



SHIRE OF MENZIES

MINUTES

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

Thursday 28 November 2013

Shire of Menzies Council Chambers

Commencing at 10.00am

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

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on Thursday 28 November 2013 in the Shire of Menzies Council Chambers commencing at 10.00am.

N P Crawford
Chief Executive Officer

Date

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
(EFFECTIVE 1 JULY 1996)**

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 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 any discussion or decision making procedure relating to the matter.

unless the member is allowed to do so under Section 5.68 or 5.69, Local Government Act 1995

Ref: Local Government Act 1995 Division 6 – Disclosure of Financial Interest. Specifically Sections 5.60, 5.61, 5.65 and 5.67

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AGENDA FOR ORDINARY MEETING OF COUNCIL

1. DECLARATION OF OPENING

The Shire President, Cr Greg Dwyer, declared the meeting open at 10.05am, welcomed the attendees, visitors and guests and proceeded with the Agenda as planned.

2. ANNOUNCEMENT OF VISITORS

Menzies Youth Advisory Council Members: Tahlee Blizzard, Shauna Blizzard, Sethen Sheehan-Lee, Gary Tucker, Tiniel Harris, Allanna O'Donoghue
Menzies School Staff Member: Mr Holland

3. RECORD OF ATTENDANCE

3.1 PRESENT:

Councillors:	Cr G Dwyer	President
	Cr P J Twigg	Deputy President
	Cr C Bennell	Councillor
	Cr I R Tucker	Councillor
	Cr J Graham	Councillor
	Cr J Mazza	Councillor
	Cr J Lee	Councillor
Staff:	Mr N P Crawford	Chief Executive Officer
	Ms B Povah	Deputy CEO
	Mr R Pepper	MWS

3.2 APOLOGIES

Councillors:	Nil	
Staff:	Mrs D Crawford	MCD

3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE.

Nil

7. DECLARATIONS OF INTEREST

Nil

8. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

9. CONFIRMATION OF MINUTES

**CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING
HELD ON THURSDAY 31 OCTOBER 2013**

VOTING REQUIREMENTS:

Simple Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:

NO: 0444

Moved: Cr J Mazza

Seconded: Cr P Twigg

That the minutes of the Ordinary Meeting of Council held on 31 October 2013 be confirmed as a true and accurate record.

10.08am

CARRIED: 7/0

10. PETITIONS/DEPUTATIONS/PRESENTATIONS

Members of the Menzies Youth Advisory Council from the Menzies School, accompanied by their teacher Mr Holland, provided a presentation and minutes of the first meeting held on 8 November 2013

**11. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
PRESIDENT'S REPORT (tabled at the meeting)**

Tuesday 12 November	5.30pm attended Public Meeting to discuss Main Street Upgrade. Four members of the public attended.
Friday 15 November	Met with the CEO, Deputy CEO and Sarjit Singh, RPS Consultant for the Goldfields Esperance Housing Needs Assessment.
Wednesday 20 November	Attended Northern Goldfields Local Inter Agency Meeting in Leonora
Thursday 21 November	Cr Mazza and I met with Ian McKay at T+R Homes and chose colour schemes, fixtures and fittings for two new homes for staff. At 3.00pm Cr Mazza, CEO and myself met at Mindax West Perth with Paul Lynch (Mindax) and Dean Carter (Macarthur Minerals) for talks on Project Coordinator and Scoping Study.
Friday 22 November	MWS Ray Pepper and I attended a meeting of the Regional Roads Group at Kalgoorlie Boulder City offices At 3.00pm, met with GEDC, Wendy Duncan MLA, Robert Fenn (Landcorp) and David Utting (YIPA) via telephone, with discussions on light industrial land and land release in Menzies.

VOTING REQUIREMENTS:
Simple Majority Decision required

OFFICER'S RECOMMENDATION/COUNCIL DECISION:	NO: 0445
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Moved: Cr I Tucker

Seconded: Cr J Mazza

That the President's Report, as tabled, be received.

10.28am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.2 FINANCE AND ADMINISTRATION BUSINESS

12.2.1 MONTHLY FINANCIAL REPORT – OCTOBER 2013

SUBMISSION TO:	Ordinary Meeting of Council 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	N/A
FILE REF:	ADM017
DISCLOSURE OF INTEREST:	The author has no interest in this item
DATE:	15 November 2013
AUTHOR:	Brooke Povah, Deputy Chief Executive Officer
SIGNATURE OF AUTHOR:	
SENIOR OFFICER:	Peter Crawford, Chief Executive Officer
SIGNATURE OF SENIOR OFFICER:	
PREVIOUS MEETING REFERENCE:	

ATTACHMENTS:

Attachment 12.2.1A: Monthly Statement of Financial Activity and associated reports, including the Compilation Report from UHY Haines Norton

SUMMARY:

Statutory Financial Reports are submitted to Council for receipt as a record of financial activity during the reporting month

BACKGROUND:

The monthly reports have been prepared by UHY Haines Norton to reflect revenue and expenditure transactions for the period to 31 October 2013.

COMMENT:

A Management Report is prepared by UHY Haines Norton to support the report and alert Council to matters of significance or trends outlined by the report presented.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations – Regulation 34

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:

NO: 0446

Moved: Cr Mazza

Seconded: Mr P Twigg

That Council acknowledges receipt of the Statement of Financial Activity and associated reports for the period to 31 October 2013.

10.32am

CARRIED: 7/0

Shire of Menzies
MONTHLY FINANCIAL REPORT
For the Period Ended 31st October 2013

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

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Statement of Financial Activity

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Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Note 13	Major Variances



18 November 2013

Mr. Peter Crawford
Chief Executive Officer
Shire of Menzies
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MENZIES WA 6436

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Dear Peter

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 31 OCTOBER 2013

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity for the month ended 31 October 2013 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

COMMENTS/SUGGESTIONS

- The bank reconciliation contains un-presented cheques in relating to payroll liabilities for Superannuation and Union deductions. Please review stale cheques and re-issue as necessary to ensure all employee deduction have been paid appropriately.
- More time off in lieu (TOIL) is recorded as taken than has been accrued. We suggest the Shire reconcile individual TOIL accounts.
- There exists a circular allocation error between housing and administration resulting in an unallocated amount showing in staff housing.
- Current liability accounts :
 - Trust receipts for Nomination fees have been banked in the Municipal Fund, and not transferred to Trust as required by legislation. We suggest nomination deposits be held in the Trust Fund.
 - ESL liability. The former DCEO informed us she had spoken to the Department of Fire and Emergency Services (DFES) about the overpayment of ESL levied to the Department and the overdue amount would be accounted for by the end of 2012-13 to bring the account to zero. This account was again overpaid by \$1,159.85 at 30 June 2013. In addition, the quarterly payments for the ESL charged in 2013-14 should be one quarter of that levied (\$36,788) being \$9,197. The first quarterly payment was \$10,953, an overpayment of \$1,756. We recommend the liability be reconciled with reference to DFES.

- Artwork Sales – This liability account has been present for some time and may be commission on sale of artworks which should be recognised as Revenue. We recommend the balance of this liability be investigated.
- The Municipal bank account had not been reconciled at the time of us preparing month end reports, therefore UHY Haines Norton completed this task.
- Rates Debtors was not reconciled prior to the completion of these report, please undertake a reconciliation prior to the November month end.
- The 2013/14 budget was adopted with an opening funding surplus of \$ 2,455,006. We understand the opening position is now calculated as a surplus of \$ 2,379,902 a variance of \$ 75,104.

MATTERS FOR MANAGEMENT ATTENTION:

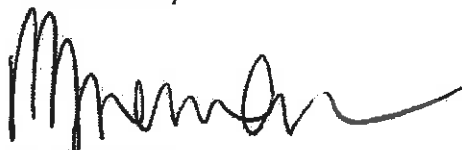
Please complete the new format Monthly Financial Report by:

- Reviewing the YTD Budget allocations over the 12 month period to ensure you are happy with their representation in the graphs at Note 2.
- Entering any comments on Note 8 Capital Disposals and Acquisitions relating to the status of the project. For example if the project is delayed or completed or reasons for the project being under/over budget.
- Completing Note 13 – Major Variations by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours faithfully



PAUL BREMAN
Director

Shire of Menzies
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31st October 2013

	Note	Amended Annual Budget	YTD Amended Budget (a)	YTD Actual (b)	Var. \$ (b) - (a)	Var. % (b) - (a) / (b)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		3,400	1,132	3,766	2,634	69.94%	
General Purpose Funding		1,532,986	372,854	327,235	(45,619)	(13.94%)	▼
Law, Order and Public Safety		3,200	900	4,082	3,182	77.95%	
Health		500	168	0	(168)	(100.00%)	
Housing		59,600	19,868	20,184	316	1.57%	
Community Amenities		95,980	46,992	6,682	(40,310)	(603.26%)	▼
Recreation and Culture		17,400	5,800	24,959	19,159	76.76%	▲
Transport		693,269	136,935	551,569	414,634	75.17%	▲
Economic Services		137,300	29,104	43,868	14,764	33.66%	▲
Other Property and Services		80,806	9,504	39,966	30,462	76.22%	▲
Total (Ex. Rates)		2,624,441	623,257	1,022,311	399,054		
Operating Expense							
Governance		(430,992)	(138,668)	(128,328)	10,340	8.06%	
General Purpose Funding		(376,854)	(75,452)	(67,786)	7,666	11.31%	
Law, Order and Public Safety		(93,529)	(31,180)	(20,378)	10,802	53.01%	▲
Health		(40,689)	(13,564)	(10,482)	3,082	29.40%	
Education and Welfare		(15,000)	(5,000)	0	5,000	100.00%	
Housing		(41,750)	(3,328)	(12,758)	(9,430)	(73.91%)	▲
Community Amenities		(249,193)	(83,068)	(35,486)	47,582	134.09%	▲
Recreation and Culture		(387,551)	(133,856)	(111,256)	22,600	20.31%	▲
Transport		(2,911,810)	(955,604)	(1,044,318)	(88,714)	(8.49%)	▲
Economic Services		(1,319,711)	(441,920)	(370,960)	70,960	19.13%	▲
Other Property and Services		(4,000)	(92,676)	(59,966)	32,710	54.55%	▲
Total		(5,871,079)	(1,974,316)	(1,861,718)	112,598		
Funding Balance Adjustment							
Add back Depreciation		1,880,945	626,984	522,364	(104,620)	(20.03%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(7,306)	0	(7,208)	(7,208)	100.00%	
Adjust Provisions and Accruals		0	0	0	0		
Adjust on Previous P & E Revaluation		0	0	9,902	9,902	100.00%	
Net Operating (Ex. Rates)		(1,372,999)	(724,075)	(314,349)	399,824		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,264,598	774,108	499,108	(275,000)	(55.10%)	
Proceeds from Disposal of Assets	8	184,000	0	11,818	11,818	100.00%	▲
Transfer from Reserves	7	1,168,000	0	0	0		
Total		3,616,598	774,108	510,926	(263,182)		
Capital Expenses							
Land and Buildings	8	(1,794,000)	(474,000)	(153,118)	320,882	209.57%	▲
Plant and Equipment	8	(521,500)	(40,000)	(34,329)	5,671	16.52%	
Furniture and Equipment	8	(43,000)	(28,000)	(8,035)	19,965	248.48%	▲
Infrastructure Assets - Roads	8	(3,922,793)	(1,306,911)	(679,519)	627,392	92.33%	▲
Infrastructure Assets - Other	8	(500,000)	(166,668)	0	166,668	100.00%	▲
Loan Principal	10	(30,000)	0	0	0		
Transfer to Reserves	7	(245,001)	0	0	0		
Total		(7,056,294)	(2,015,579)	(875,001)	1,140,578		
Net Capital		(3,439,696)	(1,241,471)	(364,075)	877,396		
Total Net Operating + Capital		(4,812,695)	(1,965,546)	(678,424)	1,277,220		
Opening Funding Surplus(Deficit)	3	2,455,006	2,455,006	2,379,902	(75,104)	(3.16%)	
Rate Revenue	9	2,357,689	2,357,689	2,354,603	(3,086)	(0.13%)	
Closing Funding Surplus(Deficit)	3	0	2,847,149	4,056,081	1,199,030		

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

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) 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.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

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

(i) Fixed Assets

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.

(j) Depreciation of Non-Current Assets

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

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

Buildings	5.00%
Furniture and Equipment	10.00%
Plant and Equipment - Heavy	15.00%
Plant and Equipment - Sundry	25.00%
Electronic Equipment	25.00%
Tools	20.00%
Infrastructure - Grids	4.00%
Infrastructure - Floodways	6.00%
Pavement	2.50%
Seal	6.67%
Curbing	2.00%
Other Infrastructure	2.00%

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year 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 and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

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.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

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

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

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

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

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, service charges and sewerage rates.

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 the These are 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.

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.

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

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 levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

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

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

GOVERNANCE

Administration and operation of facilities and services to members of council. Other costs that relate to the task of assisting elected members and electors on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various by-laws, fire prevention and animal control.

HEALTH

Monitor and control health standards within the community, provide support and assistance with airstrips to enable all residents access to the Royal Flying Doctor for regular and emergency health services. Analytical services.

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE

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

HOUSING

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

Maintain a refuse site for the settlement.

RECREATION AND CULTURE

Provide a library and museum and operation thereof. Maintain recreation centre, sports field, parks, gardens and other recreational facilities.

TRANSPORT

Construction and maintenance of roads, drainage works and traffic signs. Maintenance of settlement airstrip.

ECONOMIC SERVICES

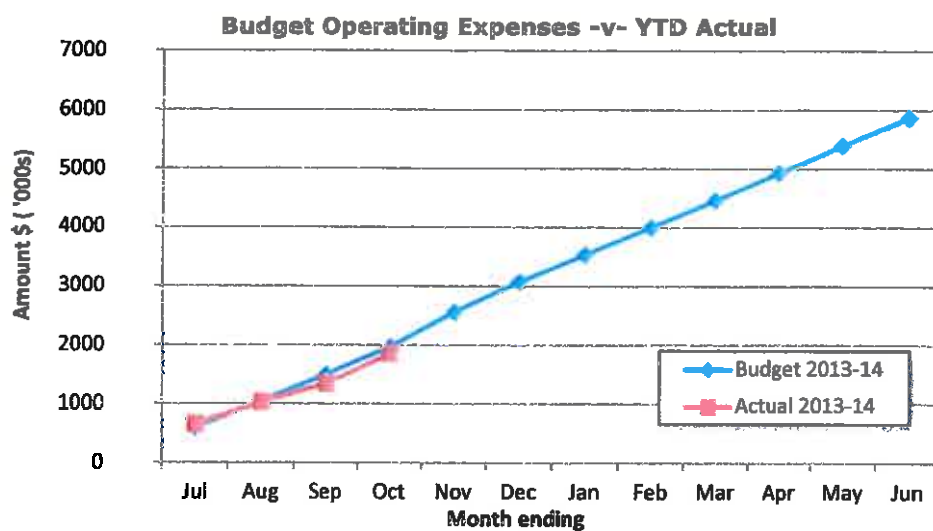
Building control, provision of power and water supplies. Supply and maintenance of television re-broadcast installation. Provision of radio communication. Maintenance of caravan park. Vermin control and area promotion.

OTHER PROPERTY & SERVICES

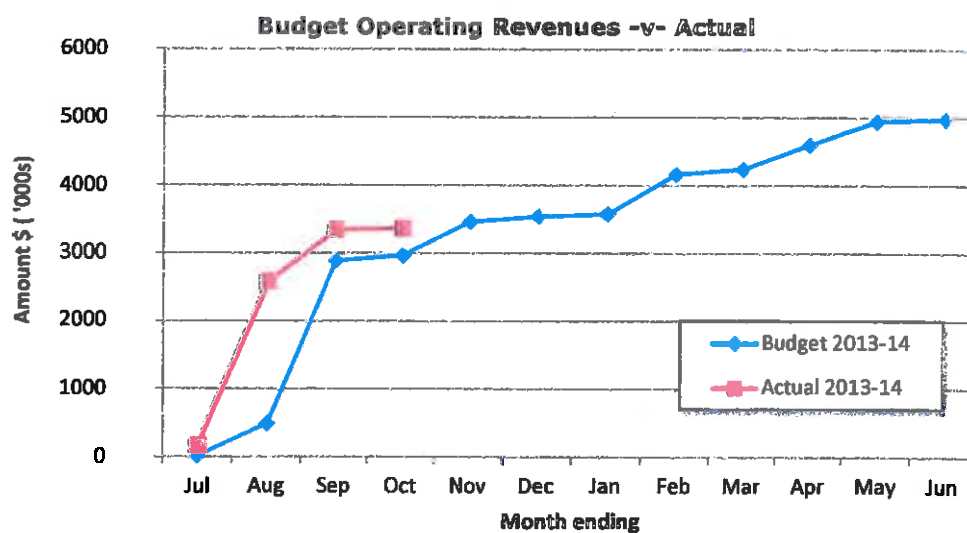
Private works operations, plant repairs and operations costs.

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 2 - Graphical Representation - Source Statement of Financial Activity



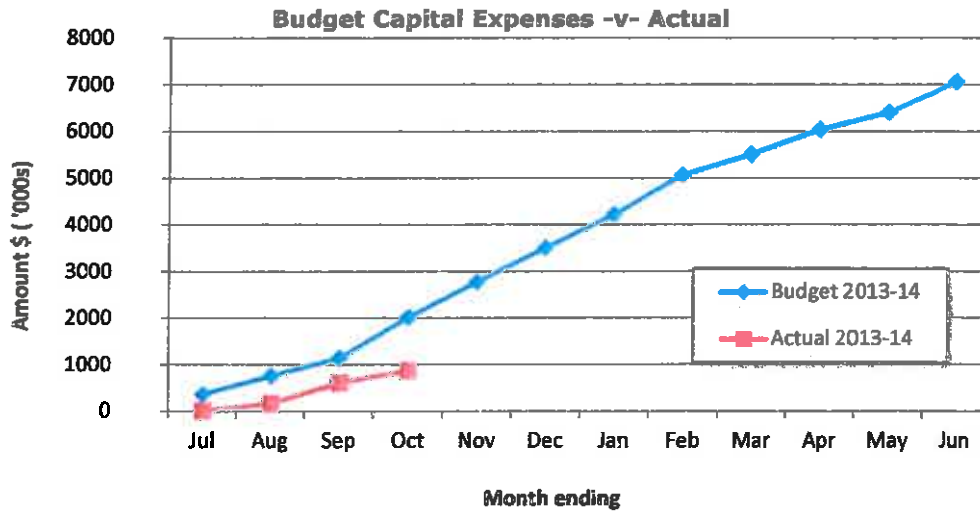
Comments/Notes - Operating Expenses



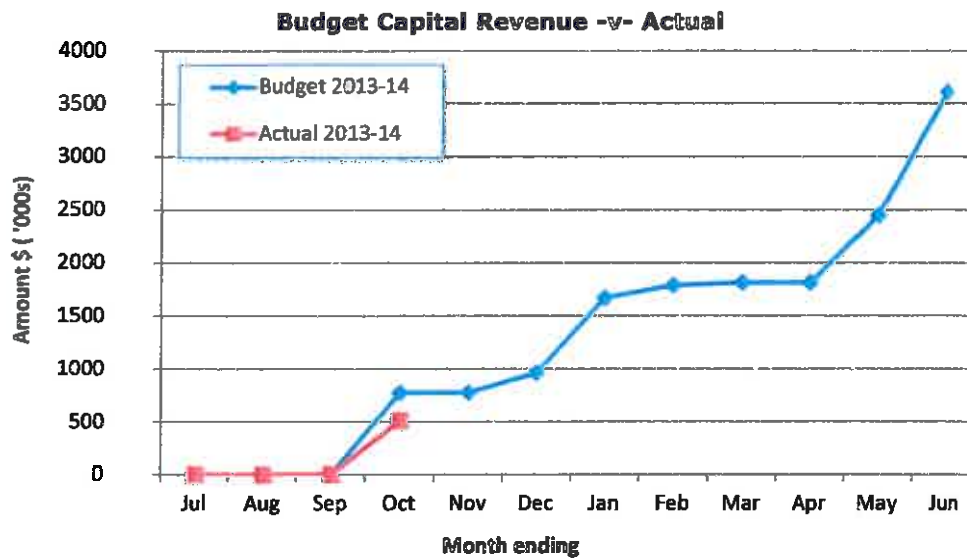
Comments/Notes - Operating Revenues

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

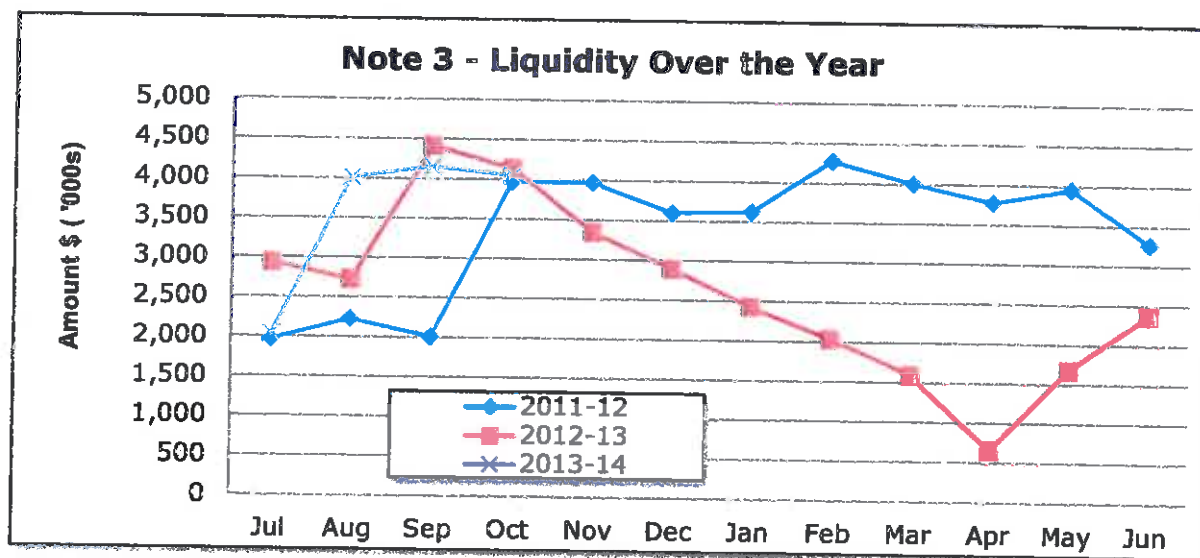


Comments/Notes - Capital Revenues

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31st Oct 2013	30th June 2013	YTD 31st Oct 2012
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,779,735	2,518,864	1,765,774
Cash Restricted	4	2,530,972	2,530,972	2,524,803
Receivables - Rates	6	1,585,780	770,454	2,049,042
Receivables -Other	6	631,509	273,467	1,220,470
Provision for Doubtful Debts		(581,962)	(581,962)	(280,000)
Inventories		(6,193)	10,636	13,733
		6,939,841	5,522,431	7,293,822
Less: Current Liabilities				
Payables		(352,788)	(611,555)	(622,792)
Provisions		(92,700)	(92,700)	(59,579)
		(445,488)	(704,255)	(682,371)
Less: Cash Reserves	7	(2,530,972)	(2,530,974)	(2,524,803)
Add: Cash Backed Leave Provisions		92,700	92,700	59,579
Net Current Funding Position		4,056,081	2,379,902	4,146,227



Comments - Net Current Funding Position

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 4: CASH AND INVESTMENTS

- (a) **Cash Deposits**
Municipal Account
Cash Maximiser Account
Trust
Cash On Hand
- (b) **Term Deposits**
Municipal Investment
Reserves
- (c) **Other Investments**
N/A
- Total**

Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
Variable	946,910			946,910	NAB	Cheque Acc.
Variable	258,528			258,528	NAB	
Nil	74,297		2,570	2,570	NAB	Cheque Acc.
				74,297	N/A	On Hand
	1,500,000			1,500,000	NAB	Various
		2,530,972		2,530,972	NAB	Various
	2,779,735	2,530,972	2,570	5,313,277		
				0		

Comments/Notes - Investments

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Surplus/(Deficit) on Budget Adoption			\$	\$	\$	\$ 0
	Plant Reserve - amend error to opening balance		Non Cash Item			(141,763)	(141,763)
	Building Reserve - amend error to opening balance		Non Cash Item		141,763		0
Closing Funding Surplus (Deficit)				0	141,763	(141,763)	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 6: RECEIVABLES

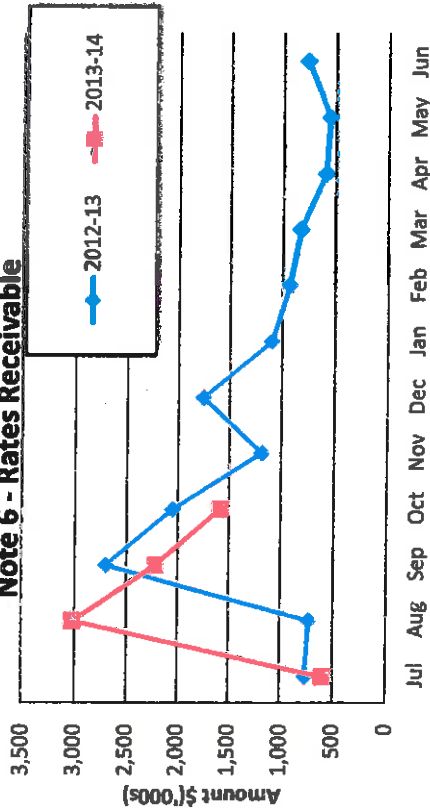
Receivables - Rates Receivable

Opening Arrears Previous Years
Levied this year
Less Collections to date
Equals Current Outstanding

Net Rates Collectable
% Collected

YTD 31st Oct 2013	YTD 30th June 2013
\$ 770,454	\$ 816,782
2,241,085	2,522,339
(1,425,759)	(2,568,667)
1,585,780	770,454
47.34%	76.93%

Note 6 - Rates Receivable



Comments/Notes - Receivables Rates

Receivables - General

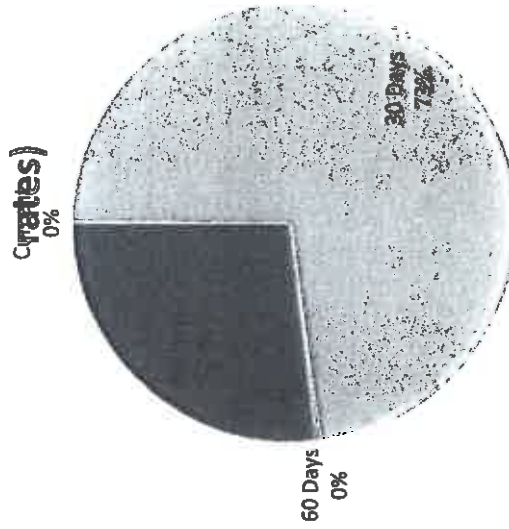
Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$ 531	\$ 458,474	\$ 1,225	\$ 171,279
			631,509

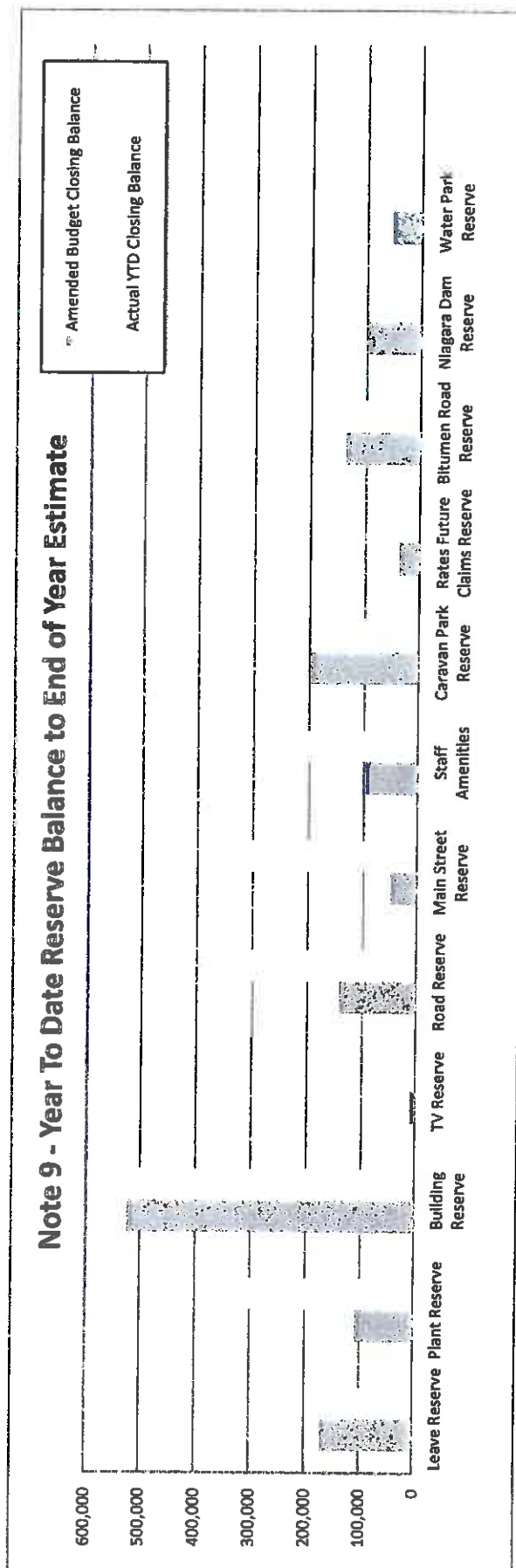
Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

41-6107

2013-14	Account Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	Leave Reserve	\$ 163,214	\$ 0	\$ 0	\$ 6,121	\$ 0	\$ 0	\$ 0		\$ 169,335	\$ 163,214
	Plant Reserve	361,429	0	0	113,554	0	(368,000)	0		106,983	361,429
	Building Reserve	503,192	0	0	18,860	0	0	0		522,052	503,192
	TV Reserve	8,688	0	0	326	0	0	0		9,014	8,688
	Road Reserve	376,946	0	0	14,135	0	(250,000)	0		141,081	376,946
	Main Street Reserve	381,980	0	0	14,324	0	(350,000)	0		46,304	381,980
	Staff Amenities	285,167	0	0	10,694	0	(200,000)	0		95,861	285,167
	Caravan Park Reserve	189,568	0	0	7,208	0	0	0		196,776	189,568
	Rates Future Claims Reserve	34,619	0	0	1,298	0	0	0		35,917	34,619
	Bitumen Road Reserve	131,527	0	0	4,932	0	0	0		136,459	131,527
	Niagara Dam Reserve	44,642	0	0	51,674	0	0	0		96,316	44,642
	Water Park Reserve	50,000	0	0	1,875	0	0	0		51,875	50,000
		2,530,972	0	0	245,001	0	(1,168,000)	0		1,607,973	2,530,972



Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note B: CAPITAL DISPOSALS AND ACQUISITIONS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Budget YTD 31st Oct 2013		
Cost	Accum. Depr.	Proceeds	Profit (Loss)		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
5,000	(390)	11,818	7,208	Plant and Equipment			
			0	Ford Territory	7,606	7,208	(398)
			0	Hino Dutro	15,000	0	(15,000)
			0	3 Axle Dolly	20,000	0	(20,000)
			0	Utility	8,000	0	(8,000)
			0	Utility	1,700	0	(1,700)
			0	Caterpillar Grader	(45,000)	0	45,000
5,000	(390)	11,818	7,208		7,306	7,208	(98)

Comments - Capital Disposal/Replacements

Comments	Summary Acquisitions	Amended Budget YTD 31st Oct 2013		
		Annual Budget	Actual	Variance
		\$	\$	\$
	Land and Buildings	1,794,000	153,118	(1,640,882)
	Plant and Equipment	521,500	34,329	(487,171)
	Furniture and Equipment	43,000	8,035	(34,965)
	Infrastructure - Roads	3,922,793	679,519	(3,243,274)
	Infrastructure - Other	500,000	0	(500,000)
	Capital Totals	6,781,293	875,001	(5,906,292)

Comments - Capital Acquisitions

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Buildings	Amended Budget YTD 31st Oct 2013		
		Budget	Actual	Variance
	Land	\$ 20,000	\$ 20,000	\$ 0
	Houses x 4	1,350,000	53,243	(1,296,757)
	Garage 40 Mercer Street	20,000	0	(20,000)
	Public Toilets - Menzies	75,000	72,500	(2,500)
	Public Toilets - Menzies Hall	160,000	0	(160,000)
	Floor Coverings for Hall	4,000	0	(4,000)
	Upgrade Old Post Office	150,000	7,375	(142,625)
	Upgrade Kitchen - Admin Building	15,000	0	(15,000)
	Capital Totals	1,794,000	153,118	(1,640,882)

Comments	Plant & Equipment	Amended Budget YTD 31st Oct 2013		
		Budget	Actual	Variance (Under)Over
	Comm Dev Vehicle	\$ 24,000	\$ 0	\$ (24,000)
	Grader	360,000	0	(360,000)
	Workshop Hoist	9,000	0	(9,000)
	Utility 1 - Motor Vehicle	40,000	0	(40,000)
	Utility 2- Motor Vehicle	48,500	0	(48,500)
	DCEO Vehicle	40,000	34,329	(5,671)
	Capital Totals	521,500	34,329	(487,171)

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Furniture & Equipment	Amended Budget YTD 31st Oct 2013		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Chambers - Table & Sideboard	15,000	0	(15,000)
	Fridge & Dishwasher	3,000	0	(3,000)
	Defibulator	3,000	0	(3,000)
	Computer Equipment CRC	10,000	8,035	(1,965)
	Upgrade Security Locks	12,000	0	(12,000)
	Capital Totals	43,000	8,035	(34,965)

Comments	Roads	Amended Budget YTD 31st Oct 2013		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Menzies Northwest - improve alignments and seal	220,710	0	(220,710)
	Menzies Northwest - instal culverts & drainage	350,000	155,233	(194,767)
	Menzies Northwest - upgrade seal	1,000,000	0	(1,000,000)
	Menzies Northwest - improve alignments and seal	129,250	0	(129,250)
	Evanston-Menzies - drainage & sheet	352,682	395,739	43,057
	Yarri Road - Impr drain/sheet	133,723	116,247	(17,476)
	Menzies Northwest - improve alignments and seal RTR	495,307	0	(495,307)
	Tjuntjuntjorra Access Road - R2R	340,000	0	(340,000)
	Town Street - kerbing	100,000	0	(100,000)
	Town Streets - Footpaths	92,550	0	(92,550)
	Tjuntjuntjorra Access Road - improvements & sheeting	217,508	0	(217,508)
	Mount Menzies access road	10,000	0	(10,000)
	Main Street Upgrade- Median Strip	350,000	0	(350,000)
	Yakadunia Road - RTR (carry over)	31,063	12,300	(18,763)
	Oak Valley Road RTR	80,000	0	(80,000)
	Traffic Counter - Lake Ballard	20,000	0	(20,000)
	Capital Totals	3,922,793	679,519	(3,243,274)

Comments	Other Infrastructure	Amended Budget YTD 31st Oct 2013		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Water Park - Menzies	450,000	0	(450,000)
	War Memorial Park Development	50,000	0	(50,000)
	Capital Totals	500,000	0	(500,000)

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 9: RATING INFORMATION											
RATE TYPE											
Differential General Rate											
Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$	
0.0652	30	198,484	12,941	(400)	0	12,541	12,334	0	0	12,334	
0.0225	18	1,066,172	23,989	0	0	23,989	23,989	0	0	23,989	
0.0225	0	0	0	0	0	0	0	0	0	0	
0.1268	849	16,963,688	2,150,996	(17,981)	0	2,133,015	2,114,126	7,540	0	2,121,666	
	897	18,228,344	2,187,926	(18,381)	0	2,169,545	2,150,449	7,540	0	2,157,989	
Sub-Totals											
Minimum Rates											
200	243	39,796	48,600	(5,252)	0	43,348	51,000	0	0	51,000	
220	8	26,284	1,760	0	0	1,760	24,400	0	0	24,400	
200	122	334,980	24,400	(2,532)	0	21,868	1,760	0	0	1,760	
220	550	419,836	121,000	(2,918)	0	118,082	122,540	0	0	122,540	
	923	820,896	195,760	(10,702)	0	185,058	199,700	0	0	199,700	
Sub-Totals											
Write offs											
Totals											
										2,357,689	
										(100,000)	
										2,257,689	

Comments - Rating Information

All land except exempt land in the Shire of Menzies is rated according to its Gross Rental Value (GRV) in town sites or Unimproved Value (UV) in the remainder of the Shire.

The differential rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-13	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Housing								
Loan 17 - Teacher's Units	32,141	0	0	30,000	0	2,141	0	1,750
	32,141	0	0	30,000	0	2,141	0	1,750

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2013-14 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status Received Not Received
		(Y/N)	\$	\$	\$	\$	\$
GENERAL PURPOSE GRANTS							
1032010-Grants Commission	WALGGC	Y	914,812	0	914,812		692,012
1032020-Federal Roads	WALGGC	Y	342,924	0	342,924		257,660
HOUSING							
1091020-Staff Housing Grants	CLGF	Y	937,108	0		937,108	438,000
LAW, ORDER, PUBLIC SAFETY							
1051010-Fire Prevention Grant	DFES	Y	2,000	0	2,000		2,000
COMMUNITY AMENITIES							
1107410-Other Community Amenities	Dept. of Reg. Develop.	Y	90,000	0	90,000		90,000
RECREATION AND CULTURE							
1113010-Menzies Water Park	CSRFF	Y	120,000	0		120,000	120,000
1111015-Toilets Hall	CLGF	N	160,000	0		160,000	160,000
1116010-Old Post Office	CLGF	N	150,000	0		150,000	150,000
1114015-SBS TV Digital	SBS	Y		21,465	21,465		0
TRANSPORT							
MRWA ROAD FUNDING							
1122102-Direct Grants	MRWA Direct	Y	136,935	0	136,935		0
1122140-Black Spot Grants	MRWA	Y	149,333	0	149,333		89,600
1122141-Yarri Rd - RRG	RRG	Y	86,667	0	86,667		0
1122142-Menzies NW - RRG	RRG	Y	86,667	0	86,667		52,000
1122116-Commodity Route	MRWA	Y	233,667	0	233,667		100
OTHER ROAD/STREETS GRANTS							
1122100-Menzies North - R2R	Building Program	Y	495,307	0		495,307	495,307
1122101-Tjun Access Indig - R2R	Building Program	Y	340,000	0		340,000	340,000
1122125-Oak Valley Rd R2R	Building Program	Y	40,000	0		40,000	40,000
1122052-Other - Footpaths	Other	Y	22,183	0		22,183	22,183
ECONOMIC SERVICES							
1132020-Lake Ballard Marketing Plan	Lotterywest	Y	50,000	0	50,000		50,000
TOTALS			4,357,603	21,465	2,114,470	2,264,598	1,380,206
							2,998,862

Operating	881,098
Non-operating	499,108
	<u>1,380,206</u>

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st October 2013

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-Jul-13	Amount Received	Amount Paid	Closing Balance 31-Oct-13
Housing Bonds	\$ 2,600	\$ 0	\$ (30)	\$ 2,570
	2,600	0	(30)	2,570

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ending 31 October 2013

Note 13: MAJOR VARIANCES

Comments/Reason for Variance

13.1 OPERATING REVENUES

13.1.1 GOVERNANCE

13.1.2 GENERAL PURPOSE FUNDING

Some unbudgeted mines removed rating due to inactivity

13.1.3 LAW, ORDER AND PUBLIC SAFETY

13.1.4 HEALTH

13.1.5 HOUSING

13.1.6 COMMUNITY AMENITIES

Department of Regional Development Grant not yet received

13.1.7 RECREATION AND CULTURE

SBS Digital Grant Funds received that were budgeted in 2012-3 not in 2013-4

13.1.8 TRANSPORT

Budget timing issue - funding received from Main Roads WA and Regional Roads Group

13.1.9 ECONOMIC SERVICES

There is an increase in Caravan Park Charges and prepaid phone cards over amount budgeted

13.1.10 OTHER PROPERTY AND SERVICES

Unbudgeted Fuel Tax Credit and cancellation of old unpresented cheques credited to this account

13.2 OPERATING EXPENSE

13.2.1 GOVERNANCE

13.2.2 GENERAL PURPOSE FUNDING

13.2.3 LAW, ORDER AND PUBLIC SAFETY

Ranger expenses and wild dog control underspent

13.2.4 HEALTH

13.2.5 HOUSING

Budget timing issue on Housing Lease Payments

13.2.6 COMMUNITY AMENITIES

Budget underspent on Domestic Refuse

13.2.7 RECREATION AND CULTURE

Budget underspent - CI4601 - Water Park not yet constructed, some timing issues

13.2.8 TRANSPORT

13.2.9 ECONOMIC SERVICES

Budget underspent - timing issues such as Tjuntjuntjarra Holiday Programs and Cyclastic

13.2.10 OTHER PROPERTY AND SERVICES

E142100 CEO Salaries now included with Administration salaries

E143400 Depot maintenance includes salaries for Supervision/Management staff

E144203 Vehicle Registration and Insurance below budget - insurance not yet paid

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ending 31 October 2013

Note 13: MAJOR VARIANCES

Comments/Reason for Variance

13.1 OPERATING REVENUES

13.3 CAPITAL REVENUE

13.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS

I111015 CLF Grant - Toilets - hall and I116101 CLF Grant - Old Post Office -

It now appears likely that we will not receive 2012-13 CLGF funding as a result of changes to the funding program.

13.3.2 PROCEEDS FROM DISPOSAL OF ASSETS

Profit on sale of Ford Territory

13.3.3 PROCEEDS FROM NEW DEBENTURES

13.3.4 PROCEEDS FROM SALE OF INVESTMENT

13.3.5 PROCEEDS FROM ADVANCES

13.3.6 SELF-SUPPORTING LOAN PRINCIPAL

13.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

13.4 CAPITAL EXPENSES

13.4.2 LAND AND BUILDINGS

Budget timing issue

13.4.3 PLANT AND EQUIPMENT

13.4.4 FURNITURE AND EQUIPMENT

No expenditures have been made year-to-date

13.4.5 INFRASTRUCTURE ASSETS - ROADS

Several capital jobs have not been started

13.4.6 INFRASTRUCTURE ASSETS - OTHER

Work on CI14602 Water Park and CI24602 War Memorial Park have not yet begun

13.4.7 PURCHASES OF INVESTMENT

13.4.8 REPAYMENT OF DEBENTURES

13.4.9 ADVANCES TO COMMUNITY GROUPS

13.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)

Shire of Menzies
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ending 31 October 2013

Note 13: MAJOR VARIANCES

Comments/Reason for Variance

13.1 OPERATING REVENUES

13.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

13.5.1 RATE REVENUE

Shire of Menzies
Income Statement by Program (Detailed)
Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
Income				
I03 - General Purpose Funding revenue				
I031000 - Rating revenue				
I031001 - UV Rates Revenue - Mining	2,271,475.39	2,114,348.00	157,127.39	2,114,348.00
I031002 - UV Rates Revenue Other	22,948.31			
I031003 - UV Pastoral	25,748.87	23,988.00	1,760.87	23,988.00
I031010 - GRV Rates Residential	6,051.61	9,197.00	-3,145.39	9,197.00
I031011 - GRV Commercial	7,251.35	5,488.00	1,763.35	5,488.00
I031012 - GRV Vacant	43,419.18	53,528.00	-10,108.82	53,528.00
I031040 - Minimum Rates Raised				
I031041 - UV Mining	0.00	122,540.00	-122,540.00	122,540.00
I031042 - UV Other	0.00	26,840.00	-26,840.00	26,840.00
I031043 - UV Pastoral Mins	0.00	1,760.00	-1,760.00	1,760.00
Total I031040 - Minimum Rates Raised	0.00	151,140.00	-151,140.00	151,140.00
I031300 - Interim Rates				
I031301 - GRV Interim Rates	-1,913.44			
I031302 - UV Interim Mining Rates	-20,377.88	0.00	-20,377.88	0.00
Total I031300 - Interim Rates	-22,291.32	0.00	-22,291.32	0.00
I031310 - Rates Write offs	0.00	0.00	0.00	0.00
I031311 - Instalment Charges	12,681.42	1,332.00	11,349.42	4,000.00
I031312 - LG Penalty Interest	3,754.18	11,668.00	-7,913.82	35,000.00
I031321 - Legal Charges	0.00	252.00	-252.00	750.00
Total I031000 - Rating revenue	2,371,038.99	2,370,941.00	97.99	2,397,439.00
I032 - General Purpose Funding Other				
I032010 - WALGGC General Purpose Grant	222,799.75	228,703.00	-5,903.25	914,812.00
I032020 - WALGGC Local Roads Grant	85,264.00	85,731.00	-467.00	342,924.00
I032030 - ESL Penalty Interest	-902.63	168.00	-1,070.63	500.00
I032040 - Interest on Municipal Investmen	6,697.24	13,332.00	-6,634.76	40,000.00
I032042 - Interest on Reserve Investments	-3,059.04	31,668.00	-34,727.04	95,000.00
Total I032 - General Purpose Funding Other	310,799.32	359,602.00	-48,802.68	1,393,236.00
Total I03 - General Purpose Funding revenue	2,681,838.31	2,730,543.00	-48,704.69	3,790,675.00
I04 - Governance Revenue				
I042 - Other Governance Revenue				
I042010 - Governance Reimbursements	1,462.08	132.00	1,330.08	400.00
I042020 - Sale of History Books	2,195.31	668.00	1,527.31	2,000.00
I042021 - Sale of Souvenirs	108.99	332.00	-223.01	1,000.00
Total I042 - Other Governance Revenue	3,766.38	1,132.00	2,634.38	3,400.00
Total I04 - Governance Revenue	3,766.38	1,132.00	2,634.38	3,400.00
I05 - Law Order & Public Safety Reven				
I051 - Fire Prevention Revenue				

Shire of Menzies

Income Statement by Program (Detailed)

Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
I051010 · FESA Operating Grant	0.00	500.00	-500.00	2,000.00
I051015 · Other Revenue	0.00	332.00	-332.00	1,000.00
I051 · Fire Prevention Revenue - Other	4,000.00			
Total I051 · Fire Prevention Revenue	4,000.00	832.00	3,168.00	3,000.00
 I052 · Animal Control Revenue				
I052010 · Dog Registration Fees	63.63	68.00	-4.37	200.00
I052020 · Cat Registration Fees	18.18			
Total I052 · Animal Control Revenue	81.81	68.00	13.81	200.00
 Total I05 · Law Order & Public Safety Reven	4,081.81	900.00	3,181.81	3,200.00
 I07 · Health Revenue				
I072 · Health Administration Revenue				
I072010 · Septic Tank Application Fees	0.00	168.00	-168.00	500.00
Total I072 · Health Administration Revenue	0.00	168.00	-168.00	500.00
 Total I07 · Health Revenue	0.00	168.00	-168.00	500.00
 I09 · Housing Revenue				
I091 · Staff Housing Revenue				
I091010 · Staff Housing Rent Fees	4,940.00	3,032.00	1,908.00	9,100.00
I091020 · Staff Housing Grants	499,108.00	499,108.00	0.00	937,108.00
I091030 · Staff Housing Reimbursements	0.00	668.00	-668.00	2,000.00
I091031 · Staff Housing Other Revenue	0.00	168.00	-168.00	500.00
Total I091 · Staff Housing Revenue	504,048.00	502,976.00	1,072.00	948,708.00
 I092 · Other Housing				
I092010 · Other Housing Rental Fees	880.00	6,000.00	-5,120.00	18,000.00
I092020 · Dept of Housing Lease Teachers	14,364.48	10,000.00	4,364.48	30,000.00
Total I092 · Other Housing	15,244.48	16,000.00	-755.52	48,000.00
 Total I09 · Housing Revenue	519,292.48	518,976.00	316.48	996,708.00
 I10 · Community Amenities Revenue				
I101 · Sanitation Household				
I101010 · Rubbish Bins Fees	6,345.00	1,992.00	4,353.00	5,980.00
Total I101 · Sanitation Household	6,345.00	1,992.00	4,353.00	5,980.00
 I107 · Other Community Amenities				
I107410 · Grant Other Community Amenities	0.00	45,000.00	-45,000.00	90,000.00
I107420 · Sales Visitor Centre	336.83	0.00	336.83	0.00
Total I107 · Other Community Amenities	336.83	45,000.00	-44,663.17	90,000.00
 Total I10 · Community Amenities Revenue	6,681.83	46,992.00	-40,310.17	95,980.00

Shire of Menzies
Income Statement by Program (Detailed)
Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
I11 - Recreation & Culture Revenue				
I111 - Halls & Civic Centres				
I111010 - Hall Hire Fees	0.00	32.00	-32.00	100.00
I111015 - CLGF Grant - Toilets - Hall	0.00			160,000.00
I111020 - Hire Fees Chairs & Tables	0.00	16.00	-16.00	50.00
I111030 - Sale of Water (Hall Standpipe)	85.00	84.00	1.00	250.00
I113010 - Grant - Menzies Water Park	0.00			120,000.00
Total I111 - Halls & Civic Centres	85.00	132.00	-47.00	280,400.00
 I114 - Rebroadcasting Revenue				
I114015 - SBS TVDigital Service Subsidy	21,465.45			
Total I114 - Rebroadcasting Revenue	21,465.45			
 I115 - Community Resource Centre				
I115025 - Lady Shenton Sales Other	550.82	668.00	-117.18	2,000.00
I115026 - Lady Shenton Sales Refreshments	387.30	0.00	387.30	0.00
I115027 - Post Office Sales	2,470.41	5,000.00	-2,529.59	15,000.00
Total I115 - Community Resource Centre	3,408.53	5,668.00	-2,259.47	17,000.00
 I116 - Heritage Programs - Revenue				
I116010 - CLGF Grant - Old Post Office	0.00			150,000.00
Total I116 - Heritage Programs - Revenue	0.00			150,000.00
 I117 - Museums & Memorials Revenue				
I117100 - War Memorial Grant	0.00	0.00	0.00	0.00
I117101 - War Memorial Other Revenue	0.00	0.00	0.00	0.00
Total I117 - Museums & Memorials Revenue	0.00	0.00	0.00	0.00
 Total I11 - Recreation & Culture Revenue	24,958.98	5,800.00	19,158.98	447,400.00
 I12 - Transport Revenue				
I122 - Roads, Streets & Depot Revenue				
I122051 - Other Grants Evanston Menzies	0.00	0.00	0.00	0.00
I122052 - Other Grants Capital	0.00	0.00	0.00	22,183.00
I122054 - Other Grants Menzies North	0.00	0.00	0.00	0.00
I122100 - Grant Menzies North R2R	0.00	0.00	0.00	495,307.00
I122101 - Tjun Access Indigenous Access	0.00	275,000.00	-275,000.00	340,000.00
I122102 - MRWA Direct Grant	136,935.00	136,935.00	0.00	136,935.00
I122103 - MRWA - Subsidies	0.00	0.00	0.00	0.00
I122110 - MRWA Comm. Route Grant Pinjin R	0.00	0.00	0.00	0.00
I122112 - MRWA Comm. Route Riverina Snake	0.00	0.00	0.00	0.00
I122113 - MRWA Comm. Route Trainers Rock	0.00	0.00	0.00	0.00
I122114 - MRWA Comm. Route Mt Ida Road	0.00	0.00	0.00	0.00
I122115 - MRWA Comm. Route Pennivale Rd	0.00	0.00	0.00	0.00
I122116 - MWRA Comm.Route Evanston/Menzie	233,567.00			233,667.00
I122125 - Oak Valley Road RTR	0.00			40,000.00

Shire of Menzies
Income Statement by Program (Detailed)
Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
I122140 · Evanston Menzies MRWA	59,733.00	0.00	59,733.00	149,333.00
I122141 · Yarri Road RRG	86,667.00			86,667.00
I122142 · Menzies North West RRG	34,667.00			86,667.00
I122300 · Profit on Sale of Assets	0.00	0.00	0.00	0.00
Total I122 · Roads, Streets & Depot Revenue	551,569.00	411,935.00	139,634.00	1,590,759.00
Total I12 · Transport Revenue	551,569.00	411,935.00	139,634.00	1,590,759.00
I13 · Economic Services Revenue				
I132 · Tourism & Area Promotion Revenue				
I132010 · Grants Caravan Park	73.64	0.00	73.64	0.00
I132020 · Grants Tourism	0.00	0.00	0.00	50,000.00
I132030 · Tourism Reimbursements	4,009.00	168.00	3,841.00	500.00
I132031 · Tourism Lease Income	4,544.48	4,268.00	276.48	12,800.00
I132032 · Tourism Communication Income	5,397.14	3,332.00	2,065.14	10,000.00
I132033 · Tourism Other Income	451.72	668.00	-216.28	2,000.00
I132034 · Caravan Park Charges	28,636.85	16,668.00	11,968.85	50,000.00
Total I132 · Tourism & Area Promotion Revenue	43,112.83	25,104.00	18,008.83	125,300.00
I133 · Building Control				
I133010 · Building Licence Fees	755.05	4,000.00	-3,244.95	12,000.00
Total I133 · Building Control	755.05	4,000.00	-3,244.95	12,000.00
I139 · Tjuntjun Deveop. Revenue				
I139020 · Tjuntjuntjarra Reimbursements	0.00	0.00	0.00	0.00
Total I139 · Tjuntjun Deveop. Revenue	0.00	0.00	0.00	0.00
Total I13 · Economic Services Revenue	43,867.88	29,104.00	14,763.88	137,300.00
I14 · Other Property & Services Revenue				
I141 · Private Works Revenue				
I141010 · Private Works Fees	0.00	1,668.00	-1,668.00	5,000.00
Total I141 · Private Works Revenue	0.00	1,668.00	-1,668.00	5,000.00
I142 · Administration Revenue				
I142010 · Admin Reimbursements Staff	49.00	0.00	49.00	0.00
I142020 · Admin Insurance Reimbursements	11,298.31	1,168.00	10,130.31	3,500.00
I142040 · Admin Reimbursements General	5,170.64	668.00	4,502.64	2,000.00
I142050 · Profit on Sale of Assets	7,208.60	0.00	7,208.60	7,606.00
I142999 · Suspence Revenue	0.00			
Total I142 · Administration Revenue	23,726.55	1,836.00	21,890.55	13,106.00
I144 · Plant Operation Revenue				
I144010 · Plant Operations Reimbursements	16,238.82	6,000.00	10,238.82	18,000.00
I144600 · Profit on Sale of Assets	0.00	0.00	0.00	44,700.00
Total I144 · Plant Operation Revenue	16,238.82	6,000.00	10,238.82	62,700.00

Shire of Menzies
Income Statement by Program (Detailed)
Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
I147 · Unclassified Reveue				
I147020 · Profit on Sale of Land	0.00	0.00	0.00	0.00
Total I147 · Unclassified Reveue	0.00	0.00	0.00	0.00
Total I14 · Other Property & Services Reve	39,965.37	9,504.00	30,461.37	80,806.00
Total Income	3,876,022.04	3,755,054.00	120,968.04	7,146,728.00
Expense				
66000 · Payroll Expenses	0.00			
E03 · General Purpose Funding Expense				
E031 · GPF Rates Expenditure				
E031010 · Rates Written Off	1,315.57	20,000.00	-18,684.43	100,000.00
E031020 · Account enquiry	0.00	832.00	-832.00	2,500.00
E031040 · Printing Expenses Rates	0.00	1,000.00	-1,000.00	1,000.00
E031050 · Debt Collection Expenses	0.00	0.00	0.00	7,500.00
E031090 · Rates Wages Allocation	0.00	0.00	0.00	0.00
E031100 · Valuation expenses	1,249.60	1,668.00	-418.40	5,000.00
E031101 · Title Searches	1,217.80	0.00	1,217.80	5,000.00
E031800 · Rates Admin Allocated	64,099.65	51,952.00	12,147.65	155,854.00
Total E031 · GPF Rates Expenditure	67,882.62	75,452.00	-7,569.38	276,854.00
Total E03 · General Purpose Funding Expense	67,882.62	75,452.00	-7,569.38	276,854.00
E04 · Governance				
E041 · Governance Expenses Members				
E041010 · Members Subscriptions	0.00	1,000.00	-1,000.00	3,000.00
E041020 · Members Printing	0.00	0.00	0.00	0.00
E041030 · Members Donations	0.00	6,668.00	-6,668.00	20,000.00
E041031 · Members Advertising	0.00	0.00	0.00	0.00
E041032 · Members Meeting Expenses	19,115.15	28,332.00	-9,216.85	85,000.00
E041033 · Members Communication Allowance	552.63	1,668.00	-1,115.37	5,000.00
E041034 · President's Allowance	2,750.01	4,000.00	-1,249.99	12,000.00
E041035 · Deputy President's Allowance	0.00	1,000.00	-1,000.00	3,000.00
E041037 · Refreshments & Functions	1,259.31	2,000.00	-740.69	6,000.00
E041038 · Members Conference Expenses	592.73	2,668.00	-2,075.27	8,000.00
E041040 · Travel Allowance	6,380.47	5,000.00	1,380.47	15,000.00
E041045 · Election Expenses	0.00	0.00	0.00	15,000.00
E041298 · Depreciation on Fixed Assets	431.33	504.00	-72.67	1,516.00
E041800 · Admin Allocated	54,484.70	44,160.00	10,324.70	132,476.00
Total E041 · Governance Expenses Members	85,566.33	97,000.00	-11,433.67	305,992.00
E042 · Other Governance Expenses				
E042010 · Admin Salaries	0.00	0.00	0.00	0.00
E042020 · Admin Travel Expenses	428.18	1,000.00	-571.82	3,000.00
E042021 · Vehicle Expenses	0.00	0.00	0.00	0.00

Shire of Menzies
Income Statement by Program (Detailed)
Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E042022 · Printing & Stationery	0.00	668.00	-668.00	2,000.00
E042023 · Office Maintenance	0.00	0.00	0.00	0.00
E042024 · Legal Expenses	1,459.65	4,000.00	-2,540.35	12,000.00
E042025 · Subscriptions	18,606.16	13,332.00	5,274.16	40,000.00
E042026 · Advertising	3,519.06	1,668.00	1,851.06	5,000.00
E042027 · Meeting Expenses	155.33	668.00	-512.67	2,000.00
E042028 · Refreshments	567.20	3,332.00	-2,764.80	10,000.00
E042029 · Communication	0.00	2,668.00	-2,668.00	8,000.00
E042030 · Records Management	4,293.96	7,332.00	-3,038.04	22,000.00
E042040 · Bad and Doubtful Debts	0.00	332.00	-332.00	1,000.00
E042070 · Other Expenses	13,814.09	6,668.00	7,146.09	20,000.00
E042298 · Depreciation FA	0.00	0.00	0.00	0.00
Total E042 · Other Governance Expenses	42,843.63	41,668.00	1,175.63	125,000.00
Total E04 · Governance	128,409.96	138,668.00	-10,258.04	430,992.00
E05 · Law Order & Public Safety Expen				
E051 · Fire Prevention Expenses				
E051010 · Fire Advertising	0.00	1,000.00	-1,000.00	3,000.00
E051011 · Utilities	193.44	1,000.00	-806.56	3,000.00
E051020 · Fire Fighting Expenses	5,084.98	6,252.00	-1,167.02	18,755.00
E051030 · ESL Levy Council Property	60.00	168.00	-108.00	500.00
E051298 · Depreciation FA	101.10			
E051800 · Admin Allocated	6,409.97	5,196.00	1,213.97	15,585.00
Total E051 · Fire Prevention Expenses	11,849.49	13,616.00	-1,766.51	40,840.00
E052 · Animal Control Expenses				
E052010 · Ranger Consultant	2,604.55	1,668.00	936.55	5,000.00
E052011 · Donations & Contributions	0.00	0.00	0.00	0.00
E052012 · Wild Dog Control	0.00	6,668.00	-6,668.00	20,000.00
E052030 · Ranger Expenses	817.00	5,000.00	-4,183.00	15,000.00
E052800 · Admin Allocated	4,807.47	3,896.00	911.47	11,689.00
Total E052 · Animal Control Expenses	8,229.02	17,232.00	-9,002.98	51,689.00
E053 · Emergency Services Expenses				
E053010 · Emergency Services Utilities	0.00	0.00	0.00	0.00
E053020 · Emergency Services - Programs	315.98	332.00	-16.02	1,000.00
Total E053 · Emergency Services Expenses	315.98	332.00	-16.02	1,000.00
Total E05 · Law Order & Public Safety Expen	20,394.49	31,180.00	-10,785.51	93,529.00
E07 · Health Expenses				
E072 · Health Admin Expenses				
E072010 · EHO Contract	5,481.58	8,668.00	-3,186.42	26,000.00
E072800 · Admin Allocated	4,807.47	3,896.00	911.47	11,689.00
Total E072 · Health Admin Expenses	10,289.05	12,564.00	-2,274.95	37,689.00

Shire of Menzies
Income Statement by Program (Detailed)
Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E077 · Police Station Expenses				
E077010 · Police Station Costs	200.38	1,000.00	-799.62	3,000.00
Total E077 · Police Station Expenses	200.38	1,000.00	-799.62	3,000.00
Total E07 · Health Expenses	10,489.43	13,564.00	-3,074.57	40,689.00
E08 · Welfare & Education Expenses				
E087 · Welfare Expenses				
E087010 · Menzies School Donation	0.00	1,668.00	-1,668.00	5,000.00
E087020 · Collections Goldfields Care Don	0.00	3,332.00	-3,332.00	10,000.00
Total E087 · Welfare Expenses	0.00	5,000.00	-5,000.00	15,000.00
Total E08 · Welfare & Education Expenses	0.00	5,000.00	-5,000.00	15,000.00
E09 · Housing Expenses				
E091 · Staff Housing Expenses				
E091010 · Staff Housing Maintenance	41,760.47	31,884.00	9,876.47	95,655.00
E091050 · Furniture Non-Capital	0.00	3,332.00	-3,332.00	10,000.00
E091298 · Depreciation FA	25,864.36	26,872.00	-1,007.64	80,617.00
E091800 · Admin Allocated	16,024.91	12,988.00	3,036.91	38,963.00
E091900 · Less Housing Allocation	-66,042.48	-75,080.00	9,037.52	-225,235.00
Total E091 · Staff Housing Expenses	17,607.26	-4.00	17,611.26	0.00
E092 · Other Housing Expenses				
E092010 · Other Housing Maintenance	1,034.39	3,332.00	-2,297.61	10,000.00
E092020 · Housing Lease Payments	8,960.00	0.00	8,960.00	30,000.00
E092400 · Interest Paid on Loan 17	0.00	0.00	0.00	1,750.00
Total E092 · Other Housing Expenses	9,994.39	3,332.00	6,662.39	41,750.00
Total E09 · Housing Expenses	27,601.65	3,328.00	24,273.65	41,750.00
E10 · Community Amenities Expenses				
E101 · Sanitation Household Expenses				
E101010 · Domestic Refuse Expenses	5,330.13	15,792.00	-10,461.87	47,371.00
E101298 · Depreciation FA	505.48			
Total E101 · Sanitation Household Expenses	5,835.61	15,792.00	-9,956.39	47,371.00
E102 · Other Sanitation Expenses				
E102010 · Maintenance Tip Sites	19,942.31	19,016.00	926.31	57,044.00
E102020 · Litter Control	0.00	14,748.00	-14,748.00	44,240.00
Total E102 · Other Sanitation Expenses	19,942.31	33,764.00	-13,821.69	101,284.00
E106 · Town Planning Expenses				
E106010 · Town Planning Costs	2,101.00	13,332.00	-11,231.00	40,000.00
Total E106 · Town Planning Expenses	2,101.00	13,332.00	-11,231.00	40,000.00

Shire of Menzies
Income Statement by Program (Detailed)
Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E107 · Community Amenity Expenses				
E107020 · Public Toilets Menzies	3,612.33	5,000.00	-1,387.67	15,000.00
E107030 · Other Community Amenities	2,027.28	10,596.00	-8,568.72	31,788.00
E107031 · Public Toilets Kookynie	1,441.27	4,584.00	-3,142.73	13,750.00
E107040 · Post Office Goods for resale	198.06	0.00	198.06	0.00
E107298 · Depreciation FA	328.04			
Total E107 · Community Amenity Expenses	7,606.98	20,180.00	-12,573.02	60,538.00
Total E10 · Community Amenities Expenses	35,485.90	83,068.00	-47,582.10	249,193.00
E11 · Recreation & Culture Expenses				
E111 · Halls Expenses				
E111010 · Hall Maintenance	0.00	18,720.00	-18,720.00	56,161.00
Total E111 · Halls Expenses	0.00	18,720.00	-18,720.00	56,161.00
E113 · Recreation & Sport Expenses				
E113020 · Sports Courts Utilities	103.19	668.00	-564.81	2,000.00
E113030 · Other recreation Expenses	2,031.72	168.00	1,863.72	500.00
E113040 · Parks & Gardens	61,434.31	49,452.00	11,982.31	134,351.00
E113050 · BBQ Shelters	0.00	0.00	0.00	0.00
E113060 · Golf Club Expenses	0.00	2,800.00	-2,800.00	8,399.00
E113070 · Water Park Operations	0.00	9,068.00	-9,068.00	27,200.00
E113298 · Depreciation FA	12,516.07	9,064.00	3,452.07	27,188.00
E113800 · Admin Allocated	25,639.86	20,780.00	4,859.86	62,341.00
Total E113 · Recreation & Sport Expenses	101,725.15	92,000.00	9,725.15	261,979.00
E114 · Rebroadcasting Expenses				
E114010 · TV Radio Expenses	497.00	832.00	-335.00	2,500.00
Total E114 · Rebroadcasting Expenses	497.00	832.00	-335.00	2,500.00
E115 · Library Expenses				
E115010 · Library Training	0.00	668.00	-668.00	2,000.00
E115011 · Library Postage Freight	39.73	0.00	39.73	0.00
E115012 · Library Printing	0.00	332.00	-332.00	1,000.00
E115013 · Library Membership Fees	96.95	0.00	96.95	0.00
E115020 · Lady Shenton Wages	0.00	0.00	0.00	0.00
E115021 · Lady Shenton Employee Travel	0.00	0.00	0.00	0.00
E115022 · Lady Shenton Goods for Resale	-20.34	0.00	-20.34	0.00
E115023 · Lady Shenton Telephone Cards	0.00	0.00	0.00	0.00
E115024 · Lady Shenton Tours	0.00	0.00	0.00	0.00
E115800 · Admin Allocated	3,204.99	2,596.00	608.99	7,793.00
Total E115 · Library Expenses	3,321.33	3,596.00	-274.67	10,793.00
E116 · Heritage Expenses				
E116010 · Heritage Consultants	0.00	6,668.00	-6,668.00	20,000.00
E116020 · Heritage Utilities	0.00	416.00	-416.00	1,250.00

Shire of Menzies

Income Statement by Program (Detailed)

Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E116025 · Cemetery Maintenance	4,487.16	1,668.00	2,819.16	5,000.00
E116026 · Niagara Dam Wall - Review	0.00	8,332.00	-8,332.00	25,000.00
Total E116 · Heritage Expenses	4,487.16	17,084.00	-12,596.84	51,250.00
E117 · Museum Expenses				
E117010 · Museum Expenses	0.00	0.00	0.00	0.00
E117020 · Other Cultural Expenses	0.00	0.00	0.00	0.00
E117030 · ANZAC War Memorial Mtce	1,234.38	1,624.00	-389.62	4,868.00
E117031 · ANZAC War Memorial Utilities	34.94	0.00	34.94	0.00
Total E117 · Museum Expenses	1,269.32	1,624.00	-354.68	4,868.00
Total E11 · Recreation & Culture Expenses	111,299.96	133,856.00	-22,556.04	387,551.00
E12 · Transport Expenses				
E121 · Roads, Streets and Depot Expens				
E121010 · Road Maintenance	497,355.91	259,448.00	237,907.91	778,348.00
E121015 · Street Lighting	3,041.55	2,332.00	709.55	7,000.00
E121020 · Ablution Block Truck Bay Mtce	0.00	168.00	-168.00	500.00
E121030 · Footpaths & Kerbing Mtce	593.44	34,424.00	-33,830.56	103,273.00
E121031 · Street Trees and Watering	0.00	16,184.00	-16,184.00	48,550.00
E121040 · Main Street Development Non-Cap	0.00	4,168.00	-4,168.00	12,500.00
E121050 · Contract Grading	0.00	0.00	0.00	0.00
E121298 · Depreciation FA	367,320.28	486,896.00	-119,575.72	1,460,686.00
E121600 · Loss on disposal of Assets	0.00	0.00	0.00	45,000.00
E121800 · Admin Allocated	176,274.00	142,864.00	33,410.00	428,597.00
Total E121 · Roads, Streets and Depot Expens	1,044,585.18	946,484.00	98,101.18	2,884,454.00
E125 · Aerodromes				
E125010 · Menzies Airstrip Maintenance	0.00	8,452.00	-8,452.00	25,356.00
E125011 · Kookynie Airstrip Maintenance	0.00	668.00	-668.00	2,000.00
Total E125 · Aerodromes	0.00	9,120.00	-9,120.00	27,356.00
Total E12 · Transport Expenses	1,044,585.18	955,604.00	88,981.18	2,911,810.00
E13 · Economic Services Expenses				
E131 · Rural Services Expenses				
E131010 · Pest Control	0.00	3,332.00	-3,332.00	10,000.00
Total E131 · Rural Services Expenses	0.00	3,332.00	-3,332.00	10,000.00
E132 · Tourism & Area Promotion Expens				
E132012 · Blomax Maintenance Caravan Park	0.00	832.00	-832.00	2,500.00
E132014 · Community Dev Manager	0.00	26,668.00	-26,668.00	80,000.00
E132015 · CRC Salaries	22,970.84	29,784.00	-6,813.16	89,350.00
E132016 · CRC Superannuation	0.00	11,884.00	-11,884.00	35,657.00
E132020 · CRC Maintenance	9,483.58	7,200.00	2,283.58	19,597.00
E132021 · CRC Travel Expenses	0.00	332.00	-332.00	1,000.00
E132022 · CRC Postage & Freight	18.92	168.00	-149.08	500.00

Shire of Menzies

Income Statement by Program (Detailed)

Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E132023 · CRC Print & Stationery	2,184.38	1,400.00	784.38	4,200.00
E132024 · CRC Other Admin Expenses	59.98	168.00	-108.02	500.00
E132025 · CRC Membership Fees	163.64	168.00	-4.36	500.00
E132026 · CRC Computing Costs	1,189.23	1,668.00	-478.77	5,000.00
E132027 · CRC Furniture Non-Capital	0.00	1,668.00	-1,668.00	5,000.00
E132028 · CRC Purchase Goods for Resale	7,238.85	3,332.00	3,906.85	10,000.00
E132029 · CRC Marketing and Promotion	126.51	23,332.00	-23,205.49	70,000.00
E132031 · CRC Utilities	2,332.09	1,668.00	664.09	5,000.00
E132032 · CRC Refreshments	0.00	168.00	-168.00	500.00
E132033 · CRC Cleaning	3,308.24	4,504.00	-1,195.76	13,517.00
E132040 · Caravan Park Upgrade NON CAPITA	0.00	1,668.00	-1,668.00	5,000.00
E132041 · Tourism & Area Promotion	0.00	11,668.00	-11,668.00	35,000.00
E132043 · Enterprise development expense	0.00	6,668.00	-6,668.00	20,000.00
E132045 · Holiday Programs	136.36	6,668.00	-6,531.64	20,000.00
E132046 · Tourism Advertising	727.28	1,668.00	-940.72	5,000.00
E132047 · Golden Quest Vehicle Lease	3,408.36	4,268.00	-859.64	12,800.00
E132048 · Tourism Utilities	37.89	0.00	37.89	0.00
E132050 · Community Events	1,546.85	18,508.00	-16,961.15	55,524.00
E132055 · Railway Station Mtce	19,573.31	168.00	19,405.31	500.00
E132060 · Caravan Park Maintenance	86,786.30	44,968.00	41,818.30	130,907.00
E132070 · Other Tourism Expenses	32,569.55	4,392.00	28,177.55	13,178.00
E132071 · Old Butcher Shop Utilities	1,288.63	832.00	456.63	2,500.00
E132072 · Kookynie Info Bay	0.00	0.00	0.00	0.00
E132075 · Ularring Tourist Facility	0.00	332.00	-332.00	1,000.00
E132076 · Kookynie Walk Trail Mtce	0.00	668.00	-668.00	2,000.00
E132080 · Goongarrie Cottages Mtce	4,734.42	1,668.00	3,066.42	5,000.00
E132082 · Lake Ballard Mtce	6,234.27	10,364.00	-4,129.73	31,093.00
E132085 · Niagara Dam Mtce	12,715.46	7,212.00	5,503.46	21,630.00
E132090 · Menzies Awareness Day	0.00	1,332.00	-1,332.00	4,000.00
E132095 · Cyclclassic Expenses	154.55	36,668.00	-36,513.45	110,000.00
E132099 · Tourism Goldfields Network Expe	0.00	35,964.00	-35,964.00	107,892.00
E132298 · Depreciation FA	26,888.24	0.00	26,888.24	0.00
E132800 · Admin Allocated	54,484.69	44,160.00	10,324.69	132,476.00
Total E132 · Tourism & Area Promotion Exps	300,362.42	354,788.00	-54,425.58	1,058,321.00
E133 · Building Control Expenses				
E133010 · Building Surveyor Costs	5,047.38	4,168.00	879.38	12,500.00
E133015 · Other Building Control Costs	0.00	332.00	-332.00	1,000.00
E133800 · Admin Allocated	16,024.91	12,988.00	3,036.91	38,963.00
Total E133 · Building Control Expenses	21,072.29	17,488.00	3,584.29	52,463.00
E134 · Tjuntjuntjarra Expenditure				
E134010 · Tjuntjuntjarra Sculpture Course	7,000.00	7,000.00	0.00	21,000.00
E134020 · Tjuntjuntjarra Maintenance	0.00	0.00	0.00	0.00
E134021 · Tjuntjuntjarra Signage	0.00	0.00	0.00	0.00
E134022 · Tjuntjuntjarra Contractors	0.00	0.00	0.00	0.00
E134023 · Tjuntjuntjarra Consultants	0.00	1,668.00	-1,668.00	5,000.00

Shire of Menzies

Income Statement by Program (Detailed)

Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E134024 · Tjuntjuntjarra Holiday Programs	10,631.82	16,668.00	-6,036.18	50,000.00
E134025 · Tjuntjuntjarra Road Const. Trai	0.00	0.00	0.00	0.00
E134026 · Research Names Cemeteries Etc	0.00	10,000.00	-10,000.00	30,000.00
E134027 · Tjuntjuntjarra Football Carniva	0.00	5,000.00	-5,000.00	15,000.00
E134800 · Admin Allocated	32,049.81	25,976.00	6,073.81	77,927.00
Total E134 · Tjuntjuntjarra Expenditure	49,681.63	66,312.00	-16,630.37	198,927.00
E135 · Gas Depot Expenses				
E135010 · Gas Depot Mtce	0.00	0.00	0.00	0.00
E135012 · Gas Purchase for Resale	0.00	0.00	0.00	0.00
Total E135 · Gas Depot Expenses	0.00	0.00	0.00	0.00
Total E13 · Economic Services Expenses	371,116.34	441,920.00	-70,803.66	1,319,711.00
E14 · Other Property & Services Expen				
E141 · Private Works Expenditure				
E141010 · Private Works Expense	0.00	1,336.00	-1,336.00	4,000.00
Total E141 · Private Works Expenditure	0.00	1,336.00	-1,336.00	4,000.00
E142 · Administration Expenses				
E142100 · CEO's Office Wages	11,153.76	0.00	11,153.76	0.00
E142101 · CEO's Office Super Other	0.00	0.00	0.00	0.00
E142102 · CEO's Office Super Occupational	0.00	0.00	0.00	0.00
E142103 · CEO's Office Allowances	0.00	0.00	0.00	0.00
E142104 · CEO's Office FBT	0.00	2,500.00	-2,500.00	7,500.00
E142105 · CEO's Office Consultants	0.00	0.00	0.00	0.00
E142116 · Occ. Health & Safety Consultant	1,240.00			
E142200 · Bank Charges	834.09	1,332.00	-497.91	4,000.00
E142201 · Office Maintenance	34,991.44	30,232.00	4,759.44	82,700.00
E142202 · Postage and Freight	1,160.35	1,000.00	160.35	3,000.00
E142203 · Printing & Stationery	14,657.42	9,168.00	5,489.42	27,500.00
E142204 · Other Admin Expenses	2,192.11	2,832.00	-639.89	8,500.00
E142298 · Depreciation FA	17,313.49	13,396.00	3,917.49	40,186.00
E142300 · Admin Salaries	152,694.36	171,000.00	-18,305.64	513,000.00
E142301 · Admin Superannuation Other	18,761.94	13,640.00	5,121.94	40,915.00
E142302 · Admin Superannuation Occupation	22,922.64	15,840.00	7,082.64	47,514.00
E142303 · Admin Annual Leave	15,873.03	4,000.00	11,873.03	12,000.00
E142304 · Admin Allowances	5,412.61	4,000.00	1,412.61	12,000.00
E142305 · Admin Sick Leave	1,632.13	1,668.00	-35.87	5,000.00
E142307 · Admin Uniforms	48.90	1,400.00	-1,351.10	4,200.00
E142308 · Admin Other Employment Costs	0.00	332.00	-332.00	1,000.00
E142309 · Admin Travel Costs	452.64	668.00	-215.36	2,000.00
E142310 · Admin FBT	13,483.91	5,000.00	8,483.91	15,000.00
E142311 · Admin Toil Accrual	4,581.22			
E142400 · Insurance	111,242.27	62,000.00	49,242.27	62,000.00
E142401 · Professional Development Study	1,074.73	668.00	406.73	2,000.00
E142402 · Professional Development Subs	0.00	332.00	-332.00	1,000.00

Shire of Menzies

Income Statement by Program (Detailed)

Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E142403 · Professional Development Traini	3,694.03	2,332.00	1,362.03	7,000.00
E142404 · Recruitment Advertising	1,192.49	1,332.00	-139.51	4,000.00
E142405 · Recruitment Relocation	1,861.61	2,000.00	-138.39	6,000.00
E142406 · Recruitment Medicals	-60.09	168.00	-228.09	500.00
E142500 · Loss on Disposals	0.00	0.00	0.00	0.00
E142505 · Vehicle Expenses	3,642.06	9,856.00	-6,213.94	29,571.00
E142600 · Audit Fees	20,971.58	10,000.00	10,971.58	30,000.00
E142601 · Legal Expenses	1,092.04	4,000.00	-2,907.96	12,000.00
E142602 · Membership fees	864.73	2,000.00	-1,135.27	6,000.00
E142603 · Contractors	1,275.00	0.00	1,275.00	0.00
E142604 · Consultants	26,242.30	44,876.00	-18,633.70	134,626.00
E142605 · Accounting Services	30,916.84	30,000.00	916.84	90,000.00
E142606 · Computing Costs	11,174.02	6,000.00	5,174.02	18,000.00
E142607 · Newspapers & Periodicals	224.18	500.00	-275.82	1,500.00
E142608 · Advertising General	1,657.52	1,332.00	325.52	4,000.00
E142609 · Meeting Expenses	0.00	84.00	-84.00	250.00
E142610 · Phone/Mobile	18,755.90	8,668.00	10,087.90	26,000.00
E142611 · Internet	1,772.73	5,000.00	-3,227.27	15,000.00
E142612 · Utilities	11,147.49	6,712.00	4,435.49	20,139.00
E142613 · Procurement Consult. Serv. WALG	0.00	732.00	-732.00	2,200.00
E142614 · Occ. Health & Safety Membership	0.00	168.00	-168.00	500.00
E142615 · Occ. Health & Safety Insurance	35,945.15	35,000.00	945.15	35,000.00
E142616 · Occ Health & Safety Consultants	31.60	0.00	31.60	0.00
E142617 · Staff Housing Allocated	36,430.48	50,080.00	-13,649.52	150,235.00
E142620 · Upgrade Shire Websites	0.00	5,000.00	-5,000.00	15,000.00
E142625 · Valuation of Assets (Fair Value	0.00	13,332.00	-13,332.00	40,000.00
E142700 · Plant & Equip. Non-Capital	0.00	3,332.00	-3,332.00	10,000.00
E142701 · Furniture & Equip. Non-Capital	441.66	3,332.00	-2,890.34	10,000.00
E142800 · Less Admin Allocated to Other P	-640,996.36	-519,512.00	-121,484.36	-1,558,536.00
Total E142 · Administration Expenses	0.00	67,332.00	-67,332.00	0.00
E143 · Public Works Overheads Expenses				
E143010 · Supervision Wages	70,223.10	77,940.00	-7,716.90	233,814.00
E143011 · Superannuation Other	1,129.94	36,668.00	-35,538.06	110,000.00
E143012 · Superannuation Occ.	18,586.41	20,000.00	-1,413.59	60,000.00
E143013 · Annual Leave	15,826.83	14,200.00	1,626.83	42,600.00
E143014 · Allowances	13,043.96	19,616.00	-6,572.04	58,842.00
E143015 · Personal Leave	4,824.07	12,084.00	-7,259.93	36,256.00
E143020 · Protective Clothing	8.18	2,500.00	-2,491.82	7,500.00
E143021 · Meeting Expenses	1,314.43	4,000.00	-2,685.57	12,000.00
E143022 · Telephone	1,936.34	1,332.00	604.34	4,000.00
E143023 · Utilities	709.70	1,332.00	-622.30	4,000.00
E143025 · Other PWOH Expenses	3,632.24	2,668.00	964.24	8,000.00
E143026 · Recruitment Expenses	0.00	668.00	-668.00	2,000.00
E143298 · Depreciation FA	2,044.17	3,168.00	-1,123.83	9,498.00
E143400 · Depot Mtce	30,716.46	22,880.00	7,836.46	68,638.00
E143417 · Public Holidays	3,486.73			
E143500 · Staff Housing Allocated	29,612.00	25,000.00	4,612.00	75,000.00

Shire of Menzies

Income Statement by Program (Detailed)

Period July 1, 2013 to October 31, 2013

	Jul - Oct 13	Budget	\$ Over Budget	Annual Budget
E143800 · Admin Allocated	144,224.18	116,892.00	27,332.18	350,671.00
E143900 · Less PWOH Allocated	-359,892.20	-360,940.00	1,047.80	-1,082,819.00
Total E143 · Public Works Overheads Expenses	-18,573.46	8.00	-18,581.46	0.00
E144 · Plant Operating Costs				
E144200 · Other Plant Costs	9,515.64	10,000.00	-484.36	30,000.00
E144201 · Fuels & Oils	76,378.81	83,332.00	-6,953.19	250,000.00
E144202 · Tyres and Tubes	9,410.72	48,000.00	-38,589.28	144,000.00
E144203 · Vehicle Registrations	28,550.02	37,332.00	-8,781.98	40,000.00
E144204 · Parts & Repairs	115,754.02	84,000.00	31,754.02	252,000.00
E144298 · Depreciation FA	69,051.09	62,788.00	6,263.09	188,362.00
E144800 · Admin Allocated	38,459.75	31,172.00	7,287.75	93,512.00
E144900 · Less Plant Costs Allocated	-284,983.94	-332,624.00	47,640.06	-997,874.00
Total E144 · Plant Operating Costs	62,136.11	24,000.00	38,136.11	0.00
E146 · Gross Salaries and Wages				
E146010 · Gross Salaries and Wages Expens	530,663.64	487,920.00	42,743.64	1,463,760.00
E146011 · Workers Compensation Paid	891.00			
E146200 · Less Gross Salaries & Wages All	-530,663.75	-487,920.00	-42,743.75	-1,463,760.00
Total E146 · Gross Salaries and Wages	890.89	0.00	890.89	0.00
Total E14 · Other Property & Services Expen	44,453.54	92,676.00	-48,222.46	4,000.00
Total Expense	1,861,719.07	1,974,316.00	-112,596.93	5,771,079.00
Net Income	2,014,302.97	1,780,738.00	233,564.97	1,375,649.00

12. REPORTS OF COMMITTEES AND OFFICERS

12.2 FINANCE AND ADMINISTRATION BUSINESS

12.2.2 LISTING OF PAYMENTS MADE IN OCTOBER 2013
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SUBMISSION TO:	Ordinary Meeting of Council 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	N/A
FILE REF:	ADM017
DISCLOSURE OF INTEREST:	The author has no interest in this item
DATE:	15 November 2013
AUTHOR:	Brooke Povah, Deputy Chief Executive Officer
SIGNATURE OF AUTHOR:	
SENIOR OFFICER:	Peter Crawford, Chief Executive Officer
SIGNATURE OF SENIOR OFFICER:	
PREVIOUS MEETING REFERENCE:	

ATTACHMENTS:

Attachment 12.2.2A: List of payments made to Creditors in October 2013

SUMMARY:

The list of payments made is required to be submitted to the Ordinary Meeting of Council.

BACKGROUND:

Payments have been made by both cheque payment and electronic funds 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 CEO and are now reported to Council for approval.

COMMENT:

Payments made in October 2013 include cheques numbered 9833 to 9854 and direct payments totalling \$618,292.13.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine local government policies; and

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Local Government (Financial Management) Regulation 13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for payment

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:

NO: 0447

Moved: Cr J Lee

Seconded: Cr I Tucker

That Council approves the payments identified in the list of payments made from the Shire of Menzies Municipal Bank account in October 2013 include cheques numbered 9833 to 9854 and direct payments totalling \$618,292.13.

10.33am

CARRIED: 7/0

Creditor Monthly Payments Detail Shire of Menzies

ATTACHMENT 12.2.2A

For the period:
1/10/2013 to 31/10/2013

The following schedule of accounts has been paid under delegation, by the Chief Executive Officer from 1/10/2013 to 31/10/2013. Cheques numbered from 009833 to 0009854 and Direct Transactions totalling \$ 618,292.13 submitted to each member of the Council on Thursday 28th November 2013 have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.

Date	Number	Payee	Details	Amount
01/10/2013	UHY 09 12		Welch Cheq Dishonoured (subsequently replaced)	259.88
04/10/2013		Payroll	Wages	42,334.90
04/10/2013	Debit	Goldfields Truck Power EFT	Socket Trailer 7 Pin	60.89
04/10/2013	Debit	NAB	Credit card payments	8,101.03
09/10/2013	Debit	Investec Asset Finance & leasing	Photocopy charges September 2013	2,731.31
11/10/2013	BP 14-33		Bank Fees and Charges Sept 2013 Cred Card, EFTPOS, Trans Fees	96.57
11/10/2013	BP 14-33		Bank Fees and Charges Sept 2013 Cred Card, EFTPOS, Trans Fees	78.14
14/10/2013		ACMA EFT	271594	164.00
14/10/2013		Air Liquide WA Pty Ltd EFT	Rental cyclinder fee Sept 2013	71.57
14/10/2013		Archivewise EFT	30 Archive boxes	132.00
14/10/2013		Beaurepairs EFT	Tyres	922.71
14/10/2013		Bennell, Chris EFT	Adjustment July meeting 13	450.00
14/10/2013		Bunnings EFT	Various Gardening supplies	393.39
14/10/2013		Cabcharge Australia Limited EFT	Vicki Pepper September 2013	81.57
14/10/2013		Coates Hire EFT	Water Cart hire	17,491.87
14/10/2013		Courier Australia EFT	S832570S	122.20
14/10/2013		Crawford Daphne EFT	Goods for Breakfast meeting with Macarthur Minerals	36.37
14/10/2013		Daimler Trucks Perth EFT	1 Service Kit	704.89
14/10/2013		Department of Housing EFT	Rent - Onslow and Wilson Streets	4,480.00
14/10/2013		E&MJ Rosher Pty Ltd EFT	Exhaust manifold and gasket	216.80
14/10/2013		Eagle Petroleum (WA) Pty Ltd EFT	Diesel fuel - Depot	12,387.55
14/10/2013		Forman Bros EFT	Pump out ezy dump point	1,842.50
14/10/2013		Goldfields Air Services EFT	Kalgoorlie - Tjuntjuntjara 25/09/13	4,910.00
14/10/2013		Goldfields Settlements EFT	Purchase of 21/23 Reid St and 22/24 Mercer St	16,570.26
14/10/2013		Goldfields Toyota EFT	1 Service Kit	172.85
14/10/2013		Goldfields Volkswagen EFT	Volkswagon Amorack (Included Bosston Canopy)	34,920.14
14/10/2013		Goldfields Voluntary Regional Org EFT	Contribution to the Goldfields Royal Show District Display 2013	2,607.00
14/10/2013		Goldline Distributors EFT	Supplies for community event	879.73
14/10/2013		Hampton Transport Services EFT	Food & Accommodation at Edjudina Station 9/7-22/7/2013	1,430.00
14/10/2013		In2balance EFT	Contribution to software	1,320.00
14/10/2013		Kalgoorlie-Boulder Visitor Centre EFT	Holiday planner 2013/14	400.00
14/10/2013		McKenna Pty Ltd EFT	Grader Hire Sept 2013	19,850.00
14/10/2013		Menzies Hotel EFT	Papers gas bottle	242.50
14/10/2013		Mitchell Niel EFT	Professional Service & Willi the Clockman	1,089.00
14/10/2013		Office National EFT	Service and travel - Copiers	1,044.03
14/10/2013		Onsite Rental Group EFT	Water Truck rental	1,181.59
14/10/2013		Paupiyala Tjarutja Aboriginal Council EFT	School Holiday Program July 2013	11,695.00
14/10/2013		Penns Cartage EFT	Navara engine	92.40
14/10/2013		Povah Brooke EFT	Accomodation reimbursement - Training UHYHN Oct 2013	377.40
14/10/2013		Purchase, Keith EFT	Adjustment for July meeting 2013	450.00
14/10/2013		RSM Bird Cameron EFT	Audit of Road 2 Recovery Program 2012-2013	944.90
14/10/2013		Shire of Menzies EFT	Stamps	21.80
14/10/2013		Statewest Group EFT	Air cpm, reppairs Mutcubishi Canter starter motor	11,009.07
14/10/2013		Stephen Carrick Architects EFT	Menzies Fmr Post Office	8,112.74
14/10/2013		WA Local Govt Association EFT	Annual subscription - Roman II	12,746.98
14/10/2013		Water Features by Design EFT	Material Payment Public Toilets	79,750.00
14/10/2013		WesTrac Pty Ltd EFT	Springs, hoses, Service Kit and Oil	3,644.24
14/10/2013	9833	BCITF	25 Walsh St Menzies	131.54
14/10/2013	9834	Countrywide Publications	Advertise your guide to Western Australia	400.00
14/10/2013	9835	Dwyer, Jill Cr	Adjustment for July meeting 13	450.00
14/10/2013	9836	Hobart Pathology	Clinical Chemistry DRGO Brooke Povah	152.90
14/10/2013	9837	Horizon Power	Streetlighting 1/9-30/9/13	683.92
14/10/2013	9838	Kenneth Watson	Refund on dead tenement Assessment 4523	131.69
14/10/2013	9839	Stationery Plus	Stationery September 2013	1,179.65
14/10/2013	9840	Telstra	Phone and internet charges	4,010.57
14/10/2013	9841	Water Corporation cr	Service charge 1/9-31/10/13	34.38
15/10/2013	Debit	Wright Express Australia Pty Ltd	Motor pass September 2013	684.79
15/10/2013	Debit	Westnet	Internet CRC	90.79
18/10/2013		Payroll	Wages	43,309.39
18/10/2013	UHY Oct 7		NAB connect fees	40.74
21/10/2013	9842	Australian Taxation Office EFT	overdue amount as at the 10/10/13	2.69
21/10/2013	9843	Cliffs Asia Pacific Iron Ore Pty Ltd	Refund on dead tenement assessment 3347	135.29
21/10/2013	9844	Dept of Transport & Licensing	Garbage truck	263.05
21/10/2013	9845	Dwyer, Greg Cr	July adjustment and September meeting	5,900.80
21/10/2013	9846	Dwyer, Jill Cr	September 2013	800.00
21/10/2013	9847	Jason Signmakers	Various Signs	1,364.00
21/10/2013	9848	McBrides Garden Centre & Landscaping	Polyriser, Arc Full Circle & low pressure pop up	195.03
21/10/2013	9849	Pivotel Satellite Pty Ltd	042419963/0424219964	160.00
21/10/2013	9850	Water Corporation cr	Water accounts	1,562.01

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22/10/2013		Beaurepairs EFT	Puncture Truck	37.97
22/10/2013		Bennell, Chris EFT	September Meeting 2013	800.00
22/10/2013		Bims Earthmoving EFT	Grader wet hire, side tipper, DeMob/Float Septembe 2013	62,865.00
22/10/2013		Blackwood Plant Hire EFT	Bulldozer Hire 1st to 30th September 2013	38,610.00
22/10/2013		Courier Australia EFT	S832570S	630.43
22/10/2013		Crawford Peter EFT	IPad and Accessories Communication Allowance	1,124.90
22/10/2013		Department of Housing EFT	Water accounts	59.38
22/10/2013		Fire and Emergency Services Authority EFT	2013/14 ESL	900.00
22/10/2013		Goldfields Locksmiths EFT	Restricted cut keys	81.92
22/10/2013		Goldfields Toyota EFT	Filters P0174	126.45
22/10/2013		Goldline Distributors EFT	Refreshments October 2013	218.45
22/10/2013		Helen Smith EFT	Set up documentation to comply with Dog act 1976 & cat act 2011	2,865.00
22/10/2013		JR & A Hersey EFT	Block & tackle	213.40
22/10/2013		Landgate EFT	Mining Tenement Schedule No M2013/8 & M2013/9	1,121.80
22/10/2013		LGIS Insurance Broking EFT	Personal Accident and Contract Wokers' insurance	10,276.15
22/10/2013		LGISWA EFT	Workers Compensation cover 30/6/13-30/6/2014 2nd installment	24,804.62
22/10/2013		McKenna Pty Ltd EFT	Floodway Malcolm Road	3,096.00
22/10/2013		Menzies Hotel EFT	Gas bottles	315.00
22/10/2013		Metro Count EFT	6V Welded Battery Pack	453.20
22/10/2013		Office National EFT	Chair & Display Pedstal	485.83
22/10/2013		Phil Symonds EFT	Travel to Menzies to look at a paint job	360.00
22/10/2013		Povah Brooke EFT	Cab fare Tower Hotel to airport after interview 22 Aug 13	18.25
22/10/2013		Psi Tech Pty Ltd EFT	Computers, printers and software	18,852.68
22/10/2013		Purchase, Keith EFT	September 2013	750.00
22/10/2013		Shire of Leonora Eft	Building and Health Reports	5,629.59
22/10/2013		Shire of Menzies EFT	Stamps	124.00
22/10/2013		Squire & Sanders AU EFT	perparation of an audit letter for financial year ending 30/06/2013	385.00
22/10/2013		Tucker, Ian Cr EFT	Meeting Fees	1,250.00
22/10/2013		UHY Haines Norton Pty Ltd EFT	Accounting fee Sept 2013	10,157.40
22/10/2013		WA Local Govt Association EFT	Manager Community Development	1,389.78
22/10/2013		WesTrac Pty Ltd EFT	Washers, seals, hoses, starter core	1,136.19
24/10/2013		Jones, Rosemary	Final pay	5,643.41
24/10/2013	9851	Dwyer, Jill Cr	Refund of Nomination Fees 13	80.00
24/10/2013	9852	Graham, Justin.EFT	Refund of Nomination fees 2013	80.00
24/10/2013	9853	Lee Justin EFT	Refund of Nomination Fees 2013	80.00
24/10/2013	9854	Mazza Jamie EFT	Refund of Nomination fees 2013	80.00
24/10/2013		Purchase, Keith EFT	Refund of Nomination fees 2013	80.00
24/10/2013		Tucker, Ian Cr EFT	Rfeund of Nomination Fees 13	80.00
28/10/2013		WA Local Govt Association EFT	Councils Connect Subscription 1st July 2013 to 30th June 2014	4,400.00
31/10/2013		Payroll	Wages	48,250.13
31/10/2013	UHY Oct 8		Account fees	75.20
				618,292.13

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.1	ADOPTION OF POLICY 3.6 INFORMATION TECHNOLOGY – ACCESS AND USE
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SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM 355
DISCLOSURE OF INTEREST:	None
DATE:	6 November 2013
AUTHOR:	Peter Crawford, Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

Attachment 12.4.1A: Information Technology – Access and Use
Attachment 12.4.1B: Policy Schedules

SUMMARY:

For Council to consider the adoption of a Policy dealing with access to and the usage of information technology in the workplace

BACKGROUND:

At the Ordinary Meeting of Council held in December 2007, Council Adopted a Code of Conduct dealing with use of Information Technology. When the Policy Manual was reviewed in the latter part of 2008, it appears that this Code of Conduct was not formulate into a policy and included in the Policy Manual.

COMMENT:

The policy manual was reviewed at the Ordinary Meeting in September 2013. However, at that time, an IT Policy was in the process of being prepared and was not available at the time.

Council are now requested to adopt the attached policy on the use of IT within the Shire of Menzies (See Attachment 12.4.1A).

CONSULTATION:

Mr Niel Mitchell – Consultant

Shire Management Staff

STATUTORY ENVIRONMENT:

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

POLICY IMPLICATIONS:

Council has no specific Policy in relation to this matter.

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:	NO: 0448
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Moved Cr P Twigg

Seconded: Cr J Lee

That Council adopts the following Policy 3.6 Information Technology – Access and Use, for inclusion in the Shire of Menzies Policy Manual:

3.6 Information Technology – Access and Use

Introduction	<p>This Policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Menzies.</p> <p>Information technology resources are provided to support the Shire's administrative and operational activities. These resources include the Shire's network, desktop computer systems and software, internet access, electronic mail (email), mobile devices and related services.</p> <p>Users of these systems are expected to comply with the following policy schedule which is written with the intent of protecting the integrity of these systems so as to provide reliable IT services to users, and also to protect the right of each employee to work in a healthy and safe environment.</p>
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Objective	This policy deals with the provision of information technology resources by the Shire and the associated responsibilities of authorised users when accessing these resources.
History	Adopted – _____
Policy Statement	

- 1. The following Schedule/s are adopted, and form part of this Statement –**
 - Policy Schedule 3.6 (a) – Principles of Access and Use of Information Technology**
 - Policy Schedule 3.6 (b) – Control, Management and Security**
 - Policy Schedule 3.6 (c) – Internet Access**
 - Policy Schedule 3.6 (d) – Email Use**
 - Policy Schedule 3.6 (e) – Internet and Email Record Keeping**
- 2. This Policy and its Schedules are to be provided to all staff having access to information technology, as part of their induction and employment information provided.**
- 3. Policy acceptance by Employee – I have received and read the Policy and associated Schedules, and agree to comply with the requirements.**

Name _____

Received by

Signature _____

***DCEO* _____**

Date _____

***Date* _____**

– End of Policy

10.36am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.2	PROPOSED LOCAL LAW AMENDMENT – ACTIVITIES IN THOROUGHFARES AND PUBLIC PLACES 2007
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SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM002
DISCLOSURE OF INTEREST:	None
DATE:	1 November 2013
AUTHOR:	Niel Mitchell, Consultant
SIGNATURE OF AUTHOR:	
SENIOR OFFICER:	Peter Crawford, Chief Executive Officer
SIGNATURE OF SENIOR OFFICER:	
PREVIOUS MEETING REFERENCE:	Item 12.4.2 of Ordinary Meeting of Council 24 April 2013

ATTACHMENTS:

Attachment 12.4.2A: Proposed Activities in Thoroughfares and Public Places Amendment Local Law 2013

SUMMARY:

The purpose of this report is to:

- 1) consider the submissions (if any) received on the proposed Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013 and determine if any drafting amendment(s) are required to the Amendment local law as a result of the submissions received;
- 2) give notice of the purpose and effect of the Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013;
- 3) make the Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013, incorporating all amendments;
- 4) authorise the local law's publication in the *Government Gazette*;
- 5) give local public notice, (after Gazettal), of the date the Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013 will come into effect; and
- 6) authorise the affixing of the Common Seal to the local law.

BACKGROUND:

At the ordinary meeting held on the 24 April 2013, Council resolved to commence the process to make a Shire of Menzies Activities in Thoroughfares and Public Places Amendment local law.

The procedure for making local laws requires Council to advertise state-wide, advising of its intention to make a local law, and invite submissions to be made on the proposed local law for a six-week period. At the closure of the submission period, Council is to consider all submissions before making a local law.

COMMENT:

Council advertised, both locally and state-wide, for public comment on the proposed Activities in Thoroughfares and Public Places Amendment Local Law 2013. At the close of the submission period, no public submissions had been received.

An advertisement was placed in the Kalgoorlie Miner on 26 April 2013 and the West Australian on 4 May 2013, with the submission period for public comment closing on Tuesday 18 June 2013.

A submission was received from the Department of Local Government and Communities on 4 September 2013. The comments from DLGC, except for two matters, the suggestions related entirely to formatting and set out, without affecting any provisions, and have been incorporated into the final draft of the amendment local law. The two matters were insertion of definitions –

“**missile**” has the same meaning as in section 4 of the *Firearms Act 1973*;

“**Schedule**” means a Schedule in this local law;

DLGC had also noted that the map in the proposal needed greater clarity and better reference points. After discussion with the CEO, it was decided to remove the map entirely as the area of the Reserve is sufficiently referenced by its reserve and lot numbers. While the map may help to visualise the area, it does not add anything to the Local Law in legal terms.

An incorrect reference in Schedule 1 was also noted, and a correction was made by deleting clause reference “2.2(1) (0)” and substitution “2.2(1) (j)”. As this is a correction and not a significant difference, readvertising of the proposed Amendment Local Law is not required.

Once formally adopted by Council, the Amendment Local Law –

- is published in the Government Gazette
- copies are sent to the Parliamentary Joint Standing Committee on Delegated Legislation together with other required documentation,
- signed copy is sent to the Minister
- local public notice given of adoption (as opposed to proposal previously advertised), and

Please note –

- disallowance of the amendment local law may be made by Parliament, and could take some time depending on sitting days
- does not take effect until 14 days after Gazettal.

CONSULTATION:

Peter Crawford, CEO Shire of Menzies

Bei Bei Guo, Legislation Officer, Department of Local Government and Communities

STATUTORY ENVIRONMENT:

Local Government Act 1995:

Section 3.12(2) of the Local Government Act 1995 and the Local Government (Functions and General) Regulations (Regulation 3) which states that for the purpose of Section 3.12(2) of the Local Government Act the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Firearms Act 1973

POLICY IMPLICATIONS:

There are no policy implications for this item.

FINANCIAL IMPLICATIONS:

Advertising costs associated with placement of the amendment local law in the Government Gazette and giving local notice of the date the local law takes effect.

STRATEGIC IMPLICATIONS:

Reserve management

VOTING REQUIREMENTS:

Absolute Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:

NO: 0449

Moved: Cr P Twigg

Seconded: Cr J Lee

That Council –

1. Notes the submission from the Department of Local Government in relation to the proposed Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013;
2. Notes the minor change to correct the clause reference to 2.2(1)(j) in Schedule 1;

- 3. Resolves to make the Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013, as per the Attachment, incorporating amendments outlined by the Department of Local Government,**
- 4. Publishes the Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013, as per (2) above, in the Government Gazette and provide copies of the local law to the Minister for Local Government;**
- 5. Forwards a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review; and**
- 6. Authorises the affixing of the Common Seal of the Shire of Menzies to the Shire of Menzies Activities in Thoroughfares and Public Places Amendment Local Law 2013.**

10.38am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.3 COUNCILLORS INFORMATION BULLETIN 10/13
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SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	N/A
FILE REF:	ADM029
DISCLOSURE OF INTEREST:	None
DATE:	8 November 2013
AUTHOR:	Peter Crawford, Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

None

SUMMARY:

For Council to receive the Information Bulletin.

BACKGROUND:

The Information Bulletin 10/13 containing general and confidential information was previously circulated to Councillors.

COMMENT:

The intent of the Information Bulletin is to keep Council updated with the latest information relevant to the role of elected members.

Due to some confidential documents contained therein, the Information Bulletin is not for the general public's viewing and should be kept secure at all times.

CONSULTATION:

None

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine local government policies; and

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

POLICY IMPLICATIONS:

Council has no Policies in relation to this matter

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

The Information Bulletin is designed to keep Councillors updated with information relevant to their roles as elected members.

VOTING REQUIREMENTS:

Simple Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:

NO: 0450

Moved: Cr P Twigg

Seconded: Cr C Bennell

That Council acknowledges receipt of Information Bulletin 10/13 for the period ended 31 October 2013.

10.41am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.4	POLICY AMENDMENTS – HOUSING BONDS AND KEEPING OF PETS
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SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM355
DISCLOSURE OF INTEREST:	None
DATE:	10 November 2013
AUTHOR:	Niel Mitchell, Consultant
SIGNATURE OF AUTHOR:	
SENIOR OFFICER:	Peter Crawford, Chief Executive Officer
SIGNATURE OF SENIOR OFFICER:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

Attachment 12.4.4A:	Amended Policy –9.1 – Shire Accommodation – Rental Charges
Attachment 12.4.4B:	Amended Policy 9.2 – Shire Housing – Tenancy Conditions

Proposed amendments are highlighted with insertions underlined and deletions having a strikethrough.

SUMMARY:

To clarify existing policies in relation to the keeping of pets, and the bonds required for housing and pets.

COMMENT:

The recent departure of a staff member has required that the policy concerning the keeping of pets in houses needs to be reviewed in a different light (See Attachments 12.4.4A and 12.4.4B).

Proposed amendments are highlighted with insertions underlined and deletions having a strikethrough.

Conditions of a tenancy, their administration and termination can sometimes be problematic, and the suggested changes are proposed to reduce further, any issues that may arise in the future.

- 9.1 – Shire Accommodation – Rental Charges

The proposed deletion in point (2) of setting of the level of bonds in the Budget, allows the bonds charged to be amended at any time, without the need to advertise. Removal of the requirement for consideration in Budget does not permit the CEO to determine the bonds, as these are now set in Policy 9.2 (2) (f) (g)

- 9.2 – Shire Housing – Tenancy Conditions

Several amendments are suggested –

- CEO approval for dogs to be kept in the house is required. No approval is necessary if the pets are only outside, other than to notify the CEO so that the appropriate bond can be deducted and held.
- Clause (2)(f) now stipulates the general housing / security bond at \$500.00
- Clause (2)(g) sets the pet bond at \$200.00, intended to cover any additional costs that may be incurred (cleaning, repairs, gardens restoration etc)
- New Clause (2)(j) outlines the circumstances in which deductions may be made from the bond/s held, what may be initiated if insufficient money is held to cover the cost, and giving several examples of the type of work that may be charged to a former tenant. While it is expected that some additional cleaning may be required, and some minor repairs resulting from normal use and wear and tear, excessive cleaning or repair of damage is not expected nor acceptable.

There is no requirement to advertise as the bonds are not set by Budget, are not a public charge and are made under the Residential Tenancies Act rather than the Local Government Act.

CONSULTATION:

Mr Peter Crawford – CEO

Ms Brooke Povah – DCEO.

STATUTORY ENVIRONMENT:

Residential Tenancies Act

POLICY IMPLICATIONS:

Amendments to existing Policies

FINANCIAL IMPLICATIONS:

Stipulating the amount of bonds a tenant is to lodge through the Shire.

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority

COUNCIL DECISION/OFFICER'S RECOMMENDATION:

NO: 0451

Moved: Cr J Mazza

Seconded: Cr I Tucker

That the amendments to the following Policies be approved, as proposed in the attached drafts –

- **9.1 – Shire Accommodation – Rental Charges**
- **9.2 – Shire Housing – Tenancy Conditions**

10.57am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.5 LORD MAYOR'S DISTRESS RELIEF FUND

SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	Lord Mayor of Perth
FILE REF:	ADM407
DISCLOSURE OF INTEREST:	None
DATE:	2013
AUTHOR:	Peter Crawford, Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

Attachment 12.4.5A: Letter from Lord Mayor of Perth

SUMMARY:

For Council to consider making a donation to the Lord Mayor's Distress Relief Fund

BACKGROUND:

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief for Western Australians who have been suffering hardships as a result of natural disasters.

The funds are presided over by a board of management and administration which is all free of charge.

COMMENT:

A letter has been received from Ms Lisa Scaffidi, the Right Honourable the Lord Mayor of Perth seeking donations towards the fund (See Attachment 12.4.5A)

The organisation is a worthy cause and as there are adequate funds available, Council is encouraged to contribute to this fund.

CONSULTATION:

None

STATUTORY ENVIRONMENT:

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

POLICY IMPLICATIONS:

Council has no Policies in relation to this matter

FINANCIAL IMPLICATIONS:

Council has funds available in the Budget for this purpose

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:

NO: 0452

Moved: Cr I Tucker

Seconded: Cr J Lee

That Council agrees to make a donation of \$1,000 towards the Lord Mayor's Distress Relief Fund.

10.59am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.6 APPOINTMENT OF “COMPLAINTS OFFICER”

SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM028
DISCLOSURE OF INTEREST:	None
DATE:	14 November 2013
AUTHOR:	Peter Crawford, Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

None

SUMMARY:

For Council to consider the appointment of Chief Executive Officer Mr Peter Crawford as “Complaints Officer” for the Menzies Shire Council in accordance with Local Government Act Section 5.120.

BACKGROUND:

In 2007 the Local Government Act was amended to introduce new provisions relating to the conduct of Council members, complaints and punishment which is known as Local Government (Rules of Conduct) Regulations 2007.

The amendments related to the administrative processes relating to complaints against Council members for breaches and the punishment of elected members who are found to be in breach of the new legislation.

COMMENT:

This action is necessary to comply with Local Government Act. It is not known who the previous Complaints Officer was but it is assumed that it was the previous CEO.

The rules of conduct legislation has a focus on what is called “General principles to guide the behaviour of council members” as described at Regulation 3 shown in the Papers Relating. Any person can lodge a complaint regarding a breach of the legislation. Breaches can be reported for up to two years after the event.

Breaches are classified as Minor or Serious. These are defined in sections 5.105(1) and 5.105(3) respectively of the amendments to the Act

A complaint of a minor breach is referred to a Standards Panel established by the Minister. If the complaint is of a recurrent nature then it is referred directly to the Executive Director of the Department who may in turn refer the matter to the State Administrative Tribunal. Penalties for minor and recurrent breaches are listed at section 5.110(6) and 5.117 respectively of the amendments to the Act.

A complaint of the serious breach is referred directly to the Executive Director who again may refer it to the State Administrative Tribunal. Penalties for serious breaches are listed at section 5.117 of the amendments to the Act.

The above described processes and outcomes do not negate the existing obligation for certain matters to be reported to the Corruption and Crime Commission.

Section 5.106 of the amendments to the Act identifies that “A finding that a breach has occurred is to be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur”. This appears to give more weighting to the complaint rather than the defence.

Other important issues that evolve from this new legislation included: -

- The Department has advised that the implementation, processes and outcomes of this new legislation are under constant review.
- Council may appoint a Senior Officer as the organisations Complaints Officer. In the absence of such a resolution the duty falls to the CEO or a person acting in the position. It would be appropriate to appoint the CEO by resolution as the CEO can then delegate in accordance with the provisions of the Act to the DCEO along the lines of “...in my absence...”
- The Complaints Officer is to maintain a register of details of complaints lodged. This is a public document available for public inspection;
- A local government is to report in its annual report the details of number of complaints received and how they were dealt with;
- Details of complaints lodged are to be kept confidential.
- Mediation can be attempted in the first instance however once a complaint is formally lodged it must be processed through the prescribed system.

CONSULTATION:

None

STATUTORY ENVIRONMENT:

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,

- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.
- Sections 5.103 to 5.125 – All deal with the requirements and procedures regarding the handling and recording of complaints

POLICY IMPLICATIONS:

Council has no Policies in relation to this matter

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:	NO: 0453
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Moved: Cr J Lee

Seconded: Cr P Twigg

That Council appoints the Chief Executive Officer Mr Peter Crawford as “Complaints Officer” in accordance with Section 5.120 Local Government (Rules of Conduct) Regulations 2007 of the Local Government Act 1995.

11.01am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.7	APPOINTMENT OF “PUBLIC INTEREST DISCLOSURE” OFFICER
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SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM302
DISCLOSURE OF INTEREST:	None
DATE:	14 November 2013
AUTHOR:	Peter Crawford, Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

None

SUMMARY:

For Council to consider the appointment of the Deputy Chief Executive Officer Ms Brooke Povah as “Public Interest Disclosure Officer” for the Menzies Shire Council in accordance with the Public Interest Disclosure Act 2003.

BACKGROUND:

The Public Interest Disclosure Act 2003 came into operation on 1 July 2003. Council is required to appoint a Public Interest Disclosure Officer who is to receive and deal with disclosures of public interest under this Act and also is to ensure that the identity of a person making a public interest disclosure is not disclosed.

COMMENT:

The Public Interest Disclosure Act is also known as the “Whistleblower” Act. (It is designed to protect informants).

It is unclear who the last PID Officer was for the Shire of Menzies but it is expected that it was the last permanent CEO.

Council is now requested to appoint the Deputy Chief Executive Officer Ms Brooke Povah to the position of “Public Interest Disclosure Officer” for the Menzies Shire Council.

CONSULTATION:

Ms B Povah - DCEO

STATUTORY ENVIRONMENT:

Public Interest Disclosure Act 2003

POLICY IMPLICATIONS:

Council has no Policies in relation to this matter

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:	NO: 0454
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Moved: Cr J Lee

Seconded: Cr J Mazza

That Council appoints the Deputy Chief Executive Officer Ms Brooke Povah to the position of Public Interest Disclosure Officer” for the Menzies Shire Council

11.01am

CARRIED: 7/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.4 MANAGEMENT AND POLICY BUSINESS

12.4.8	MAIN STREET MEDIAN STRIP UPGRADE
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SUBMISSION TO:	Ordinary Meeting of Council, 28 November 2013
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM369
DISCLOSURE OF INTEREST:	None
DATE:	13 November 2013
AUTHOR:	Peter Crawford, Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	Item 12.4.5 of Ordinary Meeting of Council 26 September 2013

ATTACHMENTS:

Attachment 12.4.8A: Drawing of proposed median strip upgrade

SUMMARY:

For Council to consider the outcomes of the Community Meeting held on Tuesday, 12 November 2013

BACKGROUND:

At the Ordinary Meeting of Council held Thursday, 26 September 2013, Council was informed of the progress of the median strip upgrade and what action was needed to further action this matter.

COMMENT:

A design drawing was not available to present to Council at the October Meeting as intended due to a delay in negotiations between Main Roads WA and the consultant Mr Bret Howson.

A final drawing has been tentatively approved by MRWA and is now subject to Council approval before final submission. In order for MRWA to formally consider the submission, they must be satisfied that the Shire has consulted with the community and that the Council has considered the outcomes of that community meeting.

A public meeting was advertised and subsequently held in the town hall at 5.30 pm on Tuesday, 12 November 2013. Attendance at this meeting was rather disappointing with

only four members of the community attending along with the Shire President and four staff.

The President outlined the purpose of the meeting and invited those present to put forward their views on the design and ask questions on the matter.

Most of the discussions centred on the proposed removal of trees from the middle of the median strip. The trees have been in situ for quite a number of years and there is some dissent as to whether they should remain or be removed.

MRWA would prefer to see the trees go as they contravene a number of criteria:

- The tree are within the clear zone which breaches the Road Safety Strategy
- The trees are within 4 metres of the vehicle travel path
- The location of the trees does not support the Towards Zero safety plan that is being promoted state wide by both MRWA and WALGA

It is also possible that we could be ordered to remove the trees by MRWA at a later date. To do this would be rather expensive depending on what infrastructure is constructed as part of the median strip upgrade. The location of the trees is also an issue with north bound wide loads where trucks need to cross to the wrong side of the road to travel through Menzies.

MRWA have also stated that replacing the trees with another species would be frowned upon as they do not want any plants within the pavement area in order to ensure that there is no ingress of water under the pavement.

There are some options available to Council including the use of planter boxes of a frangible type, especially those that are watertight.

Other issues that were raised at the meeting were:

- Possible planting of trees in the footpath areas
- Planter boxes in the footpath areas
- More trees to be planted around the town to compensate for losing the trees in the median strip.

CONSULTATION:

Ms K Keable – Network Operations Manager – MRWA
Mr B Howson - Consultant
Menzies Community

STATUTORY ENVIRONMENT:

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,

- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

POLICY IMPLICATIONS:

Council has no Policies in relation to this matter

FINANCIAL IMPLICATIONS:

Funding for this project has been provided for in the current Budget

STRATEGIC IMPLICATIONS:

None

VOTING REQUIREMENTS:

Simple Majority Decision required

COUNCIL DECISION/OFFICER'S RECOMMENDATION:	NO: 0455
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Moved: Cr J Lee

Seconded: Cr J Mazza

That Council:

1. Approves the plan as presented for the upgrade of the median strip,
2. Directs the Chief Executive officer to progress the plan with Main Roads Western Australia, and,
3. Requests the Chief Executive Officer to begin the planning process to have more trees planted in and around Menzies, subject to Budgetary constraints.

11.14am

CARRIED: 7/0

13. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

15. ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS

Nil

16. NEXT MEETING

The next Ordinary Meeting of Council will be held on Wednesday
18 December 2013 at Shire of Menzies Council Chambers commencing at
3.00pm

17. CLOSURE OF MEETING

The President closed the meeting at 11.19am

18. CERTIFICATION BY CHAIRMAN

I, _____ hereby certify that the Minutes of the Ordinary Meeting of Council held 28 November 2013 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held on 18 December 2013.

Signed _____ Dated: _____ 2013