



SHIRE OF MENZIES

AGENDA

Ordinary Council

Meeting

28 March 2019

To be held on Thursday 28 March 2019
commencing at 1:00pm

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

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on 28 March 2019 in the Shire of Menzies council chambers commencing at 1pm.

Rhonda Evans
Chief Executive Officer

21 March 2019

DISCLAIMER

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

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

FINANCIAL INTEREST

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

**Councillor Attendance
at Shire of Menzies Council Meetings 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 20109 | | | | |
| 24 April 2019 | | | | |
| 30 May 2019 | | | | |
| 27 June 2019 | | | | |

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10 PETITIONS / DEPUTATIONS / PRESENTATIONS

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 PRESIDENTS REPORT FOR MONTH OF FEBRUARY 2019

To be presented at the Ordinary Council Meeting 28 March 2019.

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

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

Carried /

12. REPORTS OF OFFICERS

12.1 HEALTH BUILDING AND TOWN PLANNING

12.1.1 Health and Building Report for the Month of February 2019

| | |
|--------------------------------|----------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | GOV.957.1/NAM259 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 27 February 2019 |
| AUTHOR: | Rhonda Evans, Chief Executive Officer |
| ATTACHMENT: | Nil |
| COUNCIL RESOLUTION: | No. |

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the report of the Environmental Health Officer for the month of February 2019.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer for (EHO) the month of February 2019.

RELEVANT TO STRATEGIC PLAN:

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.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

- 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.

STATUTORY AUTHORITY:

Building Act 2011

Public Health Act 2016

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

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

BACKGROUND:

The Shire contracts the services of an Environmental Health Officer (EHO) for two days per month. The Officer is available for consultation at all times, and attends the administration offices once per month to meet with the Chief Executive Officer.

COMMENT:

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

Health

Opened discussions with the owner of Morapoi regarding changing the category of accommodation at Moripoi to a Nature Based Camp.

Nature based camping facilities are not required to provide a water supply to customers. The Caravan Parks and Camping Grounds Regulations 1997 require the provision of a toilet facility at a nature based camping facility but can take the form of a composting or dry tank toilet system.

Aboriginal Health Worker forum in Kalgoorlie on 21 February 2019.

Maintenance of community buildings was again raised as an issue for most in attendance with concerns around the contracted maintenance provider and procedures required to report maintenance needs through the Department of Communities.

The system in place for reporting maintenance appears not to be working effectively due to very poor response times and ability of contractors to deal with other issues noted in homes when visiting to carry out repairs to reported items.

Kalgoorlie representatives advised that the Department of Communities suggest that Local Authorities to issue “Unfit for Human Habitation” notices on aboriginal community housing where conditions of the homes warrant such action.

The author is concerned that effect the department is using local authority responsibilities under the Public Health Act 2016 to act in a manner that may result in the closure of aboriginal communities through the inaction of the other agencies.

Building

Processed an Occupancy Certificate for unauthorised work for the HACC building at Tjuntjuntjara.

Builders are required to submit a certificate of compliance certificate and all plans including engineer certified drawings with an application for an Occupancy Certificate. The author believes this is a weakness in the Building Act that should be more heavily weighted in favour of building owners to protect them from poor construction issues and falsified documentation as it is practically impossible to verify building compliance after completion.

12.2.1 STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH OF FEBRUARY 2019

| | |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | FIN.935.1/NAM263 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 18 March 2019 |
| AUTHOR: | Jeanette Taylor, Manager Finance and Administration |
| ATTACHMENT: | 12.2.1-1 Monthly Financial Report for the period ending 28 February 2019 12.2.1-2 Operating Statement by Nature and Type for the period ending 28 February 2019 12.2.1-3 Capital Expenditure for the period ending 28 February 2019 |
| COUNCIL RESOLUTION: | No. |

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the Statement of Financial Activity for the period ending 28 February 2019 as attached and note any material differences.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 28 February 2019.

RELEVANT TO STRATEGIC PLAN:

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.

STATUTORY AUTHORITY:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulation 1996, 34

POLICY IMPLICATIONS:

NIL

FINANCIAL IMPLICATIONS:

As detailed in the attachments

RISK ASSESSMENTS:

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

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.

MONTHLY FINANCIAL REPORT

For the Period ended
28 February 2019



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Statement of Comprehensive Income by Nature or Type

Statement of Comprehensive Income by Program

Statement of Financial Activity

Net Current Assets

Notes to and Forming Part of the Report

- Significant Accounting Policies
- Revenues and Expenses
 - Depreciation
 - Interest Earnings
 - Acquisition of Assets
 - Disposal of Assets
 - Rates
 - Rates and Debtors Graphs
 - Fees and Charges
 - Reserves
 - Trust
 - Rates Outstanding
 - Rates & Debtor graphs
 - Statement of Financial Activity Variances

Shire of Menzies

**STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
For the Period ended
28 February 2019**

| | Note | 2018/2019 Budget \$ | 2018/2019 Actual \$ |
|------------------------------------------------------|------|---------------------------|---------------------------|
| REVENUE | | | |
| Rates | 5 | 3,163,515 | 3,115,927 |
| Operating Grants, Subsidies and Contributions | | 1,439,517 | 1,304,289 |
| Fees and Charges | 6 | 269,080 | 270,536 |
| Interest Earnings | 3 | 224,501 | 223,647 |
| Other Revenue | | 48,290 | 28,902 |
| <u>Total Revenue</u> | | 5,144,903 | 4,943,301 |
| EXPENSES | | | |
| Employee Costs | | (1,872,974) | (1,082,406) |
| Materials and Contracts | | (2,081,983) | (1,176,259) |
| Utility Charges | | (109,340) | (52,407) |
| Depreciation | 2 | (2,774,749) | (1,349,956) |
| Interest Expenses | 2(a) | (7,000) | 0 |
| Insurance Expenses | | (124,470) | (92,183) |
| Allocation to Capital | | 124,022 | 36,171 |
| Other Expenditure | | (298,734) | (122,980) |
| <u>Total Expenses not including Finance Costs</u> | | (7,145,229) | (3,840,021) |
| | | (2,000,326) | 1,103,280 |
| Non-Operating Grants, Subsidies and Contributions | | 3,212,556 | 778,095 |
| Profit on Asset Disposals | | 15,000 | 0 |
| Loss on Asset Disposals | | (22,500) | 0 |
| NET RESULT | | 1,204,730 | 1,881,375 |
| Other Comprehensive Income | | | |
| Changes on Revaluation of non-current assets | | | |
| TOTAL COMPREHENSIVE INCOME | | 1,204,731 | 1,881,375 |

Shire of Menzies
STATEMENT OF COMPREHENSIVE INCOME
- Operating by Nature or Type L Account
- BY PROGRAM OR FUNCTION
28 February 2019

| | Note | 2018/2019 Budget \$ | 2018/2019 Actual \$ |
|-----------------------------------------------------------|------|---------------------------|---------------------------|
| REVENUE | | | |
| General Purpose Funding | | 4,224,396 | 3,958,148 |
| Law, Order, Public Safety | | 3,200 | 4,203 |
| Health | | 7,100 | 676 |
| Housing | | 105,600 | 61,877 |
| Community Amenities | | 8,300 | 12,436 |
| Recreation and Culture | | 640 | 1,497 |
| Transport | | 537,637 | 545,487 |
| Economic Services | | 206,690 | 324,989 |
| Other Property and Services | | 51,340 | 33,988 |
| <u>Total Revenue</u> | | <u>5,144,903</u> | <u>4,943,301</u> |
| EXPENSES EXCLUDING FINANCE COSTS | | | |
| Governance | | (803,917) | (457,496) |
| General Purpose Funding | | (185,769) | (92,799) |
| Law, Order, Public Safety | | (108,274) | (57,061) |
| Health | | (114,370) | (57,862) |
| Housing | | (167,276) | (45,091) |
| Community Amenities | | (295,312) | (152,617) |
| Recreation & Culture | | (972,811) | (414,477) |
| Transport | | (3,323,042) | (2,038,934) |
| Economic Services | | (1,076,068) | (624,548) |
| Other Property and Services | | (91,391) | 100,864 |
| <u>Total Expenses not including Finance Costs</u> | | <u>(7,138,229)</u> | <u>(3,840,021)</u> |
| FINANCE COSTS | | | |
| Housing | | (7,000) | |
| <u>Total Finance Costs</u> | | <u>(7,000)</u> | <u>0</u> |
| <u>Total Expenses</u> | | <u>(7,145,229)</u> | <u>(3,840,021)</u> |
| <u>Net Operating</u> | | <u>(2,000,326)</u> | <u>1,103,280</u> |
| NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS | | | |
| Recreation & Culture | | 72,871 | 37,871 |
| Transport | | 2,547,685 | 740,224 |
| Economic Services | | 592,000 | 0 |
| | | <u>3,212,556</u> | <u>778,095</u> |
| PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4) | | | |
| Transport | | (7,500) | 0 |
| | | <u>(7,500)</u> | <u>0</u> |
| NET RESULT | | 1,204,730 | 1,881,375 |
| Other Comprehensive Income | | | |
| Changes on Revaluation of non-current assets | | | |
| Total Other Comprehensive Income | | <u>0</u> | <u>0</u> |
| TOTAL COMPREHENSIVE INCOME | | <u>1,204,730</u> | <u>1,881,375</u> |

Shire of Menzies
STATEMENT OF FINANCIAL ACTIVITY
For the Period ended
28 February 2019

| | Note | Budget | Budget YTD | Actual | Variance | |
|------------------------------------------------------------|------|------------------------|-------------------------|-------------------------|----------|-----------|
| | | \$ | \$ | \$ | % | \$ |
| REVENUES | 1,2 | | | | | |
| General Purpose Funding | | 1,060,881 | 707,247 | 842,222 | -19% | (134,975) |
| Law, Order, Public Safety | | 3,200 | 2,133 | 4,203 | -97% | (2,070) |
| Health | | 7,100 | 4,733 | 676 | 86% | 4,057 |
| Housing | | 105,600 | 70,399 | 61,877 | 12% | 8,522 |
| Community Amenities | | 8,300 | 5,533 | 12,436 | -125% | (6,903) |
| Recreation and Culture | | 640 | 427 | 1,497 | -251% | (1,070) |
| Transport | | 552,637 | 368,421 | 545,487 | -48% | (177,066) |
| Economic Services | | 206,690 | 137,792 | 324,989 | -136% | (187,197) |
| Other Property and Services | | 51,340 | 34,226 | 33,988 | 1% | 238 |
| | | <u>1,996,388</u> | <u>1,330,912</u> | <u>1,827,374</u> | | |
| EXPENSES | 1,2 | | | | | |
| Governance | | (803,917) | (535,939) | (457,496) | 15% | (78,443) |
| General Purpose Funding | | (185,769) | (123,845) | (92,799) | 25% | (31,045) |
| Law, Order, Public Safety | | (108,274) | (72,182) | (57,061) | 21% | (15,121) |
| Health | | (114,370) | (76,246) | (57,862) | 24% | (18,384) |
| Housing | | (174,276) | (116,183) | (45,091) | 61% | (71,092) |
| Community Amenities | | (295,312) | (196,872) | (152,617) | 22% | (44,256) |
| Recreation & Culture | | (972,811) | (648,534) | (414,477) | 36% | (234,057) |
| Transport | | (3,345,542) | (2,230,339) | (2,038,934) | 9% | (191,405) |
| Economic Services | | (1,076,068) | (717,371) | (624,548) | 13% | (92,823) |
| Other Property and Services | | (91,391) | (60,927) | 100,864 | 266% | (161,791) |
| | | <u>(7,167,729)</u> | <u>(4,778,438)</u> | <u>(3,840,021)</u> | | |
| Net Operating Result Excluding Rates | | <u>(5,171,341)</u> | <u>(3,447,526)</u> | <u>(2,012,647)</u> | | |
| Adjustments for Cash Budget Requirements: | | | | | | |
| Non-Cash Expenditure and Revenue | | | | | | |
| Initial Recognition of Assets due to change in Regulations | | | | | | |
| (Profit)/Loss on Asset Disposals | 4(b) | 7,500 | 5,000 | 0 | | |
| Depreciation on Assets | 2 | 2,774,749 | 1,849,814 | 1,349,956 | | |
| Capital Expenditure and Revenue | | | | | | |
| Purchase Land and Buildings | 4(a) | (1,270,376) | (846,909) | (257,077) | -70% | (589,832) |
| Purchase Infrastructure Assets - Roads | 4(a) | (3,478,881) | (2,319,231) | (2,541,465) | 10% | 222,234 |
| Purchase Infrastructure Assets - Parks | 4(a) | (1,611,406) | (1,074,260) | (135,619) | -87% | (938,641) |
| Purchase Infrastructure Assets - Footpaths | 4(a) | (75,640) | (50,426) | (0) | -100% | (50,426) |
| Purchase Plant and Equipment | 4(a) | (542,574) | (361,712) | (358,473) | -1% | (3,239) |
| Purchase Furniture and Equipment | 4(a) | (80,000) | (53,333) | (9,574) | -82% | (43,759) |
| Proceeds from Disposal of Assets | 4(b) | 129,000 | 85,999 | 153,738 | 79% | (67,739) |
| Non Operating Grants and Subsidies | | 3,212,556 | 2,141,683 | 778,095 | -64% | 1,363,588 |
| Repayment of Debenture | 5 | (21,837) | (14,558) | 0 | | (14,558) |
| Self-Supporting Loan Principal Income | 5 | 500,000 | 333,330 | 0 | | 333,330 |
| Transfers to Reserves (Restricted Assets) | 7 | (2,504,625) | (1,669,733) | (816,870) | -51% | (852,863) |
| Transfers from Reserves (Restricted Assets) | 7 | 1,198,678 | 799,111 | 286,000 | -64% | 513,111 |
| ADD | | | | | | |
| Estimated Surplus/(Deficit) July 1 B/Fwd | | 3,730,680 | 3,730,680 | 3,731,836 | | |
| Amount Raised from General Rates | 5 | 3,163,515 | 2,108,989 | 3,115,927 | | |
| Net Current Assets - Surplus (Deficit) | | <u>(40,000)</u> | <u>1,216,918</u> | <u>3,283,826</u> | | |

Shire of Menzies

STATEMENT OF COMPREHENSIVE INCOME

NET CURRENT ASSETS

For the Period ended

28 February 2019

| | Brought Forward Actual \$ | Movement Actual \$ | YTD Actual \$ |
|---------------------------------------------|---------------------------------|--------------------------|--------------------------|
| Surplus Deficit Brought Forward | 3,731,836 | (448,010) | 3,283,826 |
| CURRENT ASSETS | | | |
| Cash and Cash Equivalents | | | |
| -Unrestricted Cash | 4,042,019 | (1,343,232) | 2,698,787 |
| -Restricted Cash - Reserves | 8,366,631 | 530,870 | 8,897,502 |
| Receivables | | 0 | 0 |
| -Rates Outstanding | 710,858 | 437,531 | 1,148,388 |
| -Sundry Debtors | 26,391 | 30,649 | 57,040 |
| -Provision For Doubtful Debts | (385,257) | 0 | (385,257) |
| -Gst Receivable | 198,385 | (134,804) | 63,581 |
| -Accrued Income/Payments In Advance | 13,837 | 45,342 | 59,180 |
| Inventories | | | 0 |
| -Fuel, Oil & Materials on Hand | 5,157 | 8,182 | 13,339 |
| | <u>12,978,021</u> | <u>(425,462)</u> | <u>12,552,560</u> |
| LESS CURRENT LIABILITIES | | | |
| Trade and Other Payables | | | |
| -Sundry Creditors | (656,124) | 344,234 | (311,890) |
| -Accrued Salaries & Wages | (30,756) | 30,756 | 0 |
| -Income Received In Advance | (26,321) | 0 | (26,321) |
| -Gst Payable | (105,548) | 97,722 | (7,826) |
| -Payroll Creditors | (31,408) | 6,213 | (25,195) |
| -Accrued Expenses | (29,397) | 29,397 | 0 |
| Provisions | | | 0 |
| -Provision For Annual Leave | (121,521) | 0 | (121,521) |
| -Provision For Long Service Leave (Current) | (49,013) | 0 | (49,013) |
| | <u>(1,050,088)</u> | <u>508,322</u> | <u>(541,766)</u> |
| Unadjusted Net Current Assets | <u>11,927,934</u> | <u>82,860</u> | <u>12,010,794</u> |
| Less Reserves - restricted Cash | (8,366,631) | (530,870) | (8,897,502) |
| Add back Cash Backed Provision for Leave | 170,534 | 0 | 170,534 |
| Adjustment for Trust | 0 | 0 | 0 |
| Adjusted net current assets | <u>3,731,836</u> | <u>(448,010)</u> | <u>3,283,826</u> |

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

(a) Basis of Accounting

This document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

Except for the statement of Financial Activity information, the document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 16 to this document.

(c) Rounding Off Figures

All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to the ATO, is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the ATO, are presented as operating cash flows.

(f) Superannuation

The Council contributes to a number of superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities on the statement of financial position.

(h) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and

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.

Collectibility 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.

(i) Inventories

General

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

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

Land Held for Resale

Land purchased for development and/or 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. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in the statement of comprehensive income at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at fair value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2016, the fair value of all of the assets of the local government that are plant and equipment; and
 - (b) for the financial year ending on 30 June 2017, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or
 - (II) infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2018, the fair value of all of the assets of the local government.

Council has adopted the process of adopting Fair Value in accordance with the Regulations.

Land Under Control

In accordance with local Government (Financial Management) Regulation 16 (a), the Council is required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with other policies detailed in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2013.

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

| | |
|----------------------------------------|-----------------|
| Buildings | 30 to 50 years |
| Furniture and Equipment | 4 to 10 years |
| Plant and Equipment | 5 to 15 years |
| Sealed roads and streets formation | not depreciated |
| pavement seal | 50 years |
| - bituminous seals | 20 years |
| - asphalt surfaces | 25 years |
| Gravel roads formation | not depreciated |
| pavement | 50 years |
| gravel sheet | 12 years |
| Formed roads (unsealed) formation | not depreciated |
| pavement | 50 years |
| Footpaths - slab | 40 years |
| Sewerage piping | 100 years |
| Water supply piping & drainage systems | 75 years |

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (eg AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(l) Trade and Other Payables

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

(m) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

(n) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(o) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result; and
- c) 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.

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(q) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation of the current budget year.

(r) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget document relate to the original budget estimate for the relevant item of disclosure.

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

| | 2018/2019 | 2018/2019 |
|------------------------------|------------------|------------------|
| | Budget | Actual |
| REVENUES AND EXPENSES | \$ | \$ |

**Net Result from Ordinary
Activities was arrived at after:**

(i) Charging as Expenses:

2 Depreciation

By Class

| | | |
|-------------------------|------------------|------------------|
| Land and Buildings | 367,132 | 0 |
| Furniture and Equipment | 28,566 | 0 |
| Plant and Equipment | 340,906 | 0 |
| Roads | 1,970,862 | 1,349,956 |
| Footpaths | 7,024 | 0 |
| Parks and Ovals | 40,744 | 0 |
| Infrastructure Other | 19,516 | 0 |
| | 2,774,749 | 1,349,956 |
| | 2,774,749 | 1,349,956 |

(ii) Crediting as Revenues:

3 Interest Earnings

Investments

| | | |
|-------------------------------------------------|----------------|----------------|
| - Reserve Funds | 90,000 | 135,210 |
| - Other Funds | 20,000 | 18,310 |
| Other Interest Revenue (<i>refer note 13</i>) | 114,501 | 70,127 |
| | 224,501 | 223,647 |
| | 224,501 | 223,647 |

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

REVENUES AND EXPENSES (Continued)

Statement of Objective

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

COMMUNITY VISION

The Shire will endeavour to provide the community services and facilities to meet the needs of the members of the Community and enable them to enjoy a pleasant and healthy way of life.

Council operations as disclosed in this budget encompass the following service orientated activities/programs:

GOVERNANCE

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

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws . Fire prevention and animal control.

HEALTH

Monitor and control health standards within the community, provide support and assistance for Emergency Services. Analysical services.

EDUCATION AND WELFARE

Support of educational facilities within the Shire and of any external resources necessary to assist with educational programs for all residents.

HOUSING

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

Maintain refuse sites and Menzies and Kookynie. Provision of public toilets to both townsites.

RECREATION AND CULTURE

Provide a library and museum. Maintenance and operations of Town Hall, sports oval and other recreation facilities.

TRANSPORT

Construction and maintenance of roads, drainage works and traffic signs. Maintenance of airstrips at Menzies and Kookynie.

ECONOMIC SERVICES

Building Control, provision of power and water supplies. Supply and maintenance of television re-

OTHER PROPERTY & SERVICES

Public works operations, plant repairs and operation costs. Cost of Administration.

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

| 4(a) ACQUISITION OF ASSETS | 2018/2019 | 2018/2019 |
|-------------------------------------------------------------------|-------------------------|-------------------------|
| | Budget | Actual |
| | \$ | \$ |
| The following assets are budgeted to be acquired during the year: | | |
| <u>By Program</u> | | |
| Governance | 80,000 | 9,574 |
| General Purpose Funding | 0 | 0 |
| Law, Order, Public Safety | 0 | 0 |
| Health | 0 | 0 |
| Education and Welfare | 0 | 0 |
| Housing | 664,000 | 24,750 |
| Community Amenities | 0 | 0 |
| Recreation and Culture | 718,819 | 206,618 |
| Transport | 4,351,147 | 2,967,105 |
| Economic Services | 1,242,911 | 94,162 |
| Other Property and Services | 0 | 0 |
| | <u>7,056,877</u> | <u>3,302,208</u> |

By Class

| | | |
|--------------------------------------------|-------------------------|-------------------------|
| Purchase Land Held for Resale | 0 | 0 |
| Purchase Land and Buildings | 1,270,376 | 257,077 |
| Purchase Infrastructure Assets - Roads | 3,478,881 | 2,541,465 |
| Purchase Infrastructure Assets - Parks | 1,609,406 | 135,619 |
| Purchase Infrastructure Assets - Footpaths | 75,640 | 0 |
| Purchase Plant and Equipment | 542,574 | 358,473 |
| Purchase Furniture and Equipment | 80,000 | 9,574 |
| | <u>7,056,877</u> | <u>3,302,208</u> |

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this document as follows:

- Capital Jobs Linked to General Ledger Accounts

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

4(b) DISPOSALS OF ASSETS

| <u>By Class</u> | Net Book Value | | Sale Proceeds | | Profit(Loss) | |
|------------------------------------------------|----------------|---------|---------------|---------|----------------|----------|
| | 2018/19 | 2018/19 | 2018/19 | 2018/19 | 2018/19 | 2018/19 |
| | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL |
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Plant and Equipment | | | | | | |
| P0161 Triaxle Drop Deck Loader | 35,000 | | 50,000 | | 15,000 | 0 |
| P0180 Merc Truck | 84,000 | | 65,000 | | (19,000) | 0 |
| Ford Ranger | 17,500 | | 14,000 | | (3,500) | |
| | 136,500 | 0 | 129,000 | 0 | (7,500) | 0 |
| Summary by Class | | | | | | |
| Plant and Equipment | | | | | \$ | \$ |
| Profit on Asset Disposals | | | | | 15,000 | 0 |
| Loss on Asset Disposals | | | | | (22,500) | 0 |
| Net Profit (Loss) Plant & Equipment | | | | | (7,500) | 0 |
| Profit on Asset Disposals | | | | | 15,000 | 0 |
| Loss on Asset Disposals | | | | | (22,500) | 0 |
| Total Net Profit (Loss) | | | | | (7,500) | 0 |

| <u>By Program</u> | Net Book Value | | Sale Proceeds | | Profit(Loss) | |
|------------------------------------|----------------|---------|---------------|---------|----------------|----------|
| | 2018/19 | 2018/19 | 2018/19 | 2018/19 | 2018/19 | 2018/19 |
| | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL |
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Transport | | | | | | |
| Ford Ranger | 35,000 | | 50,000 | | 15,000 | 0 |
| P0180 Merc Truck | 84,000 | | 65,000 | | (19,000) | 0 |
| Ford Ranger | 17,500 | | 14,000 | | (3,500) | 0 |
| | 136,500 | 0 | 129,000 | 0 | (7,500) | 0 |
| Summary by Program | | | | | | |
| Transport | | | | | \$ | \$ |
| Profit on Asset Disposals | | | | | 15,000 | 0 |
| Loss on Asset Disposals | | | | | (22,500) | 0 |
| Net Profit (Loss) Transport | | | | | (7,500) | 0 |
| Profit on Asset Disposals | | | | | 15,000 | 0 |
| Loss on Asset Disposals | | | | | (22,500) | 0 |
| Net Profit (Loss) Transport | | | | | (7,500) | 0 |

**NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Interest Rate % | Maturity Date | Principal 1 July 2018 | New Loans | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---------------------|-----------------|---------------|-----------------------|-----------|----------------------|-------------|-----------------------|-------------|---------------------|-------------|
| | | | | | 2019 Budget | 2018 Actual | 2019 Budget | 2018 Actual | 2019 Budget | 2018 Actual |
| Housing Loan - WATC | 2.8 | Dec-28 | 0 | 500,000 | 21,837 | 0 | 478,163 | 0 | 7,000 | 0 |
| Total all Loans | | | 0 | 500,000 | 21,837 | 0 | 478,163 | 0 | 7,000 | 0 |

All debenture repayments are to be financed by general purpose revenue

(b) New Debentures - 2018/19

| Particulars/Purpose | Estimated Amount to be Borrowed | Institution | Loan Type | Term (Years) | Total Interest & Charges | Interest rate % | Amount Used Budget | Balance Unspent |
|---------------------|---------------------------------|-------------|-----------|--------------|--------------------------|-----------------|--------------------|-----------------|
| Housing Loan - WATC | 500,000 | WATC | Debenture | 10 | 76,732 | 2.80% | 500,000 | 0 |

(c)

Council is not expected to have unspent debenture funds as at 30th June 2019.

(d) Overdraft

Council has no overdraft facility.

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

5. RATING INFORMATION - 2017/18 FINANCIAL YEAR

| <u>RATE TYPE</u> | Rate in \$ | Number of Properties | Rateable Value \$ | 2018/19 Actual Rate Revenue \$ | 2018/19 Actual Interim Rates \$ | 2018/19 Actual Back Rates \$ | 2018/19 Actual Total Revenue \$ | 2018/19 Budget \$ |
|--------------------------------------|---------------|----------------------------|-------------------------|--------------------------------------------|---------------------------------------------|------------------------------------------|---------------------------------------------|-------------------------|
| Differential Rates | | | | | | | | |
| 01 GRV Vacant | 8.4900 | 4 | | | | | 0 | 1,779 |
| 02 GRV General | 8.4700 | 29 | | | | | 0 | 210,958 |
| 09 UV Mining Lease | 16.2600 | 212 | | | 3,117,390 | | 3,117,390 | 2,042,199 |
| 13 UV Exploration Lease | 14.7300 | 267 | | | | | 0 | 614,155 |
| 14 UV Prospecting | 14.5100 | 170 | | | | | 0 | 56,987 |
| 12 UV Pastoral | 8.1400 | 19 | | | (1,028) | | (1,028) | 59,760 |
| 13 UV Other | 8.1400 | 61 | | | (435) | | (435) | 24,526 |
| Sub-Totals | | 762 | 0 | 0 | 3,115,927 | 0 | 3,115,927 | 3,010,364 |
| Minimum Rates | | Minimum | | | | | | |
| | | \$ | | | | | | |
| 01 GRV Vacant | 200 | 213 | | | | | 0 | 40,200 |
| 02 GRV General | 317 | 8 | | | | | 0 | 3,487 |
| 09 UV Mining Lease | 317 | 62 | | | | | 0 | 19,337 |
| 13 UV Exploration Lease | 280 | 166 | | | | | 0 | 50,680 |
| 14 UV Prospecting | 248 | 158 | | | | | 0 | 35,960 |
| 12 UV Pastoral | 317 | 8 | | | | | 0 | 2,536 |
| 13 UV Other | 317 | 3 | | | | | 0 | 951 |
| Sub-Totals | | 618 | 0 | 0 | 0 | 0 | 0 | 153,151 |
| Discounts | | | | | | | 0 | 0 |
| Total Amount of General Rates | | | | | | | 3,115,927 | 3,163,515 |
| Specified Area Rates | | | | | | | 0 | |
| Total Rates | | | | | | | 3,115,927 | 3,163,515 |

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

| 6. FEES & CHARGES REVENUE | 2018/19 Budget \$ | 2018/19 Actual \$ |
|--------------------------------------|----------------------------------|----------------------------------|
| Governance | 0 | 0 |
| General Purpose Funding | 13,750 | 8,792 |
| Law, Order, Public Safety | 200 | 32 |
| Health | 0 | 0 |
| Education and Welfare | 7,100 | 676 |
| Housing | 105,600 | 61,877 |
| Community Amenities | 7,800 | 12,436 |
| Recreation & Culture | 640 | 1,698 |
| Transport | 0 | 0 |
| Economic Services | 128,950 | 180,146 |
| Other Property & Services | 5,040 | 4,879 |
| | <u>269,080</u> | <u>270,536</u> |

SHIRE OF MENZIES
For the Period ended
28 February 2019

7. RESERVES - CASH BACKED

| | Actual 2019 Opening Balance \$ | Actual 2019 Transfer to \$ | Actual 2019 Transfer (from) \$ | Actual 2019 Closing Balance \$ | Budget 2019 Opening Balance \$ | Budget 2019 Transfer to \$ | Budget 2019 Transfer (from) \$ | Budget 2019 Closing Balance \$ | Actual 2018 Opening Balance \$ | Actual 2018 Transfer to \$ | Actual 2018 Transfer (from) \$ | Actual 2018 Closing Balance \$ |
|-----------------------------|--------------------------------------------|-------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|----------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|-------------------------------------|--------------------------------------------|--------------------------------------------|
| Leave reserve | 197,364 | 3,175 | 0 | 200,539 | 197,364 | 2,123 | 0 | 199,487 | 187,871 | 4,589 | 0 | 192,460 |
| Plant reserve | 1,427,758 | 345,507 | (286,000) | 1,487,264 | 1,427,758 | 337,841 | (396,000) | 1,369,599 | 558,156 | 521,640 | (147,235) | 932,561 |
| Building reserve | 2,003,260 | 391,975 | 0 | 2,395,235 | 2,003,260 | 380,726 | (161,000) | 2,222,986 | 684,086 | 477,010 | 0 | 1,161,096 |
| TV reserve | 17,216 | 277 | 0 | 17,493 | 17,216 | 185 | 0 | 17,401 | 16,388 | 401 | 0 | 16,789 |
| Main street reserve | 135,175 | 2,174 | 0 | 137,349 | 135,175 | 1,454 | 0 | 136,629 | 193,331 | 3,247 | (65,000) | 131,578 |
| Staff amenities reserve | 72,722 | 1,170 | 0 | 73,892 | 72,722 | 782 | 0 | 73,504 | 69,225 | 1,690 | 0 | 70,915 |
| Roads reserve | 1,730,660 | 27,837 | 0 | 1,758,497 | 1,730,660 | 1,348,904 | (239,000) | 2,840,564 | 164,020 | 310,816 | 0 | 474,836 |
| Caravan park reserve | 424,818 | 6,833 | 0 | 431,651 | 424,818 | 4,570 | 0 | 429,388 | 309,195 | 7,552 | 0 | 316,747 |
| Rates future claims reserve | 48,788 | 785 | 0 | 49,573 | 48,788 | 525 | 0 | 49,313 | 46,442 | 1,134 | 0 | 47,576 |
| Bitumen resealing reserve | 388,662 | 6,252 | 0 | 394,913 | 388,662 | 4,181 | 0 | 392,843 | 203,607 | 176,011 | 0 | 379,618 |
| Niagara Dam reserve | 1,320,885 | 21,246 | 0 | 1,342,131 | 1,320,885 | 14,209 | 0 | 1,335,094 | 123,062 | 676,987 | 0 | 800,049 |
| Waterpark reserve | 96,060 | 1,545 | 0 | 97,605 | 96,060 | 1,033 | 0 | 97,093 | 111,011 | 2,591 | (20,000) | 93,602 |
| Heritage Building Reserve | 402,678 | (402,678) | 0 | 0 | 402,678 | 0 | (402,678) | 0 | 111,011 | 2,591 | (20,000) | 93,602 |
| Waste Management reserve | 100,585 | 1,618 | 0 | 102,203 | 100,585 | 1,082 | 0 | 101,667 | 111,011 | 2,591 | (20,000) | 93,602 |
| Former Post Office Reserve | 0 | 409,155 | 0 | 409,155 | 0 | 407,010 | | 407,010 | | | | |
| | <u>8,366,631</u> | <u>816,870</u> | <u>(286,000)</u> | <u>8,897,502</u> | <u>8,366,631</u> | <u>2,504,625</u> | <u>(1,198,678)</u> | <u>9,672,578</u> | <u>2,888,416</u> | <u>2,188,850</u> | <u>(272,235)</u> | <u>4,805,031</u> |

All of the reserve accounts are supported by money held in financial institutions

7. RESERVES - CASH BACKED

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

| Name of Reserve | Anticipated date of use | Purpose of the reserve |
|-----------------------------|-------------------------|------------------------------------------------------------------------------------------|
| Leave reserve | Perpetual | To be used to fund annual and long service leave requirements. |
| Plant reserve | Perpetual | To be used for the purchase of major plant. |
| Building reserve | Perpetual | To be used for the acquisition of future buildings and renovation of existing buildings. |
| TV reserve | Perpetual | To be used to fund upgrades to the rebroadcasting equipment. |
| 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. |
| Roads reserve | Perpetual | To be used to fund major road works. |
| Caravan park reserve | Perpetual | Established for the purpose of providing of upgrading the caravan park. |
| Rates future claims reserve | Perpetual | Established for future rates claims. |
| Bitumen resealing reserve | Perpetual | Established to fund future resealing of roads. |
| Niagara Dam reserve | Perpetual | Established for ongoing upgrade of Niagara Dam valve workings and other maintenance. |
| Waterpark reserve | Perpetual | Established to provide a waterpark. |
| Heritage Building Reserve | Perpetual | For the preservation of heritage classified buildings |
| 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 |

Ordinary Council Meeting to be held on Thursday 28 March 2019

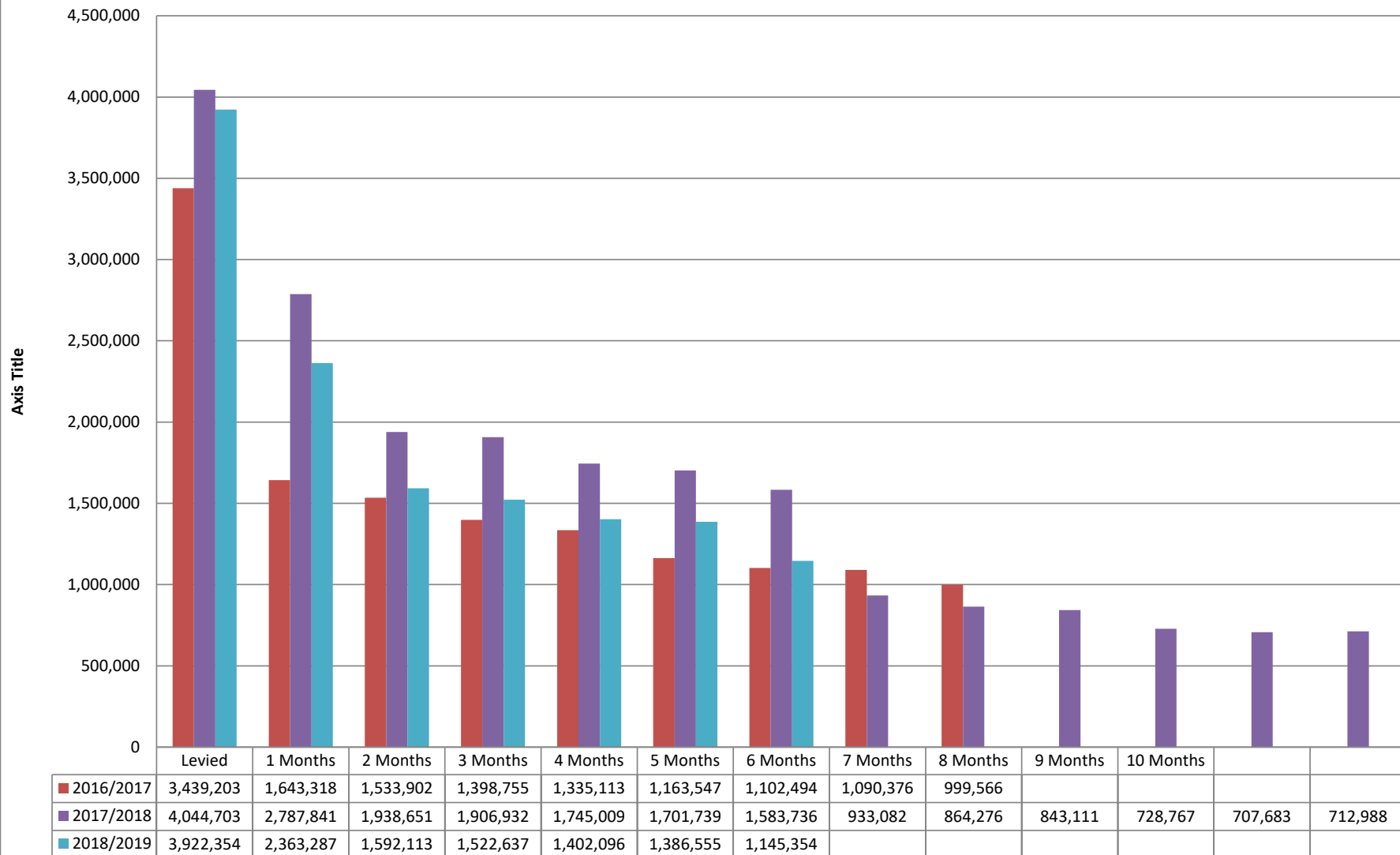
Shire of Menzies
NOTES TO AND FORMING PART OF THE BUDGET
For the Period ended
28 February 2019

8. TRUST FUNDS

Funds held at balance date over which the District has no control and which are not included in the financial statements are as follows:

| Detail | Balance 1-Jul-18 \$ | Amounts Received \$ | Amounts Paid (\$) | Balance 28-Feb-19 \$ |
|----------------------------|------------------------------------|------------------------------------|----------------------------------|-------------------------------------|
| Unidentified Deposits | 0 | | | 0 |
| Housing Bonds | 1,680 | | | 1,680 |
| Pet Bonds | 200 | | (200) | 0 |
| Councillor Nomination Fees | | | | 0 |
| | | | | 0 |
| | | | | 0 |
| | <u>1,880</u> | | | <u>1,680</u> |

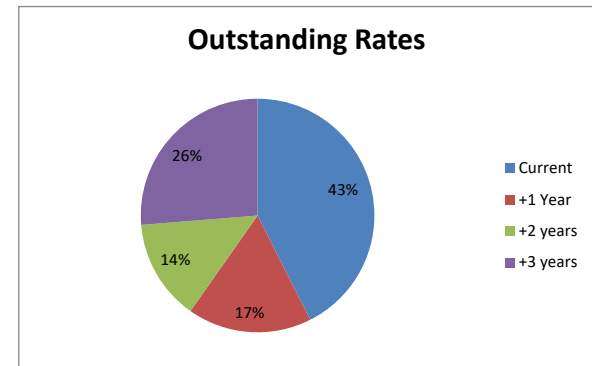
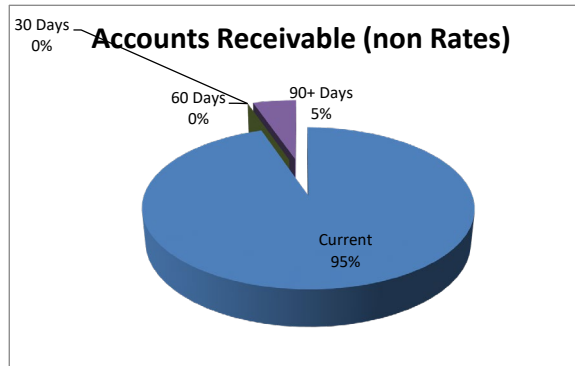
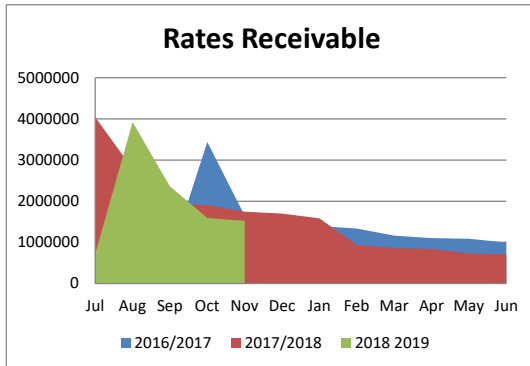
Outstanding Rates and Charges



Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
28 February 2019

9(b)

| | 31/12/2018 | Receivables - Sundry Debtors | | | | Current | 30 Days | 60 Days | 90+ Days | Total | Receivables - Rates Debtors | | | | Current | +1 Year | +2 years | +3 years | Total |
|------------------------------------------------|-------------------|--------------------------------------|--------|---|---|----------------|----------------|----------------|-----------------|--------------------------------------------|------------------------------------|---------|-----------|--|------------------|----------------|-----------------|-----------------|--------------|
| | YTD | | | | | | | | | | | | | | | | | | |
| Receivables - Rates and other Rate Receivables | 712,988 | Sundry Debtors | 32,097 | - | - | 1,767 | 33,864 | Rates Debtors | 600,182 | 131,686 | 82,364 | 331,122 | 1,145,354 | | | | | | |
| Levied This Year | 100 3,112,427 | | | | | | | | | | | | | | | | | | |
| Discounts | - | | | | | | | | | | | | | | | | | | |
| Deferred | - | | | | | | | | | | | | | | | | | | |
| Less Collections to Date | 2,680,062 | | | | | | | | | | | | | | | | | | |
| Equals Current Outstanding | 1,145,354 | | | | | | | | | | | | | | | | | | |
| Net Rates Collectable | 1,145,354 | Total Receivables Outstanding | | | | | | | 33,864 | Total Receivables Rates Outstanding | | | | | 1,145,354 | | | | |
| % collected | 70.1% | | | | | | | | | | | | | | | | | | |



*This report is purely rates billed. Rates outstanding per Net Current Assets includes Rates Pensioner Claims

Shire of Menzies

STATEMENT OF FINANCIAL ACTIVITY

For the Period ended
28 February 2019

| | Note | 2016/2017 | 2016/2017 | 2016/2017 | | |
|------------------------------------------------------------|------|--------------------|--------------------|--------------------|-----------|----------------------------------------------------------------------------------------------|
| | Note | Budget | Budget | Actual | Variance | |
| | | \$ | YTD | \$ | % | \$ |
| | | | \$ | | | |
| REVENUES | 1,2 | | | | | |
| General Purpose Funding | | 1,060,881 | 707,247 | 842,222 | -19% | (134,975) Timing, Grants received quarterly |
| Law, Order, Public Safety | | 3,200 | 2,133 | 4,203 | -97% | (2,070) |
| Health | | 7,100 | 4,733 | 676 | 86% | 4,057 |
| Housing | | 105,600 | 70,399 | 61,877 | 12% | 8,522 |
| Community Amenities | | 8,300 | 5,533 | 12,436 | -125% | (6,903) |
| Recreation and Culture | | 640 | 427 | 1,497 | -251% | (1,070) |
| Transport | | 552,637 | 368,421 | 545,487 | -48% | (177,066) Correction of GST on Capital Grant \$135K income |
| Economic Services | | 206,690 | 137,792 | 324,989 | -136% | (187,197) Sponsorship received for Rodeo 2018 |
| Other Property and Services | | 51,340 | 34,226 | 33,988 | 1% | 238 |
| | | <u>1,996,388</u> | <u>1,330,912</u> | <u>1,827,374</u> | | |
| EXPENSES | 1,2 | | | | | |
| Governance | | (803,917) | (535,939) | (457,496) | 15% | (78,443) Depreciation not yet calculated on plant, equipment & other infrastructure |
| General Purpose Funding | | (185,769) | (123,845) | (92,799) | 25% | (31,045) Depreciation not yet calculated on plant, equipment & other infrastructure |
| Law, Order, Public Safety | | (108,274) | (72,182) | (57,061) | 21% | (15,121) Depreciation not yet calculated on plant, equipment & other infrastructure |
| Health | | (114,370) | (76,246) | (57,862) | 24% | (18,384) Depreciation not yet calculated on plant, equipment & other infrastructure |
| Housing | | (174,276) | (116,183) | (45,091) | 61% | (71,092) Depreciation not yet calculated on plant, equipment & other infrastructure |
| Community Amenities | | (295,312) | (196,872) | (152,617) | 22% | (44,256) Depreciation not yet calculated on plant, equipment & other infrastructure |
| Recreation & Culture | | (972,811) | (648,534) | (414,477) | 36% | (234,057) Depreciation not yet calculated on plant, equipment & other infrastructure |
| Transport | | (3,345,542) | (2,230,339) | (2,038,934) | 9% | (191,405) Depreciation not yet calculated on plant, equipment & other infrastructure, timing |
| Economic Services | | (1,076,068) | (717,371) | (624,548) | 13% | (92,823) Depreciation not yet calculated on plant, equipment & other infrastructure, timing |
| Other Property and Services | | (91,391) | (60,927) | 100,864 | 266% | (161,791) Depreciation not yet calculated on plant, equipment & other infrastructure, timing |
| | | <u>(7,167,729)</u> | <u>(4,778,438)</u> | <u>(3,840,021)</u> | | |
| Net Operating Result Excluding Rates | | <u>(5,171,341)</u> | <u>(3,447,526)</u> | <u>(2,012,647)</u> | | |
| Adjustments for Cash Budget Requirements: | | | | | | |
| Non-Cash Expenditure and Revenue | | | | | | |
| Initial Recognition of Assets due to change in Regulations | | | | | | |
| (Profit)/Loss on Asset Disposals | 4(b) | 7,500 | 5,000 | 0 | | |
| Depreciation on Assets | 2 | 2,774,749 | 1,849,814 | 1,349,956 | | Estimated depreciation on roads only. |
| Capital Expenditure and Revenue | | | | | | |
| Purchase Land Held for Resale | 4(a) | 0 | 0 | 0 | No budget | 0 |
| Purchase Land and Buildings | 4(a) | (1,270,376) | (846,909) | (257,077) | -70% | (589,832) Timing, Youth Centre fit out progressing. New Shire housing not tendered for. |
| Purchase Infrastructure Assets - Roads | 4(a) | (3,478,881) | (2,319,231) | (2,541,465) | 10% | 222,234 Timing, Roads program progressing |
| Purchase Infrastructure Assets - Other | 4(a) | (1,611,406) | (1,074,260) | (135,619) | -87% | (938,641) Timing, some capital projects not commenced. |
| Purchase Infrastructure Assets - Footpaths | 4(a) | (75,640) | (50,426) | (0) | -100% | (50,426) Works not commenced |
| Purchase Plant and Equipment | 4(a) | (542,574) | (361,712) | (358,473) | -1% | (3,239) Some plant purchased, timing - budget spread over evenly over 12 months |
| Purchase Furniture and Equipment | 4(a) | (80,000) | (53,333) | (9,574) | -82% | (43,759) Timing, some capital projects not commenced. |
| Proceeds from Disposal of Assets | 4(b) | 129,000 | 85,999 | 153,738 | 79% | (67,739) Plant disposed - timing budget spread evenly over 12 months |
| Non Operating Grants and Subsidies | | 3,212,556 | 2,141,683 | 778,095 | -64% | 1,363,588 Grants claimed on completion or progress of jobs - Roads. |
| Loan Principal Repayments | 5 | (21,837) | (14,558) | 0 | - | (14,558) Treasury loan funding not yet applied for |
| Loan Principal Income | 5 | 500,000 | 333,330 | 0 | - | 333,330 Treasury loan funding not yet applied for |
| Transfers to Reserves (Restricted Assets) | 7 | (2,504,625) | (1,669,733) | (816,870) | -51% | (852,863) Budget transfers to reserves for roads not done |
| Transfers from Reserves (Restricted Assets) | 7 | 1,198,678 | 799,111 | 286,000 | -64% | 513,111 Timing, Budgeted transfers are made as projects are undertaken |
| | | | | 0 | | |
| ADD Estimated Surplus/(Deficit) July 1 B/Fwd | | 3,730,680 | 3,730,680 | 3,731,836 | | |
| Amount Raised from General Rates | 5 | 3,163,515 | 3,163,515 | 3,115,927 | | |
| Net Current Assets - Surplus (Deficit) | | <u>(40,000)</u> | <u>2,271,444</u> | <u>3,283,827</u> | | |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| General Purpose Funding | Current Budget | YTD Actual |
|------------------------------------------------|-----------------------|-------------------|
| Other General Purpose Funding | | |
| Operating Revenue | | |
| Operating Grants, Subsidies And Contributions | 821,540 | 609,532 |
| Interest Earnings | 110,000 | 153,520 |
| Other Revenue | - | - |
| Subtotal Operating Revenue | 931,540 | 763,052 |
| <hr/> | | |
| TOTAL Other General Purpose Funding | 931,540 | 763,052 |
| <hr/> | | |
| Rate Revenue | | |
| Operating Revenue | | |
| Rates | 3,163,515 | 3,115,927 |
| Fees & Charges | 13,750 | 8,792 |
| Interest Earnings | 114,501 | 70,127 |
| Other Revenue | 1,090 | 250 |
| Subtotal Operating Revenue | 3,292,856 | 3,195,096 |
| <hr/> | | |
| Operating Expense | | |
| Employee Costs | (105,802) | (52,808) |
| Materials & Contracts | (21,000) | (9,569) |
| Insurance Expenses | (1,609) | - |
| Other Expenditure | - | (91) |
| Reallocation Codes Expenditure | (57,358) | (3,230,136) |
| Reallocation Codes Income | - | 3,199,804 |
| Subtotal Operating Expense | (185,769) | (92,799) |
| <hr/> | | |
| TOTAL Rate Revenue | 3,107,087 | 3,102,297 |
| <hr/> | | |
| Total - Cost of General Purpose Funding | 4,038,627 | 3,865,349 |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Governance | Current Budget | YTD Actual |
|-----------------------------------|-----------------------|-------------------|
| Governance - General | | |
| Operating Expense | | |
| Employee Costs | (249,718) | (163,600) |
| Materials & Contracts | (47,300) | (30,038) |
| Insurance Expenses | (3,678) | - |
| Other Expenditure | (3,000) | (93) |
| Subtotal Operating Expense | (303,696) | (193,731) |
| <hr/> | | |
| TOTAL Governance - General | (303,696) | (193,731) |
| <hr/> | | |
| Members Of Council | | |
| Operating Expense | | |
| Employee Costs | - | (3,026) |
| Materials & Contracts | (80,000) | (24,883) |
| Insurance Expenses | (101) | - |
| Other Expenditure | (133,331) | (84,200) |
| Reallocation Codes Expenditure | (286,789) | (151,656) |
| Subtotal Operating Expense | (500,221) | (263,765) |
| <hr/> | | |
| TOTAL Members Of Council | (500,221) | (263,765) |
| <hr/> | | |
| Total - Cost of Governance | (803,917) | (457,496) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Law, Order & Public Safety | Current Budget | YTD Actual |
|-------------------------------------------------------|------------------|-----------------|
| Other Law, Order & Public Safety | | |
| Operating Expense | | |
| Employee Costs | (6,000) | (1,837) |
| Materials & Contracts | (5,000) | (500) |
| Reallocation Codes Expenditure | (9,306) | (4,253) |
| Subtotal Operating Expense | (20,306) | (6,591) |
| <hr/> | | |
| TOTAL Other Law, Order & Public Safety | (20,306) | (6,591) |
| <hr/> | | |
| Animal Control | | |
| Operating Revenue | | |
| Fees & Charges | 200 | 32 |
| Subtotal Operating Revenue | 200 | 32 |
| Operating Expense | | |
| Materials & Contracts | (41,600) | (31,209) |
| Depreciation On Non-Current Assets | (676) | - |
| Reallocation Codes Expenditure | (22,943) | (12,132) |
| Subtotal Operating Expense | (65,219) | (43,342) |
| <hr/> | | |
| TOTAL Animal Control | (65,019) | (43,310) |
| <hr/> | | |
| Fire Prevention | | |
| Operating Revenue | | |
| Operating Grants, Subsidies And Contributions | 3,000 | 4,171 |
| Subtotal Operating Revenue | 3,000 | 4,171 |
| Operating Expense | | |
| Employee Costs | (3,550) | (189) |
| Utilities | (200) | (299) |
| Depreciation On Non-Current Assets | (3,552) | - |
| Insurance Expenses | (3,300) | (2,145) |
| Other Expenditure | (75) | (82) |
| Reallocation Codes Expenditure | (12,073) | (4,414) |
| Subtotal Operating Expense | (22,749) | (7,129) |
| <hr/> | | |
| TOTAL Fire Prevention | (19,749) | (2,958) |
| <hr/> | | |
| Total - Cost of Law, Order & Public Safety | (105,074) | (52,858) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Health | Current Budget | YTD Actual |
|---------------------------------------------------|-----------------------|-------------------|
| Other Health | | |
| Operating Revenue | | |
| Fees & Charges | 7,100 | 676 |
| Subtotal Operating Revenue | 7,100 | 676 |
| Operating Expense | | |
| Employee Costs | (734) | (1,298) |
| Materials & Contracts | (80,900) | (53,271) |
| Other Expenditure | (2,000) | - |
| Reallocation Codes Expenditure | (5,736) | (3,033) |
| Subtotal Operating Expense | (89,370) | (57,602) |
| TOTAL Other Health | (82,270) | (56,926) |
| Preventative Services - Pest Control | | |
| Operating Expense | | |
| Materials & Contracts | (25,000) | (260) |
| Subtotal Operating Expense | (25,000) | (260) |
| TOTAL Preventative Services - Pest Control | (25,000) | (260) |
| | | |
| Total - Cost of Health | (107,270) | (57,186) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Housing | Current Budget | YTD Actual |
|------------------------------------|------------------|-----------------|
| Other Housing | | |
| Operating Revenue | | |
| Fees & Charges | 90,000 | 52,044 |
| Subtotal Operating Revenue | 90,000 | 52,044 |
| Operating Expense | | |
| Employee Costs | (13,792) | (6,964) |
| Materials & Contracts | (20,250) | (7,007) |
| Utilities | (5,170) | (3,638) |
| Depreciation On Non-Current Assets | (83,246) | - |
| Interest Expenses | (7,000) | - |
| Insurance Expenses | (4,260) | (2,894) |
| Other Expenditure | (339) | (287) |
| Reallocation Codes Expenditure | (24,619) | (14,469) |
| Subtotal Operating Expense | (158,676) | (35,259) |
| TOTAL Other Housing | (68,676) | 16,786 |
| Staff Housing | | |
| Operating Revenue | | |
| Fees & Charges | 15,600 | 9,833 |
| Subtotal Operating Revenue | 15,600 | 9,833 |
| Operating Expense | | |
| Employee Costs | (5,409) | (4,941) |
| Materials & Contracts | (28,610) | (6,214) |
| Utilities | (14,180) | (7,836) |
| Depreciation On Non-Current Assets | (38,606) | - |
| Insurance Expenses | (5,975) | (4,225) |
| Other Expenditure | (564) | (615) |
| Reallocation Codes Expenditure | (10,555) | 13,998 |
| Reallocation Codes Income | 88,299 | - |
| Subtotal Operating Expense | (15,600) | (9,833) |
| TOTAL Staff Housing | - | - |
| Total - Cost of Housing | (68,676) | 16,786 |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Community Amenities | Current Budget | YTD Actual |
|-------------------------------------------------------|-----------------|-----------------|
| Other Community Amenities | | |
| Operating Expense | | |
| Employee Costs | (13,523) | (11,652) |
| Materials & Contracts | (1,400) | (3,546) |
| Depreciation On Non-Current Assets | (2,928) | - |
| Insurance Expenses | (290) | (181) |
| Other Expenditure | - | (82) |
| Reallocation Codes Expenditure | (25,223) | (21,308) |
| Subtotal Operating Expense | (43,363) | (36,769) |
| <hr/> | | |
| TOTAL Other Community Amenities | (43,363) | (36,769) |
| <hr/> | | |
| Town Planning & Regional Development | | |
| Operating Expense | | |
| Materials & Contracts | (60,100) | - |
| Subtotal Operating Expense | (60,100) | - |
| <hr/> | | |
| TOTAL Town Planning & Regional Development | (60,100) | - |
| <hr/> | | |
| Sewerage | | |
| Operating Expense | | |
| Employee Costs | (507) | (604) |
| Materials & Contracts | (1,600) | - |
| Reallocation Codes Expenditure | (24,241) | (13,327) |
| Subtotal Operating Expense | (26,348) | (13,931) |
| <hr/> | | |
| TOTAL Sewerage | (26,348) | (13,931) |
| <hr/> | | |
| Sanitation - Other | | |
| Operating Revenue | | |
| Fees & Charges | - | 720 |
| Subtotal Operating Revenue | - | 720 |
| <hr/> | | |
| Operating Expense | | |
| Materials & Contracts | - | (1,913) |
| Subtotal Operating Expense | - | (1,913) |
| <hr/> | | |
| TOTAL Sanitation - Other | - | (1,193) |
| <hr/> | | |
| Sanitation - Household Refuse | | |
| Operating Revenue | | |
| Fees & Charges | 7,800 | 11,716 |
| Other Revenue | 500 | - |

Shire of Menzies
Operating Report for the period ending
28 February 2019

| Community Amenities | Current Budget | YTD Actual |
|--------------------------------------------|-----------------------|-------------------|
| Sanitation - Household Refuse | | |
| Subtotal Operating Revenue | 8,300 | 11,716 |
| Operating Expense | | |
| Employee Costs | (26,335) | (20,665) |
| Materials & Contracts | (6,250) | (10,677) |
| Depreciation On Non-Current Assets | (6,169) | - |
| Insurance Expenses | (200) | (123) |
| Reallocation Codes Expenditure | (126,546) | (77,465) |
| Reallocation Codes Income | - | 8,926 |
| Subtotal Operating Expense | (165,500) | (100,004) |
| TOTAL Sanitation - Household Refuse | (157,200) | (88,288) |
| | | |
| Total - Cost of Community Amenities | (287,012) | (140,181) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Recreation & Culture | Current Budget | YTD Actual |
|--------------------------------------------|------------------|-----------------|
| Communities | | |
| Operating Revenue | | |
| Other Revenue | - | 909 |
| Subtotal Operating Revenue | - | 909 |
| Operating Expense | | |
| Employee Costs | (676) | (2,540) |
| Materials & Contracts | (8,500) | (7,745) |
| Other Expenditure | (138,500) | (47,467) |
| Reallocation Codes Expenditure | (24,150) | (16,723) |
| Subtotal Operating Expense | (171,826) | (74,477) |
| TOTAL Communities | (171,826) | (73,567) |
| Other Culture | | |
| Operating Expense | | |
| Employee Costs | (338) | - |
| Materials & Contracts | (8,000) | (368) |
| Utilities | (300) | (374) |
| Insurance Expenses | (1,600) | (1,100) |
| Other Expenditure | (75) | (82) |
| Capital Purchases (Capitalised Items Only) | - | - |
| Reallocation Codes Expenditure | (603) | - |
| Subtotal Operating Expense | (10,916) | (1,923) |
| TOTAL Other Culture | (10,916) | (1,923) |
| Libraries | | |
| Operating Expense | | |
| Materials & Contracts | (3,200) | (553) |
| Reallocation Codes Expenditure | (5,736) | (3,033) |
| Subtotal Operating Expense | (8,936) | (3,586) |
| TOTAL Libraries | (8,936) | (3,586) |
| Television And Rebroadcasting | | |
| Operating Expense | | |
| Employee Costs | - | (995) |
| Materials & Contracts | (13,085) | (5,567) |
| Insurance Expenses | (55) | (39) |
| Reallocation Codes Expenditure | (57,358) | (33,798) |
| Subtotal Operating Expense | (70,498) | (40,400) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Recreation & Culture | Current Budget | YTD Actual |
|-------------------------------------------------|-----------------------|-------------------|
| TOTAL Television And Rebroadcasting | (70,498) | (40,400) |
| Other Recreation & Sport | | |
| Operating Revenue | | |
| Operating Grants, Subsidies And Contributions | - | (1,111) |
| Fees & Charges | 640 | 1,698 |
| Subtotal Operating Revenue | 640 | 588 |
| Operating Expense | | |
| Employee Costs | (73,132) | (55,711) |
| Materials & Contracts | (75,100) | (9,659) |
| Utilities | (8,880) | (2,976) |
| Depreciation On Non-Current Assets | (25,695) | - |
| Insurance Expenses | (1,703) | (1,155) |
| Other Expenditure | (75) | (6,151) |
| Capital Purchases (Capitalised Items Only) | - | - |
| Reallocation Codes Expenditure | (403,610) | (168,394) |
| Subtotal Operating Expense | (588,195) | (244,046) |
| TOTAL Other Recreation & Sport | (587,555) | (243,459) |
| Public Halls & Civic Centres | | |
| Operating Expense | | |
| Employee Costs | (38,955) | (9,387) |
| Materials & Contracts | (16,660) | (6,717) |
| Utilities | (2,150) | - |
| Depreciation On Non-Current Assets | (5,522) | - |
| Insurance Expenses | (1,118) | - |
| Other Expenditure | (75) | (82) |
| Reallocation Codes Expenditure | (57,961) | (33,859) |
| Subtotal Operating Expense | (122,441) | (50,045) |
| TOTAL Public Halls & Civic Centres | (122,441) | (50,045) |
| Total - Cost of Recreation & Culture | (972,171) | (412,981) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Transport | Current Budget | YTD Actual |
|--------------------------------------------------------|--------------------|--------------------|
| Aerodromes | | |
| Operating Expense | | |
| Employee Costs | (1,352) | (110) |
| Materials & Contracts | - | (2,426) |
| Reallocation Codes Expenditure | (9,763) | (182) |
| Subtotal Operating Expense | (11,115) | (2,718) |
| <hr/> | | |
| TOTAL Aerodromes | (11,115) | (2,718) |
| <hr/> | | |
| Streets, Roads, & Bridges Maintenance | | |
| Operating Revenue | | |
| Operating Grants, Subsidies And Contributions | 537,637 | 545,487 |
| Profit On Asset Disposal | 15,000 | - |
| Subtotal Operating Revenue | 552,637 | 545,487 |
| Operating Expense | | |
| Employee Costs | (139,771) | (107,672) |
| Materials & Contracts | (429,064) | (252,099) |
| Utilities | (7,200) | (4,178) |
| Depreciation On Non-Current Assets | (2,024,934) | (1,349,956) |
| Insurance Expenses | (1,950) | (1,388) |
| Other Expenditure | (700) | - |
| Loss On Asset Disposal | (22,500) | - |
| Reallocation Codes Expenditure | (708,308) | (320,924) |
| Subtotal Operating Expense | (3,334,427) | (2,036,216) |
| <hr/> | | |
| TOTAL Streets, Roads, & Bridges Maintenance | (2,781,790) | (1,490,729) |
| <hr/> | | |
| Total - Cost of Transport | (2,792,905) | (1,493,446) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Economic Services | Current Budget | YTD Actual |
|-----------------------------------------------|------------------|------------------|
| Caravan Park | | |
| Operating Revenue | | |
| Fees & Charges | 80,000 | 41,595 |
| Subtotal Operating Revenue | 80,000 | 41,595 |
| Operating Expense | | |
| Employee Costs | (50,496) | (33,513) |
| Materials & Contracts | (25,100) | (26,330) |
| Utilities | (33,000) | (18,874) |
| Insurance Expenses | (3,400) | (2,404) |
| Other Expenditure | (75) | (82) |
| Reallocation Codes Expenditure | (73,035) | (71,092) |
| Subtotal Operating Expense | (185,106) | (152,295) |
| TOTAL Caravan Park | (105,106) | (110,700) |
| Crc | | |
| Operating Revenue | | |
| Operating Grants, Subsidies And Contributions | 77,340 | 85,335 |
| Fees & Charges | 300 | 337 |
| Subtotal Operating Revenue | 77,640 | 85,673 |
| Operating Expense | | |
| Employee Costs | (64,639) | (32,844) |
| Materials & Contracts | (4,393) | (728) |
| Utilities | (3,710) | (2,242) |
| Insurance Expenses | (4,306) | (2,001) |
| Reallocation Codes Expenditure | (400) | (268) |
| Subtotal Operating Expense | (77,447) | (38,083) |
| TOTAL Crc | 193 | 47,589 |
| Other Economic Services | | |
| Operating Revenue | | |
| Fees & Charges | 3,300 | 2,066 |
| Subtotal Operating Revenue | 3,300 | 2,066 |
| Operating Expense | | |
| Employee Costs | (508) | (360) |
| Materials & Contracts | (2,200) | (863) |
| Utilities | (450) | (665) |
| Depreciation On Non-Current Assets | (8,074) | - |
| Insurance Expenses | (1,450) | (1,027) |
| Other Expenditure | (75) | (82) |
| Reallocation Codes Expenditure | (907) | (1,239) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Economic Services | Current Budget | YTD Actual |
|-----------------------------------------------|------------------|------------------|
| Other Economic Services | | |
| Subtotal Operating Expense | (13,664) | (4,235) |
| TOTAL Other Economic Services | (10,364) | (2,169) |
| Building Control | | |
| Operating Revenue | | |
| Fees & Charges | 1,400 | 527 |
| Subtotal Operating Revenue | 1,400 | 527 |
| Operating Expense | | |
| Materials & Contracts | (17,000) | (4,783) |
| Other Expenditure | (550) | - |
| Reallocation Codes Expenditure | (22,943) | (12,132) |
| Subtotal Operating Expense | (40,493) | (16,915) |
| TOTAL Building Control | (39,093) | (16,389) |
| Tourism & Area Promotion | | |
| Operating Revenue | | |
| Operating Grants, Subsidies And Contributions | - | 58,601 |
| Fees & Charges | 43,950 | 135,621 |
| Other Revenue | 400 | 906 |
| Subtotal Operating Revenue | 44,350 | 195,128 |
| Operating Expense | | |
| Employee Costs | (128,471) | (95,596) |
| Materials & Contracts | (247,481) | (200,374) |
| Utilities | (450) | (168) |
| Depreciation On Non-Current Assets | (141,849) | - |
| Insurance Expenses | (14,332) | (7,509) |
| Other Expenditure | (19,300) | (2,731) |
| Reallocation Codes Expenditure | (207,474) | (106,641) |
| Subtotal Operating Expense | (759,357) | (413,020) |
| TOTAL Tourism & Area Promotion | (715,007) | (217,892) |
| Total - Cost of Economic Services | (869,378) | (299,560) |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Other Property & Services | Current Budget | YTD Actual |
|--------------------------------------------|-----------------|-----------------|
| Unclassified | | |
| Operating Expense | | |
| Other Expenditure | - | 19,335 |
| Subtotal Operating Expense | - | 19,335 |
| <hr/> | | |
| TOTAL Unclassified | - | 19,335 |
| <hr/> | | |
| Salaries & Wages | | |
| Operating Expense | | |
| Employee Costs | - | - |
| Subtotal Operating Expense | - | - |
| <hr/> | | |
| TOTAL Salaries & Wages | - | - |
| <hr/> | | |
| Administration | | |
| Operating Revenue | | |
| Other Revenue | 30,300 | 7,711 |
| Subtotal Operating Revenue | 30,300 | 7,711 |
| <hr/> | | |
| Operating Expense | | |
| Employee Costs | (427,420) | (267,436) |
| Materials & Contracts | (425,250) | (246,972) |
| Utilities | (33,600) | (10,862) |
| Depreciation On Non-Current Assets | (133,345) | - |
| Insurance Expenses | (40,501) | (45,791) |
| Other Expenditure | - | (187) |
| Capital Purchases (Capitalised Items Only) | - | - |
| Reallocation Codes Expenditure | (137,339) | 544,201 |
| Reallocation Codes Income | 1,147,155 | - |
| Subtotal Operating Expense | (50,300) | (27,046) |
| <hr/> | | |
| TOTAL Administration | (20,000) | (19,335) |
| <hr/> | | |
| Plant Operation Costs | | |
| Operating Revenue | | |
| Other Revenue | 16,000 | 11,626 |
| Subtotal Operating Revenue | 16,000 | 11,626 |
| <hr/> | | |
| Operating Expense | | |
| Employee Costs | (85,090) | (3,458) |
| Materials & Contracts | (212,000) | (6,921) |
| Depreciation On Non-Current Assets | (300,154) | - |
| Insurance Expenses | (17,000) | - |
| Reallocation Codes Expenditure | 598,244 | 230,654 |

Shire of Menzies

Operating Report for the period ending 28 February 2019

| Other Property & Services | Current Budget | YTD Actual |
|------------------------------------------------------|-----------------|------------------|
| Plant Operation Costs | | |
| Subtotal Operating Expense | (16,000) | 220,274 |
| TOTAL Plant Operation Costs | - | 231,900 |
| Public Works Overheads | | |
| Operating Revenue | | |
| Operating Grants, Subsidies And Contributions | - | 2,273 |
| Fees & Charges | - | 2,100 |
| Other Revenue | - | 7,500 |
| Subtotal Operating Revenue | - | 11,873 |
| Operating Expense | | |
| Employee Costs | (435,066) | (204,745) |
| Materials & Contracts | (175,940) | (225,068) |
| Utilities | (50) | (298) |
| Insurance Expenses | (17,643) | (20,201) |
| Capital Purchases (Capitalised Items Only) | - | - |
| Reallocation Codes Expenditure | 608,699 | 340,641 |
| Subtotal Operating Expense | (20,000) | (109,671) |
| TOTAL Public Works Overheads | (20,000) | (97,798) |
| Private Works | | |
| Operating Revenue | | |
| Fees & Charges | 5,040 | 2,779 |
| Subtotal Operating Revenue | 5,040 | 2,779 |
| Operating Expense | | |
| Employee Costs | (1,690) | (454) |
| Reallocation Codes Expenditure | (3,401) | (1,575) |
| Subtotal Operating Expense | (5,091) | (2,029) |
| TOTAL Private Works | (51) | 750 |
| Total - Cost of Other Property & Services | (40,051) | 134,852 |

Shire of Menzies
Operating Report for the period ending
28 February 2019

| | |
|---------------------------------------|-----------|
| TOTAL - Balance to Programme Schedule | 1,103,280 |
|---------------------------------------|-----------|

This report differs from Statement of Comprehensive Income due to inclusion of profit on sale of assets \$0



**Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts
as at 28 February 2019**

printed 20/03/2019

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Buildings -

| Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--------------------------|-----------------------------------------------|-------------------|----------------------------|-------------------|---------------|
| C08001 | Youth Centre (Building) | (215,000) | (121,946) | (116,946) | 56.72% |
| Sub Total - 08662 | | (215,000) | (121,946) | (116,946) | 56.72% |
| BC001 | Construction Of New Staff Housing | (500,000) | - | - | 0.00% |
| Sub Total - 09160 | | (500,000) | - | - | 0.00% |
| C09002 | Capital - Lot 1 (37 - 39 Reid) St (Asset 209) | (33,000) | (5,357) | (5,357) | 16.23% |
| C09009 | Capital - Lot 1089 (57) Walsh St (Asset 76) | - | (2,456) | (2,456) | 100.00% |
| C09012 | Capital - Lot 91 (40) Mercer St (Asset 200) | (30,000) | (3,681) | (1,921) | 12.27% |
| C09203 | 55A (12A) Walsh Street (Building Capital) | - | (1,951) | (1,951) | 100.00% |
| C09204 | 55B (12B) Walsh Street (Building Capital) | (16,000) | (3,921) | (3,921) | 24.51% |
| Sub Total - 09162 | | (79,000) | (17,366) | (15,606) | 21.98% |
| C09014 | Old Post Office (Building Capital) | (25,000) | - | - | 0.00% |
| C09205 | 55B (14B) Walsh Street (Capital) | (22,000) | - | - | 0.00% |
| C09206 | 14A Walsh Street (Capital) - Teachers Unit | (16,000) | (3,824) | (3,824) | 23.90% |
| C09207 | 14A Walsh Street (Capital) | (22,000) | (5,320) | (5,320) | 24.18% |
| Sub Total - 09262 | | (85,000) | (9,144) | (9,144) | 10.76% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Buildings -

| Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--------------------------|---------------------------------------------------------------------|------------------|----------------------|-----------------|---------------|
| C11100 | Town Hall - Capital Upgrade | (187,000) | (112,583) | (32,857) | 60.20% |
| Sub Total - 11162 | | (187,000) | (112,583) | (32,857) | 60.20% |
| C11600 | Butcher Shop And Tea Rooms (Capex Building) | (25,000) | (900) | (900) | 3.60% |
| Sub Total - 11650 | | (25,000) | (900) | (900) | 3.60% |
| C12101 | Depot Extension | (59,698) | (51,679) | (51,679) | 86.57% |
| Sub Total - 12120 | | (59,698) | (51,679) | (51,679) | 86.57% |
| C13100 | Lady Shenton Upgrade | (38,000) | - | - | 0.00% |
| C13101 | Airconditioner Replacement Program | (6,000) | (3,570) | (3,570) | 59.50% |
| C13102 | Rainwater Tanks (2) At Lady Shenton | (13,678) | (5,160) | (5,160) | 37.72% |
| C13106 | Goongarrie Cottage Maintenance | (52,000) | (21,352) | (21,216) | 41.06% |
| C13107 | Old Church Building (Lot 8) 50 Shenton Street (Building Capital) | (10,000) | - | - | 0.00% |
| Sub Total - 13267 | | (119,678) | (30,082) | (29,946) | 25.14% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

| | | | | |
|------------------|--------------------|------------------|------------------|---------------|
| Buildings | (1,270,376) | (343,700) | (257,077) | 27.05% |
|------------------|--------------------|------------------|------------------|---------------|

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Furniture & Equipment -

| | Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--|----------------------------------|-----------------------------------------|-----------------------|-----------------------------|-----------------------|---------------|
| | C04002 | Software And Systems | (35,000) | - | - | 0.00% |
| | Sub Total - 04250 | | (35,000) | - | - | 0.00% |
| | C04001 | Administration Communications Equipment | (45,000) | (16,425) | (9,574) | 36.50% |
| | Sub Total - 04265 | | (45,000) | (16,425) | (9,574) | 36.50% |
| | Furniture & Equipment | | (80,000) | (16,425) | (9,574) | 20.53% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Plant & Equipment -

| Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--------------------------|---------------------------------------|-------------------|----------------------------|-------------------|----------------|
| CP008 | Works Utility Replacement | (40,000) | (44,167) | (44,167) | 110.42% |
| Sub Total - 12345 | | (40,000) | (44,167) | (44,167) | 110.42% |
| CP009 | Triaxle Drop Deck Trailer Replacement | (150,000) | (137,300) | - | 91.53% |
| CP010 | Truck Replacement | (300,000) | (272,225) | (272,225) | 90.74% |
| Sub Total - 12346 | | (450,000) | (409,525) | (272,225) | 91.01% |
| C11311 | Street Lights At Kookynie | - | (5,089) | (5,089) | 100.00% |
| C12301 | Banners And Signage | (9,879) | (6,618) | (5,439) | 66.99% |
| C12302 | Street Lighting - Village | (7,694) | (3,307) | (3,307) | 42.98% |
| C12304 | Pump - 4 " Diesel Transfer Pump | (25,000) | (28,246) | (28,246) | 112.98% |
| Sub Total - 12347 | | (42,574) | (43,260) | (42,081) | 101.61% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

| | | | | |
|------------------------------|------------------|------------------|------------------|---------------|
| Plant & Equipment | (532,574) | (496,952) | (358,473) | 93.31% |
|------------------------------|------------------|------------------|------------------|---------------|

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Roads -

| Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--------------------------|-------------------------------------------------------|--------------------|----------------------------|--------------------|----------------|
| CR0001 | Menzies Northwest Road R2R | (855,760) | (1,302,256) | (1,284,074) | 152.18% |
| Sub Total - 12104 | | (855,760) | (1,302,256) | (1,284,074) | 152.18% |
| CR0009 | Tjunjuntjarra Access Road | (66,667) | - | - | 0.00% |
| CR0032 | Program Reseal | (200,700) | (709) | - | 0.35% |
| Sub Total - 12106 | | (267,367) | (709) | - | 0.27% |
| CR0004 | Evanston Menzies Road Rrg | (297,207) | (1,965) | (1,965) | 0.66% |
| CR0005 | Yarri Road Rrg | (135,800) | - | - | 0.00% |
| CR0013 | Menzies Northwest Rd Rrg | (292,747) | (9,281) | (9,281) | 3.17% |
| CR0040 | Pinjin Road | (330,000) | (314,498) | (314,498) | 95.30% |
| Sub Total - 12109 | | (1,055,754) | (325,743) | (325,743) | 30.85% |
| WR0000 | Wandrra Funding - Including Associated Costs (Wml) | (1,300,000) | (76,635) | (76,635) | 5.90% |
| WR0002 | Wandrra Kookynie Yarri Road | - | (5,905) | (5,905) | 100.00% |
| WR0003 | Wandrra Mt Remarkable Road | - | (16,680) | (2,652) | 100.00% |
| WR0004 | Wandrra Cranky Jack Road | - | (1,355) | (1,355) | 100.00% |
| WR0007 | Wandrra Menzies North West Road | - | (610) | (610) | 100.00% |

**Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category**

Roads -

| Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--------------------------|------------------------|-----------------------|-----------------------------|-----------------------|---------------|
| WR0015 | Wandrra Mt Ida Road | - | (761) | (761) | 100.00% |
| WR0028 | Wandrra Mt Celia Road | - | (581,183) | (581,183) | 100.00% |
| WR0039 | Wandrra Yarri Road | - | (262,547) | (262,547) | 100.00% |
| Sub Total - 12145 | | (1,300,000) | (945,675) | (931,647) | 72.74% |
| Roads | | (3,478,881) | (2,574,384) | (2,541,465) | 74.00% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Footpaths -

| | Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--|--------------------------|---------------------------|-----------------------|-----------------------------|-----------------------|--------------|
| | C12100 | Bicycle Path Construction | (75,640) | - | - | 0.00% |
| | Sub Total - 12112 | | (75,640) | - | - | 0.00% |
| | Footpaths | | (75,640) | - | - | 0.00% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Other Infrastructure -

| | Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--|--------------------------|------------------------------------------------------|-----------------------|-----------------------------|-----------------------|---------------|
| | C11301 | Playground Menzies Park | (10,000) | - | - | 0.00% |
| | C11305 | Upgrade Town Dam (2) | (181,331) | (2,000) | (2,000) | 1.10% |
| | C11306 | Hardcourts - Resurface | (28,882) | (34,885) | (26,150) | 120.78% |
| | C11308 | Hardourts Fencing | (20,000) | (15,430) | - | 77.15% |
| | C11310 | Splash Park Monitoring System | (19,399) | - | - | 0.00% |
| | Sub Total - 11351 | | (259,612) | (52,315) | (28,150) | 20.15% |
| | C11400 | Television And Radio Rebroadcast (Capital Equipment) | (29,207) | (27,764) | (27,764) | 95.06% |
| | Sub Total - 11401 | | (29,207) | (27,764) | (27,764) | 95.06% |
| | CR0006 | Shire House Crossovers | (30,000) | - | - | 0.00% |
| | Sub Total - 12110 | | (30,000) | - | - | 0.00% |
| | C12103 | Bores To Support Road Works | (30,000) | (7,899) | (7,899) | 26.33% |
| | C12104 | Grid Replacement Program | (134,354) | (33,044) | (7,589) | 24.59% |
| | Sub Total - 12140 | | (164,354) | (40,943) | (15,488) | 24.91% |
| | C13001 | Tourism Information Bay Shenton / Brown | (8,679) | (992) | (992) | 11.42% |
| | C13002 | Truck Bay Wilson And Shenton | (654,879) | (54,710) | (54,173) | 8.35% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

Other Infrastructure -

| | Job # | Job Description | Budget Expense | Total Actual Expense | Actual Expense | % YTD |
|--|--------------------------|------------------------------------------------|-----------------------|-----------------------------|-----------------------|--------------|
| | C13010 | Niagara Dam - Other Infrastructure Capitalised | - | (24,035) | (4,553) | 100.00% |
| | C13012 | Bicycle Track Lake Ballard | (133,886) | - | - | 0.00% |
| | C13013 | Bicycle Track Menzies Town | (133,886) | (3,553) | (3,553) | 2.65% |
| | C13200 | Museum And Surrounds | (12,698) | (699) | (699) | 5.50% |
| | Sub Total - 13266 | | (944,029) | (83,988) | (63,969) | 8.90% |
| | C13560 | Plant Nursery Infrastructure | (55,000) | - | - | 0.00% |
| | Sub Total - 13560 | | (55,000) | - | - | 0.00% |
| | C13801 | Caravan Park Landscaping | (4,204) | - | - | 0.00% |
| | C13802 | Caravan Park Upgrade | (125,000) | (752) | (247) | 0.60% |
| | Sub Total - 13820 | | (129,204) | (752) | (247) | 0.58% |

Shire of Menzies
2018 2019
Capital Jobs - linked to General Ledger Accounts as at 28 February 2019
By Category

| | | | | |
|-----------------------------|--------------------|------------------|------------------|---------------|
| Other Infrastructure | (1,611,406) | (205,763) | (135,619) | 12.77% |
|-----------------------------|--------------------|------------------|------------------|---------------|

| | | | | |
|------------------------------------------|--------------------|--------------------|--|--|
| Total Reported Items - balance to Note 4 | (7,048,877) | (3,302,208) | | |
|------------------------------------------|--------------------|--------------------|--|--|

12..2.2 Monthly List of Payments for the month of February 2019

| | |
|--------------------------------|-----------------------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | FIN.935.1/NAM266 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 20 March 2019 |
| AUTHOR: | Jeanette Taylor, Manager Finance and Administration |
| ATTACHMENT: | 12.2.2-1 Payment Listing for February 2019 |

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the list of payments for the month of February 2019 totalling \$309,010.15 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT3826 – EFT3905 payments in the Municipal Fund totalling \$263,827.40
- 3) Direct Debit payments from the Municipal Fund totally \$45,182.75.
- 4) Credit Card payments for the statement period 29 December 2018 to 28 January 2019 totalling \$1,125.16.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting

the shire.

STATUTORY AUTHORITY:

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.

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 February 2019 are attached.

After payment, the balance of creditors will be \$17,552.79.

.

Shire of Menzies
Payments for the Month of February 2019

| Chq/EFT | Date | Name | Description | Amount |
|----------------|-------------|----------------------------------------------------|--------------------|----------------------------|
| | | Cheques | | \$(0.00) |
| | | EFT | | \$263,827.40 |
| | | Direct Debit | | \$45,182.75 |
| | | Total Payments | <hr/> | <u>\$309,010.15</u> |
| | | Credit Card Payments (included in Direct Debit) | | \$1,125.16 |

Shire of Menzies
Payments for the Month of February 2019

| Chq/EFT | Date | Name | Description | Amount |
|----------------|-------------|-----------------------------------------|------------------------------------------------------------------|---------------|
| EFT3826 | 07/02/2019 | Canine Control | Ranger Services - January | 1600.50 |
| EFT3827 | 07/02/2019 | Eliza Plum Locally Handcrafted Soaps | 36 x Mixed soaps for resale | 144.00 |
| EFT3828 | 07/02/2019 | Child Support | Payroll deductions | 300.00 |
| EFT3829 | 07/02/2019 | Powerchill Electrical & Refrigeration | Repair wiring sports courts. | 319.00 |
| EFT3830 | 07/02/2019 | Tradelink Pty Limited | Retic pipe and fittings | 697.96 |
| EFT3831 | 07/02/2019 | 3E Advantage | Rent Smartboard - February | 1475.05 |
| EFT3832 | 07/02/2019 | Zenith Australia Group Pty Ltd | Contract Grading | 4811.40 |
| EFT3833 | 07/02/2019 | Northern Goldfields Earthmoving Pty Ltd | Contract Grading | 10010.00 |
| EFT3834 | 07/02/2019 | Kalgoorlie Paint Centre | Paint, brushes, rollers etc for kitchen | 533.50 |
| EFT3835 | 07/02/2019 | BRW Engineering Pty Ltd | Repair steps - Flat top trailer | 1656.60 |
| EFT3836 | 07/02/2019 | Child Support 2290 | Payroll deductions | 16.37 |
| EFT3837 | 07/02/2019 | Mikhail Vasiliev | Refund of unused rates paid on property returned to shire | 90.96 |
| EFT3838 | 07/02/2019 | Zurich Australian Insurance Limited | Insurance Excess payment for Claim 633636925 | 300.00 |
| EFT3839 | 07/02/2019 | Air Liquide WA Pty Ltd | Oxy gas bottle rental | 28.16 |
| EFT3840 | 07/02/2019 | Blackwoods | Iceboxes for Youth Centre | 484.00 |
| EFT3841 | 07/02/2019 | Bunnings | Ladder, plants, batteries, workshop consumables | 773.91 |
| EFT3842 | 07/02/2019 | Toll Ipec Pty Ltd | Freight on Commercial Kitchen for Town Hall | 757.83 |
| EFT3843 | 07/02/2019 | Coyles Mower & Chainsaw Centre | Starter ropes for lawnmowers | 121.20 |
| EFT3844 | 07/02/2019 | Curtain Villa | Blinds for Staff housing - 55a Walsh Street | 1071.07 |
| EFT3845 | 07/02/2019 | Cybersecure | Standing order backup service - February 2019 | 259.88 |
| EFT3846 | 07/02/2019 | Eagle Petroleum (W.A) Pty Ltd | Bulk fuel 7705Ltrs | 10999.08 |
| EFT3847 | 07/02/2019 | Goldline Distributors | Consumables - Christmas Function | 377.54 |
| EFT3848 | 07/02/2019 | Menzies Hotel | Newspapers January 2019 | 91.10 |
| EFT3849 | 07/02/2019 | JR & A Hersey | Cool neck ties for outdoor staff | 40.15 |
| EFT3850 | 07/02/2019 | Kalaire | Replace faulty aircon to server room. | 4466.00 |
| EFT3851 | 07/02/2019 | Cr Justin Lee | Travel Menzies to Norseman - GTNA Meeting | 631.68 |
| EFT3852 | 07/02/2019 | D J McGinty & Co Pty Ltd | Replace ceiling, remove cupboards. Remove tiles and patch walls. | 17627.50 |

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

| | | | | |
|---------|------------|---------------------------------------------|------------------------------------------------------------------------|----------|
| EFT3853 | 07/02/2019 | Shire of Menzies Social Club | Payroll deductions | 140.00 |
| EFT3854 | 07/02/2019 | Menzies Aboriginal Corporation | Hire of Bus with Driver School Holiday Program | 511.50 |
| EFT3855 | 07/02/2019 | Netlogic Information Technology | Investigate access to cloud server | 615.00 |
| EFT3856 | 07/02/2019 | Office National | Stationery | 952.49 |
| EFT3857 | 07/02/2019 | Kalgoorlie Retravision | Samsung 65in TV, Fridge for Youth Centre | 2026.00 |
| EFT3858 | 07/02/2019 | Solomons Flooring | Wood flooring - 55a Walsh St, Vinyl flooring-Town Hall Kitchen | 10049.00 |
| EFT3859 | 07/02/2019 | Taps Industries | 53a Walsh. Disconnect gas stove for vinyl floor install. | 546.70 |
| EFT3860 | 07/02/2019 | Truck Centre (WA) PTY.LTD | Bug deflector, mudflap brackets, mack tint - new Mack | 364.70 |
| EFT3861 | 07/02/2019 | Moore Stephens | Statutory Compliance Services Quarterly fee Jan-March | 18246.25 |
| EFT3862 | 07/02/2019 | Verlinden's Electrical Service | Supply, install blower motor on Biomax, Electrical work staff housing. | 7813.30 |
| EFT3863 | 07/02/2019 | WesTrac Pty Ltd | Hydraulic coupling | 306.92 |
| EFT3864 | 21/02/2019 | Murdoch University | Vet services to Shire Residents 19 November 2018 | 1760.00 |
| EFT3865 | 21/02/2019 | Child Support | Child support deductions | 300.00 |
| EFT3866 | 21/02/2019 | Gary David James Tucker | Community Assistance Grant - 2019 | 500.00 |
| EFT3867 | 21/02/2019 | Market Creations | Licencing and Services January 2019 | 1732.50 |
| EFT3868 | 21/02/2019 | Xstra Global IT and Communication Solutions | January 19 PABX hosting, line rental 1/2/19 to 28/2/19 | 306.83 |
| EFT3869 | 21/02/2019 | Northern Goldfields Earthmoving Pty Ltd | Contract Grading | 26565.00 |
| EFT3870 | 21/02/2019 | AL Welding & Fabrication | Weld cracks on trailer | 4280.10 |
| EFT3871 | 21/02/2019 | LED Goldfields | Extractor fan Caravan Park, Lights for Visitor Centre | 1354.87 |
| EFT3872 | 21/02/2019 | Child Support Other | Child support deductions | 350.34 |
| EFT3873 | 21/02/2019 | Child Support 2290 | Child support deductions | 16.37 |
| EFT3874 | 21/02/2019 | Coolgardie Tyre Service | New tyres | 422.40 |
| EFT3875 | 21/02/2019 | Captain Huon Motel | GVROC Accom Esperance - 2 nights, Dwyer, Tucker | 539.25 |
| EFT3876 | 21/02/2019 | Bodean Buckingham | Reimburse photography costs for Rodeo | 1384.40 |
| EFT3877 | 21/02/2019 | Council on the Ageing WA | Unused Seniors Week Grant Money | 415.10 |
| EFT3878 | 21/02/2019 | Blackwoods | Airlines | 39.04 |
| EFT3879 | 21/02/2019 | Bunnings | Drills and bits | 296.99 |
| EFT3880 | 21/02/2019 | Cabcharge Australia Limited | Account fees January 2019 | 6.00 |

Shire of Menzies
Payments for the Month of February 2019

| | | | | |
|---------|------------|----------------------------------------|------------------------------------------------------------------------------|---------------------|
| EFT3881 | 21/02/2019 | Toll Ipec Pty Ltd | Freight | 22.62 |
| EFT3882 | 21/02/2019 | Coyles Mower & Chainsaw Centre | 2 x batteries for blowers | 538.00 |
| EFT3883 | 21/02/2019 | Canning Pool & Pump Centre PTY | Chlorine and acid - Water Park | 220.00 |
| EFT3884 | 21/02/2019 | Dean's Auto Glass | Toyota 1MN. Repair chipped windscreen. | 121.00 |
| EFT3885 | 21/02/2019 | Eagle Petroleum (W.A) Pty Ltd | Bulk Fuel 7000 ltrs. Unleaded Fuel 77.9ltrs | 10041.80 |
| EFT3886 | 21/02/2019 | Flex Industries | Transmission filter - Mack | 27.28 |
| EFT3887 | 21/02/2019 | Goldline Distributors | Cleaning products, toilet paper and hand towels. | 1126.77 |
| EFT3888 | 21/02/2019 | Goldfields Toyota | Service 60000km - Dual Cab Toyota Landcruiser | 920.68 |
| EFT3889 | 21/02/2019 | Hare & Forbes Machinery House | 2 water air hose reels and air hose | 671.00 |
| EFT3890 | 21/02/2019 | Cr Ian Tucker | Travel Menzies - Esperance - GVROC Meeting | 739.88 |
| EFT3891 | 21/02/2019 | Kleenheat Gas | New regulator for gas bottles - 57 Walsh St | 66.00 |
| EFT3892 | 21/02/2019 | Landgate | Mining Tenements schedule M2019/1 | 39.00 |
| EFT3893 | 21/02/2019 | Marketforce | Advertising - CEO - Tenders | 4188.61 |
| EFT3894 | 21/02/2019 | Shire of Menzies Social Club | Payroll deductions | 150.00 |
| EFT3895 | 21/02/2019 | Menzies Aboriginal Corporation | MAC Xmas contribution - Movies and Food in Kalgoorlie School Holiday Program | 1118.55 |
| EFT3896 | 21/02/2019 | McLean Print | 2000 Printed Window Faced Envelopes. | 462.00 |
| EFT3897 | 21/02/2019 | Netlogic Information Technology | Technology Support | 187.50 |
| EFT3898 | 21/02/2019 | Office National | Paper and stationery items | 229.56 |
| EFT3899 | 21/02/2019 | Penns Cartage | Transport Kookynie Street Lights | 96.80 |
| EFT3900 | 21/02/2019 | Wa Country Health Service - Goldfields | Service at Menzies Health Centre - February | 4554.53 |
| EFT3901 | 21/02/2019 | WML Consultants | Works Manager Services | 16542.63 |
| EFT3902 | 21/02/2019 | WesTrac Pty Ltd | Air Filters and elements | 510.25 |
| EFT3903 | 25/02/2019 | Cynthia Taylor | Airfare Allowance - 24 month service | 746.00 |
| EFT3904 | 25/02/2019 | Kmart | Items for activities, decorations - Menzies Christmas | 226.20 |
| EFT3905 | 25/02/2019 | Online Business eSystems | Scheduled maintenance Smart Boards - Travel | 55.00 |
| | 14/02/2019 | Payroll | | 38960.75 |
| | 28/02/2019 | Payroll | | \$39,739.50 |
| | | | | \$263,827.40 |

Shire of Menzies
Payments for the Month of February 2019

| Chq/EFT | Date | Name | Description | Amount |
|----------------|-------------|-----------------------------------|-------------------------------------------|--------------------|
| DD2464.1 | 12/02/2019 | WA Local Govt Superannuation Plan | Superannuation contributions | 4790.98 |
| DD2464.2 | 12/02/2019 | Kinetic Superannuation | Payroll deductions | 240.38 |
| DD2464.3 | 12/02/2019 | WA Local Govt Superannuation Plan | Payroll deductions | 1847.07 |
| DD2464.4 | 12/02/2019 | Catholic Super | Superannuation contributions | 773.27 |
| DD2464.5 | 12/02/2019 | Australian Super | Superannuation contributions | 513.16 |
| DD2464.6 | 12/02/2019 | Sunsuper | Superannuation contributions | 817.31 |
| DD2464.7 | 12/02/2019 | Commonwealth Essential Super | Superannuation contributions | 67.68 |
| DD2476.1 | 01/02/2019 | NAB | Mechant Fee January 2019 | 190.00 |
| DD2455.1 | 01/02/2019 | Westnet | NBN Satelite 120 Boost service | 54.99 |
| DD2478.1 | 04/02/2019 | NAB | Credit Card - January 2019 | 1125.16 |
| DD2480.1 | 07/02/2019 | Horizon Power | Power - Admin Office | 4874.04 |
| DD2480.2 | 07/02/2019 | GoGo Media | On Hold messages for Office February 2019 | 75.90 |
| DD2482.1 | 08/02/2019 | Telstra - DIRECT DEBIT ONLY | Satelite phones January 2019 | 177.55 |
| DD2484.1 | 11/02/2019 | Telstra - DIRECT DEBIT ONLY | Phones and Internet | 7089.40 |
| DD2486.1 | 15/02/2019 | Toyota Finance DIRECT DEBIT ONLY | Toyota fleet payment lease - to GTNA | 1099.07 |
| DD2488.1 | 19/02/2019 | Horizon Power | Street Lights | 662.59 |
| DD2492.1 | 25/02/2019 | Water Corporation | Water Charges | 1413.67 |
| DD2496.1 | 26/02/2019 | WA Local Govt Superannuation Plan | Superannuation contributions | 4901.05 |
| DD2496.2 | 26/02/2019 | Kinetic Superannuation | Payroll deductions | 240.38 |
| DD2496.3 | 26/02/2019 | WA Local Govt Superannuation Plan | Payroll deductions | 1861.25 |
| DD2496.4 | 26/02/2019 | Catholic Super | Superannuation contributions | 773.14 |
| DD2496.5 | 26/02/2019 | Australian Super | Superannuation contributions | 437.70 |
| DD2496.6 | 26/02/2019 | Sunsuper | Superannuation contributions | 817.31 |
| DD2496.7 | 26/02/2019 | Commonwealth Essential Super | Superannuation contributions | 68.06 |
| DD2500.1 | 26/02/2019 | Gregory Dwyer | Presidents Allowance February 2019 | 3364.49 |
| DD2500.2 | 26/02/2019 | Ian Baird | Sitting Fees February 2019 | 1289.67 |
| DD2500.3 | 26/02/2019 | Jillian Dwyer | Sitting Fee February 2019 | 875.83 |
| DD2500.4 | 26/02/2019 | Cr Justin Lee | Sitting Fee February 2018 | 875.83 |
| DD2500.5 | 26/02/2019 | Cr Debbie Hansen | Sitting Fee February 2018 | 875.83 |
| DD2500.6 | 26/02/2019 | Cr Ian Tucker | Sitting Fee February 2019 | 875.83 |
| DD2500.7 | 26/02/2019 | Cr Keith Mader | Sitting Fee February 2019 | 700.66 |
| DD2502.1 | 28/02/2019 | NAB | BPAY Charges - February 2019 | 141.46 |
| DD2502.2 | 28/02/2019 | Water Corporation | Water Charges | 1238.24 |
| DD2505.1 | 28/02/2019 | NAB | Account Fees February 2019 | 33.80 |
| | | | | |
| | | | | \$45,182.75 |

Shire of Menzies
Payments for the Month of February 2019

| Date | Name | Description | Amount |
|-------------|----------------------|-------------------------------------------------------|--------------------|
| 03/01/2019 | Goldrush Tours | Reimbursed to council receipt 6765 3/1/2019 | \$ 81.00 |
| 14/01/2019 | Red Dot Stores | Old Butcher Shop - shop front display - Australia Day | \$ 29.00 |
| 17/01/2019 | London Court Cobbler | Australia Day medals engraving | \$ 140.00 |
| 21/01/2019 | Fielder Choice | T- Ball equipment for school holiday program | \$ 78.00 |
| 29/01/2019 | NAB | Card fee | \$ 9.00 |
| 08/01/2018 | GUS*SPOT messenger | Spot messenger annual fees | \$ 350.04 |
| 08/01/2018 | NAB | International transaction fee | \$ 10.50 |
| 08/01/2018 | GUS*SPOT messenger | Spot messenger annual fees | \$ 348.19 |
| 08/01/2018 | NAB | International transaction fee | \$ 10.45 |
| 24/01/2019 | Toyworld | Cricket set for Australia Day | \$ 59.98 |
| 29/01/2019 | NAB | Card fee | \$ 9.00 |
| | | | |
| | | Direct Debit | \$ 1,125.16 |

12.2.3 REQUEST FOR RATES WRITE-OFF

| | |
|--------------------------------|--------------------------------------------------------------------------------------------------------------|
| LOCATION: | 54 Sheridan Street Menzies |
| APPLICANT: | RP Casotti |
| DOCUMENT REF: | RAT.936.1/NAM267 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 19 March 2019 |
| AUTHOR: | Carol McAllan, Finance Officer |
| ATTACHMENT: | 12.2.3-1 (Confidential) Rates Notice 12.2.3-2 (Confidential) Correspondence from applicant. |
| COUNCIL RESOLUTION: | No. |

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

1. Refuse the application from Mr Robert Peter Casotti to write off Rates and Interest on Assessment 1692 (54 Sheridan Street Menzies)
2. Support a payment plan for the repayment of outstanding funds to be agreed within 45 days of this resolution.
3. Agree that failure to agree to a payment program or to adhere to an agreed payment program will result in the immediate commencement of legal action.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

A number of properties were purchased in the 2008 land sale. Many of these have significant outstanding balances. Investigation is ongoing to recover outstanding monies. Action cannot be commenced until the property owner is able to be contacted.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

and development.

14.2 Strong sense of community maintained

- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

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

STATUTORY AUTHORITY:

Local Government Act 1995 Section 6.12 – Power to defer, grant discounts, waive or write off debts.

POLICY IMPLICATIONS:

4.6 – Debt Recovery – Outstanding Rates and Sundry Debtors.

FINANCIAL IMPLICATIONS:

The financial loss to the Shire from this action will be \$3,894.42 as at 19 March 2019. Interest is accruing at a rate of 56 cents per day.

RISK ASSESSMENTS:

There is no risk assessment relating to this matter.

BACKGROUND:

When researching this property, it was found that the owner on Shire records was no longer the owner. The owner name had been changed at Landgate. The new owner had multiple properties linked to his name with Landgate. Rates Notices were sent to each of these properties with the hope of one of them reaching Mr. Robert Peter Casotti.

COMMENT:

It is common knowledge that if a property is purchased then rates are payable. As Mr. Robert Peter Casotti owns multiple properties it would be reasonable to presume that he is aware of this fact. Mr Robert Peter Casotti has paid the 2017/2018 rates in full.

No evidence can be found, nor can Mr Casotti show that the Shire of Menzies was advised of the change of ownership. The Local Government Act 1995 Section 9.68 requires the owner of a property of ensure that written notice of change of ownership is given.

12.2.4 COMPLIANCE AUDIT RETURN YEAR ENDING 31 DECEMBER 2018

| | |
|--------------------------------|-----------------------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | GOV.860.1/NAM272 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 21 March 2019 |
| AUTHOR: | Jeanette Taylor, Manager Finance and Administration |
| RESPONSIBLE OFFICER | Rhonda Evans, Chief Executive Officer |
| ATTACHMENT: | 12.2.4-1 Compliance Audit Return |

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

1. Note that a review of the Compliance Audit Return for the year ending 31 December 2018 has been conducted, noting the comments contained in the Return;
2. Recommend the adoption of the 2018 Compliance Audit Return as attached to the Council; and
3. Recommend to Council that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

VOTING REQUIREMENTS:

Absolute majority

IN BRIEF:

Consideration of the Compliance Audit Return (CAR) for the year ending 31 December 2018

RELEVANT TO STRATEGIC PLAN:

- *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.

STATUTORY AUTHORITY:

Local Government (Audit) Regulation 1996 - REG14.

Local Government (Audit) Regulations 1996 - REG 15

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENTS:

OP13 Council does not comply with statutory reporting requirements and deadlines

BACKGROUND:

Each year, Council is required to complete an annual compliance audit return (CAR) for the calendar year immediately preceding (1st January to 31st December) as published by the Department for Local Government and Communities. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

This year, the CAR was reviewed and completed by Moore Stephens, as part of the four year Shared Statutory Compliance Services agreement established through the Northern Goldfields Collaborative Group. Tanya Browning, Manager Local Government Advisory from Moore Stephens attended the Shire offices on Tuesday 19th February 2019, and completed the CAR through interviews with senior staff and the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Complaints Register
- Delegations Register

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regards to compliance with the Local Government Act 1995 and provides the Audit and Risk Committee the opportunity to report to Council any cases of non-compliance or where full compliance was not achieved.

This process also provides opportunity for the Audit and Risk Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

The Audit & Risk Committee reviewed the CAR at its meeting held 28th March 2019, and resolved to recommend the adoption of the report to the Council and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government. Minutes of that meeting are attached to this report as well as the 2018 CAR.

During the completion of the 2018 CAR, there were two instances of non compliance noted, the first relating to the disclosures of interest and the second relating to maintaining a register of notifiable gifts.

During the review, it was noted at the Ordinary Meeting of Council held 30 August 2018, an interest was not properly disclosed. Although the relevant person did not remain at the meeting whilst the item was being discussed, the *Local Government Act 1995* requires the disclosure to be made and recorded appropriately. A register of notifiable gifts was also not available for inspection for the period under review, as no gifts had been declared as received, and therefore no entries existed. It was noted a compliant register at the time of review had since been created.

Systems are now in place to provide shared statutory compliance services through the NGCG, including the maintenance of financial interest and notifiable gift registers, in an effort to reduce the risk of future instances of non compliance relating to this matter.

COMMENT:

The CAR is to be:

- a) Reviewed by the Audit Committee
- b) Presented to Council at a meeting of the Council
- c) Adopted by the Council (along with comments and amendments)
- d) The adoption recorded in the minutes of the meeting to which it is adopted.



Menzies - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

| Commercial Enterprises by Local Governments | | | | | |
|----------------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s3.59(2)(a)(b)(c) F&G Reg 7,9 | Has the local government prepared a business plan for each major trading undertaking in 2018. | N/A | | Moore Stephens |
| 2 | s3.59(2)(a)(b)(c) F&G Reg 7,10 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2018. | N/A | | Moore Stephens |
| 3 | s3.59(2)(a)(b)(c) F&G Reg 7,10 | Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018. | N/A | | Moore Stephens |
| 4 | s3.59(4) | Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018. | N/A | | Moore Stephens |
| 5 | s3.59(5) | Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority. | N/A | | Moore Stephens |



| Delegation of Power / Duty | | | | | |
|-----------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.16, 5.17, 5.18 | Were all delegations to committees resolved by absolute majority. | N/A | | Moore Stephens |
| 2 | s5.16, 5.17, 5.18 | Were all delegations to committees in writing. | N/A | | Moore Stephens |
| 3 | s5.16, 5.17, 5.18 | Were all delegations to committees within the limits specified in section 5.17. | N/A | | Moore Stephens |
| 4 | s5.16, 5.17, 5.18 | Were all delegations to committees recorded in a register of delegations. | N/A | | Moore Stephens |
| 5 | s5.18 | Has Council reviewed delegations to its committees in the 2017/2018 financial year. | N/A | | Moore Stephens |
| 6 | s5.42(1),5.43 Admin Reg 18G | Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act. | Yes | | Moore Stephens |
| 7 | s5.42(1)(2) Admin Reg 18G | Were all delegations to the CEO resolved by an absolute majority. | Yes | Item 12.5.7 OMC 29/03/2018 Council Resolution No. 1387 | Moore Stephens |
| 8 | s5.42(1)(2) Admin Reg 18G | Were all delegations to the CEO in writing. | Yes | | Moore Stephens |
| 9 | s5.44(2) | Were all delegations by the CEO to any employee in writing. | Yes | | Moore Stephens |
| 10 | s5.45(1)(b) | Were all decisions by the Council to amend or revoke a delegation made by absolute majority. | N/A | | Moore Stephens |
| 11 | s5.46(1) | Has the CEO kept a register of all delegations made under the Act to him and to other employees. | Yes | | Moore Stephens |
| 12 | s5.46(2) | Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year. | Yes | Item 12.5.7 OMC 29/03/2018 Council Resolution No. 1387 | Moore Stephens |
| 13 | s5.46(3) Admin Reg 19 | Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required. | Yes | Monthly report submitted to Council | Moore Stephens |

| Disclosure of Interest | | | | | |
|-------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.67 | If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68). | Yes | | Moore Stephens |
| 2 | s5.68(2) | Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings. | N/A | | Moore Stephens |



| No | Reference | Question | Response | Comments | Respondent |
|----|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 3 | s5.73 | Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made. | Yes | | Moore Stephens |
| 4 | s5.75(1) Admin Reg 22 Form 2 | Was a primary return lodged by all newly elected members within three months of their start day. | N/A | | Moore Stephens |
| 5 | s5.75(1) Admin Reg 22 Form 2 | Was a primary return lodged by all newly designated employees within three months of their start day. | N/A | | Moore Stephens |
| 6 | s5.76(1) Admin Reg 23 Form 3 | Was an annual return lodged by all continuing elected members by 31 August 2018. | Yes | | Moore Stephens |
| 7 | s5.76(1) Admin Reg 23 Form 3 | Was an annual return lodged by all designated employees by 31 August 2018. | Yes | | Moore Stephens |
| 8 | s5.77 | On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return. | Yes | | Moore Stephens |
| 9 | s5.88(1)(2) Admin Reg 28 | Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76 | Yes | | Moore Stephens |
| 10 | s5.88(1)(2) Admin Reg 28 | Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28. | Yes | | Moore Stephens |
| 11 | s5.88 (3) | Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76. | Yes | | Moore Stephens |
| 12 | s5.88(4) | Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee. | Yes | | Moore Stephens |
| 13 | s5.103 Admin Reg 34C & Rules of Conduct Reg 11 | Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes. | N/A | | Moore Stephens |
| 14 | s5.70(2) | Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report. | No | An instance was noted where a relevant person did not disclose an interest as required. Although they did not remain at the meeting whilst the item was considered, the interest was not properly disclosed. | Moore Stephens |



Department of
**Local Government, Sport
and Cultural Industries**

| No | Reference | Question | Response | Comments | Respondent |
|----|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------|----------------|
| 15 | s5.70(3) | Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee. | N/A | | Moore Stephens |
| 16 | s5.103(3) Admin Reg 34B | Has the CEO kept a register of all notifiable gifts received by Council members and employees. | No | No entries exist as no gifts have been declared as received. A compliant gift register has since been created. | Moore Stephens |

Disposal of Property

| No | Reference | Question | Response | Comments | Respondent |
|----|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------------|
| 1 | s3.58(3) | Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)). | N/A | | Moore Stephens |
| 2 | s3.58(4) | Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property. | N/A | | Moore Stephens |

Finance

| No | Reference | Question | Response | Comments | Respondent |
|----|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------|----------------|
| 1 | s7.1A | Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act. | Yes | Item 12.5.5 OMC 10/11/17, resolution no. 1298 | Moore Stephens |
| 2 | s7.1B | Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority. | N/A | | Moore Stephens |
| 3 | s7.3 | Was the person(s) appointed by the local government to be its auditor, a registered company auditor. | N/A | Office of the Auditor General (OAG) is appointed auditor for 2017/18 | Moore Stephens |
| 4 | s7.3, 7.6(3) | Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council. | N/A | | Moore Stephens |
| 5 | Audit Reg 10 | Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit. | N/A | Audit not yet finalised by OAG | Moore Stephens |
| 6 | s7.9(1) | Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018. | N/A | Audit not yet finalised by OAG | Moore Stephens |



| No | Reference | Question | Response | Comments | Respondent |
|----|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------|----------------|
| 7 | S7.12A(3) | Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken. | N/A | | Moore Stephens |
| 8 | S7.12A (4) | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken. | N/A | | Moore Stephens |
| 9 | S7.12A (4) | Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time. | N/A | | Moore Stephens |
| 10 | Audit Reg 7 | Did the agreement between the local government and its auditor include the objectives of the audit. | N/A | | Moore Stephens |
| 11 | Audit Reg 7 | Did the agreement between the local government and its auditor include the scope of the audit. | N/A | | Moore Stephens |
| 12 | Audit Reg 7 | Did the agreement between the local government and its auditor include a plan for the audit. | N/A | | Moore Stephens |
| 13 | Audit Reg 7 | Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor. | N/A | | Moore Stephens |
| 14 | Audit Reg 7 | Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor. | N/A | | Moore Stephens |
| 15 | Audit Reg 17 | Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996. | No | | Moore Stephens |
| 16 | Audit Reg 17 | If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when. | Yes | Consultants engaged through statutory compliance services agreement to conduct review in week commencing 25th March 2019. | Moore Stephens |

Integrated Planning and Reporting



Department of
**Local Government, Sport
and Cultural Industries**

| No | Reference | Question | Response | Comments | Respondent |
|----|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond. | Yes | CBP 2014-2018 Adopted Item 12.4.7 OMC 27/6/13 Decision number 0366. | Moore Stephens |
| 2 | s5.56 Admin Reg 19DA (6) | Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond. | Yes | Reviewed and adopted Item 12.5.2 OMC 30/7/15 Decision number 0831. Review to CBP included within four year contract service for Statutory Compliance Services (commenced 1/7/18) | Moore Stephens |
| 3 | s5.56 Admin Reg 19C (7) | Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond. | Yes | SCP 2013-2023 adopted at OMC 24/4/13 (Item 12.4.3) Decision 0326. | Moore Stephens |
| 4 | s5.56 Admin Reg 19C (7) | Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond. | Yes | Desktop review adopted at OMC 30/7/15 (Item 12.5.3). Review to SCP included within four year contract service for Statutory Compliance Services (commenced 1/7/18) | Moore Stephens |
| 5 | S5.56 | Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | Yes | Asset Management Framework 2013-2017 adopted OMC 27/6/13 (Item 12.4.5) Decision 0364. Review of the AMP included within four year contract service for Statutory Compliance Services (commenced 1/7/18) | Moore Stephens |
| 6 | S5.56 | Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | Yes | LTFP 2014-2029 adopted 1/8/13 (Item 12.4.4) Decision 0379. Review to LTFP included within four year contract service for Statutory Compliance Services (commenced 1/7/18) | Moore Stephens |
| 7 | S5.56 | Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond. | Yes | WFP 2013-2017 adopted 29/11/2012 (Item 11.4.4) Decision number 0255. Review to SCP included within four year contract service for Statutory Compliance Services (commenced 1/7/18) | Moore Stephens |



| Local Government Employees | | | | | |
|-----------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | Admin Reg 18C | Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised. | Yes | Item 12.5.6 OMC 25/10/18 (Decision number 1543) | Moore Stephens |
| 2 | s5.36(4) s5.37(3), Admin Reg 18A | Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A. | N/A | CEO vacancy not yet advertised during the reporting period | Moore Stephens |
| 3 | Admin Reg 18F | Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4). | N/A | | Moore Stephens |
| 4 | Admin Regs 18E | Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only). | N/A | | Moore Stephens |
| 5 | s5.37(2) | Did the CEO inform council of each proposal to employ or dismiss a designated senior employee. | N/A | | Moore Stephens |



| Official Conduct | | | | | |
|-------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s5.120 | Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer. | N/A | CEO is the complaints officer | Moore Stephens |
| 2 | s5.121(1) | Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c). | Yes | | Moore Stephens |
| 3 | s5.121(2)(a) | Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made. | Yes | | Moore Stephens |
| 4 | s5.121(2)(b) | Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint. | Yes | | Moore Stephens |
| 5 | s5.121(2)(c) | Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred. | Yes | | Moore Stephens |
| 6 | s5.121(2)(d) | Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c). | Yes | | Moore Stephens |

| Tenders for Providing Goods and Services | | | | | |
|-------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------|
| No | Reference | Question | Response | Comments | Respondent |
| 1 | s3.57 F&G Reg 11 | Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)). | Yes | | Moore Stephens |
| 2 | F&G Reg 12 | Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract. | N/A | | Moore Stephens |
| 3 | F&G Reg 14(1) & (3) | Did the local government invite tenders via Statewide public notice. | Yes | | Moore Stephens |
| 4 | F&G Reg 14 & 15 | Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16. | Yes | | Moore Stephens |



| No | Reference | Question | Response | Comments | Respondent |
|----|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------------|
| 5 | F&G Reg 14(5) | If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation. | N/A | | Moore Stephens |
| 6 | F&G Reg 16 | Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16. | Yes | | Moore Stephens |
| 7 | F&G Reg 18(1) | Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender. | N/A | | Moore Stephens |
| 8 | F&G Reg 18 (4) | In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria. | Yes | | Moore Stephens |
| 9 | F&G Reg 17 | Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17. | Yes | | Moore Stephens |
| 10 | F&G Reg 19 | Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted. | Yes | | Moore Stephens |
| 11 | F&G Reg 21 & 22 | Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22. | Yes | | Moore Stephens |
| 12 | F&G Reg 23(1) | Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice. | N/A | | Moore Stephens |
| 13 | F&G Reg 23(4) | After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services. | N/A | | Moore Stephens |
| 14 | F&G Reg 24 | Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24. | Yes | | Moore Stephens |
| 15 | F&G Reg 24AD(2) | Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice. | N/A | | Moore Stephens |
| 16 | F&G Reg 24AD(4) & 24AE | Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE. | N/A | | Moore Stephens |



| No | Reference | Question | Response | Comments | Respondent |
|----|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------|----------------|
| 17 | F&G Reg 24AF | Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application. | N/A | | Moore Stephens |
| 18 | F&G Reg 24AD(6) | If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation. | N/A | | Moore Stephens |
| 19 | F&G Reg 24AH(1) | Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications. | N/A | | Moore Stephens |
| 20 | F&G Reg 24AH(3) | In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria. | N/A | | Moore Stephens |
| 21 | F&G Reg 24AG | Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG. | N/A | | Moore Stephens |
| 22 | F&G Reg 24AI | Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted. | N/A | | Moore Stephens |
| 23 | F&G Reg 24E | Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council). | N/A | Regional Price Preference Policy 4.3 adopted at OMC 29/11/12 (Item 11.4.5) Decision number 0256. | Moore Stephens |
| 24 | F&G Reg 24F | Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy. | Yes | | Moore Stephens |
| 25 | F&G Reg 11A | Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less. | Yes | Policy 4.2 Purchasing and Tenders | Moore Stephens |



Department of
**Local Government, Sport
and Cultural Industries**

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Menzies

Signed CEO, Menzies

12.3 WORKS AND SERVICES

12.3.1 Works Report for the month of February 2019

| | |
|--------------------------------|----------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | ROA.860.1/NAM268 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 20 March 2019 |
| AUTHOR: | Rhonda Evans, Chief Executive Officer |
| ATTACHMENT: | Nil |

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the Works Report for the month of February 2019.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Councils annual works program is now underway

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- The prevention of fire risk throughout the community.
- The significant natural features of the shire for tourism.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

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.

14.4 *Heritage & Natural assets conserved*

- Our natural environment will be protected and preserved for future generations.
- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.
- Heritage and cultural places and items will be protected.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

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

COMMENT:

The following is a brief report of the monthly activities extracted from the report to the Chief Executive Officer from Paul Warner, Works Supervisor.

Tender for scheduled reseal of roads, CR0032-2018 closed 25 February 2019. An item relating to the awarding of this tender is presented this month.

Tender for Regional Road Group funded re-sheeting of roads, RRG-2018 closed 18 March 2019. An items relating to this tender will be presented at the April 2019 meeting of Council.

General and Town Activities

- Fire truck returned from upgrade.
- Fire suppression put onto cab, wheels and body to improve safety for the operators.
- PO138 – the side tipper was sand blasted and painted
- Two water tanks installed in the Caravan Park
- Cleaned Googarrrie Stationmasters House following Barry Bell's departure
- Fence removed from hardcourts in preparation for new fencing

Roads maintained by Council's Grader

- Menzies North West Road
- Evanston-Menzies Road
- Cashmere Downs Road

Roads Maintained by Contract Grader

- Leonora Mt Ida Road
- Perrinvale Road

- Mt Celia Road
- Kookynie-Yarri Road
- Pinjin Road

Progress on the WANDRRA funded project was made on the Yarri Road.

12.3.2 TENDER ASSESSMENT - ROAD RE-SEAL PROGRAM

| | |
|--------------------------------|------------------------------------------------|
| LOCATION: | Various Roads |
| APPLICANT: | N/A |
| DOCUMENT REF: | ROA.834.1/NE11207 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 21 March 2019 |
| AUTHOR: | Rhonda Evans, Chief Executive Officer |
| ATTACHMENT: | 12.3.2-1 Confidential Tender Assessment |
| COUNCIL RESOLUTION: | No. |

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

1. Acknowledge the tender assessment and recommendation provided by Council Officers and the project manager
2. Award Tender RFT CR0032-2018 for the supply of labour, materials and plant for undertaking reseal and new seal works in accordance with the specified tender document to Bitutek Pty Ltd as per the submitted price schedule.
3. Advise unsuccessful tenderers of the outcome of the tender within seven working days.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

The Shire of Menzies sought tenders for the supply of labour, materials and plant for undertaking reseal and new seal of various roads around the Shire of Menzies. Tender CR0032-2018 was advertised on 9 February 2019. The closing date for the tender was 25 February 2019.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other

industries.

- 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 have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

STATUTORY AUTHORITY:

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulation 1996 Part 4 Division 2

POLICY IMPLICATIONS:

Policy 4.2 Purchasing and Tenders

FINANCIAL IMPLICATIONS:

Job CR0032 Reseal has an allocation of \$200,000 the tendered price is within this budget.

RISK ASSESSMENTS:

Nil

BACKGROUND:

The Shire of Menzies has undertaken an assessment of the condition of all sealed roads. This assessment was presented to the December 2018 ordinary meeting of Council.

Tenders for the reseal of roads as presented, together with at sealing of “fish tails” to unsealed roads that meet sealed roads has been included into this program.

COMMENT:

Tenders were received from two applicants. Both are well known and respected in the industry. Each applicant was assessed against the following criteria.

- Organisational Experience and Capacity (35%)
- Experience with Rural Sealed Road Projects in Regional Locations (25%)
- Key Personnel Experience and Overall Capacity (40%)

The weighted scores were

| | |
|------------|------|
| Tenderer A | 86.5 |
| Tenderer B | 82.5 |

Prices submitted were adjusted to reflect Regional Price Preference/Local Content (RPP/LC)

| Tenderer | Price as Submitted | Price Adjusted for RPP/LC |
|-----------------|---------------------------|----------------------------------|
| Tenderer A | \$188,169 | \$185,419 |
| Tenderer B | \$268,416 | \$268,416 |

The confidential tender assessment is provided to assist Council to determine which tender is the most advantageous.

The tender assessment suggests that the tender submitted by Bitutek represents the best value and is most advantageous. Bitutek delivered the highest qualitative criteria weighted score.

12.4 COMMUNITY DEVELOPMENT

12.4.1 Community Development Report for the month of February 2019

| | |
|--------------------------------|----------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | CS.860.1/NAM269 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 20 March 2019 |
| AUTHOR: | Rhonda Evans, Chief Executive Officer |
| ATTACHMENT: | Nil |

| | |
|----------------------------|------------|
| COUNCIL RESOLUTION: | No. |
|----------------------------|------------|

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the report of the activities for Community Development for the month of February 2019

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

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.

This report also addresses other areas of Tourism and area promotion such as the operating of is camping facilities at Lake Ballard and Niagara Dam, and contribution to Community Groups for activities.

RELEVANT TO STRATEGIC PLAN:

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.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS : Nil

FINANCIAL IMPLICATIONS :

All expenditure to are within acceptable parameters of the adopted budget.

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

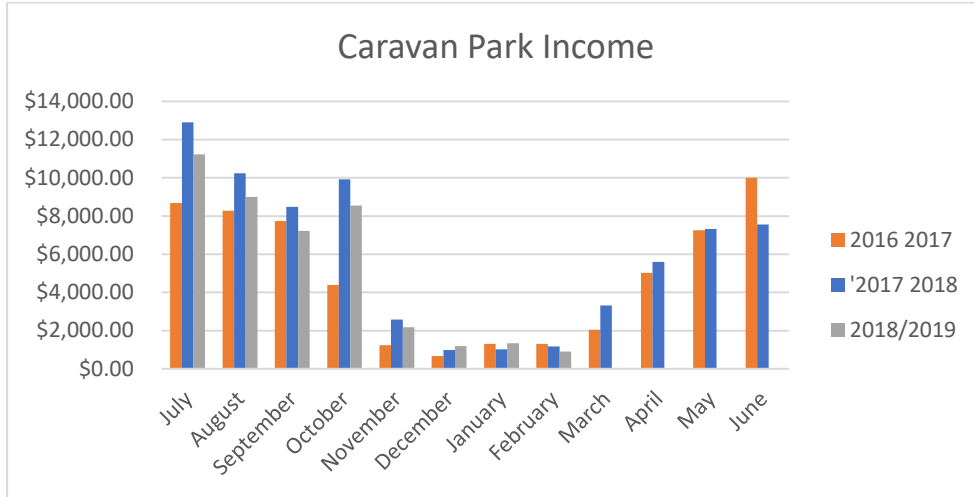
The Lady Shenton Building operates the CRC and Menzies Visitor Centre and administers the Menzies Caravan Park. The statistics are compiled each month by the staff for recording purposes.

COMMENT:

A recent call for residents of Menzies to express interest in forming a group to create a Community Garden has been met with some interest. All those who have expressed interest will be invited to join a bus trip to the Kalgoorlie Community Garden. This trip will be open to all members of the community subject to seats on the bus being available. The date for this trip has not been set.

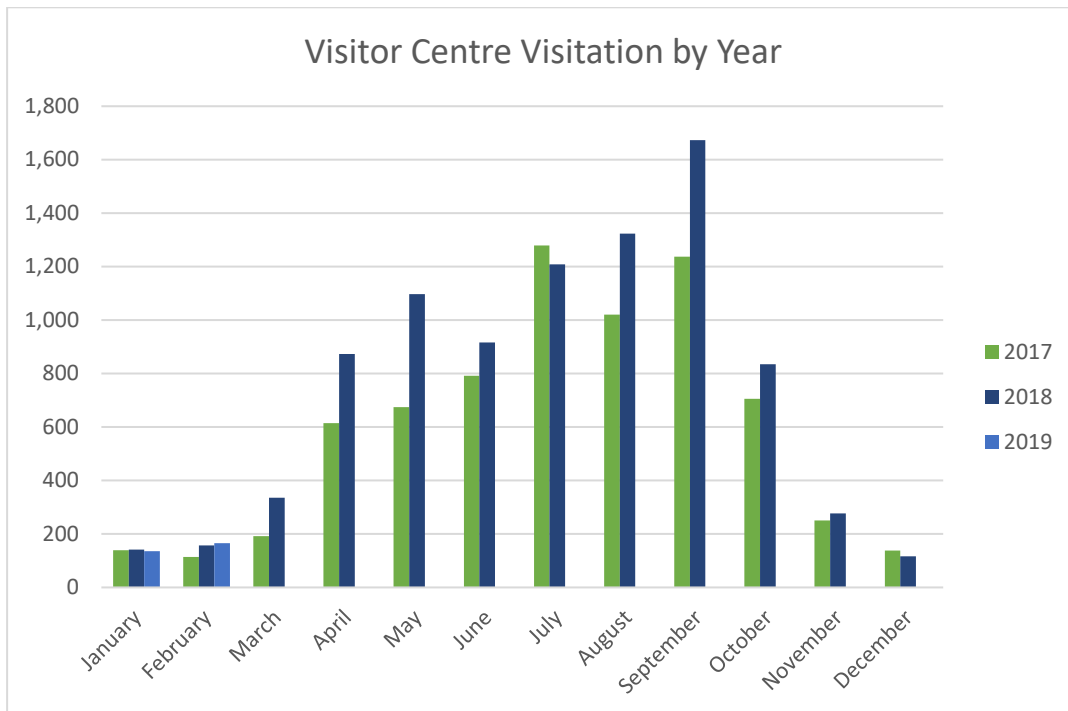
Caravan Park

Permanent occupancy now provides no income. Occasional use is stable, but will be dependent on the weather. The two-bedroom chalet has attracted one paid occupant during the reporting period. It is hoped that additional advertising, and a sign on the fence will bring the availability of the unit to the notice of the travelling public.



Visitor Centre

February 2019 attracted 166 visitors. Our Facebook appears to be one of the major referral sources for visitors. We continue to review methods and best means of promotion for Menzies.

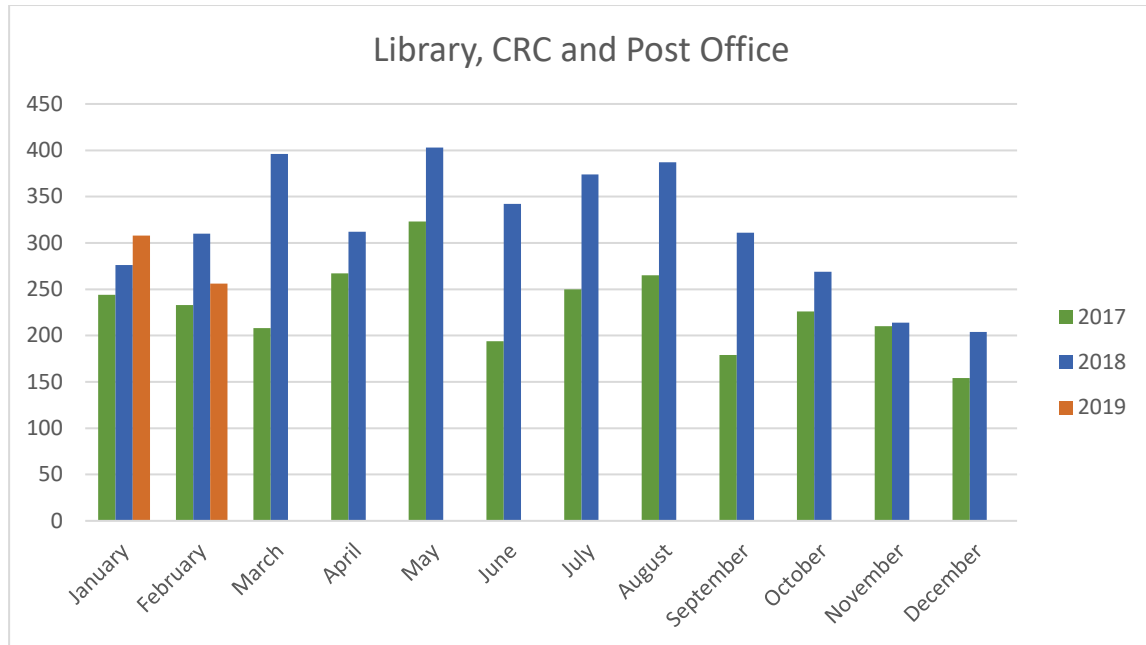


Community Postal Agency

This important service attracted 216 customers in February 2019.

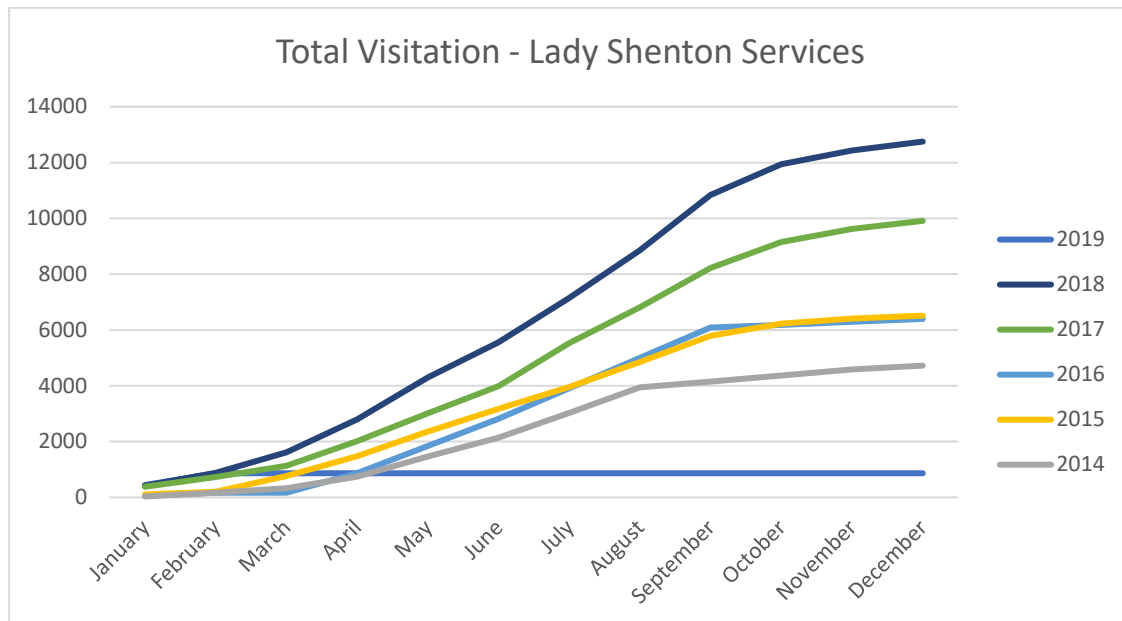
Community Resource Centre (CRC) and Community Activities

The Centre had 40 patrons in February 2019. The Menzies Matters was printed and distributed. There is a steady increase on the number of local clients meeting and joining in the activities. Both day time adult activities and after school activities are attracting regular clients.



Statistics

Cumulative statistics show a steady increase in visitation to the Lady Shenton Building. In 2018 in excess of 12,000 clients attended the centre.



12.5 MANAGEMENT AND POLICY

12.5.1 Actions performed under Delegations for the month ended 28 February 2019

| | |
|--------------------------------|----------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | GOV.860.1/NAM270 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 20 March 2019 |
| AUTHOR: | Rhonda Evans, Chief Executive Officer |
| ATTACHMENT: | Nil |
| COUNCIL RESOLUTION: | No. |

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

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

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

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.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

OP13 Governance – Council does not comply with statutory requirements

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 February 2019.

Bushfire

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

Common Seal

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

Health Approvals

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

| <i>Date of decision</i> | <i>Decision ref:</i> | <i>Decision details</i> | <i>Applicant</i> | <i>Other affected person(s)</i> |
|--------------------------------|-----------------------------|--------------------------------|-------------------------------------------------------|----------------------------------------|
| 12 Feb 19 | Occupancy Permit | BCA Class 9b | Kieran James Hunt / Resolve Group Pty Ltd | N/A |

Ranger Related Dog Issues

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

Applications

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

| <i>Applicant Name</i> | <i>Application Type</i> | <i>Application Details</i> |
|------------------------------|--------------------------------|-----------------------------------|
| Carnegie Gold | Miscellaneous Licence | M30/60 (IAP70) |

The following Community Grant Applications were made for the month ended February 2019.

| <i>Applicant Name</i> | <i>Application Type</i> | <i>Grant</i> |
|------------------------------|--------------------------------|---------------------|
| Garry Tucker | Individual Assistance (IAP71) | \$500 |

12.5.2 TOURISM STRATEGIC REVIEW

| | |
|--------------------------------|----------------------------------------|
| LOCATION: | N/A |
| APPLICANT: | N/A |
| DOCUMENT REF: | GR.903.1/NE11152 |
| DISCLOSURE OF INTEREST: | The Author has no interest to disclose |
| DATE: | 20 March 2019 |
| AUTHOR: | Rhonda Evans, Chief Executive Officer |
| ATTACHMENT: | 12.5.2-1 Tourism and Events Strategy |
| COUNCIL RESOLUTION: | No. |

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

1. Endorse the Tourism and Events Strategy (as attached 12.5.2-1)
2. Advise the Goldfields Tourism Network Association that it is interested in considering a service contract for the provision of Tourism Promotion Services
3. Initiate discussions with Australia's Golden Outback for a service contract for the provision of Tourism Promotion Services
4. Initiate discussions with Councils within the Golden Quest Discovery Trail to ensure the continuation of the promotional material currently available for distribution, and the ongoing review and maintenance of the "Golden Quest Discovery Trail" App

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely

development.

- The significant natural features of the shire for tourism.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

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.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to participate in regional activities to the benefit of our community.

14.4 Heritage & Natural assets conserved

- Our natural environment will be protected and preserved for future generations.
- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.
- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

Risk Assessment OP97 and OP98 Risk Assessment for Tourism Services

BACKGROUND:

In August 2018 a report was presented to Council resolving to work with the Goldfields Tourism Network Association (GTNA) with a view to develop a strategy to enable the GTNA to meet the requirements of member Shires by providing a functional tourism resource and marketing asset.

Since August 2018, little demonstrated progress has been made by the GTNA.

COMMENT:

Comments presented to Council at the ordinary meeting on 30 August 2018 are presented again for Councillor information.

Tourism Needs in the Shire of Menzies

The meeting held on 3 July 2018 was attended by a cross section of the Menzies community. Those attending identified a number of areas where the Council could improve infrastructure to encourage tourism. Specific items include

- *Sealing of main tourist routes (in particular Menzies North West Road)*
- *Construction of trails and walks for cyclists, walkers and runners*
- *Extension of interpretative Art walks and Art installations*
- *Upgrade and maintenance of camp sites such as Lake Ballard and Niagara.*

The promotion of the Shire, and the establishment of a “point of difference” to encourage travellers to stop in the Menzies Shire while still supporting the region. The support of events both in Menzies and neighbouring Shires

- *Cyclassic*
- *Golden Slipper*
- *Regional Horse Racing Circuit*
- *Menzies Rodeo and Ute Muster*
- *Astro Tourism and*
- *Art Gallery Trail.*

The promotion of events outside the traditional ‘tourist season’, and the ability to react quickly to occasional events such as flowering of wild flowers, and the landing of banded stilts were also discussed. The need for a higher profile on social and electronic media, and the importance of the ability to respond to changing needs of both tourists and travellers was a topic to be further discussed.

Most important is the need to initiate new tourism based business, and the increase of available accommodation. While some participants expressed interest in becoming involved in tourism, a lack of start-up support, and the need to develop the necessary skills for the industry was discussed without solution.

The Shire can boast of the attraction and quality of our free camp sites at Lake Ballard and Niagara Dam, and their associated attractions. The town of Menzies hosts a quality Caravan Park.

Further, a significant number of named sites on the Golden Quest Discovery Trail are within the Shire boundaries.

We have ‘Content’ to promote, but without associated businesses to provide tours, accommodation and support industries such as food outlets, mechanical and other services there is no or little direct benefit economic to the residents of the Shire. The presence of tourists, and through travellers does create a feeling of community and vibrancy that should not be underestimated.

It is not suggested that free and/or low-cost facilities provided by Local Government should be reduced. The infrastructure, events and activities supported by the Shire should play a support

role to businesses that provide economic development and employment. The best method of developing these enterprises should be the subject of Council's strategy for Tourism which included in an Economic Development Strategy for the Shire.

Visitation numbers show a steady increase for the past five to ten years. The economy has not grown to benefit from this increase in numbers. Improvements in promotion may increase visitation numbers, but until associated businesses are developed there will continue to be little return to the economy of Menzies from the investment of the rate dollar.

The meeting indicated that there is an appetite for a tourism industry in Menzies, but uncertainty regarding the path to take, and a lack of seed funding to nurture small business meant that the opportunities were not being taken up.

There are two areas needing to be considered by Council.

- the setting of strategy, goals and priorities of the Shire of Menzies for tourism
- the promotion of Menzies both separately and within the Goldfields Region, and the mechanism to be used for promotion.

Attached is a strategic statement for Tourism and Events for the next four years. This document is intended to demonstrate the Council's commitment to tourism, and is based on the same information gained during the public meeting held in July.

The promotion of the tourism and facilities may be managed in a number of ways.

- Internally, where the Shire manages promotion itself
- Joining a collaborative group (such as the GTNA) which employs staff to provide the service to a number of member Councils either by direct communication or by a service agreement
- Taking out membership in one and/or another of the specialist Tourism organisations (such as Australia's Golden Outback Western Australian Indigenous Tourism Operators) and participate in the promotional offers on an as-needs basis.
- A combination of the above.

The recommendations made by the author suggest consultation with service providers in the region with a view to meeting the needs of Menzies while participating in regional promotion where appropriate and of benefit to Menzies.

Goldfields Tourism Network Association (GTNA)

Attendance by representatives of the Council to GTNA meetings should be discussed and a resolution appropriate to the outcome of discussions should be moved.

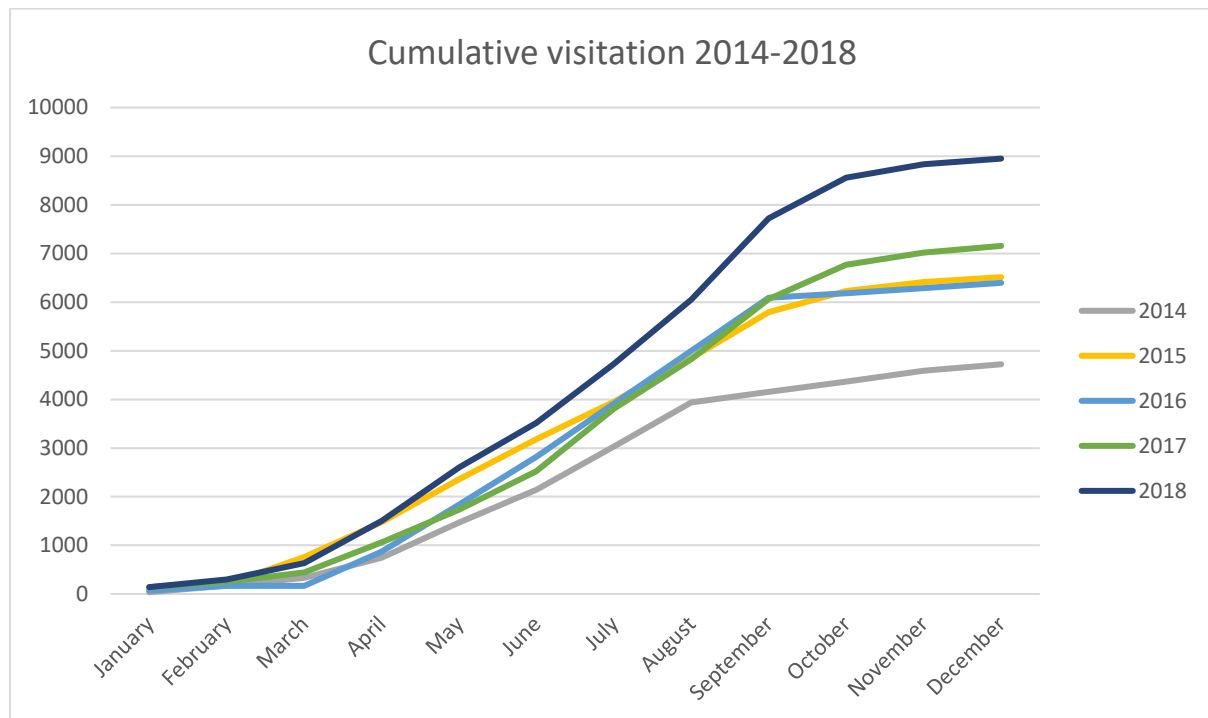
The status of the Shire of Menzies whilst in accordance with the current constitution is probably not in accordance with the intent of the organisation. A motion for consideration may be

That Council contact the Chairperson of the Goldfields Tourism Network Association and request that the Shire of Menzies be granted observer status at future meetings with a view to understanding the future direction of the association.

Tourism and Events Strategy 2019 – 2023

The Shire of Menzies Tourism and Events Strategy has been developed to promote a clear direction for the development of tourism through to 2023. The Shire of Menzies together with any appropriate Regional and State Associations with whom the Shire may partner will seek to grow the tourism market.

In the past five years a steady increase in visitor numbers has been recorded. No records have been maintained to indicate length or reason for the visit. The strategy will provide the mechanisms to improve recordings. Visiting friends and relatives are rarely captured in the current reporting process.



Looking forward it is important to both identify growth opportunities and supporting events attractive to both regional and out-of-region visitors and to record changes made in the tourism sector.

Strategy Goals

1. To maintain and sustain existing tourism assets in a manner to enhance both the economic and heritage potential for both visitors and the local community.
2. To focus on new experiences and strengthen existing experiences as a means to attracting new visitors and encouraging increased expenditure.
3. To grow overnight visitor expenditure by the introduction of additional accommodation units.
4. To build a strong unified industry that works collaboratively to achieve sustainable growth.
5. To use tourism as a means of strengthening the region's commitment to safeguarding and celebrating its cultural and natural heritage assets.
6. To develop iconic tourism trails through the region.

Strategic Priorities

- Offering Iconic Experiences
 - Develop the cultural experiences to strengthen the positioning of the Menzies region as a destination to absorb aspects of life of both indigenous culture, and the goldrush days between 1890 and 1920.
 - Strengthen arts based experiences associated with the Inside Australia installation at Lake Ballard, and the regional art trail.
 - Promote events such as the Menzies Classic annual bicycle race (the first day of the Cyclclassic), and the Menzies Rodeo.
- Deliver Quality, great service and innovation
 - Commit to continuously improve the quality of the experience we provide to our visitors.
 - Target a balanced portfolio of markets
 - Identify emerging opportunities to target new markets and develop innovative packages that will stimulate new demand.
- Build strong partnerships
 - Expand the knowledge base of the industry and build its capacity to deliver quality experiences.
 - Build a strong understanding of the value of the tourism among Council, the business community and local residents.
- Grow investment and access
 - Continue to pursue opportunities to improve access to and within the region, and overall connectivity, including digital and mobile connectivity.

Identified Tourism Needs

- Sealing of main tourists routes (in particular Menzies North West Road)
- Construction of trails and walks for cyclists, walkers and runners
- Extension of interpretative Art walks and Art installations
- Upgrade and maintenance of camp sites such as Lake Ballard and Niagara.

Identified Significant Events

- Menzies Classic
- Menzies Rodeo
- Community Christmas Tree

13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

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

15 NEXT MEETING

The next Ordinary Meeting of Council will be held on Wednesday 24 April 2019 commencing at 1pm.

16 CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting at _____ pm.

I, _____ hereby certify that the Minutes of the Ordinary Meeting of Council held 28 March 2018 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 24 April 2019.

Signed: _____

Dated: 24 April 2019