



## Notice of Meeting and Agenda Ordinary Council Meeting 17<sup>th</sup> September 2019

### NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 17<sup>th</sup> September 2019 in the Council Chambers at Prinsep Street Norseman, commencing at 6:00pm to consider and resolve on the matters set out in the attached agenda.

All meetings are open to the public, except for matters raised by Council under "Confidential Items".

Members of the public may ask a question at an Ordinary Council meeting under "Public Question Time".

A handwritten signature in black ink, appearing to read "Peter Fitchat", is written over a large, light-colored scribble or stamp.

Peter Fitchat  
Chief Executive Officer  
12<sup>th</sup> September 2019

AGENDA for the ORDINARY Meeting of the Council to  
be held in the Council Chambers at the Shire  
Administration Office – Prinsep Street Norseman on  
the 17<sup>th</sup> September 2019 commencing at 6.00pm

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## Notes to Agenda

### **PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:**

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Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shires decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as representation by the Shire should be sought in writing and should make clear the purpose of the request.

## 1 Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at

This Ordinary Council Meeting will be video recorded to assist in the preparation of the minutes of the meeting.

The Shire of Dundas recognises the Mirning and Ngadju People as First Nations People in the Shire of Dundas, acknowledging them as traditional custodians and pay our respects to their Elders, past, present and emerging.

### 1.1 Attendance at meeting by Councillor AR Patupis.

The Shire President has been advised that Cr Patupis will be in Esperance, Western Australia when the meeting is held and have requested attendance by way of instantaneous telephone connection with other Councillors present at the meeting in accordance with Administration Regulation 14A.

Cr Patupis will be at Lot 15, Eleven Mile Beach Road, Esperance WA 6450.

The Council must approve of the place that Cr Patupis is located as a "suitable place" that must be in a town site or other residential area at least 150 kilometres from where the meeting is being held.

#### Recommendation

**That Cr Patupis be permitted to attend this meeting by way of instantaneous telephone connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.**

Moved: Cr

Seconded: Cr

#### Resolution

**That Cr Patupis be permitted to attend this meeting by way of instantaneous telephone connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.**

Carried by: Absolute Majority

For:

Against:

## 2 Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.

Financial Interests:

Proximity Interests:

Impartiality Interests:

Gifts Received by Councillors:

As per the Shire of Dundas Code of Conduct section 3.4 Gifts, adopted by the Council on 21 October 2014 and reference to Regulation 34B of the Local Government (Administration) 1996.

**3 Record of Attendance of Councillors / Officers and Apologies.**

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr SM Warner	
Cr VL Wyatt	
Peter Fitchat	Chief Executive Officer
Aruna Rodrigo	Deputy Chief Executive Officer
Pania Turner	Manager of Community Development
Joe Hodges	Manager of Works and Services
Tracy Dixon	Administration Officer

**4 Applications for Leave of Absence.****5 Response to Previous Public Questions Taken on Notice.**

Minuted in August meeting minutes. Nil written responses.

**6 Public Question Time.**

In accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, any person may during Public Question Time ask any question.

In accordance with Regulation 6 of the Local Government (Administration) Regulations 1996, the minimum time allowed for Public Question Time is 15 minutes.

A member of the public who raises a question during Question Time is to state his or her name and address.

**7 Confirmation of Minutes of Previous Meeting.**

7.1 Minutes of the Ordinary Meeting of Council held on 24<sup>th</sup> August 2019 be confirmed as a true and accurate record.

**Recommendation**

**That the minutes of the Ordinary Council Meeting held on 24<sup>th</sup> August 2019 be confirmed as a true and accurate record**

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority

For:

Against

**8 Petitions, Deputations or Presentations.****8.1 Reports of Committees**

8.1.1 GVROC – Cr Bonza

8.1.2 WALGA – Cr Bonza/Cr Patupis

8.1.3 Woodlands Centre Construction Project – Cr Wyatt/Cr Warner

8.1.4 Regional Roads Group – Cr Bonza/Cr Wyatt

8.1.5 Roadwise – Cr Wyatt/Cr Warner

**8.2 Early Rates Payment Incentive Prize Draw****1st Prize \$750.00:****Winner:****Drawn by:****2nd Prize \$500.00:****Winner:****Drawn by:****3rd Prize \$250.00:****Winner:****Drawn by:****9 Announcements by Presiding Member without Discussion.****10 Reports of Officers.****10.1 Planning, Development, Health and Building**

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.1 – Application for Memorial Plaque</b>	
Location / Address	"Pig Farm" Motocross Track Dennison Drive, Norseman WA 6443
File Reference	CP.US
Author	Manager Community Development-Pania Turner
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil

Summary

For Council to review and consider the Application to erect Plaques, Crosses or Memorials in Public Places from Ms K Campbell.

### Background

The Shire of Dundas has a variety of private memorial plaques located within its boundaries. In February of 2019 the Shire's policy and application process were updated. The new application process allows Council to consider the appropriateness of memorials and to deal with applications in a sensitive manner.

### Statutory Environment

The Pig Farm Motocross is situated on Unallocated Crown Land that has been vested to the Shire of Dundas.

### Policy Implications

#### C8. Memorials and Plaques in Public Places

The Shire of Dundas Council recognise there are times when it is appropriate to acknowledge by way of commemorative plaque or memorial a person, persons or event that has made significant contribution or had significant impact in the Community.

### Financial Implications

Nil

### Strategic Implications

Places of remembrance offer Community a place of recognition and reflection, which assist to create a sense of belonging and connection to each other and to the place they live.

### Consultation

K. Campbell  
Manager Community Development  
Senior Administration Officer  
Chief Executive Officer

### Comment

Ms Campbell enquired to the Shire of Dundas in December of 2018 regarding the process for installing a memorial plaque. The Shire of Dundas required a policy review in the area and Ms Campbell has been patient in her wait for the updated procedures to be put in place.

The installation of a memorial close to the 1 year anniversary of a loved one passing is significant in many cultures. The memorial is to honour the memory of Mr R Campbell who played a major role in establishing the Norseman Motocross Pig Farm in the 1980's.

During its heyday the Pig Farm was one of the reputable motocross tracks drawing regional clubs and riders from across the state to Norseman for weekend competitions. Known for its sand track and complexity of features the Norseman Motocross club was popular community group, supported by volunteers such as Mr Campbell.

Meeting with Policy guidelines the memorial plaque will be placed on natural stone the approximate size of a standard head stone with a plaque placed on the stone. The proposed location for the plaque will be under the Commentators Box.

### Voting Requirements

Simple Majority

**Officer Recommendation**

That the Shire of Dundas Council approve the Application to Erect Plaques, Crosses or Memorials in Public Places from Ms K Campbell to place of a memorial plaque mounted on natural stone at the Norseman Pig Farm Motocross Track.

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority For: Against

**10.2 Engineering and Works**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.1 - Auction or Trade-in of Plant &amp; Equipment</b>	
Location / Address	Shire of Dundas
File Reference	PL.DI
Author	Manager Works and Services
Date of Report	August 2019
Disclosure of Interest	None

**Summary**

For Council to consider the disposal of items of surplus plant and vehicle after carrying out plant and vehicle replacement programs included in the 2019/20 budget.

**Background**

The Council has approved the following plant and vehicle replacement programs for 2019/20.

- P288 Holden Commodore Silver Sedan (Doctor) - 2014
- P239 Mitsubishi Triton 4x2 Cab (Ranger's ute) – 2007
- P307 AWD station wagon large (CEO's) – 2016
- P294 Dual Cab 4x4 (Works) – 2015
- P254 721E Case Front End Loader (DS16) – 2010
- P268 Kubota Tractor Diesel with Canopy - 2012

**Statutory Environment**

Local Government Act 1995.

**Policy Implications**

T.11 Asset Management, however, the Shire does not have a specific policy in relation to this matter.

**Financial Implications**

Disposal of these plant and vehicles included in the 2019/20 budget.



Strategic Implications

Efficient plant replacement program is paramount in achieving strategic objectives of the Shire.

Consultation

CEO

Manager Finance and Administration

Comment

Council does not have a specific policy governing the disposal of surplus assets. The Delegation register, F11 SURPLUS TOOLS AND EQUIPMENT only allows for the CEO to dispose of assets below a value of 2,000. Any other assets must first have the approval of Council. The Delegation Register also alludes to the method of disposal: "By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means".

For the surplus plant to be auctioned if trade-in pricing is at a lower value. Previously the Shire contracted Pickles Auctions to auction off a surplus Excavator which was completed in early 2019.

Pickles Auctions are conducted Australia wide and it is hoped that the sale price would exceed the estimated amount quoted for a trade-in for all plant.

Council has approved the P307 AWD station wagon large (CEO's) – 2016 to be renewed but in consideration of our budget restraints and the vehicle being in good condition we would ask Council to consider this vehicle to be held over for another year as it will still attract a high trade-in return value.

Voting Requirements

Simple Majority

Officer Recommendation

**That Council authorise the Chief Executive Officer to:**

- 1. begin the process of disposing of Plant Unit Number P268, Kubota Excavator, P288 Holden Commodore, P239 Mitsubishi Triton, P294 Dual cab 4X4 ute, P254 Case 721e Loader and;**
- 2. appoint Pickles Auction as the auctioneer if sale is to take place by way of a public auction.**
- 3. That this vehicle P307 Toyota Prado 4X4 Wagon be retained for another year before considering a renewal.**

Moved Cr:

Seconded Cr:

Resolution

Carried by: Simple Majority

For:

Against

### 10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	CM.CI.2
Author	Peter Fitchat – Chief Executive Officer
Date of Report	29 <sup>th</sup> September 2019
Disclosure of Interest	Nil

#### Summary

For Council to consider receiving the Information Bulletin for the period ending 29<sup>th</sup> August 2019.

#### Background

The Councillors' Information Bulletin for the period ending 29<sup>th</sup> August 2019 was completed and circulated to Councillors.

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

#### Policy Implications

Council has no policies in relation to this matter

#### Financial Implications

The recommendation of this report has no financial implications for Council.

#### Strategic Implications

Keeping Councillors informed in respect to matters impacting on their role as Councillor.

#### Consultation

Nil

#### Comment

The intent of the Councillors' Information Bulletin is to assist in providing Councillors with information relevant to their role as a Councillor.

Because of certain confidential elements in the contents of this document, it is not a public document, it is distributed to Councillors and senior staff only and is not for public release.

#### Voting Requirements

Simple Majority

**Officer Recommendation**

That Council receive the Councillors' Information Bulletin for the period ending 29<sup>th</sup> September 2019 as included in confidential papers relating.

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority For: Against

**10.4 Administration, Finance and Community Service**

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.1 – Accounts Paid 1/08/2019 to 31/08/2019</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil

**Trust Payments**

Chq/EFT	Date	Name	Description	Amount
546	01/08/2019	Shire of Dundas Petty Cash	RECOUP PETTY CASH JULY 2019	50.00
547	30/08/2019	Shire of Dundas Petty Cash	RECOUP PETTY CASH 27.08.2019 - 30.08.2019	100.00
EFT4037	23/08/2019	Department of Mines, Industry Regulation and Safety	PERMIT AUTHORITY AMOUNT REMITTED BP#379-19	337.50
EFT4038	23/08/2019	Shire of Dundas	PERMIT AUTHORITY COLLECTION FEE COMMISSION	5.00
				<b>\$492.50</b>

**Municipal Cheques**

Cheque	Date	Name	Description	Amount
26373	01/08/2019	Shire of Dundas Petty Cash	Recoup to petty cash 08.05.2019 - 31.07.2019	915.85
26374	30/08/2019	Shire of Dundas Petty Cash	Recoup to Petty Cash 07.08.2019 - 27.08.2019	527.60
				<b>\$1443.45</b>

**Municipal Account EFT's**

EFT	Date	Name	Description	Amount
EFT3980	09/08/2019	Eucla Motor Hotel	Accommodation and Meals for 2x Staff (23rd July)	364.00
EFT3981	09/08/2019	Australia Post	Postage (June 2019)	202.34
EFT3982	09/08/2019	Officemax	Purchase various stationery items \$128.00 Credit of Pens (inv 42126760) -\$4.75	123.25
EFT3983	09/08/2019	Botanica Consulting	Flora and Fauna survey and clearing permit application (Hyden)	20658.00
EFT3984	09/08/2019	Bonza Constructions Pty Ltd	Repairs to Old Bowling Club \$2225.30 Replace 2x Locks in Shire Admin Building \$79.20	2462.90

			Replace 2x Locks in Shire Admin Building \$158.40	
EFT3985	09/08/2019	Shire of Dundas Municipal Fund	Payroll deductions	475.00
EFT3986	09/08/2019	Dundas Fencing & Building Maintenance	Pump out ponds at Waste Facility and transport to Esperance (140K Disposed)	34504.80
EFT3987	09/08/2019	Department of Water and Environmental Regulation	Norseman Liquid Waste Facility - Annual Licence Fee 2019/2020	1218.74
EFT3988	09/08/2019	Elite Gym Hire	Hire of Weights (12.07.2019 - 12.08.2019) \$568.65 Hire of Treadmill and Cross Trainer (12.07.2019 - 12.08.2019) \$442.70	1011.35
EFT3989	09/08/2019	Esperance Plumbing Service	Replace valve at 82 Angove, replace shower rose at 124 Prinsep St, service leaking toilet at Depot and service and setup urinal cistern at male admin toilets	421.50
EFT3990	09/08/2019	FULL MOON CAFE	Catering for Council Meeting the 23rd July 2019	140.00
EFT3991	09/08/2019	Horizon Power	Aged care power usage at unit no3	71.01
EFT3992	09/08/2019	IT Vision User Group Inc	IT Vision User Group subscriptions 2019/2020	748.00
EFT3993	09/08/2019	Institute of Public Works Engineering Australasia Limited	NAMS Plus Subscription Fee (01.07.2019 - 30.06.2020)	814.00
EFT3994	09/08/2019	State Library of Western Australia	Better beginnings program 2019/2020	22.00
EFT3995	09/08/2019	Landgate	Consolidated Mining Tenement Roll \$4008.35 Copy of certificate of title \$25.70	4034.05
EFT3996	09/08/2019	Local Health Authorities Analytical Committee	Analytical Services for 2019/2020	396.00
EFT3997	09/08/2019	Local Government Professionals Australia WA	2019 - 2020 Council Corporate Membership \$1473.00 2019 - 2020 Affiliate Membership for Pania Turner \$185.00	1658.00
EFT3998	09/08/2019	CS Legal Lawyers	Rates Debt Collection	405.20
EFT3999	09/08/2019	Star Track Credit	Freight (Shenton Pumps and Jason Signmakers)	541.19
EFT4000	09/08/2019	Moore Stephens (WA) Pty Ltd	Services as per engagement agreement (EOY Rates Processing) \$5885.00 2018/19 Financial Reporting Format \$1045.00	6930.00
EFT4001	09/08/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Supply protective clothing for Steve Borisi	257.41
EFT4002	09/08/2019	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.07.2019 - 04.08.2019)	65.89
EFT4003	09/08/2019	Online Business Equipment	Monthly Service Agreement No17649	71.50
EFT4004	09/08/2019	Shenton Pumps	Inspect, test, quote and service Dolphin pool cleaner	1358.47
EFT4005	09/08/2019	South Coast Foodservice	Purchase 10 x cartons of Toilet Paper	317.90
EFT4006	09/08/2019	Solutions IT (invoice S)	Agreement - Cloud Backup (August 2019)	180.68
EFT4007	09/08/2019	Solutions IT (invoice A&B)	monthly managed support for August 2019 \$1479.50 Replace 2x hard drives for backup \$924.00	2403.50
EFT4008	09/08/2019	Toll Transport Pty Ltd	Freight - Express yourself printing	17.56

EFT4009	09/08/2019	Waterman Irrigation Australia	Standpipe remote access charge and annual cloud access for 01.07.2019 - 31.12.2019	639.65
EFT4010	09/08/2019	Telstra Corporation Limited	Admin, Youth and Co-Location services for 20.07.2019 - 19.08.2019 \$535.99 Satellite Usage 16.07.2019 – 15.08.2019 \$140.01 Mobile Phone Usage 17.0.2019 – 16.08.2019 \$541.21 Home Bundles for DCEO and MOW \$198.00	1415.21
EFT4011	15/08/2019	Bunnings Warehouse Kalgoorlie	Purchase various items for Signage	432.05
EFT4012	15/08/2019	BOC Limited	Container Service Fee (28.06.19 - 28.07.19)	45.98
EFT4013	15/08/2019	Cartman Designs	Woodlands cultural community centre - documents issued for construction (03.04.19 - 30.06.19)	5690.85
EFT4014	15/08/2019	Threat Protect	Alarm Monitoring (Youth)	119.25
EFT4015	15/08/2019	Horizon Power	Street light usage 01.07.2019 - 31.07.2019	7916.26
EFT4016	15/08/2019	Jim's Test & Tag	Supply of fire equipment and freight	4187.70
EFT4017	15/08/2019	KAL Engineering Consultants Pty Ltd	Site Geotech for Woodlands Centre	3784.00
EFT4018	15/08/2019	South Coast Foodservice	Purchase 4x 5lt disinfectant, 10x pkts of gloves, 5x ctns of 120Lt garbage bags and 5x ctns of paper towel	604.55
EFT4019	15/08/2019	Water Corporation	Various Water Accounts (May 2019 - August 2019)	20322.45
EFT4020	15/08/2019	Wilson's Diesel & Auto Repairs	Carry out 100'000km service on DS19 Hino 500 \$2087.10 Replace pressure pump hose, fit new air hose, replace oil seals and replace left side 3 door seal on DS27 Grader \$1965.80 Carry out service on DS16 Loader \$1789.10 Carry out service, clean up gear linkage a gear box and check beacons on DS17 Hino 500 \$1947.70 Carry out 6250hr service on DS27 Grader \$1485.30 Fit 2x new hydraulic hoses to FEL DS19 and 20lt Drum of Hydraulic Oil \$677.60 Purchase 2x large mud flaps for DS174 Tip Truck \$157.60	10110.20
EFT4021	15/08/2019	Western Australian Local Government Association	WALGA Subscriptions 01.07.2019 - 30.06.2020	24044.78
EFT4022	23/08/2019	Australian Taxation Office	BAS (July 2019)	53048.00
EFT4023	23/08/2019	ZircoDATA Pty Ltd	Storage of Registers 26.06.2019 - 25.07.2019 \$160.24 Credit Memo #CUA034 -\$6.51	153.73
EFT4024	23/08/2019	BP Norseman	Diesel and Unleaded fuel sales for July 2019	704.04
EFT4025	23/08/2019	Shire of Dundas Municipal Fund	Payroll deductions	475.00
EFT4026	23/08/2019	FULL MOON CAFE	Catering for Woodlands Centre Workshop 30.07.2019	400.00
EFT4027	23/08/2019	Griffin Valuation Advisory	Professional Valuation Advisory - Works Depot Assets	4843.49

EFT4028	23/08/2019	Glen Flood Group Pty Ltd T/A GFG Consulting	Project management support for the development of the Woodlands Centre (01.07.19 - 31.07.19)	7075.08
EFT4029	23/08/2019	Kulbardi Hill Consulting	Site visit and workshop - woodlands cultural centre interior style guide""	5764.00
EFT4030	23/08/2019	Marketforce	Advertising - Council meeting dates (KM 11.07.2019) \$352.13 Early Settlement discount for June 2019 -\$15.94	336.19
EFT4031	23/08/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Uniforms - Morgan - Jacket x 1, Pants x 2, Shirt x 1	402.25
EFT4032	23/08/2019	Norseman Community Resource Centre	Printing of the Norseman Today (July 2019)	1200.00
EFT4033	23/08/2019	Outback Energy Supply	Supply and replace 10x solar panels for Admin Building \$6374.50 Service, test and report on Solar Grid Connect System \$1821.60	8196.10
EFT4034	23/08/2019	Town Planning Innovations Pty Ltd	General Planning Advice	247.50
EFT4035	23/08/2019	Toll Transport Pty Ltd	Freight - Shenton Pumps	246.26
EFT4036	23/08/2019	Wilson's Diesel & Auto Repairs	Remove drive shaft from DS174 and take to Eucla for DS26 and changeover. Freight damaged drive shaft to Perth for Repairs	5908.25
EFT4039	30/08/2019	BE Stearne & Co Pty Ltd	Purchase 1x Perspex cut out for front Admin \$656.00 Purchase 2x 80mm Caps \$37.00 Purchase 2x 100mm Caps and Credit 2x 80mm Caps \$26.80	719.80
EFT4040	30/08/2019	Bonza Constructions Pty Ltd	Replace broken glass in door at 80 Prinsep Street \$802.45 Repair hole in wall at Youth Centre and install toilet rolls and soap dispensers at Welcome Park \$783.20	1585.65
EFT4041	30/08/2019	Cuten Guneder Machinery	Septic waste removal on Hyden Road	1100.00
EFT4042	30/08/2019	Glenbarr Weed & Pest Control	Supply and install security cage and service the existing HWS	4799.35
EFT4043	30/08/2019	Jason Signmakers	Purchase 2x customer info signs for Welcome Park \$118.58 Purchase 3x adhesive stickers for Waste Facility Signage \$59.40	177.98
EFT4044	30/08/2019	Norseman Historical Museum Association	Norseman 125 Year Birthday Breakfast Open Day Norseman Historical Museum	1500.00
EFT4045	30/08/2019	Norseman Concrete	Truck and Loader hire cart Gravel Hyden-Norseman Road \$4988.50 Supply 20 tonne concrete blend mux \$1804.00	6792.50
EFT4046	30/08/2019	Norseman IGA	IGA Purchases for July 2019	422.54
EFT4047	30/08/2019	Pumps Australia Pty Ltd	Purchase HP15 F/F repair pump kit for fire unit	550.00
EFT4048	30/08/2019	South East Petroleum	Diesel 8000lts \$11368.72 Diesel 7500lts \$10598.78 Card Sales for July 2019 \$515.24	22482.74
EFT4049	30/08/2019	Total Asphalt & Traffic Management	Supply of 1000lts Emulsion	1650.00
EFT4050	30/08/2019	Wilson's Diesel & Auto Repairs	Fit x4 new tyres and service 22DS Subaru	1352.60

5353	05/08/2019	Leigh Morgan	Meals and Incidental Allowance for Municipal Law Enforcement Training - Perth	562.20
PAY	06/08/2019	Payroll	Direct Debit of Net Pays	50742.58
5379	13/08/2019	Centrepay Fees	Fees for A629 & A698	1.98
5382	15/08/2019	Peter Fitchat	Unspent utilities allowance	208.11
5384	15/08/2019	Aruna Rodrigo	Relocation Costs	1337.61
5385	15/08/2019	Maria Crawford	Relocation Costs	1770.29
PAY	20/08/2019	Payroll	Direct Debit of Net Pays	53096.18
5391	21/08/2019	Pania Turner	Meals and Incidentals for Eucla Trip (22.08.2019 – 24.08.2019)	177.35
5391	21/08/2019	Tracy Dixon	Meals and Incidentals for Eucla Trip (22.08.2019 – 24.08.2019)	205.50
5393	23/08/2019	Ngadju Native Title Aboriginal Corporation	Refund to NNTAC for payment received twice for invoice 2789	128.15
5396	23/08/2019	Peter Ladewig	Meals and Incidentals for Refrigerant Gas Recovery Training (123th – 14 <sup>th</sup> July 2019)	267.50
5396	23/08/2019	Steven Borsi	Meals and Incidentals for Refrigerant Gas Recovery Training (123th – 14 <sup>th</sup> July 2019)	267.50
5400	27/08/2019	Centrepay Fees	Fees for A629 & A698	1.98
5398	28/08/2019	Stephen Bowyer	Meals and Incidentals for Eucla Trip (22.08.2019 – 24.08.2019)	151.60
5404	30/08/2019	Peter Ladewig	Reimbursement for Fuel Purchased and Gas Recovery Supplies for Waste Facility	436.79
5404	30/09/2019	Railway Motel	Accommodation Cancellation Fee (Invoice 190815)	120.00
				<b>\$402788.54</b>

**Municipal Account Direct Debts**

	Date	Name	Description	Amount
5345	01/08/2019	ANZ	BPAY Transaction Fees	5.78
5345	01/08/2019	ANZ	Merchant Fees	133.89
5346	01/08/2019	Equipment Rents	Sharp Interactive Board	256.30
DD10041	09/08/2019	SuperChoice	Superannuation 24.07.2019 – 06.08.2019	12339.24
5381	14/08/2019	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – July 2019	2497.30
DD10050	22/08/2019	SuperChoice	Superannuation 07.08.2019 – 20.08.2019	12696.23
				<b>\$27'928.74</b>

**Municipal Account Credit Cards**

Chq/EFT	Date	Name	Description	Amount
<b>5386</b>	<b>15/08/2019</b>	<b>Deputy Chief Executive Officer</b>	<b>ANZ Credit Card Purchases</b>	<b>1183.70</b>
	08/07/2019	Registry Melbourne	Norseman CRD – Renew Record of Registration Name	199.00
	09/07/2019	Workcover Queensland	Workcover Insurance for RICHARD BROOKES	619.05
	12/07/2019	Adobe	Subscription (installed on CDM PC)	22.65

	15/07/2019	Fremantle Village	Accommodation for S Bowyer (Training Perth)	280.00
	17/07/2019	Esperance Cinema	Movie Tickets – Youth Excursion	63.00
<b>5386</b>	<b>15/08/2019</b>	<b>Chief Executive Officer</b>	<b>ANZ Credit Card Purchases</b>	<b>3950.03</b>
	21/06/2019	Esperance Beeline Florist	4x Wreaths for ANZAC Dawn Service	365.00
	25/06/2019	Auspire Nedlands	Membership for Community Citizen Awards	594.00
	27/06/2019	Full Moon Café	Farewell Morning Tea	142.50
	04/07/2019	ARC LTD Box Hill	Australian Refrigeration Council - DoE National Licence Renewal	32.00
	04/07/2019	ARC LTD Box Hill	Australian Refrigeration Council - DoE National Licence Renewal	32.00
	09/07/2019	Flight Centre	Flight for Peter Fitchat 05.08.2019	216.98
	09/07/2019	Flight Centre	Flight for Peter Fitchat 09.08.2019	215.97
	09/07/2019	Flight Centre	Flights for Cr. Warner 07.08.2019 – 09.09.2019	665.06
	11/07/2019	Dropbox	Upgrade of Dropbox Subscription	316.11
	12/07/2019	Local Government East Perth	Member Dues Paid for 01/07/2019 – 30.06.2020	531.00
	17/07/2019	Barnett's	Internal Admin Security Locks	839.41
<b>5386</b>	<b>15/08/2019</b>		<b>Total Credit Card Purchases for 24/06/2019 – 21/07/2019</b>	<b>5133.73</b>

#### Summary of Account Totals

Trust EFT's / Cheques	\$492.50
Municipal Cheques	\$1'443.45
Municipal EFT's	\$402'788.54
Municipal Direct Debit's	\$27'928.74
Municipal Credit Cards	\$5133.73
<b>Grand Total for August 2019</b>	<b>\$437'885.96</b>

#### Voting Requirements

Simple Majority

#### Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1/08/2019 to 31/08/2019 be noted.

Moved Cr:

Seconded Cr:

#### Resolution

Carried by: Simple Majority

For:

Against





**MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 August 2019 TO 31 August 2019**

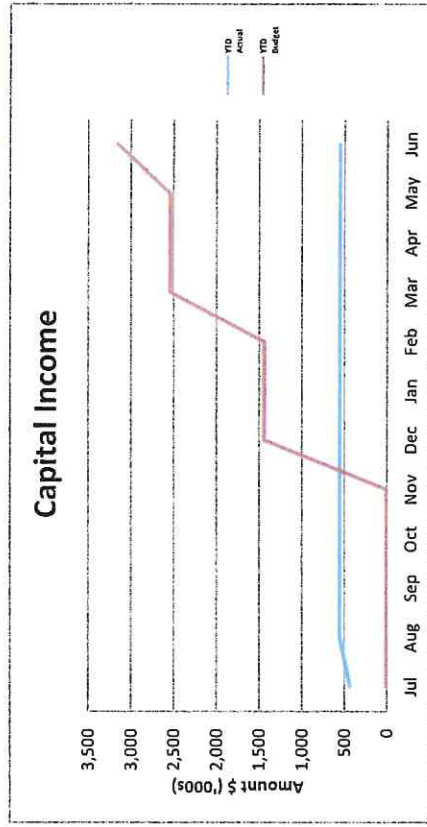
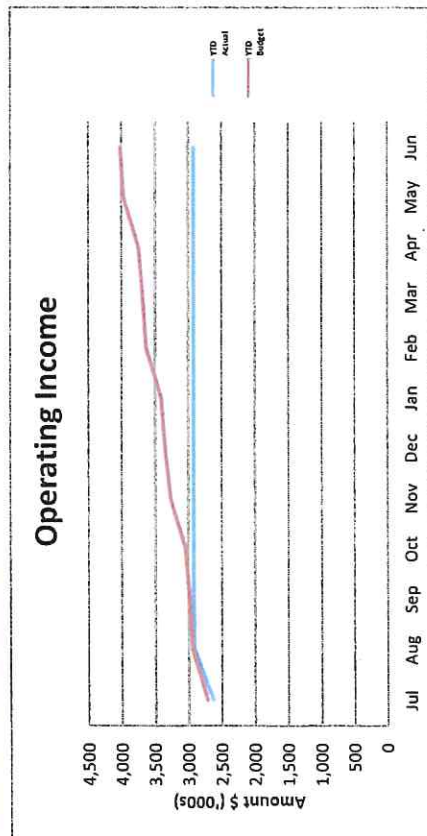
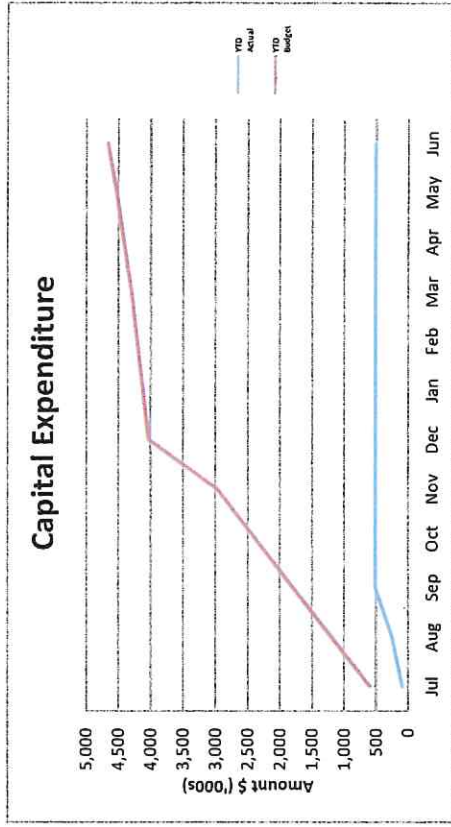
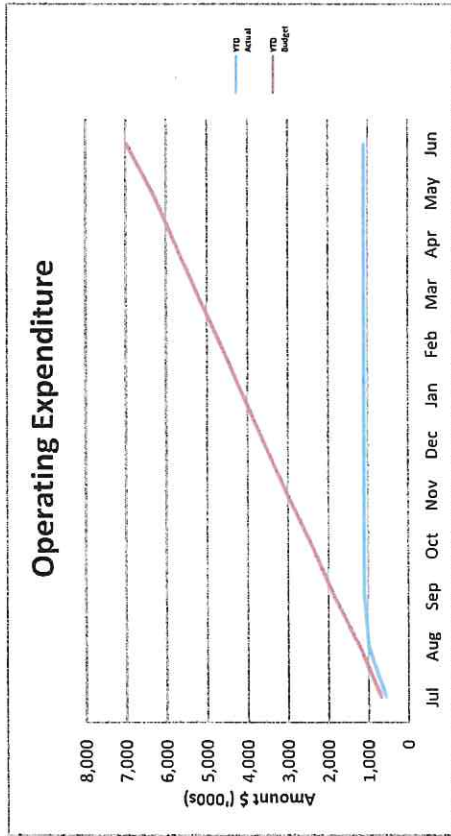


*"Norseman" The Horse that found Gold and created a Town*

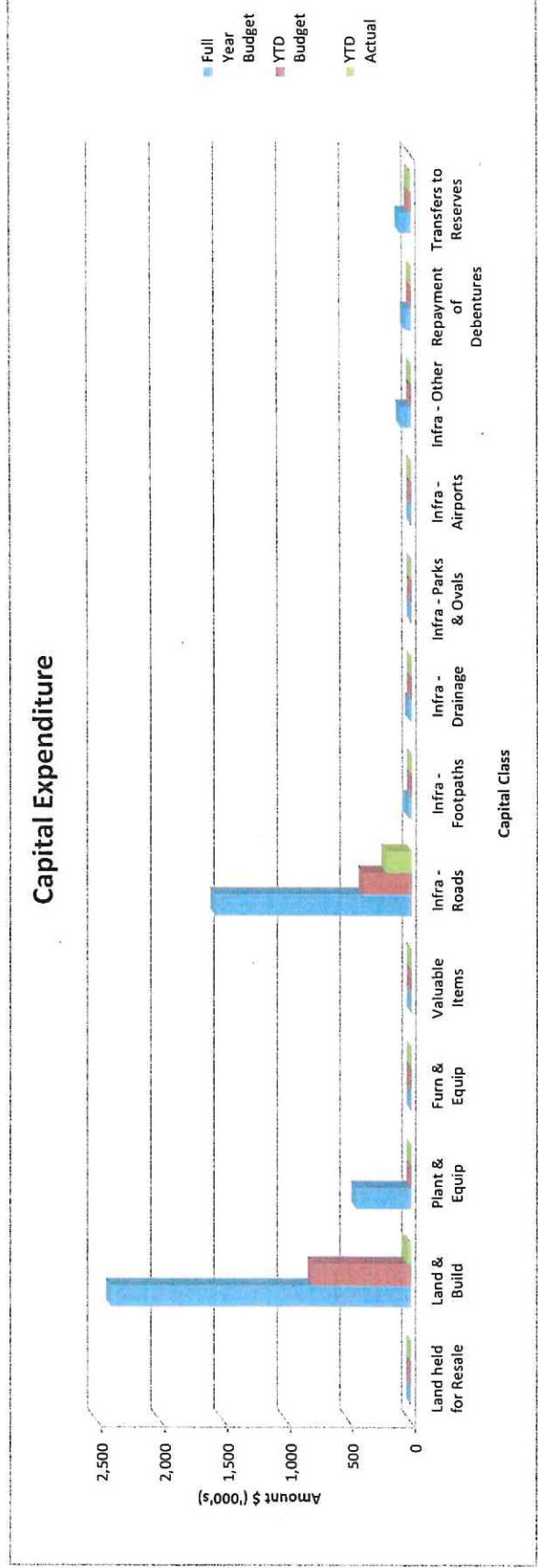
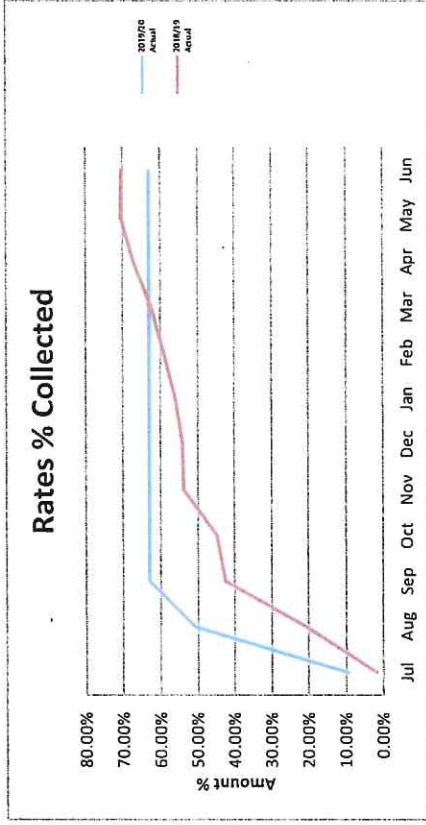
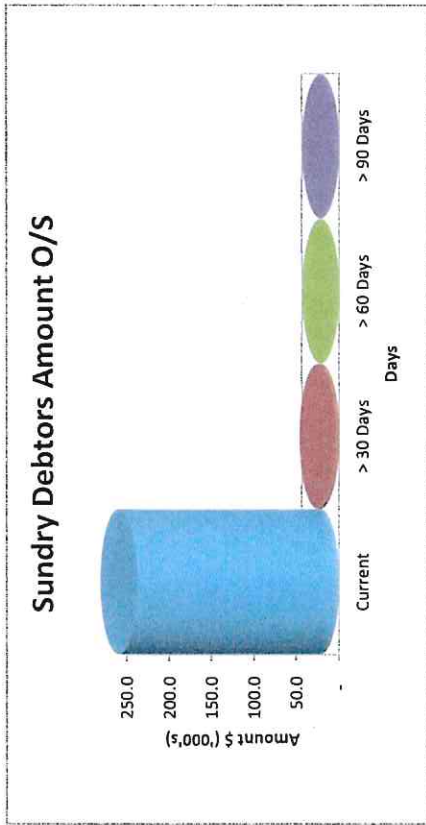
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# Income and Expenditure Graphs for the Period 01 July 2018 to 31 August 2019



# Other Graphs for the Period 01 July 2018 to 31 August 2019



## SHIRE OF DUNDAS

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 August 2019 TO 31 August 2019

	NOTE	2019/20 Adopted Budget \$	2019/20 August Y-T-D Budget \$	2019/20 August Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>Operating</b>						
<b>Revenues/Sources</b>						
Governance		29,710	2,664	1,911	-753	(28.27%)
General Purpose Funding		721,000	170,186	155,809	-14,377	(8.45%)
Law, Order, Public Safety		23,050	504	886	382	75.79%
Health		4,250	708	5,460	4,752	671.19%
Education and Welfare		80,000	20,000	20,433	433	2.17%
Housing		22,600	3,096	3,514	418	13.50%
Community Amenities		187,960	152,870	157,162	4,292	2.81%
Recreation and Culture		31,092	3,508	2,738	-770	(21.95%)
Transport		1,400,975	135,888	254,838	118,950	87.54% ▲
Economic Services		1,366,114	23,320	437,421	414,101	1775.73% ▲
Other Property and Services		30,000	4,998	2,831	-2,167	(43.36%)
		<u>3,896,752</u>	<u>517,742</u>	<u>1,043,003</u>	<u>525,261</u>	<u>101.45%</u>
<b>(Expenses)/(Applications)</b>						
Governance		(709,840)	(178,894)	(107,612)	71,282	39.85% ▼
General Purpose Funding		(437,897)	(57,288)	(43,166)	14,122	24.65%
Law, Order, Public Safety		(163,658)	(30,862)	(14,090)	16,772	54.35% ▼
Health		(235,722)	(41,506)	(23,602)	17,904	43.14% ▼
Education and Welfare		(247,564)	(44,230)	(25,603)	18,627	42.11% ▼
Housing		(111,118)	(21,510)	(16,285)	5,225	24.29% ▼
Community Amenities		(613,721)	(102,218)	(110,234)	-8,016	(7.84%)
Recreation & Culture		(1,483,170)	(235,831)	(206,779)	29,052	12.32% ▼
Transport		(2,222,075)	(364,602)	(357,593)	7,009	1.92%
Economic Services		(425,440)	(52,392)	(48,138)	4,254	8.12%
Other Property and Services		(316,000)	(71,699)	(25,211)	46,488	64.84% ▼
		<u>(6,966,205)</u>	<u>(1,201,032)</u>	<u>(978,313)</u>	<u>222,719</u>	<u>(18.54%)</u>
<b>Net Operating Result Excluding Rates</b>		<b>(3,069,453)</b>	<b>(683,290)</b>	<b>64,690</b>	<b>747,980</b>	<b>(109.47%)</b>
<b>Adjustments for Non-Cash</b>						
<b>(Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	2	(32,798)	0	0	0	0.00%
Movement in Current Employee Benefit Provisions cash backed		0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%
Movement in Employee Benefit Provisions (Non-Current)		0	0	0	0	0.00%
Adjustments for Fixed Assets		0	0	0	0	0.00%
Rounding		0	0	0	0	0.00%
Depreciation on Assets		2,842,535	473,548	467,791	-5,757	1.22%
<b>Capital Revenue and (Expenditure)</b>						
Purchase of Land and Buildings	1	(2,392,118)	(797,048)	(31,906)	765,142	96.00% ▼
Purchase of Furniture & Equipment	1	0	0	0	0	0.00%
Purchase of Plant & Equipment	1	(442,000)	0	0	0	0.00%
Purchase of Valuable Items	1	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	1	(1,567,983)	(380,070)	(202,512)	177,558	46.72% ▼
Purchase of Infrastructure Assets - Footpaths	1	(25,000)	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	1	(15,000)	0	0	0	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	1	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Airports	1	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Other	1	(82,854)	0	0	0	0.00%
Proceeds from Disposal of Assets	2	145,000	0	0	0	0.00%
Repayment of Debentures	3	(47,238)	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	4	(90,000)	(14,994)	(14,293)	701	4.68%
Transfers from Restricted Asset (Reserves)	4	846,539	0	0	0	0.00%
Transfers to Restricted Assets (Other)		0	0	0	0	#DIV/0!
Transfers from Restricted Asset (Other)		0	0	0	0	#DIV/0!
ADD Net Current Assets July 1 B/Fwd	5	1,516,494	1,516,494	1,475,120	-41,374	2.73%
LESS Net Current Assets Year to Date	5	0	2,528,515	4,172,533	1,644,018	(65.02%)
<b>Amount Raised from Rates</b>		<b>(2,413,876)</b>	<b>(2,413,875)</b>	<b>(2,413,643)</b>	<b>232</b>	<b>(0.01%)</b>

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



**SAMPLE OF BUDGET VARIANCE REPORTING FOR THE PERIOD 1 August 2019 TO 31 August 2019**  
**Report on Significant Variance Greater than 10% and \$5,000**

	2019/20 Budget	2019/20 YTD Budget	2019/20 Actual	Variance to Budget	
<b>GENERAL PURPOSE FUNDING</b>					
Operating Income					
0171 Rates Non-Payment Penalty	-40,000	-6,690	-4,598	5,398	Receivables have significantly improved, lowering penalty charges.
<b>GOVERNANCE</b>					
Operating Expenditure					
0022 Strategic Alliance	10,000	10,000	0	-10,000	Timing of invoices.
0222 Election Expenses	4,000	4,000	0	-4,000	To be expensed when elections are held.
0223 Election Expenses	38,000	6,330	1,000	-37,000	Timing of invoices.
0352 Administration - Salaries	540,000	89,864	60,249	-29,715	Allocated
0402 Admin - Insurance	26,000	13,000	19,561	6,561	Timing of invoices.
0622 Admin Depreciation	130,000	21,658	16,533	-5,125	Expected to increase with future capital expenditure.
Capital Expenditure					
0354 Library Louvers & Solar Panels - Admin Bldg	0	0	5,785	5,785	Allocated
<b>LAW, ORDER AND PUBLIC SAFETY</b>					
Operating Expenditure					
0742 Council Bushfire Fighting Expenses	40,000	6,658	378	-4,200	Timing
<b>HEALTH</b>					
Operating Expenditure					
1602 Medical Subsidy	80,000	9,690	0	-9,690	Dependent on visits by medical specialists.
<b>EDUCATION &amp; WELFARE</b>					
Operating Expenditure					
2004 Sport & Recreation Programs	21,300	5,830	0	-5,830	Timing of invoices.
<b>COMMUNITY AMENITIES</b>					
Operating Expenditure					
2012 Waste Facility Maintenance	148,000	24,312	43,990	18,678	Payment for empty liquid waste.
<b>RECREATION &amp; CULTURE</b>					
Operating Expenditure					
3322 Earth Town Hall / Tennis Court Building M	23,000	7,660	835	-6,825	Timing of invoices.
3323 Parks Gardens & Reserves	5,000	832	6,702	5,870	Timing of invoices.
3322 Parks Gardens & Reserves	384,000	50,538	40,334	-10,204	Timing of invoices.
Capital Expenditure					
3380 Woodland Cultural And Visitor Centre	2,392,118	797,048	28,111	-770,937	Timing of invoices.
<b>TRANSPORT</b>					
Operating Income					
4813 Roads Financial Assistance Grant	-202,800	-50,825	-31,414	16,212	Timing of receipt of grants.
4813 Roads Financial Assistance Grant	-1,000	-644	-644	356	Due to increase in flight landings.
6203 Contribution Airfield	-2,500	-414	-5,628	-5,414	Due to increase in flight landings.
Operating Expenditure					
4602 Noneman St Maintenance	116,000	19,304	9,655	-9,649	Timing of work programs.
Capital Income					
6025 Regional Road Group Grant	-647,409	0	-122,055	-122,055	40 % of grant claimed for carry-over works from last year - Hyden Norseman Rd.
Capital Expenditure					
3134 Hyden Rd Rd East Grant Works	971,113	365,070	292,340	-177,730	Timing of work programs.
<b>ECONOMIC SERVICES</b>					
Operating Income					
7293 Telecote Reimbursement	-112,500	-18,742	0	18,742	Timing of receipts.
Operating Expenditure					
7202 Water Supply Stand Pipes	25,000	4,180	10,392	6,232	Timing of work programs.
7202 Telecote Expenses	112,500	18,738	13,682	-5,156	Timing of work programs.
Capital Income					
3385 Grants - Woodland Cultural And Visitor C	-1,221,114	0	-430,000	-430,000	Timing of receipt of grants.
<b>OTHER PROPERTY &amp; SERVICES</b>					
Operating Expenditure					
7042 Lease Alice To Works	210,000	44,685	31,409	-17,403	Expected to increase with future capital expenditure budgeted.
7802 Diesel & Unroaded Fuel	-573,660	-95,620	-79,871	15,949	Lower allocation due to decrease in Road Mice Council Don.
7822 Parts & Repairs	160,000	26,658	47,897	21,331	Due to increased use of plant and machinery on job projects.
7842 Insurance & Licenses	200,000	33,330	7,426	-25,894	Timing of invoices.
7902 Make Up To Works	32,240	16,119	29,664	12,545	Due to increased use of plant and machinery on job projects.
7932 Make Up To Works	1,000	1,000	1,000	-1,000	Due to increase in project work/activities.
7932 Stock Received Control Act	-160,000	-24,660	-48,787	-21,797	Due to increase in project work/activities.
8002 Salaries & Wages	0	358,190	295,842	-8,946	Cleared in September 2019.
8012 Salaries & Wages Alloc	2,160,000	-358,190	-358,842	62,348	Due to timing and fluctuation in labour activity.
	-2,150,000	-358,190	-358,842		

**SHIRE OF DUNDAS**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

	2019/20 Adopted Budget \$	2019/20 August Budget \$	2019/20 August Actual \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
<u>Governance</u>			
Capital - Ceo Vehicle	50,000	0	0
Library Louvres & Solar Panels - Admin Building	0	0	5,795
<b>Health</b>			
<u>Other Health</u>			
Doctor'S Vehicle	35,000	0	0
<b>Community Amenities</b>			
<u>Sanitation - Household Refuse</u>			
Expansion Of Eucla Tip	15,000	0	0
<u>Sewerage</u>			
Liquid Waste Drying Bed	67,854	0	0
<u>Urban Storm Water Drainage</u>			
Replacement Of Footbridge - Prinsep St Austin St	15,000	0	0
<b>Transport</b>			
<u>Construction - Roads, Bridges, Depots</u>			
	<b>1,567,983</b>	<b>380,070</b>	<b>202,512</b>
<b>RRG Road Projects</b>	<b>971,113</b>	<b>380,070</b>	<b>202,340</b>
Rrg Hyden Noresman Rd Slk 8-60	0	0	34,637
Rrg Hyden Rd 2018_18 Carry Over	457,707	305,102	167,703
Rrg Mort Harslet Rd 2018_19 Carry Over	112,467	74,968	0
Rrg Hyden Rd 2019_20	400,939	0	0
<b>RRG Black Spot Projects</b>	<b>275,289</b>	<b>0</b>	<b>0</b>
Black Spot - Mort Harslet Drive 2018_19 Carry Over	137,644	0	0
Black Spot - Mort Harslet Drive 2019_20	137,644	0	0
<b>Road to Recovery Projects</b>	<b>321,581</b>	<b>0</b>	<b>172</b>
R2R Projects 2019_20	321,581	0	0
R2R 2018/19 Projects	0	0	172
<u>FootPath Construction</u>			
Robert Street McIvor St To Old Eyre Hwy (West Side)	25,000	0	0
<u>Road Plant Purchases</u>			
	<b>357,000</b>	<b>0</b>	<b>0</b>
Ranger And Garden Ute	30,000	0	0
Works Manager Vehicle	40,000	0	0
Front End Loader	265,000	0	0
Kubota Tractor Diesel With Canopy	22,000	0	0
<b>Economic Services</b>			
<u>Other Economic Services</u>			
<b>Woodland Cultural And Visitor Centre</b>			
Woodland Cultural And Visitor Centre - Upgrade	2,392,118	797,048	26,111
	<u>4,524,955</u>	<u>1,177,118</u>	<u>234,418</u>

**SHIRE OF DUNDAS**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

	2019/20 Adopted Budget \$	2019/20 August Budget \$	2019/20 August Actual \$
<b><u>By Class</u></b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Buildings	2,392,118	797,048	31,906
Buildings - GVROC	0	0	0
Furniture & Equipment	0	0	0
Plant & Equipment	442,000	0	0
Valuable Items	0	0	0
Infrastructure - Roads	1,567,983	380,070	202,512
Infrastructure - Footpaths	25,000	0	0
Infrastructure - Drainage	15,000	0	0
Infrastructure - Parks & Ovals	0	0	0
Infrastructure - Airports	0	0	0
Infrastructure - Other	82,854	0	0
	<u>4,524,955</u>	<u>1,177,118</u>	<u>234,418</u>



**SHIRE OF DUNDAS**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

**2. DISPOSALS OF ASSETS**

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale / Insurance Proceeds		Profit/(Loss)	
	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$
<b>Governance</b>						
P307 AWD station wagon large (CEO's) - 2016	11,290		25,000		13,710	0
<b>Health</b>						
P288 Holden Commodore Silver Sedan (Doctor) - 2014	14,543		12,000		(2,543)	0
<b>Transport</b>						
P239 Mitsubishi Triton 4x2 Cab (Ranger's ute) - 2007	3,436		5,000		1,564	0
P294 Dual Cab 4x4 (Works) - 2015	11,851		15,000		3,149	0
P254 721E Case Front End Loader (DS16) - 2010	67,883		80,000		12,117	0
P268 Kubota Tractor Diesel with Canopy - 2012	3,199		8,000		4,801	0
	112,202	-	145,000	-	32,798	-

**SHIRE OF DUNDAS**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

**2. DISPOSALS OF ASSETS (Continued)**

<u>By Class of Asset</u>	Written Down Value		Sale / Insurance Proceeds		Profit/(Loss)	
	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$
<b>Plant &amp; Equipment</b>						
P288 Holden Commodore Silver Sedan (Doctor) - 2014	14,543		12,000		(2,543)	0
P239 Mitsubishi Triton 4x2 Cab (Ranger's ute) - 2007	3,436		5,000		1,564	0
P307 AWD station wagon large (CEO's) - 2016	11,290		25,000		13,710	0
P294 Dual Cab 4x4 (Works) - 2015	11,851		15,000		3,149	0
P254 721E Case Front End Loader (DS16) - 2010	67,883		80,000		12,117	0
P268 Kubota Tractor Diesel with Canopy - 2012	3,199		8,000		4,801	0
	112,202	-	145,000	-	32,798	-

**Summary**

Profit on Asset Disposals	2019/20 Adopted Budget \$	2019/20 August Actual \$
Loss on Asset Disposals	35,341	0
	(2,543)	0
	<u>32,798</u>	<u>0</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 August 2019 TO 31 August 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$
Health Loan - Doctor's House	387,321	0	0	47,238	0	340,083	387,321	10,179	0
	387,321	0	0	47,238	0	340,083	387,321	10,179	0

(\* Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 August 2019 TO 31 August 2019

	2019/20 Adopted Budget \$	2019/20 August Actual \$
<b>4. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	367,893	367,893
Amount Set Aside / Transfer to Reserve	7,452	1,119
Amount Used / Transfer from Reserve	0	0
	<u>375,345</u>	<u>369,012</u>
<b>(b) Plant Reserve</b>		
Opening Balance	804,577	804,577
Amount Set Aside / Transfer to Reserve	16,297	2,446
Amount Used / Transfer from Reserve	0	0
	<u>820,874</u>	<u>807,023</u>
<b>(c) Aerodrome Reserve</b>		
Opening Balance	147,541	147,541
Amount Set Aside / Transfer to Reserve	2,989	449
Amount Used / Transfer from Reserve	0	0
	<u>150,530</u>	<u>147,990</u>
<b>(d) Unspent Grant Reserve</b>		
Opening Balance	846,539	846,539
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	(846,539)	0
	<u>(0)</u>	<u>846,539</u>
<b>(e) IT Reserve</b>		
Opening Balance	96,825	96,825
Amount Set Aside / Transfer to Reserve	1,961	294
Amount Used / Transfer from Reserve	0	0
	<u>98,786</u>	<u>97,119</u>
<b>(f) Transport Reserve</b>		
Opening Balance	1,808,477	1,808,477
Amount Set Aside / Transfer to Reserve	36,632	5,499
Amount Used / Transfer from Reserve	0	0
	<u>1,845,109</u>	<u>1,813,976</u>
<b>(g) Land Development Reserve</b>		
Opening Balance	1,217,867	1,217,866
Amount Set Aside / Transfer to Reserve	24,669	4,486
Amount Used / Transfer from Reserve	0	0
	<u>1,242,536</u>	<u>1,222,352</u>
<b>Total Cash Backed Reserves</b>	<u><u>4,533,180</u></u>	<u><u>5,304,011</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 August 2019 TO 31 August 2019

	2019/20 Adopted Budget \$	2019/20 August Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	7,452	1,119
Plant Reserve	16,297	2,446
Aerodrome Reserve	2,989	449
Unspent Grant Reserve	0	0
IT Reserve	1,961	294
Transport Reserve	36,632	5,499
Land Development Reserve	24,669	4,486
	<u>90,000</u>	<u>14,293</u>
<b>Transfers from Reserves</b>		
Leave Reserve	0	0
Plant Reserve	0	0
Aerodrome Reserve	0	0
Unspent Grant Reserve	(846,539)	0
IT Reserve	0	0
Transport Reserve	0	0
Land Development Reserve	0	0
	<u>(846,539)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u>(756,539)</u>	<u>14,293</u>

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

**Leave Reserve**

To be used to fund long service leave and non-current annual leave requirements.

**Leave Reserve**

- to be used to fund annual, sick and long service leave requirements and payments to staff.

**Plant Reserve**

- to be used for the purchase of major plant.

**Aerodrome Reserve**

- to be used for the construction and/or maintenance of the airstrip at Norseman.

**Unspent Grants/Contributions Reserve**

- to be used to restrict unspent grants and contributions at the end of the financial year.

**IT Reserve**

- to be used to fund the replacement of IT Equipment.

**Transport Reserve**

- to be used for the construction, maintenance and reseal of the Shire's transport network.

**Land Development Reserve**

- to be used for building construction and maintenance of Shire land and Buildings.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 August 2019 TO 31 August 2019

	2018/19 C/Fwd Per Adopted Budget \$	2018/19 C/Fwd Per Financial Report \$	2019/20 August Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,710,033	1,704,554	3,178,243
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	5,289,719	5,289,719	5,304,012
Rates Outstanding	943,103	943,103	1,695,824
Sundry Debtors	24,293	23,733	242,345
Provision for Doubtful Debts	(399,574)	(399,574)	(399,574)
Gst Receivable	0	0	0
Accrued Income/Payments In Advance	0	0	0
Work In Progress	0	0	0
Inventories	0	0	0
	<u>7,567,574</u>	<u>7,561,535</u>	<u>10,020,850</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(427,357)	(459,850)	(216,855)
Accrued Interest On Loans	0	0	0
Accrued Salaries & Wages	(20,569)	(20,569)	0
Income In Advance	0	0	0
Gst Payable	(10,268)	(12,111)	(28,905)
Payroll Creditors	0	0	0
Accrued Expenses	0	0	0
PAYG Liability	0	0	0
Other Payables	(4,301)	(5,301)	0
Current Employee Benefits Provision	(298,865)	(298,865)	(298,865)
Current Loan Liability	(47,238)	(47,238)	(47,238)
	<u>(808,599)</u>	<u>(843,934)</u>	<u>(591,863)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>6,758,975</b>	<b>6,717,601</b>	<b>9,428,987</b>
Less: Cash - Reserves - Restricted	(5,289,719)	(5,289,719)	(5,304,012)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	0	0	0
Add Back : Current Loan Liability	47,238	47,238	47,238
Adjustment for Trust Transactions Within Muni	0	0	320
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,516,494</b></u>	<u><b>1,475,120</b></u>	<u><b>4,172,533</b></u>

**SHIRE OF DUNDAS**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

**6. RATING INFORMATION**

RATE TYPE	Rate In \$	Number of Properties	Rateable Value \$	2019/20 Rate Revenue \$	2019/20 Interim Rates \$	2019/20 Back Rates \$	2019/20 Total Revenue \$	2019/20 Budget \$
<b>General Rate</b>								
GRV	0.157038	536	4,354,006	683,745	0	0	683,745	680,478
GRV - Mining Leases	0.215000	3	1,058,000	227,470	0	0	227,470	227,470
UV - Pastoral	0.083200	15	709,573	59,036	0	0	59,036	59,036
UV - Mining Leases	0.157159	329	8,447,442	1,327,592	0	0	1,327,592	1,329,966
Non - Rateable			369,465		0	(146)	(146)	0
<b>Sub-Totals</b>		<b>3,202</b>	<b>14,937,486</b>	<b>2,297,843</b>	<b>0</b>	<b>(146)</b>	<b>2,297,696</b>	<b>2,296,950</b>
<b>Minimum Rates</b>								
GRV	360	152	51,499	54,720			54,720	54,720
UV	360	116	132,266	41,760	0	0	41,760	42,120
UV - Prospecting Leases	309	63	78,514	19,467	0	0	19,467	20,085
Non - Rateable								
<b>Sub-Totals</b>		<b>331</b>	<b>252,279</b>	<b>115,947</b>	<b>0</b>	<b>0</b>	<b>115,947</b>	<b>116,925</b>
Discounts							2,413,643	2,413,875
Rate Adjustments							0	0
Movement in Excess Rates							0	0
<b>Total Amount of General Rates</b>							<b>2,413,643</b>	<b>2,413,875</b>
Specified Area Rates							0	0
<b>Total Rates</b>							<b>2,413,643</b>	<b>2,413,875</b>

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

The general rates detailed above for the 2015/16 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 DUNDAS**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

**7. TRUST FUNDS**

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

Detail	Balance 01-Jul-19 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31-Aug-19 \$
BUILDERS REGISTRATION (I)	2,634	343	(2,976)	1
CHAMBER OF COMMERCE	0	0	0	0
DEMOLITION DEPOSITS	0	1,000	0	1,000
EXCESS (OVERPAID) RATES	1,888	80	(320)	1,648
GYM KEY DEPOSITS	3,250	550	(550)	3,250
TENNIS KEY DEPOSIT	300	20	0	320
BCITF (BUIL CON INDU TRAI FUN)	3,845	0	(3,845)	0
LIBRARY (TOY)	0	0	0	0
COMMUNITY GARDEN	2,539	0	0	2,539
NGADJU WOMENS CARING	957	0	0	957
LICENSING (TRANSPORT)	1,817	1,521	0	3,338
NOMINATION DEPOSITS	0	0	0	0
BANK INTEREST	308	2	0	310
	<u>17,538</u>	<u>3,516</u>	<u>(7,691)</u>	<u>13,363</u>

**SHIRE OF DUNDAS**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

**8. OPERATING STATEMENT**

	<b>2019/20 August Actual</b>	<b>2019/20 Adopted Budget</b>	<b>2018/19 Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING REVENUES</b>			
Governance	1,911	29,710	60,492
General Purpose Funding	2,569,452	3,134,876	3,714,549
Law, Order, Public Safety	886	23,050	181,138
Health	5,460	4,250	4,128
Education and Welfare	20,433	80,000	83,480
Housing	3,514	22,600	21,391
Community Amenities	157,162	187,960	205,501
Recreation and Culture	2,738	31,092	206,041
Transport	254,838	1,400,975	1,057,085
Economic Services	437,421	1,366,114	201,371
Other Property and Services	2,831	30,000	44,581
<b>TOTAL OPERATING REVENUE</b>	<b><u>3,456,646</u></b>	<b><u>6,310,627</u></b>	<b><u>5,779,757</u></b>
<b>OPERATING EXPENSES</b>			
Governance	107,612	709,840	622,978
General Purpose Funding	43,166	437,897	315,870
Law, Order, Public Safety	14,090	163,658	265,295
Health	23,602	235,722	161,666
Education and Welfare	25,603	247,564	167,232
Housing	16,285	111,118	84,300
Community Amenities	110,234	613,721	543,361
Recreation & Culture	206,779	1,483,170	1,237,949
Transport	357,593	2,222,075	2,269,742
Economic Services	48,138	425,440	341,070
Other Property and Services	25,211	316,000	315,039
<b>TOTAL OPERATING EXPENSE</b>	<b><u>978,313</u></b>	<b><u>6,966,205</u></b>	<b><u>6,324,502</u></b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>2,478,333</u></b>	<b><u>(655,578)</u></b>	<b><u>(544,745)</u></b>



**SHIRE OF DUNDAS**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

**9. STATEMENT OF FINANCIAL POSITION**

	2019/20 Actual \$	2018/19 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	8,482,255	6,994,273
Trade and Other Receivables	1,538,595	567,262
Work In Progress	0	0
Inventories	0	0
<b>TOTAL CURRENT ASSETS</b>	<u>10,020,850</u>	<u>7,561,535</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	47,861	47,861
Inventories	0	0
Property, Plant and Equipment	13,343,952	13,426,885
Infrastructure	52,591,056	52,741,494
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<u>65,982,869</u>	<u>66,216,240</u>
<b>TOTAL ASSETS</b>	<u>76,003,719</u>	<u>73,777,775</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	245,761	497,832
Long Term Borrowings	47,238	47,238
Provisions	298,865	298,865
<b>TOTAL CURRENT LIABILITIES</b>	<u>591,864</u>	<u>843,935</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	340,083	340,083
Provisions	36,201	36,201
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>376,284</u>	<u>376,284</u>
<b>TOTAL LIABILITIES</b>	<u>968,148</u>	<u>1,220,219</u>
<b>NET ASSETS</b>	<u>75,035,571</u>	<u>72,557,556</u>
<b>EQUITY</b>		
Trust Imbalance	(320)	0
Retained Surplus	33,726,432	31,262,392
Reserves - Cash Backed	5,304,012	5,289,719
Revaluation Surplus	36,005,448	36,005,448
<b>TOTAL EQUITY</b>	<u>75,035,572</u>	<u>72,557,559</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 August 2019 TO 31 August 2019

10. FINANCIAL RATIOS

	Benchmark	2019/20 YTD	2018/19 YE	2017/18 YE	2016/17 YE
Current Ratio	>1	7.97	4.19	3.16	4.15
Operating Surplus Ratio	>0.01	0.74	(0.43)	(0.40)	0.01
Own Source Revenue Coverage Ratio	>0.40	2.67	0.49	0.49	0.52
Debt Service Cover Ratio	>2	1,695.51	26.41	21.70	72.96
Asset Consumption Ratio	>0.50	0.95	0.84	0.73	0.80
Asset Sustainability Ratio	>0.90	0.50	0.82	0.35	0.74
Asset Renewal Funding Ratio	>0.75	Calculate only at the YE	0.68	0.64	0.78

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$
Asset sustainability ratio	$\frac{\text{capital expenditure on the replacement of assets (renewals)}}{\text{depreciation expenses}}$
Asset renewal funding ratio	$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

**Comment**

**Current Ratio**

The Current Ratio is a measure of short term liquidity, i.e. the ability of local government to meet its liabilities as and when they fall due. A ratio of more than 1 (100%) indicates that that we have more current assets than current liabilities.

**Operating Surplus Ratio \ Own Source Revenue Coverage Ratio**

These two ratios help to measure the ability to cover operational needs and have revenues available for capital or other purposes. These two ratios have been distorted as entire rate revenue being compared against YTD operating expenditure.

**SHIRE OF DUNDAS**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 August 2019 TO 31 August 2019**

**11. INVESTMENTS**

Type of investment	Institution	Type of the Institution	Term	Maturity date	Rate of Return	Amount Invested
Term deposit	Goldfields Money	ADI	6 months	18/01/2020	2.35%	3,629,712
Term deposit	ANZ	ADI	2 months	21/09/2019	2.30%	441,770
Term deposit	ANZ	ADI	3 months	17/08/2019	2.50%	1,232,529
						<b>5,304,011</b>

**Reserve wise**

IT Reserve	97,119
Aerodrome Reserve	147,990
Leave Reserve	369,012
Plant Reserve	807,023
Land Development Reserve	1,222,352
Transport Reserve	1,813,976
Unspent Grant Reserve	846,539
<b>5,304,011</b>	

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.3 – CRC Management Report &amp; Financial Statements to 31<sup>st</sup> August 2019</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Manager Finance and Administration
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity  
For the period ending 31<sup>st</sup> August 2019**

**Officer Recommendation**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31<sup>st</sup> August 2019 be accepted.**

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority                      For:                      Against



## MANAGEMENT REPORT

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Prepared by: Angie Hogan  
01/08/2019-31/08/2019  
Norseman Community Resource Centre

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### **Membership and patronage details:**

Total Number of memberships: 5  
New memberships this reporting period: 0  
Patronage per opening hour: 12

August has been a quite month we had Lotterywest visit the CRC to run a free information session on applying for grants, this was open to anyone who wished to attend, unfortunately attendance was low.

Kidz Klub has been busy making and creating garden projects getting ready for the Norseman Garden show.

The CRC has run a few computer and resume writing workshops for the unemployed and anyone who wishes to attend, there were a few in attendance.

The CRC has a busy few months ahead with a lot more workshops and community events.

### **Marketing strategies undertaken in the reporting period and outcomes achieved**

#### **Strategies undertaken:**

#### **Events/courses investigated for future succession planning**

All year we will be running Free Basic computer classes-Word, Excel, Powerpoint and Publisher

#### **Professional development and training opportunities**

Investigating Cert IV in Tourism

#### **Professional development opportunities undertaken within reporting period**

#### **Professional development opportunities identified for future reporting periods**

Investigating Cert IV in Tourism

# Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

## Reconciliation Report

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1110 Cheque Account				
Date of Bank Statement: 31/08/2019				
Last Reconciled: 31/07/2019				
Last Reconciled Balance: \$129,716.18				
Cleared Cheques				
1832	1/08/2019	Westnet		\$109.95
1833	1/08/2019	Australian Tax Office		\$2,169.00
SC300819	5/08/2019	ACCOUNT SERVICING FEE		\$10.00
1834	14/08/2019	Telstra		\$377.12
SC300819	19/08/2019	TRUST SERVICING FEE		\$10.00
1835	23/08/2019	Norseman IGA		\$267.10
1836	23/08/2019	Kilima WA Pty Ltd		\$2,203.52
1837	23/08/2019	C Direct		\$888.48
1838	26/08/2019	Water Corporation		\$56.77
Total:			\$0.00	\$6,091.94

### Cleared Deposits

CR002916	15/08/2019	Centrelink Agent Payment	\$2,130.47	
CR002917	22/08/2019	Payment; Wilsons Diesel & Au	\$279.00	
CR002918	23/08/2019	Payment; Shire of Dundas	\$1,200.00	
CR002920	28/08/2019	Payment; Norseman Hotel	\$55.00	
CR002922	28/08/2019	Bank Deposit	\$1,273.10	
CR002923	30/08/2019	Bank Deposit	\$25.10	
Total:			\$4,962.67	\$0.00

### Reconciliation

BusinessBasics Balance on 31/08/2019:	\$128,586.91
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$128,586.91
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$128,586.91

# Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

## Balance Sheet

As of August 2019

11/09/2019  
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### Assets

Current Assets		
Cash On Hand		
Cheque Account	\$128,586.91	
Petty Cash	\$150.00	
Cash Float	\$150.00	
Total Cash On Hand	\$128,886.91	
Trade Debtors	\$1,222.15	
Total Current Assets		\$130,109.06
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		\$2,000.00
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$85,598.59	
Furniture & Fixtures Accum Dep	-\$61,712.49	
Total Assets		\$155,995.16

### Liabilities

Current Liabilities		
GST Liabilities		
GST Collected	\$9,014.82	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$2,075.82	
Total GST Liabilities	\$4,770.00	
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities		\$35,139.70
Total Liabilities		\$35,139.70

Net Assets \$120,855.46

### Equity

Retained Earnings	\$46,617.87	
Current Year Earnings	\$20,416.04	
Historical Balancing	\$53,821.55	
Total Equity		<u>\$120,855.46</u>

# Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

## Profit & Loss Statement

1/08/2019 through 31/08/2019

11/09/2019  
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Income		
Sales		
1 Computer Usage	\$99.08	
3 Photocopying/Printing	\$629.47	
Fax Services	\$10.90	
Scanning	\$46.37	
Secretarial Services	\$89.59	
Laminating	\$19.54	
Kids Klub	\$22.72	
Computer Goods - Sales	\$189.09	
Phones & Credit - Sales	\$654.55	
4 Drinks - Sales	\$1.82	
Photo Express kiosk	\$7.00	
Conference Room Hire	\$363.64	
Contract Services	\$1,936.79	
Total Income		<u>\$4,070.56</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$807.71	
Total Cost of Sales		<u>\$807.71</u>
Gross Profit		<u>\$3,262.85</u>
Expenses		
Events	\$228.25	
Bank Fees	\$20.00	
Dues & Subscriptions	\$2,003.20	
Telephone	\$342.84	
Stationery	\$6.70	
Employment Expenses		
Staff Amenities	\$14.84	
Total Employment Expenses		<u>\$14.84</u>
Services		
Water	\$56.77	
Internet Fees	\$99.95	
Total Expenses		<u>\$2,772.55</u>
Net Profit / (Loss)		<u>\$490.30</u>



<b>Agenda Reference &amp; Subject</b>	
<b>10.4.4 – Officers Reports</b>	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer
Date of Report	1 <sup>st</sup> September 2019
Disclosure of Interest	Nil

### Summary

For Council to note the reports received from the Manager of Works and Services, Manager of Community Development and the Youth and Events Officer as included in the papers relating.

### Background

The Officers present their reports on activities for the past month. These reports are in papers relating.

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

### Consultation

Manager of Works and Services, Manager of Community Development and Youth and Events Officer.

### Comment

The reports will advise councillors of the progress being made towards achieving the objectives of the Strategic Plan.

### Voting Requirements

Simple Majority

### Officer Recommendation

**That Council note the reports of the manager of Works and Services, Manager of Community Development and the Youth and Events Officer.**

Moved Cr:

Seconded Cr:

### Resolution

Carried by: Simple Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.5 - Delegation to Manager Finance and Administration</b>	
Location / Address	Shire of Dundas
File Reference	GV.AU.2
Author	CEO
Date of Report	21 August 2019
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to review and approve the delegation of duties and responsibilities to the newly created position of the Manager Finance and Administration.

Background

The Local Government Act of 1995 S 5.42 sets out certain delegations of power to the CEO, S5.44 further sets out delegations by the CEO to other staff members.

The Act requires local governments to keep a register of its delegations and review it once every financial year.

The recent review of the register of its delegations took place in February 2019 and the next review is due early 2020.

Statutory Environment

Local Governments Act 1995 S5.42 and S5.44

Policy Implications

Updating in line with the current delegations

Financial Implications

Some delegations involve financial implications

Strategic Implications

Consistent with the Shire's Strategic Community Plan and Corporate Business Plan

Consultation

CEO

Comment

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Without delegated authority, most decisions of the Shire would need to be made by the Council at its ordinary meetings. Having appropriate delegations in place allow the day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

As a part of the restructuring process, the Shire has initiated towards a more financially sustainable organisational structure, the position of the deputy chief executive officer will cease to exist after 23rd

August 2019. New position, titled "Manager Finance and Administration" has been created with a greater focus on finance expertise required in managing operations of the Shire.

It is proposed to on delegate the following duties/responsibilities to the newly created position of the Manager Finance and Administration.

F01	Payments from trust and municipal funds
F02	Investments
F12	Trust fund
F14	Purchase order authorisation

#### Voting Requirements

Absolute majority

#### Officer Recommendation

The Council of the Shire of Dundas approve following changes to the current register of delegations, on delegating the following duties/responsibilities to the Manager Finance and Administration;

- F01 Payments from trust and municipal funds;
- F02 Investments;
- F12 Trust fund; and
- F14 Purchase order authorisation.

Moved Cr:  
Seconded Cr:

#### Resolution

Carried by: Absolute majority For: Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.6 – Pensioner’s Deferred Rates Interest Claim</b>	
Location / Address	Shire of Dundas
File Reference	RV.RP.5
Author	Maria Crawford
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil

#### Summary

To submit a deferment claim, through PRX, for rates deferred to 30 June 2019. The interest rate claimable was approved at 2.26% and the claim must be certified by both the CEO and the Auditor.

#### Background

The last claim processed was for rates deferred to 30 June 2018. This procedure is optional but recommended by the Council’s auditors.



<b>Agenda Reference &amp; Subject</b>	
<b>10.4.7 - Confidential Item – CEO Performance Review</b>	
Location / Address	Shire of Dundas
File Reference	221
Author	Manager Finance and Administration
Date of Report	31 <sup>st</sup> August 2019
Disclosure of Interest	Nil

### Council Resolution

**That the Council come from behind closed doors**

Moved Cr:

Seconded Cr:

Carried by: Simple Majority For: Against

### Resolution

Moved Cr:

Seconded Cr:

Carried by: Simple Majority For: Against

## **11 Elected Members Motions of Which Previous Notice Has Been Given**

## **12 New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting**

The following item of urgent business was accepted for consideration by the President or by a majority of the members of the Council

Voting Requirement Simple Majority

### Recommendation

**That the members of the Council agreed to the introduction of the following late item for decision.**

Moved Cr:

Seconded Cr:

### Resolution

Carried by: Simple Majority For: Against

## **13 Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held on the 15<sup>th</sup> October 2019.

## **14 Closure of Meeting**

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at