

# SHIRE OF MENZIES AGENDA



23 February 2017

**ORDINARY COUNCIL MEETING**

Agenda for the Ordinary Council Meeting to be held on Thursday  
23 February 2017 commencing at 1.00pm in the Council Chambers.

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

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on 23 February 2017 in the Shire of Menzies council chambers commencing at 1.00pm.

Rhonda Evans  
Chief Executive Officer

17 February 2017

**DISCLAIMER**

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

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

**FINANCIAL INTEREST**

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

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

**Councillors should declare an interest:**

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

A member who has declared an interest must not:

Preside at the part of the meeting relating to the matter: or

Participate in, or be present during the discussion of decision making procedure relating to the matter unless the member is allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

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- 8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**
- 9 CONFIRMATION / RECEIVAL OF MINUTES**
  - 9.1 Confirmation of Minutes of the Ordinary Council Meeting held on 15 December 2016**

*That the minutes of the Ordinary Meeting of Council held on Thursday 15 December 2016 be confirmed as a true and correct record.*
  - 9.2 Confirmation of Minutes of the Niagara Dam Working Party Meeting held on 16 January 2017**

*That the minutes of the Niagara Dam Working Party Meeting held on Monday 16 December 2016 be received for information.*
  - 9.3 Confirmation of Minutes of the Special Meeting of Council Meeting held on 16 January 2017**

*That the minutes of the Special Meeting of Council held on Monday 16 December 2017 be received for information.*
  - 9.4 Confirmation of the Minutes of the Annual Electors Meeting held on 9 February 2017**

*That the minutes of the Annual Electors Meeting held on Thursday 9 February 2017 be received for information.*

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# SHIRE OF MENZIES



## NIAGARA DAM WORKING PARTY

*(RESERVE 5062)*

## MINUTES

Meeting held in the  
Shire of Menzies Council Chambers  
Monday 16 January 2017 commencing at 9.38am

## MINUTES

### 1 DECLARATION OF OPENING

The Chairperson Cr Jill Dwyer opened the meeting at 9.38 am

### 2 RECORD OF ATTENDANCE / APOLOGIES

Working Party

Cr Jill Dwyer	Chairperson
Cr Jamie Mazza	
Mr Greg Dwyer	

Consultants

Mr Tony Chisholm	WML Consultants
Mr Royce Newton	WML Consultants

Staff

Mrs Rhonda Evans	Chief Executive Officer
Mrs Deborah Whitehead	Executive Assistant

### 3 CONFIRMATION OF PREVIOUS MINUTES

That the Minutes of the previous meeting of the Niagara Dam Working Party held on 15 December 2016 be confirmed.

**Moved: Greg Dwyer**

**Seconded: Cr Jamie Mazza**

*That the Minutes of the previous meeting of the Niagara Dam Working Party held on 15 December 2016 be confirmed.*

### 4 GENERAL BUSINESS

Discussion of:

#### 4.1 WML Report Preliminary Structural Inspection

Attachment – copy of WML Report for discussion

Tony Chisholm addressed the Working Party regarding the WML report that was attached. Tony stated that Royce Newton and Steve Woodhouse (Chief Executive Officer) were the most qualified to discuss issues regarding the Niagara Dam reports. He then handed over to Royce Newton to address the Working Party.

Royce said WML took into account previous reports and the newest inspection, potential modifications to the spillway and protective coating to a certain level.

Royce stated that the process of repair could be completed in two (2) stages.

- Stage 1 – consist of upstream dewatering and cleaning. Application of coating up to high water level. (potential for clear coating to be used). The coating is very effective with a longevity to it.
- Stage 2 – Downstream repairs which would consist of crack inspection and could be completed within a month. This would be a one-off repair.

The Working Party commenced a general discussion about the dam and how often it is dry. It would appear that approximately every seven (7) years the dam is relatively dry. There are photos of the last time this happened and some of the work that was completed whilst there was very little water in the dam (to be sent to Tony and Royce at WML). The agreement was that the silt would definitely need to be cleared away prior to commencement of any works.

Cost options: The Shire would be looking for external costing options. The first option would be the upstream works. Currently costed at \$685,000. This would probably include the use of a crane with a man cage. Appears to be most effective and very flexible. (contractor would be responsible for this)

Greg Dwyer: If the spillway was being lowered does a bridge have to be considered.

Royce Newton: This option may need to be considered.

In order to minimize change to the aesthetics is there a way to ensure pressure is lessened on the wall with perhaps an external way to release the water? Perhaps consider being automated so that the maximum level is decided and water is automatically released when it hits this level.

Greg Dwyer: The wall is 120 years old. If this seal is applied and waters does reduce in times of no rain and the wall dries out, will the seal affect the internal structure of the wall?

Royce Newton: This would need to be discussed with Steve Woodhouse (CEO at WML) but Royce doubted this would affect the wall.

Rhonda Evans: The Shire has costings which include a few unknowns. A more concise and exact measure of volume would be necessary to ensure no great variations. If the silt is cleaned out is there a way to decrease the amount of silt being deposited?

Greg Dwyer: The silt has reduced over the years.

General consensus of the meeting is for the water to be pumped out, and repairs commence after summer (i.e. April, May or June). Both stages of works (1 & 2) could commence at the same time, however funding may not be available once the stages commence.

It would be the Shire's preference for local contractors being employed for the works. (i.e. Kalgoorlie area there are a couple of options)

The meeting requested that WML report back to the Working Party and Shire of Menzies Council on the following issues:-

- Whether sluice gate and take off valves would meet safety standard.
- The quantities of silt
- How the project would be staged / sub-staged.
- Seek clarification on \$20,000 removal of vegetation (EPA)

**5 NEXT MEETING**

The next meeting of the Niagara Dam Working Party to be advised.

**6 CLOSURE OF MEETING**

The Chairperson closed the meeting at 10.58 am.



**SHIRE OF MENZIES**

**MINUTES**

**OF THE SPECIAL MEETING OF COUNCIL  
HELD**

**Monday 16 January 2017**

**Shire of Menzies**

**Commencing at 1.02 pm**

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**1 DECLARATION OF OPENING**

The Shire President declared the meeting open at 1.02pm.

**2 ANNOUNCEMENT OF VISITORS**

There were no visitors.

**3 RECORD OF ATTENDANCE**

Present

Councillors:	Cr J Dwyer	Shire President
	Cr I Baird	Deputy Shire President via electronic means
	Cr D Hansen	via electronic means
	Cr I Tucker	
	Cr J Mazza	
	Cr K Mader	

Staff	Mrs R Evans	Chief Executive Officer
	Mrs D Whitehead	Executive Assistant

**4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

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

**5 PUBLIC QUESTION TIME**

There were no questions from the public.

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

There were no applications for leave of absence.

**7 DECLARATIONS OF INTEREST**

There were no declaration of interest.

**8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

There were no items to be discussed behind closed doors.

**9 CONFIRMATION / RECEIVAL OF MINUTES**

There were no minutes to be confirmed.

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

There were no petitions / deputations / presentations.

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

There were no announcements by presiding member without discussion.

## 12 REPORTS OF OFFICERS

### 12.1 ANNUAL REPORT

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ADM073; ADM051
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	5 January 2017
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance & Administration
<b>ATTACHMENT:</b>	12.1 - Annual Report 2015/2016

<b>COUNCIL RESOLUTION:</b>
----------------------------

<b>No 1126</b>
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**Moved: Cr Mazza**

**Seconded: Cr Tucker**

*That Council*

- 1. Receive the Annual Report for the year ended 30 June 2016*
- 2. Advertise the availability of the Annual Report for the electors of the district;*
- 3. Set the date of the Annual Elector's meeting for 4:00pm on 9 February 2017.*

*with the amendment as noted inserted after paragraph two of the Presidents report.*

*"The 2016 Cyclclassic was another huge success, bad weather caused the Children's entertainment to be cancelled, DJ Rev entertained the crowd from the Shire front verandah. 200 people had a delicious meal prepared and served by the Kookynie Volunteer Association Inc. The Fireworks display was even bigger and better than last year. Sunday morning our volunteers were up early to cook the Community Breakfast sponsored by the Shire of Menzies. Many thanks to Shire Staff for all their efforts from setting up the hall, arranging barriers and playing host to all the visitors to our great town. Our St John's Ambulance Volunteers were also on duty over the entire weekend and it is only fitting to acknowledge their great commitment not only to this event but their efforts for the entire year. Next year we are hoping for a bigger and better event with lots more events for the children and more entertainment to keep Spectators and Visitors in town longer."*

**Carried 6/0**

### OFFICER RECOMMENDATION

*That Council*

- 1. receive the Annual Report for the year ended 30 June 2016*
- 2. Advertise the availability of the Annual Report for the electors of the district; and*
- 3. Set the date of the Annual Elector's meeting for 4:00pm on 9 February 2017.*

**VOTING REQUIREMENTS:**

Absolute Majority

**IN BRIEF:**

Annual Financial Report submitted to Council for acceptance as a record of financial activity for the year ended 30 June 2016.

**RELEVANT TO STRATEGIC PLAN:**

Active civic leadership achieved

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

**STATUTORY AUTHORITY:**

Local Government Act 1995

- Section 5.29 - Details the requirements governing the holding of an electors meeting.
- Section 5.53 - Details the contents that the annual report must contain.
- Section 5.54 - Outlines the conditions related to Council accepting the annual report.
- Section 5.55 - Provides guidelines on making the annual report available to the public.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The final surplus for the 2015/2016 financial year is \$3,811,614. The budgeted surplus was \$2,350,190. The variance of \$1,461,424 was the result of not transferring funds to Reserve prior to the end of year. It is anticipated that this will be undertaken as a part of the half yearly budget review to be presented to the Audit Committee Meeting in February 2017.

**RISK ASSESSMENTS:**

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

**OP16** Council's statutory reports provide inaccurate financial information.

**BACKGROUND:**

A local government must prepare an Annual Report for each financial year. The timing of this report is always dependant on receiving the Auditor's report for that period once the financial statements have been prepared.

**COMMENT:**

The Auditor's Report is to be reviewed by the Audit Committee at the next meeting to be held. The Annual Financial Report for the year ended 30 June 2016 was signed off by the Auditor on 16 December 2016. The Annual Meeting of electors must be held within 56 days of the acceptance of the acceptance of the Annual Report. The Annual Report must be received within two months of the completion of the audit.

**13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**

There were no elected member's motions of which previous notice had been given.

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

There was no new business of an urgent nature introduced by Decision of the Meeting.

**15 ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS**

There were no items for consideration behinds closed doors.

**16 NEXT MEETING**

The next Ordinary Council Meeting for the Shire of Menzies will be held on Thursday 23 February 2017 commencing at 1pm.

**17 CLOSURE OF MEETING**

There being no further business the Shire President closed the meeting at 1.10pm.

I, \_\_\_\_\_ hereby certify that the Minutes of the Special Meeting of Council held 16 January 2017 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held on 23 February 2017.

Signed: \_\_\_\_\_ Dated: 23 February 2017



**SHIRE OF MENZIES**

**MINUTES**

**OF THE GENERAL ELECTORS' MEETING  
HELD**

**Thursday 9 February 2017**

**Shire of Menzies**

**Commencing at 4.07 pm**

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## **1 DECLARATION OF OPENING**

The Shire President declared the meeting open at 4.07pm

## **2 CONFIRMATION OF MINUTES**

### **2.1 Confirmation of the Minutes of the General Electors' Meeting held on 4 February 2016**

*That the Minutes of the General Electors' Meeting held on 4 February 2016 be confirmed.*

**Moved: Jeanette Taylor                      Seconded: Cr Jamie Lee**

*That the minutes of the Minutes of the General Electors' Meeting held on 4 February 2016 be confirmed.*

### **2.2 Business Arising from the Minutes**

There was no business arising from the Minutes.

## **3 GENERAL BUSINESS**

### **3.1 Receival of Annual Report for Year 2015/2016**

*That the Annual Report for the year 2015/2016 be received.*

**Moved: Deborah Whitehead                      Seconded: Cr Jamie Lee**

*That the Annual Report for the year 2015/2016 be received.*

### **3.2 General Business (as deemed relevant to the meeting by the Presiding Member)**

There was no General Business.

## **4 CLOSURE OF MEETING**

The Shire President thanked those that attended and closed the meeting at 4.08pm.

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

**10.1 PRESENTATION BY SALT LAKE P/L**

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**11.1 PRESIDENTS REPORT**

*(To be tabled at the Council Meeting)*



## **12 REPORTS OF OFFICERS**

### **12.1 HEALTH BUILDING AND TOWN PLANNING**

#### **12.1.1 Health and Building Report for the Month of December 2016**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 055
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	20 December 2016
<b>AUTHOR:</b>	David Hadden, Environmental Health Officer
<b>ATTACHMENT:</b>	Nil

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the Environmental Health Officer for the month of December 2016 for information.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

##### **Building**

The author attended the Tjuntjuntjara Community on Wednesday 30 November at the invitation of the Goldfields Indigenous Housing Organisation Inc to have a look at housing conditions in the community. Staff will present a report to the February 2017 Council meeting regarding conditions noted with housing and sewage disposal throughout the community during the day's inspections.

##### **Health**

Staff prepared an agenda item seeking delegation approval to the CEO to appoint future EHO's and sign authority cards for Authorised Officers as required under the new Public Health Act 2016. Councils existing EHO will be automatically authorised under the new health act however will require a new authority card issued by Council by the 24 January 2017.

#### **RELEVANT TO STRATEGIC PLAN:**

Active Civic Leadership Achieved – Regularly Monitor and Report on the Shire's Activities, Budgets, Plans and Performance

#### **STATUTORY AUTHORITY:**

*Building Act 2011*

*Public Health Act 2016*

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:** Nil

**BACKGROUND:**

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

**12.1.2 Health and Building Report for the Month of January 2017**

<b>LOCATION:</b>	Tjuntjuntjara Community
<b>APPLICANT:</b>	Environmental Health Officer – Indigenous Communities
<b>DOCUMENT REF:</b>	EDM 055
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	18 January 2017
<b>AUTHOR:</b>	David Hadden, Environmental Health Officer
<b>ATTACHMENT:</b>	12.1.2 Photo Report - House Maintenance (Non- Compliant) Tjuntjuntjara Community -7 September 2016

**OFFICER RECOMMENDATION:**

That Council request staff to write to the Western Australian Department of Housing, Western Australian Department of Health, Goldfields Indigenous Housing Organisation Inc and Aboriginal Housing Service requesting an explanation for the slow or no response to requests for maintenance on dwellings located in aboriginal communities both remote and town based.

**VOTING REQUIREMENTS:**

Simple Majority

**IN BRIEF:**

This report is for the information of Council, and relates to matters addressed by the Environmental Health Officer for Indigenous Communities.

**RELEVANT TO STRATEGIC PLAN:**

Active Civic Leadership Achieved – Regularly Monitor and Report on the Shire’s Activities, Budgets, Plans and Performance

**STATUTORY IMPLICATIONS:**

*Building Act 2011*  
*Public Health Act 2016*

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

No Risk Assessments have been adopted in relation to these matters.

**BACKGROUND:**

Councils Environmental Health Officer (EHO) Mr Hadden was invited to visit Tjuntjuntjara Community on 30 November 2016 by the Goldfields Indigenous Housing Organisation Inc (Step Program) Remote.

Councils EHO had not been able to visit this site up to this point due to its remoteness. There has been concern expressed by Councils Indigenous Communities EHO Mr Kenan Bender that housing maintenance at a number of communities in the region is not being carried out effectively due to very long response times to carry out repairs to properties while some repairs are not being carried out at all. The environmental health risks associated with poor maintenance of community buildings will result in health issues for tenants into the future.

**COMMENT:**

This visit coincided with a visit by Kenan Bender who was working at the community for a week supervising aboriginal health workers treating community dogs and spraying homes for cockroaches and ants. The inspection of individual properties indicated that maintenance reports submitted previously by Kenan and Tenancy Support Officers from the Step Program had not been acted on effectively. This appears to be an increasing problem throughout the region with similar issues occurring in other communities.

Nearly all items listed in Mr Benders attached Photo Report had not been addressed which included septic tanks requiring pump out and safety issues relating to electrical supply and power points in dwellings. The slow response times and sometimes lack of response to maintenance needs in community properties is at a point that questions need to be asked of the agencies responsible for maintaining these properties.

Community buildings that are not habitable through poor or no maintenance repairs are left vacant in some communities only to have squatters occupy them due to high numbers of people drifting through the community. The excuse provided by the responsible agencies that these buildings are not tenanted due to maintenance needs is not good enough because community members still occupy these buildings due to the lack of adequately maintained dwellings in the community.

**Dave Hadden**

---

**From:** Kenan Bender <Kenan.Bender@ckb.wa.gov.au>  
**Sent:** Friday, 7 October 2016 1:32 PM  
**To:** garry.odonnell@chl.org.au; Ian JORRITSMA  
**Cc:** Mullane, Robert; Community Coordinator; Dave Hadden  
**Subject:** Re: Photo Report - House Maintenance (Non-Compliant) Tjuntjuntjara Community - 7 September 2016  
**Attachments:** Photo Report - House Maintenance Tjuntjuntjara Community - 7 September 2016.pdf

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*Attachments:***Photo Report - House Maintenance (Non-Compliant) Tjuntjuntjara Community - 7 September 2016**

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Hi Garry, Ian,

I inspected some houses at Tjuntjuntjara last month and found some quite serious maintenance and repair issues that would severely impact residents' environmental health. Please find a report on the inspections attached. I also have a video showing some concerning issues about a septic tanks where residents have concerns over its stability, which I hope to send you via 'Dropbox'.

Please review the Report and respond, by 21 October 2016, as to how these issues will be rectified so that they comply with the Health Act 1911, the Residential Tenancies Act 1987 and the Housing Authority Maintenance Policy Manual.

If you require any further information, please contact me using the details provided below. Thank you for your cooperation.

Regards,

**Kenan Bender**  
**Environmental Health Officer - Indigenous Communities**  
**Shire of Menzies**

Phone: 08 9021 9849

Fax: 9024 2110

Mobile: 0400 340 164

PO Box 4, Menzies, WA 6436

[Kenan.Bender@ckb.wa.gov.au](mailto:Kenan.Bender@ckb.wa.gov.au)[www.menzies.wa.gov.au](http://www.menzies.wa.gov.au)**"Disclaimer:**

*This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email*

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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## Report Summary

During environmental health inspections of the houses at Tjuntjuntjara Community, a number of serious issues were observed that require action to protect the health of house occupants.

## Observations

7 houses were found to have various environmental health related issues. The issues are summarised below:

1. Dry type septic tanks filled to capacity – 2 houses
2. Fixtures disconnected from septic system – 1 house
3. Plumbing blockages and breakages – 9 issues observed
4. Electrical Faults – 4 issues observed
5. Non-compliant plumbing work – 2 issues observed
6. Safety and Security Issues – 3 issues observed
7. Other – 10 issues observed

The major plumbing issues are the 2 full septic tanks at Houses 1 and 9 and the failed septic system at House 28. The major electrical issue is also found a House 9 where the Residual Current Device (RCD) instantaneously sparks and trips so that half the house is left without electricity. The external electrical ducting for House 5 is non-compliantly installed at close to ground level where the general public, especially children, have ready access and it is not adequately maintained.

The above are seen to be most serious from a public health perspective.

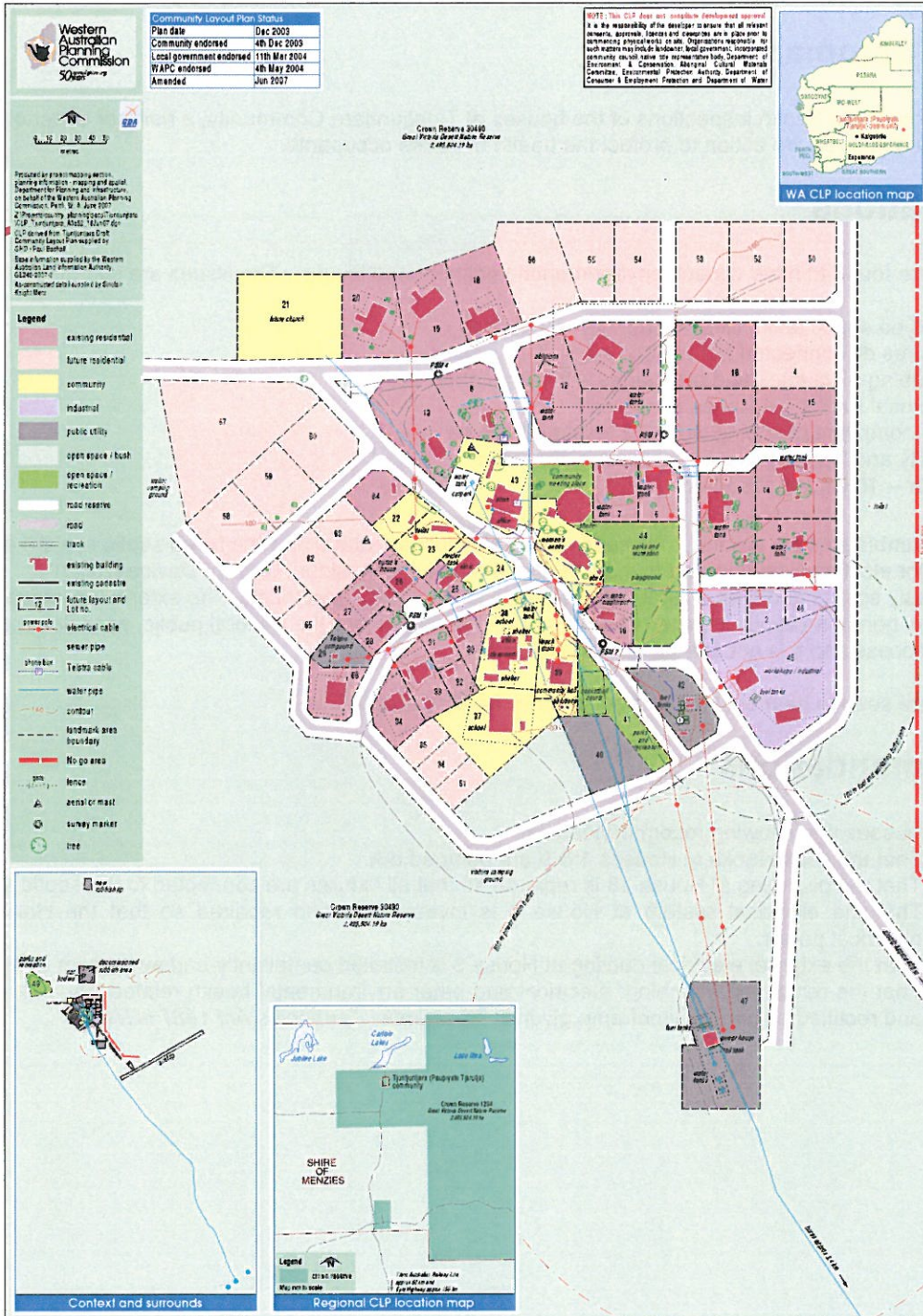
## Recommendations

The Shire proposes the following recommendations:

1. That the septic tanks at Houses 1 & 9 are pumped out.
2. That the plumbing at House 28 is repaired so that all fixtures are connected to the septic system.
3. That the electrical system at House 9 is investigated and repaired so that the House has full electrical power.
4. That the external electrical ducting at House 5 is installed compliantly and away from easy access.
5. That the remaining plumbing, electrical and other environmental health related issues are reviewed and rectified as per the timeframe given in *Residential Tenancies Act 1987 (WA)*.



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Planning for Aboriginal Communities

**Tjuntjuntjara (Paupiyala Tjarutja) community layout plan No.1**

Shire of Menzies  
 P O BOX 4, MENZIES WA 6436  
 PHONE : (08) 9024 2401, FAX : (08) 9024 2110

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 1



House 1 - Toilet

Photo 2



House 1 – Blocked Sink

Photo 3



House 1 – Dry type septic tank filled to capacity. Community maintenance reports that this tank has been pumped out on a number of occasions but keeps filling up much faster than expected, almost overnight. They suspect that a water fixture (other than the sink tap) may have been plumbed into the septic tank. Please send a plumber to investigate and provide a report on the issue.



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing <b>Officer:</b> Kenan Bender
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**Photo 4**



**House 1 – Laundry Basin**

**Photo 5**



**House 1 – Broken waste pipes from laundry basin. Non-compliant drainage. Replace broken plumbing.**

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 6



House 5 -

Photo 7



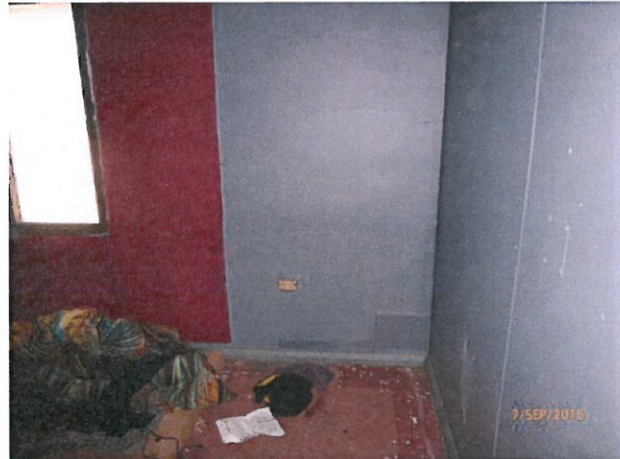
House 5 – Fuse appears to be tripping, affecting power to fans and power plugs along the southern side of the dwelling.

Photo 8



House 5 – Electrical installation ducted approximately 1 metre above ground. This is believed to be a safety hazard and non-compliant with electrical safety standards. Please rectify.

Photo 9



House 5 - Fuse appears to be tripping, affecting power to fans and power plugs along the southern side of the dwelling.



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 10



House 5 - Fuse appears to be tripping, affecting power to fans and power plugs along the southern side of the dwelling.

Photo 11



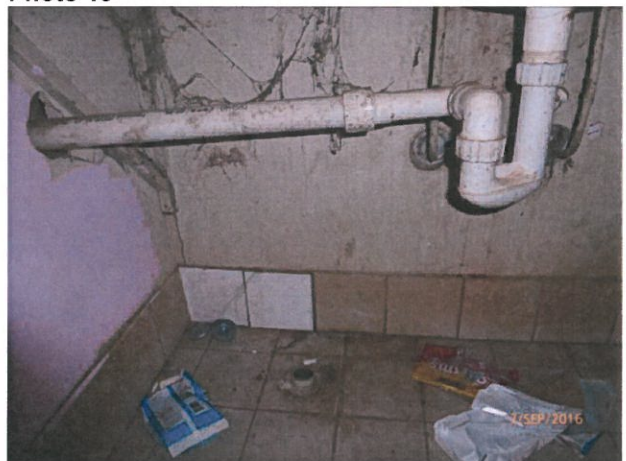
House 5 – Ad hoc repair of shower gully leaving surface unfinished and water pooling in old gully. Unsanitary and non-compliant construction. Please repair to leave a surface that is impervious to water and graded to the gully such that no pool is able to pool.

Photo 12



House 5 – Ad hoc repair on bathroom floor leaving surface unfinished. Please Repair.

Photo 13



House 5 – Ad hoc drain repair from bathroom sink improperly plumbed through wall. Seal wall where pipe penetrates.

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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**Photo 14**



**House 5 – Damaged light fitting in bathroom where fitting has been removed leaving bathroom without adequate lighting. Repair/replace fitting.**



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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**Photo 15**



**House 6 – Broken toilet tap – Repair.**

**Photo 16**



**House 6 – Broken drain beneath bathroom sink – Repair.**

**Photo 17**



**House 6 – Damaged bench seat leaving protruding joists. Dangerous condition presenting a trip/fall hazard to the tenants. Repair.**

**Photo 18**



**House 6 – Broken drain beneath external veranda sink – Repair.**

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing <b>Officer:</b> Kenan Bender
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**Photo 19**



**House 6 – Disconnected hot plate switch broken and left in place. Remove switch and repair wall to leave a smooth, easily cleanable surface.**



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 20



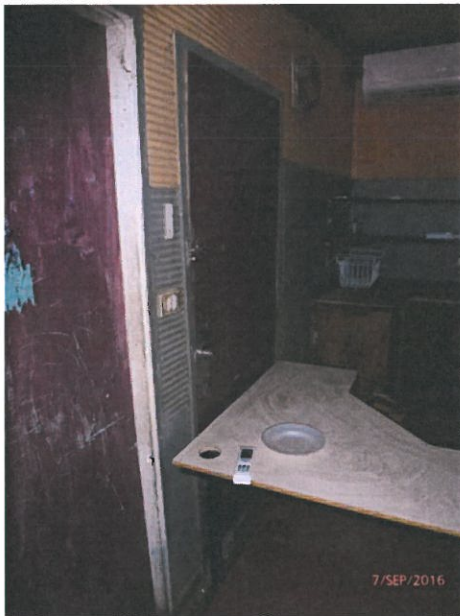
House 7 – Wall insulation on floor indicates presence of rodent pests.

Photo 21



House 7 – Broken smoke alarm – Repair.

Photo 22



House 7 – Broken front door held shut by table. House unable to be adequately secured. Repair/replace door.

Photo 23



House 7 – Damage to wall next to fuse panel. Repair.

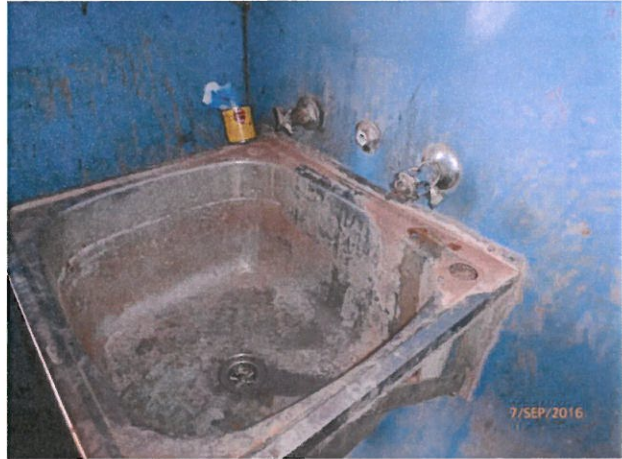
<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 24



House 9 – Blocked gutter causing collected water to leak in shower. Unblock built up leaves etc. from gutter.

Photo 25



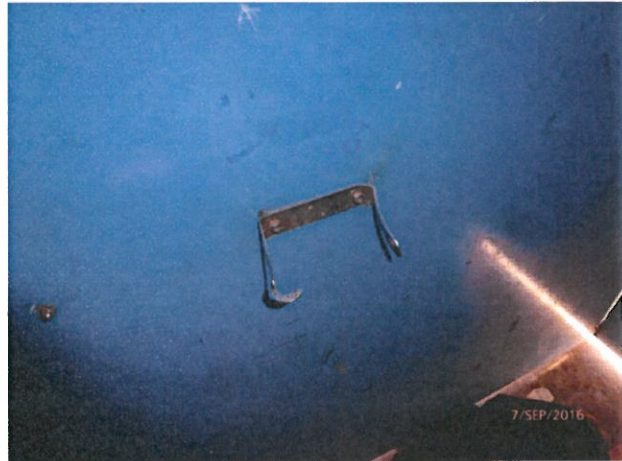
House 9 – Missing laundry faucet. Replace.

Photo 26



House 9 – Missing cover for disconnecter gully allowing items to be placed down pipe, like the bottle in the photo. Replace cover.

Photo 27



House 9 – Broken toilet roll holder. Repair/replace.



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 28



House 9 – Dry type septic tank full to capacity. Pump out.

Photo 29



House 9 – No electricity to bedroom and broken ceiling fan. Repair electricity supply and fan.

Photo 30



House 9 – Bent ceiling fan in lounge room. Repair.

Photo 31



House 9 – RCD is continually tripping. Electrical fault. Repair.

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 32



House 9 - Disconnected hot plate switch broken and left in place. Remove switch and repair wall to leave a smooth, easily cleanable surface.

Photo 33



House 9 – Gap left when stove top removed repaired with unfinished plywood board. Inappropriate material for kitchen benchtops (refer to National Indigenous Housing Guide). Consider using an alternative robust material such as stainless steel or galvanised metal.

Photo 34



House 9 – As previous



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 35



House 10 – Extension from main transportable. Please review the method of joining the buildings together as the extension is subsiding with floor and ceiling now set on an angle slanting away from the main transportable.

Photo 36



House 10 – Water is leaking into the room from a leak in the decommissioned hot water system (HWS) on the roof. Adequately remove water supply from disused HWS.

Photo 37



House 10 – Broken window in main transportable building. Repair.

Photo 38



House 10 – Decommissioned and disused HWS is still connected to water and is leaking. Repair/remove HWS.

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 39



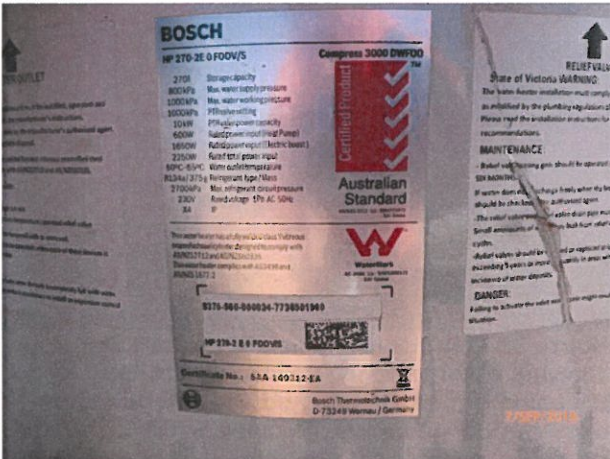
House 10 – Water leaking from HWS flowing down water pipes.

Photo 40



House 10 – New HWS installed but tenants report that they were not given instructions on how to operate the system and complain that they are receiving only lukewarm water.

Photo 41



House 10 – New HWS model information.



<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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Photo 42



House 28 – Plumbing from bathroom apparently broken with waste water flowing onto the ground beneath house without treatment. Repair pipes to compliantly direct waste water to a working sewage treatment system.

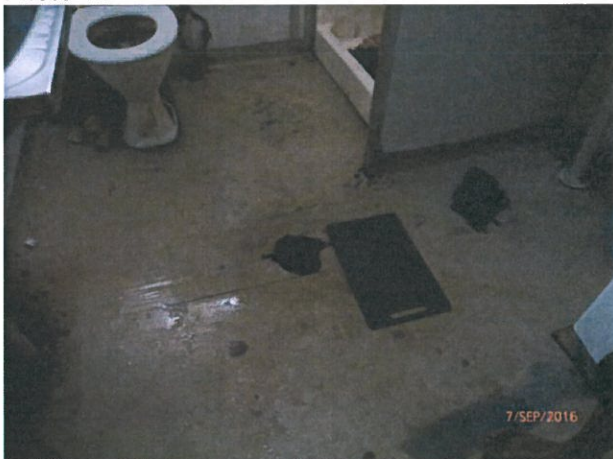
Photo 43



00027.MTS

House 28 – Plastic septic tank feels as though it is about to give way. Please investigate to determine the structural stability of this installation.

Photo 44



House 28 – Hole in bathroom floor to underfloor cavity. Repair.

Photo 45



House 28 – Multiple splits in shower setting floor allowing water to penetrate into the structure of the bathroom, causing mould and deteriorating wooden floor and walls. Replace setting.

<b>Premises:</b> Tjuntjuntjara Community Crown Reserve 30490 PLUMRIDGE LAKES WA 9431	<b>Topic:</b> Aboriginal Community Housing  <b>Officer:</b> Kenan Bender
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**Photo 46**



**House 28 – Mould in flooring caused by water penetration from shower setting.**

**Photo 47**



**House 28 – Tenants complain that gaps in the wall junctions allow large amounts of dust to get into the room.**

## **12.2 FINANCE AND ADMINISTRATION**

### **12.2.1 Statement of Financial Activity for the Month of December 2016**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	EDM 052
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	9 February 2017
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance & Administration
<b>ATTACHMENT:</b>	12.2.1 Monthly Financial Reports December 2016

#### **OFFICER RECOMMENDATION:**

That Council receive the Statement of Financial Activity for the month ending 31 December 2016 included as attachment 12.2.1 as presented, and note any material variances.

**VOTING REQUIREMENTS:** Simple Majority

#### **IN BRIEF:**

Statutory Financial Reports submitted to Council for acceptance as a record of financial activity for the period to 31 December 2016.

#### **RELEVANT TO STRATEGIC PLAN:**

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996, Section 34*

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

As detailed within the attachments.

#### **RISK ASSESSMENTS:**

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

**OP16** Council's statutory reports provide inaccurate financial information

**BACKGROUND:**

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

- The annual budget estimates,
- The operating revenue, operating income and all other operating income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activity is not in accordance with budget estimates for the relevant reporting period,
- Include an operating statement, and
- Any other relevant supporting notes.

**COMMENT:**

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

Detailed statement of Capital Expenditure by ledger account by program is provided for Council consideration.

Detailed statement of Operating Expenditure by nature or type by program is provided for Council information.



## MONTHLY FINANCIAL REPORT

For the Period ended  
31 December 2016



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Statement of Comprehensive Income by Nature or Type

Statement of Comprehensive Income by Program

Statement of Financial Activity

Net Current Assets

Cash at Bank

Notes

Revenues and Expenses

- Depreciation
- Interest Earnings
- Acquisition of Assets
- Rates
- Fees and Charges
- Reserves
- Trust

Supplementary Reports - Note General Ledger is currently being reorganised

- Operating by GL Account
- Capital by GL Account

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
For the Period ended  
31 December 2016

	NOTE	2016/2017 Budget \$	2016/2017 Actual \$
<b>REVENUE</b>			
Rates	5	2,635,869	2,820,490
Operating Grants, Subsidies and Contributions		2,866,607	1,688,639
Fees and Charges	6	125,174	54,770
Service Charges		0	0
Interest Earnings	3	202,539	86,868
Other Revenue		185,072	92,861
		<u>6,015,261</u>	<u>4,743,627</u>
<b>EXPENSES</b>			
Employee Costs		(1,816,821)	(734,587)
Materials and Contracts		(3,322,369)	(1,090,099)
Utility Charges		(102,450)	(9,559)
Depreciation	2	(2,532,920)	0
Insurance Expenses		(157,844)	0
Allocation to Capital		(1)	441,593
Other Expenditure		(167,844)	(30,631)
		<u>(8,100,249)</u>	<u>(1,423,283)</u>
		(2,084,987)	3,320,345
Non-Operating Grants, Subsidies and Contributions		1,554,637	456,072
Profit on Asset Disposals		7,016	0
Loss on Asset Disposals		(35,221)	0
<b>NET RESULT</b>		<b>(558,555)</b>	<b>3,776,417</b>
<b>Other Comprehensive Income</b>			
Changes on Revaluation of non-current assets			
<b>TOTAL COMPREHENSIVE INCOME</b>		<b><u>(558,554)</u></b>	<b><u>3,776,417</u></b>

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

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
For the Period ended  
31 December 2016

	NOTE	2016/2017 Budget \$	2016/2017 Actual \$
<b>REVENUE</b>			
Governance		16,959	91
General Purpose Funding		5,440,969	4,552,722
Law, Order, Public Safety		18,090	6,020
Housing		57,000	31,089
Community Amenities		7,220	7,000
Recreation and Culture		10,550	152
Transport		196,921	0
Economic Services		161,501	104,804
Other Property and Services		141,272	41,751
		<u>6,050,483</u>	<u>4,743,627</u>
<b>EXPENSES EXCLUDING FINANCE COSTS</b>			
Governance		(1,010,064)	(377,816)
General Purpose Funding		(285,352)	(57,764)
Law, Order, Public Safety		(182,881)	(21,766)
Health		(96,249)	(31,637)
Education and Welfare		(11,500)	(6,313)
Housing		(237,903)	(7,086)
Community Amenities		(240,456)	(74,207)
Recreation & Culture		(530,889)	(114,445)
Transport		(3,582,471)	(586,382)
Economic Services		(1,458,499)	(386,266)
Other Property and Services		(499,205)	240,399
		<u>(8,135,470)</u>	<u>(1,423,283)</u>
		(2,084,987)	3,320,345

**Continued**

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
For the Period ended  
31 December 2016

	NOTE	2016/2017 Budget \$	2016/2017 Actual \$
<i>Continued</i>			
<b>FINANCE COSTS (Refer Notes 2 &amp; 5)</b>			
Housing		0	0
		0	0
<b>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>			
Transport		1,414,875	433,345
Economic Services		0	22,727
Other Property and Services		139,762	0
		1,554,637	456,072
<b>PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)</b>			
Transport		(29,213)	0
Other Property and Services		1,008	0
		(28,205)	0
<b>NET RESULT</b>		<b>(558,554)</b>	<b>3,776,417</b>
<b>Other Comprehensive Income</b>			
Changes on Revaluation of non-current assets		0	0
<b>Total Other Comprehensive Income</b>		<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(558,554)</b>	<b>3,776,417</b>

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

**STATEMENT OF FINANCIAL ACCOUNTS**

For the Period ended

31 December 2016

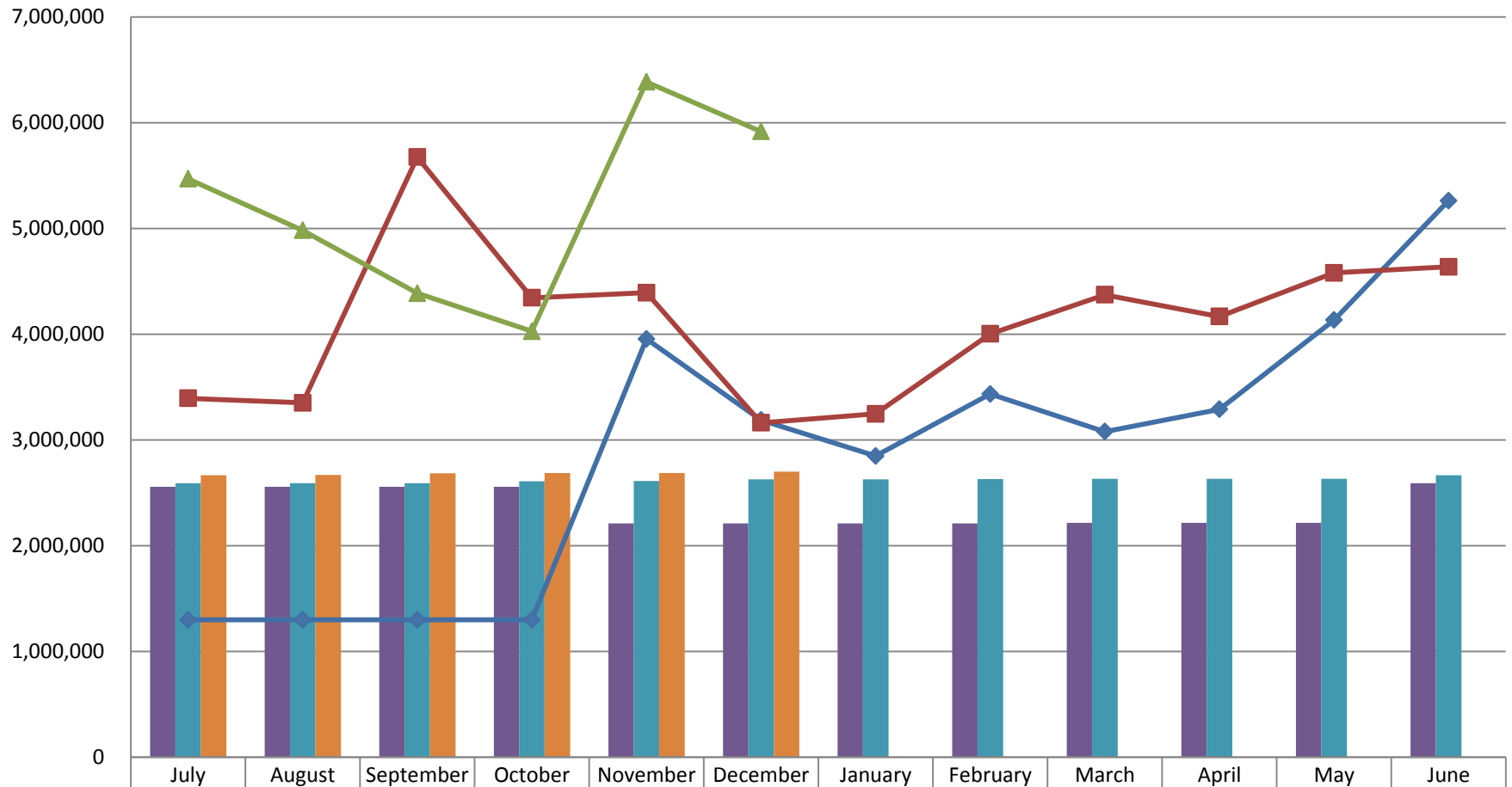
	NOTI	2016/2017	2016/2017	2016/2017	Variance	
		Budget	Budget	Actual	%	\$
		\$	YTD	\$		
			\$			
<b>REVENUES</b>	1,2					
Governance		16,959	8,479	91	1%	8,388
General Purpose Funding		2,805,100	1,402,550	1,732,232	124%	(329,682)
Law, Order, Public Safety		18,090	9,045	6,020	67%	3,025
Housing		57,000	28,500	31,089	109%	(2,589)
Community Amenities		7,220	3,610	7,000	194%	(3,390)
Recreation and Culture		10,550	5,275	152	3%	5,124
Transport		1,582,583	791,292	433,345	55%	357,947
Economic Services		161,501	80,751	127,531	158%	(46,780)
Other Property and Services		282,042	141,021	41,751	30%	99,271
		<u>4,941,046</u>	<u>2,470,523</u>	<u>2,379,209</u>		
<b>EXPENSES</b>	1,2					
Governance		(1,010,064)	(505,032)	(377,816)	75%	(127,216)
General Purpose Funding		(285,352)	(142,676)	(57,764)	40%	(84,912)
Law, Order, Public Safety		(182,881)	(91,441)	(21,766)	24%	(69,674)
Health		(96,249)	(48,125)	(31,637)	66%	(16,488)
Education and Welfare		(11,500)	(5,750)	(6,313)	110%	563
Housing		(237,903)	(118,952)	(7,086)	6%	(111,866)
Community Amenities		(240,456)	(120,228)	(74,207)	62%	(46,021)
Recreation & Culture		(530,889)	(265,444)	(114,445)	43%	(151,000)
Transport		(3,617,676)	(1,808,838)	(586,382)	32%	(1,222,456)
Economic Services		(1,458,499)	(729,249)	(386,266)	53%	(342,984)
Other Property and Services		(463,999)	(231,999)	240,399	-104%	(472,398)
		<u>(8,135,469)</u>	<u>(4,067,734)</u>	<u>(1,423,283)</u>		
<b>Net Operating Result Excluding Rates</b>		(3,194,423)	(1,597,211)	955,927		
<b>Adjustments for Cash Budget Requirements:</b>						
<b>Non-Cash Expenditure and Revenue</b>						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals	4	28,205	0	0		
Depreciation on Assets	2(a)	2,532,920	0	0		
<b>Capital Expenditure and Revenue</b>						
Purchase Land Held for Resale	3	0	0	0	No budget	0
Purchase Land and Buildings	3	(1,060,000)	(10,000)	(11,100)	111%	1,100
Purchase Infrastructure Assets - Roads	3	(2,450,249)	(250,000)	(283,452)	113%	33,452
Purchase Infrastructure Assets - Parks	3	(455,012)	(3,000)	(36,292)	1210%	33,292
Purchase Infrastructure Assets - Footpaths	3	(115,000)	0	0	0%	0
Purchase Plant and Equipment	3	(292,235)	(135,000)	(134,398)	100%	(602)
Purchase Furniture and Equipment	3	(50,000)	0	(838)	-209535%	839
Proceeds from Disposal of Assets	4	87,500	35,000	34,091	97%	909
Transfers to Reserves (Restricted Assets)	6	(500,000)	(25,000)	(33,698)	135%	8,698
Transfers from Reserves (Restricted Assets)	6	482,235	0	0	0%	0
<b>ADD</b> Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,350,190	2,350,190	3,811,415		
Amount Raised from General Rates		2,635,869	2,635,869	2,820,490		
<b>Net Current Assets - Surplus (Deficit)</b>	8	<u>(0)</u>	<u>3,000,849</u>	<u>7,122,143</u>		

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

**STATEMENT OF COMPREHENSIVE INCOME**  
**NET CURRENT ASSETS**  
For the Period ended  
31 December 2016

	Brought Forward Actual \$	Movement Actual \$	YTD Actual \$
<b>Surplus Deficit Brought Forward</b>	<b>3,811,415</b>	<b>3,310,728</b>	<b>7,122,143</b>
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents			
-Unrestricted Cash	2,630,085	2,650,295	5,280,381
-Restricted Cash - Reserves	2,666,393	33,698	2,700,091
Receivables		0	0
-Rates Outstanding	630,998	903,769	1,534,767
-Sundry Debtors	1,059,993	(581,066)	478,927
-Provision For Doubtful Debts	(99,540)	0	(99,540)
-Gst Receivable	212,314	(173,492)	38,822
-Accrued Income/Payments In Advance	0	74,293	74,293
Inventories			0
-Fuel, Oil & Materials on Hand	7,203	(7,995)	(792)
			0
			0
			0
<b>LESS CURRENT LIABILITIES</b>			
Trade and Other Payables			0
-Sundry Creditors	(512,182)	424,369	(87,813)
-Accrued Salaries & Wages	(30,293)	30,293	0
-Income Received In Advance	(26,321)	0	(26,321)
-Gst Payable	(10,293)	(1,289)	(11,582)
-Payroll Creditors	(44,302)	(12,750)	(57,051)
-Accrued Expenses	(6,247)	6,247	0
Provisions		0	0
-Provision For Annual Leave	(59,740)	0	(59,740)
-Provision For Long Service Leave (Current)	(18,535)	(2,374)	(20,909)
<b>Unadjusted net current assets</b>	<b>6,399,533</b>	<b>3,343,998</b>	<b>9,743,531</b>
Less Reserves - restricted Cash	(2,666,393)	(33,698)	(2,700,091)
Add back Cash Backed Provision for Leave	78,275	2,374	80,649
Adjustment for Trust	0	(1,946)	(1,946)
<b>Adjusted net current assets</b>	<b>3,811,415</b>	<b>3,310,729</b>	<b>7,122,144</b>

## Cash at Bank



	July	August	September	October	November	December	January	February	March	April	May	June
2014 2015 Reserve	2,556,161	2,556,161	2,556,161	2,556,161	2,211,483	2,211,483	2,211,483	2,211,483	2,214,930	2,214,930	2,214,930	2,590,905
2015 2016 Reserve	2,590,905	2,590,905	2,590,905	2,609,470	2,611,729	2,626,837	2,626,837	2,629,106	2,631,347	2,631,347	2,631,347	2,666,393
2016 2017 Reserve	2,666,393	2,668,660	2,684,196	2,686,299	2,686,299	2,700,091						
2014 2015 Muni	1,297,610	1,297,610	1,297,610	1,297,610	3,954,193	3,187,677	2,848,253	3,433,688	3,078,219	3,288,552	4,133,272	5,261,955
2015 2016 Muni	3,392,708	3,350,392	5,674,185	4,343,103	4,392,053	3,161,946	3,245,652	4,002,664	4,371,706	4,166,592	4,579,848	4,636,204
2016 2017 Muni	5,468,479	4,982,003	4,385,977	4,026,794	6,385,667	5,916,137						

**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**31 December 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

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

**(e) Goods and Services Tax**

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

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

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

**(f) Superannuation**

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



## NOTES TO AND FORMING PART OF THE REPORT

For the Period ended  
31 December 2016

### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### (g) Cash and Cash Equivalents

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

Bank overdrafts are shown as short term borrowings in current liabilities on the statement of financial position.

#### (h) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

#### (i) Inventories

##### **General**

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

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

##### **Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

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

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

**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**31 December 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Fixed Assets**

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

***Mandatory Requirement to Revalue Non-Current Assets***

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

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

(a) for the financial year ending on 30 June 2016, the fair value of all of the assets of the local government that are plant and equipment; and

(b) for the financial year ending on 30 June 2017, the fair value of all of the assets of the local government -

(i) that are plant and equipment; and

(ii) that are -

(I) land and buildings; or

(II) infrastructure;

and

(c) for a financial year ending on or after 30 June 2018, the fair value of all of the assets of the local government.

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

***Land Under Control***

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

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

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

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

**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**31 December 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Fixed Assets (Continued)**

**Depreciation of Non-Current Assets**

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

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

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

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

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

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

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

**Capitalisation Threshold**

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

## NOTES TO AND FORMING PART OF THE REPORT

For the Period ended

31 December 2016

### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### (k) Impairment

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

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

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

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

#### (l) Trade and Other Payables

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

#### (m) Employee Benefits

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

#### (n) Borrowing Costs

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

#### (o) Provisions

Provisions are recognised when:

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

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

## NOTES TO AND FORMING PART OF THE REPORT

For the Period ended

31 December 2016

### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### (p) Current and Non-Current Classification

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

#### (q) Comparative Figures

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

#### (r) Budget Comparative Figures

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

**NOTES TO AND FORMING PART OF THE REPORT**

For the Period ended

31 December 2016

	2016/17 Budget	2016/17 Actual
<b>REVENUES AND EXPENSES</b>	<b>\$</b>	<b>\$</b>

**Net Result from Ordinary**

**Activities was arrived at after:**

(i) Charging as Expenses:

**2 Depreciation**

**By Class**

Land and Buildings	249,260	0
Furniture and Equipment	5,802	0
Plant and Equipment	421,287	0
Roads	1,773,871	0
Footpaths	3,940	0
Parks and Ovals	4,440	0
Infrastructure Other	74,320	0
	<u>2,532,920</u>	<u>0</u>
	<u>2,532,920</u>	<u>0</u>

(ii) Crediting as Revenues:

**3 Interest Earnings**

Investments

- Reserve Funds	80,000	21,425
- Other Funds	10,000	33,698
Other Interest Revenue ( <i>refer note 13</i> )	112,539	31,745
	<u>202,539</u>	<u>86,868</u>
	<u>202,539</u>	<u>86,868</u>

**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**31 December 2016**

**REVENUES AND EXPENSES (Continued)**

**Statement of Objective**

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

**COMMUNITY VISION**

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

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**EDUCATION AND WELFARE**

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

**HOUSING**

Provision and maintenance of staff housing.

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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



**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**31 December 2016**

**REVENUES AND EXPENSES (Continued)**

**Statement of Objective (Continued)**

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

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

**NOTES TO AND FORMING PART OF THE REPORT**

For the Period ended

31 December 2016

<b>4 ACQUISITION OF ASSETS</b>	<b>2016/17 Budget</b>	<b>31-Dec-16 Actual</b>
	<b>\$</b>	<b>\$</b>
The following assets are budgeted to be acquired during the year:		
<b><u>By Program</u></b>		
<b>Governance</b>	45,000	0
<b>General Purpose Funding</b>	0	)
<b>Law, Order, Public Safety</b>	10,000	2,009
<b>Health</b>	0	0
<b>Education and Welfare</b>	406,000	0
<b>Housing</b>	144,000	1,003
<b>Community Amenities</b>	65,000	0
<b>Recreation and Culture</b>	613,000	0
<b>Transport</b>	2,977,496	427,947
<b>Economic Services</b>	90,000	34,284
<b>Other Property and Services</b>	72,000	838
	<b><u>4,422,496</u></b>	<b><u>466,081</u></b>

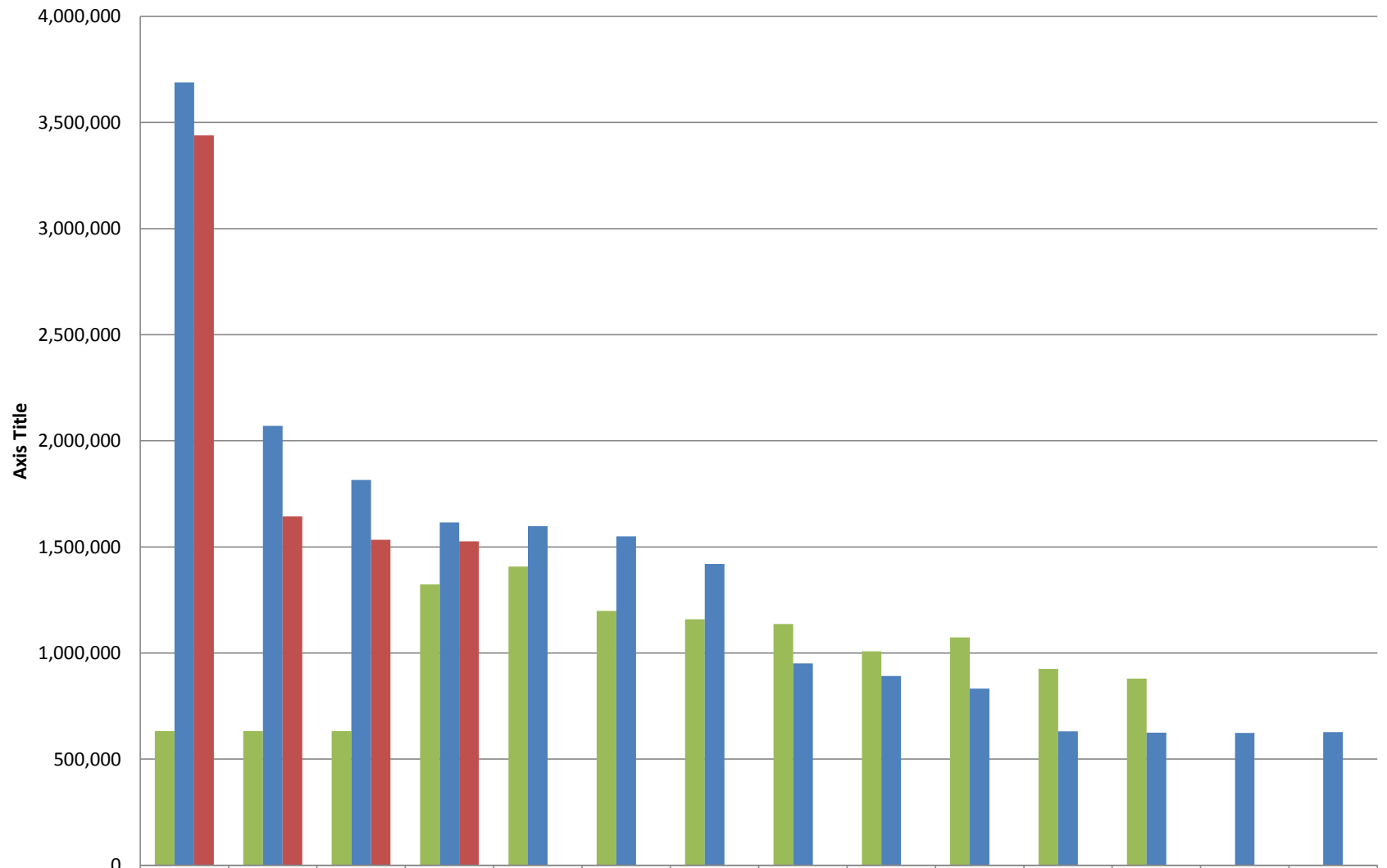
**By Class**

Purchase Land Held for Resale	20,000	0
Purchase Land and Buildings	1,040,000	11,100
Purchase Infrastructure Assets - Roads	2,450,249	283,452
Purchase Infrastructure Assets - Parks	455,012	36,292
Purchase Infrastructure Assets - Footpaths	115,000	0
Purchase Plant and Equipment	292,235	134,398
Purchase Furniture and Equipment	50,000	838
	<b><u>4,422,496</u></b>	<b><u>466,081</u></b>

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

- Asset Acquisition Program

## Outstanding Rates and Charges



	Levied	1 Month	2 Months	3 Months	4 Months	5 Months	6 Months	7 Months	8 Months	8 Months	9 Months	10 Months	11 Months	12 Months
2014/2015	631,557	631,557	631,557	1,323,05	1,407,32	1,197,87	1,158,44	1,136,75	1,007,64	1,072,96	925,281	879,708		
2015/2016	3,688,46	2,070,71	1,815,30	1,614,53	1,597,49	1,549,54	1,419,54	951,252	891,932	832,393	630,933	624,880	622,706	627,423
2016/2017	3,439,20	1,643,31	1,533,90	1,526,09										

**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**31 December 2016**

**5. RATING INFORMATION - 2016/17 FINANCIAL YEAR**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2016/17 Actual Rate Revenue \$</b>	<b>2016/17 Actual Interim Rates \$</b>	<b>2016/17 Actual Back Rates \$</b>	<b>2016/17 Actual Total Revenue \$</b>	<b>2016/17 Budget \$</b>
Differential Rates								
01 GRV Vacant	8.2000	3	878	1,070			1,070	1,070
02 GRV General	8.1800	29	90,187	110,253			110,253	110,253
09 UV Mining Lease	15.7000	230	2,968,889	1,891,012	134,619		2,025,632	1,891,012
13 UV Exploration Lease	14.4750	206	471,131	325,479			325,479	325,479
14 UV Prospecting	14.2600	230	101,670	71,297			71,297	71,297
12 UV Pastoral	8.0000	18	46,986	58,732			58,732	58,732
13 UV Other	8.0000	118	36,624	45,780			45,780	45,780
<b>Sub-Totals</b>		834	3,716,365	2,503,624	0	0	2,638,244	2,503,623
<b>Minimum Rates</b>	<b>Minimum \$</b>							
01 GRV Vacant	306	213	58,293	65,178			65,178	65,178
02 GRV General	306	10	1,266,904	3,060			3,060	3,060
09 UV Mining Lease	306	68	9,124,186	20,808			20,808	20,808
13 UV Exploration Lease	270	161	1,926,911	43,470			43,470	43,470
14 UV Prospecting	240	191	574,295	45,840			45,840	45,840
12 UV Pastoral	306	8	704,009	2,448			2,448	2,448
13 UV Other	206	7	543,776	1,442			1,442	1,442
<b>Sub-Totals</b>		658	14,198,374	182,246	0	0	182,246	182,246
Discounts							0	(50,000)
<b>Total Amount of General Rates</b>							2,820,490	2,635,869
Specified Area Rates							0	
<b>Total Rates</b>							2,820,490	2,635,869

**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**31 December 2016**

<b>6. FEES &amp; CHARGES REVENUE</b>	<b>2016/17 Budget \$</b>	<b>2016/17 Actual \$</b>
Governance	0	0
General Purpose Funding	5,544	6,831
Law, Order, Public Safety	200	98
Health	0	0
Education and Welfare	0	0
Housing	57,000	31,089
Community Amenities	6,480	7,740
Recreation & Culture	550	152
Transport	0	0
Economic Services	54,900	7,683
Other Property & Services	500	1,177
	<u>125,174</u>	<u>54,770</u>

**SHIRE OF MENZIES**  
**For the Period ended**  
**31 December 2016**

**7. RESERVES - CASH BACKED**

	Actual 2017 Opening Balance \$	Actual 2017 Transfer to \$	Actual 2017 Transfer (from) \$	Actual 2017 Closing Balance \$	Budget 2017 Opening Balance \$	Budget 2017 Transfer to \$	Budget 2017 Transfer (from) \$	Budget 2017 Closing Balance \$	Actual 2016 Opening Balance \$	Actual 2016 Transfer to \$	Actual 2016 Transfer (from) \$	Actual 2016 Closing Balance \$
Leave reserve	187,871	2,374	0	190,246	187,872	0	0	187,872	182,552	5,319	0	187,871
Plant reserve	558,156	7,054	0	565,210	558,156	0	(147,235)	410,921	476,743	16,772	0	493,515
Building reserve	684,086	8,646	0	692,731	684,086	0	(270,000)	414,086	730,328	18,396	0	748,724
TV reserve	16,388	207	0	16,595	16,388	0	0	16,388	14,912	1,477	0	16,389
Main street reserve	193,331	2,443	0	195,775	193,331	0	(65,000)	128,331	187,859	5,473	0	193,332
Staff amenities reserve	69,225	875	0	70,099	69,225	0	0	69,225	67,265	1,960	0	69,225
Roads reserve	164,020	2,073	0	166,093	164,020	0	0	164,020	160,395	3,625	0	164,020
Caravan park reserve	309,195	3,908	0	313,103	309,195	0	0	309,195	300,436	8,759	0	309,195
Rates future claims reserve	46,442	587	0	47,029	203,607	0	0	203,607	43,916	2,526	0	46,442
Bitumen resealing reserve	203,607	2,573	0	206,180	46,442	0	0	46,442	199,055	4,553	0	203,608
Niagara Dam reserve	123,062	1,555	0	124,617	123,062	500,000	(10,000)	613,062	119,577	3,484	0	123,061
Waterpark reserve	111,011	1,403	0	112,414	111,011	0	0	111,011	107,867	3,143	0	111,010
	<u>2,666,393</u>	<u>33,698</u>	<u>0</u>	<u>2,700,091</u>	<u>2,666,395</u>	<u>500,000</u>	<u>(492,235)</u>	<u>2,674,160</u>	<u>2,556,161</u>	<u>399,383</u>	<u>(364,639)</u>	<u>2,590,905</u>

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



**SHIRE OF MENZIES**  
**For the Period ended**  
**31 December 2016**

**7. RESERVES - CASH BACKED**

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

<b>Name of Reseve</b>	<b>Anticipat ed date of use</b>	<b>Purpose of the reserve</b>
Leave reserve	Perpetual	To be used to fund annual and long service leave requirements.
Plant reserve	Perpetual	To be used for the purchase of major plant.
Building reserve	Perpetual	To be used for the acquisition of future buildings and renovation of existing buildings.
TV reserve	Perpetual	To be used to fund upgrades to the rebroadcasting equipment.
Main street reserve	Perpetual	To be used to fund major road works.
Staff amendities reserve	Perpetual	Established for the beautification of the main street.
Roads reserve	Perpetual	Established for the purpose of providing staff housing and amenities.
Caravan park reserve	Perpetual	Established for the purpose of providing of upgrading the caravan park.
Rates future claims reserve	Perpetual	Established for future rates claims.
Bitumen resealing reserve	Perpetual	Established to fund future resealing of roads.
Niagara Dam reserve	Perpetual	Established for ongoing upgrade of Niagara Dam valve workings and other maintenance.
Waterpark reserve	Perpetual	Established to provide a waterpark.

**NOTES TO AND FORMING PART OF THE BUDGET**  
**For the Period ended**  
**31 December 2016**

**8. TRUST FUNDS**

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

Detail	Balance 1-Jul-16 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31-Dec-16 \$
Unidentified Deposits	0	1,864		1,864
Housing Bonds	1,500	0		1,500
				0
				0
				0
				0
	<u>1,500</u>			<u>3,364</u>

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### **12.2.2 Statement of Financial Activity for the Month of January 2017**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	EDM 052
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	9 February 2017
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance & Administration
<b>ATTACHMENT:</b>	12.2.2 Monthly Financial Reports January 2017

#### **OFFICER RECOMMENDATION:**

That Council receive the Statement of Financial Activity for the month ending 31 January 2017 included as attachment 12.2.2 as presented, and note any material variances.

**VOTING REQUIREMENTS:** Simple Majority

#### **IN BRIEF:**

Statutory Financial Reports submitted to Council for acceptance as a record of financial activity for the period to 31 January 2017.

#### **RELEVANT TO STRATEGIC PLAN:**

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996, 34*

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

As detailed within the attachments.

#### **RISK ASSESSMENTS:**

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

**OP16** Council's statutory reports provide inaccurate financial information

**BACKGROUND:**

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

- The annual budget estimates,
- The operating revenue, operating income and all other operating income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activity is not in accordance with budget estimates for the relevant reporting period,
- Include an operating statement, and
- Any other relevant supporting notes.

**COMMENT:**

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

Detailed statement of Capital Expenditure by ledger account by program is provided for Council consideration.

Detailed statement of Operating Expenditure by nature or type by program is provided for Council information.



**Shire of Menzies  
Capital Report for the period ending  
31 January 2017**

**Shire of Menzies  
Capital Report for the period ending  
31 January 2017**

**General Purpose Funding**



**Shire of Menzies**  
**Capital Report for the period ending**  
**31 January 2017**

**General Purpose Funding**

**Other General Purpose Funding**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
03250    Transfer of Interest to Reserves	-	(37,127)
	<hr/>	<hr/>
	-	(37,127)
	<hr/>	<hr/>
<b>Subtotal - Cost of Other General Purpose Fund</b>	-	(37,127)
	<hr/>	<hr/>
<b>Subtotal - Cost of General Purpose Funding</b>	-	(37,127)

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 January 2017**

**Governance**

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 January 2017**

**Governance**

**Governance - General**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
04265 Furniture and Equipment (Capital)	(45,000)	-
	<u>(45,000)</u>	<u>-</u>
<b>Subtotal - Cost of Governance - General</b>	<u>(45,000)</u>	<u>-</u>
<b>Subtotal - Cost of Governance</b>	<u>(45,000)</u>	<u>-</u>

**Shire of Menzies  
Capital Report for the period ending  
31 January 2017**

**Law, Order & Public Safety**

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 January 2017**

**Law, Order & Public Safety**

**Animal Control**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
05501 New Pound	-	(1,312)
05566 Other Infrastructure	(10,000)	-
	<b>(10,000)</b>	<b>(1,312)</b>
<b>Allocation</b>		
05501 New Pound	-	(697)
	-	<b>(697)</b>
<b>Subtotal - Cost of Animal Control</b>	<b>(10,000)</b>	<b>(2,009)</b>
<b>Subtotal - Cost of Law, Order &amp; Public Safety</b>	<b>(10,000)</b>	<b>(2,009)</b>

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**Education & Welfare**

**Shire of Menzies**  
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**Education & Welfare**

**Other Welfare**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
08650 Construction/Purchase of New Youth Centre	-	-
08662 Youth Services Building	(406,000)	-
	<u>(406,000)</u>	<u>-</u>
<b>Subtotal - Cost of Other Welfare</b>	<u>(406,000)</u>	<u>-</u>
<b>Subtotal - Cost of Education &amp; Welfare</b>	<u>(406,000)</u>	<u>-</u>



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**Housing**

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**Housing**

**Staff Housing**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
09162 Buildings (Capital)	(132,000)	(1,003)
09193 Installation Landscaping New Houses	(12,000)	-
09199 Water Tanks for 4 staff houses	(5,000)	-
	<u>(149,000)</u>	<u>(1,003)</u>
<b>Subtotal - Cost of Staff Housing</b>	<u>(149,000)</u>	<u>(1,003)</u>

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**Housing**

**Other Housing**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
09262 Buildings (Capital) - Other Housing	(12,000)	-
	<b>(12,000)</b>	-
<b>Subtotal - Cost of Other Housing</b>	<b>(12,000)</b>	-
<b>Subtotal - Cost of Housing</b>	<b>(161,000)</b>	<b>(1,003)</b>

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**Community Amenities**

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**Community Amenities**

**Sanitation - Household Refuse**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
10150 Proceeds on Disposal of Assets - Sanitation	-	34,091
	-	<b>34,091</b>
<b>Subtotal - Cost of Sanitation - Household Refuse</b>	-	<b>34,091</b>

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**Community Amenities**

**Sanitation - Other**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
10205 Waste Refuse Site Renewal Project	(65,000)	-
	<b>(65,000)</b>	-
<b>Subtotal - Cost of Sanitation - Other</b>	<b>(65,000)</b>	-
<b>Subtotal - Cost of Community Amenities</b>	<b>(65,000)</b>	<b>34,091</b>

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**Recreation & Culture**

**Shire of Menzies**  
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**Recreation & Culture**

**Public Halls & Civic Centres**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
11150 Construction Project Shire Hall Toilets	(80,000)	-
11151 Capital Works - Shire Town Hall	(63,000)	-
	<u>(143,000)</u>	<u>-</u>
<b><u>Subtotal - Cost of Public Halls &amp; Civic Centres</u></b>	<b><u>(143,000)</u></b>	<b><u>-</u></b>



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**Recreation & Culture**

**Other Recreation & Sport**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
11350    Aunty Nelly Water Reclaim Project	(110,000)	-
11351    Playground Equipment Upgrade Project	(30,000)	-
	<u>(140,000)</u>	<u>-</u>
<b><u>Subtotal - Cost of Other Recreation &amp; Sport</u></b>	<b><u>(140,000)</u></b>	<b><u>-</u></b>

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**Recreation & Culture**

**Other Culture**

		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
11650	Upgrade of Old Church Menzies	(50,000)	-
11651	Stone Restoration & Repairs Historic Buildings	(270,000)	-
11652	Minor building renewals	(10,000)	-
		<u>(330,000)</u>	<u>-</u>
<b>Subtotal - Cost of Other Culture</b>		<u>(330,000)</u>	<u>-</u>
<b>Subtotal - Cost of Recreation &amp; Culture</b>		<u>(613,000)</u>	<u>-</u>

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**Transport**

**Shire of Menzies**  
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**Transport**

**Streets, Roads, Bridges & Depot Construction**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
12104 Roads to Recovery Construction -jobs	850,685	-
12105 Blackspot funding Construction	9,500	-
12106 Road Construction Muni - jobs	104,700	-
12109 Road Construction RRG - jobs	449,990	-
	<u>1,414,875</u>	<u>-</u>
<b>Operating Expense</b>		
12104 Roads to Recovery Construction -jobs	(900,685)	(186,708)
12105 Blackspot funding Construction	(46,614)	(42,865)
12106 Road Construction Muni - jobs	(736,302)	(51,780)
12108 Footpath Construction	(25,000)	(125)
12109 Road Construction RRG - jobs	(766,648)	(4,833)
12110 Shire House - Crossover Construction	(80,012)	-
12112 Bicycle Path Construction	(90,000)	-
12120 Depot Extension -Asset Upgrade	(50,000)	(13,264)
	<u>(2,695,261)</u>	<u>(299,575)</u>
<b>Allocation</b>		
12104 Roads to Recovery Construction -jobs	-	(6,073)
12106 Road Construction Muni - jobs	-	(8,323)
12108 Footpath Construction	-	(219)
	<u>-</u>	<u>(14,616)</u>
<b>Subtotal - Cost of Streets, Roads, Bridges &amp; De</b>	<u><b>(1,280,386)</b></u>	<u><b>(314,190)</b></u>

**Shire of Menzies**  
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**Transport**

**Plant & Equipement Purchases**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
12310 Minor Plant Purchases	-	(1,417)
12351 Proceeds on Disposal of Assets - Road Plant	6,008	-
	<u>6,008</u>	<u>(1,417)</u>
<b>Operating Expense</b>		
12310 Minor Plant Purchases	(10,000)	-
12313 Purchase Rubbish Truck	(147,235)	-
12345 Purchase Light Vehicles	(125,000)	-
12346 Purchase of Heavy Vehicles	-	(134,398)
12351 Proceeds on Disposal of Assets - Road Plant	(35,221)	-
	<u>(317,456)</u>	<u>(134,398)</u>
<b>Subtotal - Cost of Plant &amp; Equipement Purchas</b>	<u>(311,448)</u>	<u>(135,815)</u>
<b>Subtotal - Cost of Transport</b>	<u>(1,591,834)</u>	<u>(450,005)</u>

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**Economic Services**

**Shire of Menzies**  
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**Economic Services**

**Tourism & Area Promotion**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
13266 Tourism Capital Jobs	-	(19,772)
13270 Tourism Signage & events Board	(15,000)	-
13280 Town Street Trees Planting & Care Program	(65,000)	(315)
	<u>(80,000)</u>	<u>(20,087)</u>
<b>Allocation</b>		
13266 Tourism Capital Jobs	-	(14,197)
	<u>-</u>	<u>(14,197)</u>
<b>Subtotal - Cost of Tourism &amp; Area Promotion</b>	<u>(80,000)</u>	<u>(34,284)</u>

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**Economic Services**

**Tjuntjuntjara**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
13488 Tjuntjuntjara Capital Purchases	-	-
	-	-
	-	-
<b>Subtotal - Cost of Tjuntjuntjara</b>	-	-
<b>Subtotal - Cost of Economic Services</b>	<b>(80,000)</b>	<b>(34,284)</b>



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**Other Property & Services**

**Shire of Menzies**  
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**Other Property & Services**

**Administration**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
14580 Proceeds on Disposal of Assets - Administratio	1,008	-
	<u>1,008</u>	<u>-</u>
<b>Operating Expense</b>		
14576 Electrical Upgrades to Admin	(52,000)	-
14595 Purchase of Furniture and Equipment (not capi	-	(4,385)
	<u>(52,000)</u>	<u>(4,385)</u>
<b>Subtotal - Cost of Administration</b>	<u>(50,992)</u>	<u>(4,385)</u>

**Shire of Menzies**  
**Capital Report for the period ending**  
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**Other Property & Services**

**Unclassified**

	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
14710 Purchase of land lots for town development	(20,000)	-
	<b>(20,000)</b>	-
<b>Subtotal - Cost of Unclassified</b>	<b>(20,000)</b>	-
<b>Subtotal - Cost of Other Property &amp; Services</b>	<b>(70,992)</b>	<b>(4,385)</b>
Balance to Capital Schedule	(3,042,826)	(494,722)

### **12.2.3 Monthly Listing of Payments for the Month of December 2016**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	EDM017
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	9 February 2017
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.3 Payment Listings for December 2016

#### **OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of December 2016 totalling \$354,032.99 being:

- 1) Cheques drawn totalling \$150.50
- 2) Electronic Fund Transfer EFT1767-EFT1853 payments in the Municipal Fund totalling \$308,677.39.
- 3) Direct Debit payments from the Municipal Fund totalling \$45,205.10.
- 4) Credit card payments for the statement period 29 October 2016 to 28 November 2016 (included in direct debits) totalling \$13,660.29.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The list of payments made for the month of December 2016 to be received by Council.

#### **RELEVANT TO STRATEGIC PLAN:**

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

*Local Government (Financial Management) Regulations 1996 Number 13.*

#### **POLICY IMPLICATIONS:**

Policy 4.7 – Creditors – Preparation for Payment

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

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

**BACKGROUND:**

Payments have been made by electronic funds transfer (EFT) and direct transfer from Council's Municipal bank account and duly authorised as required by Council Policy. There have been no cheque payments made this month. These payments have been made under authority delegated to the Chief Executive Officer and are not reported to Council.

**COMMENT:**

The EFT and Direct Debit payments that have been raised for the month of December 2016 are attached.

After payment, the balance of creditors will be \$5,554.34.

**Shire of Menzies**  
**Payments for the Month of December 2016**  
**Cheques**

Chq/EFT	Date	Name	Description	Amount
10460	06/12/2016	Cash	Reimburse Petty Cash	\$150.50

Cheques	\$150.50
EFT	\$308,677.39
Direct Debit	\$45,205.10
<b>Total Payments</b>	<b><u>\$354,032.99</u></b>
Credit Card Payments (included in Direct Debit)	\$13,660.29

**Shire of Menzies**  
**Payments for the Month of December 2016**  
**EFT**

Chq/EFT	Date	Name	Description	Amount
EFT1767	01/12/2016	Canine Control	Ranger Services 2016 2017 - October 2016	\$1,600.50
EFT1768	01/12/2016	Ellery Brookman Barristers and Solicitors	Professional Fees - Lease of 52 Shenton St Menzies	\$990.00
EFT1769	01/12/2016	Arteil (WA) Pty Ltd	2 office chairs	\$785.40
EFT1770	01/12/2016	Betta Roads	stabilisation of truck bay	\$9,504.00
EFT1771	01/12/2016	Telstra Damage Cost Recovery & Management	Location of Damage - 29 Wilson St Menzies WA 6436	\$2,199.72
EFT1772	01/12/2016	Gearing Butchers	Meat for evening meal for Vets	\$111.45
EFT1773	01/12/2016	Helen Smith	Microchipping of animals attending Murdoch Vet Program	\$1,265.00
EFT1774	01/12/2016	Goldwall Holdings Pty Ltd T/As Hydraulic Fluid Connectors	New hyd hose to be made	\$165.49
EFT1775	01/12/2016	Air Liquide WA Pty Ltd	Rental October 2016	\$90.72
EFT1776	01/12/2016	Australias Golden Outback	2016 / 2017 Planner	\$2,671.00
EFT1777	01/12/2016	Beaurepairs	repair tyre - P0201	\$361.26
EFT1778	01/12/2016	Bunnings	Avariary wire, plants	\$358.64
EFT1779	01/12/2016	Butler Settineri	Audit year ending 30 June 2016	\$8,789.53
EFT1780	01/12/2016	Toll Ipec/Courier Australia	Freight	\$174.41
EFT1781	01/12/2016	Cybersecure	Back up Service October 2016	\$129.00
EFT1782	01/12/2016	Eagle Petroleum (W.A) Pty Ltd	Bulk Diesel Fuel 7500lt	\$11,336.01
EFT1783	01/12/2016	Forman Bros	Pump out and clean envirosystem tanks one and two - waste to Shire Ponds	\$1,767.70
EFT1784	01/12/2016	Goldfields Toyota	Service 80,000 kms and service and repair Airconditioner	\$3,132.49
EFT1785	01/12/2016	Goldfields Truck Power	Hire roller 260 PER DAY	\$697.95
EFT1786	01/12/2016	Harvey Norman	Mobile telephone	\$1,146.00
EFT1787	01/12/2016	Menzies Hotel	Gas Bottle - 39 Reid St	\$169.50
EFT1788	01/12/2016	Itvision	Implemenation - Purchase Order & email P/O	\$6,769.95
EFT1789	01/12/2016	Marketforce	Advert Special meeting	\$156.49
EFT1790	01/12/2016	Marlou Contracting	Water cart hire	\$3,564.00
EFT1791	01/12/2016	Mcleods Barristers & Solicitors	Matter No: 39040	\$554.37
EFT1792	01/12/2016	Menzies Aboriginal Corporation	October 2016 School Holiday Program	\$2,910.64
EFT1793	01/12/2016	Mobile Pest Weed Control	Termite inspection at old church building	\$1,430.00
EFT1794	01/12/2016	Netlogic Information Technology	Issues with CEOXA Outlook and Speed Issue CEO (7072)	\$187.50
EFT1795	01/12/2016	Titan Australia Pty Ltd	2 x 14.00-24 grader tyres	\$3,184.50
EFT1796	01/12/2016	Office National	Service agreement NO:13079	\$7,075.46
EFT1797	01/12/2016	Refresh Water	15 x 15litre water refills	\$135.00
EFT1798	01/12/2016	Sheridan's For Badges	Embossed badges	\$1,068.54
EFT1799	01/12/2016	Snap Kalgoorlie	Art work and printing of cheques	\$1,254.19
EFT1800	01/12/2016	Sparlon Electrical	Extractor fans & stand lights caravan park	\$4,896.10
EFT1801	01/12/2016	Moore Stephens	Advice & assistance July, Aug & Sept 2016	\$1,134.65
EFT1802	01/12/2016	Kalgoorlie United Steel Pty Ltd	Flat sheet steel	\$994.40
EFT1803	01/12/2016	WML Consultants	Menzies NW Road 16.6 on Design & PM	\$15,248.20
EFT1804	14/12/2016	Digga West & Earthparts WA	Cutting bits for Auger	\$442.20
EFT1805	14/12/2016	Canine Control	Agreement Ranger Services 2016 / 2017	\$1,600.50
EFT1806	14/12/2016	Jeff Jones		\$120.00
EFT1807	14/12/2016	A & P Wright	Installation of 1 x RCP Pipe culvert	\$12,980.00
EFT1808	14/12/2016	WA Local Govt Association	CEO Performance Appraisals Training	\$850.00
EFT1809	14/12/2016	Alu Glass	Replace glass Executive Assistant office	\$280.50
EFT1810	14/12/2016	Ian Baird	Travel from Tjuntjuntjara Menzies return meeting 23/11/2016	\$1,545.96
EFT1811	14/12/2016	Beaurepairs	4 new tyres to P0198 ranger ute	\$1,153.32
EFT1812	14/12/2016	Bunnings	Paint, roller kits& bolts	\$535.37
EFT1813	14/12/2016	Business Key	Advertising for Lake Ballard and Visitor Centre	\$719.40
EFT1814	14/12/2016	C Direct	Phone cards 10x \$30, 9x \$40, 10x \$50	\$1,113.60
EFT1815	14/12/2016	Central Regional Tafe Northam WA	C742 Certificate III in Local Government	\$533.33
EFT1816	14/12/2016	Cooper Fluid Systems	Air fittings	\$108.94
EFT1817	14/12/2016	Toll Ipec/Courier Australia	Freight	\$120.21
EFT1818	14/12/2016	Canning Pool & Pump Centre PTY	Liquid Chlorine	\$330.00
EFT1819	14/12/2016	Cybersecure	Back up service October 2016	\$129.00
EFT1820	14/12/2016	Dean's Auto Glass	Windscreen to 5MN	\$415.00
EFT1821	14/12/2016	Daphne Florist Kalgoorlie	Flowers	\$85.00
EFT1822	14/12/2016	Digitalrez Australia	RezExpert Monthly Access Fee November 2016	\$76.94
EFT1823	14/12/2016	Jillian Dwyer	Travel for November 2016	\$334.24
EFT1824	14/12/2016	Eagle Petroleum (W.A) Pty Ltd	Deliver 7800 lts fuel to bulk tank depot	\$9,655.33
EFT1825	14/12/2016	Ecowater Services	Biomax Service	\$680.50
EFT1826	14/12/2016	Fire And Emergency Services Authority	2016/17 ESL Quarter 2	\$15,229.50
EFT1827	14/12/2016	Forman Bros	53A Walsh St Tap washers & check Roof Air Con, 36 Mercer Shower rose & fit up Water tank, 29A Shenton Tap & check gas leak, Caravan Park seal on back of toilet (disabled), Old Post Office gas bottle notice	\$1,838.21

**Shire of Menzies**  
**Payments for the Month of December 2016**  
**EFT**

EFT1828	14/12/2016	Goldline Distributors	Regal Ultra slim Towel Inter	\$561.43
EFT1829	14/12/2016	Goldfields Locksmiths	Supply 4 indicator bolts for doors	\$130.00
EFT1830	14/12/2016	Goldfields Toyota	70,000km Service 1EPF107	\$406.79
EFT1831	14/12/2016	Hare & Forbes Machinery House	K017a plasma cutter package razor cut45	\$3,470.39
EFT1832	14/12/2016	Menzies Hotel	Papers November 2016	\$120.60
EFT1833	14/12/2016	Itvision	Itvision to correct superannuation files for upload to click super	\$484.00
EFT1834	14/12/2016	JR & A Hersey	PPE, tools & cleaners	\$1,057.62
EFT1835	14/12/2016	Landgate	Mining Tenements chargeable schedule NO. M2016/11 Dated 07/10-04/11/2016	\$136.80
EFT1836	14/12/2016	Keith Mader	Travel for Nov meeting 2016	\$158.56
EFT1837	14/12/2016	Shire of Menzies Social Club	Paid up until 6/12/2016	\$380.00
EFT1838	14/12/2016	Netlogic Information Technology	Issues with CEOXA Outlook and Speed Issue CEO (7072)	\$150.00
EFT1839	14/12/2016	Titan Australia Pty Ltd	Radial A/T 205R 16 8PR 110/1080 Tyre fitted	\$242.00
EFT1840	14/12/2016	Office National	System Development November 2016	\$1,122.00
EFT1841	14/12/2016	Penns Cartage	Transport workshop items from Hare and Forbes to Menzies	\$249.04
EFT1842	14/12/2016	Shire of Leonora	Health / Building Services November 2016	\$3,188.64
EFT1843	14/12/2016	Sparlon Electrical	Check RCD at caravan park	\$416.90
EFT1844	14/12/2016	Tower Hotel	Accommodation for Councillor	\$497.50
EFT1845	14/12/2016	The Work Wear Group	Uniforms Staff	\$1,529.77
EFT1846	14/12/2016	Moore Stephens	Prepare & Lodge October 2016 IAS	\$379.50
EFT1847	14/12/2016	WML Consultants	Menzies NW Road 16.6 on Design & PM Claim 2	\$32,606.20
EFT1848	14/12/2016	WesTrac Pty Ltd	Replace hyd hose	\$3,105.54
EFT1850	15/12/2016	Jillian Dwyer	Travel	\$300.00
EFT1851	21/12/2016	Leonora Pharmacy	Hepatitis A & B vaccinations	\$327.80
EFT1852	21/12/2016	Jeff Jones	30 Ivy Geraniums @\$4 each	\$64.20
EFT1853	21/12/2016	Long Neck Creek Holdings	Drilling bore and sampling water	\$26,642.00
Payroll	06/12/2016	Payroll	Payroll	\$47,236.53
Payroll	20/12/2016	Payroll	Payroll	\$34,826.77

**\$308,677.39**



**Shire of Menzies**  
**Payments for the Month of December 2016**  
**Direct Debit**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD930.1	01/12/2016	Wright Express Australia Pty Ltd	Fuel card charges	\$403.11
DD970.1	16/12/2016	Horizon Power	Streetlighting 01/11-30/11/2016	\$604.13
DD974.1	06/12/2016	Wa Local Govt Superannuation Plan	Superannuation contributions	\$5,003.05
DD974.2	06/12/2016	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,905.98
DD974.3	06/12/2016	B T Finanacial Group Superannuation	Superannuation contributions	\$767.76
DD974.4	06/12/2016	Catholic Super	Superannuation contributions	\$967.43
DD974.5	06/12/2016	Kinetic Superannuation	Payroll deductions	\$1,015.38
DD974.6	06/12/2016	Australian Super	Superannuation contributions	\$432.74
DD974.7	06/12/2016	Commonwealth Essential Super	Superannuation contributions	\$542.97
DD980.1	15/12/2017	Toyota Finance	Golden Quest Vehicle Lease Dec 2016	\$991.90
DD1002.1	15/12/2016	BOQ Finance	Copier Charges November 16	\$2,031.72
DD1005.1	01/12/2016	WESTNET	Internet November 16	\$90.45
DD1013.1	20/12/2016	Wa Local Govt Superannuation Plan	Superannuation contributions	\$3,972.75
DD1013.2	20/12/2016	Kinetic Superannuation	Superannuation contributions	\$1,015.38
DD1013.3	20/12/2016	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,327.29
DD1013.4	20/12/2016	B T Finanacial Group Superannuation	Superannuation contributions	\$418.25
DD1013.5	20/12/2016	Catholic Super	Superannuation contributions	\$698.62
DD1013.6	20/12/2016	Australian Super	Superannuation contributions	\$283.60
DD1013.7	20/12/2016	Commonwealth Essential Super	Superannuation contributions	\$126.39
DD1022.1	28/12/2016	Jillian Dwyer	Councillor fees December 2016	\$2,562.08
DD1022.2	28/12/2016	Ian Baird	Councillor fees December 2016	\$1,091.08
DD1022.3	28/12/2016	Jamie Mazza	Councillor fees December 2016	\$872.50
DD1022.4	28/12/2016	Tucker, Ian Cr	Councillor fee December2016	\$872.50
DD1022.5	28/12/2016	Debbie Hansen	councillor fees December 2016	\$872.50
DD1022.6	28/12/2016	Keith Mader	Councillor fees December 2016	\$872.50
DD1022.7	28/12/2016	Justin Lee	Councillor Fees December 2016	\$872.50
DD1022.8	28/12/2016	BOQ Finance	Copier charges December 2016	\$389.40
1617-06.02	05/12/2016	NAB	Credit Card	\$13,660.29
1617-06.07	21/12/2016	NAB	NAB connect fee	\$37.24
1617-06.08	21/12/2016	NAB	Merch fee	\$106.25
1617-06.08	21/12/2016	NAB	Account fees	\$41.30
1617-06.08	21/12/2016	NAB	Merch fee	\$38.90
1617-06.08	21/12/2016	NAB	Merch fee	\$36.90
1617-06.06	29/12/2016	Wright Express Australia Pty Ltd	Motorpass December 2016	\$280.26
				<b>\$45,205.10</b>

**Shire of Menzies**  
**Payments for the Month of December 2016**  
**Credit Card**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
31/10/2016	Comfort In Bay of	Accommodation GTN	\$216.75
01/11/2016	Everett Butchers	Deposit for Spit	\$100.00
01/11/2016	CX Central Esperance	Fuel 1MN	\$79.91
07/11/2016	Kalgoorlie Retravision	2 Vacuum Cleaners	\$547.00
08/12/2016	Ibis Style Kalgoorlie	Function- Liberal Party	\$157.02
09/11/2012	BWC Brisbane	Taxi Toowoomba	\$61.49
11/11/2016	Quest TWB Pty Ltd	Accommodation Toowoomba	\$464.87
14/11/2016	Quest TWB Pty Ltd	Accommodation Toowoomba	\$68.92
15/11/2016	Everett Butchers	Animal Day BBQ	\$47.67
15/11/2016	Woolworths	Animal Day BBQ	\$16.00
18/11/2016	The Reject Shop	Dog Leads	\$30.00
22/11/2016	Everett Butchers	Meat for Town Christmas Party	\$48.28
22/11/2016	Woolworths	Meat for Town Christmas Party	\$69.69
24/11/2016	Post Office	Mail Rates Notices	\$162.50
25/11/2016	Horizon Power	Caravan Park	\$5,000.00
25/11/2016	Horizon Power	Caravan Park	\$998.47
28/11/2016	McDonalds	Lunch	\$9.70
28/11/2016	Office National	CD Sleeve box & Blue letter files	\$47.24
28/11/2016	NAB	Card Fees	\$9.00
03/11/2016	Water Corporation	Unit B 14 Walsh St	\$49.24
03/11/2016	Water Corporation	Unit A 14 Walsh St	\$42.85
03/11/2016	Water Corporation	Unit B 53 Walsh St	\$39.67
03/11/2016	Water Corporation	52-54 Shenton Street	\$39.67
03/11/2016	Water Corporation	50 Shenton St	\$39.67
03/11/2016	Water Corporation	Unit A 53 Walsh St	\$39.11
03/11/2016	Water Corporation	Sports Oval	\$92.94
03/11/2016	Water Corporation	36 Mercer St	\$89.08
03/11/2016	Water Corporation	36 Reid St	\$79.51
03/11/2016	Water Corporation	29 B Shenton St	\$74.73
03/11/2016	Water Corporation	41 Mercer	\$73.14
03/11/2016	Water Corporation	Shenton St Lot 41	\$70.28
03/11/2016	Water Corporation	25 Onslow St	\$66.76
03/11/2016	Water Corporation	29 A Shenton St	\$63.57
03/11/2016	Water Corporation	39 Mercer St	\$61.98
03/11/2016	Water Corporation	40 Mercer St	\$57.20
03/11/2016	Water Corporation	Caravan Park	\$428.43
03/11/2016	Water Corporation	Office 31 Shenton St Part Lots 102, 124, 866	\$355.89
03/11/2016	Water Corporation	33 Shenton St Part Lot 102	\$108.20
03/11/2016	Water Corporation	Walsh St Lot 1089 Res 3819	\$105.01
03/11/2016	Water Corporation	Standpipe at NO 2 Dam	\$100.87
09/11/2016	Chadson Engineering	Water Park Testing	\$106.15
10/11/2016	Telstra	Mobile & Internet	\$1,137.43
10/11/2016	Algaefree Aust	Water Park Repairs	\$470.00
10/11/2016	Telstra	Satelite Phones	\$248.68
11/11/2016	Qantas	Fares - Staff Training	\$472.90
16/11/2017	Telstra	Office Phones	\$613.82
25/11/2016	Bob Cooper Snake	Snake catching kit	\$390.00
28/11/2016	NAB	Bank Fees	\$9.00
		Direct Debit	<b><u>\$13,660.29</u></b>

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#### **12.2.4 Monthly Listing of Payments for the Month of January 2017**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	EDM017
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	9 February 2017
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.4 Payment Listings for January 2017

#### **OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of January 2017 totalling \$216,149.08 being:

- 1) Cheques drawn totalling \$134.95
- 2) Electronic Fund Transfer EFT1854-EFT1918 payments in the Municipal Fund totalling \$162,526.72.
- 3) Direct Debit payments from the Municipal Fund totalling \$53,487.41.
- 4) Credit card payments for the statement period 29 November 2016 to 28 December 2016 (included in direct debits) totalling \$6,196.45.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The list of payments made for the month of January 2017 to be received by Council.

#### **RELEVANT TO STRATEGIC PLAN:**

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

*Local Government (Financial Management) Regulations 1996 Number 13.*

#### **POLICY IMPLICATIONS:**

Policy 4.7 – Creditors – Preparation for Payment

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

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

**BACKGROUND:**

Payments have been made by electronic funds transfer (EFT) and direct transfer from Council's Municipal bank account and duly authorised as required by Council Policy. There have been no cheque payments made this month. These payments have been made under authority delegated to the Chief Executive Officer and are not reported to Council.

**COMMENT:**

The EFT and Direct Debit payments that have been raised for the month of January 2017 are attached.

After payment, the balance of creditors will be \$37,113.20.

**Shire of Menzies**  
**Payments for the Month of January 2017**  
**Cheques**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
10461	19/01/2017	Cash	Reimburse Petty Cash	\$134.95

Cheques	\$134.95
EFT	\$162,526.72
Direct Debit	\$53,487.41
<b>Total Payments</b>	<b>\$216,149.08</b>
Credit Card Payments (included in Direct Debit)	\$6,196.45

**Shire of Menzies**  
**Payments for the Month of January 2017**  
**EFT**

Chq/EFT	Date	Name	Description	Amount
EFT1854	12/01/2017	Canine Control	Agreement Ranger Services 2016 2017 - December 2017	\$1,600.50
EFT1855	12/01/2017	Mcverde Minerals Pty Ltd	Rates refund for assessment A4108 P29/02142	\$236.49
EFT1856	12/01/2017	Beadell Resources Ltd	Rates refund for assessment A2703 E39/01203	\$4.37
EFT1857	12/01/2017	SAS Corporation Pty Ltd	Rates refund for assessment A5140 E29/00942	\$17.98
EFT1858	12/01/2017	Ausgold Exploration Pty Ltd	Rates refund for assessment A3826 E39/01366	\$2,066.95
EFT1859	12/01/2017	Department Of Lands	Licence for Kookynie Aeroplane Landing Ground	\$136.10
EFT1860	12/01/2017	Air Liquide WA Pty Ltd	Cylinder Rental x 4	\$95.61
EFT1861	12/01/2017	Australian Taxation Office	IAS 1-30 November 2016	\$21,439.00
EFT1862	12/01/2017	Toll Ipec/Courier Australia	Freight	\$248.29
EFT1863	12/01/2017	Jillian Dwyer	Travel	\$990.10
EFT1864	12/01/2017	Everett Butchers	10kg Roast Lamb & 10kg Rolled Roast Beef for Menzies Christmas Party 2016	\$628.67
EFT1865	12/01/2017	Goldfields Toyota	Balance of Invoice 70,000km service	\$51.68
EFT1866	12/01/2017	Menzies Hotel	Newspapers for the month of December	\$218.20
EFT1867	12/01/2017	Jump 4 Us	Pirate ship Community Christmas party 2016	\$730.00
EFT1868	12/01/2017	KT Cable Accessories	GME 5 watt uhf tx 3500s	\$1,264.89
EFT1869	12/01/2017	Local Government Managers Australia	Affiliate Membership 2016-2017	\$178.00
EFT1870	12/01/2017	Keith Mader	Walling Rock - Menzies return - 15/12/2016-OMC	\$158.42
EFT1871	12/01/2017	Shire of Menzies Social Club	Payroll deductions	\$230.00
EFT1872	12/01/2017	Pila Nguru Aboriginal Corporation	Recoup flight - Tjun-Kall 24/8/2016	\$720.00
EFT1873	12/01/2017	Paupiyala Tjarutja Aboriginal Council	Tjuntjuntjara Community Store - Christmas Tree	\$1,575.00
EFT1874	12/01/2017	Shire of Leonora	EHO Services December 2016	\$5,261.26
EFT1875	12/01/2017	Sparlon Electrical	Fit power points and fix lights in crc	\$1,542.20
EFT1876	12/01/2017	Jeanette Taylor	Tyre for 5MN	\$840.00
EFT1877	25/01/2017	Canine Control	Agreement Ranger Services 2016 2017	\$1,600.50
EFT1878	25/01/2017	Covs	20l degreaser	\$389.48
EFT1879	25/01/2017	Murdoch University	Animal care day - 2016	\$1,595.00
EFT1880	25/01/2017	Emerge Technologies	Two ASUS notebooks for use by mobile staff	\$2,343.00
EFT1881	25/01/2017	HD Mining & Investment Pty Ltd	Rates refund for assessment A4569 E39/01656	\$419.28
EFT1882	25/01/2017	Zircon International Pty Ltd	Rates refund for assessment A2907 E29/00633	\$43.66
EFT1883	25/01/2017	Fe Limited	Rates refund for assessment A4868 E77/02116	\$205.42
EFT1884	25/01/2017	WA Local Govt Association	Councillor Training - Understanding Financial Reports & Budgets	\$130.00
EFT1885	25/01/2017	Air Liquide WA Pty Ltd	Rental Dec 2016	\$98.81
EFT1886	25/01/2017	Atom	AF/metric 3/4 drive socket set	\$1,259.50
EFT1887	25/01/2017	Bunnings	20 dyna bolts	\$996.21
EFT1888	25/01/2017	Butler Settineri	Final Audit Fee for 30 June 2016	\$2,145.00
EFT1889	25/01/2017	Cabcharge Australia Limited	Travel Airport to motel for training	\$46.10
EFT1890	25/01/2017	Calypso Designs	Renew Domainn Name Lake Ballard.com	\$44.00
EFT1891	25/01/2017	Canning Pool & Pump Centre Pty	6 20lt drums chlorine	\$300.00
EFT1892	25/01/2017	Coopers Fluid Systems	McNaught fuel pump kit	\$460.57
EFT1893	25/01/2017	Toll Ipec/Courier Australia	Freight	\$38.60
EFT1894	25/01/2017	Coyles Mower & Chainsaw Centre	HT 75 polesaw	\$1,776.00
EFT1895	25/01/2017	Cybersecure	Back up service - December 2016 Out of contract - can be cancelled at any time.	\$129.00
EFT1896	25/01/2017	Digitalrez Australia	December 2016	\$76.94
EFT1897	25/01/2017	Eagle Petroleum (W.A) Pty Ltd	8500 ltrs fuel to depot	\$10,810.35
EFT1898	25/01/2017	Goldline Distributors	Toilet Paper for public toilets and caravan park toilets	\$665.12
EFT1899	25/01/2017	Goldrush Tours	Menzies to Laverton 1/12/16	\$30.60
EFT1900	25/01/2017	Menzies Hotel	Voucher for Christmas	\$1,650.00
EFT1901	25/01/2017	Kalgoorlie-Boulder Chamber Of Commerce & Industry Inc	Membership of the chamber for July 2016-June 2017	\$330.00
EFT1902	25/01/2017	Grand Hotel Kookynie	Voucher for Christmas	\$600.00
EFT1903	25/01/2017	Landgate	Mining Tenements chargeable schedule NO M2016/12 Dated 05/11-02/12/2016	\$114.00
EFT1904	25/01/2017	Martin's Trailer Parts	4+electric brakes and backing plates	\$712.58
EFT1905	25/01/2017	Shire of Menzies Social Club	Payroll deductions	\$120.00
EFT1906	25/01/2017	Momar Australia Pty Ltd	2 cans nutcracker	\$1,629.11
EFT1907	25/01/2017	Netlogic Information Technology	Support over Christmas Break to correct virus in backup routine	\$2,925.00
EFT1908	25/01/2017	Office National	Stationary	\$576.84
EFT1909	25/01/2017	OZ Lite	10 x 8 watt led globes	\$259.55
EFT1910	25/01/2017	Penns Cartage	Transport D10 dozer to 30km sandstone rd from menzies	\$2,782.95
EFT1911	25/01/2017	Pila Nguru Aboriginal Corporation	CD's for Desert Star album Mungangka	\$2,053.00
EFT1912	25/01/2017	Reynolds Graphics	500 Business Cards - Caravan park	\$396.00
EFT1913	25/01/2017	Shire Of Menzies	Rates refund for assessment A3510 P29/02034	\$362.60
EFT1914	25/01/2017	Sparlon Electrical	Former Police Station	\$2,854.50
EFT1915	25/01/2017	The Work Wear Group	Uniforms	\$870.22

**Shire of Menzies**  
**Payments for the Month of January 2017**  
**EFT**

EFT1916	25/01/2017	Moore Stephens	Calculation of ratios and update Annual Financial Report	\$689.70
EFT1917	25/01/2017	WML Consultants	Claim 3 Menzies NW Road 16.6	\$5,028.38
EFT1918	25/01/2017	WesTrac Pty Ltd	Check over fault on transmission - P0105	\$1,473.97
Payroll	03/01/2017	Payroll	Payroll	\$31,553.82
Payroll	17/01/2017	Payroll	Payroll	\$39,707.65
				<b>\$162,526.72</b>



**Shire of Menzies**  
**Payments for the Month of January 2017**  
**Direct Debit**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD1016.1	03/01/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$3,766.43
DD1016.2	03/01/2017	Kinetic Superannuation	Superannuation contributions	\$1,015.39
DD1016.3	03/01/2017	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,329.14
DD1016.4	03/01/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$485.23
DD1016.5	03/01/2017	Catholic Super	Superannuation contributions	\$698.62
DD1016.6	03/01/2017	Australian Super	Superannuation contributions	\$228.50
DD1016.7	03/01/2017	Commonwealth Essential Super	Superannuation contributions	\$226.01
DD1029.1	24/01/2017	Australia Post	Stamps for resale Lady Shenton	\$217.55
DD1031.1	01/01/2017	WESTNET	Lady Shenton Computers 1/11-1/12/2016	\$90.45
DD1033.1	11/01/2017	Horizon Power	Caravan Park 21/10-20/12/2016	\$4,333.66
DD1036.1	16/01/2017	BOQ Finance	Copier charges January 2017	\$2,544.42
DD1038.1	16/01/2017	Toyota Finance	Golden Quest Vehicle January 2017	\$991.90
DD1040.1	17/01/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$4,024.03
DD1040.2	17/01/2017	Kinetic Superannuation	Superannuation contributions	\$1,015.38
DD1040.3	17/01/2017	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,335.52
DD1040.4	17/01/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$433.08
DD1040.5	17/01/2017	Catholic Super	Superannuation contributions	\$698.62
DD1040.6	17/01/2017	Australian Super	Superannuation contributions	\$269.95
DD1040.7	17/01/2017	Commonwealth Essential Super	Superannuation contributions	\$373.51
DD1043.1	03/01/2017	Australian Super	Superannuation contributions	\$30.57
DD1045.1	19/01/2017	Horizon Power	29B Shenton St 28/10/16-31/12/16	\$6,187.23
DD1061.1	24/01/2017	BOQ Finance	Copier charges	\$389.40
DD1063.1	27/01/2017	Jillian Dwyer	January 2017	\$2,562.08
DD1063.2	27/01/2017	Ian Baird	January 2017	\$1,091.08
DD1063.3	27/01/2017	Tucker, Ian Cr	January 2017	\$872.50
DD1063.4	27/01/2017	Debbie Hansen	January 2017	\$872.50
DD1063.5	27/01/2017	Keith Mader	January 2017	\$872.50
DD1063.6	27/01/2017	Jamie Mazza	January 2017	\$872.50
DD1063.7	27/01/2017	Justin Lee	January 2017	\$872.50
DD1065.1	31/01/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$3,781.30
DD1065.2	31/01/2017	Kinetic Superannuation	Superannuation contributions	\$1,015.38
DD1065.3	31/01/2017	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,322.28
DD1065.4	31/01/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$446.50
DD1065.5	31/01/2017	Catholic Super	Superannuation contributions	\$698.62
DD1065.6	31/01/2017	Australian Super	Superannuation contributions	\$359.74
DD1065.7	31/01/2017	Commonwealth Essential Super	Superannuation contributions	\$276.18
1617-07.07	03/01/2017	NAB	Credit Card	\$6,196.45
1617-07.11	27/01/2017	NAB	NAB Connect fee	\$52.49
1617-07.11	27/01/2017	NAB	Account fees Bank fees	\$45.20
1617-07.10	30/01/2017	Motorpass	Fuel account January 2017	\$593.02
				<b>\$53,487.41</b>

**Shire of Menzies**  
**Payments for the Month of January 2017**  
**Credit Card**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
29/11/2016	Bunnings	Bird net	\$ 73.82
30/11/2017	Goldfields Locksmith	Keys	\$ 25.60
30/11/2016	Goldfields Locksmith	Keys	\$ 15.60
2/12/2016	Bunnings	Pot	\$ 77.96
5/12/2016	Red Dot Stores	Christmas Decorations	\$ 38.97
5/12/2016	Target	Christmas Decorations	\$ 55.00
5/12/2016	Quest Apartments	Accommodation	\$ 175.00
5/12/2016	Woolworths	Christmas Decorations	\$ 157.50
6/12/2016	Bunnings	Christmas Decorations	\$ 425.76
7/12/2016	Woolworths	Drinks	\$ 54.63
12/12/2016	Bunnings	Plants	\$ 71.76
12/12/2016	Everett Butchers	Meat	\$ 61.51
12/12/2016	Kitchen Emporium	Crockery	\$ 170.40
12/12/2016	Woolworths	Meat	\$ 148.53
13/12/2016	Bunnings	Gloves	\$ 15.50
13/12/2016	Coles	Food	\$ 10.80
13/12/2016	Liquorland	Drinks	\$ 416.97
15/12/2016	Woolworths	Food	\$ 51.15
19/12/2016	Woolworths	Toilet Paper	\$ 18.00
19/12/2016	Quest Apartments	Accommodation	\$ 165.00
19/12/2016	Woolworths	Hampers	\$ 162.11
20/12/2016	Targets	Hampers	\$ 48.00
20/12/2016	Everett Butchers	Hampers	\$ 80.00
20/12/2016	Coles	Hampers	\$ 206.52
22/12/2016	Bunnings	Hampers	\$ 27.00
28/12/2016	Nab	Card Fees	\$ 9.00
30/12/2016	Mr Walker	Staff Training - Dinner	\$ 40.00
30/12/2016	Atomic Espresso	Staff Training - Breakfast	\$ 33.00
2/12/2016	Miss Maud	Staff Training -Lunch	\$ 47.70
2/12/2016	Dome South Perth	Staff Training - Dinner	\$ 46.80
2/12/2016	The Peninsula	Accommodation- Staff Training	\$ 617.00
2/12/2016	The Peninsula	Accommodation -Staff Training	\$ 617.00
6/12/2016	Telstra	CRC & Office Phone	\$ 552.05
6/12/2016	Telstra	Satelite Phones	\$ 298.57
15/12/2016	Telstra	Mobile & Internet	\$ 1,173.24
28/12/2016	NAB	Card Fees	\$ 9.00
		Direct Debit	<b>\$ 6,196.45</b>

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### **12.2.5 Budget Timetable for the year ending 30 June 2018**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 052
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	17 February 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.2.5 Draft Budget Timetable

#### **RECOMMENDATION:**

That Council adopt the 2017/2018 budget process and timeline as shown in Attachment 12.2.5.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

A review of the budget process for 2016/17 has been undertaken. This identified some areas where changes to the process, and an improvement in communications with, and involvement of Councillors who will benefit from a more structured approach to the drafting of the annual budget.

#### **RELEVANT TO STRATEGIC PLAN:**

14.3 Active Civic Leadership achieved

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:** Nil

#### **BACKGROUND:**

The 2016/2017 budget was compiled by the Acting Chief Executive Officer with the assistance of a consultant. It is proposed that the budget for 2017/2018 will follow a more structured approach. To achieve this a timetable has been prepared by the Manager Finance.

**COMMENT:**

The Shire's budget is a complex document encompassing many different business units and a wide range of expenditure and funding issues. Although a detailed knowledge of all its aspects is not required, it is important that the process provides sufficient involvement by Elected Members to allow informed decision making.

The review identified the following issues which, if addressed will significantly improve the process of understanding and adopting the budget:

- A context needs to be provided to set the scene for the budget. This covers both the use of the long term financial plan and the rating strategy.
- There needs to be engagement with elected members to understand and agree strategic priorities
- Time needs to be allowed between the issue of budget papers and their review
- As a matter of good practice, the budget should be adopted by the end of July each year.

**SHIRE OF MENZIES**  
**Budget Timetable**  
**2017/2018**

Item	Date
Call David Hadden (0428 376 044) to provide Building Fees etc	6/02/2017
Call Paul Bashall (PlanWest) (08) 9271 9291 re Fees for 2017/18	6/02/2017
Change Fees and Charges Sheet to show GST inclusive/exclusive	10/02/2017
Check February 2016 Agenda item for Budget Review	10/02/2017
Update Asset Register	10/02/2017
Present Budget Timetable	23/02/2017
Review Long Term Financial Strategic Plan	29/03/2017
Fees and Charges - Review	30/03/2017
Salaries and Wages - Agree workforce and consultants	30/03/2017
Rating Strategy - Advertise	30/03/2017
Put together draft budget	26/04/2017
Adopt Rates in \$	27/04/2017
Confirm Long Term Financial Strategic Plan	27/04/2017
Fees and Charges - Adoption	27/04/2017
Rating Strategy - Agenda item	27/04/2017
Advertise Fees and Charges	1/05/2017
Present Budget to Council	29/06/2017
Adopt Budget	29/07/2017

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**12.3 WORKS AND SERVICES**

**12.3.1 Works Report for the Month of December 2016**

*(To be tabled at the Council Meeting)*



**12.3.2 Works Report for the Month of January 2017**

*(To be tabled at the Council Meeting)*

## **12.4 COMMUNITY DEVELOPMENT**

### **12.4.1 Lady Shenton Building Report for the month of December 2016**

<b>LOCATION:</b>	Lady Shenton Building
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM281
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	7 February 2016
<b>AUTHOR:</b>	Deborah Whitehead, Executive Assistant
<b>ATTACHMENT:</b>	12.4.1-1 Monthly Sales Categories Report for December 12.4.1-2 Monthly Department Sales Report for December

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the activities in the Lady Shenton Building for the month of December 2016 for information.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

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

Visitor Centre Sales	Year to Date	\$20,527	Year to Date Prior Year	\$20,189
Caravan Park income	Year to Date	\$39,738	Year to Date Prior Year	\$28,129

#### **RELEVANT TO STRATEGIC PLAN:**

Sustainable local economy encouraged

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

Strong sense of community maintained

- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

Active civic leadership achieved

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

**BACKGROUND:**

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

**COMMENT:**

**Community Resource Centre (CRC)**

This month has seen 13 patrons at the CRC and a total of 80 copies of the Menzies Matters were printed.

**Visitor Centre**

December saw 283 visitors to The Visitor Centre. We continue to encourage customer feedback by way of the Lake Ballard Surveys and 4 were completed in December 2016. The Facebook continues to convey information to people online.

**Community Postal Agency**

We had a total of 156 Postal Customers for December.

**Caravan Park**

A total of \$1,456 was taken for the month of December 2016.

Menzies CRC (pos2)

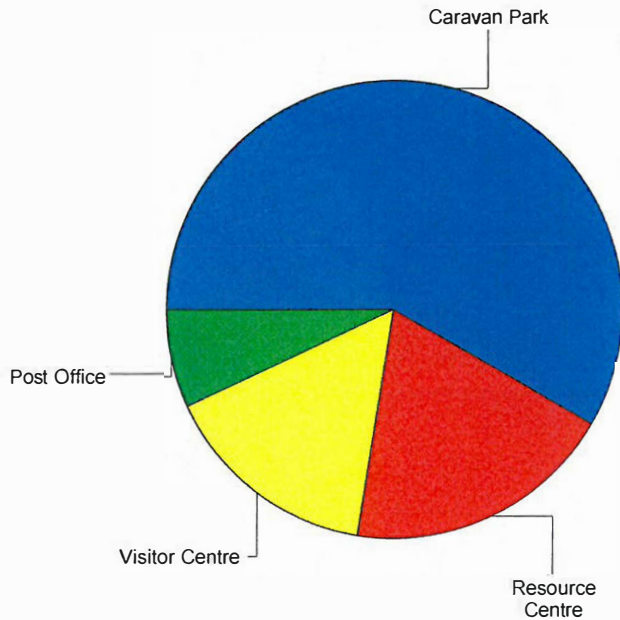
### Sales Categories Report

Printed 15/02/2017 15:19:55

01 Dec 2016 00:00:00 to 31 Dec 2016 23:59:59

Page 1 of 1

Code	Description	Sales			Profit	
		Quantity	Amount	%	Amount	%
1	Resource Centre	10.0000	380.00	19.04	345.44	100.00
2	Caravan Park	25.0000	1,166.00	58.41	1,060.00	100.00
3	Visitor Centre	71.0000	311.50	15.61	283.23	100.00
4	Post Office	21.0000	138.60	6.94	125.98	100.00
		<b>127.0000</b>	<b>1,996.10</b>		<b>1,814.64</b>	<b>100.00</b>

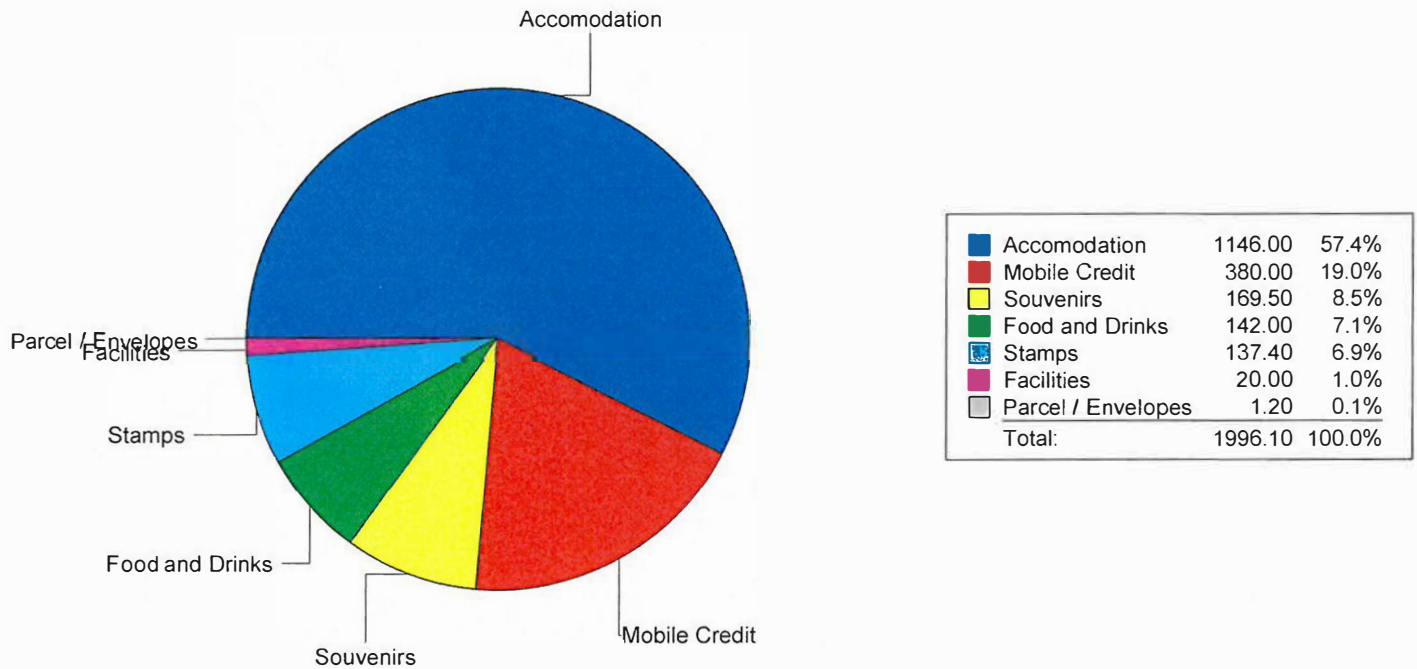


Caravan Park	1166	58.4%
Resource Centre	380	19.0%
Visitor Centre	311.5	15.6%
Post Office	138.6	6.9%
<b>Total:</b>	<b>1996.1</b>	<b>100.0%</b>

### Department Sales Report

01 Dec 2016 00:00:00 to 31 Dec 2016 23:59:59

Code	Description	Sales		
		Quantity	Amount	%
40	Mobile Credit	10.0000	380.00	19.04
100	Stamps	16.0000	137.40	6.88
110	Parcel / Envelopes	5.0000	1.20	0.06
200	Souvenirs	13.0000	169.50	8.49
210	Food and Drinks	58.0000	142.00	7.11
300	Accommodation	21.0000	1,146.00	57.41
301	Facilities	4.0000	20.00	1.00
		<b>127.0000</b>	<b>1,996.10</b>	



#### **12.4.2 Lady Shenton Building Report for the month of January 2017**

<b>LOCATION:</b>	Lady Shenton Building
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 281
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	7 February 2016
<b>AUTHOR:</b>	Deborah Whitehead, Executive Assistant
<b>ATTACHMENT:</b>	12.4.2-1 Monthly Sales Categories Report for December 12.4.2-2 Monthly Department Sales Report for December

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the activities in the Lady Shenton Building for the month of January 2017 for information.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

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

Visitor Centre Sales	Year to Date	\$22,846	Year to Date Prior Year	\$21,469
Caravan Park income	Year to Date	\$41,050	Year to Date Prior Year	\$29,215

#### **RELEVANT TO STRATEGIC PLAN:**

Sustainable local economy encouraged

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

Strong sense of community maintained

- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

Active civic leadership achieved

- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

**BACKGROUND:**

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

**COMMENT:**

**Community Resource Centre (CRC)**

This month has seen 27 at the CRC and a total of 80 copies of the Menzies Matters were printed.

**Visitor Centre**

January saw 145 visitors to The Visitor Centre. We continue to encourage customer feedback by way of the Lake Ballard Surveys and 2 were completed in January 2017. The Facebook continues to convey information to people online.

**Community Postal Agency**

We had a total of 201 Postal Customers for January 2017.

**Caravan Park**

A total of \$1,312 was taken for the month of January 2017.

Menzies CRC (pos2)

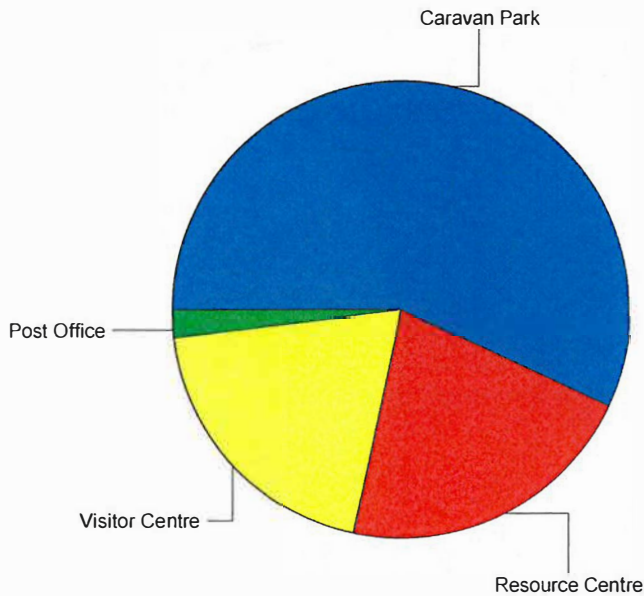
### Sales Categories Report

Printed 15/02/2017 15:21:02

01 Jan 2017 00:00:00 to 31 Jan 2017 23:59:59

Page 1 of 1

Code	Description	Sales			Profit	
		Quantity	Amount	%	Amount	%
1	Resource Centre	17.0000	467.50	21.29	424.98	100.00
2	Caravan Park	20.0000	1,250.00	56.92	1,136.36	100.00
3	Visitor Centre	116.0000	433.05	19.72	393.69	100.00
4	Post Office	12.0000	45.55	2.07	41.42	100.00
		<b>165.0000</b>	<b>2,196.10</b>		<b>1,996.45</b>	<b>100.00</b>



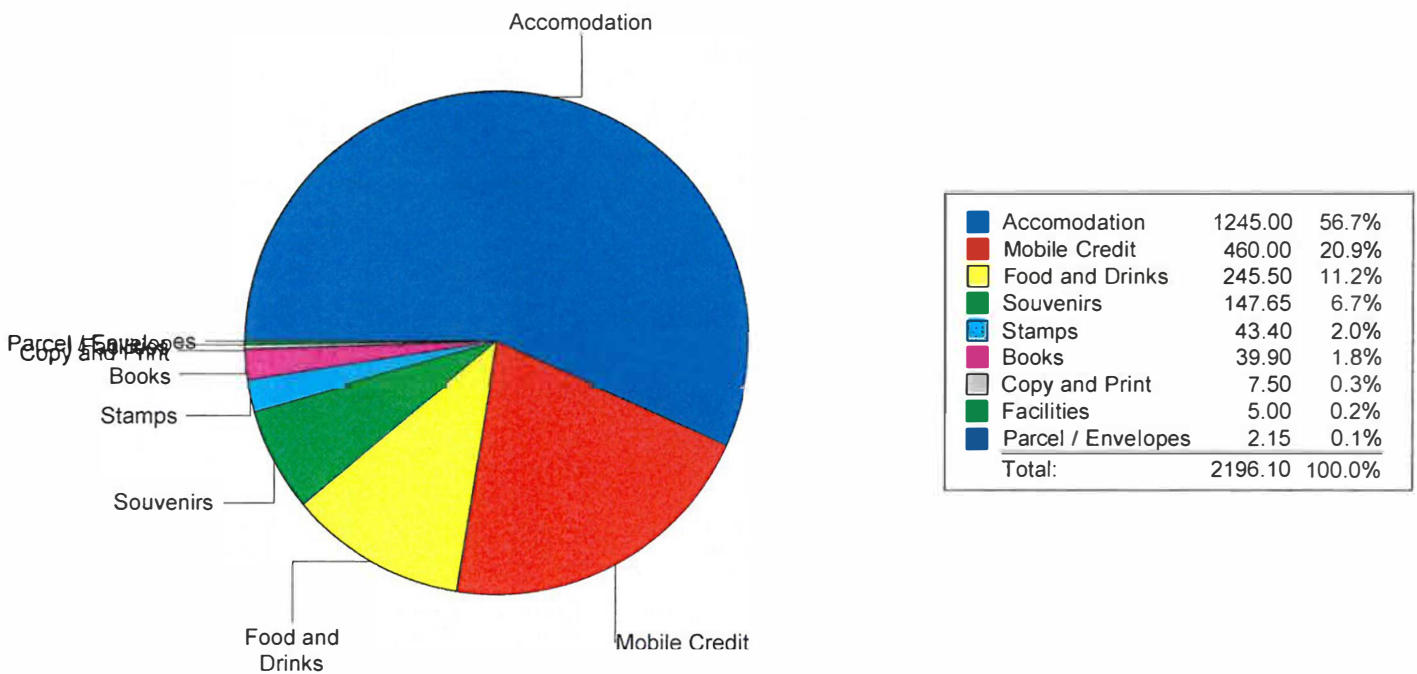
Caravan Park	1250	56.9%
Resource Centre	467.5	21.3%
Visitor Centre	433.1	19.7%
Post Office	45.6	2.1%
<b>Total:</b>	<b>2196.1</b>	<b>100.0%</b>



### Department Sales Report

01 Jan 2017 00:00:00 to 31 Jan 2017 23:59:59

Code	Description	Sales		
		Quantity	Amount	%
1	Copy and Print	4.0000	7.50	0.34
40	Mobile Credit	13.0000	460.00	20.95
100	Stamps	10.0000	43.40	1.98
110	Parcel / Envelopes	2.0000	2.15	0.10
200	Souvenirs	26.0000	147.65	6.72
210	Food and Drinks	89.0000	245.50	11.18
220	Books	1.0000	39.90	1.82
300	Accomodation	19.0000	1,245.00	56.69
301	Facilities	1.0000	5.00	0.23
		<b>165.0000</b>	<b>2,196.10</b>	



## **12.5 MANAGEMENT AND POLICY**

### **12.5.1 Service Level Review – Community Services**

<b>LOCATION:</b>	Lady Shenton Building, Town Hall Menzies
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 280
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	21 January 2016
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

#### **OFFICER RECOMMENDATION 1:**

That Council:

1. Resolve to provide services relating to tourism and community in-house and not to contract out the services provided from the Lady Shenton Building, or for the operation or management of the Menzies Caravan Park
2. Authorise the Chief Executive Officer to employ sufficient staff to effectively operate the Lady Shenton Building and the Caravan Park within the budget allocation for the operation of these facilities.

#### **OFFICER RECOMMENDATION 2:**

That Council:

Relocate the Community Post Office from the Lady Shenton Building to the Town Hall Administration Office

#### **OFFICER RECOMMENDATION 3:**

That Council:

Receive the Report as a blue print for Community and Tourism Services for the forthcoming year

**VOTING REQUIREMENTS:** Simple Majority

#### **IN BRIEF:**

Council resolved to contract out services provided from the Lady Shenton Building. These services include the Caravan Park Reception, the Community Post Office, the Library, the Community Resource Centre, and the Visitor Centre.

Tenders were called, and a tender accepted in November 2015. A contract was not signed, and the tender has lapsed.

It is proposed to continue to provide all these service in-house, and to review the manner in which the services are provided.

**RELEVANT TO STRATEGIC PLAN:**

Moved Cr Lee

Seconded Cr Mader

*That*

- 1. Council receive the letter from McKenzie and McKenzie on behalf of Ms Laura Dwyer advising Council that she no longer wishes to proceed with the Tender 6/2015 awarded by Council.*
- 2. Council note that no other tenders were submitted for the provision of these services.*
- 3. Council resolve that the Chief Executive Officer appoint staff to ensure the provision of services currently provided from the Lady Shenton Building providing the cost of staff is within the budget provided for salaries and wages of \$173,474.*
- 4. The Chief Executive Officer review the level of service provided from the Lady Shenton Building and prepare a report to Council for the February 2017 meeting of Council detailing the current level of service, and recommendations for the future structure and service levels.*
- 5. A new Risk Assessment be presented to February 2016 Audit Committee for consideration.*

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

At the time of budget adoption, it was proposed that the contracts would be signed within the first quarter. The cost of the contract of \$90,000 for the operation of the Lady Shenton, plus \$55,000 for the provision of services for the Caravan Park together with the anticipated loss of income from the Post Office and gift shop in payments to the contractor were included in the budget. It is expected that the budget allocation for these services will be adequate for providing the same services in house.

**RISK ASSESSMENTS:**

A risk assessment for these services will to be presented to in March 2017.

**BACKGROUND:**

A number of reports have been written relating to the provision of services for the Shire. The most recent being in 2015. The direction preferred by Council has not eventuated. The author is seeking the support of the Council to once again provide the services in-house, and to spread the services across all available buildings to make the best possible use of resources.

**COMMENT:**

The author believes that the services provided by the Lady Shenton can be invigorated with a greater focus on services to the local community. These services being

- Community Post Office and freight services – 65% Mail, 30% Parcel Post 5% Freight.
- Library
- Community Resource Services and Events

A separate point of focus is the services currently provided, and with the potential to provide for the tourism, and to promote economic development in the community. The current services provided in this area include

- History Room
- Gift Shop
- Visitors Centre and Tourist Information
- Conference Room
- Caravan Park

The proposed new services include

- Northern Goldfields Rock Collection
- Antony Gormley link to Inside Australia Exhibit
- Local products promotion and sales (commission)
- Pop Up Services
- Youth Specific Services
- Limited Mail Delivery Service

This vision will require the support of Council and the Community. The following is the proposal for the implementation is outlined as follows.

### **Community Post Office and Freight Services**

It is proposed to relocate the services provided by the Community Post Office to the Town Hall Administration Office. This is the most essential service currently located at the Lady Shenton Building. The level of security required to be in place for this service means that when only one member of staff is present in the building they are fettered to the reception area. The relocation of the services will allow the Customer Service Officer from Administration to undertake their current 'front counter' activities in addition to servicing Post Office customers. This will not create hardship, as this position, while vital to Administration has the capacity to include additional duties.

It is not proposed to relocate the Private Boxes from the Lady Shenton Building. Mail will be distributed to them each morning. Parcels will be available from the Town Hall Office. A delivery service for mail and parcels will be offered to the School, the Menzies Aboriginal Corporation, and the Nursing Post. This will be subject to an agreement with each of these clients.

The mail will be processed each day by suitably qualified staff who will also be responsible for ensuring that protocols, security and standards are maintained. The Chief Executive Officer holds the licence for the services on behalf of Council.

An expanded range of products is being investigated. These will include a limited ranges of telephones and SIM cards for sale, money orders, debit cards and bill pay facilities. Each of this services should generate a small return by way of profit or commission. More importantly, each of these services will support the Community.

**Pro:** The separation of Post Office services which must address issues of strict privacy, security and protocol from the other Community based activities will permit a less formal environment at the Lady Shenton Building.

Customer Service Officer at the Town Hall will have increased workload which will ensure a better spread of workload between the buildings.

**Con:** The Community is comfortable with the location of the Post Office. Clients will need to acclimatise to the move from one building to another. The more formal environment of the Shire Office will be confronting to some. Every attempt will be made to retain the same staff known to clients.

## **Library**

Library services at Menzies do not have a good recent history. The view and attitude of the community and administration has not kept pace with the needs of the Community. New library services such as liaising with the local school to ensure that books and research materials are available for projects being set. This is not to duplicate the library resources of the school, but to augment them.

Recent experience indicates a high level of interest in fiction DVD's and comic books. Application will be made to the State Library Board to ensure that the stock received into our library is of interest to the Community.

It is proposed to reintroduce Library activities such as Story Time for pre-kindy children, and short movies after school and during school vacation periods. Book exchanges will be undertaken each month.

Volunteers have offered to assist in the operation of the Library. This will be a significant benefit to the service.

The State Library Board visited the library in September 2016, and are happy to assist in improving the service and stock.

## **Community Resource Centre**

The state government Department of Regional Development (the Department) funds the Community Resource Centre. This enables the Shire to provide a range of services to the Community including daily educational and informational sessions that can be viewed from satellite.

An important service for Menzies is the computer access, and free wireless service. It appears that there have been restrictions placed on the use of these services by the Community. Possibly this was the result of a misunderstanding of the target audience.

In the forthcoming year, we propose to introduce the following activities in accordance with the current agreement with the Department.

- Business meeting to introduce business in Menzies to the Chamber of Commerce. This organisation, active in Kalgoorlie is both willing and eager to link to services and potential services here in Menzies.
- Health advice workshops for young adults will be run by Population Health.
- YMCA have been invited to expand their services to Menzies. They currently visit the school once per month. We are negotiating for additional activities after school using the oval, hardcourts and Town Hall.

### **Events**

Events will be co-ordinated from the Lady Shenton Buildings. These will include the Cyclastic, Australia Day and Anzac Day. In 2018 further activities focusing on Lake Ballard and the Inside Australia Exhibition and the proposed Golden Quest Festival are planned. Staff will be trained and supported to ensure they are comfortable in this role.

### **History Room**

This is a static display that has not changed for a number of years. It is frequented by visitors, and remains a popular attraction. While it is not proposed to immediately fund its upgrade, processes will be introduced to allow travellers and locals to record their stories and memories to preserve them for future projects. This is another area where volunteers will be encouraged to assist.

The collection will be relocated to a more accessible room closer to the entrance of the Lady Shenton Building. This action will raise the profile of the collection, and also improve the supervision of the area.

### **Gift Shop**

The stock at the gift shop has been purposely reduced over the summer. We are seeking locally produced stock to offer to the travelling public. Quality t-shirts bearing the Inside Australia logo will be reintroduced.

Local artists will be encouraged to sell their goods through the gift shop on a commission basis. Paintings, carvings and handcrafts will be welcome. Initially, goods from the Goldfields will be accepted. It is hoped that in the near future, that we can restrict local to the Menzies Shire.

Post Cards, fridge magnets and badges are being sourced. Only souvenirs bearing “Menzies” name or logo will be sold.

Books by local authors about the district will be sold where stock can be found.

### **Visitors Centre and Tourist Information**

This service will remain a primary focus of the services provided at the Lady Shenton Building. The separation of the Post Office from the Visitor Centre will stop the competition between local clients seeking Post Office services and tourist clients during the peak of the tourist season. It will also provide staff with increased opportunities to show travellers around the building as they the need to maintain a presence at the front counter at all times will be reduced.

The introduction of closed circuit CCTV will assist in the security of this building. It is proposed that the use of volunteers with irregular schedules, and cross over staff from administration area at the Town Hall office will reduce the risk factor of a single person office.

Staff have been enrolled in training to be conducted by the Tourism Council of Western Australia. This training will take place in February 2017, prior to the presentation of this report.

### **Conference Room**

Conference facilities will be relocated to the Council Chambers at the Town Hall. Very few bookings have been made for the use of this facility, and to provide two similar rooms for a service with such a low usage is without merit.

The relocation of the Chief Executive Officer and Executive Assistant to the south wing of the Town Hall building will free the two offices in the east wing (adjacent to Chambers). These rooms will be converted to

- Interview Room / Meeting Room (up to six attendees)
- Consultant and Service Providers Hot Desk

Chambers will continue to be available for booking (*subject to availability*).

### **Caravan Park**

The management of the Caravan Park has three components.

- Daily operations and cleaning
- Office Hours Reception and management
- Out of Hours management.

Daily operations and cleaning are managed by existing staff. To reallocate these duties to a contractor would not save any money, and by reducing the workload of the existing crew would be into question staffing levels.

Office hours reception and management will continue with at the Lady Shenton Building from the Visitor Centre desk. This is a good fit of services as the majority of Park users are also tourists.

The plan for a care taker to reside in the unit at 29b Shenton Avenue is not practical unless there is an applicant for the position. In recent times this service was managed using existing staff on call. While the caretaker model may have been appropriate in the past, the introduction of strict occupational and health regulations requires that all staff have a minimum of ten hour break between final call out, and commencement of the next day duties make this model less attractive at this time.

In addition, the cost of call outs results in a booking of \$30 may incur a staff cost of \$40 to \$45. Investigation of other Parks owned and operated by Local Government or companies indicates that out of hours book ins are not offered.

The Shire has a real time on-line booking system. This enables anyone to take an out of hours booking, allocate a bay and take the fees without visiting the Park. We have recently installed four key safes at the camp kitchen. This will enable late clients access to keys for the ablutions. Executive staff will share the out of hours calls for the next year while the system is tested and evaluated. At the end of one year, a review and needs analysis of the out of hours service will be undertaken.

## **New Services**

The proposed new services include

- Northern Goldfields Rock Collection
- Antony Gormley link to Inside Australia Exhibit
- Local products promotion and sales (commission)
- Pop Up Services
- Youth Specific Services
- Limited Mail Delivery Service
- Revitalise Walk Trails

### **Northern Goldfields Rock Collection**

In co-operation with the Kalgoorlie School of Mines and Professor Steery, a collection of rocks from the Northern Goldfields region is being created. It is proposed to initially house this collection within the Lady Shenton Building. In the long term, the collection will be housed in a manner similar to that in Kalgoorlie, where their collection is displayed in an unattended building.

### **Antony Gormley link to Inside Australia Exhibition**

One of the rooms now being used for storage will be refurbished with an exhibit recognising the works of Antony Gormley and their link to the Inside Australia installation at Lake Ballard. The WA Art Gallery has offered to assist the Shire in setting up this exhibit.

### **Local Products promotion and sale (*by commission*).**

Staff are now seeking artisans willing to provide goods for display and sale by commission. Initially, ten percent commission will be held on the sale of the goods. These remain the property of the artist until the completion of the sale. It is not proposed to purchase goods into stock.

In Coolgardie, a new independently owned and operated Art Gallery has opened. This enterprise started by selling works on commission through the Coolgardie Museum.

The Museum benefited by having local product to sell, and the artist by having the freedom to find what goods sold or were sought by the clients.

The aim of the revitalisation of services in the tourism and community service areas is to develop services that are either of direct social value to the community, or have the capacity to assist in the development of small business.



### **12.5.2 Spinifex Volunteer Bush Fire Brigade**

<b>LOCATION:</b>	Tjuntjuntjara Lands
<b>APPLICANT:</b>	Department of Fire and Emergency Services
<b>DOCUMENT REF:</b>	EDM 407
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	17 February 2017
<b>AUTHOR:</b>	Rhonda Evans – Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.2-1 Application from DFES 12.5.2-2 Application to Join Fire Brigade 12.5.2-3 Application for Registration 12.5.2-4 Bush Fire Brigades Local Law 12.5.2-5 Risk Assessments OP95 and OP96

#### **RECOMMENDATION:**

That Council

1. **Resolve** to establish and register a Volunteer Bush Fire Brigade to be known as the Spinifex Volunteer Fire Brigade for the purpose of carrying out normal brigade activities (as specified the Bush Fires Act 1954 and associated Regulations and the local law).
2. **Define** the area in which the bush fire brigade is primarily responsible as a radius of 50 kilometers of the Tjuntjuntjara Aboriginal Community.
3. **Endorse** Risk Assessment OP95 “Bush Fire Brigades not adequately manned”
4. **Endorse** Risk Assessment OP96 “Bush Fire Brigades not adequately resources”

**VOTING REQUIREMENTS:** Simple Majority

#### **IN BRIEF:**

Application has been made by the District Officer (Goldfields North East) of the Department of Fire and Emergency Services (DFES) for the formation of a volunteer fire brigade for the Tjuntjuntjara Community. This will allow DFES to conduct fire training free of charge to the community, and enable the Brigade to be assessed for the provision of Fire and other capital equipment.

#### **RELEVANT TO STRATEGIC PLAN:**

Sustainable local economy encouraged

- The prevention of fire risk

Strong sense of community maintained

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

Active civic leadership achieved

- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.

Heritage and Natural assets conserved

- Our natural environment will be protected and preserved for future generations.

**STATUTORY AUTHORITY:**

*Bush Fire Brigades Local Law 2013  
Bush Fires Act 1954.*

**POLICY IMPLICATIONS:**

Policy 4.2 – Purchasing and Tenders

Policy 6.1 – Occupational Health and Safety

Policy 6.3 – Personal Protection Equipment and Uniforms

Policy 6.4 – Fitness for Work

**FINANCIAL IMPLICATIONS:**

The Emergency Services annual grant would remain the same. This grant would increase were it to be found that additional costs (within the guideline) had been incurred by the Shire.

**RISK ASSESSMENTS:**

**OP95** Bush Fire Brigades not adequately manned

**OP96** Bush Fire Brigades not adequately resourced.

**BACKGROUND:**

The Community of Tjuntjuntjara have approached DFES for assistance to protect their community and the surrounding area from fire. McCallum Johnston has visited the Community, and subsequently made application to Council for the creation of a Volunteer Bush Fire Brigade.

**COMMENT:**

The Spinifex Volunteer Fire Brigade (SBFB) will be supported by the District Officer (Goldfields North East) of DFES. Mr Johnston has undertaken to manage the registration and organisation of training for the volunteers, and to ensure that all participants understand their role and the expectations of their service to the community.

Protective clothing to be purchased will be approved by DFES prior to orders being placed, and the costs reimbursed.

The Community currently owns two trailers equipped to fight fires. These units will be used for initial training.

Only equipment supplied by DFES will be insured or maintained by the Shire. Any equipment purchased by grant funding other than DFES will not be the responsibility of the Shire.

The current level of grant funding will certainly cover the initial costs associated with the commencement of the brigade. Strategies and procedures will be put in place to ensure all expenditure is approved in accordance with the Shire policies and procedures.

The area to be normally covered by the SBFB has been restricted to within 50 kilometers of the Community of Tjuntjuntjara to recognise that this brigade is primarily for the purpose of protection of the Community from fire, and the threat of fire.

## Rhonda Evans

---

**From:** JOHNSTON Mac <Mac.Johnston@dfes.wa.gov.au>  
**Sent:** Tuesday, January 31, 2017 12:29 PM  
**To:** Rhonda Evans  
**Subject:** Spinifex Volunteer Bush Fire Brigade  
**Attachments:** Bush Fire Regulations 1954 - Form 12 BFB Registration.pdf; BFS membership form.docx

Good Morning Rhonda,

The community of Tjuntjuntjarra are would like to register a bush fire brigade(form attached) within the shire of Menzies, this way we DFES can conduct fire training free of charge to the community,

What is the cost to council?

- Application to register attached cost nil.
- Registration of volunteers conducted and managed by DFES.
- Brigade will be covered by council insurance which is claimed back through the ESL.
- Protective clothing could be purchased through the council and claimed back through the ESL.
- Fire equipment and other capital equipment would be supplied by DFES on a case by case assessment throughout Western Australia.
- The ESL at the moments reflects the cost of one brigade which is Menzies.
- If the shire was to approve a new brigade the ESL wouldn't increase automatically.
- The ESL would increase gradually as per the expenditure.

The benefit of forming a brigade is that it give the volunteers the ability to have accredited training and to be covered by insurance should anything go wrong.

Rhonda feel free to give me a call.

McCallum Scott Johnston  
District Officer Goldfields North East  
Department Fire & Emergency Services  
Vosper House  
31-33 Dugan Street  
Kalgoorlie  
WA 6430  
Phone (08)9026 4100  
Fax (08)9021 5577

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## APPLICATION TO JOIN A BUSH FIRE BRIGADE

1.

**BRIGADE NAME** **LOCAL GOVERNMENT**

2. MR  MRS  MISS  MS

3. **SURNAME** BLOCK LETTERS

4. **GIVEN NAMES** (IN FULL)

5. **DATE OF BIRTH**  FEMALE  MALE

6. **ADDRESS**

<b>HOME</b>	<b>POSTAL</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
POST CODE <input type="text"/>	POST CODE <input type="text"/>

7. **TELEPHONE**

HOME	WORK	MOBILE	PAGER
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMAIL

8. **MEMBERSHIP TYPE**

ACTIVE  [A person who will become involved in the operational work of the brigade]

(please ✓) AUXILIARY  [A person involved only in a support role (e.g. Communications/Admin)]

CADET  [An enrollee who is under 16 years of age]

9. **NEXT OF KIN DETAILS**

FULL NAME

ADDRESS

TELEPHONE  RELATIONSHIP

10. **BRIGADE TRAINING CARRIED OUT (IF KNOWN)**

Course Title	Location	Date of Course

I certify that the above particulars are true and correct

11. **APPLICANT** **PARENT /GUARDIAN (IF UNDER 18 YEARS OF AGE)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SIGNATURE	DATE	SIGNATURE	DATE

12. **AUTHORISED: BRIGADE CAPTAIN/SECRETARY**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

---

FIRE SERVICE USE ONLY	<b>MEMBERSHIP NUMBER</b>	<b>INITIALS</b>	<b>DATE</b>
ENTERED INTO RMS	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Form 12**  
 Western Australia  
*Bush Fires Act 1954*  
 Regulation 41  
**REGISTER OF BUSH FIRE BRIGADES**

Registration Date .....

Shire/Town/City of .....

.....Bush Fire Brigade.

Captain .....

Lieutenants 1. ....

2. ....

3. ....

4. ....

5. ....

Secretary .....

Signature .....

Chief executive officer.

*[Appendix amended in Gazette 16 October 1963 pp. 3076-9;  
 27 October 1966 pp. 2782-7; 12 July 1974 pp. 2612-14;  
 10 March 1978 pp. 709-11; 27 October 1989 p. 3898;  
 22 December 1998 pp. 6855, 6858, 6859; 1 Dec 2009 p. 4842.]*



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*Take a look around!*

Our ref: ADM005

25 June 2015

Hon Tony Simpson MLA  
Minister for Local Government  
8<sup>th</sup> Floor Dumas House  
2 Havelock Street  
West Perth WA 6005

Dear Minister,

**BUSH FIRE BRIGADES LOCAL LAWS – ADOPTION**

In accordance with the Local Government Act 1995 s. 3.12 (3)(b), I advise that Council has adopted the *Shire of Menzies Bush Fire Brigades Local Law 2013*, which was published in the Government Gazette on 23 June 2015.

As required, enclosed is a signed sealed copy of the adopted Local Law.

Please contact me if further information is required.

Yours faithfully,

M FITZ GERALD  
ACTING CHIEF EXECUTIVE OFFICER

BUSH FIRES ACT 1954

SHIRE OF MENZIES

**BUSH FIRE BRIGADES LOCAL LAW 2015**

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## BUSH FIRES ACT 1954

### SHIRE OF MENZIES

#### BUSH FIRE BRIGADES LOCAL LAW 2015

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Menzies resolved on 21<sup>st</sup> May 2015 to make the following local law.

#### PART 1 - PRELIMINARY

##### 1.1 Citation

This local law may be cited as the *Shire of Menzies Bush Fire Brigades Local Law 2015*.

##### 1.2 Commencement

This local law will come into operation 14 days after its publication in the *Government Gazette*.

##### 1.3 Application

This local law applies throughout the district.

##### 1.4 Repeal

The *Shire of Menzies Bush Fire Brigades Local Law 2007* published in the *Government Gazette* on 6 July 2007 is repealed.

##### 1.5 Interpretations

In this local law unless the context otherwise requires –

**Act** means the Bush Fires Act 1954;

**brigade area** is defined in clause 2.2(b);

**brigade member** means a volunteer fire fighter of a bush fire brigade;

**brigade officer** means a person holding a position referred to in clause 5.5 (1)(a), irrespective of method of appointment to the position;

**bush fire brigade** is defined in section 7 of the Act;

**bush fire control officer** means a person appointed to that office by the local government;;

**Bush Fire Operating Procedures** means the Bush Fire Operating Procedures as may be adopted by the local government and amended from time to time;

**Captain** means the person holding or acting in that position in a bush fire brigade;

**CBFCO** means the Chief Bush Fire Control Officer;

**CEO** means the chief executive officer of the local government;

**Council** means the Council of the local government;

**DFES** means the Department of Fire and Emergency Services;

**district** means the district of the local government;

**fire fighting activities** means all normal brigade activities relating to an live bush fire which is active in the district, and includes burning off, creating fire breaks and other methods for the control of bush fires;

**Lieutenant** means the person holding that position in a bush fire brigade;

**local government** means the Shire of Menzies;

**normal brigade activities** is defined in section 35A of the Act.

**Regulations** means Regulations made under the Act; and

**volunteer fire fighter** is defined in section 35A of the Act.

#### PART 2 - ESTABLISHMENT OF BUSH FIRE BRIGADES

##### 2.1 Establishment of a bush fire brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade

activities.

- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

## **2.2 Name and area of bush fire brigade**

On establishing a bush fire brigade under clause 2.1(1) the local government is to –

- (a) give a name to the bush fire brigade;
- (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities .

## **2.3 Objects of bush fire brigades**

The objects of the bush fire brigade are to carry out—

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

## **2.4 Chain of command during fire fighting activities**

- (1) Subject to the Act, the chain of command to apply during fire fighting activities is –
  - (a) Bush fire control officers in order of seniority;
  - (b) Brigade officers in order of seniority;
  - (c) all other volunteer fire fighters.
- (2) The person in command has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters, and may exercise all the powers and duties provided for by the Act.

## **2.5 Existing bush fire brigades**

A bush fire brigade established prior to the day on which this local law comes into operation—

- (a) is to be taken to be a bush fire brigade established under and in accordance with this local law;
- (b) the provisions of this local law apply to the bush fire brigade save for clause 2.1; and
- (c) any rules governing the operation of the bush fire brigade are repealed and substituted with the provisions of this local law.

## **2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, or is not achieving the objectives for which it was established.

## **2.7 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

# **PART 3 - ORGANISATION OF BUSH FIRE BRIGADES**

## **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

## **3.2 Appointment of bush fire control officers**

- (1) The local government may appoint bushfire control officers in their absolute discretion, and apply conditions as considered appropriate.
- (2) Where only one person is appointed as a bush fire control officer, that person is a Chief Bush Fire Control Officer for the purposes of this local law.
- (3) Where more than one person is appointed as a fire control officer, the local government shall determine seniority as Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, and further seniority as is considered appropriate.
- (4) When considering the appointment of a person as a bush fire control officer, the local government is to have regard to the qualifications and experience which may be advisable to fill the position.



### **3.3 Training of officers**

- (1) The local government is to supply each bush fire control officer and brigade officer with a copy of the Act, the Regulations, any Bush Fire Operating Procedures adopted, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments made from time to time.
- (2) Bush fire control officers are to complete a Bush Fire Control Officers course conducted by DFES within 12 months of appointment, unless a course has been completed within the 4 years prior to appointment as a bush fire control officer.
- (3) Bush fire control officers are required to complete a Fire Control Officers course at least once every five years.

### **3.4 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

### **3.5 Duties of Chief Bush Fire Control Officer and Captain**

The duties of the Chief Bush Fire Control Officer and Captain include –

- (a) to provide leadership to volunteer bush fire brigades;
- (b) to monitor bush fire brigades' resourcing, equipment and training levels;
- (c) to liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) to ensure that lists of brigade members are maintained;
- (e) to report to the local government not later than 31 March each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's–
  - (i) training and readiness;
  - (ii) protective clothing;
  - (iii) equipment; and
  - (iv) vehicles and appliances.

### **3.6 Chief Bush Fire Control Officer to act as Captain**

In the absence of a person elected as the Captain of a bush fire brigade, or in order of seniority, willing to act in that position until a meeting of the bush fire brigade is held, the Chief Bush Fire Control Officer is to act as Captain until a meeting of the bush fire brigade is held and a person is elected to the position.

## **PART 4 - MEMBERSHIP**

### **4.1 Types of membership of bush fire brigade**

- (1) The membership of a bush fire brigade consists of volunteer fire fighters.
- (2) Registration as a volunteer fire fighter does not commit the person to participating in all normal brigade activities.

### **4.2 Membership applications**

- (1) An application for membership of a bush fire brigade as a volunteer fire fighter is to be made in writing in the form determined by DFES.
- (2) The decision on an application for admission of member, with or without conditions or restrictions, may be made by –
  - (a) either the Captain or CBFCO; jointly with
  - (b) either the CEO or local government president.
- (3) DFES is to be notified of acceptance of an application, and provided with a copy of the application.

### **4.3 Membership – review, refusal, suspension or termination**

- (1) No later than 31 March in each year, the Captain is to review the membership and report to the CEO the name and contact details of each brigade member.

- (2) If circumstances warrant, membership of the bush fire brigade may be refused or suspended at any time for a period considered appropriate in the opinion of –
  - (i) either the Captain or CBFCO; jointly with
  - (ii) either the CEO or Shire President.
- (3) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Captain or CEO;
  - (c) is permanently incapacitated by mental or physical ill-health in the opinion of –
    - (i) either the Captain or CBFCO; jointly with
    - (ii) either the CEO or Shire President;
  - (d) has been removed from the membership list as being no longer resident, or for other sufficient reason in the opinion of –
    - (i) either the Captain or CBFCO; jointly with
    - (ii) either the CEO or Shire President.
- (4) Where a decision under subclause (2), (3)(c) or (3)(d) is unable to be agreed, the matter is to be referred to Council, whose decision shall be final.
- (5) Members are eligible to reapply where membership has ceased for any reason.
- (6) DFES is to be notified of the outcome of review of membership .

#### **4.4 Member has right to review**

A brigade member may appeal to the Council, whose decision shall be final, any –

- (a) refusal of membership;
- (b) suspension of membership; or
- (c) termination of membership.

#### **4.5 Existing liabilities to continue**

The resignation, suspension or termination of a member under clause 4.3 does not affect any liability of the brigade member arising prior to the date of resignation, suspension or termination of membership.

#### **4.6 Disagreements**

- (1) Any disagreement between brigade members regarding normal brigade activities may be referred to the Captain.
- (2) Where a disagreement in sub-clause (1) is considered by the Captain to be of importance to the interests of the bush fire brigade, then the Captain is to refer the disagreement to the CEO.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under sub-clause (1) or (2).

## **PART 5 - MEETINGS**

### **5.1 Holding of meetings**

- (1) A bush fire brigade is to hold a meeting at least annually between 1 April and 30 June.
- (2) The person presiding at bush fire brigade meetings shall be the senior most brigade officer in attendance, or if of equal seniority, selected by the members then present.
- (3) Notice of all meetings of a brigade is to be given to the local government and to DFES.

### **5.2 Calling of meetings**

- (1) Meetings may be called at any time by giving at least 7 days notice to all brigade members, by –
  - (a) the Captain;
  - (b) the CEO; or
  - (c) sufficient number of members to constitute a quorum of a meeting.
- (2) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that was it not specified in a notice given under sub-clause (1) in relation to that meeting.

### **5.3 Quorum at meetings**

- (1) The quorum for a meeting of the a fire brigade is –

- (a) Where membership is 3 or less – 100% of members;
  - (b) Where membership is 4 or more, but less than 8 – 3 members;
  - (c) Where membership is 8 or more, but less than 12 – 4 members;
  - (d) Where membership is 12 or more, but less than 20 – 5 members; or
  - (e) Where membership is 20 or more– 25% of members.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person.
  - (3) Should a quorum not be present, all matters requiring urgent decision are to be referred to the CEO for decision.
  - (4) If a meeting ceases to have a quorum at any time, the presiding member is to immediately –
    - (a) close the meeting; or
    - (b) adjourn the meeting for not more than 30 minutes, after which the meeting is to be closed if a quorum is not achieved within that time.

#### **5.4 Voting at meetings**

- (1) Each brigade member is to have one vote.
- (2) In the event of an equality of votes, the person presiding may exercise a casting vote.
- (3) All decisions of the meeting are to be made by majority of the members then present at the meeting.
- (4) Proxy voting is not permitted.

#### **5.5 Business of meetings**

- (1) The business of bush fire brigade meetings is –
  - (a) At the first brigade meeting held in accordance with clause 5.1 (1), elect –
    - (i) a Captain;
    - (ii) First Lieutenant;
    - (iii) Second Lieutenant;
    - (iv) any additional officers as necessary for the effective management of normal brigade activities;
  - (b) where a vacancy has occurred in a position elected under subclause (1)(a), elect persons to the positions necessary;
  - (c) to consider the nomination of persons to the local government for appointment as bush fire control officers by the local government;
  - (d) to arrange for normal brigade activities as authorised by the Act or by the local government;
  - (e) to discuss any matter considered appropriate; and
  - (f) to make recommendations to the local government for endorsement prior to implementation.
- (2) When considering the appointment of persons to the positions of Captain, Lieutenant or other position, the brigade members are to have regard to the qualifications and experience which may be advisable to fill each position.

#### **5.6 Minutes of meetings**

Within 10 business days of a meeting of a bush fire brigade, the Captain is to ensure that minutes of each meeting of the brigade are –

- (a) available on request to brigade members, and
- (b) sent to the local government and to DFES.

### **PART 6 - GENERAL**

#### **6.1 Administration**

All administrative matters of a bush fire brigade are to be managed by the local government.

#### **6.2 Finances**

All financial matters of a bush fire brigade are to be managed by the local government.

#### **6.3 Equipment**

All equipment purchased by the local government is the property of, and shall be insured by, the local government.



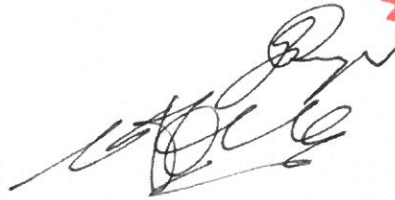
**6.4 Consideration in the local government budget**

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question.

---

Dated this 28<sup>th</sup> day of MAY 2015

The Common Seal of the Shire of Menzies was affixed by authority of a resolution of Council in the presence of –



G. DWYER, President.

M. FITZ GERALD, Acting Chief Executive Officer.



**Shire of Menzies**

**Enterprise Risk Report as at 17/02/2017**

# Enterprise Risk Report

---

<b>Directorate</b>	<b>Regulatory</b>
<b>Risk Code</b>	OP95
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Bush Fire Brigades not adequately manned (lack of volunteers)

---

## Initial Risk Assessment

<b>Likelihood</b> : likely	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : February 2017
<b>Causes</b> : Community too small to attract volunteers	
<b>Consequences</b> - Need to rely on Department of Fire and Emergency Services for assistance, may result in lengthy delay of action.	
<b>Treatment</b> : Annual Review of Brigade numbers.	

---

## Revised Risk Assessment

<b>Likelihood</b> :	<b>Rating</b> :
<b>Consequence</b> :	<b>Last Changed</b> :
<b>Effectiveness of Controls</b> :	
<b>Existing Controls</b> :	

---

## Future Risk Assessment

<b>Likelihood</b> : Likely	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : February 2017
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> :	

---

***Risk Solution : Create an environment in the community which encourages volunteers.***

# Enterprise Risk Report

---

<b>Directorate</b>	<b>Regulatory</b>
<b>Risk Code</b>	OP96
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Bush Fire Brigades not adequately resourced

---

## Initial Risk Assessment

<b>Likelihood</b> : unlikely	<b>Rating</b> : High
<b>Consequence</b> : Major	<b>Last Changed</b> : February 2017
<b>Causes</b> : inadequate funding from DFES	
<b>Consequences</b> - unable to attend or fight fires when needed	
<b>Treatment</b> : Annual Review of budget and grant applications	

---

## Revised Risk Assessment

<b>Likelihood</b> :	<b>Rating</b> :
<b>Consequence</b> :	<b>Last Changed</b> :
<b>Effectiveness of Controls</b> :	
<b>Existing Controls</b> :	

---

## Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : High
<b>Consequence</b> : Major	<b>Last Changed</b> : February 2017
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> :	

---

***Risk Solution : Ensure grant applications and acquittals are timely and accurate.***

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### **12.5.3 Prospecting Licence 29/2368**

<b>LOCATION:</b>	Reserve 64794 and 64795
<b>APPLICANT:</b>	Mr David McKenna
<b>DOCUMENT REF:</b>	EDM 294
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	17 February 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.3-1 Map application P29/2368 12.5.3-2 Map Reserve 63794 12.5.3-3 Map Reserve 63794 and P29/2368 12.5.3-4 Map Reserve 63794 and P29/2368

#### **RECOMMENDATION:**

That Council

1. Advise the Department of Mines and Petroleum that it has no objection to Prospecting Licence 29/2368 subject to the following conditions:
  - a. Any area to be disturbed to be identified and photographed to ensure no existing structures or landmarks are affected by mining activity
  - b. Any disturbance to the area be reinstated at the conclusion of prospecting activity
  - c. Where activity is to be undertaken within 500 meters of a dwelling or occupied area, all owners and occupiers are to be notified of the activity proposed
  - d. All activity to be undertaken during the hours of daylight.

**VOTING REQUIREMENTS:** Simple Majority

#### **IN BRIEF:**

The Department of Mines and Petroleum are seeking Council comments or objections prior to the approval of Prospecting Licence 29/2368. This licence will be over a portion of the Menzies Townsite.

The site was the original State Battery, and has significant quantities of contaminated soil.

The item was first presented to Council at the ordinary meeting in December 2016. The item was laid on the table to allow additional information relating to the location of the area subject to the application.

#### **RELEVANT TO STRATEGIC PLAN:**

Sustainable local economy encouraged

- A strong economy, diversified through encouraging commercial growth, which provides jobs and services.

**ENABLING LEGISLATION:** Nil

**POLICY IMPLICATIONS:**

There is not policy relating to the matter.

**FINANCIAL IMPLICATIONS:**

Additional rating income would be generated following the approval of this application.

**RISK ASSESSMENTS:**

This activity presents little or no risk to Council. However, active mining may cause loss of amenity to residents for the period of mining.

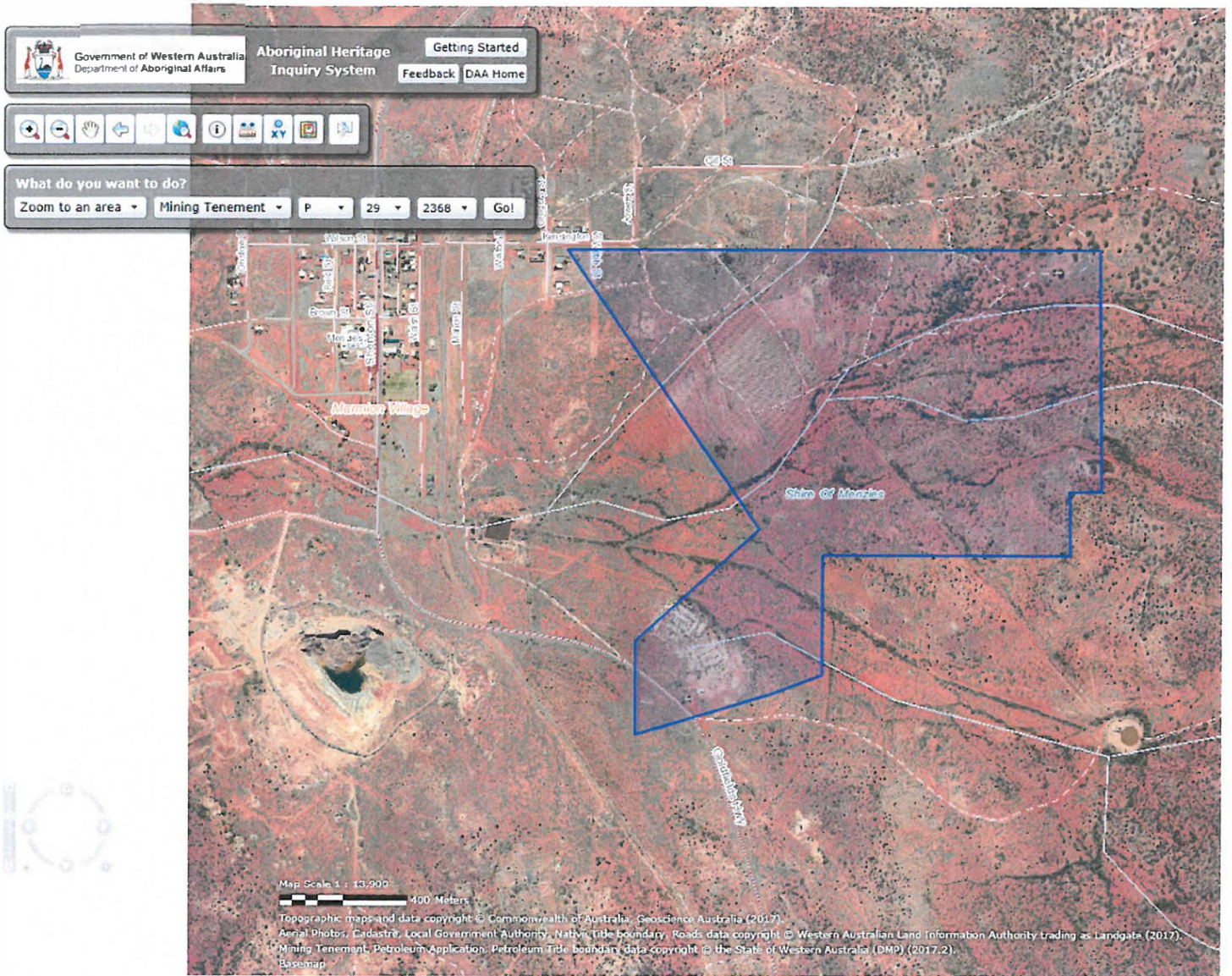
**BACKGROUND:**

The proposed prospecting licence is to the south and east of the Menzies town site, adjacent to the Goldfields Highway and properties to the east of the railway line.

**COMMENT:**

The Department of Mines and Petroleum on behalf of David William McKenna is seeing comments in recommendation with regard to the impact of the application over Reserves 63794 and 63795. However, of more interest that these Reserves to the south of the town site is the northern extent of the proposed area.

The attached maps show the land subject to the licence includes a service of dumps left from earlier mining activity. It is proposed to remove and treat the sands. The Reserve is under the management of Department of Lands, and Council's comments are sought due to their proximity to the town site of Menzies.



Attachment 1



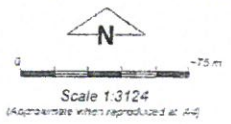
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# DMO 8783 - 57 Goldfields Hwy, Menzies



**LEGEND**

- Road Centrelines
- Contaminated Sites
  - Contaminated - remediation required
  - Contaminated - restricted use
  - Remediated for restricted use
  - Possibly contaminated - investigation required
  - Not contaminated - unrestricted use (cont)
- Decontaminated
  - Report not substantiated
  - Awaiting Classification
  - Awaiting Re-Classification
  - Incomplete Report
  - Acid Sulphate Soil
  - Information request
- Local Government Authorities
- Acid Sulfate Soils Points
- Menzies 1.4m Orthomosaic - Landgate 2003
- Cadastre



Geocentric Datum Australia 1994  
 Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

Prepared by: annehs  
 Prepared for:  
 Date: 20/11/2015 3:39:21 PM

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.

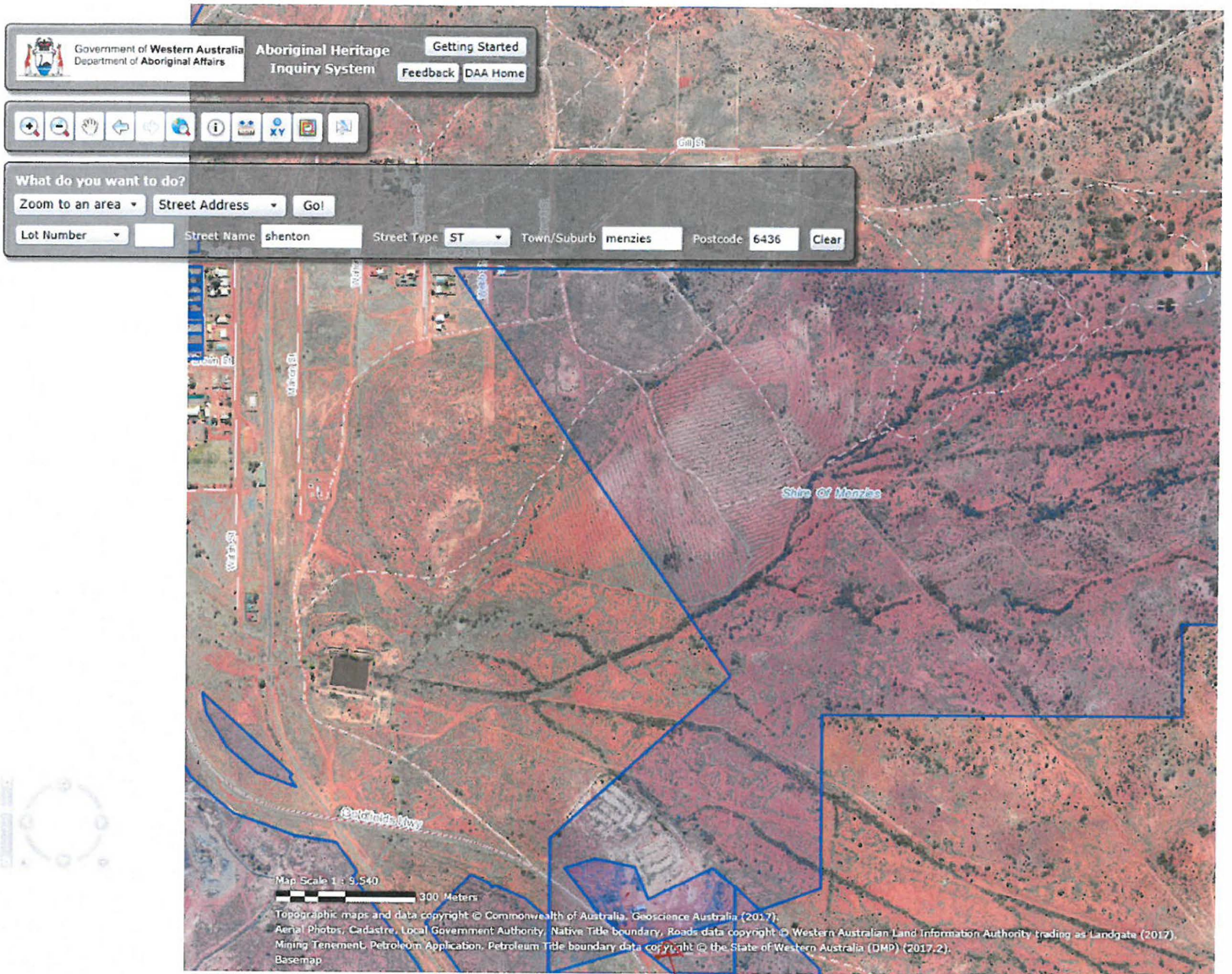


*Attachment 2*

\* Project Data. This data has not been quality assured. Please contact map author for details.

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lot 5000 (Reserve).

Attachment 3

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Government of Western Australia  
Department of Aboriginal Affairs

Aboriginal Heritage Inquiry System

Getting Started  
Feedback DAA Home

What do you want to do?  
Zoom to an area Street Address Go!  
Lot Number Street Name shenton Street Type ST Town/Suburb menzies Postcode 6436 Clear

Map Scale 1 : 9,540  
300 Meters

Topographic maps and data copyright © Commonwealth of Australia, Geoscience Australia (2017).  
Aerial Photos, Cadastre, Local Government Authority, Native Title boundary, Roads data copyright © Western Australian Land Information Authority trading as Landgate (2017).  
Mining Tenement, Petroleum Application, Petroleum Title boundary data copyright © The State of Western Australia, (DMP), (2017-2).  
Basemap

lot 504 (Reserve)

Attachment 4

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#### **12.5.4 Transfer of Land – Sealing of Document**

<b>LOCATION:</b>	13 Cosmos Street Kookynie
<b>APPLICANT:</b>	Dinnie Phillip Rowley
<b>DOCUMENT REF:</b>	EDM 294
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	17 February 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.4 Transfer of Land

#### **RECOMMENDATION:**

That Council

1. Authorise the Chief Executive Officer and the President to sign and affix the seal of the Shire of Menzies to the transfer of title deeds for the property at 13 Cosmos Street Kookynie from Dinnie Phillip Rowley to the Shire of Menzies.
2. Add the property at 13 Cosmos Street Kookynie to the asset register for the Shire of Menzies.

**VOTING REQUIREMENTS:** Simple majority

#### **IN BRIEF:**

Mr Rowley has instructed that the title of the property at 13 Cosmos Street Kookynie be transferred to the Shire of Menzies. All rates and charges have been paid on this property, and Mr Rowley has paid all costs relating to this transfer.

**RELEVANT TO STRATEGIC PLAN:** Nil

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

Council will not receive rates on this property until such time as it is either again in private ownership, or is leased. The annual loss will be the equivalent of the minimum rate for the Kookynie town site. Emergency Services levy will now be paid by Council.

**RISK ASSESSMENTS:** Nil

#### **BACKGROUND:**

Mr Rowley has determined that the capital value of this property is too low to realise the value of the rates and charges being paid. He has therefore offered to return the title of the land to the Council.

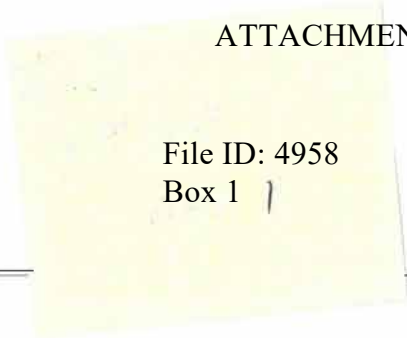


**COMMENT:**

This action is to be commended. The alternative often taken is to leave the rates on the property in arrears and forfeit the land after three years. At this point Council may sell the land to recover the rates. This is a time consuming and laborious process which leaves both parties poorer, and the previous owner with an unpaid debt registered with the courts.

Council may add this property to its list of properties available for sale in Kookynie.

28457/MIG  
AUTHORITY



File ID: 4958  
Box 1

---

TO: GOLDFIELDS SETTLEMENTS  
PO BOX 10209 KALGOORLIE

---

**ROWLEY, Dinnie Phillip**

and

**Shire of Menzies**

HEREBY AUTHORISE, INSTRUCT AND DIRECT you to:-

Prepare a Transfer of Land Document as follows:-

Property address to be transferred: **13 COSMOS STREET KOOKYNI**  
being Lot 122 on Deposited Plan 222718 on Certificate of Title Volume 265 Folio 107

Transfer from: **ROWLEY, Dinnie Phillip**

Transfer to: **Shire of Menzies**

Is there an amount to be paid over?    Y / **(N)**

The Consideration to be:    GIFT

Please circle the tenancy in which the property is being transferred:

SOLE    /    JOINT TENANTS    /    TENANTS IN COMMON

- To the extent permitted by the Registrar of Titles Perth in respect of the said transaction to comply with any requisitions issued by the Registrar and with your general authority and power to make any minor alterations that may be necessary to effect registration of the documents.
- I/We agree to pay the service amount disclosed to us under rule 6B of the Settlement Agents' Code of Conduct 1982.
- I/We agree to pay the proper stamp duty and registration fees and authorise you to attend to the stamping and registration of the documents if applicable.
- I/We acknowledge that you will not adjust any rates or taxes applicable to the property.
- I/We hereby authorise and request my lender to release to you any credit information necessary to complete settlement.
- I/We authorise Goldfields Settlements and their Perth sub agents, Sheridans Settlements to provide any information necessary to the finance

institution/broker, State Revenue Department or any other party relevant to this transaction in order to effect and complete this transaction.

Signature  Date 19-12-16

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please confirm current contact details:

Address 30 Barkan St Kalgoorlie

Work \_\_\_\_\_ Home \_\_\_\_\_

Mobile 0401279736 Email dinstar68@yahoo.com

Please advise who will be paying the settlement costs by circling one of the following:

- Bank (you have instructed them to do so and ensured the loan is sufficient to cover them)
- Transferee (ie person whose name will be on the title after settlement)
- Transferor (ie person going off title).

If bank, please advise which bank, branch and lender/broker contact details:

Bank \_\_\_\_\_ Branch \_\_\_\_\_

Lender/Broker name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

#### ACCEPTANCE OF APPOINTMENT

I accept the appointment to act as your settlement agent on the terms set out in this appointment.

Signature of Settlement Agent  Date: 19/12/16

WESTERN



AUSTRALIA

REGISTER NUMBER <b>122/DP222718</b>	
DUPLICATE EDITION <b>1</b>	DATE DUPLICATE ISSUED <b>9/9/2008</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME  
**265**

FOLIO  
**107**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 122 ON DEPOSITED PLAN 222718

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

DINNIE PHILLIP ROWLEY OF 30 BARTON STREET, KALGOORLIE  
(TS K654609 ) REGISTERED 14 JULY 2008

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 265-107 (122/DP222718).  
PREVIOUS TITLE: This Title.  
PROPERTY STREET ADDRESS: 13 COSMOS ST, KOOKYNIE.  
LOCAL GOVERNMENT AREA: SHIRE OF MENZIES.

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF KOOKYNIE TOWN LOT/LOT 122 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 122 ON DEPOSITED PLAN 222718 ON 05-JUL-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

11347 4922 1357/11  
08 06  
1503/09  
3828/13  
11/13  
11/15

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WESTERN AUSTRALIA.

ORIGINAL  
Certificate of Title



under "The Transfer of Land Act, 1893."  
Sect. 5, 5A V. 14.

SUBJECT TO SKETCH ONLY

Margaret Ann Trevenen of Kookynie, Married Woman.

AS now the sole proprietor  
of an estate in fee simple in possession subject to the easements and encumbrances notified hereunder in the natural surface and so much as is below the natural surface to a depth of forty feet of all that piece of land delineated and coloured green on the map hereon containing one rood or therabouts, being Kookynie Down Lot 122.

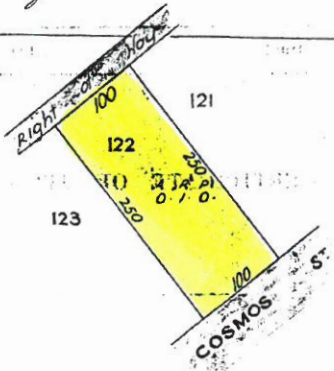
CULLED

<sup>1898</sup> Transfer 2502/08 Totally transferred by endorsement to Mrs Mary Rebecca d'Almeida of Kookynie, Married Woman. Registered 9<sup>th</sup> 10<sup>th</sup> June, 1908. Alf Gleede

<sup>1909</sup> Transfer 684 - Totally transferred by endorsement to William Herbert Symonist Anderson of Kookynie, Mining Registrar. Registered 26<sup>th</sup> February 1909 at 2.30 p.m. Alf Gleede

Transferred by endorsement to Kookynie Pastoral Company Pty Ltd whose registered office is at 94 and 96 King Street Melbourne Victoria Registered 27<sup>th</sup> November 1925 at 12.20

John Baldwin



Scale 1 Chain to an Inch.

<sup>1913</sup> Transfer 927/1913 Totally transferred by endorsement to Claud Ashley Laffer of Kookynie Pastoralist Registered 11<sup>th</sup> February 1913 at 11.52 a.m. Arthur Henry

<sup>1925</sup> Transfer 6850/1925 Transferred by endorsement to John Baldwin's House of Mercie Estate Bridge-water-on-Loddon Victoria Pastoralist and William Bright of Kookynie Western Australia Pastoralist as Tenants in Common Registered 29<sup>th</sup> August 1925 at 10.30 a.m. Dated the ten day of February, One thousand nine hundred and three.

Alf Gleede  
Registrar of Titles.



ENCUMBRANCES REFERRED TO.

1 caveat 149/1905 lodged 2.2.1905. Arthur L. Harvey

1 withdrawal 908/06 of caveat 149/05 lodged 27.12.06. Arthur L. Harvey

Instrument stamped 16-5-0

Mortgage 5635/1931. Registered 6th October 1977 at 1229 a/c. Registered 25-4

**DISCHARGED**

Discharge 8413460 of Mortgage 5635/1931. Registered 6th October 1977 at 1229 a/c.



Superseded - Copy for Sketch

Dated \_\_\_\_\_, 190 .

**CERTIFICATE OF TITLE.**

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- 13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**
- 14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**
- 15 ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS**
- 16 NEXT MEETING**
- 17 CLOSURE OF MEETING**



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