### **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.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- 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.

*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:**

Absolute majority.

**OFFICERS RECOMMENDATION:**

That Council accepts the nomination of David Graves as a voting member of the Lake Ballard Advisory Committee for the term expiring at the next ordinary council election in October 2021.

**COUNCIL DECISION:**

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

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

**From:** [Brian Stewart](#)  
**To:** [Peter Money](#)  
**Cc:** [Colin Walker](#); [David Graves](#)  
**Subject:** RE: Lake Ballard Committee - AGWA representative  
**Date:** Friday, 17 April 2020 6:26:13 PM  
**Attachments:** [image006.ipq](#)  
[image007.emz](#)  
[image001.ipq](#)  
[image002.png](#)

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Hi,

Colin Walker has confirmed that David Graves will continue to represent AGWA on Lake Ballard advisory committee.

We have upgraded our video conferencing capacity and skills here and David can participate in future meetings via video link.

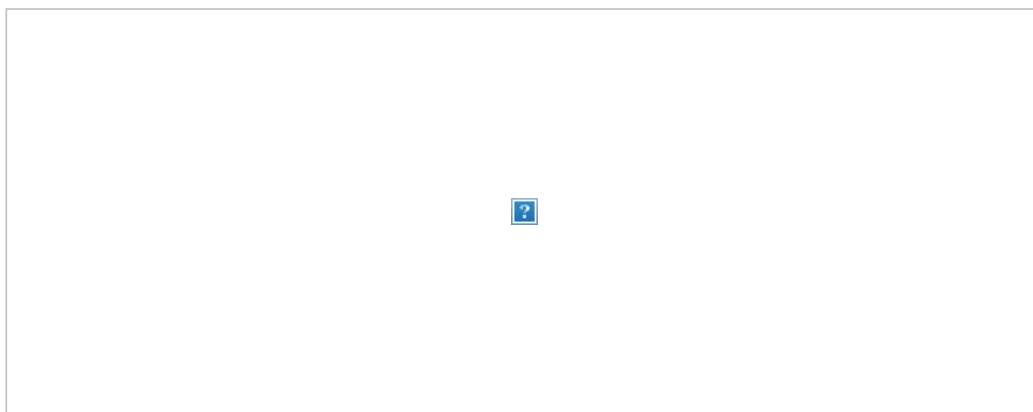
I trust you are doing well and staying healthy.

Cheers,  
Brian

**Brian Stewart, PhD**  
Deputy Director | Director Corporate Services

T +61 8 9492 6698      F +61 8 9492 6655  
E [brian.stewart@artgallery.wa.gov.au](mailto:brian.stewart@artgallery.wa.gov.au)

Perth Cultural Centre, Perth, Western Australia 6000  
PO Box 8363, Perth Business Centre, Perth, WA 6849  
[artgallery.wa.gov.au](http://artgallery.wa.gov.au)



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**From:** Brian Stewart  
**Sent:** Tuesday, 31 March 2020 10:14 AM  
**To:** Peter Money <ceo@menzies.wa.gov.au>  
**Cc:** Colin Walker <Colin.Walker@artgallery.wa.gov.au>  
**Subject:** RE: Lake Ballard Committee

Hi,

Thanks for the update on the Lake Ballard Committee.

I am glad we are getting closer to resolving this longstanding issue and appreciate all your efforts.

I have copied in Colin Walker, who has been appointed the new Director of the Art Gallery of WA. He will decide on the nomination for the AGWA representative and we will get back to you with this information.

If there is a video conferencing meeting we should be able to participate, although, as you say, during the current COVID-19 situation a considerable part of normal life is on hold.

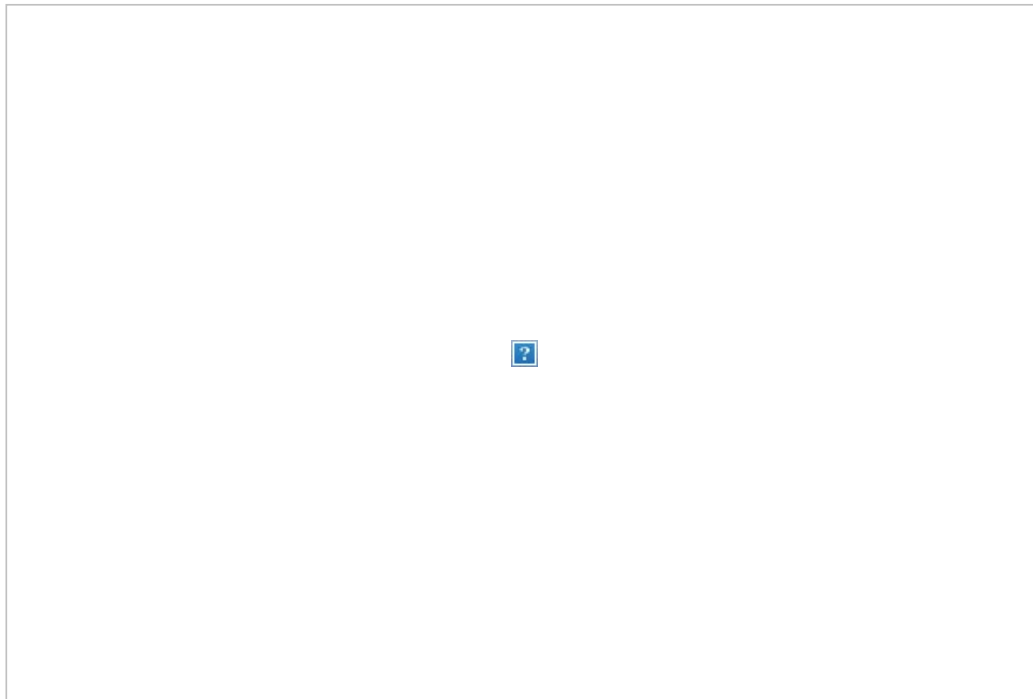
All the best to you in these challenging times!

Cheers,  
Brian

**Brian Stewart, PhD**  
Deputy Director | Director Corporate Services

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E [brian.stewart@artgallery.wa.gov.au](mailto:brian.stewart@artgallery.wa.gov.au)

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[artgallery.wa.gov.au](http://artgallery.wa.gov.au)



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**From:** Peter Money <[ceo@menzies.wa.gov.au](mailto:ceo@menzies.wa.gov.au)>  
**Sent:** Tuesday, 31 March 2020 5:45 AM  
**To:** Brian Stewart <[brian.stewart@artgallery.wa.gov.au](mailto:brian.stewart@artgallery.wa.gov.au)>  
**Subject:** Lake Ballard Committee

Hello Brian,

The matter of the Lake Ballard advisory committee was partly resolved at the Ordinary Council Meeting of 26 March 2020 (Minutes are on the website).

I received some very useful information from David Graves which helped put the whole matter into perspective for me, not knowing the history.

There is still some work to be done to finalise the committee as members of committees of Council must be named – we cant just appoint positions to a committee.

Hence the Council decision calls for people to be named as members and as deputies.

There was considerable discussion over the Traditional Owners status and some local Aboriginal people who are also on our Council, wanted to be members.

This is interesting as

1. They are not traditional owners;
2. They have a foot in both camps – Council and the committee, effectively meaning that the Council could have up to 6 of the committee membership;
3. It can be difficult for a member to separate one interest or opinion from the other;
4. My intention was that we would seek the names of traditional owners from either yourselves or by legal means through the law firm that we believe is handling a native title claim that encompasses the Lake.
5. The number of members for a quorum has also been reduced from the usual half of membership as it was inability to form quorums that led to the previous attempt to disband the committee. And local government committee quorums do not need to be half of the members, committees can be less than half.
6. It was also decided that, though not written in the Council Decision, the Committee would meet only when there were matters requiring discussions and decision.

In the current health emergency we couldn't meet physically anyway, but I am investigating an upgraded video conferencing system for use in the Shire's council chambers for immediate and future use.

I have pasted the Council decision below and you can read the whole item on our website

### **COUNCIL DECISION**

**MOVED: Cr Lee**

**SECONDED: Cr Mader**

#### **That Council**

1. **Determines the membership numbers of Lake Ballard Advisory Committee.**
2. **Appoints Councillors J Dwyer to the Committee with President Cr G Dwyer on a temporary basis**
3. **Appoints Councillors K Mader and Lee As Deputy members to the Committee.**
4. **Determines that the definition of Traditional Owners may for this Committee encompass local Aboriginal people.**
5. **Seeks an equal number and the names of proposed members from Traditional Owners for nomination to the Committee.**
6. **Seeks the names of proposed Deputy Committee members from Traditional Owners for nomination to the Committee.**
7. **Seeks the name for nomination of a member from Art Gallery WA for membership of the Committee.**
8. **Seeks the name for nomination of a Deputy member from Art Gallery WA for membership of the Committee.**
9. **Determines that the AGWA members has equal voting rights to other members.**
10. **That the number of members to form a quorum is three (3).**

**That Council confirms that membership of the Committee expires at the time of the next Ordinary Meeting of the Council in October 2021.**

***Carried 7 / 0***

Regards

*Peter Money*

Chief Executive Officer

Shire of Menzies

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*I have an institutional fear of big government. I have an institutional opposition to bureaucracy.*

*Rush Limbaugh*

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**12.5.11**

**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>	28 May 2020
<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
	1733	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 McCleods is to provide Mr Gopel 14 days to make a submission to Council as to why it should not issue the Building Order.  If a submission is not received from Mr Gopel or resolution of the issue reached within the 14 days then McCleods Barristers and Solicitors be		November resolution held over for Christmas.  Further discussions with Mr. Gopel – did not accept options.  Move to resolve to issue letters February 2020 Meeting  Letters in progress March 2020  Item recommending

		requested to issue the building Order requiring demolition and removal of the illegally constructed structure built over his caravan at 85 Suiter Street Menzies within 30 days from the date of the Building Order.		Council defer action due to the declared Medical Emergency
	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.		For personal reasons, the letters to adjoining owners has been delayed.  Letters sent to two station owners – one has responded that all, their cattle are to be removed.
	1746	MOVED: Cr Justin Lee SECONDED: Cr Ian Baird  1. That Council applies for membership of the Golden Quest Discovery Trail Association;  2. That the CEO develop a Draft Tourism Strategy for presentation to Council by June 2020.		It appears that Shire of Menzies is already be a member of the GQDT as a result of name change from the GTNA  Part time Project Officer to pursue – may also combine with Northern Goldfields Group  Draft Tourism Strategy underway



## Administrative and Budgeted Matters

TITLE	COMMENT	EXPECTED COMPLETION
Planning Scheme Review	In progress – May 2018 documents to Council were incomplete and progress was halted	Late 2020  March 2020 – Maps were sent to Councillors of the proposed Scheme seeking comments.  April 2020 – with the move of Ally Bryant as temporary DCEO, this project is further delayed. It is still 2 years away from being resolved.
Niagara Dam Repairs to sluice valves	Underway	Quotes have been received and budget allocations made to enable progress – currently under water – March 2020  April 2020 – a purchase order has been issued but no time yet of the completion of the work  May 2020 – Monadelphous have been asked to slowly release the water in the dam and prepare for carrying on the work – next financial year
Town Dam Project	Underway – dependent on Water Corp processes	Deferred pending advice from consultation process mid 2020.  Water Corp have advised against using the dam as a water source due to substantial evaporation and the upkeep costs. Exploring other water storage options.
Comet Vale Cemetery Fencing	Quotations are being sought but prices indicate the cost will greatly exceed the budget of \$20,000	Carryover to 2020/2021 The cost is likely to exceed the budget substantially – perhaps as much as \$50,000
Rodeo Grounds Infrastructure	Some indicative pricing has been sought	Still seeking costs – may expedite to start in late May/early June 2020

Youth Centre Building	<p>Installation of large shade sails</p> <p>There are limited suppliers of shade sails and Perth suppliers have shown no interest in installations in Menzies and hence prices are unconfirmed at this time</p>	<p>The poles for the sails will interfere with the activities outside the building. Suggest a revised design to cover only a small area.</p> <p>PO has been issued and work to be completed prior to June 30th</p>
Menzies NW Road Sealing	<p>Waiting on the completion of design drawings</p> <p>Underway</p>	<p>Tendered – to March 2020 Council Meeting</p> <p>April 2020 – works underway; expect completion prior to June 15</p>
Gravel Roads re-Sheeting and construction Works	<p>Tenders are being prepared</p> <p>Underway</p>	<p>Expect ready for March 2020 Council Meeting</p> <p>April 2020 – contract issued works underway</p>
Bicycle track Menzies Townsite		<p>Looking to expedite this project</p>
Housing Capital Works	<p>Houses in Mercer, Onslow and Reid Streets</p>	<p>Quotes are being reviewed – may be considerable savings in in-house completion March 2020</p> <p>April 2020 – materials are to be purchased prior to June 30. To be completed in-house in June/July 2020</p>
Caravan Park Units	<p>Tender process to be finalised</p> <p>Underway</p>	<p>Construction underway – expected delivery May 2020</p> <p>April 2020 – expected completion and delivery Early June 2020</p>
Construction of Truck Bay Ablutions	<p>Tender process to be finalised</p> <p>Underway</p>	<p>Purchase order issued, pad being prepared and water connection applied for, quotes for leach drains underway – March 2020</p>

		April 2020 – building plans being produced – expected completion prior to June 30
Construction of 3 Bedroom House	Tender process to be finalised	Underway – waiting on building plans to be provided and reviewed. March 2020  April 2020 – contract signed. Completion expected late September 2020
Administration Building – Front Counter	In-house – June 2020	Old counter currently being assessed, measured and replacement timber being sought – Expect completion late June 2020  April 2020 – timber has arrived in Menzies – on the BMO project list as a priority
Goongarrie Cottage Maintenance	Securing of the cottages	Item to Council April 2020 on options  April 2020 – sourcing wrought iron to protect the doors and windows after repairs – late August 2020
Risk Management	Underway – will require external support	Mid 2020  April 2020 – ongoing process
HR Reviews	Underway – positions and duties being reviewed gradually for greater efficiencies	Underway – completion late May 2020
Develop Compliance Calendar	Develop an accurate Compliance Calendar for internal and Council information	Underway – completion expected April 2020  April 2020 – being modified and reviewed
Develop Internal Activity / Processes Calendar	A calendar of internal activities to guide staff	Expect completion May/June 2020
Updating of all Strategic Plans	Preparations underway	Expect completion April/May 2020. Delayed due to travel

		restrictions – expect completion by June 30
Updating of Disability Plan	Not yet programmed May 2020 - Underway	Expect completion by June 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 May 2020 Status Update Report.

**COUNCIL DECISION:**

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

**SECONDED: Cr**

*Carried /*

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

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

**15 NEXT MEETING**

The next Ordinary Meeting of Council will be held on 25 June 2020 commencing at 1pm.

**16 CLOSURE OF MEETING**

There being no further business, the meeting closed at \_\_\_\_\_ pm.