



SHIRE OF MENZIES

Minutes

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

28 November 2019

Commencing at 1.00pm

**28
November
2019**

Ordinary Meeting of Council

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**Councillor Attendance
at Shire of Menzies Council Meetings 2018/2019**

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

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TABLE OF CONTENTS

1	DECLARATION OF OPENING	1
2	ANNOUNCEMENT OF VISITORS	1
3	RECORD OF ATTENDANCE	1
4	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
5	PUBLIC QUESTION TIME.....	1
6	APPLICATIONS BY MEMBERS	1
7	DECLARATIONS OF INTEREST	1
8	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....	1
9	CONFIRMATION / RECEIVAL OF MINUTES	
9.1	CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 31 OCTOBER 2019 (<i>PROVIDED UNDER SEPARATE COVER</i>).....	2
10	PETITIONS / DEPUTATIONS / PRESENTATIONS.....	2
11	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	
11.1	PRESIDENTS REPORT FOR MONTH OF NOVEMBER 2019.....	2
12.1	FINANCE AND ADMINISTRATION	
12.1.1	STATEMENT OF FINANCIAL ACTIVITY FOR OCTOBER 2019	4
12.1.2	MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF OCTOBER 2019.....	31
12.2.1	HEALTH AND BUILDING REPORT OCTOBER 2019.....	41
12.2.2	COMMUNITY SERVICES REPORT OCTOBER 2019.....	45
12.2.3	SUMMARY OF BUILDING AUDIT	51
12.3	WORKS AND SERVICES	
12.3.1	WORKS REPORT FOR THE PERIOD OF AUGUST 2019.....	56
12.3.2	TENDER CARAVAN PARK	59
12.4	MANAGEMENT AND POLICY	
12.4.1	STATUS UPDATE OCTOBER 2019	67
12.4.2	PURCHASE OF EX GTNA VEHICLE	74
12.4.3	REPORT OF OVER EXPENDITURE.....	79
12.4.4	ACTIONS PERFORMED UNDER DELEGATIONS	82
12.4.5	CONFIDENTIAL REPORT FROM HR CONSULTANT - CEO REVIEW.....	86
13	ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN	89
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	89
15	NEXT MEETING	89
16	CLOSURE OF MEETING	89

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1 DECLARATION OF OPENING

The Shire President declared the meeting open at 1:00pm.

2 ANNOUNCEMENT OF VISITORS

The Shire President welcomed Anne Lake HR Consultant, and member of the public Vic Wozniak.

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

Apologies:

Staff:

Mr P Money Chief Executive Officer
Miss K Tucker Executive Assistant
Mrs J Taylor Manager of Finance and Administration
Mrs H Cooper Contractor

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5 PUBLIC QUESTION TIME

Member of the public, Mr Vic Wozniak enquired as to when Malcolm Road will be graded. The Chief Executive Officer replied that he would investigate and reply at the earliest opportunity.

6 APPLICATIONS FOR LEAVE BY MEMBERS

Nil.

7 DECLARATIONS OF INTEREST

Nil.

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

12 Confidential – Report from HR Consultant - Chief Executive Officer six (6) Month Review.

The Shire President recommended that the item be discussed at the end of business.

9 CONFIRMATION / RECEIVAL OF MINUTES

9.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 31 OCTOBER 2019 (*Provided under Separate Cover*)

COUNCIL RESOLUTION:

No. 1751

MOVED: Cr Ian Baird

SECONDED: Cr Vashti Ashwin

That the minutes of the Ordinary Meeting of Council held on Thursday 31 October 2019 be confirmed as a true and correct record.

Carried 5 / 0

10 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 PRESIDENTS REPORT FOR MONTH OF NOVEMBER 2019

The President's report was presented at the Ordinary Council Meeting 28 November 2019.

COUNCIL RESOLUTION:

No. 1752

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

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

Carried 5 / 0

President Report November 2019

Friday 8 November 2019

I attended the Regional Road Group (RRG) meeting in Kalgoorlie. Main Roads (Kalgoorlie) will be requesting a monthly project status update and invoice information, which will be most beneficial for Shire delegates in their roles in RRG.

Wednesday 13 November 2019

Whilst in Perth, Cr Dwyer and I took the opportunity to visit the manufacturing facilities of both Fox Transport and Modular WA in Gngarra to inspect display units and building quality.

Thursday 14 November 2019

Prior to leaving Perth we visited Thermal Comfort in Hope Valley and then travelled to Quairading to meet with the Shire's Chief Executive Officer, Graeme Fardon, to inspect the Shire's recently installed Caravan Park cabins.

Friday 15 November 2019

The Chief Executive Officer and I attended the Goldfields Voluntary Regional Organisation of Councils (GVROC) rescheduled meeting in Kalgoorlie. Matters that generated discussion included the establishment of a Drought Committee, appropriate Bushfire Fighting vehicles, Strategic Working Groups and a website.

I query the purpose of GVROC and where does the purpose lay with the Shire of Menzies.

Thursday 21 November 2019

The Chief Executive Officer and I attended a session with Minister Littleproud, Minister for Water Resources and Drought. Local Governments will be hearing from his Department in the near future regarding funding to assist Local Governments in the Southern Rangelands. I also attended the session between the Minister and Pastoralists concerning their current assessment of conditions on stations, particularly off the Trans Access Road.

Friday 22 November 2019

Via teleconference I joined in on the Annual General Meeting (AGM) and Board meeting of the Golden Quest Discovery Trail Association. Sarah Hinton has been employed as part-time Administration Officer for the interim.

12.1 FINANCE AND ADMINISTRATION

12.1.1 Statement of Financial Activity for October 2019

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	19 November 2019
AUTHOR:	Jeanette Taylor Manager Finance and Administration Submitted by Alice Bryant Contractor
ATTACHMENT:	12.2.1-1 Monthly Financial Report for the period ending 30 October 2019

SUMMARY:

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

BACKGROUND:

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

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

COMMENT:

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

CONSULTATION:

N/A

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulation 1996, 34

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As detailed in the attachment.

RISK ASSESSMENT:

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

OP16 Council's statutory reports provide inaccurate financial information.

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple majority.

OFFICERS RECOMMENDATION:

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

COUNCIL DECISION:

COUNCIL RESOLUTION:

No. 1753

MOVED: Cr Jill Dwyer

SECONDED: Cr Vashti Ashwin

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

Carried 5 / 0

SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 2019

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

TABLE OF CONTENTS

Monthly Summary Information	2
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Note 1 Statement of Financial Activity Information	8
Note 2 Cash and Financial Assets	9
Note 3 Receivables	10
Note 5 Payables	12
Note 6 Rate Revenue	13
Note 7 Disposal of Assets	14
Note 8 Capital Acquisitions	15-17
Note10 Cash Reserves	18
Note 11 Other Current Liabilities	19
Note 12 Grants and Contributions	20-21
Note 13 Trust	23
Note 15 Explanation of Material Variances	24

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19 August 2019

Prepared by: Jeanette Taylor

Reviewed by: Jeanette Taylor

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 13.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

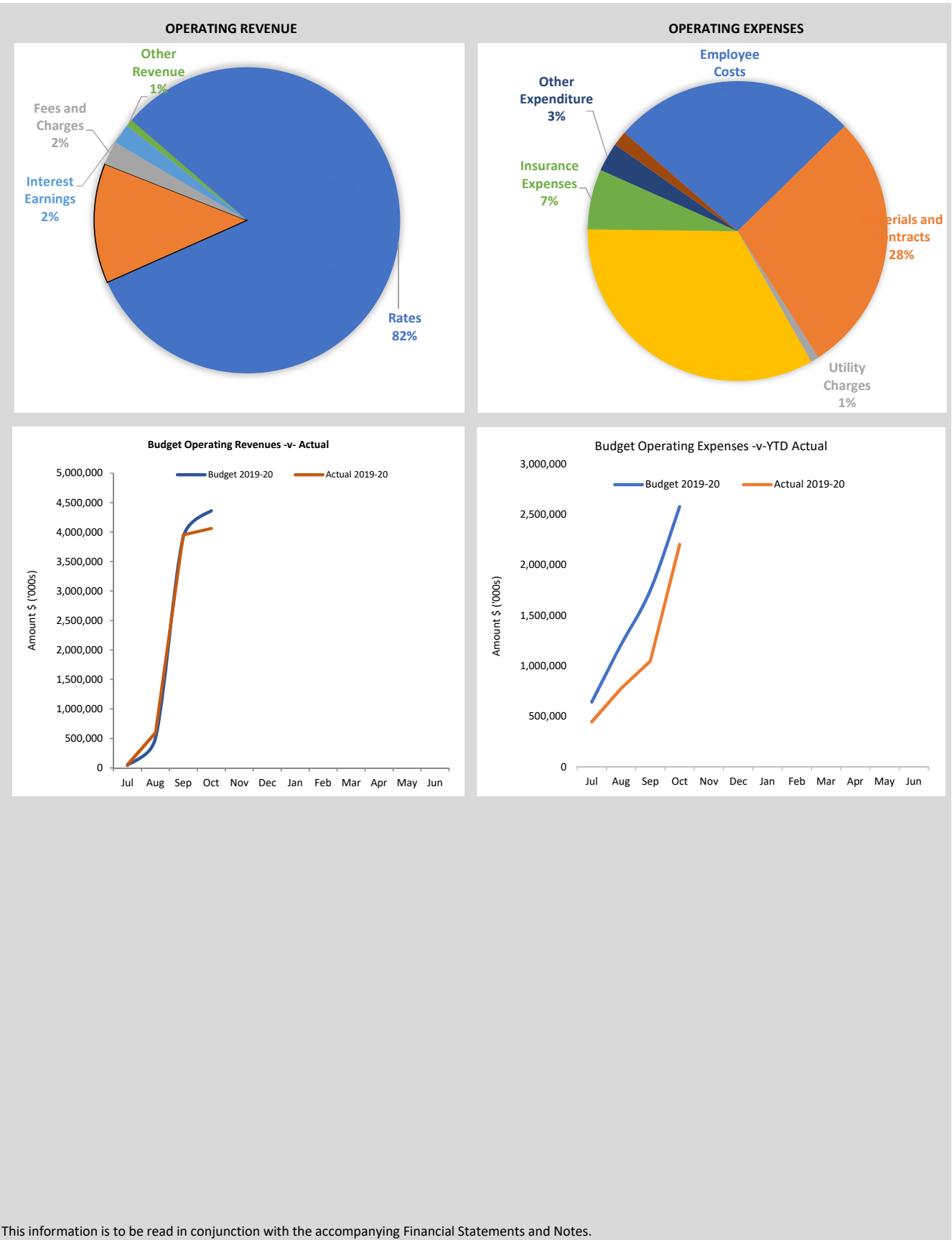
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to,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

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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



KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2019

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	2,253,388	2,253,388	2,058,505	(194,883)	(8.65%)	
Revenue from operating activities							
Governance		16,980	5,660	3,979	(1,681)	(29.70%)	
General Purpose Funding - Rates	6	3,266,373	3,300,157	3,329,483	29,326	0.89%	
General Purpose Funding - Other		1,130,751	299,728	283,335	(16,393)	(5.47%)	
Law, Order and Public Safety		6,722	1,699	1,431	(268)	(15.77%)	
Health		1,300	432	450	18	4.17%	
Housing		100,600	33,532	29,305	(4,227)	(12.61%)	
Community Amenities		17,277	5,760	16,690	10,930	189.76%	
Recreation and Culture		800	268	16,730	16,462	6142.54%	
Transport		1,172,603	619,179	301,429	(317,750)	(51.32%)	▼
Economic Services		226,292	82,598	69,271	(13,327)	(16.13%)	
Other Property and Services		28,983	12,531	10,121	(2,410)	(19.23%)	
		5,968,681	4,361,544	4,062,224	(299,320)		
Expenditure from operating activities							
Governance		(903,820)	(330,752)	(284,735)	46,017	13.91%	▲
General Purpose Funding		(225,840)	(76,374)	(56,737)	19,637	25.71%	
Law, Order and Public Safety		(116,855)	(32,763)	(38,359)	(5,596)	(17.08%)	
Health		(128,587)	(38,882)	(10,169)	28,713	73.85%	▲
Housing		(157,257)	(65,280)	(23,094)	42,186	64.62%	▲
Community Amenities		(315,359)	(120,944)	(116,321)	4,623	3.82%	
Recreation and Culture		(953,595)	(338,399)	(302,175)	36,224	10.70%	▲
Transport		(2,352,537)	(847,676)	(802,592)	45,084	5.32%	
Economic Services		(1,317,284)	(483,528)	(337,940)	145,588	30.11%	▲
Other Property and Services		(406,655)	(242,738)	(230,690)	12,048	4.96%	
		(6,877,789)	(2,577,336)	(2,202,812)	374,524		
Non-cash amounts excluded from operating activities	1(a)	1,982,393	658,208	768,982	110,774	16.83%	▲
Amount attributable to operating activities		1,073,285	2,442,416	2,628,394	185,978		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12(b)	3,374,402	1,912,000	2,256,389	344,389	18.01%	▲
Proceeds from disposal of assets	7	250,911	208,556	208,556	0	0.00%	
Purchase of property, plant and equipment	8	(5,689,173)	(1,338,809)	(544,697)	794,112	59.31%	▲
Amount attributable to investing activities		(2,063,860)	781,747	1,920,248	1,138,501		
Financing Activities							
Transfer from Reserves	10	3,377,435	0	0	0	0.00%	
Transfer to Reserves	10	(4,658,077)	(353,898)	(353,898)	0	0.00%	
Amount attributable to financing activities		(1,280,642)	(353,898)	(353,898)	0		
Closing Funding Surplus / (Deficit)	1(c)	(17,829)	5,123,653	6,253,249			

KEY INFORMATION

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

The material variance adopted by Council for the 2019-20 year is \$25,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2019

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019**

BY NATURE OR TYPE

	Ref Note	Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	2,253,388	2,253,388	2,058,505	(194,883)	(8.65%)	
Revenue from operating activities							
Rates	6	3,266,373	3,300,157	3,329,483	29,326	0.89%	▲
Operating grants, subsidies and contributions	12(a)	2,137,567	549,440	513,872	(35,568)	(6.47%)	
Fees and charges		242,047	80,150	101,717	21,567	26.91%	
Interest earnings		233,789	76,484	85,516	9,032	11.81%	
Other revenue		49,693	18,611	30,872	12,261	65.88%	
Profit on disposal of assets	7	39,212	39,212	764	(38,448)	(98.05%)	
		5,968,681	4,064,054	4,062,224	(1,830)		
Expenditure from operating activities							
Employee costs		(2,055,237)	(691,520)	(579,100)	112,420	16.26%	▲
Materials and contracts		(2,129,633)	(721,385)	(622,333)	99,052	13.73%	▲
Utility charges		(86,147)	(29,228)	(20,328)	8,900	30.45%	
Depreciation on non-current assets		(1,986,269)	(662,084)	(734,417)	(72,333)	(10.93%)	
Insurance expenses		(149,012)	(148,914)	(142,757)	6,157	4.13%	
Other expenditure		(436,155)	(208,893)	(68,548)	140,345	67.19%	▲
Loss on disposal of assets	7	(35,336)	(35,336)	(35,329)	7	0.02%	
		(6,877,789)	(2,497,360)	(2,202,812)	294,548		▲
Non-cash amounts excluded from operating activities	1(a)	1,982,393	658,208	768,982	110,774	16.83%	▲
Amount attributable to operating activities		1,073,285	2,224,902	2,628,394	403,492		▲
Investing activities							
Non-operating grants, subsidies and contributions	12(b)	3,374,402	1,912,000	2,256,389	344,389	18.01%	▲
Proceeds from disposal of assets	7	250,911	208,556	208,556	0	0.00%	
Payments for property, plant and equipment	8	(5,689,173)	(1,338,809)	(544,697)	794,112	(59.31%)	▲
Amount attributable to investing activities		(2,063,860)	781,747	1,920,248	1,138,501		▲
Financing Activities							
Transfer from reserves	10	3,377,435	0	0	0	0.00%	
Transfer to reserves	10	(4,658,077)	(353,898)	(353,898)	0	0.00%	
Amount attributable to financing activities		(1,280,642)	(353,898)	(353,898)	0		
Closing Funding Surplus / (Deficit)	1(c)	(17,829)	4,906,139	6,253,249			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

	Notes	Draft Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(39,212)	(39,212)	(764)
Add: Loss on asset disposals		35,336	35,336	35,329
Add: Depreciation on assets		1,986,269	662,084	734,417
Total non-cash items excluded from operating activities		1,982,393	658,208	768,982

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

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

		Last Year Closing 30 Jun 2019	This Year Opening 01 Jul 2019	This Time Last Year 31 Oct 2018	Year to Date 31 Oct 2019
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(8,497,245)	(8,497,245)	(8,434,071)	(8,860,019)
Add: Provisions - employee	11	140,097	140,097	170,534	140,097
Total adjustments to net current assets		(8,357,148)	(8,357,148)	(8,263,538)	(8,719,922)

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

Current assets					
Cash and cash equivalents	2	10,633,767	10,633,767	12,339,487	13,944,161
Rates receivables	3	828,183	828,183	1,595,923	1,183,885
Receivables	3	(75,113)	(75,113)	36,885	176,280
Other current assets	4	10,706	10,706	121	6,939
Less: Current liabilities					
Payables	5	(832,515)	(832,515)	(279,539)	(197,997)
Provisions	11	(140,097)	(140,097)	(170,534)	(140,097)
Less: Total adjustments to net current assets	1(c)	(8,357,148)	(8,357,148)	(8,263,538)	(8,719,922)
Closing Funding Surplus / (Deficit)		2,067,783	2,067,783	5,258,806	6,253,249

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Muni		1,159,017			1,159,017	NAB		
Cash Floats		1,015			1,015			
Cash Maximiser		1,922,220			1,922,220	NAB		
Muni Term Deposit		2,001,890			2,001,890			
Reserves Term Deposit		0	3,425,286		3,425,286	NAB	1.70%	14/11/2019
Reserves Term Deposit		0	3,229,080		3,229,080	NAB	1.90%	12/10/2019
Reserves Term Deposit		0	2,205,653		2,205,653	Bankwest	1.60%	28/10/2019
Total		5,084,142	8,860,019	0	13,944,161			
Comprising								
Cash and cash equivalents		5,084,142	8,860,019	0	13,944,161			
Financial assets at amortised cost		0	0	0	0			
		5,084,142	8,860,019	0	13,944,161			

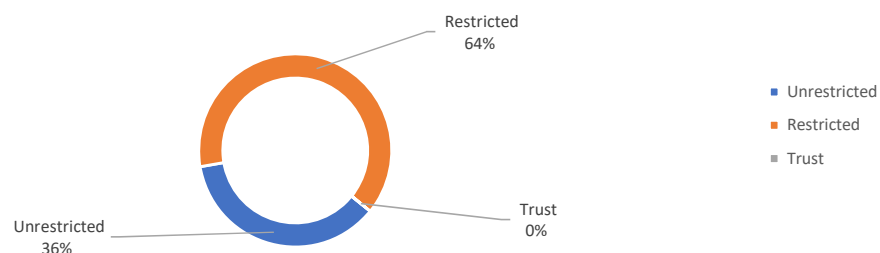
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the the staement of net current assets.

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

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

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



Total Cash	Unrestricted
\$13.94 M	\$5.08 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019**

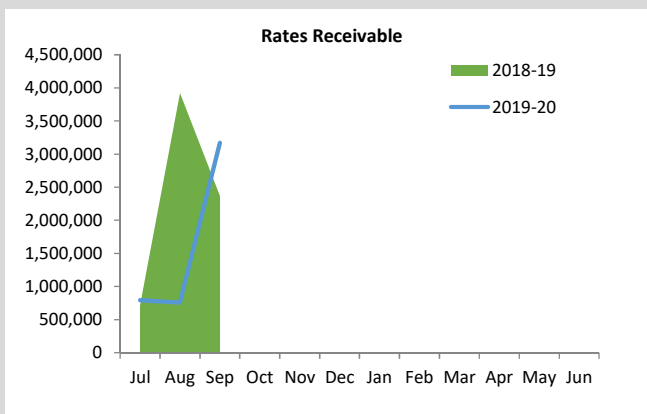
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates Receivable	30 Jun 2019	31 Oct 19
	\$	\$
Opening Arrears Previous Years	828183	828,183
Levied this year	3,123,011	3,329,483
Less - Collections to date	-3123011	(2,588,524)
Equals Current Outstanding	828183	1,569,142
Provision for doubtful debts		(385,257)
Net Rates Collectable	828,183	1,183,885
% Collected	79%	62.3%

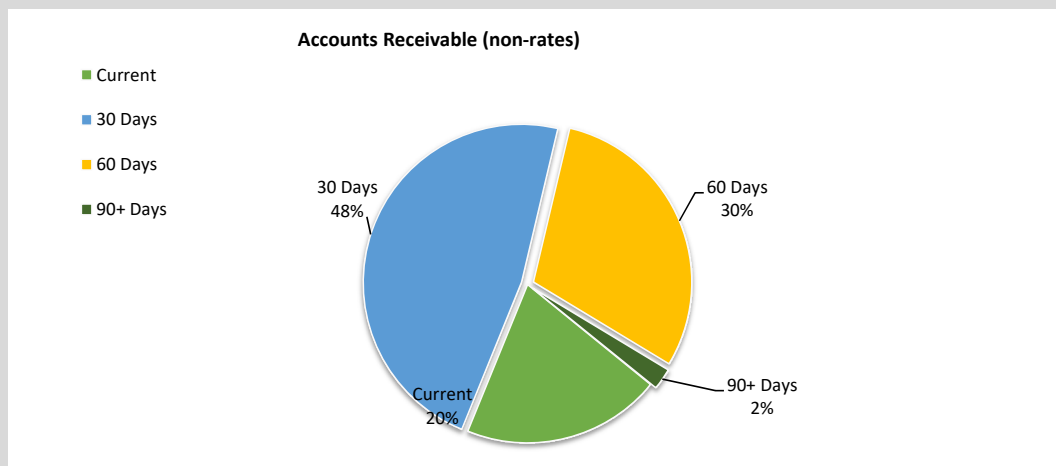
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	0	926	2,164	1,364	100	4,554
Percentage	0%	20.3%	47.5%	30%	2.2%	
Balance per Trial Balance						
Sundry receivable						11,232
GST receivable						145,580
Provision for doubtful debts						0
Accrued income/payments in advance						19,468
Total Receivables General Outstanding						176,280
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
62.3%	\$1,183,885



Debtors Due
\$176,280
Over 30 Days
80%
Over 90 Days
2.2%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31-October-2019
Other Current Assets	\$	\$	\$	\$
Inventory				
Inventories [describe]	10,706			6,939
Total Other Current assets				6,939
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

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

CONTRACT ASSETS

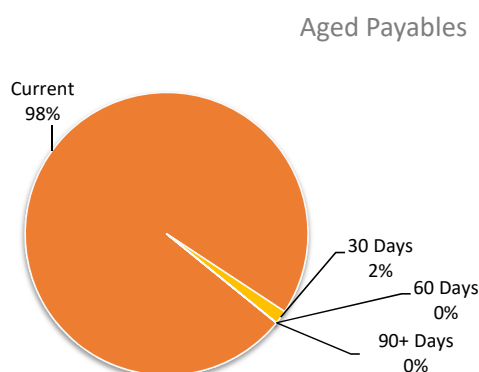
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	12,105	195	0	0	12,300
Percentage	0%	98.4%	1.6%	0%	0%	
Balance per Trial Balance						
Sundry creditors						73,987
ATO liabilities						40,769
Payroll Creditors						56,920
Income Received in advance						26,321
Total Payables General Outstanding						197,997
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

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



Creditors Due

\$197,997

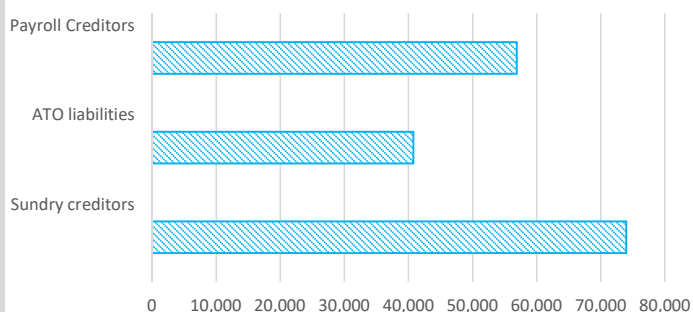
Over 30 Days

2%

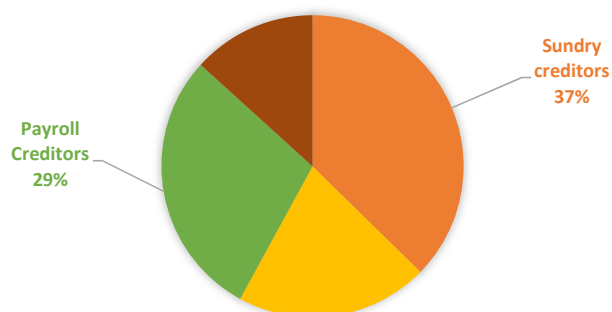
Over 90 Days

0%

Payables



PAYABLES



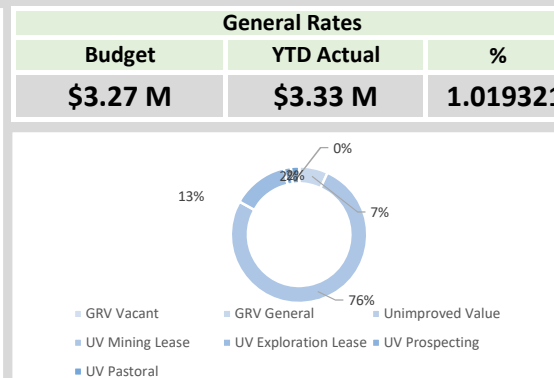
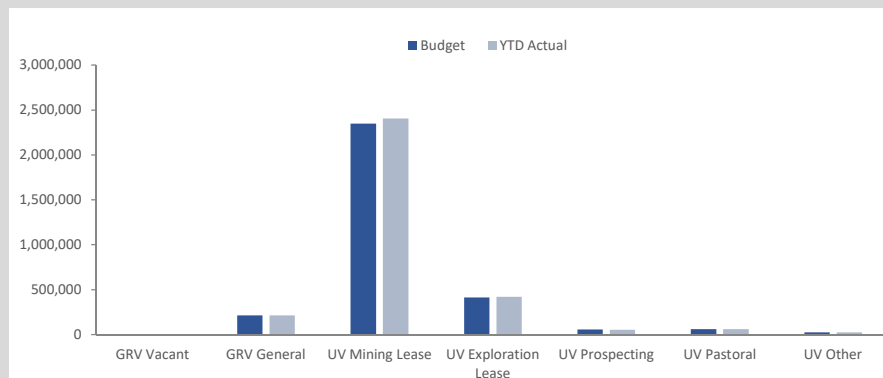
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General Rate Revenue				Budget				YTD Actual			
RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
Differential General Rate				\$	\$	\$	\$	\$	\$	\$	\$
Gross Rental Value											
GRV Vacant	8.640000	204	62,037	1,811			1,811	1,811			1,811
GRV General	8.620000	40	2,505,965	214,694			214,694	214,694			214,694
Unimproved Value											
UV Mining Lease	16.550000	279	14,490,031	2,392,180	(42,229)		2,349,951	2,390,135	17,337		2,407,472
UV Exploration Lease	15.000000	466	2,992,020	412,726			412,726	420,983			420,983
UV Prospecting	14.770000	253	456,260	56,148			56,148	53,882			53,882
UV Pastoral	8.290000	27	750,995	60,861			60,861	60,861			60,861
UV Other	8.290000	64	308,000	24,948			24,948	24,978			24,978
Sub-Total		1,333	21,565,308	3,163,368	(42,229)	0	3,121,139	3,167,344	17,337	0	3,184,681
Minimum Payment	Minimum \$										
Gross Rental Value											
GRV Vacant	200	200		40,000			40,000	40,000			40,000
GRV General	317	11		3,487			3,487	3,487			3,487
Unimproved Value											
UV Mining Lease	317	60		19,020			19,020	19,020			19,020
UV Exploration Lease	280	192		53,200			53,200	53,760			53,760
UV Prospecting	248	101		26,040			26,040	25,048			25,048
UV Pastoral	317	8		2,536			2,536	2,536			2,536
UV Other	317	3		951			951	951			951
Sub-Total		575	0	145,234	0	0	145,234	144,802	0	0	144,802
Amount from General Rates							3,266,373				3,329,483
Total General Rates							3,266,373				3,329,483

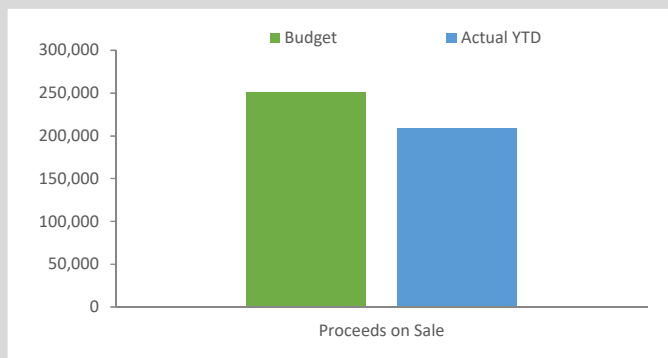
KEY INFORMATION

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



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

KEY INFORMATION



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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019**

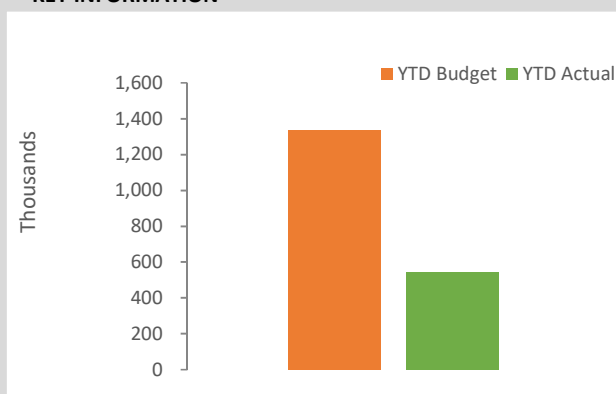
**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital Acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buidings - non-specialised	1,076,000	41,000	1,033	(39,967)
Building - specialised	786,000	2,000	1,895	(105)
Furniture and equipment	45,000	13,000	2,660	(10,341)
Plant and equipment	705,085	705,085	166,918	(538,167)
Infrastructure - Roads	2,193,438	458,391	250,573	(207,818)
Infrastructure - Footpaths	100,000	0	0	0
Infrastructure - Other	783,650	119,333	121,619	2,286
Capital Expenditure Totals	5,689,173	1,338,809	544,697	(794,112)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,374,402	1,912,000	2,256,389	344,389
Other (Disposals & C/Fwd)	250,911	208,556	208,556	0
Cash Backed Reserves				
Building Reserve	1,782,000	0	0	0
Plant Reserve	435,785	0	0	0
Roads Reserve	300,000	0	0	0
Main Street Reserve	10,000	0	0	0
Staff amenities Reserve	650,000	0	0	0
Caravan Park Reserve	20,650	0	0	0
Niagara Dam Reserve	84,000	0	0	0
Waste Managemnet Reserve	45,000	0	0	0
Old Post Office Reserve	50,000	0	0	0
Contribution - operations	(1,313,575)	(781,747)	(1,920,248)	(1,138,501)
Capital Funding Total	5,689,173	1,338,809	544,697	(794,112)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.69 M	\$0.54 M	10%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.37 M	\$2.26 M	67%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Compl

		Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		Capital Expenditure				
	0.00	Governance				
8%	0.08	C04002 Software and Systems	35,000	35,000	2,659	32,341
	0.00	C04001 Administration Communication Equipment	10,000	10,000	0	10,000
	0.00	Housing				0
	0.00	BC001 Construct new staff housing	650,000	0	0	650,000
95%	0.95	C09002 Lot 1 37-39 Reid St	8,000	2,000	1,895	6,105
	0.00	C09012 Lot 91 40 Mercer St	20,000	0	0	20,000
	0.00	C09013 29B Shenton St	15,000	0	0	15,000
	0.00	C09014 Old Post Office	50,000	0	0	50,000
	0.00	C09019 Lot 1085 39 Mercer St	20,000	0	0	20,000
	0.00	C09020 Lot 165 25 Onslow St	15,000	0	0	15,000
	0.00	C09021 Lot 93 36 Mercer St	10,000	0	0	10,000
	0.00	C09022 41 Mercer St	10,000	0	0	10,000
	0.00	C09205 55B (14B) Walsh St	22,000	0	0	22,000
	0.00	C09206 12A walsh Street	16,000	0	0	16,000
	0.00	Community Amenities				
#####	#####	C10000 Menzies Refuse Site New Hole	30,000	15	2,574	27,426
	0.00	C10002 Kookynie Refuse Site New Hole	15,000	0	0	15,000
	0.00	C10751 Cometvale Cemetary Fence	20,000	0	0	20,000
	0.00	Recreation & Culture				
	0.00	C08001 Youth Centre	20,000	0	0	20,000
	0.00	C11100 Town Hall Upgrade	160,000	0	0	160,000
	0.00	C11305 Upgrade Town Dam	200,000	0	0	200,000
	0.00	C11312 Rodeo Grounds Infrastructure	50,000	0	0	50,000
113%	1.13	C11313 Sports Courts Adjustable Poles	9,000	9,000	10,154	(1,154)
	0.00	C11600 Butch Shop and Tea Room Upgrade	25,000	0	0	25,000
	0.00	Transport				
99%	0.99	CR0001 Menzies North West Rd Bitumen R2R	751,100	17,000	16,906	734,194
	0.00	CR0012 Connie Sue Remote Access Road R2R	300,000	0	0	300,000
	0.00	CR0009 Tjunjuntjarra Access Rd	66,667	0	0	66,667
	0.00	CR0032 Townsite Reseal	200,000	0	0	200,000
109%	1.09	CR0004 Evanston Menzies Road RRG	254,755	10,000	10,894	243,861
	0.00	CR0005 Yarri Road RRG	121,008	0	207,454	(86,446)
118%	1.18	CR0013 Menzies Nrth West Rd Bitumen RRG	348,900	13,000	15,319	333,581
	0.00	CR0007 Menzies North West Rd Resheeting RRG	121,008	0	0	121,008
	0.00	CR0006 Shire House Crossover	30,000	0	0	30,000
161%	1.61	C11311 Street Lights at Kookynie	7,000	7,000	11,240	(4,240)
	0.00	C12100 Bicycle Path Construction	100,000	0	0	100,000
46%	0.46	C12101 Depot Extention Asset Upgrade	30,000	30,000	13,867	16,133
	0.00	C12103 Bores to support Roadwroks	35,000	0	0	35,000
	0.00	C12125 Kookynie Airstrip Extention	20,000	20,000	0	20,000
	0.00	C12104 Grid Replacement Program	130,000	43,333	0	130,000
	0.00	C12102 Minor Plant Purchases	11,300	0	0	11,300
58%	0.58	C12318 Removable Frame for Service Truck	10,000	10,000	5,826	4,174
	0.00	NEW Building Maintenance Utility	33,285	0	0	33,285
9%	0.09	CP002 Vehicle Replacement Works Supervisor	88,000	88,000	7,982	80,018
	0.00	CP001 Vehicle Replacement MFA	43,000	43,000	0	43,000
	0.00	CP011 New Grader 12m	390,000	0	0	390,000
99%	0.99	CP012 Community Bus	56,500	56,500	56,161	339
46%	0.46	C12301 Banners and Signage	10,000	10,000	4,580	5,420
91%	0.91	CP007 CEO Car Replacement	73,000	73,000	66,376	6,624
	0.00	CP008 Works Utility Replacement	0	0	30,571	(30,571)
	0.00	Economic Services				0
	0.00	C13002 Truck Bay Wilson and Shenton Streets	8,000	0	666	7,334
	0.93	C13010 Niagara Dam	84,000	84,000	78,538	5,462
	0.00	C13013 Bicycle Track Menzies Town	120,000	0	0	120,000

Compl

					YTD	Variance
		Account Description	Budget	YTD Budget	Actual	(Under)/Over
0.00	C13100	Lady Shenton Upgrade	40,000	5	0	40,000
0.00	C13106	Goongarrie Cottage Maintenance	50,000	0	0	50,000
0.00	C13107	Old Church Building 50 Shenton Street	55,000	0	0	55,000
0.00	C13269	Truck Bay Abultion Block	120,000	0	510	119,490
0.00	C13802	Caravan Park Upgrade	10,000	0	0	10,000
0.00	C13803	Caravan Park Security Gate Barrier	10,650	0	523	10,127
0.00	C13804	Construction Caravan Park New Unit Disable Coi	400,000	20,000	0	400,000
0.00	Other Property & Services					0
0.00	C11352	Fruit Trees Protection Arbor	5,000	5,000	0	5,000
0.00	C14584	Construct new records facility	100,000	0	0	100,000
0.00	C14583	Town Hall Admin Office Upgrade	46,000	16,000	0	46,000
91%	0.91	Grand Total	5,689,174	601,853	544,697	5,144,476

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	201,642	2,966	1,265	0	0	0	0	204,608	202,907
Building Reserve	2,298,078	33,805	14,417	946,374	0	(1,782,000)	0	1,496,257	2,312,495
Plant Reserve	1,395,073	20,522	8,752	536,707	0	(435,785)	0	1,516,517	1,403,825
Roads Reserve	1,529,390	22,497	9,595	1,200,000	0	(300,000)	0	2,451,887	1,538,985
Main Street Reserve	138,105	2,032	866	0	0	(10,000)	0	130,137	138,971
Staff amenities Reserve	74,299	1,093	466	1,150,000	0	(650,000)	0	575,392	74,765
TV Reserve	17,589	259	110	0	0	0	0	17,848	17,699
Caravan Park Reserve	434,027	6,385	2,723	0	0	(20,650)	0	419,762	436,750
Bitumen Reserve	397,087	5,841	2,491	200,000	0	0	0	602,928	399,578
Rates Creditors	50,119	737	484	0	0	0	0	50,856	50,603
Niagara Dam Reserve	1,349,520	19,851	8,466	0	0	(84,000)	0	1,285,371	1,357,986
Water Park Reserve	98,143	1,444	616	200,000	0	0	0	299,587	98,759
Waste Managemnet Reserve	102,766	1,512	645	0	0	(45,000)	0	59,278	103,411
Old Post Office Reserve	411,407	6,052	2,581	0	0	(50,000)	0	367,459	413,988
Commercial Enterprise Reserve	0	0	140	100,000	100,000	0	0	100,000	100,140
Land Purchase Reserve	0	0	281	200,000	200,000	0	0	200,000	200,281
	8,497,245	124,996	53,898	4,533,081	300,000	(3,377,435)	0	9,777,887	8,851,143
Movement in Accrued Interest 30 June 2019 to 31 October 2019									8,876
Total Cash Backed Reserves									8,860,019

Cash Backed Reserves - Purposes

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

Reserve name	Anticipated date of use	Purpose of the reserve
Leave Reserve	Perpetual	To be used to fund annual and long service leave requirements
Building Reserve	Perpetual	To be used for the purchase of major plant.
Plant Reserve	Perpetual	To be used for the acquisition of future buildings and renovation of existing building
Roads Reserve	Perpetual	To be use to fund major road works
Main Street Reserve	Perpetual	Established for the beautification of the main street
Staff Amenities Reserve	Perpetual	Established for the purpose of providing staff housing and amenities
TV Reserve	Perpetual	To be used to fund upgrades to the rebroadcasting equipment.
Caravan Park Reserve	Perpetual	Established for the purpose of providing upgrades to the caravanpark.
Bitumen Reserve	Perpetual	Established to fund resealing of roads
Rates Creditors Reserve	Perpetual	Established for future rates claims
Niagara Dam Reserve	Perpetual	Established for ongoing upgrade of Niagara Dam valve workings and other maintenance
Water Park Reserve	Perpetual	Established to provide a water park
Waste Management Reserve	Perpetual	Provide for the statutory reinstatement and development of the reserve.
Former Post Office Reserve	Perpetual	For restoration and maintenance of the Former Post Office.
Commercial Enterprise Reserve	Perpetual	To fund an activity or purchase with a view to producing a profit by the Shire of Menzies
Land Purchase Reserve	Perpetual	T be used for purchase of selective properties with development potential

Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 October 2019
		\$	\$	\$	\$
Provisions					
Annual leave		118,191			118,191
Contract Liabilities					
Lease liability		0			0
Amounts shown above include GST (where applicable)					
A breakdown of contract liabilities and associated movements is provided on the followign pages at 11(a) and 11(b)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
General purpose funding											
WA Grants Commision						886,653	221,663	886,653		886,653	193,012
Law, order, public safety											
Fire Prevention						6,522	0	6,522		6,522	1,431
Transport											
Grant Roads						820,598	106,344	820,598		820,598	106,344
Grant - MRWA Direct Grant						183,146	183,146	183,146		183,146	194,321
Grant Other Tjun Access Rd						128,647		128,647		128,647	0
Economic services											
CRC & Cvashless Card						112,000	8,000	112,000		112,000	17,855
	0	0	0	0	0	2,137,566	519,153	2,137,566	0	2,137,566	512,962
Operating Contributions											
Economic services											
Event Contribution							0	0		0	909
	0	0	0	0	0	0	0	0	0	0	909
TOTALS	0	0	0	0	0	2,137,566	519,153	2,137,566	0	2,137,566	513,872

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
Recreation and culture											
Lottery West Youth Services						25,570	12,000	25,570		25,570	11,744
Transport											
Grants R2R						695,000		695,000		695,000	0
Grants RRG						301,165		301,165		301,165	179,000
Grants Wandrra						1,900,000	1,900,000	1,900,000		1,900,000	2,065,646
Grant Other Tjuntjunjarra						66,667		66,667		66,667	0
Economic services											
Tourism - Truck Bay						290,000		290,000		290,000	0
Tourism - Bicycle Path						96,000		96,000		96,000	0
	0	0	0	0	0	3,374,402	1,912,000	3,374,402	0	3,374,402	2,256,389
Total Non-operating grants, subsidies and contributions	0	0	0	0	0	3,374,402	1,912,000	3,374,402	0	3,374,402	2,256,389

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019**

**NOTE 13
TRUST FUND**

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

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 31 Oct 2019
	\$	\$	\$	\$
Trust Account	1,680	400	(1,680)	400
	1,680	400	(1,680)	400

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2019**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2019-20 year is \$25,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Transport	(317,750)	(51.32%)	▼	Direct Grant \$11,175 Permanent, Proceeds on Disposal of Assets \$208,556 has no Budget attached.
Expenditure from operating activities				
Governance	46,017	13.91%	▲ Timing	Members Conferences cost savings, Other Governance cost savings
Health	28,713	73.85%	▲	
Housing	42,186	64.62%	▲ Timing	Maintenance not yet carried out.
Recreation and Culture	36,224	10.70%	▲	TjunTjun Milpa Art not yet claimed \$9,900 Outback Graves Budgeted \$25,000 given \$20,000 to date Lady Shenton exp down due to wages. Rodeo donation \$80,000 not yet claimed & Building Maintenance Officer Exp down \$50,000
Economic Services	145,588	30.11%	▲ Timing	
Investing Activities				
Non-operating Grants, Subsidies and Contributions	344,389	18.01%	▲ Permanent	Wandrra over \$165,000 permanent, \$179,000 RRG Grant Timing \$107,979 LR Ex Truckbay, \$207,000 carryover from last YR exp not budgeted Grid Replacement , Kooykine Airstrip and MFA Vehicle are in YTD Budget but not yet completed
Capital Acquisitions	794,112	59.31%	▲	

12.1.2 MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF OCTOBER 2019

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	18 November 2019
AUTHOR:	Jeanette Taylor Manager Finance and Administration
ATTACHMENT:	12.2.2-1 Payment Listing for October 2019

SUMMARY:

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

BACKGROUND:

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

COMMENT:

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

After payment, the balance of creditors will be \$12,299.67.

CONSULTATION:

Rates Officer – Carol McAllan

STATUTORY Environment:

Local Government (Financial Management) Regulations 1996 Regulation 13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for Payment

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENTS:

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

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

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

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT4455 – EFT4580 payments in the Municipal Fund totalling \$719,040.08.
- 3) Direct Debit payments from the Municipal Fund totally \$1,345,099.73.
- 4) Credit Card payments for the statement period 29 August 2019 to 27 September 2019 totalling \$3,027.36.

COUNCIL DECISION:

COUNCIL RESOLUTION:	No. 1754
----------------------------	-----------------

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

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

- 1. There were no cheques written.*
- 2. Electronic Fund Transfer EFT4455 – EFT4580 payments in the Municipal Fund totalling \$719,040.08.*

3. *Direct Debit payments from the Municipal Fund totally \$1,345,099.73.*
4. *Credit Card payments for the statement period 29 August 2019 to 27 September 2019 totalling \$3,027.36.*

Carried 5 / 0

Shire of Menzies
Payments for the Month of October 2019

Chq/EFT	Date	Name	Description	Amount
		Cheques		\$(0.00)
		EFT		\$719,040.08
		Direct Debit		\$1,345,099.73
		Total Payments		\$2,064,139.81
		Credit Card Payments (included in Direct Debit)		\$3,027.36

Shire of Menzies
Payments for the Month of October 2019

Chq/EFT	Date	Name	Description	
EFT4455	04/10/2019	Diggawest & Earthparts WA	SLASHA , Broom and side broom as per Quote: P859	\$ 14,421.00
EFT4456	04/10/2019	Canine Control	Ranger services June and September	\$ 3,201.00
EFT4457	04/10/2019	Leonora Pharmacy	Pharmacy September 2019	\$ 433.69
EFT4458	04/10/2019	Child Support	Payroll deductions	\$ 300.00
EFT4459	04/10/2019	Batteries N More	1 battery for roller	\$ 395.00
EFT4460	04/10/2019	Goldfields Auto Electrical	Supply and fit isolator switch to batteries	\$ 590.70
EFT4461	04/10/2019	3E Advantage	Copier charges	\$ 2,903.41
EFT4462	04/10/2019	Cynthia Taylor	Convert Airfare to Cash as per Agreement	\$ 580.00
EFT4463	04/10/2019	Riklan Emergency Management Services	Staff Training - tag and test course	\$ 780.00
EFT4464	04/10/2019	NGE Earthmoving Transport	Contract Grading	\$ 43,793.75
EFT4465	04/10/2019	Emyor Services	Pump out Caravan Park and Public Toilets	\$ 2,442.00
EFT4466	04/10/2019	ITR Pacific Pty Ltd	Blades fro Grader	\$ 1,782.59
EFT4467	04/10/2019	Purewater Pool Services Pty Ltd	Electronic test kit for waterpark	\$ 1,677.50
EFT4468	04/10/2019	Sportspower	54" Football Table - Youth Centre	\$ 538.99
EFT4469	04/10/2019	Kalgoorlie Orana Cinema	Admission, drink, popcorn - School Holiday Program	\$ 285.00
EFT4470	04/10/2019	BeingThere Solution	Desktop Webcam,Speaker/Mic	\$ 530.00
EFT4471	04/10/2019	Jaram Fleet Equipment	Vice Mount Stand UP	\$ 564.03
EFT4472	04/10/2019	HiTech Sports Pty Ltd	Basketball Model side fold system Quote # 7104	\$ 10,428.00
EFT4473	04/10/2019	Hammer Metals Ltd	Refund of payment made to our bank in error	\$ 374.15
EFT4474	04/10/2019	Bunnings	BBQ tools,Outdoor heater (youth) plants, hooks, hose	\$ 793.28
EFT4475	04/10/2019	Conway Highbury	Ward Review, draft advertising, reports.	\$ 792.00
EFT4476	04/10/2019	Toll Transport Pty Ltd	Freight	\$ 338.28
EFT4477	04/10/2019	Cybersecure	Computer Backup service	\$ 259.88
EFT4478	04/10/2019	Gregory Dwyer	Travel claim - June- August	\$ 1,651.47
EFT4479	04/10/2019	Eagle Petroleum (W.A) Pty Ltd	Bulk Fuel -6008L of Fuel Deliver \$1.47L	\$ 8,854.47
EFT4480	04/10/2019	Ecowater Services	Biomax Service	\$ 689.03
EFT4481	04/10/2019	Goldline Distributors	Cleaning and catering supplies	\$ 414.36
EFT4482	04/10/2019	Goldfields Records Storage	Usage Charges for August 2019	\$ 124.03
EFT4483	04/10/2019	Menzies Hotel	Newspapers for September 2019	\$ 107.10
EFT4484	04/10/2019	Hesperian Press	History books for resale	\$ 534.75
EFT4485	04/10/2019	IT Vision	Rates Billing 19/20- Chart of accounts restructure	\$ 6,637.95
EFT4486	04/10/2019	Jason Signmakers	1000 guide post, road signs	\$ 12,795.20
EFT4487	04/10/2019	JR & A Hersey	hose reels, filters,pumps, high pressure wash down,	\$ 8,809.02
EFT4488	04/10/2019	LGIS	Personal Accident Insurance	\$ 467.50
EFT4489	04/10/2019	Local Government Supervisors Association	LGSA Annual Membership - Warner, Tucker	\$ 110.00
EFT4490	04/10/2019	Cr Keith Mader	Travel claim - August-September	\$ 597.66
EFT4491	04/10/2019	Marketforce	Advert Kal Miner, West Request for quotations Niagara Dam	\$ 328.94
EFT4492	04/10/2019	Shire of Menzies Social Club	Payroll deductions	\$ 110.00

Shire of Menzies
Payments for the Month of October 2019

EFT4493	04/10/2019	MLG OZ Pty Ltd	Supply & Delivery of Crushed Dust	\$ 3,957.69
EFT4494	04/10/2019	Netlogic Information Technology	Technology Support	\$ 712.50
EFT4495	04/10/2019	Office National	Workplace First Aid Kit Wall Mount Metal, stationery	\$ 1,465.88
EFT4496	04/10/2019	Penns Cartage	Transport street lights, slasha,broom, road signs	\$ 1,012.00
EFT4497	04/10/2019	Pila Nguru Aboriginal Corporation	Flight for Ian Baird 25 July 2019	\$ 361.45
EFT4498	04/10/2019	Polaris Metals NI	Rates refund	\$ 215.57
EFT4499	04/10/2019	Shire Of Leonora	Contract Health Services - 2 months	\$ 5,261.26
EFT4500	04/10/2019	Paul Warner	Refund of internet: 7 months @69.95 per month - as per contract	\$ 570.65
EFT4501	09/10/2019	Remote Roads	Grading Contractors supervision	\$ 118,514.25
EFT4502	17/10/2019	Wingstar Investments Pty Ltd	Rates refund Bpay registered twice	\$ 17,848.44
EFT4503	18/10/2019	Carroll & Richardson Flagworld Pty Ltd	Brackets and flags for main street	\$ 5,038.00
EFT4504	18/10/2019	Child Support	Payroll deductions	\$ 300.00
EFT4505	18/10/2019	Market Creations	Monthly costs of server and support	\$ 1,889.70
EFT4506	18/10/2019	NGE Earthmoving Transport	Contract Grading	\$ 55,632.50
EFT4507	18/10/2019	Brooks Hire Service Pty Ltd	Excavator hire for sewage works	\$ 1,816.85
EFT4508	18/10/2019	Department Of Mines Industry Regulation and Safety	Building Services Levy as collected from builder	\$ 674.78
EFT4509	18/10/2019	Coolgardie Tyre Service	Tyres	\$ 4,642.00
EFT4510	18/10/2019	Allion Partners	Advice Regarding Road Supervision Contract Invoice	\$ 14,140.50
EFT4511	18/10/2019	Outback Grave Markers	Donation	\$ 20,000.00
EFT4512	18/10/2019	Air Liquide WA Pty Ltd	Oxy cylinder rental 01/09/2019 -30/09/2019	\$ 28.16
EFT4513	18/10/2019	Aquarius Technologies Pty Ltd	Annual Renewal - Water Park	\$ 275.00
EFT4514	18/10/2019	Bunnings	Plants and Garden Materials and tools	\$ 781.97
EFT4515	18/10/2019	Cabcharge Australia Limited	Cabcharge Hotel to Kalgoorlie Airport Staff	\$ 26.90
EFT4516	18/10/2019	Toll Transport Pty Ltd	Tranport of Roads Signage - Jason Signmaker	\$ 488.83
EFT4517	18/10/2019	Eagle Petroleum (W.A) Pty Ltd	Drum of ULP for Minor Plant	\$ 330.00
EFT4518	18/10/2019	Department of Fire And Emergency Services	ESL payment for Council Properties	\$ 2,016.00
EFT4519	18/10/2019	Flex Industries	Roadtrain banner sign	\$ 76.64
EFT4520	18/10/2019	Goldline Distributors	Cleaning materials, catering supplies,	\$ 193.32
EFT4521	18/10/2019	Goldfields Pest Control	Pest control - Council Buildings	\$ 2,002.00
EFT4522	18/10/2019	Goldfields Toyota	Purchase of Toyota Hilux as per Quote-14307	\$ 33,583.64
EFT4523	18/10/2019	Kleenheat Gas	3x 8.5 kg gas bottles exchange- Sports Oval	\$ 90.54
EFT4524	18/10/2019	Kookynie Volunteers Association	Breakfast Goldfields Cyclclassic 2019	\$ 1,019.45
EFT4525	18/10/2019	Landgate	Mining Schedule - M2019/8, Maps, Titles	\$ 762.20
EFT4526	18/10/2019	Marketforce	Advert tender, Caravan Park Units, Truck Bay Ablutions	\$ 1,107.34
EFT4527	18/10/2019	Shire of Menzies Social Club	Payroll deductions	\$ 110.00
EFT4528	18/10/2019	MLG OZ Pty Ltd	25 Tonne of 40mm Aggregate - Sports Oval	\$ 550.00
EFT4529	18/10/2019	Netlogic Information Technology	Technology Support	\$ 1,162.50

Shire of Menzies
Payments for the Month of October 2019

EFT4530	18/10/2019	Office National	Furniture for Youth Centre, stationery	\$ 1,001.80
EFT4531	18/10/2019	Penns Cartage	Transport chairs and Basketball set from Perth	\$ 443.30
EFT4532	18/10/2019	Pila Nguru Aboriginal Corporation	Recoup accommodation for Ian Baird	\$ 264.00
EFT4533	18/10/2019	Moore Stephens	August 2019 IAS lodgement	\$ 305.00
EFT4534	18/10/2019	WML Consultants	Engineering support	\$ 8,426.01
EFT4535	31/10/2019	Stratco	Rain Water Pump - Council Houses	\$ 324.00
EFT4536	31/10/2019	Child Support	Payroll deductions	\$ 300.00
EFT4537	31/10/2019	IT Vision User Group Inc	Membership Subscription 2019/2020	\$ 748.00
EFT4538	31/10/2019	3E Advantage	Smartboard Hire , copier charges	\$ 2,206.85
EFT4539	31/10/2019	Market Creations	Website support	\$ 137.50
EFT4540	31/10/2019	Xstra Global IT and Communication Solutions	Line rental and calls - 90242 041, 90242702	\$ 322.99
EFT4541	31/10/2019	Bosston Auto Bodies	Canopy, wheel carriers for Works Supervisor vehicle	\$ 8,780.39
EFT4542	31/10/2019	CleverPatch	Craft materials - Youth Centre	\$ 813.69
EFT4543	31/10/2019	Quality Publishing Australia	Books and Maps for resale	\$ 192.28
EFT4544	31/10/2019	Vanessa Australia- Paid by CEO Credit Card	Gold souvenirs for resale	\$ 411.88
EFT4545	31/10/2019	Anne Lake Consultancy	CEO Review	\$ 2,350.00
EFT4546	31/10/2019	Versatile Plant Hire and Contracting	Removal of silt from Niagara Dam as per Quote No.126	\$ 86,053.00
EFT4547	31/10/2019	Western Iron Ore Pty Ltd	Rates refund	\$ 116.77
EFT4548	31/10/2019	Tanvanth Singh Sandhu	Rates refund	\$ 354.71
EFT4549	31/10/2019	National Pen	Shire of Menzies inscribed pens	\$ 131.18
EFT4550	31/10/2019	Vashti Marie Fay Ashwin	Return of Council Nomination fee LG ACT	\$ 80.00
EFT4551	31/10/2019	Shire of Chapman Valley	Planning services undertaken on behalf of the Shire of Menzies for the Months of July to September 2019	\$ 462.00
EFT4552	31/10/2019	Atom	1 hammer drill and drill bits	\$ 1,221.84
EFT4553	31/10/2019	Australia's Golden Outback	Advertising 2020 Golden Outback Planner	\$ 2,670.00
EFT4554	31/10/2019	Ian Baird	Return of Council Naomination fee LG Act 54.50	\$ 80.00
EFT4555	31/10/2019	Bunnings	Tap Timer, Irrigation Pope , Poly & Pipe connectors	\$ 559.76
EFT4556	31/10/2019	Business Key	Inside Australia brochures and Survey forms	\$ 2,460.70
EFT4557	31/10/2019	C Direct	Phone credit, phones, tablets etc for resale	\$ 890.40
EFT4558	31/10/2019	Toll Transport Pty Ltd	Freight	\$ 54.00
EFT4559	31/10/2019	Daphne's Florist	Flowers for Tucker family on passing of Ian Tucker	\$ 110.00
EFT4560	31/10/2019	Jillian Dwyer	Travel July, reimburse costs of laminating Shire	\$ 301.43
EFT4561	31/10/2019	Eagle Petroleum (W.A) Pty Ltd	7700L of Fuel Delivered at \$1.47 - Bulk Fuel	\$ 11,419.25
EFT4562	31/10/2019	Flex Industries	Landing Leg Set for tipping trailer	\$ 489.50
EFT4563	31/10/2019	Goldline Distributors	Cleaning, kitchen, drinks for resale, hand towels etc.	\$ 1,061.54
EFT4564	31/10/2019	Goldfields Records Storage	Usage Charges for September 2019	\$ 30.36
EFT4565	31/10/2019	Cr Debbie Hansen	Return of Council Nomination fee LG ACT 54.50	\$ 80.00
EFT4566	31/10/2019	JR & A Hersey	FLYNET Resale to Visitor Center	\$ 440.00

Shire of Menzies
Payments for the Month of October 2019

EFT4567	31/10/2019	Kalgoorlie-Boulder Chamber Of Commerce & Industry Inc	Membership of the Chamber for July 2019 - June 2020	\$ 355.00
EFT4568	31/10/2019	Kmart	Craft Materials - CRC	\$ 224.00
EFT4569	31/10/2019	LGIS	Instalment 2 on multiple Insurances	\$ 50,712.92
EFT4570	31/10/2019	Cr Keith Mader	Return of Council Nomination fee LG Act 54.50	\$ 80.00
EFT4571	31/10/2019	Samuel Mckay	Refund of goods purchased for Shire of Menzies	\$ 43.96
EFT4572	31/10/2019	Shire of Menzies Social Club	Payroll deductions	\$ 110.00
EFT4573	31/10/2019	Menzies Aboriginal Corporation	Hire of Bus & Driver - Cinema Kalg - Holiday Program	\$ 505.92
EFT4574	31/10/2019	Netlogic Information Technology	Technology support, speakers, investigate attack on emails, perform network scan after finding Trojan virus, report to authorities.	\$ 3,250.00
EFT4575	31/10/2019	Office National	Copier service travel, Tables, chairs, cupboards for Youth Centre, stationery	\$ 3,598.62
EFT4576	31/10/2019	Penns Cartage	Transport reat of Basketball set.	\$ 396.00
EFT4577	31/10/2019	Shire Of Leonora	Contract Health charges x 4 invoices	\$ 10,522.00
EFT4578	31/10/2019	Shire Of Menzies	Postage for Admin Office	\$ 239.55
EFT4579	31/10/2019	Nadine Tucker	Return of Council Nomination Fee L.G.Act 54.50	\$ 80.00
EFT4580	31/10/2019	Moore Stephens	Nuts and Bolts Workshop-Staff Training	\$ 2,524.50
	10/10/2019	Payroll		\$ 40,618.26
	24/10/2019	Payroll		\$ 40,590.98
				\$ 719,040.08

Shire of Menzies
Payments for the Month of October 2019

Chq/EFT	Date	Name	Description	Amount
DD2939.1	02/10/2019	NAB	Credit card transactions from 29 August to 27 September	\$ 3,027.36
DD2944.1	07/10/2019	Power ICT Pty Ltd	Phone Messages on Hold - October 2019	\$ 75.90
DD2946.1	08/10/2019	WA Local Govt Superannuation	Superannuation contributions	\$ 4,993.28
DD2946.2	08/10/2019	WA Local Govt Superannuation	Payroll deductions	\$ 2,218.19
DD2946.3	08/10/2019	Sunsuper	Superannuation contributions	\$ 872.35
DD2946.4	08/10/2019	Australian Super	Superannuation contributions	\$ 707.70
DD2946.5	08/10/2019	GESB Superannuation	Superannuation contributions	\$ 100.29
DD2946.6	08/10/2019	Kinetic Superannuation	Payroll deductions	\$ 256.58
DD2948.1	09/10/2019	Telstra - DIRECT DEBIT ONLY	Mobile, Internet, data	\$ 6,745.38
DD2950.1	14/10/2019	Telstra - DIRECT DEBIT ONLY	Phone , sat phone charges	\$ 748.74
DD2952.1	15/10/2019	Toyota Finance DIRECT DEBIT ONLY	Toyota Prado Lease - October 2019	\$ 1,099.07
DD2961.1	15/10/2019	Woolworths Ltd	Account wrongly debited - refund received November 2019	\$ 219.62
DD2965.1	21/10/2019	Horizon Power	Streetlights - 1 Sept 2019 to 30 Sept 2019	\$ 740.17
DD2967.1	22/10/2019	WA Local Govt Superannuation	Superannuation contributions	\$ 4,937.33
DD2967.2	22/10/2019	WA Local Govt Superannuation	Payroll deductions	\$ 2,282.73
DD2967.3	22/10/2019	Sunsuper	Superannuation contributions	\$ 872.35
DD2967.4	22/10/2019	Australian Super	Superannuation contributions	\$ 838.59
DD2967.5	22/10/2019	GESB Superannuation	Superannuation contributions	\$ 61.61
DD2967.6	22/10/2019	Kinetic Superannuation	Payroll deductions	\$ 256.58
DD2970.1	24/10/2019	Australia Post	Postage for Annual rates Notices	\$ 636.57
DD2972.1	28/10/2019	Water Corporation	Water usage 11 August 2019 to 9 October 2019	\$ 1,243.93
DD2974.1	28/10/2019	NAB	Audit Certificate Fee	\$ 70.00
DD2976.1	28/10/2019	Gregory Dwyer	Councillor Fees - 26 October 2019	\$ 3,364.49
DD2976.2	28/10/2019	Ian Baird	Councillor Fees - 26 October 2019	\$ 1,289.67
DD2976.3	28/10/2019	Cr Debbie Hansen	Councillor Fees - 26 October 2019	\$ 875.33
DD2976.4	28/10/2019	Cr Justin Lee	Councillor Fees - 26 October 2019	\$ 875.33
DD2976.5	28/10/2019	Jillian Dwyer	Councillor Fees - 26 October 2019	\$ 875.33
DD2976.6	28/10/2019	Cr Ian Tucker	Councillor Fees - 26 October 2019	\$ 875.33
DD2976.7	28/10/2019	Cr Keith Mader	Councillor Fees - 26 October 2019	\$ 700.66
DD2978.1	29/10/2019	Wright Express Australia Pty Ltd	Fuel Cards	\$ 1,058.47
DD2980.1	01/10/2019	NAB	Merchant Fees- 7132994 1 October 2019	\$ 496.95
DD2980.2	01/10/2019	WESTNET	CRC Internet 1 October 2019 to 1 Nov 2019	\$ 54.99
DD2982.1	24/10/2019	NAB	NAB Connect Fees - September 2019	\$ 32.99
DD2989.1	09/10/2019	Shire Of Menzies	Transfer from Muni to Cash Maximiser account	\$ 500,000.00
	14/10/2019	Shire Of Menzies	Transfet to Reserve Term Deposit	\$ 300,000.00
DD2989.2	17/10/2019	Shire Of Menzies	Transfer from Muni to Cash Maximiser account	\$ 500,000.00
DD2993.1	31/10/2019	Water Corporation	Water usage 11 August 2019 to 9 October	\$ 1,220.37
DD2995.1	31/10/2019	NAB	B-Pay Charges 31 October 2019	\$ 375.50
				\$1,345,099.73

Shire of Menzies
Payments for the Month of October 2019

Date	Name	Description	Amount
05/09/2019	Qantas	Staff Airfare	\$ 201.10
09/09/2019	Spectrum Framing	Laminate map	\$ 39.00
09/09/2019	Bunnings	Caravan park repairs	\$ 339.85
10/09/2019	Office National	Fountain pens	\$ 109.90
23/09/2019	DOT Licencing	1MN change plates	\$ 16.75
23/09/2019	DOT Licencing	1MN new plates	\$ 147.80
24/09/2019	ADOBE	Software licence	\$ 263.87
24/09/2019	NAB	Foreign fee	\$ 7.92
27/09/2019	NAB	Card fee	\$ 9.00
29/08/2019		Contractor accomodation	\$ 205.19
02/09/2019		Broadcasting licence	\$ 45.00
10/09/2019		Refund of overpayment	-\$ 54.34
25/09/2019		Fleet maintenance software	\$ 1,055.65
25/09/2019	NAB	Foreign fee	\$ 31.67
26/09/2019		MN plates order	\$ 600.00
27/09/2019	NAB	Card fee	\$ 9.00
		Direct Debit	\$ 3,027.36

12.2.1 HEALTH AND BUILDING REPORT OCTOBER 2019

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The author has no interest to disclose
DATE:	28 November 2019
AUTHOR:	David Hadden Health/Building Surveyor
ATTACHMENT:	Nil

SUMMARY:

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

BACKGROUND:

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

COMMENT:

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

Building:

Attended a Western Australia Local Government Association (WALGA) workshop in Perth called for local authority building surveyors to workshop the (proposed reforms to the building approval process for single residential buildings in Western Australia) latest proposal from the Building Commission to fully privatise Building Surveying in Western Australia.

All of the attendees were against the proposal while they also all supported amending the Building Regulations to allow local authority building surveyors to condition building permits to force builders to notify local authorities of Key Building Stages during construction to allow inspections to be carried out to confirm compliance with approved plans before continuing on with the build.

If this amendment is not approved by the State Government, the building industry here will no doubt mirror the failings being experienced in the Eastern States within a couple of years.

You cannot trust an industry to self-certify or regulate itself as the eastern states residential housing market is demonstrating currently. The recent Four Corners expose' of the building industry (Cracking Up) has highlighted the failings of privatising the building surveyor sector. In effect they work for the building companies and are unable to protect the general public from poor building standards.

Processed a building permit for a 25m² storage shed on Lot 85 Cumberland Street, Kookynie.

I have received a building application from the owner of Lot 327 Webb Street seeking approval to build a domestic residence and roofed structure over two storage sea containers. The application was lacking a lot of detail required so the owner has determined to apply for the storage structure firstly while he arranges more detailed drawings for the proposed residence.

The owner lives overseas and was not aware of the details required for submission with a building application. The dwelling that is planned will be steel framed with chiller panel cladding externally while constructed on steel stumps one metre off the ground which should have high insulating qualities.

Dealt with various other enquiries.

Health:

Dealt with a request from Department of Water and Environmental Regulation (DWER) to provide further waste data details for Menzies annual waste census which was previously forwarded to them. They were getting close to completing their annual report and were doing a final check against the census data provided.

Have recently had to liase with the Department of Mines regarding issues with some mine sites not understanding their responsibilities under the Health Act regarding drinking water compliance and swimming pool (water) management. Drinking water quality is required to comply with the Australian Drinking Water Guidelines on mine sites along with water quality sampling protocols. Swimming pool management requirements and pool water quality guidelines are required to be compliant with the Health Act.

A few mine sites that have been visited recently are not aware of their responsibilities in these two areas and as such staff have made contact with the Mines Department to request that they issue an industry bulletin to mining companies reminding them of their responsibilities under the provisions of the Public Health Act 2016. A recent mine site gastroenteric outbreak with 70 people affected is thought to be an outcome from noncompliance with water quality standards. Investigations are still ongoing at this stage.

CONSULTATION:

N/A.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

N/A.

FINANCIAL IMPLICATIONS:

N/A.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS:

Simple majority.

OFFICERS RECOMMENDATION:

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

COUNCIL DECISION:

COUNCIL RESOLUTION:

No. 1755

MOVED: Cr Vashti Ashwin

SECONDED: Cr Jill Dwyer

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

Carried 5 / 0

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	14 November 2019
AUTHOR:	Jeanette Taylor Manager of Finance and Administration
ATTACHMENT:	Nil

SUMMARY:

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

BACKGROUND:

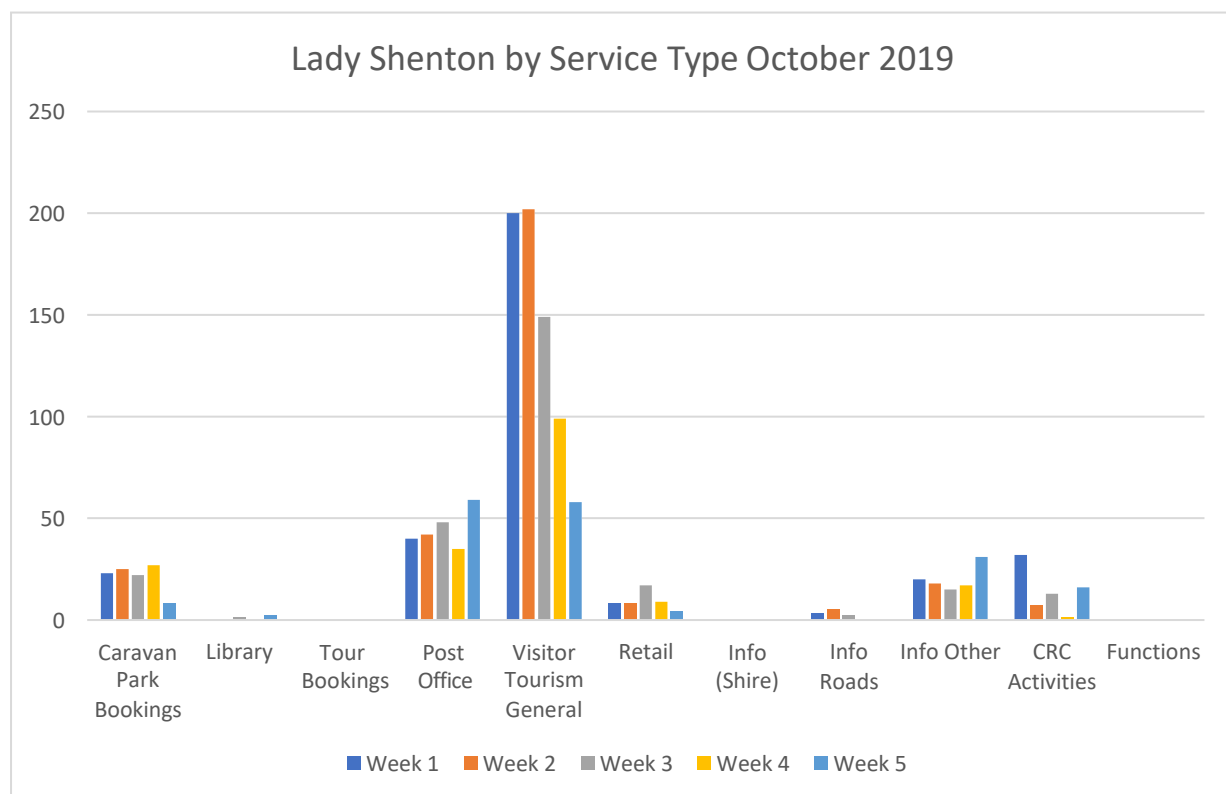
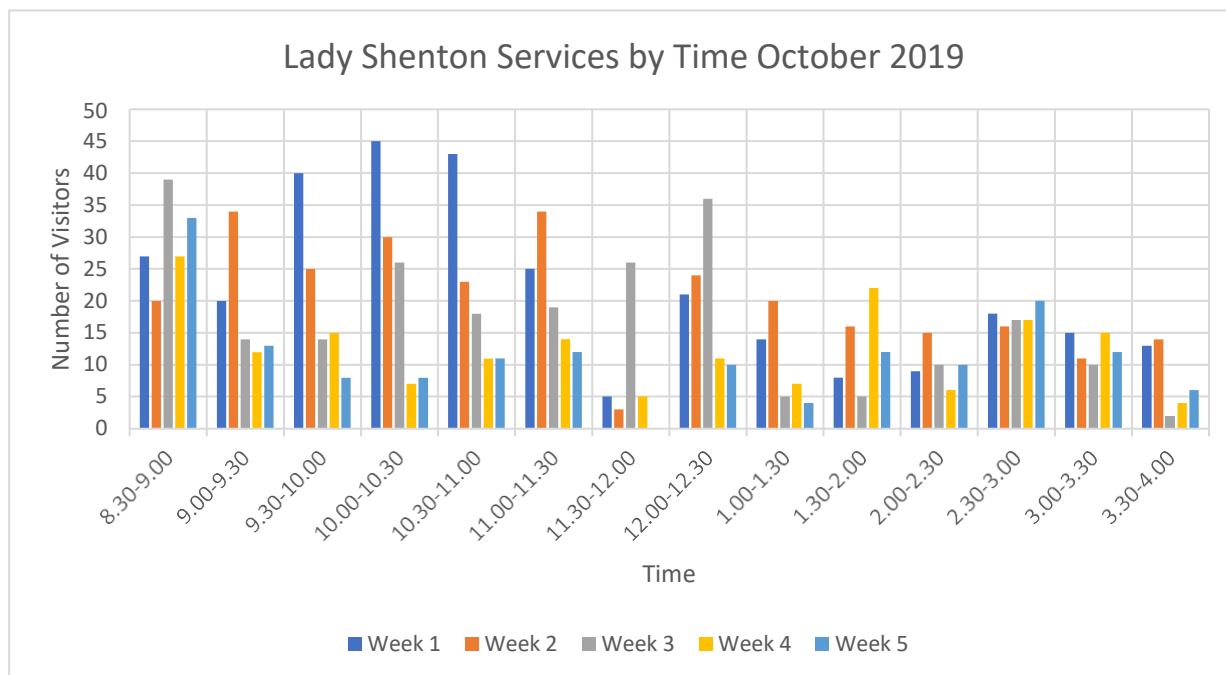
The Lady Shenton Building operates the Community Resource Centre, Menzies Visitor Centre and administers the Menzies Caravan Park. The statistics are compiled each month by the staff for recording purposes.

Youth activities are held at the Menzies Youth Centre, outdoor sports area and occasionally cooking in the Town Hall kitchen.

COMMENT:**Lady Shenton**

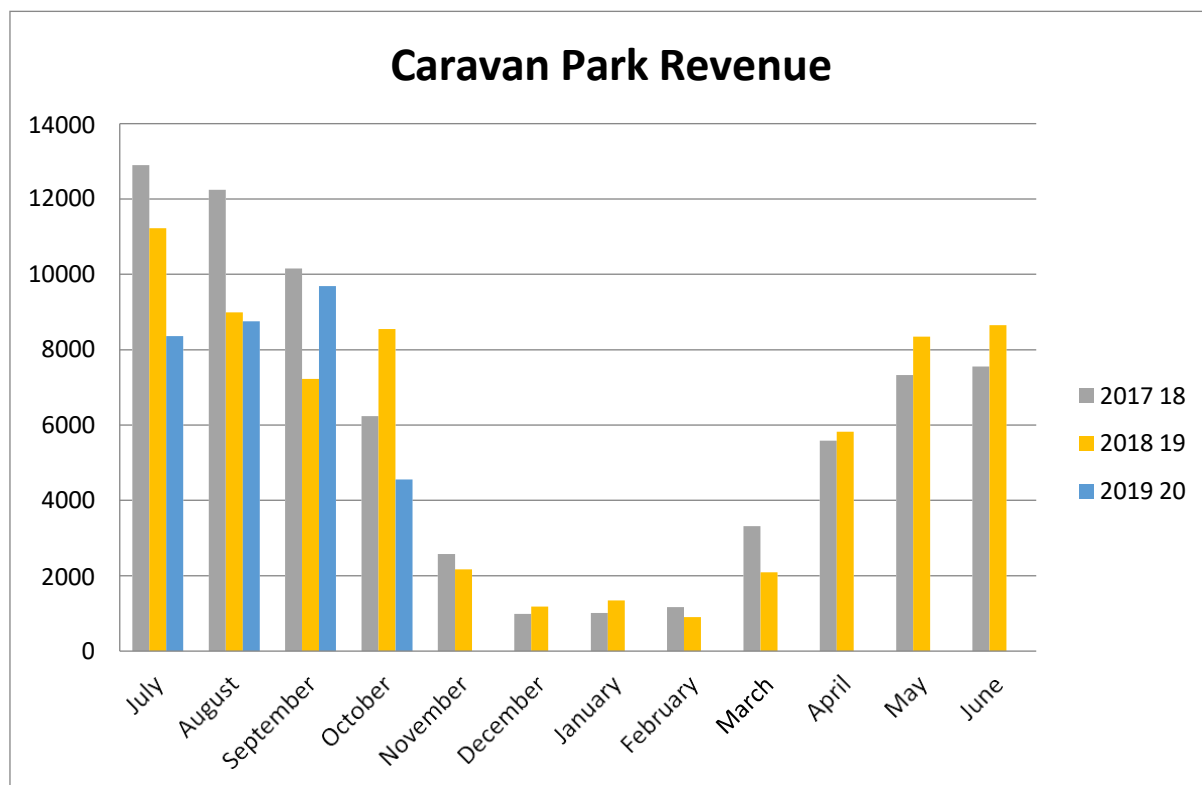
The Visitor Centre received 1,161 visitors this month, a drop from the 1,971 in the previous month. A steady decline over the month can be seen in the tourism visits and caravan park bookings.

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

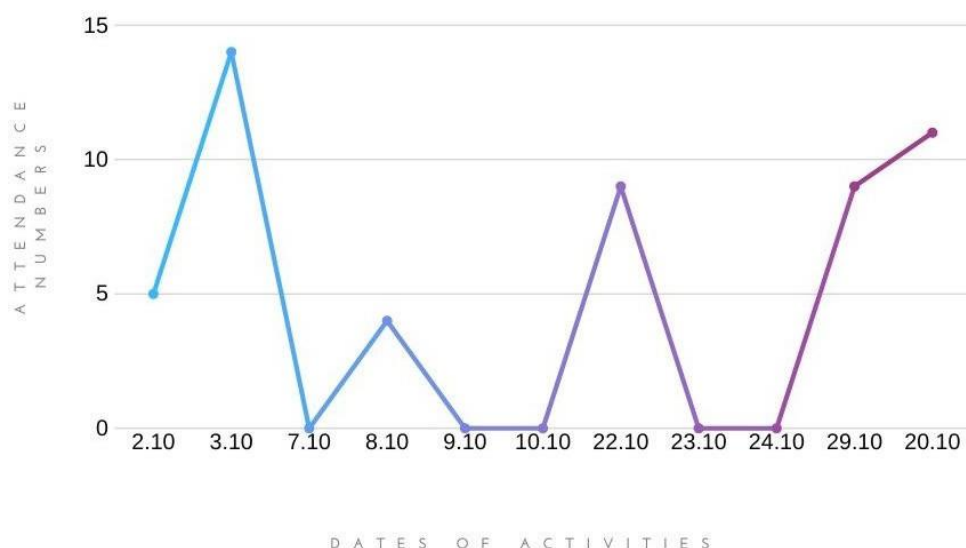


Caravan Park:

There is an overall decline in Caravan Park revenue, a reflection of the slower economic conditions.



Menzies Youth Centre - October 2019



During the month of October, a trial was initiated to divide the afternoon activities into two ages groups (all ages and 11-year-olds and over). Over time this will ensure that the differing needs of the young people in our community can be catered for. As the response has been positive, this trial will continue for the rest of the year. During October, *Bega Health Services* also began running occasional activities at the Youth Centre. Looking towards next year, the aim is to attract more youth service providers in the region for the Menzies Youth Centre.

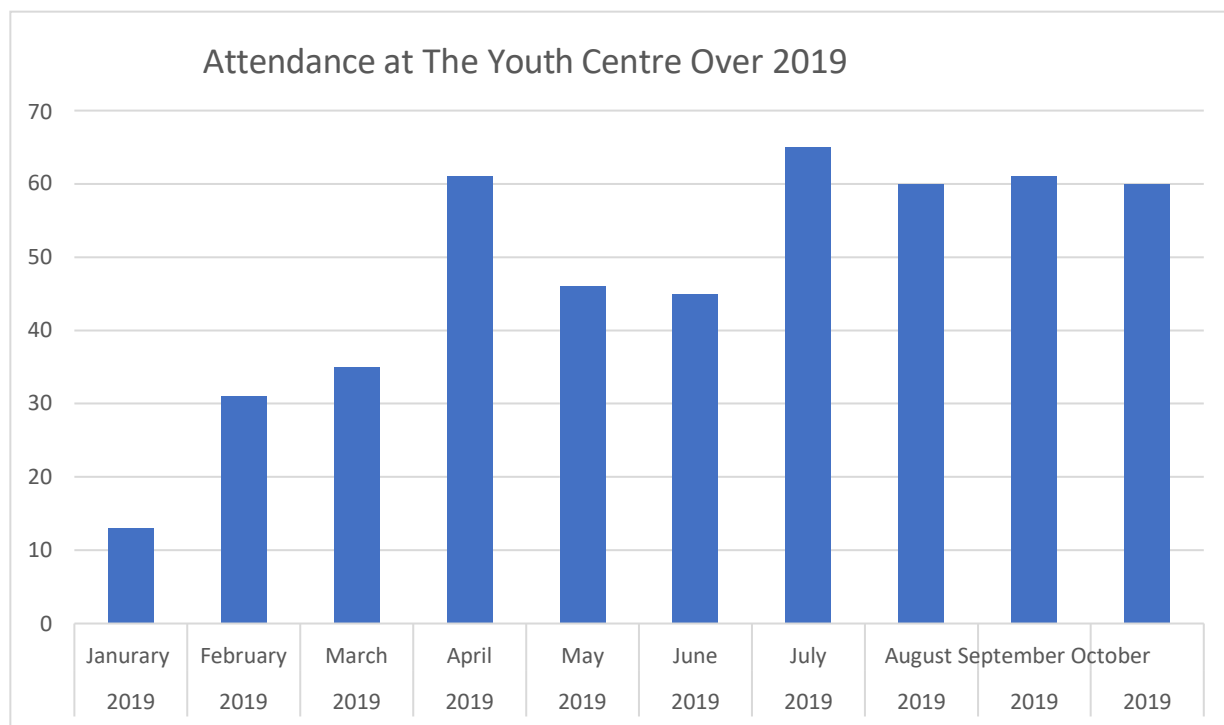


Chart indicating the age range of those attending the Youth Centre activities during October 2019 (* indicating when an outside service provider used the building)												
Ages (approximate)	2/10	3/10	7/10	8/10	9/10	10/10	22/10 *	23/10	24/10	29/10	30/10	31/10
1-3-year old's							1			1		
4-6-year old's	1	3		1			2			2	3	4
7-9-year old's	2	2		1			3			3	3	1
10-13-year old's	2	6		2			2			2	3	3
14-17- year old's		2									2	
18+		1					1			1		
Total	5	14	0	4	0	0	9	0	0	9	11	8

Most of the activities taking place are similar to that of previous months (as seen in the posters below), consultation will continue to take place to ensure the activities provided are meeting the needs and wants of the participants.



CONSULTATION:

Debra Pianto – Lady Shenton Visitors Centre & Community Resource Centre Officer
Sethen Sheehan-Lee – Youth Services Officer

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Local Government Act 1995 Section 6.4
Local Government (Financial Management) Regulation 1996, 34

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS:

Simple majority.

OFFICERS RECOMMENDATION:

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

COUNCIL DECISION:

COUNCIL RESOLUTION:	No. 1756
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MOVED: Cr Ian Baird

SECONDED: Cr Jill Dwyer

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

Carried 5 / 0

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	28 November 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Building Audit Summary

SUMMARY:

This item recommends Council accept the summarised Building Defect and Maintenance Financial Report commissioned in August 2019.

BACKGROUND:

At the Ordinary Council Meeting of 29 August 2018, Council commissioned a Building Defect and Maintenance Audit of the Shire owned buildings within Menzies.

The Chief Executive Officer employed an Inspector remote from the Menzies area to carry out the Audit which required the recording of every visible fault contained within the buildings. The brief included provision of an estimate for repair costs of each building.

The Report was professional and detailed, and carried out in accordance with the Australian Standard for Inspections AS 4349. There were several exclusions which are listed in the Report for each premise inspected.

The estimated costs provided for each building are only indicative as the Inspector could not estimate travel costs, rates charged by various trades in this region and did not include costs that could be reduced by grouping various works together.

The Inspector also noted that some premises require painting within the next few years therefore the costs per building are not necessarily funds that need to be expended immediately.

What was not included, was the redesign of the front counter in the Shire administration building, nor the redesign of the counter and work area in the Lady Shenton Building. The Lady Shenton building redesign requires drafting and costing of the proposed improved which will be considered early in 2020. These reports also do not contain future smaller improvements that are needed for some of the buildings which will happen in due course as time and funding permits.

The costs quoted on the Goongarrie cottages are to keep the cottages in a good condition and does not include the costs required to bring them up to a habitable standard.

With the Old Post Office Building the repair costs are enormous and generally with such a building it comes back to “an open cheque book” as it can’t be predicted what is hidden. The Heritage Council is being cagey about the building but in recent correspondence they have said that *“As a place on the State Register, the Heritage Council will unlikely support its demolition. It is open to the Shire Council to resolve that there is no feasible and prudent alternative than to demolish the building.”*

However, this will be a matter of future discussion.

COMMENT:

The Building Inspection reports are not included in this document as they are extensive and detailed and are to be used for the planning of Maintenance Works as we progress through 2020 and into future years.

A total figure is provided but there are some qualifications, some of which are as follows:

- Not all work estimated, need happen in one year, for example painting works;
- Building improvements or proposed alterations are not included;
- Proposed upgrades are not included;
- There are several exclusions from the inspections including:
 - Any concealed matters (footings, timbers, plumbing, damp-proof course, pest activity etc.);
 - Electrical and air conditioning;
 - Insulation;
 - Soft floor coverings;
 - Energy & lighting efficiency;
 - Drainage;
 - Gas fittings.

CONSULTATION:

Dave Gibson – Coordinator of Building Surveying, City of Greater Geraldton
Stuart Watson – Triton Building Co.

STATUTORY ENVIRONMENT:

Local Government Act

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (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.*

5.41. Functions of Chief Executive Officer

The Chief Executive Officers functions are to —

- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government*

POLICY IMPLICATIONS:

Regional Price Preference Policy 4.3.

FINANCIAL IMPLICATIONS:

The cost of the Report was \$20,000.

RISK ASSESSMENT:

The Report highlights numerous and various Works that require attention and are termed urgent, less urgent and within a reasonable timeframe. There could be implications if any work considered potentially dangerous is not actioned within a reasonable time.

There are restraints in assessing and quoting on the various Works that need attention due to staff time, available trades and getting the trades to Menzies.

The Shire has been diligent in acquiring such detailed reports and having expended considerable funds, will reduce the risk factor for the Shire getting the Works attended to.

STRATEGIC IMPLICATIONS:

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.

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple majority.

OFFICERS RECOMMENDATION:

That Council receive the summarised Building Defect and Maintenance Financial Report resulting from the Audit of Shire buildings commissioned in August 2019.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1757
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MOVED: Cr Justin Lee

SECONDED: Cr Vashti Ashwin

That Council receive the summarised Building Defect and Maintenance Financial Report resulting from the Audit of Shire buildings commissioned in August 2019.

Carried 5 / 0

ADDRESS	ESTIMATE REPAIRS COST	COMMENTS
12a Walsh Street	\$50,640	Painting exterior 1 yr – internal now\$15,500 Floor & tiling repairs \$17,000
12b Walsh Street	\$70,900	External painting now \$25,000 Inside paint 2yrs \$10,000 Bathroom re-tiling \$20,000
14a Walsh Street	\$7,655	
14b Walsh Street	\$13,270	
25 Onslow Street	\$8,400	
29a Shenton Street	\$24,960	Painting external now\$15,000
29b Shenton Street	\$37,280	Painting external now \$20,000 Painting internal now \$10,000
36 Mercer Street	\$4,400	
37 Reid Street	\$48,300	Painting external 1 yr \$35,000
39 Mercer Street	\$25,350	Painting external/interior 4 yrs \$20,000
40 Mercer Street	\$68,611	Bathroom repairs \$30,000
41 Mercer Street	\$32,275	Painting 4 years \$30,000
A Block Caravan Park	\$9,494	
B Block Caravan Park	\$11,414	
Camp Kitchen Caravan Park	\$5,900	
Depot	\$8,782	
Florence Street Toilets	\$3,626	
Goongarrie Middle Cottage	\$5,700	Minimum work required
Goongarrie North Cottage	\$26,500	Outside timber repairs & painting \$15,000
Goongarrie South Cottage	\$22,650	Minimum work required
Kookynie Toilet	\$1,100	
Lady Shenton Building	\$259,620	Outer walls, water sealing \$140,000 Rising damp \$15,000 Front counter work not included
Lake Ballard Campground Toilet	\$3,500	
Lake Ballard Entry Toilet	\$3,880	
Niagara Dam Bottom Toilet	\$1,700	
Niagara Dam Entry Toilet	\$1,900	
Old Butcher Shop	\$77,100	Repairs to brick work \$35,000 Painting works \$16,000
Old Post Office	\$924,000	This cost is a rough estimate of costs to repair the visible issues with the building and depends on time, accommodation costs and material availability to match the existing
Opportunity Shop	\$31,300	Painting inside \$20,000 within one year
Salt Lake 10 Walsh Street	\$18,850	Much of minor works
Shire Administration	\$48,160	Much minor works – does not include re- positioning of the front counter
Youth Centre	\$7,400	
Total excluding Old Post Office	\$940,617	
Total including the Old Post Office	\$1,864,617	The cost could be as high as \$1.5 to \$2million depending on what is behind internal walls and ceilings

12.3.1 Works Report for the Period of October 2019

LOCATION:	Works Depot
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	N/A
DATE:	28 November.2019
AUTHOR:	Paul Warner, Works Supervisor
ATTACHMENT:	Nil

SUMMARY:

Works Supervisors report for Council.

BACKGROUND:

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

The following works were carried out:

- New flags and 2 flagtrax arrived for main street installation.
- We have completed the excavation of a new pit for landfill site in Menzies.
- Work has been completed on de-silting Niagara Dam under contract.
- Ordered 2 new BBQ pits for Lake Ballard.

COMMENT:

Nil.

CONSULTATION:

Chief Executive Officer
Shire President

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS:

Simple majority.

OFFICERS RECOMMENDATION:

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

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1758
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MOVED: Cr Vashti Ashwin

SECONDED: Cr Ian Baird

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

Carried 5 / 0

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	28 November 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Summary of quotes

SUMMARY:

This item recommends Council award the Tender 002/2019 to Modular WA for the supply and delivery of two home units to the Menzies Caravan Park

BACKGROUND:

In the 2019/2020 budget, Council allocated funds for the supply and delivery of two x 2 bedroom units for installation in the Menzies Caravan Park for use as short term rental accommodation.

One unit was to be standard size and the second unit was to be disability compliant.

Public tenders advertised on Tender number 02/2019, were open for three weeks and closed on 24 October 2019. Seven tenders were received, and the results are summarised below.

Examination of the tenders was carried out by Shire staff, by an external building consultant who was asked to examine the tenders from a builder's perspective and with good building knowledge. A further assessment was carried out by the Shire's contracted Health and Building Officer.

Two Councillors also took the opportunity when in Perth to visit the premises of the short-listed three tenderers and visited the Quairading Caravan Park to view some recently installed units from one of the three preferred tenderers.

Method:

The list of tenders was shortlisted to three as the best in compliance with the pricing and quality aspects of the tender. The three are quality buildings though the construction materials do vary.

In considering the design, materials and experiences with the buildings the assessment of the tenders resulted in the three parties (builder, Environmental Health Officer, Chief Executive Officer and Works Supervisor) agreeing that preferred option to be that submitted by Modular WA.

Modular WA have an excellent reputation and there were some reservations expressed about the unknowns associated with the construction materials of the other two tenders as compared to Modular buildings.

The consensus favoured the more traditional building materials and the corrugated iron external walls was considered to conform more to our rural setting and historic building style.

COMMENT:

The preferred options are for the Modular WA:

2 x 1 Clifton Modified 14 metres x 4.5 metres and 63mr² building area \$93,884

2 x 1 Custom Accessible 15.6 metres x 5.1 metres and 67.5 building area \$94,550

Verandah's are not included in the price.

CONSULTATION:

Paul Warner – Works Supervisor

Dave Hadden – Contract Building Surveyor

Stuart Watson – Contract Project Manager

Shire President Cr. Greg Dwyer

Cr. Jill Dwyer

STATUTORY ENVIRONMENT:

Local Government (Function and General) regulations 1996

Part 4 provision of Goods and Services.

POLICY IMPLICATIONS:

Policy 4.2 Purchasing and Tenders.

FINANCIAL IMPLICATIONS:

The selection of Modular WA and with the additional work to manage the project, prepare the sites and connect to services will keep the project within the \$400,000 budget.

RISK ASSESSMENT:

The Shire has carried out a compliant tender process even allowing extra time for tenders to be submitted and there is no risk of an unfair process.

In considering a recommendation the consensus was to select a product that is resilient, reliable and proven with no foreseeable risk factors.

In compliance with regulations the selection was also adjudged on value for money.

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.

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- 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 awards Tender number 02/2019 to Modular WA for the supply and delivery of two x two-bedroom homes units to the Menzies Caravan Park as follows:

- 2 x 1 Clifton Modified 14 metres x 4.5 metres and 63mr² building area \$93,884;
- 2 x 1 Custom Accessible 15.6 metres x 5.1 metres and 67.5mr² building area \$94,550; and
- Verandah's are not included in the price.

COUNCIL DECISION:

COUNCIL RESOLUTION:

No. 1759

MOVED: Cr Jill Dwyer

SECONDED: Cr Justin Lee

That Council awards Tender number 02/2019 to Modular WA for the supply and delivery of two x two-bedroom homes units to the Menzies Caravan Park as follows:

- *2 x 1 Clifton Modified 14 metres x 4.5 metres and 63mr2 building area \$103,272;*
- *2 x 1 Custom Accessible 15.6 metres x 5.1 metres and 67.5mr2 building area \$104,005;*
- *Verandah's are not included in the price; and*
- *That the Chief Executive Officer be delegated authority to negotiate with Modular WA to include built in robes and verandahs.*

Carried 5 / 0

TENDERS RECEIVED

CARAVAN PARK UNITS

COMPANY	FEE STRUCTURE (ex GST)	COMMENTS	PRICE EVALUATION	QUALITATIVE (EXPERIENCE)	
AUSBUILDING CONSULTANTS	Disability \$109,965 Standard \$106,819 Transportation \$19,760	TOTAL \$236,544	80	80	160
FOX TRANSPORTABLES	Disability \$101,640.32 Standard \$104,494.80 Transportation \$32,961.60	TOTAL \$239,096.72	85	80	165
JETCRETE		NO DOCUMENTS RECEIVED	0	0	0
BERTS BUILDING COMPANY PTY LTD	Disability \$189,000 Standard \$172,000	TOTAL \$361,000 + TRANSPORT	50	60	110
MODULAR	Disability \$94,550 Standard \$93,884 Transportation \$15,730 Standard Unit option \$83,807	TOTAL \$204,164 OPTION 1 TOTAL \$194,087 OPTION 2	100	100	200
HOLTRO PTY LTD	Disability \$169,636.36 Standard \$158,818.18	TOTAL \$328,454.54 + TRANSPORT	60	80	140
DESIRED HOMES		LATE TENDER	0		0

11th November 2019

Peter Money
Chief Executive Officer
Shire of Menzies
124 Shenton Street
MENZIES WA

RFT 02/2019

Shire of Menzies: Design, Construction & Installation of Caravan Park Units.
15 Brown Street, Menzies.

I have been asked to provide input to assist the Shire Management make a decision regarding RFT 02/2019 Shire of Menzies - Design, Construction & Installation of Caravan Park Units.

To do this I have made site visits to the three businesses that tendered and noted my observations below. I have also read their submissions and graded them as I see fit. There are additional notes that I felt may be of assistance to the Shire Management in making their decision.

Selection table.	Weighting	Thermal Comfort Homes 29 Everette Way Hope Valley	Modular WA 31 Challenger Boulevard Wangara	Fox Transportables 13 Boom Street Gnangara
Relevant experience		50%	70%	60%
Personal skills and experience		5%	10%	3%
Recourses		5%	10%	8%
Demonstrated understanding		6%	10%	6%
Totals		66%	100%	77%

Price. Inc GST	\$256,898.40	\$224,580.00 Additional Veranda to both units. \$11,802.00 Total cost \$236,382.00	\$263,006.71
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Notes to support 2election weighting.

Thermal Comfort Homes

- Build on site homes as well as transportables.
- One customer project under construction. Small single lift unit that looks almost completed.
- Two homes under construction. One for use as a display and site office. One for use as a display at their yard.

- Large yard capable of multiple projects. However there are no amenities, other than some sea containers and a covered area at the rear of the yard. Including established power supply boxes located around the yard.
- The manager was in Kununurra (spoke to him on phone) doing an install. His brother was in Fremantle having time off. The impression I got is that the manager is switched on and is very hands on. I think that if he is not at the yard managing the construction. Then no construction happens. Gate was locked and nothing happening when I called in at the yard.
- Basically they build the outside walls and ceiling in cool room panels. Glue and screw gyprock to the inside surfaces. Internal walls are steel stud frame. On the outside they screw top hat sections that will have the colourbond screwed to creating the cavity.
- The Thermastruct Building System is to build the outside walls and ceiling using cool room panels. Internal walls are steel framed and both the internal walls and the cool room panel ceilings and walls are lined with Gyprock.
- On the outside of the cool room panels metal furring channels are screwed to the cool room panels. In some cases furring channels will overlap providing support and fixing for the external cladding. This provides an air gap between the external sheets and the cool room panels and air flow to allow the hot air out the roof. Roof frame or trusses will also provide that air/thermal break between the outside material and the building core.
The theory certainly works and will provide a cooler home in summer. Due to the yard being locked up I could not inspect the quality of work, how flashings are detailed etc.
- Includes one AC to living area.
- External hinged door and frame are timber. The door manufacturers will not warrant external doors used in exposed conditions. Manager advised they would consider changing to aluminium.
- No MDF used. Treated Pine. (Good)

Modular WA

- Large yard with several buildings under construction. Trades working on all buildings.
- Very professional and switched on.
- Safety plans and procedures being used.
- Saw a bathroom under construction. Had water stop and waterproofing in place, that was completed properly.
- Windows have a flashing over the top that prevents storm water access behind the wall sheets.
- Internal metal window reveals (excellent.)
- I know a couple of the chaps there from when I was in Newman. They have been in the transportable home industry for a long time. Most having started at McGraths.
- They have a really good quality product. Finishing as well as structural design were of a very high standard.
- Through experience they have developed their product and addressed inherent issues that present with transportable design. Such as using rubber based tile glue over cement based for floors that will allow for slight movement during transport without popping the tiles.

Fox Transportables

- The standard of workmanship was poor.
- Window reveals were not square and general finishes had lack of attention. Massive silicone joins to the toilet/floor join and wet areas.
- The manager did not know what water stops and puddle flanges were. He had a very limited technical knowledge and kept referring to contractors working on site for basic information to answer questions.
- Window surrounds allow water to get between colourbond and sarking. (Not ideal)
- Big yard and had the staff and resources to do multiple projects at once. Obviously have a high work turnover.
- The methodology and standards of work were where McGraths and the like were 15 years ago.

Conclusion

If we use Thermal Comfort Homes we could get caught by using alternative construction methods that have unknown long-term maintenance performance issues. Being an alternative construction method I am unfamiliar with all these construction details and therefore there is the risk of poorly designed flashings etc. That they would put a timber frame door that would not be covered under manufacturer's warranty demonstrates the level of experience.

Fox Transportables are a high volume business that targets several markets within the transportable building industry. High turnover and less attention to details. I considered the quality of works inspected as poor.

Modular WA. Ticked all the boxes. They supplied compliant tenders and included other options that could provide cost savings. They could also install verandas to the buildings and remain the most competitive tenderer. Having had past business dealings with some of the management there I am confident they would provide a professional service and product.

In order of preference

1. Modular WA
2. Thermal comfort Homes
3. Fox Transportables

I hope that this information has been helpful and feel free to contact me to discuss any findings as you see fit.

"This report is for the use only of the party to whom it is addressed and for no other purpose, and no responsibility is accepted to any third party for the whole or part of its contents. Additionally, Triton Building Company accepts no responsibility for damage resulting to a third party as a result of the use of the report by the person to whom it is addressed."



Stuart Watson
BP 10563

12.4.1**STATUS UPDATE**

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	28 November 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY:

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

BACKGROUND:

Status Update – Council Resolutions

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

		<p>with more than 4 people – a \$5 per night for people over the age of 5 years.</p> <p>2. Electoral Rolls – removal of the \$15 fee for the supply of Electoral Rolls.</p> <p>3. Adoption of the bus hire fees as follows;</p>		
	1729	That Council adopt the draft policy 12.7 for the use of the Shire bus as attached.		Completed
	1731	That Council authorise an amendment to the 2019/2010 budget to re-allocate \$348,899.91 from account CR0013 to account CR0007 and \$121,008.44 from account CR0007 to account CR0013.		Completed
	1733	<p>Engage McCleods 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.</p> <p>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 requested to issue the building Order requiring demolition and removal of the illegally constructed structure built</p>		EHO in discussions with McCleods

		over his caravan at 85 Suiter Street Menzies within 30 days from the date of the Building Order.		
	1741	That Council approve expenditure of up to \$3,000 to purchase a reflector telescope suitable for stargazing.		Purchase for late November
	1742	That Council request the CEO to proceed with necessary arrangements to cost the installation of a fence and other facilities on the Town Common boundary; liaise with adjoining Station owners for shared costs and prepare a budget amendment to allocate the necessary funds at the appropriate time.		To commence in December
	1743	<p>That Council:</p> <ol style="list-style-type: none"> 1. Gives local public notice of its intention to carry out a review of wards and representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the Local Government Act 1995; 2. Endorses the 'Shire of Menzies Ward Review and Representation Discussion Paper' as attached to the report of the CEO for the purposes of seeking public submissions; 3. Notes that the results of the public consultation will be presented to council in due course. 	Advertising commenced – closing 10/01/2020	Underway
	1744	That Council adopts the amendment to policy 4.1 as attached.		Completed
	1745	That Council:		WAEC Advised

		<p>1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commission be responsible for the conduct of the extraordinary election:</p> <p>2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.</p>		
	1746	<p>MOVED: Cr Justin Lee SECONDED: Cr Ian Baird</p> <p>1. That Council applies for membership of the Golden Quest Discovery Trail Association;</p> <p>2. That the CEO develop a Draft Tourism Strategy for presentation to Council by June 2020.</p>		<p>1. Yet to contact GQDT</p> <p>2. Contact made with AGO for a template</p>
	1748	That Council accepts the CEO report of the Shire closing from 5:00 PM Friday 20 December 2019 and re-opening on Monday 6th January 2020 – with a minimal staff remaining to carry out essential works and services.		Being advertised
	1749	That Council agrees to provide written approval to Kingwest Resources Ltd to carry out drilling operations in the Menzies townsite as shown on the map below.		Client notified

Administrative and Budgeted Matters

TITLE	COMMENT	EXPECTED COMPLETION
Ward Review	In progress – process recommenced as previous work is outdated	Mid 2020
Planning Scheme Review	In progress – May 2018 documents to Council were incomplete and progress was halted	Late 2020
Niagara Dam Silt Removal	Underway	Completed
Town Dam Project	Underway – dependent on Water Corp processes	Deferred pending advice from consultation process mid 2020
Menzies NW Road Sealing	Waiting on the completion of design drawings	Tenders to be issued in late November
Menzies Waste Site	New hole to be dug	Underway October
Kookynie Waste Site	New hole to be dug	Underway October
Grid Replacement Program	Commenced in mid-November	
Housing Capital Works	Houses in Mercer, Onslow and Reid Streets	Quotes are being received – expect completion Feb 2020
Old Church Building Capital Upgrades	External cladding ceilings and fence	Quotes are being received – expected completion February 2020
Caravan Park Units	Tender process to be finalised	Tender closed 24/10/2019 – November Council Meeting
Construction of Truck Bay Ablutions	Tender process to be finalised	Tender closed 21/09/2019 – only one received. To seek more prices for consideration
Construction of 3 Bedroom House	Tender process to be finalised	Tender to be issued late November
Lady Shenton Upgrade	June 2020	
Goongarrie Cottage Maintenance	Dependent on GBF Mining needs	

Town Hall / Admin Upgrade	June 2020	
New Records Facility	June 2020	
Risk Management	Underway – will require external support	Mid 2020
HR Reviews	Underway – positions and duties being reviewed gradually for greater efficiencies	Consultant contracted – will commence early December – Complete January 2020
Standardise Accounts System	Underway early October 2019	Late 2019 / early 2020
Ongoing IT Deficiencies	Assessed and changes being introduced – currently trialling a test system	Mid-January 2020
Amendments to the LG Act	Numerous matters are being implemented with many more to come	Depending on when the Act is finalised – late 2020?

Category	Status
Not Started	
In Progress	
Completed	

COMMENT:

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

CONSULTATION:

As applicable.

STATUTORY ENVIRONMENT:

Local Government Act 1995 s5.41

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Not applicable.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple majority.

OFFICERS RECOMMENDATION:

That Council accepts the Status Update Report.

COUNCIL DECISION:

COUNCIL RESOLUTION:	No. 1760
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MOVED: Cr Jill Dwyer

SECONDED: Cr Vashti Ashwin

That Council accepts the Status Update Report.

Carried 5 / 0

12.4.2

PURCHASE OF EX GTNA VEHICLE

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	28 November 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Correspondence – Toyota Fleet Management

SUMMARY:

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

BACKGROUND:

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

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

The lease commenced on 09/02/2017 at \$1,099 per month which to date payments made by the Shire equate to circa \$35,000.

The vehicle lease expires on 08 February, 2022 and should it remain on lease, the Shire will pay a further \$16,000 and not have ownership of the vehicle.

The Shire is required to ensure the vehicle is in the same condition as when it was purchased. This could involve such costs as new tyres, service, repairs to any damage or paintwork etc.

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

The vehicle owners Toyota Fleet Management have advised the cost to purchase the vehicle outright will be \$44,000. Considering the Shire is committed to a further \$16,000 the Shire is effectively paying an additional \$28,000 but the Shire will then at least own the vehicle.

In effect the purchase price of the vehicle, if the Shire buys out of the lease, will total \$79,000. The current value of the vehicle is circa \$50,000 being a 2015 base model and manual transmission.

COMMENT:

Nil.

CONSULTATION:

Jeanette Taylor – Manager Finance & Administration
Paul Warner – Works Supervisor

STATUTORY ENVIRONMENT:

Local Government Act 1995

3.1. General function

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

This would be an unbudgeted purchase of \$44,000 less the \$16,000 budgeted for future lease payments this financial year.

RISK ASSESSMENT:

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

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

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

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

STRATEGIC IMPLICATIONS:

14.1 Sustainable local economy encouraged

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Absolute majority.

OFFICERS RECOMMENDATION:

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

As some information received is incorrect the Chief Executive Officer requested that the item be withdrawn.

4 November 2019

Accounts
SHIRE OF MENZIES
124 Shenton Street Menzies WA 6436

Re: Termination Payout Quote - 8084505

Registration number: 1GED860
VIN/Chassis number: JTEBR3FJ50K046004
Contract number: 6224365
Driver name: Neil McGilp
Vehicle: TOYOTA LANDCRUISER PRADO AUG15 2.8 GXL T/DIESEL, 5D WAGON MANUAL GDJ150R
Quote valid until: 9 December 2019

Dear

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

This payout quote calculated on the assumption that all repayments and services charges due up until 8 December 2019* have been paid or will be paid when invoiced.

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

Please note:

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

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

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

Yours sincerely

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

DISCLAIMER

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

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

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

OFFER TO PURCHASE – 1GED860

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

I accept the Termination Payout Quote 8084505 dated 4 November 2019 and offer to purchase the vehicle referred to in that Quotation (the Vehicle) for \$44,000.00 inclusive of GST (Purchase Price).

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

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

I acknowledge that:

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

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

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

Authorised Signatory on behalf of: SHIRE OF MENZIES

Signature of Customer Authorised Person:

Full Name of Customer Authorised Person:

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

12.4.3

REPORT OF OVER EXPENDITURE

LOCATION:	Niagara Dam
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	28 November 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	

SUMMARY:

This item recommends that Council approve the over-expenditure on the silt removal project at Niagara Dam.

BACKGROUND:

At its Council Meeting on 29 August 2019, Council adopted the material variance reporting of plus (+) or minus (-) 10% for items greater than \$25,000.

As part of the budget process Council approved a budget of \$84,000 for the removal of silt from Niagara Dam. This cost was based on the estimated quantity of silt that had to be excavated.

Quotes were called for this work and the project was awarded to Versatile Plant Hire and Contractors for a sum of \$86,053 including GST.

During the works it was clear that there was a significant quantity of silt above what was estimated and in conversations with the Works Supervisor, it was agreed that the additional work could be carried out at a lesser cost with the contractor already onsite

This was concluded given that the cost to wind up the work when the quoted costs were reached, re-quote and then paying for re-mobilisation and de-mobilisation again would be a waste of money and time.

The contractor had other commitments and an urgent decision was needed to avoid further costs should the current contractor, or a different contractor, had to be mobilised and return to the site.

This was discussed with the President as it was a significant overspend requiring an immediate decision. Both the President and the Works Supervisor inspected the site to confirm that the quantity of additional soil had been accurately estimated by the contractor.

The estimated cost for the additional work was \$22,500 and the contractor has carried out the additional work at the quoted estimate.

The resolution below was adopted with the Shire budget as required and though this expenditure did not exceed the \$25,000, the over-expenditure is reported to the Council for information.

August Council meeting Extract

MOVED: Cr Ian Baird

SECONDED: Cr Keith Mader

That Council adopt the percentage and dollar value for identifying and reporting material variances for the Monthly Statement of Financial Activity presented to Council for review and comparison to Budget which indicates the variance value of plus (+) or minus (-) of 10% for items greater than \$25,000 variance.

COMMENT:

The Works Supervisor and Shire President agreed that it was more economical and better value for money for the contractor to continue and complete the works while the machinery and camping facilities was onsite.

CONSULTATION:

Versatile Plant Hire and Contracting
Paul Warner – Works Supervisor
Cr Greg Dwyer – Shire President

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996 S34 (5)

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

An additional cost of \$22,500 above Budget on Account #13266

RISK ASSESSMENT:

The original cost estimate was based on the estimated quantity of silt at the site.

There was always a risk that the estimate was not accurate.

While the distance of the route to the dump site was advised to the contractor, there was considerable work required to make the route safe thus reducing risk of damage to vehicles.

There would have been additional costs to the shire should the original contractor leave the site and either he or another contractor was required to complete the additional work.

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.

14.3 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 accept the report on the over-expenditure on the Niagara Dam Silt Removal Project and a budget amendment be made in the December 31, 2019 Budget Review.

COUNCIL DECISION:

COUNCIL RESOLUTION:	No. 1761
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MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council accept the report on the over-expenditure on the Niagara Dam Silt Removal Project and a budget amendment be made in the December 31, 2019 Budget Review.

Carried 5 / 0

12.4.4 **Actions Performed Under Delegations for the Month of October 2019**

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	28 November 2019
AUTHOR:	Peter Money, Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY:

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

BACKGROUND:

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

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

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

Bushfire

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

Common Seal

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

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

Planning Approvals

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

Health Approvals

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

Building Permits (including Septic Tank approvals)

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

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

Ranger Related Dog Issues

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

Applications

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

<i>Applicant Name</i>	<i>Application Type</i>	<i>Application Details</i>
Mining Equities	Exploration Licence	31/859
McMahon Mining Title Services	Exploration Licence	31/1231
Fortescue Metals Group Ltd	Exploration Licence	31/1228
Strategic Tenement Services	Miscellaneous Licence	29/139
Austwide	Miscellaneous Licence	39/285
Anderson's Tenement Management	Exploration Licence	29/1076

Anderson's Tenement Management	Exploration Licence	29/1077
Mineral Resources	Miscellaneous Licence	29/138
Mineral Resources	General Purpose Lease	29/26

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

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

CONSULTATION:

Chief Executive Officer

STATUTORY AUTHORITY:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

OP13 Governance – Council does not comply with statutory requirements

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

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

COUNCIL RESOLUTION:	No. 1762
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MOVED: Ian Baird

SECONDED: Vashti Ashwin

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

Carried 5 / 0

As Item 12.4.5 is of a confidential nature concerning a staff member under the LG ACT S5.23(2) the Shire President declared that the meeting move behind closed doors.

COUNCIL RESOLUTION:

No. 1763

That the meeting goes behind closed doors.

Moved: Cr Jill Dwyer

Seconded: Cr Vashti Ashwin

Carried 5 / 0

At 2:19pm Staff Members Chief Executive Officer Mr Peter Money, Executive Assistant Miss Kaylene Tucker, Manager of Finance and Administration Officer Mrs Jeanette Taylor, Contractor Mrs Helen Cooper and visitor Mr Vic Wozniak left chambers.

**12.4.5 CONFIDENTIAL REPORT FROM HR CONSULTANT
CHIEF EXECUTIVE OFFICER REVIEW**

LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	As Applicable
DISCLOSURE OF INTEREST:	The Chief Executive Officer declared a financial interest in this item as he is the subject of the report
DATE:	28 November 2019
AUTHOR:	Peter Money for Anne Lake Chief Executive Officer
ATTACHMENT:	<i>Confidential Report</i>

SUMMARY:

The contents of this report will be provided by the HR Consultant, Anne Lake.

BACKGROUND:

On appointment of Mr. Peter Money as Chief Executive Officer, Council chose to carry out performance reviews at two months, four month and six months, the end of the probationary period.

Council appointed Human Resource Consultant Anne Lake to carry out these reviews.

The first two reviews were conducted by email and phone conversations.

It was agreed that the third review and the report to Council would be conducted in person at a meeting of the Council.

COMMENT:

Nil.

CONSULTATION:

All Councillors
Chief Executive Officer

STATUTORY ENVIRONMENT:

Local Government 1995 s5.37 and 5.39

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

To be determined.

RISK ASSESSMENT:

Performance reviews are necessary to ensure the Chief Executive Officer is performing as expected and is in compliance with the LG Act and Regulations.

STRATEGIC IMPLICATIONS:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.

- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple majority.

OFFICERS RECOMMENDATION:

That Council *to be advised by HR Consultant Anne Lake.*

At 3:33pm, Council adjourned

COUNCIL RESOLUTION:	No. 1764
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MOVED: Cr Jill Dwyer

SECONDED: Cr Justin Lee

At 3:47pm, Council resumed with all Councillors and HR Consultant Anne Lake present.

Council moved to come from behind closed doors and resume business.

COUNCIL RESOLUTION:	No. 1765
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MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council move from behind closed doors and resume business.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1766
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MOVED: Cr Jill Dwyer

SECONDED: Cr Vashti Ashwin

Council resolved that:

- *Chief Executive Officer Peter Money has successfully completed six (6) months' probation, and is confirmed as the Chief Executive Officer for three (3) years; and*
- *The consultant's recommendations be accepted.*

Carried 5/0

13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil.

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

Nil.

15 NEXT MEETING

The next Ordinary Meeting of Council will be held on 12 December 2019 commencing at 1pm.

16 CLOSURE OF MEETING

There being no further business the President closed the meeting at 4:00pm.

I, _____ hereby certify that the Minutes of the Ordinary Meeting of Council held 31 October 2019 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 28 November 2019.

Signed: _____ **Dated: 28 November 2019.**