



SHIRE OF MENZIES

Minutes

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

31 October 2019

Commencing at

1.00pm

**31
October
2019**

Ordinary Meeting of Council

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

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on 31 October 2019 in the Shire of Menzies Council Chambers commencing at 1pm.

Peter Money
Chief Executive Officer

21 October 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 2019	-	-	-	-
24 April 2019	-	-	Cr D Hansen Cr I Baird	-
30 May 2019	-	-	-	-
27 June 2019	-	-	-	Cr D Hansen
25 July 2019	-	Cr D Hansen	-	-
29 August 2019	-	Cr I Tucker Cr J Lee	-	-
26 September 2019	Adjourned			
31 October 2019	-	-	-	-
28 November 2019				
12 December 2019				

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1 DECLARATION OF OPENING

The Chief Executive Officer Swore in Councillors Ian Baird, Debbie Hansen and Vashti Ashwin

The Chief Executive Officer declared the Meeting open at 1:01 PM

The CEO announced that he had one nomination for Shire President from Cr. Gregory Dwyer.

The CEO called for further nominations for Shire President.

Cr Vashti Ashwin nominated Cr Justin Lee for the position of Shire President.

Cr Lee accepted the nomination and the CEO called for a ballot.

The CEO and Manager Finance and Administration counted the votes.

The CEO declared Cr Gregory Dwyer elected 4 votes to 2.

The CEO swore in President Gregory Dwyer as President for a two year term.

The CEO vacated the Chair and Cr Gregory Dwyer took the Chair.

The President made a statement of respect for Cr Ian Tucker who passed away on 12th October 2019.

The President called for nominations for Deputy Shire President;

Cr Ian Baird nominated himself;

Cr. Vashti Ashwin nominated Cr Justin Lee, who accepted the nomination.

A secret ballot was held with votes counted by the CEO and Manager Finance and Administration.

The President announced that Cr. Ian Baird was duly elected Deputy Shire President 4 votes to 2.

The President proceeded to swear in CR. Ian Baird as Deputy President for a two year term.

2 ANNOUNCEMENT OF VISITORS

There were no visitors

3 RECORD OF ATTENDANCE

Present

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

Staff: Mr P Money Chief Executive Officer
 Mrs J Taylor Manager Finance and Administration
 Ms K Tucker Executive Assistant

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

There were no questions taken on notice at the previous meeting.

5 PUBLIC QUESTION TIME

There were no questions from the Public.

6 APPLICATIONS BY MEMBERS

There were no applications for leave by members.

7 DECLARATIONS OF INTEREST

Crs. Justin Lee and Vashti Ashwin declared an interest in Item 12.8.1

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

There were no items to be discussed behind closed doors.

9 CONFIRMATION / RECEIVAL OF MINUTES

9.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 29 AUGUST 2019 (Provided under Separate Cover)

COUNCIL RESOLUTION:

No. 1719

MOVED: Cr. Jill Dwyer

SECONDED: Cr. Ian Baird

That the minutes of the Ordinary Meeting of Council held on Thursday 29 August 2019 be confirmed as a true and correct record.

Carried 6 / 0

10 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 PRESIDENTS REPORT FOR MONTH OF SEPTEMBER/OCTOBER 2019

To be presented at the Ordinary Council Meeting 31 October 2019.

COUNCIL RESOLUTION:

No. 1720

MOVED: Cr Ian Baird

SECONDED: Cr Jill Dwyer

That the President's Report for the month of September/October 2019 be received.

Friday 30 August

With the CEO we attended the Northern Goldfields Working Group meeting in Leonora at which updates on Risk Management Activities, LG Act and Review was presented by Moore Stephens. Local Emergency Management was presented by the local Police Sergeant. Other matters of importance discussed was Government Public Service Employees Housing and Maintenance and Cattle in Townsites.

Sunday 8 September

Along with CEO we accepted an invitation to attend the Community Cabinet Forum in Kalgoorlie Town Hall and meet with Ministers and their staff after a Question and Answer session.

Monday 9 September

With the CEO, members of Kalgoorlie Boulder City Council and the Shire President of Coolgardie we participated in a Lunch Workshop with the Minister of Local Government David Templeman, for greetings, answers and discussion on Reform/New Act, Amalgamations, Beneficial Enterprises, Government Employees Housing, Economic Development and a general range of topics.

Wednesday 11 September

I attended and observed a meeting of the Leonora Emergency Management Committee with the possibility of joint meeting arrangements with Leonora, Leinster and Menzies for LEMC to be continued on a more compliant basis for Menzies going forward in the future.

Thursday 19 September

I participated in discussions with the proposed Golden Quest Discovery Trail Association in Kalgoorlie over presented options of Operating Model of Administration.

Friday 26 September

With some Electors and Councillors, I chaired the Electors Meeting. The Ordinary Meeting of Council was adjourned due to the lack of a quorum.

Sunday 29 September

With Cr J Dwyer we attended the opening of the Community Hub, featuring the new Aquatic Centre and Town Hall.

Friday 10 October

With Cr J Dwyer and the CEO, attended a Skateholder Workshop for the Management of feral Cacti in Leonora. The Shire of Menzies is responsible for the eradication and ongoing control of invasive cacti in Townsites and Commons within its jurisdiction. The Shire needs to help and assist Pastoral Properties where infestations of Cacti can be identified, and programs or eradication can be set.

Tuesday 15 October

Along with Cr J Dwyer we attended the GNRBA AGM in Kalgoorlie.

Thursday 24 October

I met with Jeff Henderson from WALGA to participate in a short promotional video interview of the Shire of Menzies.

Friday 25 October

Along with Councillors, CEO and staff attended the Funeral Service of the Late Councillor Ian Tucker at the Maku Stadium in Kalgoorlie.

Carried 6/0

112 APPOINTMENT OF COUNCIL MEMBERS TO COMMITTEES

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	State any conflict of interest
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	List of current committee appointments

SUMMARY

Following each election Council is required to make appointments to its Committees be they internal or through membership of other organisations.

Council has one substantive committee being the Audit Committee.

It is recommended that Council appoint deputies to each committee otherwise the burden for attendance at committees falls on too small a number of members.

Councillors should also note that attendance on external committees obligates the Member to represent the Council's view on matters, not their own personal view.

Council should also consider removing committees that are no longer meeting or no longer required.

BACKGROUND

Council is requested to appoint representatives to local and regional committees, boards etc.

The Shire President has the right to be represented on any Council committee but cannot assume chairmanship of any committee. Chairmanship of all committees must be by a vote under the same conditions for the any Council vote.

If there are more applicants than approved by the Council for any committee, membership is decided by a secret vote in which the CEO is usually the returning officer.

Similarly, chairmanship of committees is determined by a vote and if after the vote, there is a tie for the position this is determined by drawing a name from the hat.

Should the Shire President not wish to be a member of a committee, Council may need to appoint an additional Councillor, depending on the respective Instrument of Appointment and Delegation.

Payment for attendance at any meeting/workshop/conferences by duly authorized Members is included in the annual payments to Members. Travel costs associated will however be approved by the Chief Executive Officer subject to the Member being authorised to attend such events.

COMMENT

In some instances attendance at Regional committees is important to ensure that smaller Councils have a voice. The committees are also important in providing a venue where, as a group, greater access can be gained to Western Australian Local Government Association and the Department of Local Government and other departments on a collective basis.

It is recommended that each committee has a Deputy Member especially on the Audit Committee as the timing of some functions of the Audit Committee are statutory and failure to meet when required (because of no quorum) can result in censure of the Council.

CONSULTATION

Nil – membership of committees is determined by an absolute majority of the Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.8 Establishment of committees

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

** Absolute majority required.*

5.11 A. Deputy committee members

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

** Absolute majority required.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

The Shire needs to ensure adequate membership of essential committees and attendance of committees to ensure representation of the views of the Council.

Council can create committees at any time they are considered necessary, by an absolute majority vote.

If Council has committees that no longer function or are no longer required, it is recommended those committees should be discarded.

If Council forms a committee, the committee should have a very clear purpose and clear objectives and perhaps an expiry date so the committee dissolves when its purpose is completed. This ensures efficient management of resources and members time.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Absolute majority

OFFICERS RECOMMENDATION

That Council determines the membership of its committees for the period October 2019 to October 2021 and discard committees that are no longer functioning:

SHIRE OF MENZIES AUDIT COMMITTEE (STATUTORY)

(Minimum 3 elected members – an external member is recommended – a deputy member is recommended)

REGIONAL ROADS GROUP

GOLDFIELDS ESPERENCE ZONE (GEDZ) or WALGA – (GVROC)

GOLDFIELDS ESPERENCE REGIONAL COLLABORATIVE GROUP (GERCG)

GOLDFIELDS TOURISM NETWORK

No longer current

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

SHIRE OF MENZIES – LAKE BALLARD MANAGEMENT ADVISORY COMMITTEE

YOUTH ADVISORY COMMITTEE

NIAGARA DAM WORKING PARTY COMMITTEE

MENZIES TREE POLICY WORKING GROUP

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1721
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MOVED: Cr Jill Dwyer

SECONDED: Cr Vashti Ashwin

That Council resolves the membership of its committees for the period October 2019 to October 2021 as follows:

SHIRE OF MENZIES AUDIT COMMITTEE (STATUTORY)

Cr Greg Dwyer

Cr Jill Dwyer

Cr Ian Baird

External member to be sought

REGIONAL ROADS GROUP

Cr Greg Dwyer
Deputies
Cr Ian Baird
CEO

GOLDFIELDS ESPERANCE ZONE (GVROC)

Cr Greg Dwyer
Deputies
Cr Jill Dwyer
CEO

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

Cr Greg Dwyer
Cr Justin Lee
Cr Jill Dwyer
CEO

SHIRE OF MENZIES – LAKE BALLARD MANAGEMENT ADVISORY COMMITTEE

The purpose of this Committee needs to be confirmed with the original Minutes and also confirmed the inclusion of a member from the WA Museum.
Once confirmed the item is to be referred to Council.

NIAGARA DAM WORKING PARTY COMMITTEE

Cr Greg Dwyer
Cr Jill Dwyer

Carried 6/0



COUNCILLORS AND STAFF DELEGATES TO REPRESENT COUNCIL ON VARIOUS LOCAL AND REGIONAL COMMITTEES

2017-2019

REGIONAL ROADS GROUP

Cr Gregory Dwyer Delegate
Cr Ian Baird (Proxy) Delegate
CEO Shire of Menzies (Proxy) Delegate

GOLDFIELDS ESPERENCE ZONE (GVROC)

Cr Gregory Dwyer Delegate to GECZ and GVROC
Cr Jill Dwyer Delegate to GECZ and GVROC
CEO Shire of Menzies (Proxy) Delegate

GOLDFIELDS ESPERENCE REGIONAL COLLABORATIVE GROUP (GERCG)

Cr Gregory Dwyer Delegate
Cr Jill Dwyer Delegate
CEO Shire of Menzies (Proxy) Delegate

GOLDFIELDS TOURISM NETWORK

Cr Jill Dwyer Delegate
Cr Justin Lee Delegate
CEO Shire of Menzies (Proxy) Delegate

SHIRE OF MENZIES AUDIT COMMITTEE

Cr Gregory Dwyer Shire President
Cr Ian Baird Deputy Shire President
Cr Jill Dwyer Councillor
(Yet to be filled) Member of Public

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

Core Members

Chairperson	Shire President	Cr Gregory Dwyer
Deputy Chairperson		Officer in Charge (or Delegate) Leonora Police Chief
Bushfire Control Officer		Shire of Menzies Works Supervisor
Councillor		Cr Keith Mader
Principal, Menzies Community School		(or Delegate)
St John Menzies Sub-Centre		Delegate
Menzies Nursing Post		Regional Manager, Department of Health (or Delegate)

Secondary Members

Department of Fire & Emergency Services	Regional Manager (or Delegate)
Department of Environment	Regional Manager (or Delegate)
Department of Child Protection & Family Support	Regional Manager (or Delegate)
Department of Indigenous Affairs	Regional Manager (or Delegate)
Emergency Management Australia	Delegate

SHIRE OF MENZIES – LAKE BALLARD MANAGEMENT ADVISORY COMMITTEE

Cr Gregory Dwyer
Cr Justin Lee
Cr Jill Dwyer

YOUTH ADVISORY COMMITTEE

Committee	Cr Justin Lee	Councillor
	Cr Ian Tucker	Councillor
Staff	Rhonda Evans	Chief Executive Officer
Member of Public	Deidre Spratt	
Member of Public	Nadine Tucker	
Member of Public	Mr Greg Whitehead	

NIAGARA DAM WORKING PARTY COMMITTEE

Cr Gregory Dwyer	Chairperson
Cr Jill Dwyer	
CEO Shire of Menzies	
Yet to be filled	Community Member

MENZIES TREE POLICY WORKING GROUP

Cr Justin Lee
Cr Ian Tucker
CEO, Shire of Menzies

12.1 FINANCE AND ADMINISTRATION

12.1.1 Statement of Financial Activity for August 2019

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	16 September 2019
AUTHOR:	Ally Bryant Finance Contractor
ATTACHMENT:	12.2.1-1 Monthly Financial Report for the period ending 31 August 2019

SUMMARY

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 31 August 2019.

BACKGROUND

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

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

COMMENT

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

CONSULTATION

Manager of Finance and Administration.
Chief Executive Officer.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As detailed in the attachment

RISK ASSESSMENT

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

OP16 Council's statutory reports provide inaccurate financial information

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ending 31 August 2019 as attached and note any material differences.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1722

MOVED: Cr Justin Lee

SECONDED: Cr Ian Baird

That Council receive the Statement of Financial Activity for the period ending 31 August 2019 as attached and note any material differences.

Carried 6/0

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

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

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PREPARATION TIMING AND REVIEW

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

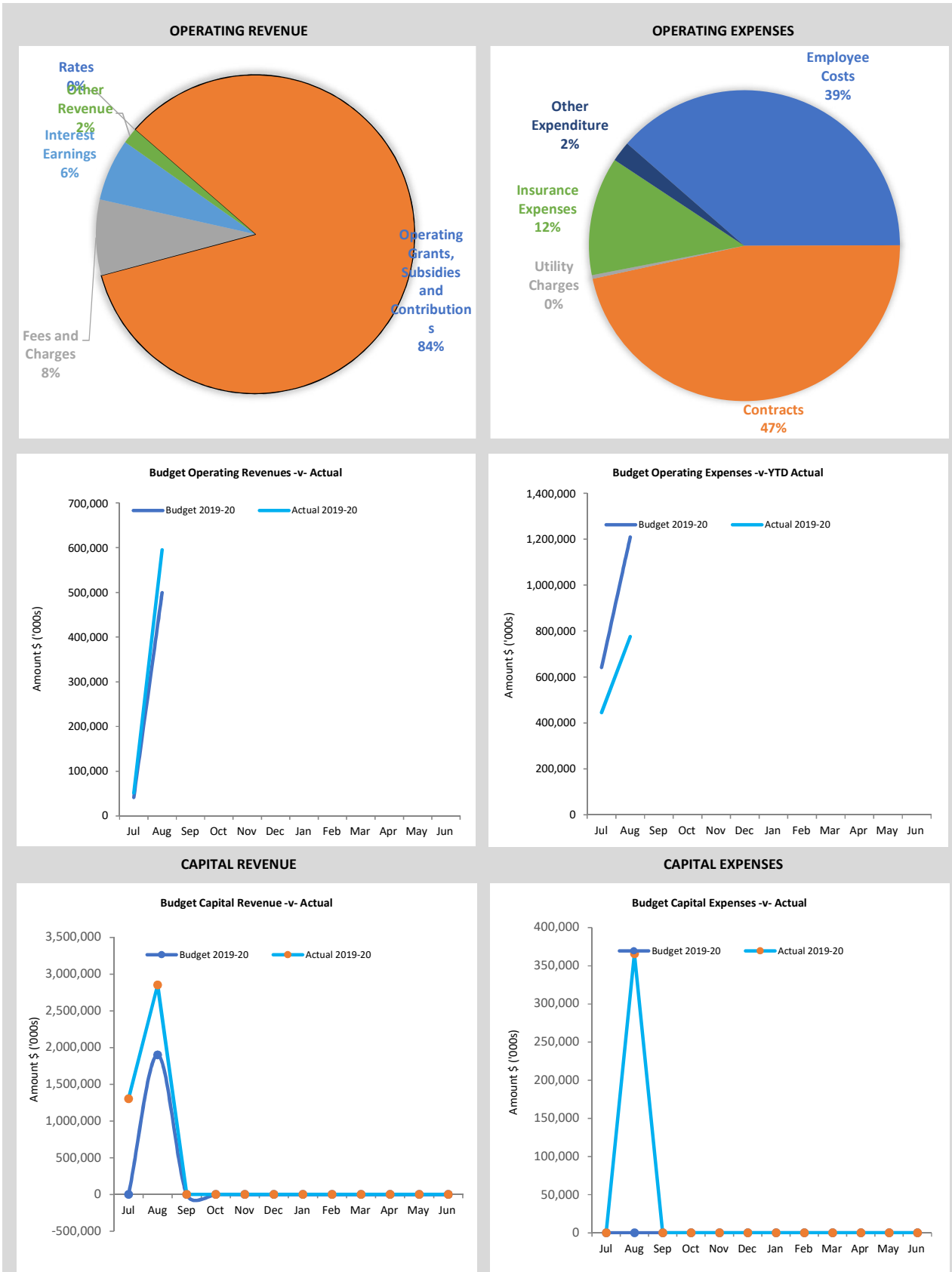
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to,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

CRITICAL ACCOUNTING ESTIMATES

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

ROUNDING OFF FIGURES

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



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019**

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	2,262,666	2,262,666	2,173,199	(89,467)	(3.95%)	
Revenue from operating activities							
Governance		16,980	2,830	3,978	1,148	40.57%	
General Purpose Funding - Rates	6	3,266,373	0	0	0	0.00%	
General Purpose Funding - Other		1,130,751	259,227	230,539	(28,688)	(11.07%)	▼
Law, Order and Public Safety		6,722	34	0	(34)	(100.00%)	
Health		1,300	216	300	84	38.89%	
Housing		100,600	16,766	14,371	(2,395)	(14.28%)	
Community Amenities		17,277	2,880	3,585	705	24.48%	
Recreation and Culture		800	134	0	(134)	(100.00%)	
Transport		1,172,603	183,312	300,665	117,353	64.02%	▲
Economic Services		226,292	27,674	36,456	8,782	31.73%	
Other Property and Services		28,983	6,265	5,277	(988)	(15.77%)	
		5,968,681	499,338	595,171	95,833		
Expenditure from operating activities							
Governance		(903,820)	(171,218)	(148,402)	22,816	13.33%	
General Purpose Funding		(225,840)	(38,187)	(28,969)	9,218	24.14%	
Law, Order and Public Safety		(116,855)	(16,382)	(17,980)	(1,598)	(9.75%)	
Health		(128,587)	(19,641)	(7,555)	12,086	61.53%	
Housing		(157,257)	(29,707)	(5,258)	24,449	82.30%	
Community Amenities		(315,359)	(41,696)	(57,116)	(15,420)	(36.98%)	
Recreation and Culture		(953,595)	(144,095)	(135,215)	8,880	6.16%	
Transport		(2,352,537)	(386,348)	(195,943)	190,405	49.28%	▲
Economic Services		(1,317,284)	(194,873)	(132,340)	62,533	32.09%	▲
Other Property and Services		(406,655)	(153,938)	(46,559)	107,379	69.75%	▲
		(6,877,789)	(1,196,085)	(775,337)	420,748		
Non-cash amounts excluded from operating activities	1(a)	1,982,393	331,042	0	(331,042)	(100.00%)	▼
Amount attributable to operating activities		1,073,285	(365,705)	(180,166)	185,539		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	11(b)	3,374,402	1,900,000	2,256,389	356,389	18.76%	▲
Proceeds from disposal of assets	7	250,911	0	0	0	0.00%	
Purchase of property, plant and equipment	8	(5,689,174)	0	(365,716)	(365,716)	0.00%	▼
Amount attributable to investing activities		(2,063,861)	1,900,000	1,890,673	(9,327)		
Financing Activities							
Transfer from Reserves	9	3,377,435	0	0	0	0.00%	
Transfer to Reserves	9	(4,658,077)	(29,663)	(29,663)	0	0.00%	
Amount attributable to financing activities		(1,280,642)	(29,663)	(29,663)	0		
Closing Funding Surplus / (Deficit)	1(c)	(8,552)	3,767,298	3,854,043			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 13 for an explanation of the reasons for the variance.

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

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2019

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

BY NATURE OR TYPE

	Ref Note	Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	2,262,666	2,262,666	2,173,199	(89,467)	(3.95%)	
Revenue from operating activities							
Rates	6	3,266,373	0	0	0	0.00%	
Operating grants, subsidies and contributions	11(a)	2,137,567	412,809	502,604	89,795	21.75%	▲
Fees and charges		242,047	39,704	45,729	6,025	15.17%	
Interest earnings		233,789	37,520	37,391	(129)	(0.34%)	
Other revenue		49,693	9,305	9,447	142	1.53%	
Profit on disposal of assets	7	39,212	0	0	0	0.00%	
		5,968,681	499,338	595,171	95,833		▲
Expenditure from operating activities							
Employee costs		(2,055,237)	(347,300)	(299,106)	48,194	13.88%	▲
Materials and contracts		(2,129,633)	(386,564)	(361,361)	25,203	6.52%	▲
Utility charges		(86,147)	(14,614)	(2,896)	11,718	80.18%	
Depreciation on non-current assets		(1,986,269)	(331,042)	0	331,042	100.00%	▲
Insurance expenses		(149,012)	(74,457)	(95,668)	(21,211)	(28.49%)	
Other expenditure		(436,155)	(42,108)	(16,306)	25,802	61.28%	▲
Loss on disposal of assets	7	(35,336)	0	0	0	0.00%	
		(6,877,789)	(1,196,085)	(775,337)	420,748		▲
Non-cash amounts excluded from operating activities	1(a)	1,982,393	331,042	0	(331,042)	(100.00%)	
Amount attributable to operating activities		1,073,285	(365,705)	(180,166)	185,539		▲
Investing activities							
Non-operating grants, subsidies and contributions	11(b)	3,374,402	1,900,000	2,256,389	356,389	18.76%	▲
Proceeds from disposal of assets	7	250,911	0	0	0	0.00%	
Payments for property, plant and equipment	8	(5,689,174)	0	(365,716)	(365,716)	0.00%	▼
Amount attributable to investing activities		(2,063,861)	1,900,000	1,890,673	(9,327)		
Financing Activities							
Transfer from reserves	9	3,377,435	0	0	0	0.00%	
Transfer to reserves	9	(4,658,077)	(29,663)	(29,663)	0	0.00%	
Amount attributable to financing activities		(1,280,642)	(29,663)	(29,663)	0		
Closing Funding Surplus / (Deficit)	1(c)	(8,552)	3,767,298	3,854,043			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 13 for an explanation of the reasons for the variance. This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

(a) Non-cash items excluded from operating activities

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

Notes	Draft Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Non-cash items excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(39,212)	0	0
Add: Loss on asset disposals	35,336	0	0
Add: Depreciation on assets	1,986,269	331,042	0
Total non-cash items excluded from operating activities	1,982,393	331,042	0

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

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

	Last Year Closing 30 Jun 2019	This Year Opening 01 Jul 2019	This Time Last Year 31 Aug 2018	Year to Date 31 Aug 2019
Adjustments to net current assets				
Less: Reserves - restricted cash	10 (8,497,246)	(8,497,246)	(8,397,076)	(8,526,909)
Add: Provisions - employee	11 140,097	140,097	170,534	140,097
Total adjustments to net current assets		(8,357,149)	(8,226,542)	(8,386,812)

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

Current assets				
Cash and cash equivalents	2 10,633,768	10,633,768	11,284,196	12,235,291
Rates receivables	3 828,118	828,118	3,922,634	756,231
Receivables	3 (75,123)	(75,123)	(75,409)	(267,042)
Other current assets	4 10,706	10,706	1,982	7,651
Less: Current liabilities				
Payables	5 (724,537)	(724,537)	(1,061,792)	(351,179)
Provisions	11 (140,097)	(140,097)	(170,534)	(140,097)
Less: Total adjustments to net current assets	1(c) (8,357,149)	(8,357,149)	(8,226,542)	(8,386,812)
Closing Funding Surplus / (Deficit)		2,175,686	5,674,536	3,854,043

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Munni		772,180			772,180	NAB		
Cash Floats		715			715			
Cash Maximiser		922,014			922,014	NAB		
Muni Term Deposit		2,000,000			2,000,000			
Reserves Term Deposit		0	8,540,382		8,540,382			
Total		3,694,909	8,540,382	0	12,235,291			
Comprising								
Cash and cash equivalents		3,694,909	8,540,382	0	12,235,291			
Financial assets at amortised cost		0	0	0	0			
		3,694,909	8,540,382	0	12,235,291			

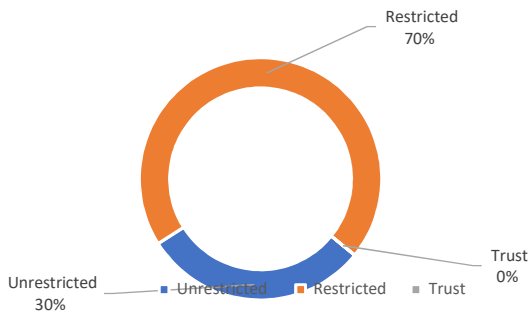
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$12.24 M	\$3.69 M

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

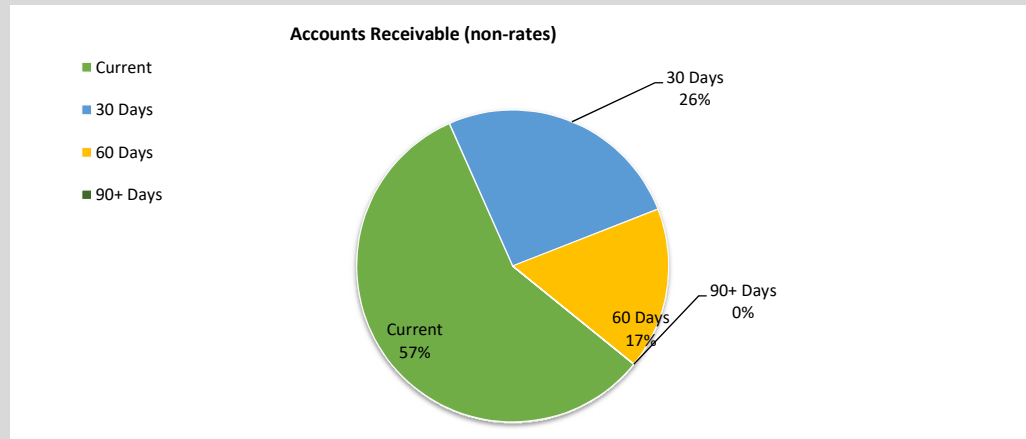
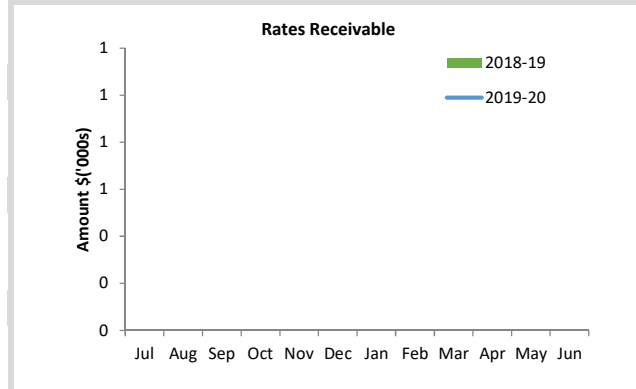
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates Receivable	30 Jun 2019	31 Aug 19
	\$	\$
Opening Arrears Previous Years	828276	828,118
Levied this year	3,123,011	0
Less - Collections to date	-3123169	(71,887)
Equals Current Outstanding	828118	756,231
Net Rates Collectable	828,118	756,231
% Collected	79%	8.7%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	0	4,677	2,089	1,364	0	8,130
Percentage	0%	57.5%	25.7%	16.8%	0%	
Balance per Trial Balance						
Sundry receivable						14,809
GST receivable						86,510
Provision for doubtful debts						(385,257)
Accrued income/payments in advance						16,896
Total Receivables General Outstanding						(267,042)
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Debtors Due
(\$267,042)
Over 30 Days
43%
Over 90 Days
0%

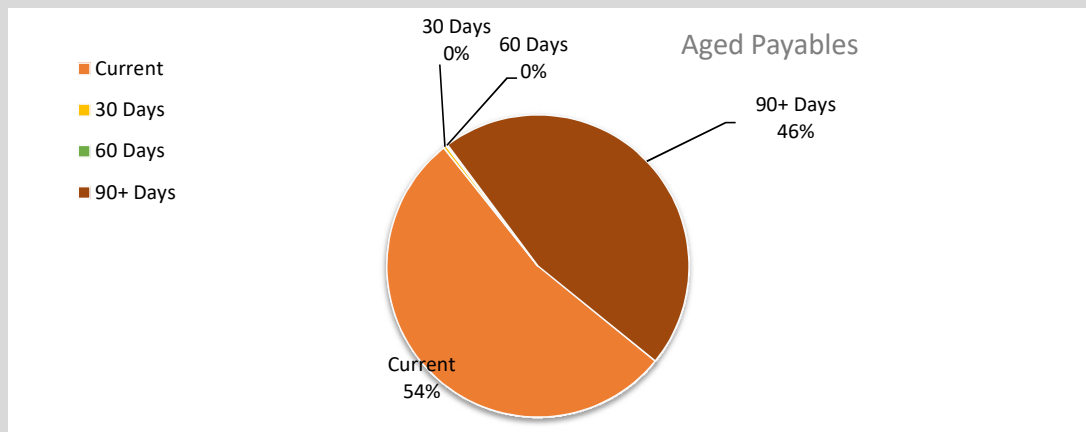
Collected	Rates Due
8.7%	\$756,231

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	139,622	913	423	120,262	261,219
Percentage	0%	53.5%	0.3%	0.2%	46%	
Balance per Trial Balance						
Sundry creditors						281,449
ATO liabilities						16,324
Payroll Creditors						27,085
Income Received in advance						26,321
Total Payables General Outstanding						351,179

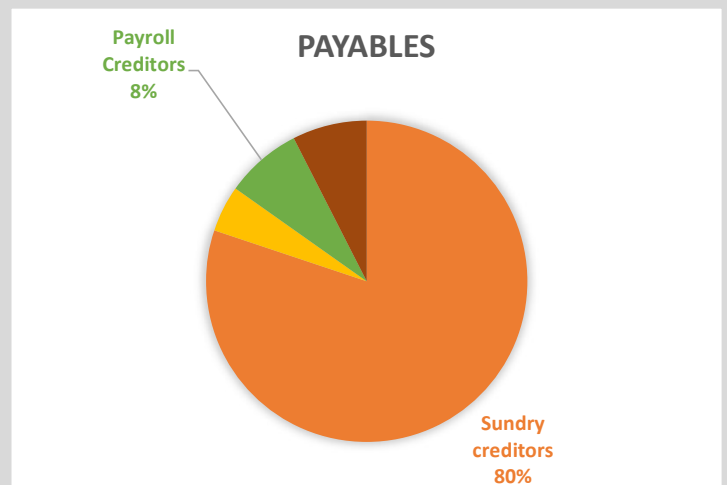
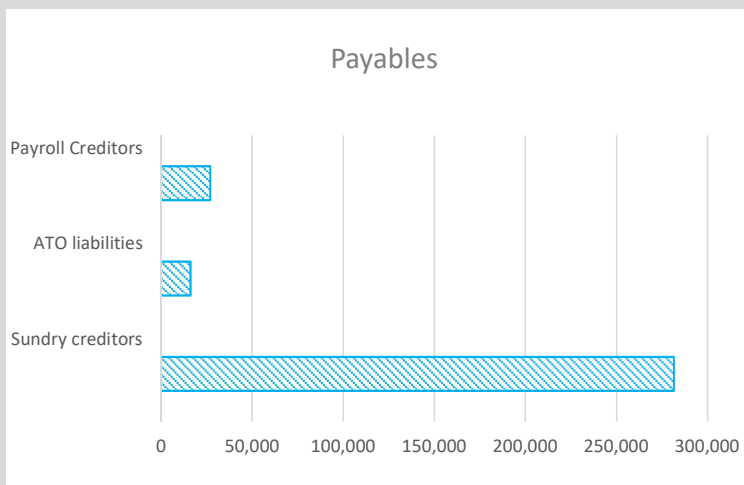
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$351,179
Over 30 Days
47%
Over 90 Days
46%

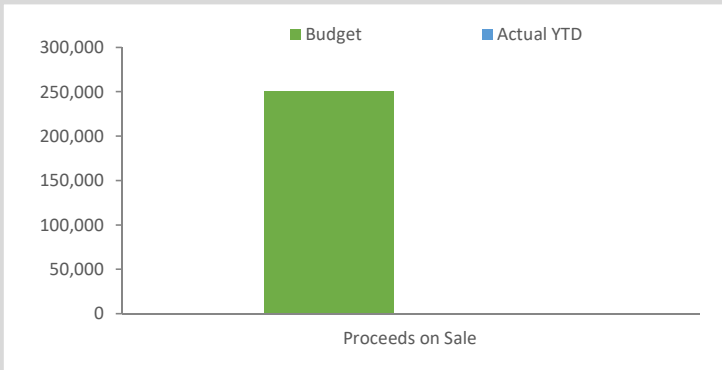


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Vehicles	247,035	250,911	3,876	0			0	0
		247,035	250,911	3,876	0	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$250,911	\$0	0%

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

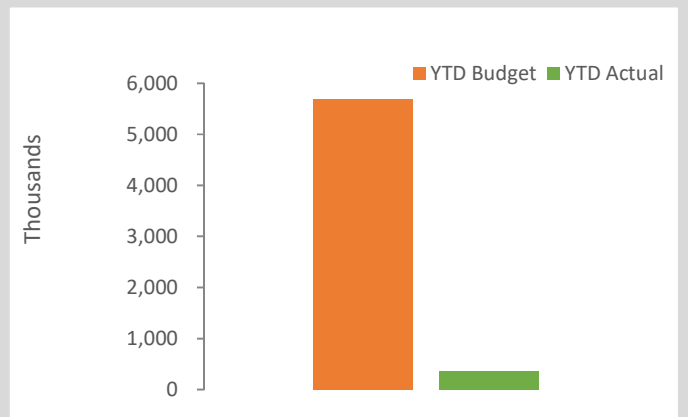
**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital Acquisitions	Draft		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buidings - non-specialised	1,076,000	0	1,895	1,895
Building - specialised	786,000	0	665	665
Furniture and equipment	45,000	0	0	0
Plant and equipment	705,085	0	0	0
Infrastructure - Roads	2,193,439	0	248,315	248,315
Infrastructure - Footpaths	100,000	0	0	0
Infrastructure - Other	783,650	0	114,840	114,840
Capital Expenditure Totals	5,689,174	0	365,716	365,716
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,374,402	1,900,000	2,256,389	356,389
Other (Disposals & C/Fwd)	250,911	0	0	0
Cash Backed Reserves				
Building Reserve	1,782,000	0	2,560	2,560
Plant Reserve	435,785	0	0	0
Roads Reserve	300,000	0	0	0
Main Street Reserve	10,000	0	0	0
Staff amenities Reserve	650,000	0	0	0
Caravan Park Reserve	20,650	0	0	0
Niagara Dam Reserve	84,000	0	0	0
Waste Managemnet Reserve	45,000	0	0	0
Old Post Office Reserve	50,000	0	0	0
Contribution - operations	(1,313,575)	(1,900,000)	(1,893,233)	6,767
Capital Funding Total	5,689,174	0	365,716	365,716

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

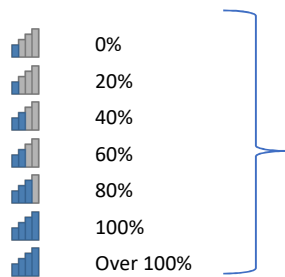


Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.69 M	\$.37 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.37 M	\$2.26 M	67%

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

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)**

**Capital Expenditure Total
Level of Completion Indicators**





































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



















% of
Completion

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

Draft

			Draft		Variance
Account Description			Budget	YTD Budget	(Under)/Over
Capital Expenditure					
Governance					
	C04002	Software and Systems	35,000	0	0
	C04001	Administration Communication Equipment	10,000	0	0
Housing					
	BC001	Construct new staff housing	650,000	0	0
100%	C09002	Lot 1 37-39 Reid St	8,000	0	1,895
	C09012	Lot 91 40 Mercer St	20,000	0	0
	C09019	Lot 1085 39 Mercer St	20,000	0	0
	C09020	Lot 165 25 Onslow St	15,000	0	0
	C09021	Lot 93 36 Mercer St	10,000	0	0
	C09022	41 Mercer St	10,000	0	0
	C09205	55B (14B) Walsh St	22,000	0	0
	C09206	12A walsh Street	16,000	0	0
	C09013	29B Shenton St	15,000	0	0

		C09014	Old Post Office	50,000	0	0
		Community Amenities				
		C10000	Menzies Refuse Site New Hole	30,000	0	0
		C10002	Kookynie Refuse Site New Hole	15,000	0	0
		NEW	Cometvale Cemetary Fence	20,000	0	0
		Recreation & Culture				
		C08001	Youth Centre	20,000	0	0
100%		C11100	Town Hall Upgrade	160,000	0	665
		C14583	Town Hall Admin Office Upgrade	46,000	0	0
		C11312	Rodeo Grounds Infrastructure	50,000	0	0
		C11313	Sports Courts Adjustable Poles	9,000	0	0
		C11305	Upgrade Town Dam	200,000	0	0
		C11600	Butch Shop and Tea Room Upgrade	25,000	0	0
		Transport				
100%		CR0001	Menzies North West Rd Bitumen R2R	751,100	0	16,906
		CR0012	Connie Sue Remote Access Road R2R	300,000	0	0
		CR0009	Tjunjuntjarra Access Rd	66,667	0	0
		CR0032	Townsite Reseal	200,000	0	0
100%		CR0004	Evanston Menzies Road RRG	254,755	0	10,894
100%		CR0005	Yarri Road RRG	121,008	0	207,454
100%		CR0013	Menzies Nrth West Rd Bitumen RRG	348,900	0	13,061
		CR0007	Menzies North West Rd Resheeting RRG	121,008	0	0
		CR0006	Shire House Crossover	30,000	0	0
100%		C11311	Street Lights at Kookynie	7,000	0	6,341
		C12100	Bicycle Path Construction	100,000	0	0
100%		C12101	Depot Extention Asset Upgrade	30,000	0	520
		C12103	Bores to support Roadwroks	35,000	0	0
		NEW	Kookynie Airstrip Extention	20,000	0	0
		C12104	Grid Replacement Program	130,000	0	0
		C12102	Minor Palnt Purchases	11,300	0	0
		NEW	Removable Frame for Service Truck	10,000	0	0
		NEW	Building Maintenance Utility	33,285	0	0
		CP002	Vehicle Replacement Works Supervisor	88,000	0	0
		CP001	Vehicle Replacement MFA	43,000	0	0
		CP011	New Grader 12m	390,000	0	0

	CP012	Community Bus	56,500	0	0
	C12301	Banners and Signage	10,000	0	0
	CP007	CEO Car Replacement	73,000	0	0
	Economic Services				
	C13013	Bicycle Track Menzies Town	120,000	0	0
	C13002	Truck Bay Wilson and Shenton Streets	8,000	0	107,979
	NEW	Truck Bay Abultion Block	120,000	0	0
	C13010	Niagara Dam	84,000	0	0
	C13107	Old Church Building 50 Shenton Street	55,000	0	0
	C13100	Lady Shenton Upgrade	40,000	0	0
	C13106	Goongarrie Cottage Maintenance	50,000	0	0
	C13802	Caravan Park Upgrade	10,000	0	0
	C13803	Caravan Park Security Gate Barrier	10,650	0	0
	C13804	Construction Caravan Park New Unit Disable Compliant	400,000	0	0
	Other Property & Services				
	NEW	Construct new records facility	100,000	0	0
	NEW	Fruit Trees Protection Arbor	5,000	0	0
	Grand Total		5,689,174	0	365,716

100%

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

OPERATING ACTIVITIES
NOTE 9
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	201,643	2,966	690	0	0	0	0	204,609	202,333
Building Reserve	2,298,078	33,805	7,869	946,374	0	(1,782,000)	0	1,496,257	2,305,947
Plant Reserve	1,395,073	20,522	4,777	536,707	0	(435,785)	0	1,516,517	1,399,850
Roads Reserve	1,529,390	22,497	5,237	1,200,000	0	(300,000)	0	2,451,887	1,534,627
Main Street Reserve	138,105	2,032	473	0	0	(10,000)	0	130,137	138,578
Staff amenities Reserve	74,299	1,093	254	1,150,000	0	(650,000)	0	575,392	74,553
TV Reserve	17,589	259	60	0	0	0	0	17,848	17,649
Caravan Park Reserve	434,027	6,385	1,486	0	0	(20,650)	0	419,762	435,513
Bitumen Reserve	397,088	5,841	1,360	200,000	0	0	0	602,929	398,448
Rates Creditors	50,118	737	341	0	0	0	0	50,855	50,459
Niagara Dam Reserve	1,349,520	19,851	4,621	0	0	(84,000)	0	1,285,371	1,354,141
Water Park Reserve	98,142	1,444	336	200,000	0	0	0	299,586	98,478
Waste Managemnet Reserve	102,766	1,512	352	0	0	(45,000)	0	59,278	103,118
Old Post Office Reserve	411,408	6,052	1,807	0	0	(50,000)	0	367,460	413,215
Commercial Enterprise Reserve	0	0	0	100,000	0	0	0	100,000	0
Land Purchase Reserve	0	0	0	200,000	0	0	0	200,000	0
	8,497,246	124,996	29,663	4,533,081	0	(3,377,435)	0	9,777,888	8,526,909

Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 August 2019
		\$	\$	\$	\$
Provisions					
Annual leave		118,191			118,191
Contract Liabilities					
Lease liability		0			0

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

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

NOTE 11(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
General purpose funding											
WA Grants Commision						886,653	221,663	886,653		886,653	193,012
Law, order, public safety											
Fire Prevention						6,522	0	6,522		6,522	0
Transport											
Grant Roads						820,598		820,598		820,598	106,344
Grant - MRWA Direct Grant						183,146	183,146	183,146		183,146	194,321
Grant Other Tjun Access Rd						128,647		128,647		128,647	0
Economic services											
Community Resource Centre						112,000	8,000	112,000		112,000	8,927
	0	0	0	0	0	2,137,566	412,809	2,137,566	0	2,137,566	502,604
TOTALS	0	0	0	0	0	2,137,566	412,809	2,137,566	0	2,137,566	502,604

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

NOTE 11(b)
NON-OPERATING GRANTS AND CONTRIBUTIONS

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

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

**NOTE 12
TRUST FUND**

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

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
	\$	\$	\$	\$
Trust Account	1,680			1,680
	1,680	0	0	1,680

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

**NOTE 13
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General Purpose Funding - Other	(28,688)	(11.07%)	▼ Timing	General Purpose Operating Grant
Transport	117,353	64.02%	▲	Grant Roads \$106,344 Timing Direct Grant \$11,175 Permanent
Expenditure from operating activities				
Transport	190,405	49.28%	▲ Timing	Monthly depreciation has't been ran yet for 19/20
Economic Services	62,533	32.09%	▲ Timing	Lady Shenton exp down due to depreciation & wages
Other Property and Services	107,379	69.75%	▲ Timing	Plant depreciation not ran, Admin cost down \$11,000, Allocations up
Investing Activities				
Non-operating Grants, Subsidies and Contributions	356,389	18.76%	▲	Wandrra over \$165,000 permanent, RRG over \$179,000 timing
Capital Acquisitions	(365,716)	0.00%	▼	\$107,979 LR Ex Truckbay, \$207,000 carryover from last YR exp not budgeted

12.2 MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF AUGUST 2019

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM307
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	18 September 2019
AUTHOR:	Jeanette Taylor Manager Finance and Administration
ATTACHMENT:	12.2.2-1 Payment Listing for August 2019

SUMMARY

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

BACKGROUND:

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

COMMENT:

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

After payment, the balance of creditors will be \$261,219.36.

CONSULTATION

N/A

STATUTORY Environment:

Local Government (Financial Management) Regulations 1996 Regulation 13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for Payment

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENTS:

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

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receive the list of payments for the month of August 2019 totalling \$2,741,118.19 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT4314 – EFT4374 payments in the Municipal Fund totalling \$693,974.96.
- 3) Direct Debit payments from the Municipal Fund totally \$47,143.23.

- 4) Transfer to term deposit \$2,000,000.00.
- 5) Credit Card payments for the statement period 30 June 2019 to 30 July 2019 totalling \$5,716.53.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1723

MOVED: Cr Justin Lee

SECONDED: Cr Ian Baird

That Council receive the list of payments for the month of August 2019 totalling \$2,741,118.19 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT4314 – EFT4374 payments in the Municipal Fund totalling \$693,974.96.
- 3) Direct Debit payments from the Municipal Fund totally \$47,143.23.
- 4) Transfer to term deposit \$2,000,000.00.
- 5) Credit Card payments for the statement period 30 June 2019 to 30 July 2019 totalling \$5,716.53.

Carried 6/0

Shire of Menzies
Payments for the Month of August 2019

Chq/EFT	Date	Name	Description	Amount
		Cheques		\$0.00
		EFT		\$693,974.96
		Direct Debit		\$52,855.93
		Transfer to Term Deposit		\$2,000,000.00
		Total Payments		\$2,746,830.89
		Credit Card Payments (included in Direct Debit)		\$5,712.70

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

Chq/EFT	Date	Name	Description	
EFT4314	08/08/2019	Leonora Pharmacy	Pharmacy for July 2019	\$437.94
EFT4315	08/08/2019	Gearing Butchers	Meat provided for Murdoch Vet Students in Nov 2018	\$138.84
EFT4316	08/08/2019	Pumps Australia	Replacement Motor - Fire fighting unit	\$984.50
EFT4317	08/08/2019	Child Support	Payroll deductions	\$300.00
EFT4318	08/08/2019	3E Advantage	Copier charges to 31/7/2019	\$2,575.67
EFT4319	08/08/2019	Urbis Pty Ltd	LPS - Stage 4 - preparation of Draft LPS - Complete for advertising	\$6,271.56
EFT4320	08/08/2019	Market Creations	Tecnology, website support	\$1,750.66
EFT4321	08/08/2019	Northern Goldfields Earthmoving Pty Ltd	Contract Grading	\$54,766.25
EFT4322	08/08/2019	AL Welding & Fabrication	Fabricate light poles - Kookynie streetlights	\$2,504.70
EFT4323	08/08/2019	Comiskey's Contracting	Tender C13002-2018 - Truck Bay - Claim 2	\$118,044.30
EFT4324	08/08/2019	Quality Publishing Australia	Maps and Books for resale	\$172.04
EFT4325	08/08/2019	EMC Asset Management Pty Ltd	Storm damage to solar energy system - Insurance claim	\$6,028.00
EFT4326	08/08/2019	Down to Earth Training & Assessing	Grader ticket training - staff	\$470.00
EFT4327	08/08/2019	OAG Office of the Auditor General	Audit fees for 2017/2018 financial year, additional fee for valuation issues	\$35,200.00
EFT4328	08/08/2019	Air Liquide WA Pty Ltd	Rental of Gas Cylinder x 2 months	\$56.32
EFT4329	08/08/2019	Toll Transport Pty Ltd	Transport Our Place, Our Way Brochures	\$166.22
EFT4330	08/08/2019	Coyles Mower & Chainsaw Centre	Repair chainsaw	\$203.00
EFT4331	08/08/2019	Eagle Petroleum (W.A) Pty Ltd	Bulk Fuel Purchase 4000 litres @ 1.3357 +gst	\$5,877.08
EFT4332	08/08/2019	Harvey Norman	Microsoft Surface Dock x 2	\$598.00
EFT4333	08/08/2019	Menzies Hotel	Lunch for Training, papers for July	\$605.60
EFT4334	08/08/2019	Landgate	2 x Certificate of Title	\$52.40
EFT4335	08/08/2019	Marketforce	Advertising- Audit Meeting, Differential Rates	\$561.57
EFT4336	08/08/2019	Samuel Mckay	Reimburse Inspection costs - Camper Trailer	\$130.50
EFT4337	08/08/2019	Shire of Menzies Social Club	Payroll deductions	\$120.00
EFT4338	08/08/2019	Netlogic Information Technology	Technology support	\$675.00
EFT4339	08/08/2019	Office National	Toner, equipment for youth centre, stationery.	\$3,091.89
EFT4340	08/08/2019	Penns Cartage	Transport 1box from Pump Australia	\$37.40
EFT4341	08/08/2019	SNAP	Caravan Park Receipt Books	\$1,039.50
EFT4342	08/08/2019	Verlinden's Electrical Service	Supply and install replacement wall oven - 37 Reid Street	\$3,774.65
EFT4343	22/08/2019	Netlogic Information Technology	Server rack, 2x PC's for CRC and setup, support	\$7,193.00
EFT4344	22/08/2019	Arteil (WA) Pty Ltd	1x Executive chair(CEO) 1 staff chair.	\$1,075.80
EFT4345	22/08/2019	Roadtech Construction	Evanston-Menzies Road, Yarri Road re-sheeting	\$235,617.80
EFT4346	22/08/2019	Child Support	Payroll deductions	\$300.00
EFT4347	22/08/2019	Yeti's Records Management Consultancy	Yeti's Record Cataloguing July 2019	\$1,408.00
EFT4348	22/08/2019	Xstra Global IT and Communication Solutions	PABX Telephone support	\$298.73
EFT4349	22/08/2019	Department Of Mines Industry Regulation and Safety	BSL - Levy collections for July 2019	\$63.50
EFT4350	22/08/2019	Smart Digital	Outdoor cinema	\$4,257.71
EFT4351	22/08/2019	Anne Lake Consultancy	CEO Review	\$2,350.00
EFT4352	22/08/2019	Bunnings	Screws, Ramset, & Hooks, herbicide, potting mix,	\$483.03
EFT4353	22/08/2019	Cabcharge Australia Limited	Cabcharges - Local Government Convention	\$143.33
EFT4354	22/08/2019	Goldline Distributors	Garbage bags, biscuits, water, toilet paper	\$767.42
EFT4355	22/08/2019	Goldfields Records Storage	User charges x 2 months	\$52.79
EFT4356	22/08/2019	Goldfields Toyota	CEO Car Service	\$759.29
EFT4357	22/08/2019	Menzies Hotel	45Kg Gas Bottle	\$184.50
EFT4358	22/08/2019	Institute of Public Works Engineering Australasia Limited (IPWEA)	NAMS Plus subscription fee 1/7/19 to 30/6/20	\$814.00
EFT4359	22/08/2019	IT Vision	Year end payroll processing - STP compliant	\$4,125.00
EFT4360	22/08/2019	Landgate	Custom Map Smart Plan-Townsite of Menzies	\$689.90
EFT4361	22/08/2019	Local Government Supervisors Association	Conference Dinner and excursions - Works Supervisor	\$242.00

Shire of Menzies
Payments for the Month of August 2019

EFT4362	22/08/2019	Marketforce	Advert for Administration Finance Officer on SEEK	\$174.02
EFT4363	22/08/2019	Samuel Mckay	Reimburse Inspection certificate and weighbridge costs	\$150.50
EFT4364	22/08/2019	Shire of Menzies Social Club	Payroll deductions	\$110.00
EFT4365	22/08/2019	Netlogic Information Technology	Install Landgate viewer for CEO,setup and install updates, email etc on new ipad for Councillor	\$487.50
EFT4366	22/08/2019	Office National	Travel for copier service,opticon scanner, printer, labels for works, stationery.	\$1,746.35
EFT4367	22/08/2019	Onsite Rental Group	Hire of 1 message board	\$458.51
EFT4368	22/08/2019	Paupiyala Tjarutja Aboriginal Corporation	Accomodation Millen Street - OMC 25 July - Cr. Baird	\$187.00
EFT4369	22/08/2019	Shire Of Leonora	Northern Goldfields Tourism Brochure - Annual storage and distribution fee paid to Toll Customised Solutions (shared). LG Act training for 3 staff	\$1,987.43
EFT4370	22/08/2019	SNAP	25 General Receipt Books as per Quote F034-4046	\$513.70
EFT4371	22/08/2019	State Library of W.A.	Better Beginning Program 2019/20	\$11.00
EFT4372	22/08/2019	Moore Stephens	Quarterly fee for statutory compliance services, training on related party disclosures, preparation of annual financial statements,	\$31,063.03
EFT4373	22/08/2019	Wa Country Health Service - Goldfields	Invoice 508423 - 1 August to 31 August 2019	\$4,554.54
EFT4374	22/08/2019	WML Consultants	Engineering consultant	\$15,783.72
	01/08/2019	Payroll		\$43,162.49
	15/08/2019	Payroll		\$44,353.70
	29/08/2019	Payroll		\$41,772.08
				\$693,974.96

Shire of Menzies
Payments for the Month of August 2019

Chq/EFT	Date	Name	Description	Amount
DD2797.1	01/08/2019	NAB	Merchant Fee 007132994 1 August 2019	\$146.99
DD2797.2	01/08/2019	WESTNET	CRC Internet 1 August 2019 to 1 September 2019	\$54.99
DD2799.1	07/08/2019	Power ICT Pty Ltd	Phone Messages on Hold - August 2019	\$75.90
DD2804.1	08/08/2019	Telstra - DIRECT DEBIT ONLY	Office Internet - 8 August	\$6,812.74
DD2806.1	12/08/2019	Telstra - DIRECT DEBIT ONLY	Office Internet - 11 August	\$694.94
DD2808.1	13/08/2019	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,767.13
DD2808.2	13/08/2019	WA Local Govt Superannuation Plan	Payroll deductions	\$2,169.94
DD2808.3	13/08/2019	Sunsuper	Superannuation contributions	\$872.35
DD2808.4	13/08/2019	Australian Super	Superannuation contributions	\$1,000.03
DD2808.5	13/08/2019	GESB Superannuation	Superannuation contributions	\$69.97
DD2808.6	13/08/2019	Kinetic Superannuation	Payroll deductions	\$256.58
DD2810.1	15/08/2019	Woolworths Ltd	Youth Centre	\$143.17
DD2813.1	15/08/2019	Toyota Finance DIRECT DEBIT ONLY	Toyota Prado Lease - August 2019	\$1,099.07
DD2813.2	15/08/2019	Horizon Power	Power Teachers unit - to be invoiced	\$146.28
DD2815.1	16/08/2019	Horizon Power	Streetlights - 1 July 2019 to 31 July 2019	\$764.83
DD2818.1	05/08/2019	NAB	Credit Card	\$5,716.53
DD2829.1	27/08/2019	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,764.96
DD2829.2	27/08/2019	WA Local Govt Superannuation Plan	Payroll deductions	\$2,230.04
DD2829.3	27/08/2019	Sunsuper	Superannuation contributions	\$872.35
DD2829.4	27/08/2019	Australian Super	Superannuation contributions	\$937.59
DD2829.5	27/08/2019	GESB Superannuation	Superannuation contributions	\$69.97
DD2829.6	27/08/2019	Kinetic Superannuation	Payroll deductions	\$256.58
DD2831.1	28/08/2019	Water Corporation	Water usage 13 June 2019 to 10 August 2019	\$1,174.44
DD2833.1	29/08/2019	Wright Express Australia Pty Ltd	Motorpass fuel card to 15 August - 624.88litres	\$1,042.43
DD2835.1	26/08/2019	Gregory Dwyer	Presidents Allowance 26 August 2019	\$3,364.49
DD2835.2	26/08/2019	Ian Baird	Sitting Fees - 26 August 2019	\$1,289.67
DD2835.3	26/08/2019	Jillian Dwyer	Sitting Fees 26 August 2019	\$875.83
DD2835.4	26/08/2019	Cr Justin Lee	Sitting Fees 26 August 2019	\$875.83
DD2835.5	26/08/2019	Cr Debbie Hansen	Sitting Fees - 26 August 2019	\$875.83
DD2835.6	26/08/2019	Cr Ian Tucker	Sitting Fees 26 August 2019	\$875.83
DD2835.7	26/08/2019	Cr Keith Mader	Sitting Fees - August 2019	\$700.66
DD2835.8	26/08/2019	NAB	NAB Connect Fees - 26 August 2019	\$36.49
DD2837.1	30/08/2019	NAB	Merchant Fees 6854150 - 30 August 2019	\$215.10
DD2839.1	04/08/2019	Shire Of Menzies	Credit card payment ceo	\$5,234.64
DD2841.1	04/08/2019	Shire Of Menzies	MFA credit card July 2019	\$478.06
DD2843.1	20/08/2019	WA Local Govt Superannuation Plan	Super for Darien Tucker	\$1,889.30
DD	30/08/2019	NAB	Bpay Charge	\$4.40
				\$52,855.93

Shire of Menzies
Payments for the Month of August 2019

Date	Name	Description	Amount
CEO CARD			
11/07/2019	Goldfields Medicine	Preemployment Medical	\$ 295.00
18/07/2019	Goldfields Medicine	Preemployment Medical	\$ 290.00
22/07/2019	NIB Travel Insurance	Airfare Insurance	\$ 24.00
18/07/2019	Kmart Kalgoorlie	Glasses for Town Hall kitchen	\$ 18.00
22/07/2019	Coles Kalgoorlie	Refreshments	\$ 90.26
22/07/2019	Qantas Airway	LG Week Airfares 2 x Councillor	\$ 2,095.02
22/07/2019	Crown Promenade Perth	Accommodation LG Week - Councillor	\$ 534.33
22/07/2019	Crown Promenade Perth	Accommodation LG Week - CEO	\$ 402.77
22/07/2019	Office Works	Brother Wireless Printer	\$ 638.95
22/07/2019	Retravisision Kalgoorlie	Vacuum Cleaner - Town Hall	\$ 598.00
26/07/2019	Office National	Mobile Pedestal	\$ 239.31
29/07/2019	NAB	Card Fee	\$ 9.00
MFA CARD			
01/07/2019	Celebration City	Table skirting for meeting	\$ 48.00
11/07/2019	Woolworths Kalgoorlie	Sparkling Water for Councillors	\$ 15.30
12/07/2019	Office National	Printer Ink	\$ 121.96
22/07/2019	Harvey Norman	Computer mini ports & Speakers	\$ 132.00
24/07/2019	Square Space Inc	Menzies Rodeo Website	\$ 27.00
24/07/2019	Square Space Inc	Menzies Rodeo Website	\$ 100.80
29/07/2019	Department of Transport	Camper Trailer	\$ 24.00
29/07/2019	NAB	Card Fee	\$ 9.00
		Direct Debit	\$ 5,712.70
		Direct Debit	<u>\$ 11,425.40</u>

Cr Debbie Hansen left the meeting at 3.35pm.

12.2 FINANCE AND ADMINISTRATION

12.2.1 Statement of Financial Activity for September 2019

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 October 2019
AUTHOR:	Jeanette Taylor Manager Finance and Administration
ATTACHMENT:	12.2.1-1 Monthly Financial Report for the period ending 30 September 2019

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

CONSULTATION

Manager of Finance and Administration.
Chief Executive Officer.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As detailed in the attachment

RISK ASSESSMENT

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

OP16 Council's statutory reports provide inaccurate financial information

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

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

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1724
----------------------------	-----------------

MOVED: Cr Justin Lee

SECONDED: Cr Vashti Ashwin

Carried 5/0

Cr Debbie Hansen returned to the meeting at 3.40pm after the vote for the item.

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

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

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PREPARATION TIMING AND REVIEW

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

ROUNDING OFF FIGURES

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



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

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

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	var.
Opening Funding Surplus / (Deficit)	1(c)	\$ 2,262,666	\$ 2,262,666	\$ 2,067,783	\$ (194,883)	% (8.61%)	
Revenue from operating activities							
Governance		16,980	4,245	3,979	(266)	(6.27%)	
General Purpose Funding - Rates	6	3,266,373	3,266,373	3,301,153	34,780	1.06%	
General Purpose Funding - Other		1,130,751	282,688	253,771	(28,917)	(10.23%)	▼
Law, Order and Public Safety		6,722	50	0	(50)	(100.00%)	
Health		1,300	325	450	125	38.46%	
Housing		100,600	25,150	21,436	(3,714)	(14.77%)	
Community Amenities		17,277	4,319	15,450	11,131	257.72%	
Recreation and Culture		800	200	90	(110)	(55.00%)	
Transport		1,172,603	289,739	300,665	10,926	3.77%	
Economic Services		226,292	36,573	51,765	15,192	41.54%	
Other Property and Services		28,983	7,246	5,277	(1,969)	(27.17%)	
		5,968,681	3,916,908	3,954,036	37,128		
Expenditure from operating activities							
Governance		(903,820)	(225,955)	(196,970)	28,985	12.83%	▲
General Purpose Funding		(225,840)	(56,460)	(41,630)	14,830	26.27%	
Law, Order and Public Safety		(116,855)	(29,214)	(22,175)	7,039	24.09%	
Health		(128,587)	(32,147)	(8,384)	23,763	73.92%	
Housing		(157,257)	(45,515)	(5,984)	39,531	86.85%	▲
Community Amenities		(315,359)	(85,040)	(78,566)	6,474	7.61%	
Recreation and Culture		(953,595)	(244,599)	(200,959)	43,640	17.84%	▲
Transport		(2,352,537)	(585,501)	(260,875)	324,626	55.44%	▲
Economic Services		(1,317,284)	(335,522)	(186,683)	148,839	44.36%	▲
Other Property and Services		(406,655)	(107,864)	(44,194)	63,670	59.03%	▲
		(6,877,789)	(1,747,817)	(1,046,420)	701,397		
Non-cash amounts excluded from operating activities	1(a)	1,982,393	496,567	0	(496,567)	(100.00%)	▼
Amount attributable to operating activities		1,073,285	2,665,658	2,907,616	241,958		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12(b)	3,374,402	1,912,000	2,256,389	344,389	18.01%	▲
Proceeds from disposal of assets	7	250,911	0	0	0	0.00%	
Purchase of property, plant and equipment	8	(5,689,173)	(205,167)	(404,251)	(199,084)	(97.04%)	▼
Amount attributable to investing activities		(2,063,860)	1,706,833	1,852,138	145,305		
Financing Activities							
Transfer from Reserves	10	3,377,435	0	0	0	0.00%	
Transfer to Reserves	10	(4,658,077)	(341,497)	(341,497)	0	0.00%	
Amount attributable to financing activities		(1,280,642)	(341,497)	(341,497)	0		
Closing Funding Surplus / (Deficit)	1(c)	(8,551)	6,293,660	6,486,040			

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2019

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

BY NATURE OR TYPE

	Ref Note	Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	2,262,666	2,262,666	2,067,783	(194,883)	(8.61%)	
Revenue from operating activities							
Rates	6	3,266,373	3,266,373	3,301,153	34,780	1.06%	▲
Operating grants, subsidies and contributions	12(a)	2,137,567	519,153	502,604	(16,549)	(3.19%)	
Fees and charges		242,047	60,512	80,354	19,842	32.79%	
Interest earnings		233,789	58,447	60,478	2,031	3.47%	
Other revenue		49,693	12,423	9,447	(2,976)	(23.96%)	
Profit on disposal of assets	7	39,212	0	0	0	0.00%	
		5,968,681	3,916,908	3,954,036	37,128		▲
Expenditure from operating activities							
Employee costs		(2,055,237)	(513,809)	(439,827)	73,982	14.40%	▲
Materials and contracts		(2,129,633)	(532,408)	(454,833)	77,575	14.57%	▲
Utility charges		(86,147)	(21,537)	(17,109)	4,428	20.56%	
Depreciation on non-current assets		(1,986,269)	(496,567)	0	496,567	100.00%	▲
Insurance expenses		(149,012)	(74,457)	(95,668)	(21,211)	(28.49%)	
Other expenditure		(436,155)	(109,039)	(38,983)	70,056	64.25%	▲
Loss on disposal of assets	7	(35,336)	0	0	0	0.00%	
		(6,877,789)	(1,747,817)	(1,046,420)	701,397		▲
Non-cash amounts excluded from operating activities	1(a)	1,982,393	496,567	0	(496,567)	(100.00%)	
Amount attributable to operating activities		1,073,285	2,665,658	2,907,616	241,958		▲
Investing activities							
Non-operating grants, subsidies and contributions	12(b)	3,374,402	1,912,000	2,256,389	344,389	18.01%	▲
Proceeds from disposal of assets	7	250,911	0	0	0	0.00%	
Payments for property, plant and equipment	8	(5,689,173)	(205,167)	(404,251)	(199,084)	97.04%	
Amount attributable to investing activities		(2,063,860)	1,706,833	1,852,138	145,305		▲
Financing Activities							
Transfer from reserves	10	3,377,435	0	0	0	0.00%	
Transfer to reserves	10	(4,658,077)	(341,497)	(341,497)	0	0.00%	
Amount attributable to financing activities		(1,280,642)	(341,497)	(341,497)	0		
Closing Funding Surplus / (Deficit)	1(c)	(8,551)	6,293,660	6,486,040			

KEY INFORMATION

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

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

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

(a) Non-cash items excluded from operating activities

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

Notes	Draft Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(39,212)	0	0
Add: Loss on asset disposals	35,336	0	0
Add: Depreciation on assets	1,986,269	496,567	0
Total non-cash items excluded from operating activities	1,982,393	496,567	0

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

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

	Last Year Closing	This Year Opening	This Time Last Year	Year to Date
	30 Jun 2019	01 Jul 2019	30 Sep 2018	30 Sep 2019
Adjustments to net current assets				
Less: Reserves - restricted cash	10 (8,497,245)	(8,497,245)	(8,416,438)	(8,840,382)
Add: Provisions - employee	11 140,097	140,097	170,534	140,097
Total adjustments to net current assets	(8,357,148)	(8,357,148)	(8,245,904)	(8,700,285)

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

Current assets

Cash and cash equivalents	2	10,633,767	10,633,767	11,839,943	12,742,524
Rates receivables	3	828,183	828,183	2,366,720	2,782,069
Receivables	3	(75,113)	(75,113)	(48,166)	159,677
Other current assets	4	10,706	10,706	121	7,977

Less: Current liabilities

Payables	5	(832,515)	(832,515)	(279,539)	(365,826)
Provisions	11	(140,097)	(140,097)	(170,534)	(140,097)

Less: Total adjustments to net current assets

	1(c)	(8,357,148)	(8,357,148)	(8,245,904)	(8,700,285)
--	------	-------------	-------------	-------------	-------------

Closing Funding Surplus / (Deficit)

		2,067,783	2,067,783	5,462,641	6,486,040
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CURRENT AND NON-CURRENT CLASSIFICATION

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

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

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Muni		977,145			977,145	NAB		
Cash Floats		1,015			1,015			
Cash Maximiser		922,092			922,092	NAB		
Muni Term Deposit		2,001,890			2,001,890			
Reserves Term Deposit		0	3,425,286		3,425,286	NAB	1.70%	14/11/2019
Reserves Term Deposit		0	2,915,422		2,915,422	NAB	1.90%	12/10/2019
Reserves Term Deposit		0	2,199,674		2,199,674	Bankwest	1.60%	28/10/2019
Reserves Funds in Muni		0	300,000		300,000	NAB		
Total		3,902,142	8,840,382	0	12,742,524			
Comprising								
Cash and cash equivalents		3,902,142	8,840,382	0	12,742,524			
Financial assets at amortised cost		0	0	0	0			
		3,902,142	8,840,382	0	12,742,524			

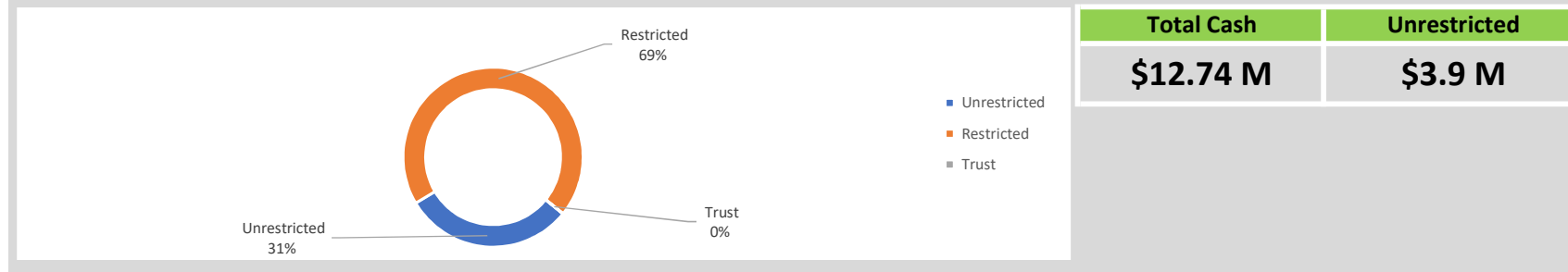
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$12.74 M	\$3.9 M

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

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

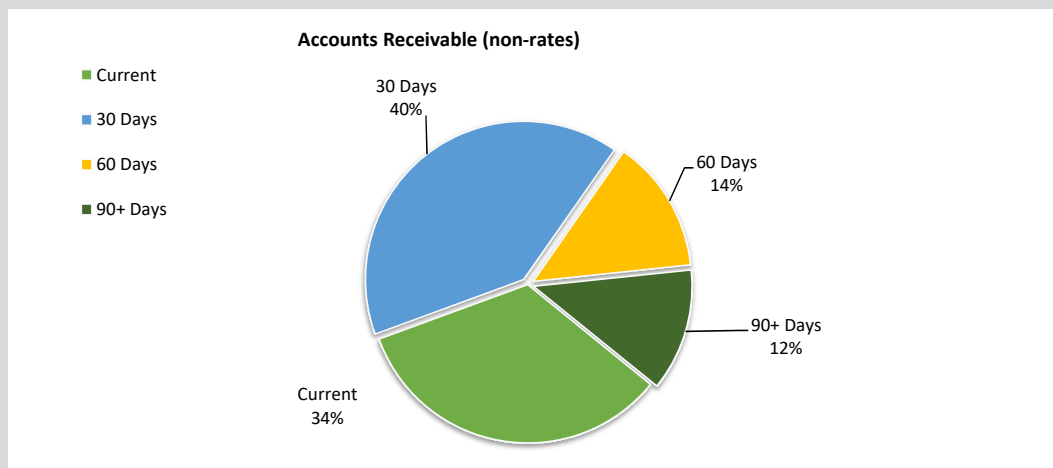
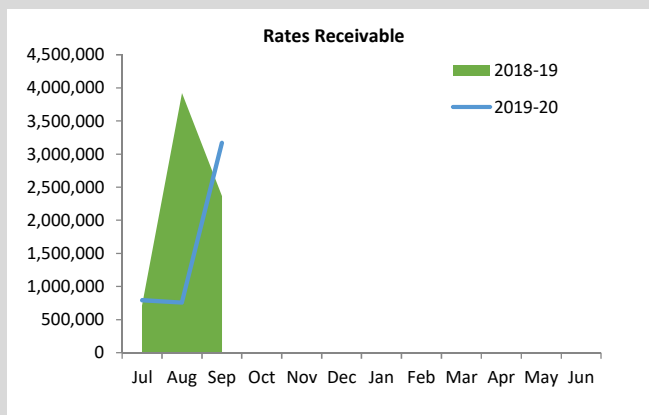
Rates Receivable	30 Jun 2019	30 Sep 19
	\$	\$
Opening Arrears Previous Years	828,183	828,183
Levied this year	3,123,011	3,301,153
Less - Collections to date	-3,123,011	(962,010)
Equals Current Outstanding	828,183	3,167,326
Provision for doubtful debts		(385,257)
Net Rates Collectable	828,183	2,782,069
% Collected	79%	23.3%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	0	3,664	4,399	1,489	1,364	10,916
Percentage	0%	33.6%	40.3%	13.6%	12.5%	
Balance per Trial Balance						
Sundry receivable						17,595
GST receivable						111,314
Provision for doubtful debts						0
Accrued income/payments in advance						30,768
Total Receivables General Outstanding						159,677

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Debtors Due
\$159,677
Over 30 Days
66%
Over 90 Days
12.5%

Collected	Rates Due
23.3%	\$2,782,069

Other Current Assets	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 30-September-2019
	\$	\$	\$	\$
Inventory				
Inventories [describe]	10,706			7,977
Total Other Current assets				7,977
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

CONTRACT ASSETS

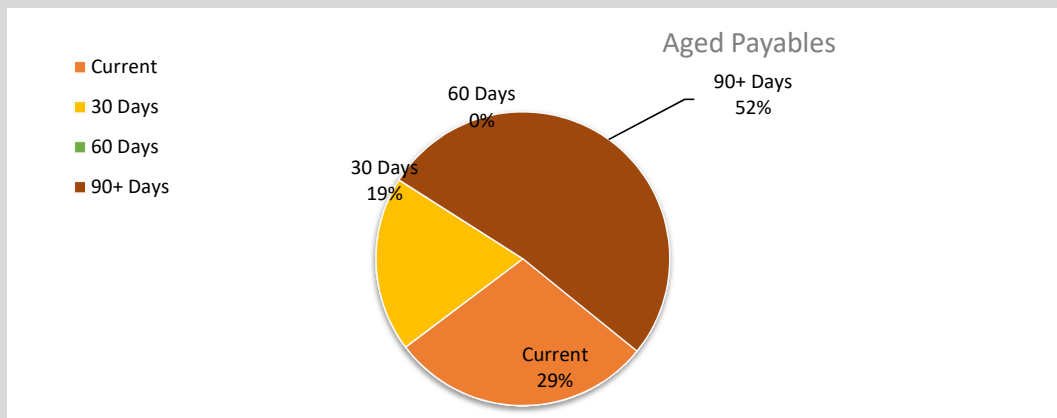
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	66,064	44,155	0	118,514	228,733
Percentage	0%	28.9%	19.3%	0%	51.8%	
Balance per Trial Balance						
Sundry creditors						291,241
ATO liabilities						17,809
Payroll Creditors						30,455
Income Received in advance						26,321
Total Payables General Outstanding						365,826

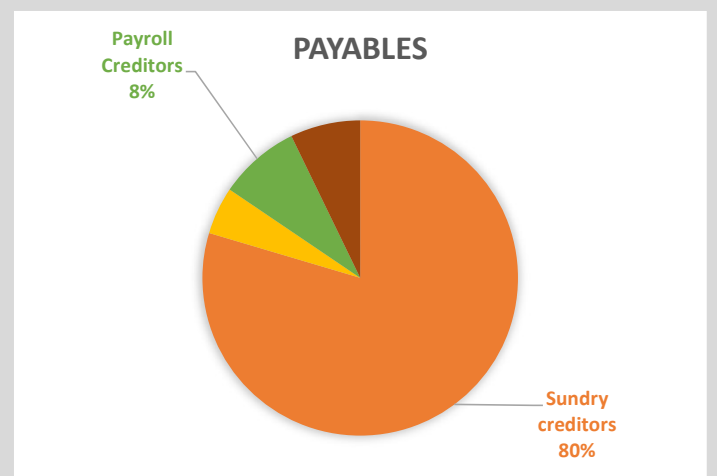
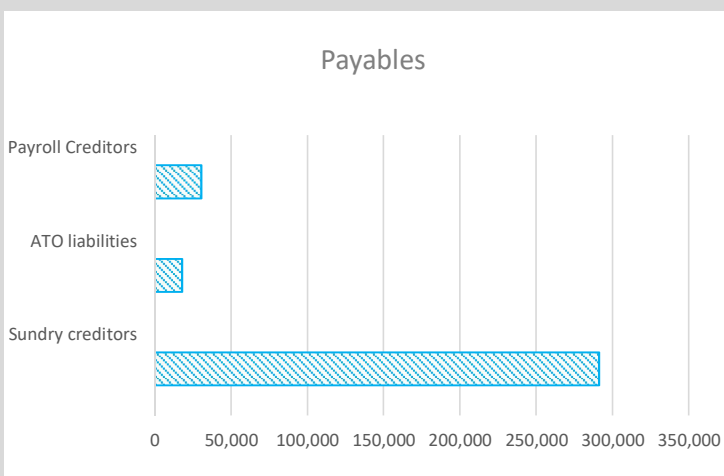
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



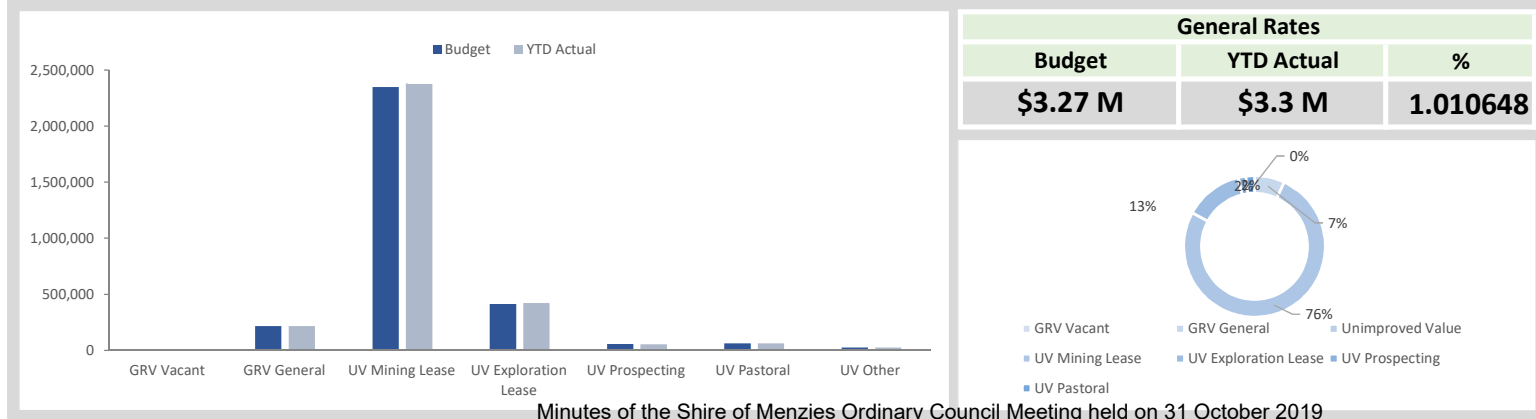
Creditors Due	\$365,826
Over 30 Days	71%
Over 90 Days	51.8%



General Rate Revenue	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget				YTD Actual			
				Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
GRV Vacant	8.640000	204	62,037	1,811			1,811	1,811			1,811
GRV General	8.620000	40	2,505,965	214,694			214,694	214,694			214,694
Unimproved Value											
UV Mining Lease	16.550000	279	14,490,031	2,392,180	(42,229)		2,349,951	2,390,135	(10,993)		2,379,142
UV Exploration Lease	15.000000	466	2,992,020	412,726			412,726	420,983			420,983
UV Prospecting	14.770000	253	456,260	56,148			56,148	53,882			53,882
UV Pastoral	8.290000	27	750,995	60,861			60,861	60,861			60,861
UV Other	8.290000	64	308,000	24,948			24,948	24,978			24,978
Sub-Total		1,333	21,565,308	3,163,368	(42,229)	0	3,121,139	3,167,344	(10,993)	0	3,156,351
Minimum Payment	Minimum \$										
Gross Rental Value											
GRV Vacant		200	200	40,000			40,000	40,000			40,000
GRV General		317	11	3,487			3,487	3,487			3,487
Unimproved Value											
UV Mining Lease		317	60	19,020			19,020	19,020			19,020
UV Exploration Lease		280	192	53,200			53,200	53,760			53,760
UV Prospecting		248	101	26,040			26,040	25,048			25,048
UV Pastoral		317	8	2,536			2,536	2,536			2,536
UV Other		317	3	951			951	951			951
Sub-Total		575	0	145,234	0	0	145,234	144,802	0	0	144,802
Amount from General Rates							3,266,373				3,301,153
Total General Rates							3,266,373				3,301,153

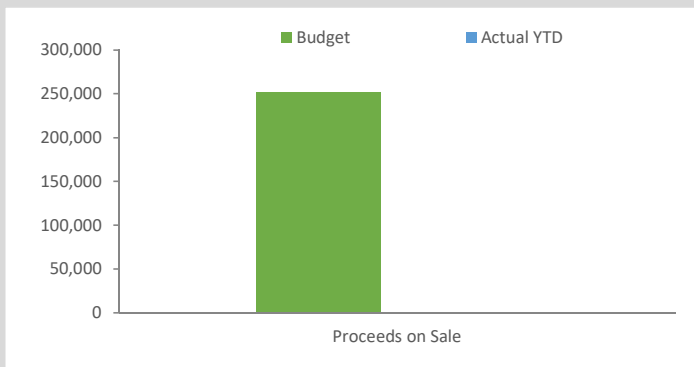
KEY INFORMATION

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



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Vehicles	247,035	250,911	3,876	0			0	0
		247,035	250,911	3,876	0	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$250,911	\$0	0%

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

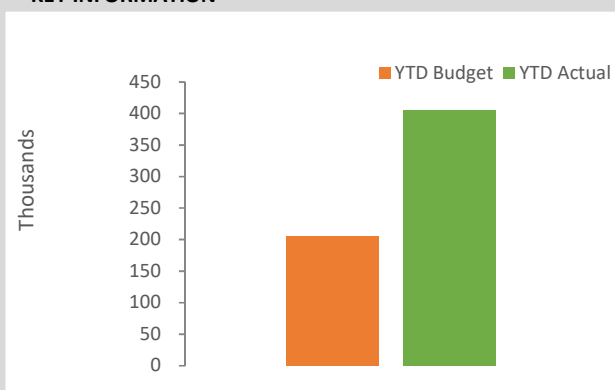
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buidings - non-specialised	1,076,000	2,000	1,895	(105)
Building - specialised	786,000	667	666	(1)
Furniture and equipment	45,000	0	0	0
Plant and equipment	705,085	139,500	128,364	(11,136)
Infrastructure - Roads	2,193,438	40,333	248,315	207,982
Infrastructure - Footpaths	100,000	0	0	0
Infrastructure - Other	783,650	22,667	25,010	2,343
Capital Expenditure Totals	5,689,173	205,167	404,251	199,084
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,374,402	1,912,000	2,256,389	344,389
Other (Disposals & C/Fwd)	250,911	0	0	0
Cash Backed Reserves				
Building Reserve	1,782,000	0	0	0
Plant Reserve	435,785	0	0	0
Roads Reserve	300,000	0	0	0
Main Street Reserve	10,000	0	0	0
Staff amenities Reserve	650,000	0	0	0
Caravan Park Reserve	20,650	0	0	0
Niagara Dam Reserve	84,000	0	0	0
Waste Managemnet Reserve	45,000	0	0	0
Old Post Office Reserve	50,000	0	0	0
Contribution - operations	(1,313,575)	(1,706,833)	(1,852,138)	(145,305)
Capital Funding Total	5,689,173	205,167	404,251	199,084

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.69 M	\$0.4 M	7%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.37 M	\$2.26 M	67%

Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure				
Governance				
C04002	Software and Systems	35,000	0	35,000
C04001	Administration Communication Equipment	10,000	0	10,000
Housing				
BC001	Construct new staff housing	650,000	0	650,000
C09002	Lot 1 37-39 Reid St	8,000	2,000	6,105
C09012	Lot 91 40 Mercer St	20,000	0	20,000
C09013	29B Shenton St	15,000	0	15,000
C09014	Old Post Office	50,000	0	50,000
C09019	Lot 1085 39 Mercer St	20,000	0	20,000
C09020	Lot 165 25 Onslow St	15,000	0	15,000
C09021	Lot 93 36 Mercer St	10,000	0	10,000
C09022	41 Mercer St	10,000	0	10,000
C09205	55B (14B) Walsh St	22,000	0	22,000
C09206	12A walsh Street	16,000	0	16,000
Community Amenities				
C10000	Menzies Refuse Site New Hole	30,000	0	30,000
C10002	Kookynie Refuse Site New Hole	15,000	0	15,000
C10751	Cometvale Cemetary Fence	20,000	0	20,000
Recreation & Culture				
C08001	Youth Centre	20,000	0	20,000
C11100	Town Hall Upgrade	160,000	0	160,000
C11305	Upgrade Town Dam	200,000	0	200,000
C11312	Rodeo Grounds Infrastructure	50,000	0	50,000
C11313	Sports Courts Adjustable Poles	9,000	0	9,000
C11600	Butch Shop and Tea Room Upgrade	25,000	0	25,000
Transport				
CR0001	Menzies North West Rd Bitumen R2R	751,100	17,000	734,194
CR0012	Connie Sue Remote Access Road R2R	300,000	0	300,000
CR0009	Tjunjuntjarra Access Rd	66,667	0	66,667
CR0032	Townsite Reseal	200,000	0	200,000
CR0004	Evanston Menzies Road RRG	254,755	10,000	243,861
CR0005	Yarri Road RRG	121,008	0	(86,446)
CR0013	Menzies Nrth West Rd Bitumen RRG	348,900	13,000	335,839
CR0007	Menzies North West Rd Resheeting RRG	121,008	0	121,008
CR0006	Shire House Crossover	30,000	0	30,000
C11311	Street Lights at Kookynie	7,000	7,000	(4,144)
C12100	Bicycle Path Construction	100,000	0	100,000
C12101	Depot Extention Asset Upgrade	30,000	15,000	16,133
C12103	Bores to support Roadwroks	35,000	0	35,000
C12125	Kookynie Airstrip Extention	20,000	0	20,000
C12104	Grid Replacement Program	130,000	0	130,000

Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
C12102	Minor Plant Purchases	11,300	0	0	11,300
C12318	Removable Frame for Service Truck	10,000	10,000	5,826	4,174
NEW	Building Maintenance Utility	33,285	0	0	33,285
CP002	Vehicle Replacement Works Supervisor	88,000	0	0	88,000
CP001	Vehicle Replacement MFA	43,000	0	0	43,000
CP011	New Grader 12m	390,000	0	0	390,000
CP012	Community Bus	56,500	56,500	56,161	339
C12301	Banners and Signage	10,000	0	0	10,000
CP007	CEO Car Replacement	73,000	73,000	66,376	6,624
Economic Services					0
C13002	Truck Bay Wilson and Shenton Streets	8,000	667	666	7,334
C13010	Niagara Dam	84,000	0	0	84,000
C13013	Bicycle Track Menzies Town	120,000	0	0	120,000
C13100	Lady Shenton Upgrade	40,000	0	0	40,000
C13106	Goongarrie Cottage Maintenance	50,000	0	0	50,000
C13107	Old Church Building 50 Shenton Street	55,000	0	0	55,000
C13269	Truck Bay Abultion Block	120,000	0	0	120,000
C13802	Caravan Park Upgrade	10,000	0	0	10,000
C13803	Caravan Park Security Gate Barrier	10,650	0	0	10,650
C13804	Construction Caravan Park New Unit Disable Cor	400,000	0	0	400,000
Other Property & Services					0
C11352	Fruit Trees Protection Arbor	5,000	0	0	5,000
C14584	Construct new records facility	100,000	0	0	100,000
C14583	Town Hall Admin Office Upgrade	46,000	0	0	46,000
Grand Total		5,689,174	204,167	404,251	5,284,922

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

The Shire of Menzies has no borrowings

		Principal Repayments
		\$0
	Interest Earned	Interest Expense
	\$60,478	\$0
	Reserves Bal	Loans Due
	\$8.84 M	\$. M

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

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	201,642	2,966	981	0	0	0	0	204,608	202,623
Building Reserve	2,298,078	33,805	11,177	946,374	0	(1,782,000)	0	1,496,257	2,309,255
Plant Reserve	1,395,073	20,522	6,785	536,707	0	(435,785)	0	1,516,517	1,401,858
Roads Reserve	1,529,390	22,497	7,438	1,200,000	0	(300,000)	0	2,451,887	1,536,828
Main Street Reserve	138,105	2,032	672	0	0	(10,000)	0	130,137	138,777
Staff amenities Reserve	74,299	1,093	361	1,150,000	0	(650,000)	0	575,392	74,660
TV Reserve	17,589	259	86	0	0	0	0	17,848	17,675
Caravan Park Reserve	434,027	6,385	2,111	0	0	(20,650)	0	419,762	436,138
Bitumen Reserve	397,087	5,841	1,931	200,000	0	0	0	602,928	399,018
Rates Creditors	50,119	737	413	0	0	0	0	50,856	50,532
Niagara Dam Reserve	1,349,520	19,851	6,564	0	0	(84,000)	0	1,285,371	1,356,084
Water Park Reserve	98,143	1,444	477	200,000	0	0	0	299,587	98,620
Waste Managemnet Reserve	102,766	1,512	500	0	0	(45,000)	0	59,278	103,266
Old Post Office Reserve	411,407	6,052	2,001	0	0	(50,000)	0	367,459	413,408
Commercial Enterprise Reserve	0	0	0	100,000	100,000	0	0	100,000	100,000
Land Purchase Reserve	0	0	0	200,000	200,000	0	0	200,000	200,000
	8,497,245	124,996	41,497	4,533,081	300,000	(3,377,435)	0	9,777,887	8,838,742
Movement in Accrued Interest 30 June 2019 to 30 September 2019									1,640
Total Cash Backed Reserves									8,840,382

Cash Backed Reserves - Purposes

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

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

Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 30 September 2019
		\$	\$	\$	\$
Provisions					
Annual leave		118,191			118,191
Contract Liabilities					
Lease liability		0			0
Amounts shown above include GST (where applicable)					

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

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

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

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Unspent Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
General purpose funding											
WA Grants Commision						886,653	221,663	886,653		886,653	193,012
Law, order, public safety											
Fire Prevention						6,522	0	6,522		6,522	0
Transport											
Grant Roads						820,598	106,344	820,598		820,598	106,344
Grant - MRWA Direct Grant						183,146	183,146	183,146		183,146	194,321
Grant Other Tjun Access Rd						128,647		128,647		128,647	0
Economic services											
Community Resource Centre						112,000	8,000	112,000		112,000	8,927
	0	0	0	0	0	2,137,566	519,153	2,137,566	0	2,137,566	502,604
TOTALS	0	0	0	0	0	2,137,566	519,153	2,137,566	0	2,137,566	502,604

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

NOTE 12(b)
NON-OPERATING GRANTS AND CONTRIBUTIONS

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

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

**NOTE 13
TRUST FUND**

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

Description	Opening Balance 1 July 2019	Amount Received	Amount Paid	Closing Balance 30 Sep 2019
	\$	\$	\$	\$
Trust Account	1,680	400	(1,680)	400
	1,680	400	(1,680)	400

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

**NOTE 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				(8,551)
				0	0	0	

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

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General Purpose Funding - Other	(28,917)	(10.23%)	▼ Timing	General Purpose Operating Grant
Expenditure from operating activities				
Governance	28,985	12.83%	▲ Timing	Members Conferences cost savings, Other Governance cost savings
Housing	39,531	86.85%	▲ Timing	Depreciation not yet run for 19/20
Recreation and Culture	43,640	17.84%	▲ Timing	Depreciation not yet run for 19/20
Transport	324,626	55.44%	▲ Timing	Monthly depreciation not yet run for 19/20
Economic Services	148,839	44.36%	▲ Timing	Lady Shenton exp down due to depreciation & wages
Other Property and Services	63,670	59.03%	▲ Timing	Plant depreciation not run
Investing Activities				
Non-operating Grants, Subsidies and Contributions	344,389	18.01%	▲ Permanent	Wandrra over \$165,000 permanent, \$107,979 LR Ex Truckbay, \$207,000 carryover from last YR exp not budgeted
Capital Acquisitions	(199,084)	(97.04%)	▼	

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

NOTE 15
EXPLANATION OF MATERIAL VARIANCES

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General Purpose Funding - Other	(28,917)	(10.23%)	Q Timing	General Purpose Operating Grant
Expenditure from operating activities				
Governance	28,985	12.83%	P Timing	Members Conferences cost savings, Other Governance cost savings
Housing	39,531	86.85%	P Timing	Depreciation not yet run for 19/20
Recreation and Culture	43,640	17.84%	P Timing	Depreciation not yet run for 19/20
Transport	324,626	55.44%	P Timing	Monthly depreciation not yet run for 19/20
Economic Services	148,839	44.36%	P Timing	Lady Shenton exp down due to depreciation & wages
Other Property and Services	63,670	59.03%	P Timing	Plant depreciation not run
Investing Activities				
Non-operating Grants, Subsidies and Contributions	344,389	18.01%	P Permanent	Wandrra over \$165,000 permanent, \$107,979 LR Ex Truckbay, \$207,000 carryover from last YR exp not budgeted
Capital Acquisitions	(199,084)	(97.04%)	Q	

12.2.2 MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF SEPTEMBER 2019

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM307
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 October 2019
AUTHOR:	Jeanette Taylor Manager Finance and Administration
ATTACHMENT:	12.2.2-1 Payment Listing for September 2019

SUMMARY

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

BACKGROUND:

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

COMMENT:

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

After payment, the balance of creditors will be \$228,733.52.

CONSULTATION

N/A

STATUTORY Environment:

Local Government (Financial Management) Regulations 1996 Regulation 13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for Payment

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENTS:

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

STRATEGIC IMPLICATIONS:

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receive the list of payments for the month of September 2019 totalling \$771,838.57 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT4375 – EFT4454 payments in the Municipal Fund totalling \$708,781.18.
- 3) Direct Debit payments from the Municipal Fund totally \$63,057.39.

- 4) Credit Card payments for the statement period 30 July 2019 to 28 August 2019 totaling \$9,831.27.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1725
----------------------------	-----------------

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council receive the list of payments for the month of September 2019 totalling \$771,838.57 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT4375 – EFT4454 payments in the Municipal Fund totalling \$708,781.18.
- 3) Direct Debit payments from the Municipal Fund totally \$63,057.39.
- 4) Credit Card payments for the statement period 30 July 2019 to 28 August 2019 totaling \$9,831.27.

Carried 6/0

Shire of Menzies
Payments for the Month of September 2019

Chq/EFT	Date	Name	Description	Amount
		Cheques		\$(0.00)
		EFT		\$708,781.18
		Direct Debit		\$63,057.39
		Total Payments		<u>\$771,838.57</u>
		Credit Card Payments (included in Direct Debit)		\$9,831.27

Shire of Menzies
Payments for the Month of September 2019

EFT	Date	Name	Description	
EFT4375	06/09/2019	Leonora Pharmacy	Pharmacy account for August 2019	\$ 318.85
EFT4376	06/09/2019	Moki International Pty Ltd	Chargers, headphones etc for resale	\$ 205.90
EFT4377	06/09/2019	AD Engineering International Pty Ltd	WAN Annual 3G service 2 x AD322 Radar Speed Display	\$ 1,056.00
EFT4378	06/09/2019	Child Support	Payroll deductions	\$ 300.00
EFT4379	06/09/2019	Goldfields Auto Electrical	Repair /replace wiring on P0219 - Camper Trailer	\$ 359.04
EFT4380	06/09/2019	3E Advantage	Rent on Smartboard and copier charges	\$ 2,626.78
EFT4381	06/09/2019	Market Creations	Website licensing and support, CEO business cards	\$ 4,101.01
EFT4382	06/09/2019	Roofmart KB	Zincalume and fence battens	\$ 1,123.42
EFT4383	06/09/2019	Sheffield Metal Fabrication	Heavy Duty Cat Trap	\$ 825.00
EFT4384	06/09/2019	Gencon Civil Pty Ltd	Stabiliser hire for gravel pit.	\$ 5,463.15
EFT4385	06/09/2019	Child Support Other	Child support deducted from payments	\$ 562.87
EFT4386	06/09/2019	Coolgardie Tyre Service	1 tyre - Fire truck	\$ 429.00
EFT4387	06/09/2019	Emygor Services	Public Toilet Sewerage Pump Out	\$ 4,345.00
EFT4388	06/09/2019	Fire & Safety WA	Fire extinguisher scales, date tags, plastic bags	\$ 166.10
EFT4389	06/09/2019	KCLD	Supply and Install Vertical Blinds to 2 staff houses and admin kitchen	\$ 2,359.50
EFT4390	06/09/2019	Hosemasters	Fittings for pump to tank	\$ 466.17
EFT4391	06/09/2019	WA Local Govt Association	Registrations for Local Government Week	\$ 4,466.00
EFT4392	06/09/2019	Ian Baird	August Travel	\$ 1,762.91
EFT4393	06/09/2019	Bunnings	Clothesline - Teachers Unit	\$ 134.62
EFT4394	06/09/2019	C Direct	Telstra credit for resale	\$ 1,540.79
EFT4395	06/09/2019	Toll Transport Pty Ltd	Delivery of books from State Library	\$ 26.63
EFT4396	06/09/2019	Cybersecure	Backup service - August	\$ 259.88
EFT4397	06/09/2019	Dean's Auto Glass	Supply and fit windscreen to CEO vehicle	\$ 420.00
EFT4398	06/09/2019	Eagle Petroleum (W.A) Pty Ltd	5002 litres fuel @ \$1.3265	\$ 7,298.67
EFT4399	06/09/2019	Department of Fire And Emergency Services	ESL Payment - Quarter 1.	\$ 15,326.80
EFT4400	06/09/2019	Goldline Distributors	Cleaning supplies	\$ 336.91
EFT4401	06/09/2019	Goldfields Toyota	Service Landcruiser Dual Cab - KBC866N	\$ 1,105.75

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

EFT4402	06/09/2019	Hare & Forbes Machinery House	Welding Curtain and Industrial Wall Backing Panels	\$ 825.00
EFT4403	06/09/2019	Carol Mcallan	Refund for overcharge - Pharmacy	\$ 40.30
EFT4404	06/09/2019	Shire of Menzies Social Club	Payroll deductions	\$ 110.00
EFT4405	06/09/2019	Netlogic Information Technology	Rack kit, Wireless access point, 2x Computer Monitors,	\$ 8,630.67
EFT4406	06/09/2019	Office National	Cash Register rolls and stationery	\$ 92.93
EFT4407	06/09/2019	Online Business eSystems	Upgrade and service POS	\$ 712.80
EFT4408	06/09/2019	Pila Nguru Aboriginal Corporation	Accomodation Millen Street - Cr. Baird	\$ 187.00
EFT4409	06/09/2019	Jeanette Taylor	Refund drop box charges and printer ink.	\$ 382.35
EFT4410	13/09/2019	Goldfields Toyota	Purchase of Toyota Prado & Hi-Ace Commuter bus	\$ 134,567.48
EFT4411	20/09/2019	Moki International Pty Ltd	Moki Noise Isoltion Earbuds for resale	\$ 21.24
EFT4412	20/09/2019	Stratco	Peg Boards	\$ 250.24
EFT4413	20/09/2019	Child Support	Payroll deductions	\$ 300.00
EFT4414	20/09/2019	Batteries N More	4 batteries for solar lights and BBQ	\$ 175.80
EFT4415	20/09/2019	Goldfields Auto Electrical	Electrical Service, battery, lock out kit for Po202 - Hino	\$ 466.95
EFT4416	20/09/2019	Xstra Global IT and Communication Solutions	PABX Hosting Support	\$ 306.62
EFT4417	20/09/2019	Black Mountain Gold Limited	Rates refund	\$ 87.90
EFT4418	20/09/2019	AL Welding & Fabrication	3 street poles for solar lights	\$ 2,406.80
EFT4419	20/09/2019	Eastern Goldfields Historical Society	History books for resale	\$ 328.86
EFT4420	20/09/2019	EMC Asset Management Pty Ltd	Repair solar panels after storm - Insurance claim	\$ 12,650.00
EFT4421	20/09/2019	Hosemasters	Fit grease and hydraulic lines-Tri-axle Dolly & Side Tipper	\$ 5,828.11
EFT4422	20/09/2019	Blue Diamond Machinery	G100135 Portable Generator - 7 KVA Diesel	\$ 1,990.00
EFT4423	20/09/2019	White Cliff Minerals Limited	Rates refund	\$ 284.99
EFT4424	20/09/2019	Darlex Pty Ltd	Rates refund	\$ 549.44
EFT4425	20/09/2019	WA Local Govt Association	Subscription to Market Creations part of Council Connect	\$ 3,600.00
EFT4426	20/09/2019	Air Liquide WA Pty Ltd	Oxy cylinder rent	\$ 28.16
EFT4427	20/09/2019	Blackwoods	Coffee for depot.	\$ 40.11
EFT4428	20/09/2019	Cabcharge Australia Limited	Taxifares	\$ 28.40

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

EFT4429	20/09/2019	Toll Transport Pty Ltd	Freight for August	\$ 352.93
EFT4430	20/09/2019	Coyles Mower & Chainsaw Centre	1x 5Ltr Stihl HP Ultra 2 Stroke oil	\$ 135.00
EFT4431	20/09/2019	Cybersecure	Backup service - September	\$ 259.88
EFT4432	20/09/2019	E & M J Rosher	Alternator for camp generator	\$ 396.44
EFT4433	20/09/2019	Flex Industries	Pedistals for turntable, bushes, decals	\$ 508.44
EFT4434	20/09/2019	Goldrush Tours	3 Bus tickets Menzies to Kalgoorlie	\$ 206.55
EFT4435	20/09/2019	Menzies Hotel	Papers for August, Lunch for Tour group- To be recouped	\$ 678.30
EFT4436	20/09/2019	IT Vision	EOFY processing, VGO roll, schedules	\$ 2,750.00
EFT4437	20/09/2019	JR & A Hersey	240V Diesel Fuel Dispenser 56L, depot consumables	\$ 3,094.96
EFT4438	20/09/2019	Landgate	Certificate of title	\$ 26.20
EFT4439	20/09/2019	Shire of Menzies Social Club	Payroll deductions	\$ 110.00
EFT4440	20/09/2019	Office National	Stationery	\$ 310.45
EFT4441	20/09/2019	Onsite Rental Group	Variable Message Sign 01/08/2019-4/9/2019	\$ 3,209.58
EFT4442	20/09/2019	Paupiyala Tjarutja Aboriginal Corporation	Tjuntjuntjara School Holiday Program	\$ 10,040.56
EFT4443	20/09/2019	RAMM Software Pty Ltd	RAMM Training - Asset Management Officer	\$ 935.00
EFT4444	20/09/2019	Shire Of Menzies	Fee for Rates Refund deducted from refund.	\$ 25.00
EFT4445	20/09/2019	State Library of W.A.	Annual Fees for lost & damaged books 2019/20	\$ 220.00
EFT4446	20/09/2019	Moore Stephens	Provide Assistance with 2019/20 Annual Budget	\$ 3,446.00
EFT4447	20/09/2019	Kalgoorlie United Steel Pty Ltd	steel order, flat bar, patio tube, rhs tube, round pipe	\$ 2,207.70
EFT4448	20/09/2019	Verlinden's Electrical Service	Circuit Breaker Installations, and lights fittings	\$ 2,929.85
EFT4449	20/09/2019	WML Consultants	Engineering Consultant	\$ 23,142.64
EFT4450	20/09/2019	Woodlands Distributors & Agencies Pty Ltd	5 Led Solar Street Lights	\$ 3,839.00
EFT4451	20/09/2019	WesTrac Pty Ltd	Shims and filters	\$ 1,624.89
EFT4452	20/09/2019	Wurth Australia	Crow bar, Hose clamp and Hammer drill bits set	\$ 785.93
EFT4453	23/09/2019	Peter Money	CRC Float, Licence Camper Trailer	\$ 411.50
EFT4454	23/09/2019	Australian Taxation Office	IAS for August 2019	\$ 27,296.00
	10/09/2019	Wages		\$ 41,522.64

Shire of Menzies
Payments for the Month of September 2019

	24/09/2019	Wages		\$ 46,036.84
	01/09/2019	Transfer to Reserve		\$ 300,000.00
				\$ 708,781.18

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

DD	Date	Name	Description	Amount
DD2849.1	02/09/2019	Water Corporation	Water usage 13 June 2019 to 10 August 2019	\$ 1,134.59
DD2851.1	02/09/2019	WESTNET	Visitor Centre Internet	\$ 54.99
DD2862.1	10/09/2019	WA Local Govt Superannuation Plan	Superannuation contributions	\$ 4,513.44
DD2862.2	10/09/2019	WA Local Govt Superannuation Plan	Payroll deductions	\$ 2,202.78
DD2862.3	10/09/2019	Sunsuper	Superannuation contributions	\$ 872.35
DD2862.4	10/09/2019	Australian Super	Superannuation contributions	\$ 1,033.58
DD2862.5	10/09/2019	GESB Superannuation	Superannuation contributions	\$ 69.97
DD2862.6	10/09/2019	Kinetic Superannuation	Payroll deductions	\$ 256.58
DD2864.1	09/09/2019	Telstra - DIRECT DEBIT ONLY	Telstra Charges	\$ 6,631.97
DD2866.1	05/09/2019	Horizon Power	Power usage - 21 June to 20 August 2019	\$ 5,182.09
DD2868.1	11/09/2019	Telstra - DIRECT DEBIT ONLY	Telstra Charges	\$ 790.46
DD2874.1	12/09/2019	Horizon Power	Power charges 28 June to 27 August 2019	\$ 8,299.05
DD2876.1	09/09/2019	Power ICT Pty Ltd	Phone Messages on Hold - September 2019	\$ 75.90
DD2890.1	16/09/2019	Toyota Finance DIRECT DEBIT ONLY	Toyota Prado Lease - September 2019	\$ 1,099.07
DD2892.1	18/09/2019	Horizon Power	Streetlights - 1 August 2019 to 31 August 2019	\$ 764.83
DD2898.1	24/09/2019	WA Local Govt Superannuation Plan	Superannuation contributions	\$ 4,985.11
DD2898.2	24/09/2019	WA Local Govt Superannuation Plan	Payroll deductions	\$ 2,287.62
DD2898.3	24/09/2019	Sunsuper	Superannuation contributions	\$ 872.35
DD2898.4	24/09/2019	Australian Super	Superannuation contributions	\$ 1,182.66
DD2898.5	24/09/2019	GESB Superannuation	Superannuation contributions	\$ 69.97
DD2898.6	24/09/2019	Kinetic Superannuation	Payroll deductions	\$ 256.58
DD2916.1	02/09/2019	NAB	Credit Card Payment	\$ 9,831.27
DD2919.1	30/09/2019	Wright Express Australia Pty Ltd	Fuel cards to 15 September	\$ 923.88
DD2921.1	26/09/2019	Gregory Dwyer	Presidents Allowance - September	\$ 3,364.49
DD2921.2	26/09/2019	Ian Baird	Sitting Fees - 26 September 2019	\$ 1,289.67
DD2921.3	26/09/2019	Jillian Dwyer	Sitting Fees 26 September 2019	\$ 875.83
DD2921.4	26/09/2019	Cr Justin Lee	Sitting Fees 26 September 2019	\$ 875.83
DD2921.5	26/09/2019	Cr Ian Tucker	Sitting Fees 26 September 2019	\$ 875.83

Shire of Menzies
Payments for the Month of September 2019

DD2921.6	26/09/2019	Cr Debbie Hansen	Sitting Fees - 26 September 2019	\$ 875.83
DD2921.7	26/09/2019	Cr Keith Mader	Sitting Fees - 26 September 2019	\$ 700.66
DD2925.1	30/09/2019	NAB	Account fees September	\$ 125.66
DD2928.1	19/09/2019	NAB	Nab Connect fee August 2019	\$ 34.24
DD2930.1	24/09/2019	Australia Post	Products for resale	\$ 648.26
				\$ 63,057.39

Shire of Menzies
Payments for the Month of September 2019

Date	Name	Description	Amount
05/08/2019	Vanessa Australia	Goods for resale	\$ 419.01
06/08/2019	Bunnings	Caravan park 5 hand showers & cleaning supplies	\$ 312.30
12/08/2019	Crown Promenade	Local Government Week expenses CEO	\$ 4.55
12/08/2019	Mounts Bay Waters	Local Government Week Accomodation - Councillor	\$ 906.00
12/08/2019	Crown Promenade	Local Government Week Accomodation - CEO	\$ 237.31
12/08/2019	Crown Promenade	Local Government Week Accomodation - Councillor	\$ 114.86
15/08/2019	Office National	Stationery	\$ 30.59
16/08/2019	NIB Travel Insurance	Air fare insurance - Staff	\$ 12.00
16/08/2019	Qantas	Air fare - staff	\$ 929.50
28/08/2019	NAB	Card Fee	\$ 9.00
08/08/2019	Square Space	Menzies Rodeo domain registration	\$ 300.00
08/08/2019	NAB	International Fee	\$ 9.00
12/08/2019	Microsoft Store	Microsoft licence for CRC	\$ 169.00
14/08/2019	Bunnings	Shower head & rail	\$ 143.90
19/08/2019	JGM Hotel Front Office	Accomodation for staff while training	\$ 876.00
26/08/2019	Department of Transport	Annual Fleet Licencing	\$ 5,349.25
28/08/2019	NAB	Card Fee	\$ 9.00
		Direct Debit	\$ 9,831.27

12.3.1 LATE FINANCIAL STATEMENTS - MINISTERIAL APPROVAL

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This Item seeks Council endorsement of the CEO request to the Minister for Local Government to approve an extension of time for the annual financial report.

BACKGROUND

In accordance with the Local Government Act, Councils are to prepare an annual financial report for the preceding financial year, in the prescribed format and submit the report to its auditors by September 30 each year.

The Shire has been advised by Moore Stephens that we should seek an extension of time they expect at least another two weeks before the statements are prepared.

There is still a little more work to be done by the Shire and unfortunately the complexities of the changes to the standards is making compiling the statements a lot more difficult.

Moore Stephens have also advised that we may need to defer the visit by the auditors which was scheduled for the first week in October.

COMMENT

We have been working on the annuals information and still have a few issues to iron out relating to road valuations as at 30th June. There are some imbalances in the Statement of Financial Position that we are still waiting for ITVision to correct when the fault is found.

CONSULTATION

Moore Stephens
Manager Finance and Administration
RSM – Auditors

STATUTORY ENVIRONMENT

Local Government Act s6.4

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

Failing to seek an extension of time will lead to an adverse finding by the Auditors.

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council endorse the CEO'S action in seeking an extension of time to 31st October 2019 from the Minister for Local Government for the completion of the Annual Financial Statements.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1726

MOVED: Cr Jill Dwyer

SECONDED: Cr Justin Lee

That Council endorse the CEO'S action in seeking an extension of time to 31st October 2019 from the Minister for Local Government for the completion of the Annual Financial Statements.

Carried 6/0

12.3.2 RATES WRITE OFF.

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	A1878, A8049 and A8002
DISCLOSURE OF INTEREST:	Nil
DATE:	26 September 2019
AUTHOR:	Carol McAllan Finance Officer
ATTACHMENT:	Nil

SUMMARY

The Finance Officer is requesting the write off of some rates that were raised on Shire owned properties.

BACKGROUND

Sometime in the past rates have been raised in error on Council owned properties.

Assessment 1878 Lot 17 Cumberland Street Kookynie - \$1800.29

Assessment 8049 Lot 306 Cumberland Street Kookynie - \$691.58

Assessment 8002 Lot 1 Reid Street Menzies - \$147.28

The interest has been calculated to 26 September 2019

COMMENT

These properties have now been made non-rateable on the Shire's rate records.

CONSULTATION

Peter Money – Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.26 – Rateable Land

POLICY IMPLICATIONS

There is no Policy relating to this matter.

FINANCIAL IMPLICATIONS

The reduces unpaid rate debts by \$2,639.15

RISK ASSESSMENT

Failure to write off the rates will result in apparent outstanding accumulated debts that will never be collected.

The rates were raised in error and need to be written off to correct the rate records.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Absolute majority

OFFICERS RECOMMENDATION

That Council approve to write off rates and interest on:

Assessment 1878 – Lot 17 Cumberland Street Kookynie to the value of \$1800.29.

Assessment 8049 – Lot 306 Cumberland Street Kookynie to the value of \$691.58

Assessment 8002 – Lot 1 Reid Street Menzies to the value of \$147.28

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1727

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council approve to write off rates and interest on:

Assessment 1878 – Lot 17 Cumberland Street Kookynie to the value of \$1800.29.

Assessment 8049 – Lot 306 Cumberland Street Kookynie to the value of \$691.58

Assessment 8002 – Lot 1 Reid Street Menzies to the value of \$147.28

Carried 6/0

By absolute majority

12.3.3 FEES AND CHARGES AMENDMENTS

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This item recommends Council amends the Fees and Charges.

BACKGROUND

1. The sign at the Caravan Park lists and additional charge of \$5 per night for more than two adults.

This fee does not appear on the Fees and Charges Schedule and it is recommended it be added.

This extra cost is to cover that for additional expense associated with the extra person/s.

2. The Local Government Election Regulations require the CEO to provide candidates and any elected member with an electoral roll.

The CEO may issue additional rolls at his or her discretion (Regulation 22(2)).

The Regulation does not mention a fee for the additional rolls, and as there is minimal cost to printing the rolls, it is recommended the Council dispose of the \$15 fee for additional rolls.

3. With purchase of the new bus the following fees and charges are recommended:

The fees apply if the bus is hired for non-community purposes or if it is Hired by non-residents of the Shire.

- \$100.00 for the first 100km and \$0.90c per km after that,
- A bond of \$200.00.
- \$35 per hour cleaning fee if returned uncleaned
- If returned and is not full of fuel, a fee of \$1.80 per litre is charged.
- There is no charge if the bus is used for community medical purposes for groups too large for a standard vehicle, to travel to remote towns for sponsored medical services.

COMMENT

The setting of Fees and Charges are the prerogative of the Council.

CONSULTATION

Jeanette Taylor – Manager Finance & Administration

Paul Warner – Works Supervisor

Shony Tambis – Asset Management Officer

STATUTORY ENVIRONMENT

Local Government Act

6.16. Imposition of fees and charges

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

** Absolute majority required.*

POLICY IMPLICATIONS

New Policy 12.7

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

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

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 *Strong sense of community maintained*

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

14.3 *Active civic leadership achieved*

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

VOTING REQUIREMENTS

Absolute majority

OFFICERS RECOMMENDATION

That Council authorise the fee structure to be included in the Fees and Charges for 2019/2020 as follows:

1. Caravan Park – an additional fee for caravans with more than 4 people – a \$5 per night for people over the age of 5 years.
2. Electoral Rolls – removal of the \$15 fee for the supply of Electoral Rolls.
3. Adoption of the bus hire fees as follows;

The fees apply if the bus is hired for non-community purposes or if it is Hired by non-residents of the Shire.

- \$100.00 for the first 100km and \$0.90c per km thereafter.
- A bond of \$200.00.
- \$35 per hour cleaning fee if returned uncleaned.
- If returned and is not full of fuel, a fee of \$1.80 per litre is charged.
- There is no charge if the bus is used for community medical purposes for groups too large for a standard vehicle, to travel to remote towns for sponsored medical services.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1728

MOVED: Cr Vashti Ashwin

SECONDED: Cr Debbie Hansen

That Council authorise the fee structure to be included in the Fees and Charges for 2019/2020 as follows:

1. Caravan Park – an additional fee for caravans with more than 4 people – a \$5 per night for people over the age of 5 years.
2. Electoral Rolls – removal of the \$15 fee for the supply of Electoral Rolls.
3. Adoption of the bus hire fees as follows;

Carried 6/0
By absolute majority

12.3.4 SHIRE BUS HIRE - FEE AND POLICY

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Draft Bus Hire Application Form

SUMMARY

This item recommends Council adopts a new policy 12.7 with conditions for the hire of the Shire bus.

BACKGROUND

In the 2019/2020 Budget Council purchased a small bus capable of seating 11 passengers.

It requires a Policy to manage the use and hire of the bus to define the use of the bus, ensuring fairness to all potential users.

A proposed Agreement of Use Policy and Fee Structure has been prepared by the Asset Management Officer and are presented for Council consideration.

COMMENT

Internal policies are the prerogative of the Council.

CONSULTATION

Paul Warner – Works Supervisor
Shony Tambis – Asset Management Officer

STATUTORY ENVIRONMENT

Local Government Act

Section 2-7 (2) (b)

The role of Council to determine the Local Government Policies.

POLICY IMPLICATIONS

New Policy 12.7

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

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

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

accountable and to manage within our governance and legislative framework.

- Continue to participate in regional activities to the benefit of our community.

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council adopt the draft policy 12.7 for the use of the Shire bus as attached.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1729
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MOVED: Cr Jill Dwyer

SECONDED: Cr Vashti Ashwin

That Council adopt the draft policy 12.7 for the use of the Shire bus as attached.

Carried 6/0

ATTACHMENT

12.7 BUS HIRE POLICY

- All booking to be made at the SHIRE OF MENZIES administration office.
- A standard booking is no longer than 3 days to ensure the bus is accessible to everyone. A longer term maybe negotiated on request.
- The key to be picked up from the administration office of Shire; the hirer need to provide an appropriately licenced driver 25 years or older.
- Bus return times are to be negotiated with the Shire.
- A bond will be charged and must be paid at the time of booking the bus to ensure confirmation of that booking. (See fees & Charges for the current bond fee).
- The bond may be retained in the event that:
 - a cancellation notice is not received should you decide against using the bus with no refund if the cancellation is less than 3 days before the intended date.
 - the cleanliness of the bus is not satisfactory
 - the hirer fails to pay the hire costs of the bus.
- The hirer is to ensure the inside of the bus is clean and tidy before returning the keys. If not clean, they will be required to clean the bus or a cleaning fee of \$35.00 per hour will apply.
- If the hirer picks up the bus in an unsatisfactory condition, the hirer must notify the Shire immediately.
- Damage or breakages which result from misuse by the hirer are the responsibility of the hirer and all replacement or repair costs will be charged to the hirer, repairs arising from normal usage are the responsibility of Council.
- The hirer is Responsible for the safety of all passengers at all times. The driver and passengers must be restrained in suitable seat belts at all times.
- Children who are of the age requiring a safety capsule or seat must be appropriately restrained.
- The hirer should check the oil, water and tyres before and after use.
- Children should be supervised by parents / guardians at all times.
- Smoking, consumption of food and drinking of alcohol or soft drinks is not permitted in the bus at any time.

- In case of breakdowns of the bus, the hirer is to make every endeavour to return the bus to the Shire. The alternative transport of passengers becomes the sole responsibility of the hirer.
- When picked up, the bus will have full tank of diesel fuel.
- In the case of motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the insurance excess currently \$500.00 arising out of an insurance claim.
- In other circumstances where the driver is not at fault the Shire will pay the excess.
- The Shire retains the right: to change, alter or adopt new rules as they wish and to refuse use of the bus if they wish.



Contact Us

124 Shenton Street (PO Box 4)
Menzies WA
Phone: (08) 9024 2041
Email: admin@menzies.wa.gov.au
ABN: 70 799 264 783

SHIRE OF MENZIES BUS HIRE APPLICATION FORM

HIRER CONTACT DETAILS

Name/Organisation: _____

Email: _____ Phone: _____

Address: _____

Contact Person: _____ Mobile: _____

HIRE DETAILS

Dates of Hire: _____ Time: _____

Purpose of Hire: _____

Estimated Distance: _____ Estimated Passenger No.: _____

DRIVER (MINIMUM LICENCE REQUIREMENT IS C CLASS 25 YEARS AND OLDER)

Name: _____ Alternative Driver: _____

Address: _____ Address: _____

Licence No: _____ Licence No: _____

CHARGES:

- Apply for non-community purposes or if it is hired by non-residents of the SHIRE.
- The charge for the bus is \$100.00 for the first 100km and \$0.90c per km after that,
- A bond of \$200.00 is to be paid immediately to confirm booking dates or else the booking date maybe re-booked.
- An account will be sent to you at the completion of your trip.

SIGNATURE OF HIRER: _____

DATE: _____

OFFICE USE ONLY

- Signed Hire Application Form
- Copy of Agreement to Hirer
- Photocopy of Driver's Licence
- Booking in Calendar
- Officer Name _____
- Date _____
- Key Issued - Date _____
- Returned
- Comments _____

SHIRE OF MENZIES BUS HIRE POLICY & AGREEMENTS

12.7 BUS HIRE POLICY

- All booking to be made at the SHIRE OF MENZIES administration office.
- A standard booking is no longer than 3 days to ensure the bus is accessible to everyone. A longer term maybe negotiated on request.
- The key to be picked up from the administration office of Shire; the hirer need to provide an appropriately licenced driver 25 years or older..
- Bus return times are to be negotiated with the Shire.
- A bond will be charged and must be paid at the time of booking the bus to ensure confirmation of that booking. (See fees & Charges for the current bond fee).
- The bond may be retained in the event that:
 - a cancellation notice is not received should you decide against using the bus with no refund if the cancellation is less than 3 days before the intended date.
 - the cleanliness of the bus is not satisfactory
 - the hirer fails to pay the hire costs of the bus.
- The hirer is to ensure the inside of the bus is clean and tidy before returning the keys. If not clean, they will be required to clean the bus or a cleaning fee of \$35.00 per hour will apply.
- If the hirer picks up the bus in an unsatisfactory condition, the hirer must notify the Shire immediately.
- Damage or breakages which result from misuse by the hirer are the responsibility of the hirer and all replacement or repair costs will be charged to the hirer, repairs arising from normal usage are the responsibility of Council.
- The hirer is Responsible for the safety of all passengers at all times. The driver and passengers must be restrained in suitable seat belts at all times.
- Children who are of the age requiring a safety capsule or seat must be appropriately restrained.
- The hirer should check the oil, water and tyres before and after use.
- Children should be supervised by parents / guardians at all times.
- Smoking, consumption of food and drinking of alcohol or soft drinks is not permitted in the bus at any time.

- In case of breakdowns of the bus, the hirer is to make every endeavour to return the bus to the Shire. The alternative transport of passengers becomes the sole responsibility of the hirer.
- When picked up, the bus will have full tank of diesel fuel.
- In the case of motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the insurance excess currently \$500.00 arising out of an insurance claim.
- In other circumstances where the driver is not at fault the Shire will pay the excess.
- The Shire retains the right: to change, alter or adopt new rules as they wish and to refuse use of the bus if they wish.

OTHER INFORMATION:

- The bus has comfortable seats for 12 including the driver.
- A copy of this form is to be retained by the hirer for their information.

DECLARATION:

I agree to be responsible for and indemnify the SHIRE for any loss or damage that is caused to the bus either by negligence, poor driving skills or improper use by any person. I also agree to observe all provisions to the Road Traffic Act and Regulations.

I hereby agree to pay all hire charges and additional costs associated with the hire of the SHIRE OF MENZIES BUS.

I acknowledge that a deposit or part/full payment may be required prior to hire and if the bus is not clean, I am liable for cleaning cost of \$35.00 per hour.

SIGNATURE OF HIRER: _____

DATE: _____

12.3.5 PURCHASE OF A GRADER

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

Advice to Council of the purchase of a grader.

BACKGROUND

In its 2019/2010 Budget, Council approved the disposal of the current Cat grader and the purchase of a new grader with a budget of \$390,000.

Quotes were called from three suppliers under the auspices of the WALGA Preferred Supplier Program. Under this arrangement tenders are already called by WALGA and local governments are permitted to purchase under this arrangement or if they wish, call competitive quotes.

In this instance competitive quotes were obtained and the preferred option was to select the Caterpillar Grader as budgeted.

However, regardless of the process, and though the Act and Regulations do not say so, my personal practice is for the purchase of a high value item to be referred to Council for endorsement prior to purchase. This did not happen and is an error on my part. I now seek Council endorsement of the purchase.

COMMENT

Below is a summary of the quotes received:

COMPANY	QUOTE	COMMENT
WesTrac Cat	\$429,235.08	The trade vehicle was sold by pickles auction which offered a

		better price than the trade price
Komatsu	\$460,625.00	
John Deere	\$478,500.00	

CONSULTATION

Quotations received
Works Supervisor

STATUTORY ENVIRONMENT

Local Government Act 1995

5.43.Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

Local Government (Functions & General) Regulations

11. When tenders have to be publicly invited

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

POLICY IMPLICATIONS

Council Policy 4.2

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

There is no risk that Council did not receive the best value for money as we replaced a grader like for like, the cost was less than budget, it was the best priced option.

There is a remote risk that the CEO may have breached the Act and Regulations by approving the purchase and not seeking Council endorsement prior to issuing a purchase order.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council endorse the actions of the Chief Executive Officer in purchasing of the caterpillar Grader at a price of \$429,235.08 in accordance with the approved budget and under the WALGA Preferred Supplier Program.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1730
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MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council endorse the actions of the Chief Executive Officer in purchasing of the caterpillar Grader at a price of \$429,235.08 in accordance with the approved budget and under the WALGA Preferred Supplier Program.

Carried 6/0

12.3.6 BUDGET AMENDMENT - ROAD PROGRAMME

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This Item requests an amendment to the 2019/2010 budget to re-allocate \$348,899.91 from account CR0013 to account CR0007 and \$121,008.44 from account CR0007 to account CR0013.

BACKGROUND

During the 2019/2010 budget process the administration received various reports of road funding. The Shire referred this information to WML who have been managing the Shire's road expenditure for the past few years.

The Shire receives funds from the Roads to recovery (R2R) federal fund and must allocate a proportional sum of its own funds.

As a result of the various reports and an external data assembly process, the funds allocated to the Menzies NW Road re-sealing project and Menzies NW Road re-sheeting programmes have been incorrectly allocated.

The table below shows the budgeted allocations which would have directed substantial funds to re-sheeting rather than sealing works on the road.

APPROVED BUDGET 2019/2020	CRO001 Menzies NW Road Sealing	CRO007 – Menzies NW Road Sealing	CRO013 – Menzies NW Road re-sheeting
R2R	\$751,100.09	\$121,008.44	\$348,899.91

BUDGET AMENDMENT	REVERSE THESE FUNDS	\$348,899.91	\$121,008.44
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Under the amendment funds allocated to sealing works will be as follows:

NEW BUDGET	Menzies NW Road sealing	Menzies NW Road re-sheeting
CR0001 R2R	\$751,100.09	
CR0007 RRG	\$348,899.91	
CR0013 RRG		\$121,008.44
TOTAL	\$1,100,000.00	\$121,008.44

The budget will show that the funds were incorrectly allocated and as it involves information sent to Main Roads WA, the Shire will seek approval for the amendment of allocations from the RRG via email to all members.

COMMENT

Administration is currently waiting on engineering drawings for the next 5kms of sealing on the Menzies NW Road. The re-allocation of the budgeted funds will not delay the tendering process which will commence as soon as the necessary drawings are received.

In this matter the Administration will be managing the tendering process.

CONSULTATION

Jeanette Taylor MFS
 Paul Warner WS
 Ally Bryant Contractor

STATUTORY ENVIRONMENT

Local Government Act s6.2

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no effect to the budget

RISK ASSESSMENT

The Shire does not need to expend the funds allocated in budget on re-sheeting on the Menzies NW Road as it is not required to that extent.

Insufficient funds in the re-seal of the Menzies NW Road would result in only 3.5 km of re-sealing.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Absolute Majority

OFFICERS RECOMMENDATION

That Council authorise an amendment to the 2019/2010 budget to re-allocate \$348,899.91 from account CR0013 to account CR0007 and \$121,008.44 from account CR0007 to account CR0013.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1731
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MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council authorise an amendment to the 2019/2010 budget to re-allocate \$348,899.91 from account CR0013 to account CR0007 and \$121,008.44 from account CR0007 to account CR0013.

Carried 6/0

By absolute majority

12.4 HEALTH BUILDING AND TOWN PLANNING

12.4.1 HEALTH BUILDING REPORT SEPTEMBER 2019

LOCATION:	Menzies
APPLICANT:	N/A
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The author has no interest to disclose
DATE:	26 September 2019
AUTHOR:	David Hadden Health/Building Surveyor
ATTACHMENT:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

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

Building:

Provided further comment (below) to WALGA regarding CTF becoming responsible to collect its own BCITF fees in future rather than through local government. With the recent Portal creation applicants can now pay CTF directly through the portal which will reduce local government administrative costs of ensuring payment by applicants and providing monthly receipt advice to CTF as well as payment of collection fees.

The CTF Portal is very poorly designed to the point that most of my local authorities will still need to be forwarding the top copy of triplicate BCITF forms with payment each month because CTF have not thought about the 80% of the State not captured under the Builders Registration Act.

We are unable to enter unregistered builders details on the portal and can only choose from a list of registered builders and local authorities listed on the portal so they are now asking us to forward the top copy of the BCITF forms with payments monthly which is what we have always done anyway.

So in effect all that has happened is we enter the collection data on their portal and still have to send forms with payment monthly which has actually increased our administrative workload with little gain from our perspective.

Processed a building permit for a new transportable dwelling to be placed at Tjuntjuntjarra through the Spinifex Art Program. The dwelling value is \$496,187.00 and is a three bedroom two bathroom dwelling constructed by Murray River North (TR Homes).

In the presence of CEO Peter Money and Works Supervisor I carried out a brief inspection of Mr Gopels property at 85 Suiter Street Menzies and noted a large shade structure has been constructed over his caravan without a building permit. Photographs of the structure will be attached to this report.

It is recommended that correspondence be forwarded to Mr Gopel explaining the noncompliance with the Building Act 2011 requesting the structures removal within a specified time.

If Mr Gopel fails to remove the structure within the specified timeline staff recommend that McLeods Barristers and Solicitors be engaged to prepare the Building Order and cover letter for presentation to Council in an agenda item with a recommendation to serve the notice.

Legal representation is recommended in this instance as a Building Order is appealable through SAT where competent legal representation is a must.

Dealt with various other enquiries.

Health:

Processed a new Food Premises registration certificate for the Menzies Hotel kitchen which will be issued after receipt of application fee.

Discussed refuse site compliance (Environmental Protection (Rural Landfill) Regulations 2002) with shire staff as the site is generating a lot of windblown refuse that needs to be collected and returned to site for burial.

CONSULTATION

Peter Money – CEO
Paul Warner – Works Supervisor

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

RISK ASSESSMENT

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

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

- Heritage and cultural places and items will be protected.

- A strengthening of our cultural and heritage awareness and values.

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council accept the Health and Building Report for the Month of September 2019.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1732
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MOVED: Cr Justin Lee

SECONDED: Cr Jill Dwyer

That Council accept the Health and Building Report for the Month of September 2019.

Carried 6/0



12.4.2 HEALTH - BUILDING REPORT

LOCATION:	Menzies
APPLICANT:	Shire of Menzies
DOCUMENT REF:	N/A
DISCLOSURE OF INTEREST:	The author has no interest to disclose
DATE:	31 October 2019
AUTHOR:	David Hadden Health/Building Surveyor
ATTACHMENT:	(A) CEO Correspondence. (B) Photographs

SUMMARY

It has been noticed that Mr Gopel has constructed a steel framed structure over his caravan located on 85 Suiter Street Menzies without a building permit.

An inspection of the structure was carried out on 10th September 2019 by Councils EHO with Councils CEO Mr Peter Money and Works Supervisor Mr Paul Warner.

The CEO has since forwarded correspondence to Mr Gopel on 16th September 2019 explaining the noncompliance with the Building Act 2011 (Attachment A) and requesting the structure's (Attachment B) removal within 30 days from the date of the correspondence (16th October 2019).

BACKGROUND

It is an offence to commence building construction without a building permit and can attract quite significant penalties under the Act as noted below.

Part 2 — Building and demolition permits

Division 1 — Building or demolition permit generally required for building or demolition work

9. No building work without a building permit

A person must not do building work unless —

- (a) a building permit is in effect for the building work; or
- (b) a building permit is not required for the building work under Part 5 or regulations or an order mentioned in Part 5 Division 1; or
- (c) the work is done in accordance with a building order; or
- (d) the work is done in the course of taking action under section 118(2).

Penalty:

- (a) for a first offence, a fine of \$50 000;

- (b) for a second offence, a fine of \$75 000;
- (c) for a third or subsequent offence, a fine of \$100 000 and imprisonment for 12 months.

If Mr Gopel does not remove the structure constructed over his caravan by the due date (16th October 2019) as requested in the CEO's correspondence Council can determine to issue a Building Order requiring him to remove the structure within a time limit set by Council.

Failure to comply with a Building Order will result in a fine of \$50,000.00. There is a requirement under Section 111, Building Act 2011 to provide Mr Gopel by way of a notice (correspondence) that Council intends to issue a Building Order to force compliance of the structures removal and that he has 14 days from the date of the notice in which to make a submission to Council in relation to the proposed order.

If a resolution cannot be achieved within the 14 days Council can issue the Building Order.

COMMENT

It is important to note that the Council does not have the discretion to grant the subject person any deviation from the legislation except perhaps to delay the issuing of the building order. A decision to delay the issue of a Building Order could be justified due to the Christmas holiday season approaching and many agencies and businesses closing for a period of time

The Building Act is State Government legislation and the local government is compelled by the State to impose the legislation according to the letter of the legislation.

The Officer's Recommendation is that Council employ McLeods Barristers and Solicitors to produce the notice for issue to Mr Gopel warning that Council intends to issue a Building Order requiring removal of the illegally constructed structure over his caravan at 85 Suiter Street Menzies.

The letter should also offer Mr Gopel the opportunity to make a submission to the Council within 14 days as to why Council should not issue the Building Order.

If a resolution of the matter is not achieved within the 14 days, then authority be given to the CEO to request McLeods to prepare and issue the Building Order requiring complete demolition of the illegally constructed structure within 30 days from the date of the Building Order.

Legal representation is recommended in this instance as a Building Order is appealable through the State Administrative Tribunal (SAT) where competent legal representation will be necessary.

The penalties for noncompliance with a Building Order is the same as that for commencing construction without a building permit as noted above.

CONSULTATION

CEO

STATUTORY ENVIRONMENT

Building Act 2011.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

The use of legal representation will result in some costs for Council.

RISK ASSESSMENT

The Building Act is State Legislation and imposition of the Act has been delegated by law, by the State Government to local government to impose.

Failure by the Shire to impose the legislation, or turn a blind eye to the illegal structure, could result in significant censure of the Council and CEO.

The Council and CEO could be held legally responsible for any injury caused to persons or property by an unauthorised building that the Shire knowingly failed to have removed or made complaint.

There is a risk that Mr Gopel will not comply with the Building Order which could result in further legal action, costs to the Council, and significant fines applied.

By imposing this State legislation, the Council and its employees could be subject to adverse publicity and abuse on social media.

Failure by the Shire to impose the State legislation in this instance could lead to other residents refusing to comply with the legislation.

STRATEGIC IMPLICATIONS

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the

Shire of Menzies.

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council:

- a. Engage McLeods Barristers and Solicitors to prepare a notice advising the owner Mr Gopel of 85 Suiter Street Menzies, that Council intends to issue a Building Order forcing the removal of the illegally constructed structure built over his caravan within 30 days from the date of the Building Order. The notice prepared by McCleods is to provide Mr Gopel 14 days to make a submission to Council as to why it should not issue the Building Order.
- b. If a submission is not received from Mr Gopel or resolution of the issue reached within the 14 days then McCleods Barristers and Solicitors be requested to issue the building Order requiring demolition and removal of the illegally constructed structure built over his caravan at 85 Suiter Street Menzies within 30 days from the date of the Building Order.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1733

MOVED: Cr Vashti Ashwin

SECONDED: Cr Jill Dwyer

That Council:

- c. Engage McLeods Barristers and Solicitors to prepare a notice advising the owner Mr Gopel of 85 Suiter Street Menzies, that Council intends to issue a Building Order forcing the removal of the illegally constructed structure built over his caravan within 30 days from the date of the Building Order. The notice prepared by McCleods is to provide Mr Gopel 14 days to make a submission to Council as to why it should not issue the Building Order.
- d. If a submission is not received from Mr Gopel or resolution of the issue reached within the 14 days then McCleods Barristers and Solicitors be requested to issue the building Order requiring demolition and removal of the illegally constructed structure built over his caravan at 85 Suiter Street Menzies within 30 days from the date of the Building Order.

Carried 6/0



Mr R Gopel
85 Suiter Street
MENZIES WA 6436

Dear Mr Gopel

85 Suiter Street, Menzies

I refer to the recent inspection of the above property on Tuesday 10th September 2019 by Shire officers which revealed you have erected a large shade structure over your caravan.

In accordance with the Western Australia Building Act 2011 you are required to have a building permit for this structure.

Accordingly, you are advised that the structure must be removed within 30 days from the date of this letter otherwise the Shire is obligated to take legal action.

Below is an extract from the Building Act 2011 for your information:

1.1 Part 2 — Building and demolition permits

(1) Division 1 — Building or demolition permit generally required for building or demolition work

(i) 9. No building work without a building permit

A person must not do building work unless —

- (a) a building permit is in effect for the building work; or*
- (b) a building permit is not required for the building work under Part 5 or regulations or an order mentioned in Part 5 Division 1; or*
- (c) the work is done in accordance with a building order; or*
- (d) the work is done in the course of taking action under section 118(2).*

Shenton Street, Menzies WA 6436
Phone: (08) 9024 2041
Email: admin@menzies.wa.gov.au

Please address all correspondence to the Chief Executive Officer, PO Box 4 Menzies WA 6436



Penalty:

(a) for a first offence, a fine of \$50 000;

(b) for a second offence, a fine of \$75 000;

(c) for a third or subsequent offence, a fine of \$100 000 and imprisonment for 12 months.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Peter Money', with a large, stylized flourish at the end.

Peter Money
Chief Executive Officer
Shire of Menzies
16 September 2018

12.5 WORKS AND SERVICES

12.5.1 Works Report for the period of August 2019

LOCATION:	Works Depot
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	N/A
DATE:	17/09/2019
AUTHOR:	Paul Warner, Works Supervisor
ATTACHMENT:	Nil

SUMMARY

Summary of activities of the Works Team for August/September 2019.

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

- Streetlights put up at Kookynie, three were put up, three more to go. The work was held up because of hard ground a new drill had to be acquired.
- One solar light put up at BBQ area on oval.
- One solar light put up at public toilets and inside light fixed.
- Contractor grader grading Evanston-Menzies Road.
- Shire grader grading Snake Hill Road.
- Picked up new Toyota Hiace 10-seater bus.
- Working with EMC Asset Management in getting solar on admin building up and running.
- Po202 and Po206 had battery isolators fitted.
- Fence around laydown yard erected.

CONSULTATION

NIL

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

RISK ASSESSMENT

No Risk Assessment has been undertaken relating to this item.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council receive the Works Report for the month of August/September 2019.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1734
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MOVED: Cr Ian Baird

SECONDED: Cr Justin Lee

That Council receive the Works Report for the month of August/September 2019.

Carried 6/0

12.5.2 Works Report for the period of September 2019

LOCATION:	Works Depot
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	N/A
DATE:	31/10/2019
AUTHOR:	Paul Warner, Works Supervisor
ATTACHMENT:	Nil

SUMMARY

Works Supervisors report for Council.

BACKGROUND

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

The following works were carried out:

- The Pinjin -Kurnalpi Road was ripped up and re- laid due to it being in a rough condition using in-house employees.
- The leach drain on the public toilets had to be dug out and re-laid it as it was blocked.
- New flags and 2 flagtrax arrived for main street installation.
- We took ownership of a new work ute as budgeted.
- We have started the excavation of a new pit for landfill site in Menzies.
- The new broom and slasher for the bobcat as budgeted has been purchased.
- I attended a meeting with DFES in preparation for the coming summer fire season.
- Work has started on de-silting Niagara Dam under contract.
- With the CEO I attended the RRG Technical Group Meeting in Kalgoorlie.

COMMENT

Nil

CONSULTATION

CEO

Shire President

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

RISK ASSESSMENT

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

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the

Shire of Menzies.

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council receive the Works Supervisors Report for the month of September/October 2019.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1735

MOVED: Cr Ian Baird

SECONDED: Cr Debbie Hansen

That Council receive the Works Supervisors Report for the month of September/October 2019.

Carried 6/0

12.6.1 STATUS UPDATE

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	19 August 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

The table below shows progress of Council resolutions.

BACKGROUND

Status Update – Council Resolutions

MEETING DATE	ITEM NO	RESOLUTION	RESPONSE / OFFICER	TIMEFRAME
25/07/2019	12.1.3	That Council write-off all rates and charges on Assessment A4450 being E77/01814 for \$178.77 and Assessment A4466 being lease E77/01911 for the sum of \$457.06 with the total amount to be written off being \$635.83.	MFA	Completed
25/07/2019	12.1.4	That Council approve the write-off of 2017/2018 rates and interest on Assessment 5259 (E77/2327) to the value of \$443.12; and Assessment 5260 (E77/2328) to the value of \$183.50	MFA	Completed
29/08/2019	12.2.3	Over invoicing from remote roads – seek legal advice	CEO	Underway
29/08/2019	Council resolution 1716	Commission a building defect and maintenance assessment	CEO	Underway – expect completion

				late October 2019

Administrative and Budgeted Matters

TITLE	COMMENT	COMPLETION
Ward Review	In progress – process recommenced as previous work is outdated	Mid 2020
Planning Scheme Review	In progress – May 2018 documents to Council were incomplete and progress was halted	Late 2020
Annual Report 2017/2018	Information requests were not followed up early in 2019 delaying the report.	Completed August 2019
Budget 2019/2020	Delayed due to complications in the accounts system	Completed August 2019
Niagara Dam	Underway	Late 2019
Town Dam Project	Underway – dependent on Water Corp processes	
Caravan Park Units	Tender process to be finalised	
Construction of Truck Bay Ablutions	Tender process to be finalised	
Construction of 3 Bedroom House	Tender process to be finalised	
Risk Management	Underway – will require external support	Mid 2020
HR Reviews	Underway – positions and duties being reviewed for greater efficiencies	
Standardise Accounts System	Underway early October 2019	Late 2019 / early 2020
Ongoing IT Deficiencies	Assessed and changes being introduced	End of 2019

Amendments to the LG Act	Numerous matters are being implemented with many more to come	Depending on when the Act is finalised – late 2020?
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Category	Status
Not Started	
In Progress	
Completed	

COMMENT

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

CONSULTATION

As applicable

STATUTORY ENVIRONMENT

Local Government Act 1995 s5.41

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Not applicable

RISK ASSESSMENT

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

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council accepts the Status Update Report.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1736
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MOVED: Cr Jill Dwyer

SECONDED: Cr Vashti Ashwin

That Council accepts the Status Update Report.

Carried 6/0

12.6.2 STATUS UPDATE

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

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

BACKGROUND

Status Update – Council Resolutions

MEETING DATE	ITEM NO	RESOLUTION	RESPONSE / OFFICER	TIMEFRAME
25/07/2019	12.1.3	That Council write-off all rates and charges on Assessment A4450 being E77/01814 for \$178.77 and Assessment A4466 being lease E77/01911 for the sum of \$457.06 with the total amount to be written off being \$635.83.	MFA	Completed
25/07/2019	12.1.4	That Council approve the write-off of 2017/2018 rates and interest on Assessment 5259 (E77/2327) to the value of \$443.12: and Assessment 5260 (E77/2328) to the value of \$183.50	MFA	Completed
29/08/2019	12.2.3	Over invoicing from remote roads – seek legal advice	CEO	Resolved
29/08/2019	Council resolution 1716	Commission a building defect and maintenance assessment	CEO	Underway – expect completion

				late October 2019
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Administrative and Budgeted Matters

TITLE	COMMENT	EXPECTED COMPLETION
Ward Review	In progress – process recommenced as previous work is outdated	Mid 2020
Planning Scheme Review	In progress – May 2018 documents to Council were incomplete and progress was halted	Late 2020
Annual Report 2017/2018	Information requests were not followed up early in 2019 delaying the report.	Completed August 2019
Budget 2019/2020	Delayed due to complications in the accounts system	Completed August 2019
Niagara Dam Silt Removal	Underway	Late October 2019
Town Dam Project	Underway – dependent on Water Corp processes	Council Item for October Meeting
Menzies NW Road Sealing	Waiting on the completion of design drawings	Tenders to be issued in October
Menzies Waste Site	New hole to be dug	Underway October
Kookynie Waste Site	New hole to be dug	Underway October
Grid Replacement Program	This will be gradual	
Housing Capital Works	Houses in Mercer, Onslow and Reid Streets	Quotes are being received – expect completion Feb 2020
Old Church Building Capital Upgrades	External cladding ceilings and fence	Quotes are being received – expected completion February 2020
Caravan Park Units	Tender process to be finalised	Tender closed 24/10/2019
Construction of Truck Bay Ablutions	Tender process to be finalised	Tender closed 21/09/2019

Construction of 3 Bedroom House	Tender process to be finalised	
Lady Shenton Upgrade	June 2020	
Goongarrie Cottage Maintenance	Dependent on GBF Mining needs	
Town Hall / Admin Upgrade	June 2020	
New Records Facility	June 2020	
Risk Management	Underway – will require external support	Mid 2020
HR Reviews	Underway – positions and duties being reviewed gradually for greater efficiencies	Mid 2020
Standardise Accounts System	Underway early October 2019	Late 2019 / early 2020
Ongoing IT Deficiencies	Assessed and changes being introduced – currently trialling a test system	End of 2019
Amendments to the LG Act	Numerous matters are being implemented with many more to come	Depending on when the Act is finalised – late 2020?

Category	Status
Not Started	
In Progress	
Completed	

COMMENT

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

CONSULTATION

As applicable

STATUTORY ENVIRONMENT

Local Government Act 1995 s5.41

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Not applicable

RISK ASSESSMENT

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

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council accepts the Status Update Report.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1737

MOVED: Cr Ian Baird

SECONDED: Cr Jill Dwyer

That Council accepts the Status Update Report.

Carried 6/0

12.7.1 ASSET TRANSFER - RAILWAY DAM

LOCATION:	N/A
APPLICANT:	Water Corporation
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

The Shire seeks ownership of the Railway Dam for use for road works purposes.

BACKGROUND

The Railway Dam was originally built to provide water for the steam trains that passed through Menzies in past years.

This use has long since dissipated and the dam though used by the Shire, remains an asset of the Water Corporation and is leased to the Shire.

The Water Corporation has no use for the dam whereas the Shire uses the dam as a water source for roadworks and other Shire activities.

Water Corporation is willing to pass ownership of the dam to the Shire if the Council so requests.

In the 2019/2020 Budget, in anticipation of gaining ownership of the dam, the Council set aside funds to line the dam to prevent water seepage and repair the dam fencing to make the dam safe.

The dam also has value as an historical asset being part of Menzies early history.

COMMENT

If Council agrees to seek ownership of the asset, the process to transfer will take some time – the time not being specified by Water Corporation.

CONSULTATION

Works Supervisor
Shire President
Tony Snelling – Water Corporation

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There may be some minor transfer costs.

RISK ASSESSMENT

If the Shire takes ownership it will be responsible for the management, maintenance and any capital works on the asset.

The asset will be valued and included as part of Council's assets and will be depreciated in accordance with depreciation schedules.

Without ownership of the asset, the Shire would be investing funds to maintain an asset that is not the Shires.

The asset is an essential water source for Shire roads and other works. To acquire the volume of water from other sources especially in dry seasons, would be quite expensive.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority.

OFFICERS RECOMMENDATION

That Council advises Water Corporation that it seeks a transfer of asset being the old Menzies Railway Dam from Water Corporation to the Shire of Menzies.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1738
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MOVED: Cr

SECONDED: Cr

Carried /

This item is to lay on the table pending an independent report on the non-potable water requirements for the town of Menzies; the ownership of water in the dam, and a request for Water Corporation to address Council on the town water issues.

12.7.2 DONATION REQUEST - COOKING SESSIONS

LOCATION:	N/A
APPLICANT:	Gaye Money & Cynthia Taylor
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

Council has received a request for a donation to conduct adult community cooking sessions.

BACKGROUND

The applicants have requested a donation to re-commence adult cooking sessions on a fortnightly basis which would provide for 30 cooking sessions.

These occurred in the past and were apparently well received.

Council does provide a number of activities and facilities for youth but little for adults in the community. Cooking sessions would provide an activity for adult people.

The participants would be using the kitchen in the Administration building.

COMMENT

Council advertised for submissions from the community for any donations to be considered in the budget deliberations, but no applications were received.

Though this is strictly an unbudgeted request, the funds could be allocated from account 04245 - Other Governance Operations.

The donation asked for being \$1,500 is to purchase food supplies (and some advertising) but Council may want to consider that the participants should provide their own ingredients other than perhaps some seeding funds to get the sessions underway.

If Council agrees to the full \$1,500 grant, this should be administered by the Shire and receipts provided for any expenses then being refunded.

CONSULTATION

Cynthia Taylor
Gaye Money

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Policy 4.4 Donations, Sponsorship and Contributions

1. As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.

3. Criteria for consideration of donation or sponsorship –

a) Applicants should note that donations will be made at the absolute discretion of Council.

b) Donation requests will not be considered where the applicant is –

i) a private and for profit organisation or association

ii) an individual person

iii) in relation to general fundraising

iv) for funding for conferences and conventions

c) Priority will be given where –

i) The applicant is a registered not for profit organisation and has a base or visible presence in the Shire.

ii) The applicant is a community group based in the Shire or has visible presence within the Shire or has a significant impact on residents of the Shire.

iii) The applicant can demonstrate that the funds will provide some benefit to the Shire residents.

iv) The funds are required for a new initiative or significant once off project.

v) The applicant has not received a donation from Council within the previous two years.

FINANCIAL IMPLICATIONS

Up to \$1,500 to come from account 0425 – Other Governance Operations (Other expenses) with IE code 580

RISK ASSESSMENT

The donation to provide for cooking sessions will provide an activity for adults and a sense of community cohesion.

Community participation provides for a contented and healthy community which aligns with the Councils increasing responsibility for community health and well-being.

There is a risk that interest in the sessions may wane in which case the session may close earlier than planned.

For this reason and for correct accounting for donations, the Shire should administer the funds.

STRATEGIC IMPLICATIONS

14.2 *Strong sense of community maintained*

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

14.3 *Active civic leadership achieved*

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

VOTING REQUIREMENTS

Absolute majority

OFFICERS RECOMMENDATION

That Council allocate a donation of \$xxxx to the community cooking sessions.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1739

MOVED: Cr Jill Dwyer

SECONDED: Cr Vashti Ashwin

That Council authorises the CEO to fund this activity from the Menzies Town Community Fund M13699

Carried 6/0

Council amended the Officers recommendation as it considered this does not require Council authority and the CEO has authority to use the existing funds for such community purposes.

CEO

CC Counsellors

PO Box4

Menzies 6436

Dear Mr Money

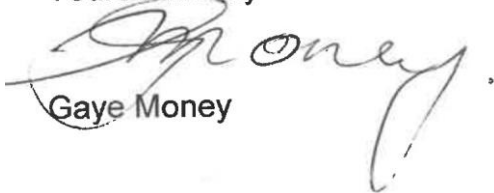
We would like to put in a request for funding to recommence adult community cooking sessions. Our previous sessions were well received and supported by the community which proved to be a great success. On receipt of this we have been approached by the local community expressing an interest in restarting the cooking sessions.

It is envisioned that sessions will be held on a fortnightly basis. We will ensure that advertising and promoting our cooking sessions will be done by flyers, word of mouth and social media. We hope this coverage engages the wider community(Kookynie, Marapoi and others.

In light of this we would like to request a donation of \$1500 which would cover approximately 30 sessions+ other expenses incurred.

We look forward to working together with the support of the shire and the community to bring back this wonderful opportunity.

Yours faithfully


Gaye Money

Cynthia Taylor /



12.7.3 SUPPORT FOR COMMUNITY GARDEN

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	The author of this document may partake in the garden
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This is a request to use Council owned land to create a community garden.

BACKGROUND

Community gardens are a popular means of enabling people to grow their own fresh vegetables which is especially useful as Menzies does not have a supermarket.

Community gardens can also create a sense of community whereby people work together, share knowledge and ultimately swap their favoured products with others and so receive a variety of fresh vegetables.

The gardens can also provide constructive activities, help develop interpersonal skills, develop social control and improved behaviour in young people. All while providing excellent nutritional opportunities.

The WA Government through its Community Health Plans is preparing to shift some responsibility for community health and well-being onto local governments.

A community garden could have health benefits for our community with the supply of fresh and health vegetables and fulfil some of the expectations from a health plan.

It is requested that the garden be set up on the north side of the old butcher shop between that and the roadhouse block as shown below.

The set-up cost would be minimal with the carting of good growing soil, using old railway sleepers from the rubbish tip and installation of sprinklers and provision of water.

COMMENT

How plots of land within the garden are allocated will be decided at a later date but participants will be expected to maintain any plots that they are granted.

CONSULTATION

Paul Warner – Works Supervisor

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Cost will depend of the size of the area granted. All soils and garden framing will be at transport cost only.

RISK ASSESSMENT

A community garden will provide many health and well-being benefits to the community through the provision of nutritious vegetables;
will provide social and community interaction resulting in a more cohesive and contented community;
there are benefits to the elderly with light exercise and activity;
there are potential benefits to youth through social interaction and creative activities in the growth of vegetable.

There is a risk that people will lose interest in the garden and it could fall into disrepair.

It may require the formation of an informal management group to ensure participants comply with some courtesies and consideration others, and to discourage conflicts of interest within the garden community.

STRATEGIC IMPLICATIONS

14.2 *Strong sense of community maintained*

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

14.3 *Active civic leadership achieved*

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council approve the use a portion of 53 Shenton Street on the north side of the old butcher shop as a community garden with setup costs to come from existing budgets.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1740
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MOVED: Cr

SECONDED: Cr

Carried /

At the request of the proponents, this request was withdrawn and no Council decision was necessary.



To the Shire Council

The Menzies community garden are looking for a patch of land to set up our garden beds and will the Council be as kind to give us the land on the north side of the Butcher shop running down the side of the Road house. We are hoping to set up the garden to get more people within the town and surrounds to get together and become more active and get more of a understanding in growing their own vegetables

Menzies Community Garden

12.7.4 UNBUDGETED EXPENDITURE - PURCHASE OF TELESCOPE

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	The author of this document may partake in stargazing
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This is a request to Council to expend unbudgeted funds to purchase a telescope for stargazing.

BACKGROUND

Astrotourism is a rapidly growing hobby or past time for many people.

Several websites list various places in Western Australia for stargazing among the best being Lake Ballard.

Typical writeups are as follows from urbanlist.com.

If you're after a truly unique stargazing experience, head north-east to Lake Ballard. A bit of a hike, at around 10-hours from Perth. The long drive is definitely worth it to see artist Anthony Gormley's 51 steel sculptures positioned across the salt plains, which are strangely eerie and beautiful against the curtain of black, starlit sky.

The stargazersclub.wa.com.au has Lake Ballard as number 2 on their list of the top 10 stargazing sites in western Australia and writes as follows:

2. Lake Ballard in the Golden Outback: The stars over the Gormley sculptures on the lakebed will take your breath away. The stark contrast of the metal human figures stands out against the stillness of the landscape.

The RAC and weekendnotes websites similarly list Lake Ballard among the best sites in Western Australia for stargazing.

It is proposed that Menzies be promoted as an Astrotourism Town which can be recognised by Astrourism WA and promoted through the Australian Golden outback.

Many visitors will bring their own telescopes but if the Shire has its own telescope it will be able to be used by visitors and also by controlled groups of local people including children.

This will help provide an outlet and pastime for the whole community to share the magnificence of the night skies in remote Lake Ballard and closer to the Menzies townsite at other times – and take people and children away from their TV’s and computer screens.

This will help in a small way to provide a healthy pastime that adds to the overall health and wellbeing of our community.

The proposed cost of \$3,000 will purchase a quality telescope that will be computerised and contains up to 50 or 60 pre-set sites that enables quick locating of celestial objects.

Establishing Menzies as an astrotourism Town would likely attract more visitors and would likely encourage them to stay another day or more which ultimately adds economic benefits to the town.

COMMENT

The use of the telescope would be controlled by Shire staff particularly the Works Supervisor and the CEO.

CONSULTATION

Paul Warner – Works Supervisor

STATUTORY ENVIRONMENT

Local Government Act

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Up to \$3,000

RISK ASSESSMENT

There are benefits for the community providing a healthy outdoor activity.

Menzies can be advertised as an Astrotourism Town attracting another form of tourism.

There is a risk that people will lose interest in the activity though it is not just for local people but visitors.

STRATEGIC IMPLICATIONS

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Absolute majority

OFFICERS RECOMMENDATION

That Council approve expenditure of up to \$3,000 to purchase a reflector telescope suitable for stargazing.

COUNCIL DECISION

COUNCIL RESOLUTION:

No.1741

MOVED: Cr Vashti Ashwin

SECONDED: Cr Jill Dwyer

That Council approve expenditure of up to \$3,000 to purchase a reflector telescope suitable for stargazing.

*Carried 6/0
By absolute majority*



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Celestron Advanced VX 8" f/10 Schmidt-Cassegrain GoTo EQ Telescope

~~\$3,449.00~~ **\$2,899.00**

Installments by [afterpay](#) available between \$0.00 - \$1,000.00 [Learn More](#)



- 8" (203.2mm) f/10 Schmidt-Cassegrain includes StarBright XLT coatings for better light transmission
- The most compact and portable of Celestron's German equatorial mounts offers the same rigidity as our larger mounts with minimal flexure and an improved industrial design
- Holds a maximum instrument capacity of 30 lb
- Every feature an astroimager wants: PEC, an autoguider port, the ability to image across the meridian, and more
- **NEW** dual saddle plate is compatible with narrow CG-5 dovetails and wider CGE dovetail. Also compatible with Vixen format dovetails longer than 100mm, but not compatible with Losmandy D format plates.
- Latitude range allows the mount to perform between 7° and 77° latitude
- Accessories include a 25mm eyepiece, 1.25" star diagonal and 6×30 finderscope

Crs. Ashwin and Lee declared a financial interest in this item as they are employees of the Menzies Aboriginal Corporation which owns Adelong Station which will be affected by this decision. They left the meeting at 4:07pm and took no part in the debate or the decision.

12.8.1 CATTLE IN MENZIES TOWNSITE

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This item is brought to Council to discuss the fencing of the Menzies Town Common.

BACKGROUND

Menzies townsite is surrounded by Adelong and Jeedamya cattle stations which are unfenced around the townsite which enables cattle to wander in through the townsite.

Over the past months there have been complaints about the cattle invading private property and eating gardens. They have also eaten much of the shrubbery from the pots in Shenton Street and been into the Caravan Park and destroyed most of the kurrajong trees and other vegetation.

There are also concerns that Park patrons may confront the cattle at night while they are attending the ablutions which could result in distress or injury to the Park patrons.

The *Local Government (Miscellaneous Provisions) Act 1960* contains a vast number of requirements in regards to managing cattle that stray into towns or on to private property but to implement the requirements under this Act would require considerable Council resources.

The Council could approach its approved Ranger for additional services to impound and manage within an approved pound, the cattle which includes feeding and watering twice daily, notifying owners (if any), collecting fees and a number of other requirements until some more permanent solution is found.

However this would be costly and time consuming and considering that the cattle ownership is unknown there is little or no chance of recovering the costs of all these requirements.

The Shire's of Leonora and Laverton are in the process of fencing their Commons in cooperations with the owners of the Stations that are adjoining their townsites.

In the instance of Leonora Shire costs are shared with the landowners; the Shire purchases all the materials and the Station owners erect the fencing.

If the Council agrees to consider fencing the Common, the adjoining stations of Jeedamya and Adelong will be approached about contributing to the fence.

COMMENT

The length of the Menzies Town Common is approximately 55 kilometres, but this length and its specific location will need to be confirmed, possibly by surveying.

There will be a number of grids to be installed across designated roads.

CONSULTATION

Shire President
Works Manager
Northern Goldfield Councils Group

STATUTORY ENVIRONMENT

Local Government (Miscellaneous Provisions) Act 1960

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

This will be dependent on the actual length of fence, the type of construction, the contribution from adjoining Stations and ultimately determined by quotation or tender submissions.

A budget provision for this project was not included in 2019/2020 budget. If it is to proceed this financial year a budget variation will be required.

RISK ASSESSMENT

The Council has an obligation to address issues that affect the safety and well-being of its residents. Cattle wandering through the town at night are a safety risk aside from the damage they cause to vegetation and gardens.

The owners of the cattle are obligated to contain their cattle and there are many regulations enforceable by the Shire to penalise and eventually prosecute the owners if necessary.

These Regulations are complex and expensive to enforce.

It has been found that some cattle are not tagged, and ownership is unknown. In instances of claims for damage or fines, they cannot be applied.

The construction of a fence will severely restrict the ability of cattle to enter the townsite minimising personal risk and damage to property.

STRATEGIC IMPLICATIONS

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council request the CEO to proceed with necessary arrangements to cost the installation of a fence and other facilities on the Town Common boundary; liaise with adjoining Station owners for shared costs and prepare a budget amendment to allocate the necessary funds at the appropriate time.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1742

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council request the CEO to proceed with necessary arrangements to cost the installation of a fence and other facilities on the Town Common boundary; liaise with adjoining Station owners for shared costs and prepare a budget amendment to allocate the necessary funds at the appropriate time.

Carried 4/0

The president adjourned the Meeting at 4:15pm for a short break

Moved Cr Ian Baird seconded Cr Jill Dwyer

Carried 4/0

Crs Lee and Ashwin rejoined the Meeting.

The Meeting was reconvened at 4:33pm.

Moved Cr Jill Dwyer seconded Cr Ian Baird

Carried 6/0

12.8.2 REVIEW OF WARDS AND REPRESENTATION

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	EDM 111
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money
	Draft Discussion Paper for Community Consultation – Review of Wards and Representation within the Shire of Menzies

SUMMARY

Schedule 2.2 of the Local Government Act 1995 (the Act) provides that a local government that has a ward system is required to carry out reviews of:

- (a) its ward boundaries; and
- (b) the number of offices of councillor for each ward from time to time

so that not more than eight years elapse between successive reviews.

A review of wards and representation was conducted by the Shire in 2017. The outcomes though were not communicated to the Local Government Advisory Board (LGAB). Due to the passage of time it is necessary to recommence the process.

BACKGROUND

At its meeting held on 27 April 2017, Council resolved that:

The Ward system be retained, with two wards being the East Ward and West Ward:

- *East Ward western boundary to be marked by the eastern most pastoral properties currently held in the Shire (west of Lake Minigwal).*
- *East Ward eastern boundary to be the eastern most boundary of the Shire of Menzies.*
- *East Ward to be represented by three elected members.*
- *West Ward western boundary to be the western most boundary of the Shire of Menzies.*
- *West Ward eastern boundary to be the common boundary with East Ward.*
- *West Ward to be represented by four elected members.*

This decision was not communicated to the Local Government Advisory Board and therefore the review remains incomplete. Due to the passage of time it is necessary to recommence the process – the next council elections are due in 2021; and which would then be four years from when the decision was made.

As such, wards and representation are as per the last effective review, which was published in the Government Gazette on 14 September 2010 being a rural (4 councillors) and a town ward (3 councillors).

The Act provides that when undertaking a review of wards and representation any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of councillor on a council; and
- Specifying or changing the number of offices of councillor for a ward.

Section 2.17 of the Act provides for Councils to be comprised of no less than 6 and no more than 15 elected members including a Mayor or President elected at large. Schedule 2.2 provides for a district to be divided into wards and sets out process to review wards and representation, and clause 8 of that Schedule requires a council to assess options against the following factors:

- Community of interest;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

The LGAB interprets the factors in the Act in more detail as:

Community of interest	Physical and topographic features	Demographic trends	Economic factors	Ratio of Councillors to electors
The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities	These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations.	Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic	Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area.	The Board considers that the ratio of Councillors to electors is particularly significant - it is expected that each local government will have similar ratios of electors to Councillors across its wards.

Community of interest	Physical and topographic features	Demographic trends	Economic factors	Ratio of Councillors to electors
<p>in the economic activities.</p> <p>It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.</p> <p>Neighborhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.</p>	<p>Coastal plain and foothills regions, parks and reserves may be relevant as may other man-made features such as railway lines and freeways.</p>	<p>information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.</p>	<p>This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.</p>	<p>The Board will not support deviations of more than plus or minus 10% of the average ratio of electors to Councillors between wards.</p>

On receipt of a submission, if satisfied that a review has properly taken these factors into consideration, the Board then makes a recommendation to the Minister for Local Government as to whether or not the proposal should be approved. The Minister may accept or reject the Board's recommendation, after which any changes come into effect at the next Council elections (currently scheduled for October 2021).

COMMENT

According to WA Electoral Commission data, as at 30 June 2019 there were 197 electors in the Shire. This results in an average ratio of just under 29 electors per councillor.

The following observations are made in relation to the criteria in the Act when establishing ward boundaries as they apply to the Shire.

Ratio of councillors to electors

As at 30 June 2019 the ratio of electors per councillor by ward are:

Ward	Electors	Councillors	Ratio of councillors per elector (rounded to nearest whole number)	Percentage (%) deviation from average
Rural	115	4	29	2.16%
Town	82	3	27	-2.88%
Total	197	7	28	

Both ward ratios are within the upper and lower limits considered appropriate by the LGAB.

Community of Interest

The Shire covers an area of approximately 125,0000 Km². Current ward boundaries reflect the Menzies and Kookynie town sites and pastoral surrounds, with the balance being in a rural ward.

Physical and Topographic Features

There are few physical or topographic features that could realistically be used to determine where ward boundaries could be.

Demographic Trends

Based on Australian Bureau of Statistics data there are few demographic trends that could be relevant to determine ward boundaries. The Shire's population has increased slightly and the median age reduced slightly over the past 6 years:

	2013	2014	2015	2016	2017	2018
Estimated resident population	486	499	510	518	515	521
Median Age - Persons (years)	38.3	37.9	37.6	35.8	35.8	N/A

According to the 2016 census 45.7% of the population of the Shire are Aboriginal and Torres Strait Islander Peoples.

(See

https://itt.abs.gov.au/itt/r.jsp?RegionSummary®ion=55390&dataset=ABS_REGIONAL_LGA2018&geoconcept=LGA_2018&maplayerid=LGA2018&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS2016&datasetLGA=ABS_REGIONAL_LGA2018®ionLGA=LGA_2018®ionASGS=ASGS_2016 for a full statistical profile).

While there are no indicators readily available, it is considered that the Shire's population is unlikely to change significantly in the foreseeable future.

Economic Factors

The current Ward boundaries do not reflect economic activities, but there is little that could be usefully used to determine possible ward boundaries anyway.

CONSULTATION

Clause 7 of Schedule 2.2 of the Act stipulates that before conducting the review, a local government is to give local public notice that a review is to be carried out and that the notice must also advise that submissions may be made to the local government by a date at least 42 days from the date of the first notice (not including the day of the notice).

The purpose of the public notice is to inform the community that the Council intends to conduct a review – it is not to try to “sell” a preferred option.

The Department of Local Government, Sporting and Cultural Industries has also issued guidelines to assist. These guidelines suggest that it is helpful to develop a range of alternatives to the current ward system so that all options can be considered. Whilst the Council may have a preferred option, the public notice must not limit the possible responses and suggestions from the community.

There are a significant range of outcomes that can be considered when undertaking the review. Without pre-empting the outcome of any public comment, this could include:

- Changing the number of Councillors;
- Changing the number of Wards (or having no Wards at all);
- Changing Ward boundaries to move electors between Wards; or
- A combination of all of the above.

‘No change’ is also a valid consideration - the present structure complies with the requirements of the Act.

Any changes made as a result of this review could apply until 2026 although a local government may undertake reviews more frequently.

The following options are put forward for consideration; these are not intended to be all encompassing and are provided simply to provoke discussion:

Option 1 – no change

Under this option, ward boundaries simply remain as they are. Ratios of electors to councillors comply with the requirements of the Act and all other criteria is applied as far as it reasonably can be.

Option 2 – no wards

Under this option, wards are dispensed with altogether.

There are 85 local governments in WA that have no wards. In 2016 local governments across the State were recently canvassed as to their perception of the advantages and disadvantages of wards vs no wards. Feedback received is summarised below:

Advantages of ‘no wards’	Disadvantages of ‘no wards’
<ul style="list-style-type: none"> ○ Elected members are elected by the whole community not just a section of it. ○ Knowledge and interest in all areas of the Council's affairs would result broadening the views beyond the immediate concerns of those in a ward. ○ The smaller town sites and rural areas have the whole Council working for them. ○ Members of the community who want to approach an elected member can speak to any elected member. ○ Social networks and communities of interest are often spread across a local government and elected members can have an overview of these. ○ Elected members can use their speciality skills and knowledge for the benefit of the whole local government. ○ There is balanced representation with each elected member representing the whole community. ○ The election process is much simpler for the community to understand and administer. ○ Promotes the concept of a whole-of-district focus, with Councillors being elected by and concerned for the local government as a whole, rather than parochial interests. ○ Gives residents and ratepayers a choice of Councillors to approach with their concerns. ○ Each voter has the opportunity to express a preference for every candidate for the council election. ○ Councillors can use their speciality skills and knowledge for the benefit of the whole community. ○ Removes the need to (re)define internal ward boundaries. 	<ul style="list-style-type: none"> ○ Electors may feel that they are not adequately represented if they don't have an affinity with any of the elected members. ○ Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area. ○ There is potential for an interest group to dominate the Council. ○ Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues. ○ It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area. ○ May lead to significant communities of interest and points of view being unrepresented or for others to dominate. ○ May lead to confusion of responsibilities and duplication of effort on the part of Councillors. ○ Large numbers of candidates might be confusing for voters. ○ May lead to Councillors being relatively inaccessible for residents of parts of the local government area. ○ May be difficult for voters to assess the performance of individual Councillors. ○ In some LGs it may be appropriate to have wards, for example where you might have 2 or more “large” population centres (eg the Shire of Coolgardie has Coolgardie and Kambalda which are roughly equal in size).

The criteria under the Act for establishing ward boundaries is not applicable - under a 'no wards' option there none.

If implemented, the need to consider ward boundaries in future reviews also falls away.

Option 3 – 3 wards or more

A three ward structure based on the statistical areas of the Shire as used by the ABS that complies with the overriding ratio of councillors per elector of no more than plus or minus 10% could be:

Ward	Electors	Possible councillors	Ratio of councillors per elector	% deviation
Kookynie	30	1	30	6.60%
Menzies	58	2	29	3.05%
Plumridge Lakes	107	4	27	-3.17%
Ularring*	1			
Yarri*	1			
Totals	197	7	28	0.0

* Added to Plumridge Lakes SA

Ward names

The names of the wards may also be considered. The current names are simply 'town' and 'rural'

In 2017, 'east' and 'west' were considered.

Number of councillors

Note that adjusting the number of councillors under any of the options listed above can also be considered.

Using the allowable upper/lower numbers of councillors provided for in the Act, if the Shire dispensed with wards the number of councillors per elector would be:

No councillors	of	Councillors per elector	No councillors	of	Councillors per elector
6		33	11		18
7		28	12		16
8		25	13		15

9	22	14	14
10	20	15	13

Outcomes using current wards that comply with the required plus or minus 10% ratio of councillors to electors are:

	Electors	No of councillors	Ratio of councillors per elector	% deviation
Rural	115	5	23	5.08%
Town	82	4	21	-6.35%
Total	197	9	22	

	Electors	No of councillors	Ratio of councillors per elector	% deviation
Rural	115	6	19	7.02%
Town	82	5	16	-8.43%
Total	197	11	18	

	Electors	No of councillors	Ratio of councillors per elector	% deviation
Rural	115	7	16	8.41%
Town	82	6	14	-9.81%
Total	197	13	15	

The attached draft discussion paper includes the matters listed above. Subject to any changes council may wish to make or add, it can be used for the required community consultation.

STATUTORY ENVIRONMENT

Schedule 2.2 of the Local Government Act 1995 (the Act) provides that a local government that has a ward system is required to carry out reviews of:

- (a) its ward boundaries; and

(b) the number of offices of councillor for each ward from time to time

so that not more than eight years elapse between successive reviews.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

At this time the cost, to the time of submissions, will be approximately \$4,000.

Further costs will be dependent on what Council decides in terms of any changes to the structure.

RISK ASSESSMENT

The Shire must undertake a review of wards and representation under the Act. If not undertaken or completed there is a risk the community may not be properly represented, the Shire subject to a direction to comply, or the LGAB exercising its power to undertake the review itself.

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.

VOTING REQUIREMENTS

Simple majority.

OFFICERS RECOMMENDATION

That Council:

1. Gives local public notice of its intention to carry out a review of wards and representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the Local Government Act 1995;
2. Endorses the 'Shire of Menzies Ward Review and Representation Discussion Paper' as attached to the report of the CEO for the purposes of seeking public submissions;
3. Notes that the results of the public consultation will be presented to council in due course.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1743

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council:

1. Gives local public notice of its intention to carry out a review of wards and representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the Local Government Act 1995;
2. Endorses the 'Shire of Menzies Ward Review and Representation Discussion Paper' as attached to the report of the CEO for the purposes of seeking public submissions;
3. Notes that the results of the public consultation will be presented to council in due course.

Carried 6/0

ATTACHMENT



Review of Wards and Representation

September 2019

Background

Schedule 2.2 of the Local Government Act 1995 (the Act) provides that a local government that has a ward system is required to carry out reviews of:

- (c) its ward boundaries; and
- (d) the number of offices of councillor for each ward from time to time

so that not more than eight years elapse between successive reviews.

The Shire has two wards, being Rural and Town with four elected members from the rural ward, and three from the town ward.

The Act provides that when undertaking a review of wards and representation any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of councillor on a council; and
- Specifying or changing the number of offices of councillor for a ward.

Section 2.17 of the Act provides for Councils to be comprised of no less than 6 and no more than 15 elected members including a Mayor or President elected at large. Schedule 2.2 provides for a district to be divided into wards and sets out process to review wards and representation, and clause 8 of that Schedule requires a council to assess options against the following factors:

- Community of interest;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

The Local Government Advisory Board interprets the factors in the Act in more detail as:

Community of interest	Physical and topographic features	Demographic trends	Economic factors	Ratio of Councillors to electors
The term community of interest has a number of	These may be natural or man-made features that will vary	Several measurements of the characteristics	Economic factors can be broadly interpreted to	The Board considers that the ratio of Councillors to

Community of interest	Physical and topographic features	Demographic trends	Economic factors	Ratio of Councillors to electors
<p>elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities.</p> <p>It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.</p> <p>Neighborhoods, suburbs and towns are important units in the physical, historical and</p>	<p>from area to area. Water features such as rivers and catchment boundaries may be relevant considerations.</p> <p>Coastal plain and foothills regions, parks and reserves may be relevant as may other man made features such as railway lines and freeways.</p>	<p>of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.</p>	<p>include any factor that reflects the character of economic activities and resources in the area.</p> <p>This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.</p>	<p>electors is particularly significant - it is expected that each local government will have similar ratios of electors to Councillors across its wards.</p> <p>The Board will not support deviations of more than plus or minus 10% of the average ratio of electors to Councillors between wards.</p>

Community of interest	Physical and topographic features	Demographic trends	Economic factors	Ratio of Councillors to electors
social infrastructure and often generate a feeling of community and belonging.				

On receipt of a submission, if satisfied that a review has properly taken these factors into consideration, the Board then makes a recommendation to the Minister for Local Government as to whether or not the proposal should be approved. The Minister may accept or reject the Board's recommendation, after which any changes come into effect at the next Council elections (currently scheduled for October 2021).

Current position

According to WA Electoral Commission data, as at 30 June 2019 there were 197 electors in the Shire. This results in an average ratio of just under 29 electors per councillor.

The following observations are made in relation to the criteria in the Act when establishing ward boundaries as they apply to the Shire.

Ratio of councillors to electors

As at 30 June 2019 the ratio of electors per councillor by ward are:

Ward	Electors	Councillors	Ratio of councillors per elector (rounded to nearest whole number)	Percentage (%) deviation from average
Rural	115	4	29	2.16%
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Total	197	7	28	

Both ward ratios are within the upper and lower limits considered appropriate by the LGAB.

Community of Interest

The Shire covers an area of approximately 125,000 Km². Current ward boundaries reflect the Menzies and Kookynie town sites and pastoral surrounds, with the balance being in a rural ward.

Physical and Topographic Features

There are few physical or topographic features that could realistically be used to determine where ward boundaries could be.

Demographic Trends

Based on Australian Bureau of Statistics data there are few demographic trends that could be relevant to determine ward boundaries. The Shire's population has increased slightly and the median age reduced slightly over the past 6 years:

	2013	2014	2015	2016	2017	2018
Estimated resident population	486	499	510	518	515	521
Median Age Persons (years)	38.3	37.9	37.6	35.8	35.8	N/A

According to the 2016 census 45.7% of the population of the Shire are Aboriginal and Torres Strait Islander Peoples.

(See

https://itt.abs.gov.au/itt/r.jsp?RegionSummary®ion=55390&dataset=ABS_REGIONAL_LGA2018&geoconcept=LGA_2018&maplayerid=LGA2018&measure=MEASURE&datasetASGS=ABS_REGIONAL_ASGS2016&datasetLGA=ABS_REGIONAL_LGA2018®ionLGA=LGA_2018®ionASGS=ASGS_2016 for a full statistical profile).

While there are no indicators readily available, it is considered that the Shire's population is unlikely to change significantly in the foreseeable future.

Economic Factors

The current Ward boundaries do not reflect economic activities, but there is little that could be usefully used to determine possible ward boundaries anyway.

Possible Options

There are a significant range of outcomes that can be considered when undertaking the review including:

- Changing the number of Councillors;
- Changing the number of Wards (or having no Wards at all);
- Changing Ward boundaries to move electors between Wards; or
- A combination of all of the above.

'No change' is also a valid consideration - the present structure complies with the requirements of the Act.

Any changes made as a result of this review could apply until 2026 although the Shire can undertake reviews more frequently.

For discussion purposes only, the following options are put forward for consideration; these are not intended to be all encompassing and are provided simply to provoke discussion.

Option 1 – no change

Under this option, ward boundaries simply remain as they are. Ratios of electors to councillors comply with the requirements of the Act and all other criteria is applied as far as it reasonably can be.

Option 2 – no wards

Under this option, wards are dispensed with altogether.

There are 85 local governments in WA that have no wards. In 2016 local governments across the State were recently canvassed as to their perception of the advantages and disadvantages of wards vs no wards. Feedback received is summarised below:

Advantages of 'no wards'	Disadvantages of 'no wards'
<ul style="list-style-type: none"> ○ Elected members are elected by the whole community not just a section of it. ○ Knowledge and interest in all areas of the Council's affairs would result broadening the views beyond the immediate concerns of those in a ward. ○ The smaller town sites and rural areas have the whole Council working for them. ○ Members of the community who want to approach an elected member can speak to any elected member. 	<ul style="list-style-type: none"> ○ Electors may feel that they are not adequately represented if they don't have an affinity with any of the electedmembers. ○ Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area. ○ There is potential for an interest group to dominate theCouncil. ○ Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues.

Advantages of 'no wards'	Disadvantages of 'no wards'
<ul style="list-style-type: none"> ○ Social networks and communities of interest are often spread across a local government and elected members can have an overview of these. ○ Elected members can use their specialty skills and knowledge for the benefit of the whole local government. ○ There is balanced representation with each elected member representing the whole community. ○ The election process is much simpler for the community to understand and administer. ○ Promotes the concept of a whole-of-district focus, with Councillors being elected by and concerned for the local government as a whole, rather than parochial interests. ○ Gives residents and ratepayers a choice of Councillors to approach with their concerns. ○ Each voter has the opportunity to express a preference for every candidate for the council election. ○ Councillors can use their speciality skills and knowledge for the benefit of the whole community. ○ Removes the need to (re)define internal ward boundaries. 	<ul style="list-style-type: none"> ○ It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area. ○ May lead to significant communities of interest and points of view being unrepresented or for others to dominate. ○ May lead to confusion of responsibilities and duplication of effort on the part of Councillors. ○ Large numbers of candidates might be confusing for voters. ○ May lead to Councillors being relatively inaccessible for residents of parts of the local government area. ○ May be difficult for voters to assess the performance of individual Councillors. ○ In some LGs it may be appropriate to have wards, for example where you might have 2 or more "large" population centres (eg the Shire of Coolgardie has Coolgardie and Kambalda which are roughly equal in size).

The criteria under the Act for establishing ward boundaries is not applicable - under a 'no wards' option there none.

If implemented, the need to consider ward boundaries in future reviews also falls away.

Option 3 – 3 wards or more

A three ward structure based on the statistical areas of the Shire as used by the ABS that complies with the overriding ratio of councillors per elector of no more than plus or minus 10% could be:

Ward	Electors	Possible councillors	Ratio of councillors per elector	% deviation

Kookynie	30	1	30	6.60%
Menzies	58	2	29	3.05%
Plumridge Lakes	107	4	27	-3.17%
Ularring*	1			
Yarri*	1			
Totals	197	7	28	0.0

* Added to Plumridge Lakes statistical area

Ward names

The names of the wards may also be considered. The current names are simply 'town' and 'rural'

In 2017, 'east' and 'west' were considered.

Number of councillors

Adjusting the number of councillors under any of the options listed above can also be considered.

Using the allowable upper/lower numbers of councillors provided for in the Act, the number of councillors per elector would be:

No of councillors	Councillors per elector	No of councillors	Councillors per elector
6	33	11	18
7	28	12	16
8	25	13	15
9	22	14	14
10	20	15	13

Outcomes using current wards that comply with the required plus or minus 10% ratio of councillors to electors are:

	Electors	No of councillors	Ratio of councillors per elector	% deviation

Rural	115	5	23	5.08%
Town	82	4	21	-6.35%
Total	197	9	22	

	Electors	No of councillors	Ratio of councillors per elector	% deviation
Rural	115	6	19	7.02%
Town	82	5	16	-8.43%
Total	197	11	18	

	Electors	No of councillors	Ratio of councillors per elector	% deviation
Rural	115	7	16	8.41%
Town	82	6	14	-9.81%
Total	197	13	15	

Making a submission

Submissions can be made by **dd mm** 2019 to:

Chief Executive Officer

124 Shenton Street (PO Box 4)

Menzies WA 6436

Fax: (08) 9024 2110

Email: admin@menzies.wa.gov.au

12.8.3 AMENDMENT OF POLICY 4.1 - BUDGET TIMETABLE

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Table – Proposed Timetable Policy Extract

SUMMARY

This item recommends a Policy change for the budget timetable.

BACKGROUND

Council's Policy 4. 1 sets out the time frame leading to the adoption the annual budget in accordance with legislation which is prior to August 31 each year.

Recent history from the current Policy is has been as follows:

Adopted –	29 November 2012
Adopted	25 June 2015
Adopted	30 August 2018
Adopted	29 August 2019

There are likely various reasons as to why there is a vast variation in adoption dates, but Council has indicated that it wants the budget adopted in June each year in future.

The operational areas of the budget usually remain reasonably static and have minimal impact on the budget. However, with public advertising and early input from the community, Councillors and staff the operations can be formulated quite early.

There is no reason why this should not happen as the large expenditure items in the Budget are extracted from the Corporate Plan. Other documents used to form the budget are the Plant Replacement Programme, Road Grading and Maintenance Programme, Asset Maintenance and Renewal Plan, Workforce Plan.

Road funding from Regional Road Group (RRG) and Roads to Recovery (R2R) can be estimated with reasonable accuracy as can the Financial Assistance Grants (FAGS).

The carry over surplus (or deficit) can be reasonably estimated especially if the bulk of budgeted works are carried out during the financial year.

Variations to these funds and the carry over figure can be corrected in the Budget review process.

COMMENT

With an early approach to budget preparation a budget should be ready to adopt at a June Council meeting each year. Like any organisation, stability among employees, encouragement of input by the employees and from the community, Council and employees plays a significant role in professional budget preparation.

CONSULTATION

Jeanette Taylor – MFS
Paul Warner – WS

STATUTORY ENVIRONMENT

Local Government Act s6.2

POLICY IMPLICATIONS

Policy 4.1

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

Council breaches regulations if it does not have the budget adopted by 31 August each year. This causes delay in income and delays the progress of Council's Corporate Plan objectives. Adopting a budget in June each year ensures rates and the subsequent income arrives early and ensures that projected works can commence and be completed in the financial year.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 *Strong sense of community maintained*

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

14.3 *Active civic leadership achieved*

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council adopts the amendment to policy 4.1 as attached.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1744

MOVED: Cr Ian Baird

SECONDED: Cr Vashti Ashwin

That Council adopts the amendment to policy 4.1 as attached.

Carried 6/0

Policy schedule 4.1 - Budget Preparation Timetable

TIMING	STAGE
Late January /early February	Road assessments – use RAMS and asset management software
Feb / March	Public advertising of budget requests <ul style="list-style-type: none"> - Community - Councillors - Staff Review Corporate Business Plan
Early March	From the Corporate Plan prepare for Council draft; <ul style="list-style-type: none"> - Capital works programme - Road preservation programme - Plant replacement programme - Dual use/footpath projects Consider increase / decrease in services Review financing of expected major projects
Mid March	Commence housing and public building maintenance inspections Collect data for rate options for April Meeting
March Council Meeting	Council approval of Capital projects
April Council Meeting	Council approval of: <ul style="list-style-type: none"> - Proposed annual Rates for advertising (if differential) - Fees and allowances for elected members - Donations - Fees and charges
April Council Meeting	Council approval of: <ul style="list-style-type: none"> - Housing and building Capital programme - Recreation facilities / developments - Various budget requests -
Early May	Advertise differential rates – Local advertising
May Council Meeting	Review differential rate submissions Adoption of rates Present Draft Budget – for review Adoption of Corporate Business Plan
Early June	If required hold a Budget Planning Meeting Prepare budget for adoption
Early June	Prepare Ratepayers Information Pamphlet
June Council Meeting	Adoption of the Budget
Early July	Issue rate notices
	Adopted budget sent to the DLGCC

ATTACHMENT – EXTRACT OF POLICY MANUAL

4. FINANCIAL MANAGEMENT

4.1 Annual Budget – Preparation Timetable

Introduction	There is a need to ensure that the budget preparation and adoption process follows a methodical process with the opportunity being provided for input from members of Council, staff and the community.
Objective	<ul style="list-style-type: none"> - To provide clear direction to members of Council, staff and community members on the budget adoption process to be followed, to ensure adoption of the annual budget in compliance with the Local Government Act 1995. - The policy relates to the need to have guidelines for the adoption of the Budget and Plan for the Future to ensure its smooth transition.
History	<p>Formerly – Policy part 2.16, 3.5, 7.6</p> <p>Adopted – 29 November 2012</p> <p>Adopted 25 June 2015</p> <p>Adopted 30 August 2018</p>
Policy Statement	

1. The following Policy Schedule 4.1 – Budget Preparation Timetable is adopted, and forms part of this Statement.
- ~~2. Requests for items to be included in the draft budget must be made in writing should be submitted prior to end of April each year.~~
- ~~3. Provision for ongoing commitments and fixed costs are to be included in the draft budget without reference to a committee.~~
- ~~4. In preparation for Budget, Council may direct that the following inspections be arranged –~~
 - ~~roads – date/s to be agreed at the March Council meeting.~~
 - ~~plant and equipment – on the day of the March Council meeting,~~
 - ~~public facilities – on the day of the April Council meeting~~
 - ~~• e.g. shire office, shire halls, caravan park, depot workshop, cemetery, landfill sites etc~~
- ~~5. In preparation for Budget, the Environmental Health Officer is to inspect Shire housing, and buildings, and provide a report to the May Council meeting.~~

– End of Policy

COMMENT

Policy Schedule 4.1 – Budget Preparation Timetable

TIMING	STAGE
End of March	Road inspection
April meeting	Approval by Council of draft – <ul style="list-style-type: none"> - capital works program - road preservation program - plant replacement program - dual use/foot path strategies
	Consideration of additional and increases/decreases in services
End of April	Written budget requests and submissions to be provided by– <ul style="list-style-type: none"> - Community - Councillors - Staff
	Finance of expected major projects to be determined
	Housing and public building inspections
May meeting	Council approval of: <ul style="list-style-type: none"> - Fees & Allowances for Elected Members - Donations - Fees and Charges
	Draft Capital Works Program approved by Council – <ul style="list-style-type: none"> - Housing and Building programs - Recreation facilities / development
	Budget requests considered by Council
	Rate options to be considered by Council (note timeframes if differential rating)
End of May	Collate Plan for the Future and Prepare Commentary
	Advertise Differential Rates for 21 days
June meeting	Review any differential rates submissions
	Plan for the Future adopted by Council
End of June	Draft Budget ready for consideration by Council
July meeting	Adoption of rates by Council (note differential rates requirements)
	Adoption of Budget by Council
End of July	Budget information to DLGCC

– End of Schedule

12.8.4 EXTRAORDINARY ELECTION

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	WAEC Letter

SUMMARY

This Item is to request the WA Electoral Commission to conduct an extraordinary election in February 2020.

BACKGROUND

The Local Government Act requires that when a Councillor vacancy occurs an election date must be fixed by the Council within one month after the vacancy occurs. The election must also occur within 4 months after the vacancy occurs.

As it is Council practice to not involve staff in elections, I have written to the WAEC and asked the Commission to conduct the election for this vacancy.

The Commission has agreed to conduct the election which will be a postal election and will be at the cost of the Council.

The conduct of the election by the WAEC is subject to Council passing a resolution accordingly.

As the Christmas / New Year period is close, the WAEC will approve a postal election to occur on 28th February 2020, outside the 4 months, to allow for electors travel and holidays.

COMMENT

There are regulations about the filling of a vacancy prior to an election but in this instance, it is too close to the ordinary election and too far from the next ordinary election for the vacancy to be held over.

CONSULTATION

West Australian Electoral Commission
Shire President

STATUTORY ENVIRONMENT

Local Government Act s4.9

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost is estimated at \$8,000

RISK ASSESSMENT

The Council is obligated to hold an election in this instance as the length of time to the next ordinary election exceeds that allowed under Regulations.

A vacancy on the Council is still regarded as a number when votes are taken – to leave the vacancy too long denies full representation of the community on the Council.

STRATEGIC IMPLICATIONS

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

- Continue to participate in regional activities to the benefit of our community.

VOTING REQUIREMENTS

Absolute majority

OFFICERS RECOMMENDATION

That Council:

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commission be responsible for the conduct of the extraordinary election:
2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1745

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council:

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commission be responsible for the conduct of the extraordinary election:
2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.

Carried 6/0

By absolute majority



LGE 028

Mr Peter Money
Chief Executive Officer
Shire of Menzies
PO Box 4
MENZIES WA 6436

Dear Mr Money

Extraordinary Election

I refer to your email of 9 October 2019 advising of the death of a sitting councillor and the need to conduct an extraordinary election. You also asked whether the Electoral Commission conducts extraordinary elections, which the answer is yes. To assist the Shire of Menzies in preparing for the extraordinary election I have provided a cost estimate to conduct an extraordinary election for the Shire of Menzies as a postal election.

The estimated cost to conduct the extraordinary election would be \$8,000 including GST which has been based on the following assumptions:

- 110 electors;
- Use of Australia Post's priority mail service;
- response rate of approximately 50%;
- appointment of a local Returning Officer; and
- count to be conducted in Menzies.

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising); and
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. Please note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for our charges is all materials at cost and a margin on staff time only.

157164

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the extraordinary election.

If the Shire of Menzies wishes to have the election conducted as a postal election, Council will now need to pass the following two motions by absolute majority:

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election.
2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.

With the impact of the Christmas/ New Year break during the election period, in accordance with section 4.9(2), I agree that that a date no later than 16 March 2020 can be set as the day for holding the extraordinary election to fill the vacancy. I have enclosed an election schedule for a suggested election date of Friday 28 February 2020.

If you have any further queries please contact Phil Richards, Manager Election Events, on 9214 0443.

Yours sincerely



Chris Avent
ACTING ELECTORAL COMMISSIONER

10 October 2019

Enc.

12.8.5 OPERATING MODEL - GOLDEN QUEST DISCOVERY TRAIL

LOCATION:	N/A
APPLICANT:	Golden Quest Discovery Trail Inc.
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

The GQDT has proposed several operating options for its future operations.

BACKGROUND

With the demise of the Goldfields Tourism Network Association (GTNA), the membership has shifted to the Shire becoming a part of the Golden Quest Discovery Trail (GQDT).

Councillors were provided with a number of documents by separate email that consisted of:

An Overview;
Marketing Plan options;
Funding Model; and
An Operations Model.

It was intended that Members will make a decision on the GQDT operating model by 16 September 2019 for a meeting to be held on 19 September 2019.

This was an impossible timetable to meet and by the time Council discusses this matter it could be that an operating model has already been adopted by the organisation.

It is quite possible that the GQDT receives so little feedback that no decision will be made and therefore Council may wish to choose a preferred option and forward that decision to the GQDT.

There are a number of operating options provided and consistent throughout the budgets and marketing plan:

- 1 (a) – Full time employee, office based,
- 1 (b) – Full time employee, home based,
- 2 (a) – Part time employee, office based,
- 2 (b) – Part time employee, home based,

- 3 – Consultant, part time,
- 4 – Shire co-ordinated/located, part time,
- 5 – Other organisation – similar interests, part time,
- 6 – AGO max support, employee minimal hours, home based.
- 7 – Menzies is not yet a member of the GQDT and this could be considered at this time.

COMMENT

Nil

CONSULTATION

Cr Greg Dwyer – Shire President

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is a suggestion in the overview that the GQDT lease a vehicle through the Shire of Menzies as the GTNA did.

RISK ASSESSMENT

An option may be selected that this Council does not favour but it may be already decided by the majority before this Council can make its decision.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

1. That Council select its preferred option for the operations of the Golden Quest Discovery Trail and advise the GQDT of its decision.
2. That Council applies for membership of the Golden Quest Discovery Trail.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1746
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MOVED: Cr Justin Lee

SECONDED: Cr Ian Baird

1. That Council applies for membership of the Golden Quest Discovery Trail Association;
2. That the CEO develop a Draft Tourism Strategy for presentation to Council by June 2020.

Carried 6/0

Council amended the Officers Recommendation as Point one is irrelevant as the decision has already been made by the GQDT. Point two was added as it is considered a Strategy is necessary to give direction to the future of tourism promotion and tourism expenditure.

12.9.1 LEAVE APPLICATION - CEO

LOCATION:	N/A
APPLICANT:	Peter Money
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	The applicant is the subject of this report
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

The CEO is applying for 2 days leave to attend to personal family business.

BACKGROUND

Within the employment contract the CEO clause 9.1 leave for the CEO is to be approved by the Council.

The applicant requires leave from 7th to the 8th October to attend to personal business.

This time is chosen as it is least likely to interfere with Council meeting requirements.

COMMENT

Nil

CONSULTATION

Manager Finance and Administration
Shire President

STATUTORY ENVIRONMENT

CEO Contract clause 9.1

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

Ensuring the CEO takes leave at the least inconvenient time.

The CEO will be in constant contact with the office and as it is only two days there is no need for an acting CEO.

STRATEGIC IMPLICATIONS

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council approve three days annual leave for the Chief Executive Officer for the period 7th October and 8th October 2019 inclusive.

COUNCIL DECISION

COUNCIL RESOLUTION:	No. 1747
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MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council approve three days annual leave for the Chief Executive Officer for the period 7th October and 8th October 2019 inclusive.

Carried 6/0

12.9.2 CHRISTMAS HOLIDAY PROPOSAL

LOCATION:	N/A
APPLICANT:	Shire of Menzies
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	The author will be affected by the outcome
DATE:	31 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This item recommends the dates for closure of the Shire office, Visitors Centre and depot during the Christmas New Year period.

BACKGROUND

Generally, most businesses including local governments close over the Christmas / New Year period as many staff travel to attend family functions and perhaps religious services.

Some employees have indicated they will be away interstate or in locations remote from Menzies until after New Years day.

It is proposed that the Shire office closes on Friday 20th of December at 5:00 PM and re-opens on Monday 6th January 2020. Post Office services will be provided except on public holidays.

This is a lengthy break especially due to Christmas Day and New Year's Day occurring on a Wednesday.

It is proposed that during this time some employees will remain to carry out essential works and services.

Some outside employees have indicated they will be back in Menzies prior to New Year and will be supervised on usual work duties immediately after New Years day.

Staff will have to take leave days and if they have insufficient leave, they will have to take leave without pay.

COMMENT

The National Employment Standards (NES) allows an employer to require an award or agreement-free employee to take a period of annual leave but only if the requirement is reasonable.

A requirement to take annual leave may be reasonable for example if the employer's enterprise is being shut down for a period of time (such as between Christmas and New Year).

CONSULTATION

Manager Finance and Administration
Works Supervisor

STATUTORY ENVIRONMENT

Nil as this is an administrative matter under the National Employment Standards

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There may be some penalty rates applying to the employees delegated to provide basic services on public holidays over the period.

RISK ASSESSMENT

There are risks that emergency situations may apply in which management staff may be recalled to provide the necessary authorities for any emergency actions.

In these circumstances' management staff are expected to respond.

There may be considerable travel for management staff to return to Menzies delaying responses in some circumstances.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council accepts the CEO report of the Shire closing from 5:00 PM Friday 20 December 2019 and re-opening on Monday 6th January 2020 – with a minimal staff remaining to carry out essential works and services.

COUNCIL DECISION

COUNCIL RESOLUTION:	No.1748
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MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council accepts the CEO report of the Shire closing from 5:00 PM Friday 20 December 2019 and re-opening on Monday 6th January 2020 – with a minimal staff remaining to carry out essential works and services.

Carried 6/0

12.9.3 APPROVAL FOR PROGRAM OF WORKS

LOCATION:	N/A
APPLICANT:	Kingwest resources Ltd
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	30 October 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Email & map

SUMMARY

The applicant seeks a letter of approval from the Council to carry out drilling activities in an area within the Menzies townsite.

BACKGROUND

Kingwest Resources Ltd has submitted two Programs of Works (POW 81910 and POW 81911) to the Department of Mines, Resources and Safety which relate to drilling within granted Mining Lease M29/154, which covers the First Hit open-cut and battery west of Menzies townsite.

As the area of planned drilling overlaps the western part of the townsite boundary, written consent from the Menzies Shire Council is required before the two POW's can be granted.

Kingwest request that the Council provides written consent to Kingwest Resources Ltd for completion of drilling to test mineralisation extending westwards below the First Hit open-cut mine.

All of the planned drilling is from drill-collars located west of the First Hit open-cut mine. The impact upon residents within Menzies will be very minor or no impact at all.

COMMENT

When an exploration company wants to complete drilling, they are required to submit a Program of Work (POW) describing the type of drilling and other technical matters to the Department of Mines, Resources and Safety (DMIRS) for consideration and (usually) approval.

However, in some cases DMIRS requires the applicant that submitted the POW to provide additional information for various reasons before DMIRS can give approval for the POW. In the case where the submitted Program of Work is for an area that overlaps a town boundary,

DMIRS requires the applicant (in this case Kingwest Resources Ltd) to get written consent from the Shire council and then submit a copy of the written consent to DMIRS.

The DMIRS does not send a copy of the POW application to the Shire, so it is not an oversight that you have not received the documents. DMIRS expect (and insist) that Kingwest contacts the Shire of Menzies directly to get consent for drilling in the area stipulated in the POW.

When written consent is received, Kingwest has to submit a copy of the written consent and then DMIRS can approve the POW application.

CONSULTATION

Peter Spitainy - Hanree Holdings Pty Ltd

STATUTORY ENVIRONMENT

Mining Act 1978

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK ASSESSMENT

Without written approval from the Shire the drilling operations cannot proceed.

If the Shire refuses permission, the applicant would need to lodge and objection.

The drill activity is said to have minimal or no impact of town residents, but the resulting activity is beneficial to the Shire and State financially.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council agrees to provide written approval to Kingwest Resources Ltd to carry out drilling operations in the Menzies townsite as shown on the map below.

COUNCIL DECISION

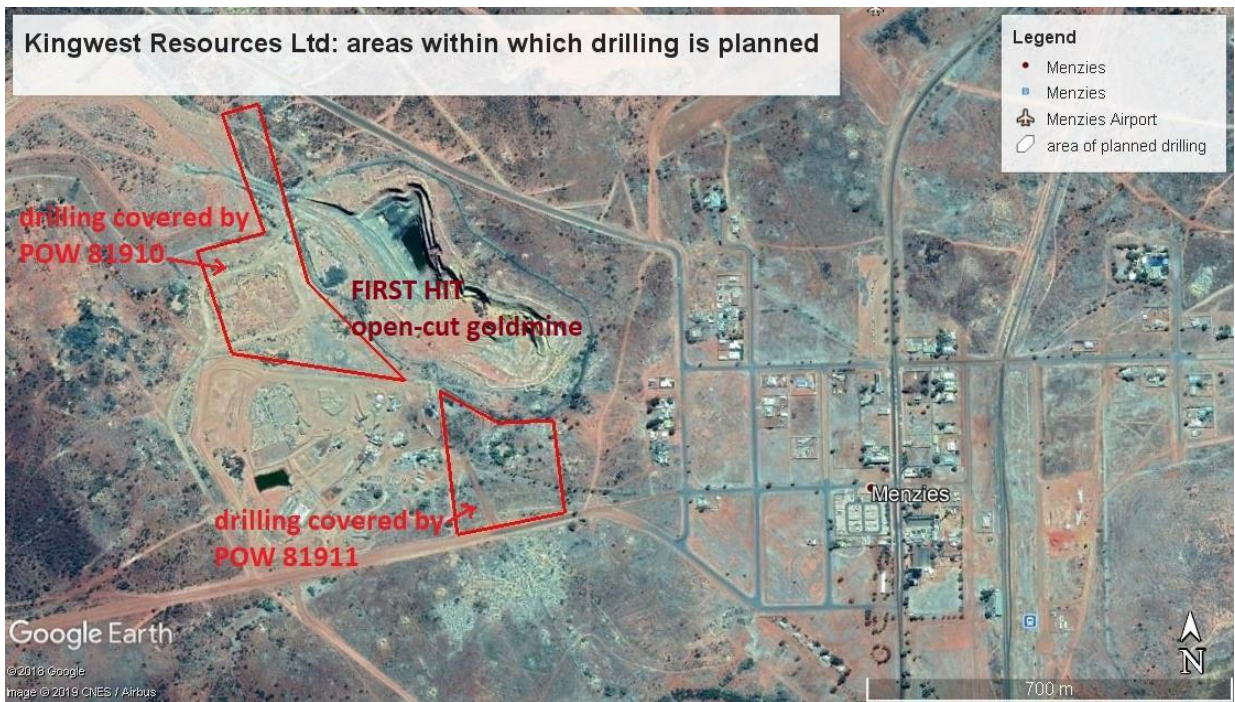
COUNCIL RESOLUTION:	No. 1749
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MOVED: Cr Ian Baird

SECONDED: Cr Jill Dwyer

That Council agrees to provide written approval to Kingwest Resources Ltd to carry out drilling operations in the Menzies townsite as shown on the map below.

Carried 6/0



12.10.1 LEGAL ADVICE - REMOTE ROADS

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	as applicable
DISCLOSURE OF INTEREST:	Nil
DATE:	26 September 2019
AUTHOR:	Peter Money Chief Executive Officer
ATTACHMENT:	Nil

SUMMARY

This item reports on the legal advice received in reference to outstanding invoices received from remote Roads.

BACKGROUND

The Shire received invoices from Remote Roads for supervision costs for the road repair works funded under WANDRRA claim number AGRN743 that were well above the sum that Remote Roads tendered for the project.

The CEO was not authorised to pay these invoices as the tender awarded by the Shire to Remote Roads for the supervision costs was for \$114,925. The sum already paid to Remote Roads under previous administration and prior to these new invoices, was \$235,117.45 – an overpayment on the tender of \$120,592.45 which rightly should have been referred to Council for approval.

On 15th August 2019 the Shire received confirmation that the final outstanding claims made by the Shire from the WANDRRA funding are to be paid in full and this will occur well prior to this August Ordinary Meeting of Council.

This matter was referred back to the Council Meeting of 29 August 2019 and the following information was provided:

The escalation of costs from a tendered sum which was \$114,925 to what will eventually be \$353,631.70 (an escalation of \$238,706.70) occurred without good reason, without formal consultation with the Shire and without approval of the Council.

One redeeming factor is that the Tender document states that the work will commence in late March 2018 and be completed by the end of June 2018. Given the scope of works in the Tender, this timeline appears impossible to meet and it was proven to be so, taking nine months not the three months stated in the Tender. The extended length of time of the works would have a significant effect on the additional cost of supervision.

It could also be claimed by the contractor that in already paying costs well above that tendered, the Shire has acknowledged its acceptance of the cost overruns.

Further to that the average cost per day for the supervision of the project for the project averages to about \$1,257 per day or \$8,800 per 7-day week – expensive but possibly not unreasonable; but again, not what was tendered.

It is possible that had the real cost of the tendered work been submitted in the tender process, the successful contractor may not have been awarded the contract, especially as the eventual cost is double that of the highest tender that was submitted. Conversely, had a more accurate estimate of time for the works been given, the tendered sums in all the submissions could have been higher.

There is nothing in terms of legislation that prevents the Council from authorising the over expenditure being the current unpaid invoices.

Should the Council agree to pay the invoices, it is not an acknowledgement of Council agreeing that the additional cost of the services are justified, rather that the Shire's Project Manager (Superintendent) has confirmed the services claimed have been carried out and the Shire would find it impossible to prove otherwise.

Therefore, in the opinion of the CEO, the Council will ultimately be compelled to pay the invoices. If Council declines to pay the invoices it then becomes a matter of the extent of resources and costs the Council wants to expend in refusing to pay the invoices now rather than later.

At this ordinary Meeting of 29 August 2019 Council resolved the following:

That Council seeks legal advice as to its obligations to pay invoices 283, 286, 290, 291 totalling \$118,514.25 for Remote Roads based on the information held by the Shire in reference to this contract.

COMMENT

In accordance with the Council Resolution of 29 August 2019, confidential legal advice was sought and has been received which lists the reasons as to why Council should pay the outstanding invoices.

NOTE: As this matter was unable to be addressed at the September Ordinary Council Meeting, further advice was sought as to the legality of making an out-of-session payment for the invoices, based on a consensus of the Council that it would pay the invoices.

On October 9, advice was sought from WALGA and that advice being that the CEO has the authority to pay the invoices without prior Council approval payment is for expenditure already incurred. Even though the expenditure was overbudget the legal advice that the extension of the contractual arrangements by the former CEO were “implied by conduct” legitimises the payment.

The contractor was not at fault in carrying on the work under that “implied “agreement and that the CEO contrary to regulations approved the continued agreement without a written Contract Variation Order and without referral to Council, that is the error of the CEO not the contractor.

Therefore, the current CEO has the authority to pay the invoices as he would with any other payment through the monthly payment of accounts – without the prior absolute majority of Council being required. This was duly carried out on October 9, 2019.

It also resulted in withdrawal of action against the Shire by the Small Business Council.

CONSULTATION

Allion Partners – Legal Services

STATUTORY ENVIRONMENT

Local Government Act s5.43(b)

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) **accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;***
- (c) appointing an auditor;*

Local Government (Functions & General) Regulations 21A

21A. Varying a contract for the supply of goods or services

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

- (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or*
- (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j).*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The sum of \$118,514.25 has been paid to the Shire as part of the funds claimed from WANDRRA and is no cost to the Council.

RISK ASSESSMENT

By refusing to pay the invoices it is very likely that the Shire will face legal action, further expenditure of resources and could suffer loss of reputation.

Regulations have already been breached in the earlier stages of the project – there is no breach of regulations in agreeing to the payment of these invoices if it is a Council decision.

STRATEGIC IMPLICATIONS

14.1 Sustainable local economy encouraged

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

14.3 Active civic leadership achieved

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

VOTING REQUIREMENTS

Simple majority

OFFICERS RECOMMENDATION

That Council endorses the payments to Remote Roads the sum of \$118,514.25 for the invoices listed below for supervision work claimed against tender WR0000A-2017:

15/04/2019	Inv 283	\$36,370.51
01/05/2019	Inv 286	\$33,861.98
20/05/2019	Inv 290	\$44,833.26
21/05/2019	Inv 291	\$ 3,448.50

COUNCIL DECISION

COUNCIL RESOLUTION:

No. 1750

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Baird

That Council endorses the payments to Remote Roads the sum of \$118,514.25 for the invoices listed below for supervision work claimed against tender WR0000A-2017:

15/04/2019	Inv 283	\$36,370.51
01/05/2019	Inv 286	\$33,861.98
20/05/2019	Inv 290	\$44,833.26
21/05/2019	Inv 291	\$ 3,448.50

Carried 6/0

13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Nil.

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

Nil.

15 NEXT MEETING

The next Ordinary Meeting of Council will be held in Tjuntjuntjara on Thursday 28 November 2019 commencing at 10am.

16 CLOSURE OF MEETING

There being no further business the President closed the meeting at 5.24pm.

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

Signed: _____ Dated: 29 August 2019.