



**SHIRE OF MENZIES**

## **MINUTES**

**OF THE ORDINARY MEETING OF COUNCIL  
HELD**

**Thursday 30 July 2015**

**Shire of Menzies**

**Commencing at 10:07am**

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## MINUTES OF ORDINARY MEETING OF COUNCIL

### 1. DECLARATION OF OPENING

The Shire President, Cr Greg Dwyer, declared the meeting open at 10:07am, welcomed the attendees and visitors and proceeded with the Agenda as planned.

### 2. ANNOUNCEMENT OF VISITORS

Pascoe Durtanovich, incoming Acting Chief Executive Officer, Shire of Menzies. The Shire President invited Pascoe to provide a summary of his history in Local Government.

### 3. RECORD OF ATTENDANCE

#### 3.1 PRESENT:

<b>Councillors:</b>	Cr G Dwyer	President
	Cr P Twigg	Deputy President (by telephone)
	Cr I Tucker	Councillor
	Cr J Mazza	Councillor
	Cr J Lee	Councillor
	Cr J Dwyer	Councillor

<b>Staff:</b>	M Fitzgerald	A/CEO
	K Oborn	DCEO
	L Downie	Minutes

**Observers:** Nil

#### 3.2 APOLOGIES

<b>Councillors:</b>	Nil	
<b>Staff:</b>	R Pepper	MWS

#### 3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

### 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 5. PUBLIC QUESTION TIME

Nil

### 6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

### 7. DECLARATIONS OF INTEREST

Nil

### 8. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Item 12.5.6 Shire Housing

Item 15.1 Recruitment of Chief Executive Officer

### 9. CONFIRMATION OF MINUTES

#### 9.1 CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THURSDAY 25 JUNE 2015

- 20<sup>th</sup> July                      With Crs Dwyer and Mazza attended ICE Drug Forum in Kalgoorlie hosted by Rick Wilson MP, O'Connor and Graham Jacobs MLA Eyre.
- 26<sup>th</sup> July                      With those Councillors available, interviewed 3 Candidates for the CEO position.

**VOTING REQUIREMENTS:**  
**Simple Majority Decision required**

**Moved: Cr Mazza**

**Seconded: Cr Lee**

**OFFICER'S RECOMMENDATION & COUNCIL DECISION:**

**No: 0825**

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

**10:22am**

**CARRIED 6/0**

**12. REPORTS OF COMMITTEES AND OFFICERS**

**12.1 HEALTH, BUILDING & TOWN PLANNING BUSINESS**

**Nil**

Simple Majority decision is required.

**Moved: Cr Mazza**

**Seconded: Cr J Dwyer**

**OFFICER'S RECOMMENDATION & COUNCIL DECISION:**

**No: 0826**

**That Council acknowledge receipt of the Statements of Financial Activity and associated reports for the period to 30 June 2015.**

**10:31am**

**CARRIED 6/0**

***Cr Twigg was absent from the meeting between 10:33am and 10:35am while a clearer telephone line was established.***

**SHIRE OF MENZIES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30th June 2015**

	Annual Budget 2014-15	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
	\$	\$	\$	\$	%	
<b>Operating Revenues</b>						
Governance	3,000	3,000	2,593	(407)	(15.69%)	
General Purpose Funding	1,888,815	1,888,815	1,019,577	(869,238)	(85.25%)	▼
Law, Order and Public Safety	6,450	6,450	8,823	2,373	26.89%	
Health	500	500	0	(500)	(100.00%)	
Housing	62,500	62,500	539,689	477,189	88.42%	▲
Community Amenities	6,350	6,350	6,345	(5)	(0.08%)	
Recreation and Culture	320,475	320,475	278,252	(42,223)	(15.17%)	▼
Transport	3,440,566	3,440,566	1,080,971	(2,359,595)	(218.28%)	▼
Economic Services	214,403	214,403	223,850	9,447	4.22%	
Other Property and Services	81,500	81,500	40,212	(21,288)	(52.94%)	▼
<b>Total (Ex. Rates)</b>	<b>6,004,559</b>	<b>6,004,559</b>	<b>3,200,311</b>	<b>(2,804,248)</b>		
<b>Operating Expense</b>						
Governance	(651,632)	(651,632)	(713,719)	(62,087)	(8.70%)	
General Purpose Funding	(218,920)	(218,920)	(192,201)	26,719	13.90%	▲
Law, Order and Public Safety	(90,786)	(90,786)	(125,663)	(34,877)	(27.75%)	▼
Health	(182,254)	(182,254)	(26,149)	156,105	596.99%	▲
Education and Welfare	(9,500)	(9,500)	0	9,500	100.00%	
Housing	(20,000)	(20,000)	(96,971)	(76,971)	(79.38%)	▼
Community Amenities	(163,198)	(163,198)	(134,824)	28,372	21.04%	▲
Recreation and Culture	(474,023)	(474,023)	(351,185)	122,838	34.98%	▲
Transport	(4,556,111)	(4,556,111)	(2,930,592)	1,625,519	55.47%	▲
Economic Services	(1,152,816)	(1,152,816)	(1,212,864)	(60,048)	(4.95%)	
Other Property and Services	(5,000)	(5,000)	(141,110)	(136,110)	(96.46%)	▼
<b>Total</b>	<b>(7,524,238)</b>	<b>(7,524,238)</b>	<b>(5,925,277)</b>	<b>1,598,961</b>		
<b>Funding Balance Adjustment</b>						
Add back Depreciation	2,104,121	2,104,121	2,704,624	600,503	22.20%	▲
Adjust (Profit)/Loss on Asset Disposal	(2,200)	(2,200)	0	2,200	(100.00%)	
Adjust Provisions and Accruals	0	0	0	0		
<b>Net Operating (Ex. Rates)</b>	<b>582,242</b>	<b>582,242</b>	<b>(20,342)</b>	<b>(602,584)</b>		
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	1,539,502	1,539,502	2,010,288	470,786	23.42%	
Proceeds from Disposal of Assets	80,000	80,000	59,227	(20,773)	(35.07%)	▼
Transfer from Reserves	438,000	438,000	364,639	(73,361)	(20.12%)	▼
<b>Total</b>	<b>2,057,502</b>	<b>2,057,502</b>	<b>2,434,154</b>	<b>376,652</b>		
<b>Capital Expenses</b>						
Land and Buildings	(1,231,175)	(1,231,175)	(586,593)	644,582	109.89%	▲
Plant and Equipment	(810,300)	(810,300)	(252,038)	558,262	221.50%	▲
Furniture and Equipment	(28,000)	(28,000)	(13,099)	14,901	113.76%	▲
Infrastructure Assets - Roads	(2,792,087)	(2,792,087)	(2,222,063)	570,024	25.65%	▲
Infrastructure Assets - Other	(400,000)	(400,000)	(477,415)	(77,415)	(16.22%)	▼
Loan Principal	0	0	0	0		
Transfer to Reserves	(92,759)	(92,759)	(399,383)	(306,624)	(76.77%)	▼
<b>Total</b>	<b>(5,354,321)</b>	<b>(5,354,321)</b>	<b>(3,950,590)</b>	<b>1,403,731</b>		
<b>Net Capital</b>	<b>(3,296,819)</b>	<b>(3,296,819)</b>	<b>(1,516,436)</b>	<b>1,780,383</b>		
<b>Total Net Operating + Capital</b>	<b>(2,714,577)</b>	<b>(2,714,577)</b>	<b>(1,536,778)</b>	<b>1,177,799</b>		
Opening Funding Surplus(Deficit)	1,328,886	1,328,886	1,328,886	0	0.00%	
Rate Revenue	2,680,707	2,680,707	2,850,046	169,339	5.94%	
<b>Closing Funding Surplus(Deficit)</b>	<b>1,295,016</b>	<b>1,295,016</b>	<b>2,642,154</b>	<b>1,347,139</b>		

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

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th June 2015**

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

**(h) Inventories**

**General**

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs of necessary to make the sale.

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

**Land Held for Resale**

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

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

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

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(j) Depreciation of Non-Current Assets**

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

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

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

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th June 2015**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th June 2015**

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

**(r) STATEMENT OF OBJECTIVE (Continued)**

**EDUCATION AND WELFARE**

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

**HOUSING**

Provision and maintenance of staff housing.

**COMMUNITY AMENITIES**

Maintain a refuse site for the settlement.

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

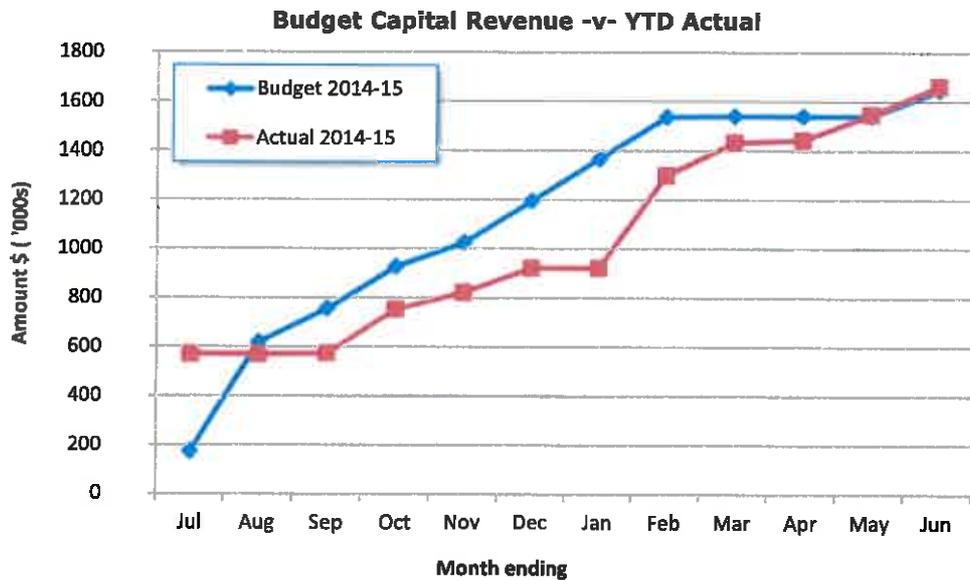
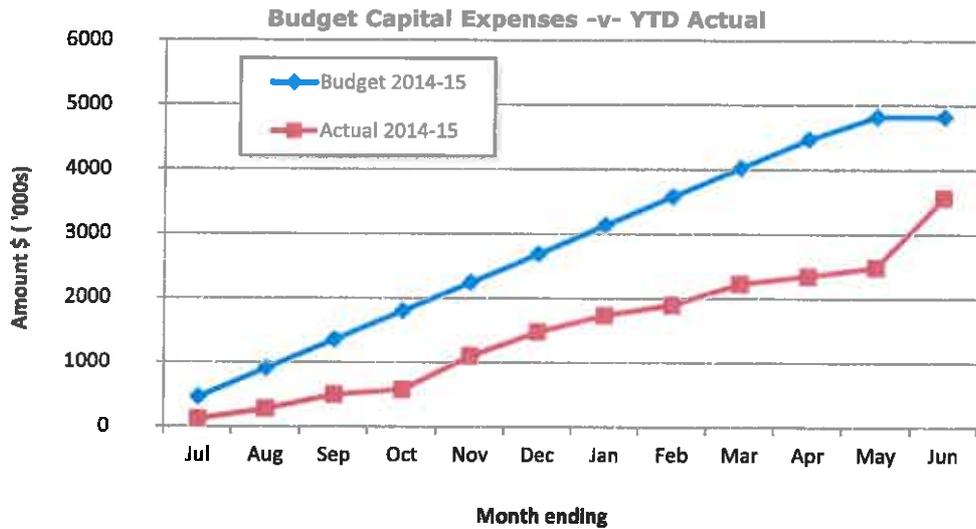
Building control, provision of power and water supplies. Supply and maintenance of television re-broadcast installation. Provision of radio communication. Maintenance of caravan park. Vermin control and area promotion.

**OTHER PROPERTY & SERVICES**

Private works operations, plant repairs and operations costs.

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th June 2015**

**Graphical Representation - Source Statement of Financial Activity**



**SHIRE OF MENZIES**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 30th June 2015**

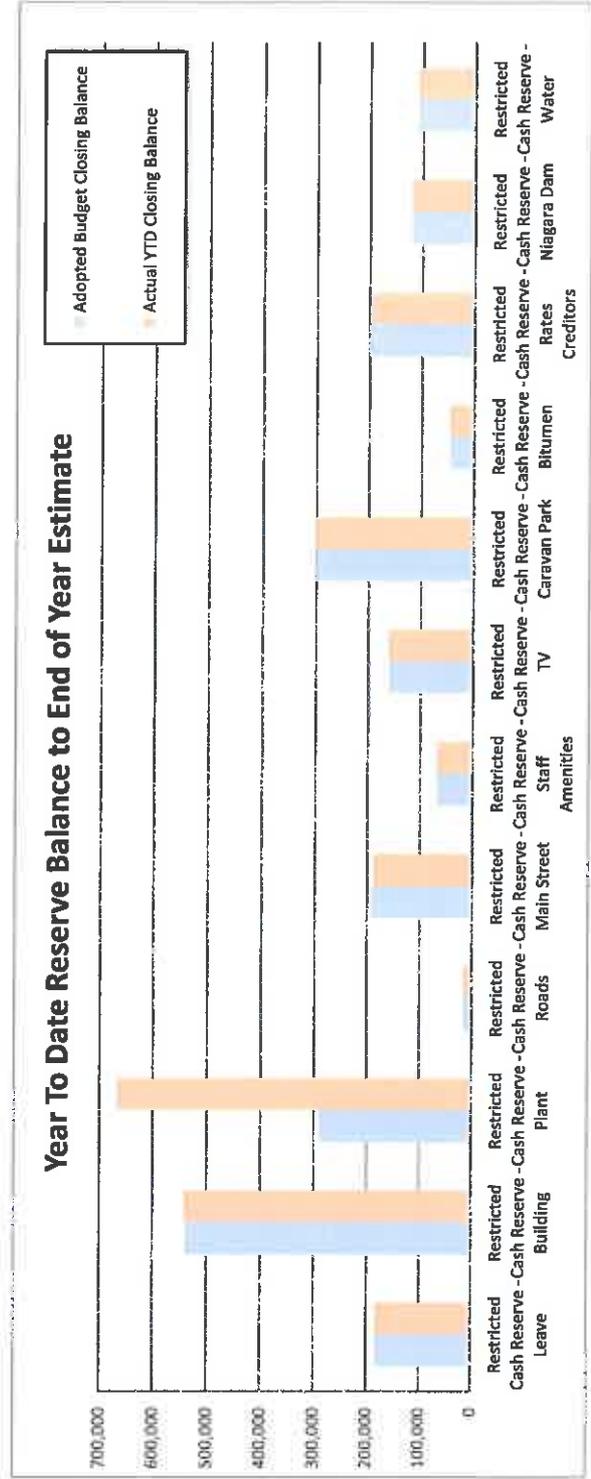
**CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account	Variable	1,965,295			1,965,295	NAB	Cheque Acc.
Cash Maximiser Account	Variable	93,678			93,678	NAB	Cheque Acc.
Trust	Nil		4,400	4,400	4,400	N/A	On Hand
Cash On Hand		580			580		
(b) <b>Term Deposits</b>							
Municipal Investment Reserves		1,237,739			1,237,739	NAB	Various
(c) <b>Other Investments</b>			2,590,905		2,590,905	NAB	Various
N/A					0		
<b>Total</b>		<b>3,297,292</b>	<b>2,590,905</b>	<b>4,400</b>	<b>5,892,597</b>		

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 30th June 2015

**Cash Backed Reserves**

2014-15 Name	Opening Balance	Adopted Budget Interest Earned		Actual Interest Earned		Adopted Budget Transfers In (+)		Actual Transfers In (+)		Adopted Budget Transfers Out (-)		Actual Transfers Out (-)		Adopted Budget Closing Balance	Actual YTD Closing Balance
		\$		\$		\$		\$		\$		\$			
Restricted Cash Reserve - Leave	175,720	6,015	6,832	0	0	0	0	0	0	0	0	0	0	181,735	182,552
Restricted Cash Reserve - Building	521,122	17,839	20,261	0	0	0	0	0	0	0	0	0	0	538,961	541,383
Restricted Cash Reserve - Plant	702,996	24,064	27,332	0	300,000	0	0	0	0	(4,38,000)	(364,639)	0	0	289,060	665,689
Restricted Cash Reserve - Roads	14,353	491	558	0	0	0	0	0	0	0	0	0	0	14,844	14,911
Restricted Cash Reserve - Main Street	180,828	6,190	7,031	5,259	0	0	0	0	0	0	0	0	0	192,277	187,858
Restricted Cash Reserve - Staff Amenities	64,747	2,216	2,517	0	0	0	0	0	0	0	0	0	0	66,963	67,265
Restricted Cash Reserve - TV	154,392	5,285	6,003	0	0	0	0	0	0	0	0	0	0	159,677	160,395
Restricted Cash Reserve - Caravan Park	289,192	9,899	11,244	0	0	0	0	0	0	0	0	0	0	299,091	300,436
Restricted Cash Reserve - Bitumen	42,272	1,447	1,644	0	0	0	0	0	0	0	0	0	0	43,719	43,916
Restricted Cash Reserve - Rates Creditors	191,605	6,559	7,450	0	0	0	0	0	0	0	0	0	0	198,164	199,054
Restricted Cash Reserve - Niagara Dam	115,103	3,940	4,475	0	0	0	0	0	0	0	0	0	0	119,043	119,578
Restricted Cash Reserve - Water	103,831	3,555	4,037	0	0	0	0	0	0	0	0	0	0	107,386	107,868
	<b>2,556,161</b>	<b>87,500</b>	<b>99,383</b>	<b>5,259</b>	<b>300,000</b>	<b>(438,000)</b>	<b>(364,639)</b>	<b>2,210,920</b>	<b>2,590,905</b>						



**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 30th June 2015

**Note 8: CAPITAL DISPOSALS AND ACQUISITIONS**

Comments	Land and Buildings	Adopted Budget For the Period Ended 30th June 2015		
		Adopted Budget	Actual	Variance
		\$	\$	\$
	Buy Land	20,000	0	(20,000)
	2 New Houses	650,000	416,265	(233,735)
	Solar Panels for Houses	50,000	0	(50,000)
	Fencing for New Houses	40,000	44,572	4,572
	Landscaping for New Houses (was 2 now 4)	48,000	61,207	13,207
	Sheds	112,000	59,347	(52,653)
	Landscaping for Shenton Units	10,500	0	(10,500)
	Remove Asbestos from 10 Shenton	30,675	0	(30,675)
	CEO XA and MW new fencing	5,000	4,070	(930)
	Depot Extension	60,000	331	(59,669)
	Solar Panels GVROC project	0	800	800
	<b>Capital Totals</b>	<b>1,026,175</b>	<b>586,593</b>	<b>(439,582)</b>

Comments	Plant & Equipment	Adopted Budget For the Period Ended 30th June 2015		
		Adopted Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Crew Cab Truck	85,000	46,058	(38,942)
	MWS Vehicle	86,300	32,526	(53,774)
	Ute 1	40,000	38,446	(1,554)
	Ute 2	40,000	0	(40,000)
	Grader	360,000	0	(360,000)
	Mtce Grader Accommodation	140,000	49,632	(90,368)
	Loadrite	12,000	0	(12,000)
	5' Single Rotor Slasher	7,000	6,600	(400)
	Traffic Counters	20,000	19,548	(452)
	plus trade ins deducted		59,227	59,227
	<b>Capital Totals</b>	<b>790,300</b>	<b>252,038</b>	<b>(538,262)</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th June 2015**

<b>Note 9: RATING INFORMATION</b>		<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Adopted Budget Rate Revenue \$</b>	<b>Adopted Budget Interim Rate \$</b>	<b>Adopted Budget Back Rate \$</b>	<b>Adopted Budget Total Revenue \$</b>
<b>Differential General Rate</b>												
GRV		0.07172	30	198,484	14,235	0	0	14,235	14,235	(2,000)	0	12,235
UV	Pastoral	0.03690	19	1,083,514	39,982	0	0	39,982	39,589	0	0	39,589
	Other	0.02480	0	0	0	0	0	0	0	0	0	0
	Mining	0.13990	769	17,720,172	2,479,052	31,456	0	2,510,508	2,399,633	35,000	0	2,434,633
	<b>Sub-Totals</b>		<b>818</b>	<b>19,002,170</b>	<b>2,533,269</b>	<b>31,456</b>	<b>0</b>	<b>2,564,725</b>	<b>2,453,457</b>	<b>33,000</b>	<b>0</b>	<b>2,486,457</b>
<b>Minimum Rates</b>												
GRV		200	230	35,857	46,000	0	0	46,000	47,000	(15,000)	0	32,000
UV	Pastoral	200	7	19,582	1,400	0	0	1,400	1,400	0	0	1,400
	Other	200	123	339,980	24,600	0	0	24,600	24,600	0	0	24,600
	Mining	250	470	413,516	117,500	0	0	117,500	136,250	0	0	136,250
	<b>Sub-Totals</b>		<b>830</b>	<b>808,935</b>	<b>189,500</b>	<b>0</b>	<b>0</b>	<b>189,500</b>	<b>209,250</b>	<b>(15,000)</b>	<b>0</b>	<b>194,250</b>
<b>Write offs</b>												
<b>Totals</b>								<b>2,754,225</b>				<b>2,680,707</b>
								<b>0</b>				<b>(40,000)</b>
								<b>2,754,225</b>				<b>2,640,707</b>

**Comments - Rating Information**

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

The differential rates detailed above for the 2014/15 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th June 2015**

**GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval (Y/N)	2014-15 Adopted Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status Received Not Received
<b>GENERAL PURPOSE GRANTS</b>							
03201-Grants Commission	WALGGC	y	1,714,415	11,126	1,725,541		\$ 1,725,541
03202-Federal Roads	WALGGC	y	0	759,021	759,021		\$ 759,021
<b>HOUSING</b>							
09190 - 2 new houses 14/15	Dept Regional Develop (11/12)	y	0	482,615	482,615		\$ 482,615
<b>LAW, ORDER, PUBLIC SAFETY</b>							
05107-Fire Prevention Grant	DFES	y	2,000	(510)	1,490		\$ 1,490
<b>RECREATION AND CULTURE</b>							
11308-Menzies Water Park	CSRFF	y	150,000	(17,417)		132,000	\$ 132,583
11308-Menzies Water Park	Lotterywest	y	120,000	15,000		135,000	\$ 135,000
11799-War Memorial Grants	Lotterywest	defer	20,000	(20,000)	0		\$ 0
11799-War Memorial Grants	Dept of Veteran's Affairs	defer	15,000	(15,000)	0		\$ 0
11799-War Memorial Grants	Minara	defer	15,000	(15,000)	0		\$ 0
<b>TRANSPORT</b>							
<b>MRWA ROAD FUNDING</b>							
12226-Direct Grants	MRWA Direct	y	140,000	8,800	148,800		\$ 148,800
12227-MRWA Subsidies	MRWA	y		1,713	1,713		\$ 1,713
12225-Commodity Route Evanston-Menzies	MRWA	y	190,000			190,000	\$ 190,000
0005G-Yarri Rd - RRG	RRG	y	86,667			86,667	\$ 86,667
0004G-Evanston Menzies RRG	RRG	y	186,667			186,667	\$ 186,667
0013G-Menzies NW - RRG	RRG	y	86,667			86,667	\$ 86,667
<b>OTHER ROAD /STREETS GRANTS</b>							
FAGs Sch.3. 12237-Local Roads Grant	WALGGC	y	340,000	(340,000)	0		\$ 0
0001G-Menzies North - RZR	Building Program	y	329,500	50,000		379,500	\$ 379,500
12222-Other - Footpaths	Bicycle Network	N	50,000	(50,000)	0		\$ 0
12242-Flood Damage WANDRRA	DFES	y	2,028,865	900,000	0	2,928,865	\$ 2,928,865
<b>ECONOMIC SERVICES</b>							
13750-Grant Income CRC	CRC	y	111,000	5,550	116,550		\$ 116,550
<b>TOTALS</b>			<b>5,585,781</b>	<b>1,775,898</b>	<b>3,235,730</b>	<b>4,125,366</b>	<b>4,432,814</b>

Operating 3,235,730  
 Non-operating 1,197,084  
4,432,814

4,046,280  
 1,539,501  
5,585,781

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th June 2015**

**MAJOR VARIANCES - reasons**

**OPERATING REVENUES**

*SCH*

- 3 Rates were budgeted for \$2.6m, Rates Levied were \$2.8M. And the Shire is earning lower interest rates on TD's. FAG's Road component not included in 14/15 Budget.
- 4 n/a
- 5 n/a
- 7 n/a
- 8 n/a
- 9 The \$482,615 11/12 R\$R housing grant for the two new houses was received, not included in 14/15 budget
- 10 n/a
- 11 n/a
- 12 DFES funding is expected to be higher as Flood Damage repair costs are expected to be \$2.9m
- 13 n/a
- 14 Increases and decreases are mostly due to new CoA and allocations in new system

**OPERATING EXPENSE**

*SCH*

- 3 n/a
- 4 Members conference costs over due to LG convention AUG14 & Subscription costs over- pd. LGA & Goldfields Vol. Org.
- 5 n/a
- 7 Reduced expenditure as Nurse not engaged yet
- 8 n/a
- 9 Housing Mtce costs have increased -fair wear and tear, this trend is expected to continue
- 10 Domestic refuse & Public Con. costs have increased -labour & plant O/Hs, due to improved Job allocation
- 11 Mtce & ops exps have increased whilst P&G have decreased due to improved Job allocations
- 12 DFES funding is expected to be higher as Flood Damage repair costs are expected to be \$2.9m
- 13 Mtce and Ops. costs have increased -labour & plant O/Hs, this trend is expected to continue
- 14 Increases and decreases are mostly due to new CoA and allocations in new system

**CAPITAL REVENUE**

- > The Shire was not successful in securing the Bike west grant \$50,000 for 14/15 (will redo 15/16)
- > The \$482,615 11/12 R\$R housing grant for the two new houses was received, not included in 14/15 budget
- > DFES funding is expected to be higher as Flood Damage repair costs are expected to be \$2.9m

**CAPITAL EXPENSES**

- > The cost of the 2 new houses is less as \$199,000 was expended in 13/14
- > Landscaping costs will be significantly over budget due to the very high cost of materials transported to Menzies
- > Road construction costs are showing signs of being 10-15% over budget and this trend is expected to continue
- > DFES funding is expected to be higher as Flood Damage repair costs are expected to be \$2.9m

**OTHER ITEMS**

- > The 14/15 budget had a carried forward cash balance of \$1.5m, however this was corrected by the audit to \$1.3m; As \$214,000 was expended in 13/14 but recorded as 01/07/2014

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<b>SCHEDULE 5</b>							
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>							
<i>Fire Prevention</i>							
05100 Fire Advertising		500		794		794	294
05101 Fire Prevention - Utilities		500		111		111	-389
05102 Fire Prevention - Insurance		4,306		4,306		4,306	0 increased premium
05103 Fire Fighting Expenses		18,765		11,088		11,088	-7,697
05104 ESL Levy Council Property		250		14,894		14,894	14,644
05106 Fire Prevention - Other Revenue & Admin F	5,839		7,278		7,278		-1,639
05107 FESA Operating Grant Income	2,000		1,490		1,490		510
05120 FESA Capital Grant	0		0		0		0
05177 Loss on Disposal of Assets		0		0		0	0
05188 Fire Prevention - Depreciation		14,509		47,304		47,304	32,795 depn non cash acct
05199 Admin Allocated to Fire Prevention		8,121		10,293		10,293	0 Non cash admin account
	<b>7,839</b>	<b>46,971</b>	<b>8,768</b>	<b>88,789</b>	<b>8,768</b>	<b>88,789</b>	<b>38,517</b>
<i>Animal Control</i>							
05201 Ranger Consultant		10,000		0		0	-10,000
05202 Wild Dog Control		0		0		0	0
05203 Cactus Control		22,208		23,305		23,305	1,097
05204 Dog Expenses		300		74		74	-226
05205 Cat Expenses		500		0		0	-500
05206 Ranger Expenses		5,000		0		0	-5,000
05207 Fines and Penalties - Animal Control	0		0		0		0
05208 Dog Registration Fees	350		55		55		295
05209 Cat Registration Fees	100		0		0		100
05299 Admin Allocated to Animal Control		8,121		3,295		3,295	-4,826 Non cash admin account
	<b>450</b>	<b>46,129</b>	<b>55</b>	<b>26,674</b>	<b>55</b>	<b>26,674</b>	<b>(19,059)</b>
<i>Emergency Services</i>							
05301 Emergency Services Programs Expenses		1,000		1,822		1,822	822
05307 Police Station Costs		2,572		1,380		1,380	-1,192
05399 Other Expenses Related to Law Order Safety		3,500		6,998		6,998	3,498
	<b>0</b>	<b>7,072</b>	<b>0</b>	<b>10,199</b>	<b>0</b>	<b>10,199</b>	<b>3,127</b>
<b>5 TOTAL LAW ORDER &amp; PUBLIC SAFETY</b>	<b>8,089</b>	<b>100,172</b>	<b>8,823</b>	<b>125,663</b>	<b>8,823</b>	<b>125,663</b>	

<b>SCHEDULE 7</b>							
<b>HEALTH</b>							
<i>Health Expenses</i>							
07700 EHO Contract		17,500		10,567		10,567	-6,933
07701 Nurse Expenses		50,000		143		143	-49,857 Nurse not engaged yet
07702 Other Expenses Relating to Health		0		0		0	0
07704 Income Relating to Health	0		0		0		0
07705 Septic Tank Application fees collected	500		0		0		500
07706 Purchase Furniture & Equipment - Health		0		0		0	0
07799 Admin Allocation - Health		12,182		15,439		15,439	3,257 Non cash admin account
	<b>500</b>	<b>79,682</b>	<b>0</b>	<b>26,149</b>	<b>0</b>	<b>26,149</b>	<b>(53,033)</b>
<b>7 TOTAL HEALTH</b>	<b>500</b>	<b>79,682</b>	<b>0</b>	<b>26,149</b>	<b>0</b>	<b>26,149</b>	

<b>SCHEDULE 8</b>							
<b>EDUCATION AND WELFARE</b>							
<i>Welfare &amp; Education</i>							
08200 Other Expenses Relating to Welfare & Education		0		0		0	0
08201 Menzies School - Donations Paid		9,500		0		0	-9,500
08204 Collections Goldfields Care Donations		0		0		0	0
	<b>0</b>	<b>9,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(9,500)</b>
<b>8 TOTAL EDUCATION AND WELFARE</b>	<b>0</b>	<b>9,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>SCHEDULE 9</b>							
<b>HOUSING</b>							
<i>Staff Housing</i>							
09101 Maintenance Staff Housing		41,500		63,397		63,397	21,897 Increased exps to date
09102 Staff Housing Furniture - non capital		9,000		7,801		7,801	-1,199 increased exps to date
09105 Staff House Costs Allocated to Services		(116,954)		(94,622)		(94,622)	22,332 Non cash admin account
09121 Staff Housing Rent Income	15,000		15,168		15,166		-168
09122 Staff Housing Grants	482,615		482,615		482,615		0 R4R GRANT from 11/12 Budget
09123 Staff Housing Reimbursements	750		0		0		750
09124 Staff Housing Other Revenue	250		0		0		250
09188 Depn Staff Housing		76,691		91,980		91,980	15,289 Depn non cash account
	<b>498,615</b>	<b>10,237</b>	<b>497,781</b>	<b>68,556</b>	<b>497,781</b>	<b>68,556</b>	<b>59,153</b>
<i>Other Housing</i>							
09201 Maintenance Non Staff Housing		7,000		10,208		10,208	3,208 increased exps
09202 Interest Paid on Loans #17		0		0		0	0
09203 Interest Paid on Loans #Other		0		0		0	0
09204 Housing Lease Payments		20,000		18,208		18,208	-1,792 increased exps- TBA by Nurse
09206 Other Housing Rental Fees	11,000		9,715		9,716		1,284 allocations
09207 Dept of Housing Leases - Teachers	35,500		32,192		32,192		3,308 allocations
	<b>46,500</b>	<b>27,000</b>	<b>41,908</b>	<b>28,416</b>	<b>41,908</b>	<b>28,416</b>	<b>6,007</b>
<b>9 TOTAL HOUSING</b>	<b>545,116</b>	<b>37,237</b>	<b>539,689</b>	<b>96,971</b>	<b>639,689</b>	<b>96,971</b>	

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SCHEDULE 12							
TRANSPORT							
<i>Maintenance Streets, Roads, Bridges, Depots</i>							
12102 Contract Grading		200,000		0		0	-200,000
12103 Fuel for Resale		0		0		0	0
12105 Blackspot funding Construction		0		0		0	0
12107 Drainage Construction		0		0		0	0
12111 Town Dam Menzies		0		1,762		1,762	1,762
12200 Maintenance - Muni Fund Roads - Jobs		477,168		435,693		435,693	-41,475 13/14 was \$900k
12201 Maintenance - Depot		26,335		19,751		19,751	-6,584
12202 Maintenance - Footpaths & Kerbs		25,000		31,153		31,153	6,153 increased costs to date
12203 Ablution Blocks Removal		2,500		0		0	-2,500
12204 Town Streets Clean Up & Sweeping		27,822		14,231		14,231	-13,591 allocations
12205 Slashing - Town Streets		4,000		4,336		4,336	336 allocations
12207 Main Street Development - non capital		1,500		8,844		8,844	7,344 no budget allocated 14/15
12208 Insulation for Records Sea Container		4,000		0		0	-4,000
12209 Street Lighting		9,500		6,615		6,615	-2,885
12210 Street Furniture		21,500		68		68	-21,432
12211 Street Trees Gardens & Watering		17,320		4,120		4,120	-13,200
12212 Sundry Tools & Materials		5,000		16,252		16,252	11,252
12213 Maintenance - Sewer Ponds		3,072		597		597	-2,475
12214 Rehabilitation of Gravel & Sand Pit (s)		50,000		0		0	-50,000
12216 Road Repairs Flood & Storm Damage MUNI		4,000		3,118		3,118	-882 allocations
12220 Fuel Sales	50		48		48		2 increased income
12221 Income Relating to Streets, Roads, Bridges	0		0		0		0
12223 Roadside Furniture and Signage		50,318		2,171		2,171	-48,147
12224 Misc Permit Fees	1,000		909		909		91 increased income
12226 Grant - MRWA Direct Grant	148,800		148,800		148,800		0 increased income
12227 Grant - MRWA Subsidies	1,713		1,713		1,713		0 not in 14/15 budget - streetlights
12230 Grant - Roadwise	0		0		0		0
12222 Bikewest Grants - Dual Use Paths	0		0		0		0 not approved
12225 Grant - MRWA Projects - Evanstone Menzies	190,000		190,000		190,000		0
12228 Grant - Roads to Recovery	379,500		379,500		379,500		0 missed in original 14/15 budget
12232 Grant - RRG (Jobs)	360,001		360,001		360,001		0
12236 Grant - MRWA Blackspot	0		0		0		0
12237 Grant - WALGCG Local Roads	0		0		0		0 FAGs Road Funding - Schedule 3
12238 Grant - Other: Tjun Access Indigenous Acces	0		0		0		0
12277 Loss on Sale of Asset		13,000		49,023		49,023	36,023
12278 Profit on Sale of Asset - Transport	0		0		0		0
12288 Depreciation Transport		1,636,085		2,055,113		2,055,113	419,028 Depn Non cash admin account
12299 Admin Allocated - Transport		215,207		272,762		272,762	57,555 Non cash admin account
		<b>1,081,064</b>		<b>2,793,327</b>		<b>1,080,971</b>	<b>2,925,610</b>
				<b>1,080,971</b>		<b>2,925,610</b>	<b>132,376</b>
12640 Menzies Airstrip Maintenance		6,847		396		396	-6,251
12641 Kookynie Airstrip Maintenance		3,893		4,588		4,588	693
		<b>0</b>		<b>10,540</b>		<b>0</b>	<b>4,982</b>
<b>12 TOTAL TRANSPORT</b>		<b>1,081,064</b>		<b>2,803,867</b>		<b>1,080,971</b>	<b>2,930,592</b>

SCHEDULE 13 ECONOMIC SERVICES							
<i>Rural Services</i>							
13100 Expenses Relating to Rural Services & Pest Control		50		33		33	-17
13101 Income Relating to Rural Services	0		0		0		0
		<b>0</b>		<b>33</b>		<b>33</b>	<b>(17)</b>
<i>Tourism &amp; Area Promotion</i>							
13241 Events - Cyclistic		85,000		67,201		67,201	-17,799
13243 Events - Holiday Programs		29,000		0		0	-29,000
13244 Events - Community		18,500		7,307		7,307	-11,193
13250 Promotional Materials Advertising & Marketing Costs		25,000		5,598		5,598	-19,402
13251 Goldfields Network Tourism Expenses		38,500		37,021		37,021	521
13252 Golden Quest Vehicle Lease		11,900		7,214		7,214	-4,686
13253 Old Butcher Shop Utilities and Insurance		2,500		206		206	-2,294
13254 Kookynie Info Bay & Townsite		2,000		1,415		1,415	-585
13255 Kookynie Walk Trail		350		0		0	-350
13256 Ullaring Tourist Facility		2,000		1,281		1,281	-739
13257 Lake Ballard		30,000		22,184		22,184	-7,816
13258 Niagara Dam		27,000		17,245		17,245	-9,755
13259 Goongarrie Cottages		22,000		14,039		14,039	-7,961
13260 Tourism Signage		10,000		0		0	-10,000
13261 Lady Shenton Maintenance		2,841		578		578	-2,263
13262 Tourism Advertising		10,000		3,721		3,721	-6,279
13271 Grants - Tourism	0		0		0		0
13272 Tourism Reimbursements	500		0		0		500
13273 Tourism Lease Income	11,903		5,410		5,410		6,493
13275 Tourism Other Income	220		118		118		102 no budget entered for 14/15
13288 Depreciation - Tourism and Area Promotion		83,246		66,866		66,866	-16,381 Depn Non cash admin account
13299 Admin Allocated- Tourism and Area Promotion		162,420		205,858		205,858	43,438 Non cash admin account
		<b>12,623</b>		<b>5,529</b>		<b>5,529</b>	<b>457,714</b>
				<b>457,714</b>		<b>457,714</b>	<b>(85,448)</b>
13300 Building Surveyor Costs		12,500		12,794		12,794	294
13301 Building Licence Fees	3,500		9,393		9,393		-5,893
13310 Other Expenses Relating to Building Control		250		1,300		1,300	1,050
13399 Admin Allocation - Building		40,605		51,465		51,465	10,860 Non cash admin account
		<b>3,500</b>		<b>53,355</b>		<b>9,393</b>	<b>65,559</b>
				<b>65,559</b>		<b>9,393</b>	<b>65,559</b>
							<b>6,311</b>

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<b>SCHEDULE 14</b>							
<b>OTHER PROPERTY AND SERVICES</b>							
<u>Private Works</u>							
14100 Private Works Expenses		5,000		1,674		1,674	-3,326
14101 Private Works Income	5,000		410		410		4,590
	<b>5,000</b>	<b>5,000</b>	<b>410</b>	<b>1,674</b>	<b>410</b>	<b>1,674</b>	<b>1,264</b>
<u>Public works Overheads</u>							
14200 Supervision Wages - Public Works Overheads		312,244		336,877		336,877	24,633 allocations see 14800
14201 Superannuation - Public Works Overheads		90,477		86,652		86,652	-3,825 allocations see 14800
14202 Reimbursements PWOH		5,000		215		215	-4,785 allocations see 14800
14203 Leave Annual - Public Works Overheads		16,080		7,560		7,560	-8,520 allocations see 14800
14204 Leave Personal - Public Works Overheads		8,803		4,279		4,279	-4,524 allocations see 14800
14205 Long Service Leave - Public Works Overheads		0		0		0	0
14206 Public Holidays - Public Works Overheads		3,804		1,542		1,542	-2,262 allocations see 14800
14207 Leave Accruals - Public Works Overheads		0		114,229		114,229	114,229
14208 Allowances - Public Works Overheads		36,000		18,156		18,156	-17,844 allocations see 14800
14209 Protective Clothing & PPE - Public Works Overheads		5,000		1,678		1,678	-3,322 decreased costs
14210 Training & Conferences - Public Works Overheads		15,000		20,557		20,557	5,557 decreased costs
14211 Recruitment Costs - Public Works Overheads		1,000		2,282		2,282	1,282
14212 Meeting Expenses - Public Works Overheads		2,000		2,037		2,037	37
14213 Workers Comp - Public works Overheads		0		0		0	0
14214 Depot Insurance - Public Works Overheads		7,500		3,733		3,733	-3,767 allocations
14215 Other Exps - Public Works Overheads		500		1,424		1,424	924 allocations
14216 Staff Housing Allocated - Public Works Overheads		41,402		23,327		23,327	-18,075
14217 Depot Mtce (to be allocated as PWOH)		10,000		2,287		2,287	-7,713 allocations
14218 MWS vehicle exps		500		683		683	183 allocations
14219 Telephone - Public Works Overheads		4,500		7,267		7,267	2,767
14220 Utilities - Public Works Overheads		1,000		0		0	-1,000
14221 PWOH Allocated to Works and Services		(909,930)		(1,086,604)		(1,086,604)	-176,674 Non cash admin account
14225 Depn - Public Works Overheads		24,000		11,961		11,961	-12,039 Depn Non cash admin account
14226 Depot Operational & Misc Tasks - Labour Costs		280		7,569		7,569	7,289 allocations
14299 Admin Allocated to Works - Public Works Overheads		324,840		411,766		411,766	86,926 Non cash admin account
	<b>0</b>	<b>0</b>	<b>0</b>	<b>(20,525)</b>	<b>0</b>	<b>(20,525)</b>	<b>(20,525)</b> auto allocated by System

<u>Plant Operations</u>							
14301 Mech's Wages - Internal Repairs to P&E		132,398		114,144		114,144	-18,254 new acct for clarity in GL postings
14302 Other Plant Costs		24,673		24,356		24,356	-317 allocations to 14301
14303 Fuel & Oils - Plant Operations		165,916		167,900		167,900	1,984
14304 Tyres and Tubes - Plant Operations		29,880		24,096		24,096	-5,784
14305 Parts & Repairs - Plant Operations		236,442		192,217		192,217	-44,225 increased costs to date
14307 Vehicle Registratons & Insurance - Plant Operations		36,000		21,230		21,230	-14,770
14308 Plant Operations Reimbursements	12,280		18,547		18,547		-6,267 allocations
14309 Less Plant Costs Allocated		(939,634)		(898,128)		(898,128)	41,506 Non cash admin account
14370 Loss on Asset Sale		0		19,906		19,906	19,906 Non cash admin account
14388 Depreciation - Plant Operations		291,217		306,670		306,670	15,453 Depn Non cash admin account
14399 Admin Allocated - Plant Operations		155,506		144,100		144,100	-11,406 Non cash admin account
	<b>12,280</b>	<b>0</b>	<b>18,547</b>	<b>116,492</b>	<b>18,547</b>	<b>116,492</b>	<b>(3,819)</b> auto allocated by System

SHIRE OF MENZIES CAPITAL TRANSACTIONS

GL NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		ACTUAL TO 30/06/2015		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
<b>Capital Grants</b>									
11308	Grant Received- Menzies Water Park	285,000		267,583		267,583		17,417	LW \$135000 & DSR \$132000
11799	Anzac War Memorial Grant	0		0		0		0	Possibly 15/16
12222	Bikewest Grants - Dual Use Paths	0		0		0		0	Not awarded
12225	Grant - MRWA Projects - Evanstone Me	190,000		190,000		190,000		0	
12228	Grant - Roads to Recovery	379,500		379,500		379,500		0	
12232	Grant - RRG (jobs)	360,001		360,001		360,001		0	
12236	Grant - MRWA Blackspot	0		0		0		0	
12237	Grant - WALGGC Local Roads	0		0		0		0	FAGs Road - Sched 3 General Ops
12238	Grant - Other: Tjun Access Indigenous A	0		0		0		0	
12242	WANDRRA Flood Damage Grant	2,900,000		331,390		331,390		2,568,610	Timing of MRD payments
14575	Solar Power Units - GVROC Project	0		(800)		-800		800	TBA
09122	Staff Housing Grants	482,615		482,615		482,615		0	R4R Funds from 11/12 budget
		<b>4,597,116</b>	<b>0</b>	<b>2,010,289</b>	<b>0</b>	<b>2,010,289</b>	<b>0</b>	<b>2,586,827</b>	
<b>Capital Expenses</b>									
<b>Land &amp; Buildings</b>									
14710	Purchase of land lots for town development		20,000		0		0	-20,000	
14575	Solar Power Units - GVROC Project		0		800		800	800	to 15/16
12120	Depot Extension -Asset Upgrade		60,000		331		331	-59,669	to 15/16
09190	Construction of 2 New Houses Menzies CLGF 12-13 R4		440,000		416,265		416,265	-23,735	\$199,000 was expended in 13/14
09192	Installation of Solar Panels New Houses		50,000		0		0	-50,000	to 15/16
09191	Installation of Fencing - New Houses		44,572		44,572		44,572	0	11% over budget at completion
09193	Installation Landscaping New Houses		88,000		61,207		61,207	-26,793	c/f to 15/16
09194	Installation of Sheds for New Houses		112,000		59,347		59,347	-52,653	c/f to 15/16
09195	Installation landscaping - Shenton St Units		15,500		0		0	-15,500	to 15/16
09196	Asbestos removal - 10 Shenton Street		30,675		0		0	-30,675	House is to be removed- no cost
08250	Installation New Fencing - Walsh Street Units		4,070		4,070		4,070	0	586,593
<b>Furniture &amp; Equipment</b>									
04240	Council Table		14,000		13,099		13,099	-901	
04241	New Locking System		10,000		0		0	-10,000	to 15/16
<b>Infrastructure Other</b>									
05501	New Pound		20,000		11,570		11,570	-8,430	c/f to 15/16
11201	Water Park Construction Project		330,000		322,185		322,185	-7,815	under budget
11150	Construction Project Shire Hall Toilets		180,000		110,433		110,433	-69,567	c/f to 15/16
11750	War Memorial Construction Project		50,000		33,227		33,227	-16,773	to 15/16
11650	Upgrade of Old Church Menzies		25,000		0		0	-25,000	to 15/16
<b>Infrastructure Roads</b>									
12101	Road Construction CRSF - jobs		307,000		205,541		205,541	-101,459	to 15/16
CR0002	\$205,540.57								Evanstone Menzies Rd CRSF
12106	Road Construction Muni - jobs				560,772				to 15/16
CR0007	\$61,149.62		700,000				81,150	-518,850	Menzies NW Rd MUNI
CR0009	\$145,474.00		219,000				145,474	-73,526	TJJ Rd MUNI 14/15
a	\$142,513.00		0				142,513	142,513	TJJ Rd MUNI costs from 13/14
CR0010	\$191,635.02		350,000				191,635	-158,365	Main Street MUNI
CR0011	\$0.00		31,000				0	-31,000	Connie Sue Rd MUNI
12109	Road Construction RRG - jobs				521,884				to 15/16
CR0004	\$243,730.44		280,000				243,730	-36,270	Evanstone Menzies Rd RRG
CR0005	\$136,177.85		130,000				136,178	6,178	Yarrl Rd RRG
CR0013	\$141,976.00		130,043				141,976	11,933	Menzies NW Rd RRG
12110	Shire House - Crossover Construction		165,544		13,532		13,532	-152,012	to 15/16
12215	WANDRRA Repairs - Floods Storms etc		2,900,000		685,133		685,133	-2,214,867	to 15/16
12104	Roads to Recovery Construction -jobs				228,849				to 15/16
CR0001	\$222,395.17		329,500				222,395	-107,105	Menzies NW Rd R2R
CR0012	\$6,454.00		50,000				6,454	-43,546	Connie Sue RdR2R
12108	Footpath Construction		100,000		6,352		6,352	-93,648	to 15/16
<b>Plant &amp; Equipment</b>									
12301	Crew Cab Truck		85,000		46,058		46,058	-38,942	complete
12302	MWS Vehicle		86,300		32,526		32,526	-53,774	complete
12303	Ute (1)		40,000		38,446		38,446	-1,554	complete
12304	Ute (2)		0		0		0	0	complete
12351	Trade in of Vehicles		0		59,227		59,227	59,227	complete
12305	Grader		0		0		0	0	Deferred to 15/16
12306	Mtce. Grader Accommodation		140,000		49,632		49,632	-90,368	c/f to 15/16
12307	Loadrite		0		0		0	0	Deferred to 15/16
12308	5" Single rotor Slasher		6,600		6,600		6,600	0	complete
12309	Traffic Counters		20,000		19,548		19,548	-452	complete
		<b>0</b>	<b>7,563,804</b>	<b>0</b>	<b>3,551,207</b>	<b>0</b>	<b>3,551,208</b>	<b>-4,012,697</b>	<b>252,038</b>

KEY

	Not yet commenced
	Progressing
	Completed
	Deferred

## 12.2 FINANCE AND ADMINISTRATION BUSINESS

### 12.2.2 LISTING OF PAYMENTS MADE IN JUNE 2015

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 30 July 2015
<b>LOCATION</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM017
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	30 June 2015
<b>AUTHOR:</b>	Karen Oborn, Deputy Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>SENIOR OFFICER:</b>	Mike Fitzgerald, A/Chief Executive Officer
<b>SIGNATURE OF SENIOR OFFICER:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	None

#### **ATTACHMENTS:**

12.2.2 Attachment #1 List of payments made to Creditors in June 2015

#### **SUMMARY:**

The list of payments made are being submitted to the Ordinary Council Meeting of Council.

#### **BACKGROUND:**

Payments have been made by both cheque payment and electronic funds transfer from Council's Municipal bank account and duly authorised as required by Council Policy. These payments have been made under authority delegated to the CEO and are now reported to Council for approval.

#### **COMMENT:**

Payments made in June 2015 include cheques numbered 10252 to 10281 and direct transactions totalling \$814,756.72. The list of payments is submitted to each member of the Council on Thursday 30 July 2015.

#### **CONSULTATION:**

Nil

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine local government policies; and
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.
- Local Government (Financial Management) Regulation 13

#### **POLICY IMPLICATIONS:**

Policy 4.7 – Creditors – Preparation for payment

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:**

SHIRE OF MENZIES - LIST OF PAYMENTS JUNE 2015					
Ref No.	Cheque / EFT No	Date	Name	Invoice Description	Amount
1		18/06/2015	NAB	Bank Fees and Charges	\$102.99
2		22/06/2015	NAB	Bank Fees and Charges	\$1.00
3		25/06/2015	NAB	Bank Fees and Charges	-\$0.50
4		25/06/2015	NAB	Bank Fees and Charges	\$1.00
5		30/06/2015	NAB	Bank Fees and Charges	\$184.80
6		30/06/2015	NAB	Bank Fees and Charges	-\$78.70
7	EFT402	02/06/2015	Australian Taxation Office	Fringe Benefits Tax - 50 - Shire of Menzies	\$146.36
8	EFT403	03/06/2015	Cybersecure	Backup Services	\$129.00
9	EFT404	03/06/2015	Debbie Pianto	Dymo plastic tapes	\$40.50
10	EFT405	03/06/2015	WA Local Govt Association	Accounts Payable for Local Government Officer Debbie Pianto 6/10/15	\$522.50
11	EFT406	03/06/2015	Blackwoods	Asphalt mix cold ex street 22kg Bag	\$3,049.20
12	EFT407	03/06/2015	Bunnings	Galv Fittings	\$90.06
13	EFT408	03/06/2015	Cabcharge Australia Limited	Cabcharge fees May 2015	\$6.00
14	EFT409	03/06/2015	D & B Solutions	Solicitors Fee FMR Investment & Tralina Tucker	\$405.50
15	EFT410	03/06/2015	Daphne's Florist	1 arrangement Vance Blizzard	\$160.00
16	EFT411	03/06/2015	D J Rev Cb	DJ entertainment Shire of Menzies	\$5,600.00
17	EFT412	03/06/2015	Debbie Pianto	Bed Linen for 29A Shenton Street	\$130.00
18	EFT413	03/06/2015	Greg Cr Dwyer	Monthly meeting fees	\$4,099.39
19	EFT414	03/06/2015	Jillian Dwyer	Monthly meeting fees	\$672.50
20	EFT415	03/06/2015	E & M J Rosher	Parts & repairs	\$638.35
21	EFT416	03/06/2015	DFES	2014/15 ESL Quarter 4	\$4,096.00
22	EFT417	03/06/2015	Goldline Distributors	cleaning products Depot	\$327.93
23	EFT418	03/06/2015	Menzies Hotel	Refreshments	\$101.00
24	EFT419	03/06/2015	Itvision	SR137809 EOY Rates and Billing Training	\$5,609.00
25	EFT420	03/06/2015	Breakaway C/O Key Factors	Dozer Hirer 6/5-16/5/15	\$26,274.05
26	EFT421	03/06/2015	Karen Oborn	Expense claim UHY EOFY & LGMA	\$700.00
27	EFT422	03/06/2015	Grand Hotel Kookynie	Accommodation & meals for Dennis Shillabeer 18/5-22/5/15	\$640.00
28	EFT423	03/06/2015	Landgate	Mining Tenements Chargeable Schedule No M2015/4	\$678.90
29	EFT424	03/06/2015	McGrath Homes	Completion of wall & roof framing	\$73,724.00
30	EFT425	03/06/2015	Netlogic Information Technology	remote consulting 22-24/5/15	\$3,820.00
31	EFT426	03/06/2015	Oborn Mining And Electrical Consultants	29A Shenton Street	\$770.00
32	EFT427	03/06/2015	Office National	Stationery	\$38.01
33	EFT428	03/06/2015	Shire of Leonora	Health & Building Reports April 2015	\$3,984.42
34	EFT429	03/06/2015	SMEC	Memorandum of fees for consulting for period 1/5/14-30/4/15 Niagara Dam	\$7,920.00
35	EFT430	03/06/2015	WesTrac Pty Ltd	Parts & repairs	\$704.61
36	EFT431	05/06/2015	Australasian Performing Right Association	Licence fees Period 1/6/2015-31/5/2016	\$68.54
37	EFT432	05/06/2015	BOC Limited	Smootharc 170P Manual arc welder 15amp	\$490.82
38	EFT433	05/06/2015	Bunnings	Plants	\$656.29
39	EFT434	05/06/2015	Courier Australia	Freight WA Hino WesTrac, JR & A Hersey, Office National, BOC	\$660.84
40	EFT435	05/06/2015	Greg Cr Dwyer	Correction on communication allowance	\$50.00
41	EFT436	05/06/2015	Jillian Dwyer	Correction on communication allowance	\$50.00
42	EFT437	05/06/2015	Eagle Petroleum (W.A) Pty Ltd	Bulk Diesel 9500Litres	\$13,261.05
43	EFT438	05/06/2015	Goldline Distributors	cleaning products	\$949.76
44	EFT439	05/06/2015	Menzies Hotel	Refreshment 35 people GTNA, councillors, & gas bottles	\$794.00
45	EFT440	05/06/2015	Tucker, Ian Cr	Correction on communication allowance	\$50.00
46	EFT441	05/06/2015	Jamie Mazza	Monthly Meeting Fee	\$922.50
47	EFT442	05/06/2015	Justin Lee	Monthly meeting fees May 15	\$922.50
48	EFT443	05/06/2015	Netlogic Information Technology	Remote consulting 20/5/15 check all PC for Crypto virus	\$1,612.50
49	EFT444	05/06/2015	Office National	monthly service Konica C554E May 15	\$198.00
50	EFT445	05/06/2015	PLANWEST	Maps District, town Menzies & Kookynie	\$686.00
51	EFT446	05/06/2015	Peter Twigg	Correction on communication allowance	\$50.00
52	EFT447	05/06/2015	Quality Railway Motel Kalgoorlie	Accommodation & meal Jill Dwyer	\$255.50
53	EFT448	05/06/2015	Rikki Golding	Reimbursement for fuel travel Menzies Kalgoorlie return 289KM	\$545.06
54	EFT449	16/06/2015	WA Local Govt Association	Accounts Receivable for Local Govt officers course Debbie Pianto	\$522.50
55	EFT450	16/06/2015	Air Liquide WA Pty Ltd	E size Bottle oxy	\$268.32
56	EFT451	16/06/2015	Australian Taxation Office	PAYG for MAY 2015	\$37,734.00
57	EFT452	16/06/2015	Brad Pepper	erect, inspect & move signs 1/5-7/5/15	\$14,112.00
58	EFT453	16/06/2015	Forman Bros	Various locations Menzies	\$2,176.90
59	EFT454	16/06/2015	Goldline Distributors	cleaning products	\$62.68

SHIRE OF MENZIES - LIST OF PAYMENTS JUNE 2015					
Ref No.	Cheque / EFT No	Date	Name	Invoice Description	Amount
115	EFT510	29/06/2015	Goldfields Pest Control	Shire of Menzies Work Depot	\$1,398.00
116	EFT511	29/06/2015	Goldfields Truck Power	bolt assy & 9 leaf spring	\$323.84
117	EFT512	29/06/2015	Goldfields Linemarking	Linemark and paint main street upgrade areas install RRPM's	\$4,580.00
118	EFT513	29/06/2015	Hampton Transport Services Pty Ltd	Accommodation & Meals for Dennis Shillabeer	\$528.00
119	EFT514	29/06/2015	Heatley's safety and industrial	Uniforms Dylan Maynard	\$320.54
120	EFT515	29/06/2015	Hitachi	Battery & Cable	\$628.09
121	EFT516	29/06/2015	Menzies Hotel	Councillors Lunch	\$160.00
122	EFT517	29/06/2015	Tucker, Ian Cr	Meeting fees June 15	\$872.50
123	EFT518	29/06/2015	Ibis Style Kalgoorlie	Accommodation & meals only Dylan Maynard	\$1,872.50
124	EFT519	29/06/2015	Jamie Mazza	Meeting fees June 2015	\$872.50
125	EFT520	29/06/2015	Breakaway C/O Key Factors	Loader Hire 30/5-4/6/2015	\$22,440.00
126	EFT521	29/06/2015	Karen Oborn	Drink as requested by CEO for Kiara farewell	\$149.60
127	EFT522	29/06/2015	Landgate	Consultancy Services Senior Valuer - Spot rating to Gross rental valuation - Tropicana	\$990.00
128	EFT523	29/06/2015	Justin Lee	Meeting fees June 2015	\$1,127.11
129	EFT524	29/06/2015	LG Assist	CEO Recruitment Advertise	\$275.00
130	EFT525	29/06/2015	McGrath Homes	Complete in Yard/Lockup	\$36,862.00
131	EFT526	29/06/2015	Metrocount	Installation fee & Metrocount 5710 Plus 2M	\$21,502.80
132	EFT527	29/06/2015	Michael Westbrook	Refund of tax paid on invoice 2015/1 pre-employment medical	\$101.56
133	EFT528	29/06/2015	Netlogic Information Technology	Remote consulting connect Bev PC, Amliib, Outlook	\$787.50
134	EFT529	29/06/2015	Oborn Mining And Electrical Consultants	Works sup off fluoro & caravan park B block	\$1,430.00
135	EFT530	29/06/2015	Office National	Stationery	\$1,543.35
136	EFT531	29/06/2015	Onsite Rental Group	Hire pad drum roller returned 1/6-4/6/2015	\$2,607.00
137	EFT532	29/06/2015	Shire of Leonora	Health & Building Contract 22nd April	\$2,258.56
138	EFT533	29/06/2015	Westland Autos	Parts & repairs	\$693.22
139	EFT534	29/06/2015	WesTrac Pty Ltd	Parts & repairs	\$196.45
140	EFT535	29/06/2015	Wurth Australia	Parts & repairs	\$358.73
141	DD219.1	12/06/2015	Wright Express Australia Pty Ltd	direct debit from bank 29/05/2015	\$1,678.52
142	DD219.2	08/06/2015	BOQ Finance	direct debit from bank 25/05/2015	\$389.40
143	DD225.1	17/06/2015	NAB	Credit Card May 2015 CEO & DCEO	\$2,632.82
144	DD227.1	18/06/2015	WESTNET	Monthly Direct Debit CRC Internet	\$90.45
145	DD233.1	09/06/2015	WA Local Govt Superannuation Plan	Payroll deductions	\$6,684.41
146	DD233.2	09/06/2015	Australian Super	Superannuation contributions	\$1,272.76
147	DD233.3	09/06/2015	B T Financial Group Superannuation	Superannuation contributions	\$511.44
148	DD233.4	09/06/2015	WA Local Govt Superannuation Plan	Superannuation contributions	\$5,488.15
149	DD233.5	09/06/2015	Australian Ethical	Superannuation contributions	\$466.68
150	DD240.1	24/06/2015	BOQ Finance	Copier charges June 2015	\$484.89
151	DD256.1	15/06/2015	Goldfields Toyota	auto drawing Toyota finance JUN 2015	\$991.90
152	DD258.1	23/06/2015	WA Local Govt Superannuation Plan	Payroll deductions	\$5,381.55
153	DD258.2	23/06/2015	B T Financial Group Superannuation	Superannuation contributions	\$517.64
154	DD258.3	23/06/2015	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,161.03
155	DD258.4	23/06/2015	Australian Super	Payroll deductions	\$512.58
156	DD274.1	29/06/2015	Wright Express Australia Pty Ltd	auto drawing motorpass cards Shire of Menzies	\$1,878.17
157	10252	03/06/2015	Horizon Power	17 Onslow St	\$45.41
158	10253	03/06/2015	Kookynie Volunteers Association	Community Breakfast 1/6/2014	\$1,567.75
159	10255	03/06/2015	Pacific Brands Workwear	Uniforms Debbie Pianto	\$1,526.80
160	10256	05/06/2015	Resource Centre Shire Of Menzies	Unpaid account 2014-2015	\$891.70
161	10257	05/06/2015	Telstra	3671243388 May 2015	\$2,448.89
162	10258	05/06/2015	Pacific Brands Workwear	Uniforms Norman Crawford Invoice dated 28/5/2014	\$781.83
163	10259	16/06/2015	Amex Resources Ltd	Rates refund for assessment A4819 E29/00877 MINING TENEMENT	\$547.27
164	10260	16/06/2015	Anglogold Ashanti Australia	Rates refund for assessment A2321 E39/01043 MINING TENEMENT	\$12,188.88
165	10261	16/06/2015	Goldscape Industries	Lay Paving at island in Shenton St	\$53,626.65
166	10262	16/06/2015	Jupiter Mines Ltd	Rates refund for assessment A3597 E30/00326 MINING TENEMENT	\$338.66
167	10263	16/06/2015	Macarthur Iron Ore	Rates refund for assessment A2862 M30/00208 MINING TENEMENT	\$2,965.00
168	10264	16/06/2015	Pacific Brands Workwear	Uniforms Vivian Greenmount	\$419.10
169	10265	18/06/2015	Amex Resources Ltd	Rates refund for assessment A2506 E29/00585 MINING TENEMENT	\$200.71

## 12.2 FINANCE AND ADMINISTRATION BUSINESS

### 12.2.3 INVESTMENTS – MAY AND JUNE 2015

<b>SUBMISSION TO:</b>	Ordinary Council Meeting, 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM034
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	3 July 2015
<b>AUTHOR:</b>	Karen Oborn, Deputy Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>SENIOR OFFICER:</b>	Mike Fitzgerald, A/Chief Executive Officer
<b>SIGNATURE OF SENIOR OFFICER:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	12.2.3 Ordinary Council Meeting 30 April 2015

#### ATTACHMENTS:

12.2.3 Attachment #1 Notices from NAB

#### SUMMARY:

For Council to receive the investment report for the month of May & June 2015

#### BACKGROUND:

The Chief Executive Officer is currently delegated authority to invest funds into interest bearing accounts under Delegation 2.5 – Investment of Surplus Funds and also details the reporting requirements

#### COMMENT:

**73-300-2553** TD matured as at 27 May 2015 where surplus funds in the municipal account were invested for 30 days. Details of the investment are:

Place of investment	National Bank
Term of investment	30 days (Mature 27 May 2015)
Interest rate	2.54%pa
Amount	\$502,927.62
Interest at maturity	\$1,055.51

#### TERM DEPOSIT CLOSED

Place of investment	National Bank
Date of Closure	27 May 2015
Amount	\$503,983.13

**94-719-9753** TD matured as at 27 May 2015 where surplus funds in the municipal account were invested for 60 days. Details of the investment are:

Place of investment	National Bank
Term of investment	30 days (Mature 27 May 2015)
Interest rate	2.79%pa
Amount	\$500,000
Interest at maturity	\$998.64

**94-435-0016** TD matured as at 11 June 2015 where Reserve funds were invested for 90 days. Details of the investment are:

Place of investment	National Bank
Term of investment	90 days (Mature 11 June 2015)
Interest rate	3.03%pa
Amount	\$214,899.92
Interest at maturity	\$1,605.57

#### **NEW TERM DEPOSIT**

Place of investment	National Bank
Term of investment	90 days (Mature 11 Sept 2015)
Interest rate	2.63%pa
Amount	\$516,505.49
Interest at maturity	\$3,349.51

**85-384-4432** TD matured as at 19 June 2015 where Reserve funds were invested for 90 days. Details of the investment are:

Place of investment	National Bank
Term of investment	90 days (Mature 19 June 2015)
Interest rate	3.72%pa
Amount	\$2,000,000.00
Interest at maturity	\$74,400

#### **NEW TERM DEPOSIT**

Place of investment	National Bank
Term of investment	90 days (Mature 11 Sept 2015)
Interest rate	2.91%pa
Amount	\$2,074,400
Interest at maturity	\$15,215.30

#### **CONSULTATION:**

Shire staff

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

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

Shire of Menzies – Delegations Register

- Delegation 2.5 – Investments of Surplus Funds – Details the constraints and reporting procedures

#### **POLICY IMPLICATIONS:**

Council has no Policies in relation to this matter

#### **FINANCIAL IMPLICATIONS:**

Reporting on Financial Activity

#### **STRATEGIC IMPLICATIONS:**

None



ADMO 54

**Your investment details**

NAB Term Deposit in the name of:  
Shire of Menzies

Closure

Account number:	73-300-2353
Investment amount:	\$503,927.97
Interest rate pa:	2.00%
Term:	30 days
Starting date:	27 May 2015
Maturity date:	26 June 2015

**Your closure details**

Closure date*:	28 May 2015
Closing balance:	\$503,927.97
Gross interest:	\$55.22
Net interest:	\$55.22
Net amount disbursed:	\$503,983.19

\* If you have requested your prepayment amount to be credited to another financial institution, please allow up to 3 additional business days for funds to be credited to that account.





ADMO34

**Investment details**

NAB Term Deposit in the name of:  
Shire of Menzies

Menzies

Account number:	74-139-9821
Previous investment amount:	\$1,022,050.54
Gross interest:	\$2,041.31
Net interest paid at maturity:	\$2,041.31
Additional amount invested:	\$0.00

**New investment details**

If you have provided instructions after 30 May 2015 please disregard the below

New investment amount:	\$1,024,091.85
Term:	28 days
Starting date:	30 May 2015
New maturity date:	27 June 2015

**New interest details**

Interest rate pa:	2.25%
Interest frequency:	At maturity
Tax File Number (TFN) or Australian Business Number (ABN) held:	Exempt
Gross interest:	\$1,767.62
Net interest**:	\$1,767.62

**What you've instructed us to do at maturity**

You haven't told us what you'd like us to do with your investment at maturity. If we don't hear from you, we will need to set up a new NAB Term Deposit using the previous investment amount plus net interest on 27 June 2015 for a term of 28 days. This will be at the interest rate that applies on the date of maturity, and on the same terms and conditions.

If you'd like to change your investment instructions, please contact your NAB Banker, give us a call on 13 13 12 or visit your nearest NAB branch before your investment matures. You have 7 calendar days after maturity to make any changes to your new investment or withdraw your money without cost.

\*\* Estimate based on withholding tax if it applies. For terms of 12 months or more, interest is also paid annually.





ADM034

**Investment details**

NAB Term Deposit in the name of:  
Shire of Menzies

*Res*

Account number:	94-435-0016 ✓
Previous investment amount:	\$214,899.92
Gross interest:	\$1,605.57
Net interest paid at maturity:	\$1,605.57
Additional amount invested:	\$300,000.00 ✓

**New investment details**

If you have provided instructions after 11 June 2015 please disregard the below

New investment amount:	\$516,505.49 ✓
Term:	90 days
Starting date:	11 June 2015
New maturity date:	9 September 2015 ✓

**New interest details**

Interest rate pa:	2.63%
Interest frequency:	At maturity
Tax File Number (TFN) or Australian Business Number (ABN) held:	Exempt
Gross interest:	\$3,349.51
Net interest**:	\$3,349.51

**What you've instructed us to do at maturity**

You haven't told us what you'd like us to do with your investment at maturity. If we don't hear from you, we will need to set up a new NAB Term Deposit using the previous investment amount plus net interest on 9 September 2015 for a term of 90 days. This will be at the interest rate that applies on the date of maturity, and on the same terms and conditions.

If you'd like to change your investment instructions, please contact your NAB Banker, give us a call on 13 13 12 or visit your nearest NAB branch before your investment matures. You have 7 calendar days after maturity to make any changes to your new investment or withdraw your money without cost.

\*\* Estimate based on withholding tax if it applies. For terms of 12 months or more, interest is also paid annually.



## 12.2 FINANCE AND ADMINISTRATION BUSINESS

### 12.2.4 ADOPTION OF 2015/2016 ANNUAL BUDGET

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM043
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	21 July 2015
<b>AUTHOR:</b>	Karen Oborn, Deputy Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>SENIOR OFFICER:</b>	Mike Fitzgerald, Acting Chief Executive Officer
<b>SIGNATURE OF SENIOR OFFICER:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	None

#### ATTACHMENTS:

12.2.4 Attachment #1 – 2015-16 Statutory Budget

#### SUMMARY:

The purpose of this agenda item is for Council to consider the Adoption of the 2015-16 Annual Budget.

#### BACKGROUND:

At its Ordinary Meeting on Thursday, 23 April 2015, Council adopted a level of rating anticipated for 2015-16. This was subsequently advertised to the public and no submissions were received. The Minister for Local Government has approved the proposed Differential UV rate where the higher (Mining) rate in the dollar is more than twice the lowest (Pastoral) rate in the dollar.

The Statutory Budget has been developed following a review of the draft budget at a budget workshop on 25 June 2015.

#### COMMENTS:

##### RATES:

Rate increases for the 2015-16 financial year have been set at an approximate 3%. As well the minimum rates have increased to an average of \$300. These increases have occurred to compensate for the minimum rates having been significantly lower than the regional average. Menzies remains with the lowest rates in the goldfields area.

##### RESERVE ACCOUNTS:

In view of having a backlog of building asset renewal and maintenance needs pending, this budget reallocates a large sum to reserves to ensure the Shire can meet its immediate and longer term obligations with regards to delivering 'best practice' asset management.

Strategic Community Plan 2013 -2023: Key Community Priority #14.3: Active Civic Leadership Achieved: Item - 14.3.5 Sustainable Resource Management.

**VOTING REQUIREMENTS:**

Absolute Majority Decision required for Items 1, 2, 3, and 4

Simple Majority decision required for Item 5

**Moved: Cr Lee**

**Seconded: Cr Tucker**

**OFFICER'S RECOMMENDATION & COUNCIL DECISION:**

**No: 0829**

**That Council:**

- 1. In accordance with Section 6.32 of the *Local Government Act 1995*, impose differential rates – approved by the Minister, for the year ended 30 June 2016 as follows:**

<b>AREA</b>	<b>VALUATION</b>	<b>2015-16</b>
<b>Menzies Townsite</b>	GRV	7.887 c/\$
<b>Menzies Townsite</b>	GRV - Vacant	7.999 c/\$
<b>Kookynie Townsite</b>	UV - Other	2.685 c/\$
<b>Kookynie Townsite</b>	UV - Other Vacant	7.887 c/\$
<b>Pastoral</b>	UV - Pastoral	3.747 c/\$
<b>Mining Sector</b>	UV - Mining Ops	14.411 c/\$
<b>Mining Sector</b>	UV - Mining Exploration	14.205 c/\$
<b>Mining Sector</b>	UV - Mining Prospecting	13.999 c/\$
<b>Minimum Payments</b>	GRV	\$300
<b>Minimum Payments</b>	GRV - vacant	\$300
<b>Minimum Payments</b>	UV - Other	\$300
<b>Minimum Payments</b>	UV - Other Vacant	\$300
<b>Minimum Payments</b>	UV - Pastoral	\$300
<b>Minimum Payments</b>	UV - Mining Ops	\$300
<b>Minimum Payments</b>	UV - Mining Exploration	\$265
<b>Minimum Payments</b>	UV - Mining Prospecting	\$235

- 2. In accordance with Section 6.45(1)(b) of the *Local Government Act 1995*, offer the following options for the payment of rates:**

**Option 1 – Payment is to be made in full by a single instalment by the due date of 16 September 2015.**

**Option 2 – Payment is to be made by four equal instalments at intervals of no less than 2 months.**

**Determine the four instalment dates for instalment payment options as follows:**

**1st Instalment due – 16 September 2015**



# SHIRE OF MENZIES

## 2015/2016 ADOPTED BUDGET



## Overview of Budget 2015 2016

The 2015/2016 budget has been struck with consideration to the ratepayers of the district.  
 A summary of the budget is as follows:

### EXPENDITURE

Operating Expenditure	\$9,528,792
Capital Expenditure	\$5,186,647
Less Depreciation (non-cash)	\$3,270,269
Plus Transfers to Reserves	\$1,378,676

<b>TOTAL</b>	<b>\$12,823,846</b>
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### INCOME

Balance B/f from 2014 / 2015	\$2,662,927
Operating Revenue - excluding Rates	\$3,148,965
Capital Revenue	\$4,173,873
Plus Transfers from Reserves	\$0

<b>TOTAL</b>	<b>\$9,985,765</b>
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Amount to be Raised from Rates Revenue	<b>\$2,838,081</b>
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## Rates

Council has imposed an increase in Rates this year which is CPI or less.  
 However minimum Rates in most case has been raised to \$300 pa.  
 This is still below the district average for the Northern Goldfields.

Rates for the current year are:

<u>Rate Category</u>	<u>Rate in the \$</u>	<u>Minimum</u>
GRV	0.07887	\$300
GRV Vacant	0.07999	\$300
UV Pastoral	0.03747	\$300
UV Other	0.02685	\$300
UV Other Vacant	0.07887	\$300
UV Mining Ops	0.14411	\$300
UV Mining Exploration	0.14205	\$265
UV Mining Prospecting	0.13990	\$235

### **Loan Funds**

The Shire has no loan funds at present

### **Road Construction and Maintenance**

Some additional works on various roads are required as listed:

**2015/2016:**

Evanston Menzies Rd

Menzies NW Rd

Yarri Rd

Connie Sue Rd

Tjuntjuntarra Road

Main Street Menzies

Kookynie Road

Kensington Street

**GREGORY DWYER**  
**PRESIDENT**

**MIKE FITZGERALD**  
**CHIEF EXECUTIVE OFFICER**

**SHIRE OF MENZIES  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2015/16 Budget \$	2014/15 Actual \$	2014/15 Budget \$
<b>REVENUE</b>				
Rates	8	2,838,081	2,850,045	2,680,707
Operating Grants, Subsidies and Contributions		4,046,280	2,762,565	4,046,280
Fees and Charges	11	215,078	124,789	215,078
Interest Earnings	2(a)	173,150	207,814	173,150
Other Revenue		28,350	93,175	28,350
		<u>7,300,939</u>	<u>6,038,389</u>	<u>7,143,565</u>
<b>EXPENSES</b>				
Employee Costs		(2,248,779)	(1,858,841)	(2,161,913)
Materials and Contracts		(4,826,118)	(1,610,914)	(2,834,204)
Utility Charges		(80,898)	(96,747)	(34,500)
Depreciation	2(a)	(3,270,269)	(2,704,624)	(2,104,121)
Interest Expenses	2(a)	0	0	0
Insurance Expenses		(161,236)	(149,956)	(148,200)
Other Expenditure		(206,385)	(138,337)	(241,300)
		<u>(10,793,685)</u>	<u>(6,559,419)</u>	<u>(7,524,238)</u>
		(3,492,746)	(521,030)	(380,673)
Non-Operating Grants, Subsidies and Contributions		4,174,873	2,020,289	1,539,501
Profit on Asset Disposals	4	0	0	15,200
Loss on Asset Disposals	4	(50,000)	(49,023)	(13,000)
		<u>632,127</u>	<u>1,450,236</u>	<u>1,161,028</u>
<b>NET RESULT</b>				
<b>Other Comprehensive Income</b>				
Changes on Revaluation of non-current assets				
<b>Total Other Comprehensive Income</b>		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>		<u><u>632,127</u></u>	<u><u>1,450,236</u></u>	<u><u>1,161,028</u></u>

**Notes:**

All fair value adjustments relating to re-measurement of financial assets at fair value through profit or loss and (if any) changes on revaluation of non-current assets in accordance with the mandating of fair value measurement through Other Comprehensive Income, is impacted upon by external forces and is not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur, with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes in revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

Fair value adjustments will be assessed at the time they occur with compensating budget amendments made as necessary.

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

**SHIRE OF MENZIES**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**Notes:**

All fair value adjustments relating to re-measurement of financial assets at fair value through profit or loss and (if any) changes on revaluation of non-current assets in accordance with the mandating of fair value measurement through Other Comprehensive Income, is impacted upon by external forces and is not able to be reliably estimated at the time of budget adoption. Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur, with compensating budget amendments made as necessary. It is anticipated, in all instances, any changes in revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document. Fair value adjustments will be assessed at the time they occur with compensating budget amendments made as necessary

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

**SHIRE OF MENZIES  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2015/16 Budget \$	2014/15 Actual \$	2014/15 Budget \$
<b>REVENUES</b>				
	1,2			
Governance		2,500	2,593	3,000
General Purpose Funding		2,649,263	2,698,146	1,888,815
Law, Order, Public Safety		8,950	8,823	6,450
Health		500	0	500
Housing		57,508	539,659	62,500
Community Amenities		6,350	6,345	6,350
Recreation and Culture		72,125	278,252	320,475
Transport		4,275,823	1,412,350	3,440,566
Economic Services		209,620	223,891	214,403
Other Property and Services		41,200	38,572	61,500
		<u>7,323,839</u>	<u>5,208,631</u>	<u>6,004,559</u>
<b>EXPENSES</b>				
	1,2			
Governance		(736,405)	(713,739)	(651,632)
General Purpose Funding		(294,613)	(191,872)	(218,920)
Law, Order, Public Safety		(178,333)	(125,663)	(90,786)
Health		(183,348)	(26,149)	(182,254)
Education and Welfare		(9,500)	0	(9,500)
Housing		(136,916)	(96,971)	(20,000)
Community Amenities		(129,578)	(134,824)	(163,196)
Recreation & Culture		(430,462)	(351,185)	(474,023)
Transport		(6,250,718)	(3,664,748)	(4,556,111)
Economic Services		(1,224,921)	(1,212,864)	(1,152,816)
Other Property and Services		(4,998)	(139,470)	(5,000)
		<u>(9,579,792)</u>	<u>(6,657,485)</u>	<u>(7,524,238)</u>
<b>Net Operating Result Excluding Rates</b>		<b>(2,255,953)</b>	<b>(1,448,854)</b>	<b>(1,519,679)</b>
<b>Adjustments for Cash Budget Requirements:</b>				
<b>Non-Cash Expenditure and Revenue</b>				
(Profit)/Loss on Asset Disposals	4	50,000	49,023	(2,200)
Depreciation on Assets	2(a)	3,270,269	2,704,624	2,104,121
Revaluation of Assets		0	0	0
Movement in Non-Current Staff Leave Provisions		0	0	0
<b>Capital Expenditure and Revenue</b>				
Purchase Land and Buildings	3	(612,653)	(586,682)	(1,231,175)
Purchase Infrastructure Assets - Roads	3	(3,196,580)	(1,536,930)	(2,792,087)
Purchase Infrastructure Assets - Other	3	(626,215)	(477,415)	(400,000)
Purchase Plant and Equipment	3	(696,700)	(252,038)	(810,300)
Purchase Furniture and Equipment	3	(54,500)	(13,009)	(28,000)
Proceeds from Disposal of Assets	4	0	80,000	80,000
Repayment of Debentures	5	0	0	0
Transfers to Reserves (Restricted Assets)	6	(1,378,676)	(399,363)	(92,759)
Transfers from Reserves (Restricted Assets)	6	0	364,639	438,000
<b>ADD</b> Estimated Surplus/(Deficit) July 1 B/Fwd	7	<b>2,662,927</b>	<b>1,328,886</b>	<b>1,573,372</b>
<b>LESS</b> Estimated Surplus/(Deficit) June 30 C/Fwd	7	<b>0</b>	<b>2,662,927</b>	<b>0</b>
<b>Total Amount Raised from General Rate</b>	<b>8</b>	<b><u>(2,838,081)</u></b>	<b><u>(2,850,046)</u></b>	<b><u>(2,680,707)</u></b>

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

**SHIRE OF MENZIES  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 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 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 in 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.

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

**(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 held for development and sale 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 profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

**(j) Fixed Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and 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.

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

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

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

***Revaluation***

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

***Transitional Arrangement***

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition*** section as detailed above.

Those assets carried at fair value will be carried in accordance with the ***Revaluation Methodology*** section as detailed above.

***Land Under Roads***

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

***Depreciation***

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

**SHIRE OF MENZIES  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2016**

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

**(k) Fair Value of Assets and Liabilities (Continued)**

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

***Fair Value Hierarchy***

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

***Valuation techniques***

The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

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

**(l) Financial Instruments (Continued)**

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

*(i) Financial assets at fair value through profit and loss*

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

*(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

*(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

*(iv) Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

*(v) Financial liabilities*

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

**SHIRE OF MENZIES  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2016**

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

**(m) Impairment of Assets (Continued)**

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.

At the time of adopting this budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2016.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

**(n) 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.

**(o) Employee Benefits**

**Short-Term Employee Benefits**

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

The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other Long-Term Employee Benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

<b>2. REVENUES AND EXPENSES</b>	<b>2015/16 Budget \$</b>	<b>2014/15 Actual \$</b>	<b>2014/15 Budget \$</b>
<b>(a) Net Result</b>			
The Net Result includes:			
<b>(i) Charging as Expenses:</b>			
<b>Auditors Remuneration</b>			
Audit Services	38,385	36,557	45,000
Other Services	0	0	0
<b>Depreciation</b>			
<b><u>By Program</u></b>			
Governance	1,282	0	1,282
Law, Order, Public Safety	47,047	47,304	14,509
Housing	92,038	91,980	76,691
Community Amenities	9,805	9,180	7,109
Recreation and Culture	60,240	50,200	34,144
Transport	2,626,875	2,055,113	1,636,085
Economic Services	64,692	66,866	83,246
Other Property and Services	368,290	383,981	251,055
	<u>3,270,269</u>	<u>2,704,624</u>	<u>2,104,121</u>
<b><u>By Class</u></b>			
Land and Buildings	279,343	231,026	179,732
Furniture and Equipment	17,667	14,611	11,367
Plant and Equipment	486,958	402,731	313,313
Roads	2,380,471	1,968,731	1,531,617
Infrastructure - Other	105,830	87,525	68,092
	<u>3,270,269</u>	<u>2,704,624</u>	<u>2,104,121</u>
<b>Interest Expenses (Finance Costs)</b>			
- Debentures (refer note 5(a))	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<b>Rental Charges</b>			
- Operating Leases Golden Quest Vehicle	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<b>(ii) Crediting as Revenues:</b>			
<b>Interest Earnings</b>			
Investments			
- Reserve Funds	90,000	99,383	87,500
- Other Funds	83,150	45,919	55,000
Other Interest Revenue (refer note 13)	0	0	30,650
	<u>173,150</u>	<u>145,302</u>	<u>173,150</u>

**SHIRE OF MENZIES  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2016**

**2. REVENUES AND EXPENSES (Continued)**

**(b) Statement of Objective (Continued)**

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

Private works operations, plant repairs and operation costs.

CR0016 Kookynie Road MUNI	205,033	
CR0003 Kengiston Street MUNI	78,425	<u>3,290,228</u>
- PLANT & EQUIPE		
12311 Vibrating Roller	219,100	
12312 Small Tipper	80,800	
12313 Rubbish Truck	191,500	
12314 Pedestrian Roller	11,500	
12315 Jacking Beams for Hoist	29,000	
12310 Thermal Aerosol Fogger	4,300	
12306 Mtce. Grader Accommodation	90,500	<u>626,700</u>

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**4. DISPOSALS OF ASSETS**

The following assets are budgeted to be disposed of during the year.

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	2015/16 BUDGET \$	2015/16 BUDGET \$	2015/16 BUDGET \$
Community Amenities	41,072	14,670	(26,402)
Other Property & Services	48,598	25,000	(23,598)
	89,670	39,670	(50,000)

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	2015/16 BUDGET \$	2015/16 BUDGET \$	2015/16 BUDGET \$
Plant & Equipement	89,670	39,670	(50,000)
	89,670	39,670	(50,000)

Summary

Profit on Asset Disposals  
 Loss on Asset Disposals

<b>2015/16 BUDGET \$</b>
(50,000)
<u>(50,000)</u>

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

	2015/16 Budget \$	2014/15 Actual \$	2014/15 Budget \$
<b>6. RESERVES</b>			
<b>(a) Leave Reserve</b>			
Opening Balance	182,552	175,720	175,720
Amount Set Aside / Transfer to Reserve	0	6,832	6,015
Amount Used / Transfer from Reserve			0
	<u>182,552</u>	<u>182,552</u>	<u>181,735</u>
<b>(b) Building Reserve</b>			
Opening Balance	541,383	521,122	521,122
Amount Set Aside / Transfer to Reserve	500,000	20,261	17,839
Amount Used / Transfer from Reserve			
	<u>1,041,383</u>	<u>541,383</u>	<u>538,961</u>
<b>(c) Plant Reserve</b>			
Opening Balance	665,689	702,996	702,996
Amount Set Aside / Transfer to Reserve	0	327,332	24,064
Amount Used / Transfer from Reserve		(364,639)	(438,000)
	<u>665,689</u>	<u>665,689</u>	<u>289,060</u>
<b>(d) TV Reserve</b>			
Opening Balance	160,395	154,392	154,392
Amount Set Aside / Transfer to Reserve	0	6,003	5,285
Amount Used / Transfer from Reserve			0
	<u>160,395</u>	<u>160,395</u>	<u>159,677</u>
<b>(e) Road Reserve</b>			
Opening Balance	14,911	14,353	14,354
Amount Set Aside / Transfer to Reserve	300,000	558	491
Amount Used / Transfer from Reserve			0
	<u>314,911</u>	<u>14,911</u>	<u>14,845</u>
<b>(f) Main Street Reserve</b>			
Opening Balance	187,859	180,828	180,828
Amount Set Aside / Transfer to Reserve	0	7,031	11,449
Amount Used / Transfer from Reserve			0
	<u>187,859</u>	<u>187,859</u>	<u>192,277</u>
<b>(g) Staff Amenities Reserve</b>			
Opening Balance	67,264	64,747	64,748
Amount Set Aside / Transfer to Reserve	1,960	2,517	2,216
Amount Used / Transfer from Reserve			0
	<u>69,224</u>	<u>67,264</u>	<u>66,964</u>
<b>(h) Caravan Park Reserve</b>			
Opening Balance	300,436	289,192	289,193
Amount Set Aside / Transfer to Reserve	0	11,244	9,899
Amount Used / Transfer from Reserve			0
	<u>300,436</u>	<u>300,436</u>	<u>299,092</u>
<b>Total Reserves C/Fwd</b>	<u>2,922,449</u>	<u>2,120,489</u>	<u>1,742,611</u>

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

<b>6. RESERVES (Continued)</b>	<b>2015/16 Budget \$</b>	<b>2014/15 Actual \$</b>	<b>2014/15 Budget \$</b>
<b>SUMMARY OF RESERVE TRANSFERS</b>			
<b>Transfers to Reserves</b>			
Leave Reserve	6,210	6,832	6,015
Building Reserve	518,360	20,261	17,839
Plant Reserve	24,750	327,332	24,064
TV Reserve	5,400	6,003	5,285
Road Reserve	300,540	558	491
Main Street Reserve	6,390	7,031	11,449
Staff Amenities Reserve	4,210	2,517	2,216
Caravan Park Reserve	10,170	11,244	9,899
Bitumen Reseal Reserve	401,530	1,644	1,447
Rates Future Claims Reserve	6,750	7,450	6,559
Niagara Dam Reserve	84,050	4,475	3,940
Water Park Reserve	3,690	4,037	3,555
	<u>1,372,050</u>	<u>399,383</u>	<u>92,759</u>
<b>Transfers from Reserves</b>			
Leave Reserve	0	0	0
Building Reserve	0	0	0
Plant Reserve	0	(364,639)	(438,000)
TV Reserve	0	0	0
Road Reserve	0	0	0
Main Street Reserve	0	0	0
Staff Amenities Reserve	0	0	0
Caravan Park Reserve	0	0	0
Bitumen Reseal Reserve	0	0	0
Rates Future Claims Reserve	0	0	0
Niagara Dam Reserve	0	0	0
Water Park Reserve	0	0	0
	<u>0</u>	<u>(364,639)</u>	<u>(438,000)</u>
	<u>1,372,050</u>	<u>34,744</u>	<u>(345,241)</u>

**SHIRE OF MENZIES  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2016**

	Note	2015/16 Budget \$	2014/15 Actual \$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	15(a)	1,354,412	3,297,295
Cash - Restricted Reserves	15(a)	3,872,863	2,590,903
Receivables		309,036	1,190,660
Inventories		10,000	(13,910)
		5,546,310	7,064,947
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions		(1,856,000)	(1,993,669)
<b>NET CURRENT ASSET POSITION</b>		3,690,310	5,071,278
Less: Cash - Restricted Reserves	15(a)	(3,872,863)	(2,590,903)
Add: Employee Entitlements backed by Cash		182,552	182,552
<b>ESTIMATED SURPLUS C/FWD</b>		(0)	2,662,927

The estimated surplus/(deficiency) c/fwd in the 2014/15 actual column represents the surplus (deficit) brought forward as at 1 July 2015.

The estimated surplus/(deficiency) c/fwd in the 2015/16 budget column represents the surplus (deficit) carried forward as at 30 June 2016.

**SHIRE OF MENZIES  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30TH JUNE 2016**

**8(a). RATING INFORMATION - 2015/16 FINANCIAL YEAR  
(continued)**

**OBJECTIVES AND REASONS FOR DIFFERENTIAL RATING**

In arriving at the proposed rate in the dollar and minimum payments, Council has taken into consideration many factors and attempted to balance the need for revenue to fund essential services, facilities and infrastructure to the entire community. Given the demand for essential services from all shire ratepayers and funding variability from grants and other income sources, the shire is forced to look to mining to be able to assure funds are available.

**UV Mining**

The differential rate for Unimproved Mining has been set taking into account the considerable traffic volumes from mining exploration, prospecting and operations on the Shire's road infrastructure and the need to fund the maintenance and renewal of this vital community infrastructure while recognising the Shire's goal to encourage Mining in the district.

**UV Unimproved Pastoral and Other**

The differential rate for Unimproved Pastoral and Other has been set taking into account issues of rating equity such as the reduced impact ratepayers with pastoral and other properties have on the Shire's road infrastructure as compared to ratepayers undertaking mining, exploration and prospecting operations and the reduced capacity to pay associated with pastoral operations.

**Minimum Rates**

The setting of minimum rates within the categories is an important method of ensuring all properties contribute an equitable rate amount.

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**12. RATE PAYMENT DISCOUNTS, WAIVERS & CONCESSIONS -  
 - 2015/16 FINANCIAL YEAR**

There will be no discounts, incentives or concessions for 2015-16.

**13. INTEREST CHARGES AND INSTALMENTS - 2015/16 FINANCIAL YEAR**

In accordance with Section 6.45(1)(b) of the Local Government Act 1995, offer the following options for

Option 1 – Payment in full by a single instalment by the due date of 16th September, 2015.

Option 2 – Payment in four equal instalments at intervals of not less than 2 months.

Determine the four instalment dates for instalment payment options as follows:

- 1st Instalment due – 16 September 2015**
- 2nd Instalment due – 20 November 2015**
- 3rd Instalment due – 29 January 2016**
- 4th Instalment due – 30 April 2016**

In accordance with Section 6.45(3), (FM Reg. 68) of the Local Government Act 1995, impose a 5.5% interest rate, to apply to the second, third and fourth instalments.

In accordance with Section 6.45(3), (FM Reg. 67) of the Local Government Act 1995, impose an administration fee of \$5.00 to the second, third and fourth instalments.

It is anticipated \$750 will be raised from Instalment fees and interest in 2014/15.

In accordance with Section 6.51(2), (FM Reg. 70) of the Local Government Act 1995, impose a late payment penalty interest rate of 11% on rates that have not been paid by the due date and where instalment option 2 has not been taken up.

It is anticipated \$30,000 will be raised in interest on outstanding local Government rates in 2014/15, and \$650 on outstanding ESL charges.

<b>14. ELECTED MEMBERS REMUNERATION</b>	<b>2015/16 Budget \$</b>	<b>2014/15 Actual \$</b>
The following fees, expenses and allowances were paid to council members and/or the president.		
Meeting Fees	61,010	59,233
President's Allowance	16,395	15,918
Deputy President's Allowance	3,174	3,081
Travelling Expenses	38,257	37,143
Telecommunications Allowance	6,695	6,500
	<u>125,531</u>	<u>121,875</u>

**SHIRE OF MENZIES  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2016**

**16. TRUST FUNDS**

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

Detail	Balance 1-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance 30-Jun-16 \$
Nomination Fees	0	480	(480)	0
Housing Bonds	3,200			3,200
Pet Bonds	1,200			1,200
	4,400	480	(480)	4,400

**17. MAJOR LAND TRANSACTIONS**

There will be no major land transactions in 2015/16.

**18. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS**

It is not anticipated any trading undertakings or major trading undertakings will occur in 2015/16.

SHIRE OF MENZIES  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2016

INCOME	<u>Annual Budget</u>
<i><u>Public Halls and Civic Centres</u></i>	
11103 Hall Hire Fees	100
11105 Hire Fees - Chairs & Tables	25
11107 Sale of Water - Hall Standpipe	350
	475
<i><u>Rebroadcasting</u></i>	
11402 SBS TV Digital Service Subsidy Received	21,650
<i><u>Museum</u></i>	
11799 Anzac War Memorial Grant	50,000
<b>11 RECREATION &amp; CULTURE</b>	<b>72,125</b>
<i><u>Maintenance Streets, Roads, Bridges, Depots</u></i>	
12220 Fuel Sales	50
12224 Misc Permit Fees	900
12226 Grant - MRWA Direct Grant	148,800
12227 Grant - MRWA Subsidies	1,200
12225 Grant - MRWA Projects - Evanstone Menzies	360,009
12228 Grant - Roads to Recovery	659,000
12232 Grant - RRG (jobs)	390,000
12236 Grant - MRWA Blackspot	147,254
12242 WANDRRA Flood Damage Grant	2,568,610
	4,275,823
<b>12 TRANSPORT</b>	<b>4,275,823</b>
<i><u>Tourism &amp; Area Promotion</u></i>	
13272 Tourism Reimbursements	500
13273 Tourism Lease Income	5,500
13275 Tourism Other Income	120
	6,120
<i><u>Building Control</u></i>	
13301 Building Licence Fees	4,500
<i><u>CRC</u></i>	
13721 CRC Reimbursements	1,500
13750 CRC Operating Grant	111,000
13751 CRC All Sales	30,000
13752 CRC Phone Card Sales	6,000
	148,500
<i><u>Caravan Park</u></i>	
13802 Caravan Park Income from Charges	49,000
13803 Caravan Park Income from Washer & Dryers	1,500
	50,500
<b>13 ECONOMIC SERVICES</b>	<b>209,620</b>
<i><u>Private Works</u></i>	
14101 Private Works Income	5,000
<i><u>Plant Operations</u></i>	
14308 Plant Operations Reimbursements	18,500
<i><u>Administration</u></i>	
14512 Reimbursements	17,700
<b>14 OTHER PROPERTY AND SERVICES</b>	<b>41,200</b>
<b>TOTAL INCOME</b>	<b>10,161,920</b>

SHIRE OF MENZIES  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2016

EXPENSES	<u>Annual Budget</u>
<u>Animal Control</u>	
05201 Ranger Consultant	30,000
05203 Cactus Control	30,000
05204 Dog Expenses	300
05205 Cat Expenses	500
05206 Ranger Expenses	5,000
05299 Admin Allocated to Animal Control	10,566
	<u>76,366</u>
<u>Emergency Services</u>	
05301 Emergency Services Programs Expenses	1,800
05307 Police Station Costs	2,500
05399 Other Expenses Related to Law Order Safety	7,000
	<u>11,300</u>
<b>05 LAW ORDER &amp; PUBLIC SAFETY</b>	<b><u>178,333</u></b>
<u>Health Expenses</u>	
07700 EHO Contract	17,500
07701 Nurse Expenses	150,000
07799 Admin Allocation - Health	15,848
	<u>183,348</u>
<b>07 HEALTH</b>	<b><u>183,348</u></b>
<u>Welfare &amp; Education</u>	
08201 Menzies School - Donations Paid	9,500
	<u>9,500</u>
<b>08 EDUCATION AND WELFARE</b>	<b><u>9,500</u></b>
<u>Staff Housing</u>	
09101 Maintenance Staff Housing	100,000
09102 Staff Housing Furniture - non capital	8,500
09105 Staff House Costs Allocated to Services	(94,622)
09188 Depn Staff Housing	92,038
	<u>105,916</u>
<u>Other Housing</u>	
09201 Maintenance Non Staff Housing	15,000
09204 Housing Lease Payments	16,000
	<u>31,000</u>
<b>09 TOTAL HOUSING</b>	<b><u>136,916</u></b>
<u>Domestic Refuse</u>	
10100 Domestic Refuse Expenses	21,273
10188 Refuse Collection - Depreciation	9,463
	<u>30,736</u>
<u>Other Sanitation</u>	
10200 Maintenance Tip Site	50,000
10201 Litter & Graffiti Control Expenses	1,000
10204 Purchase Rubbish Bins - Sanitation - Other	2,500
	<u>53,500</u>
<u>Regional Development</u>	
10600 Costs Relating to Town Planning & Regional Development	2,500

SHIRE OF MENZIES  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30TH JUNE 2016

EXPENSES	<u>Annual Budget</u>
<u>Maintenance Streets, Roads, Bridges, Depots</u>	
12102 Contract Grading	200,000
12115 ROMAN II Subscription	7,000
12111 Town Dam Menzies	10,000
12200 Maintenance - Muni Fund Roads - Jobs	550,000
12201 Maintenance - Depot	22,000
12202 Maintenance - Footpaths & Kerbs	40,000
12204 Town Streets Clean Up & Sweeping	25,000
12205 Slashing - Town Streets	10,000
12207 Main Street Development - non capital	15,000
12208 Insulation for Records Sea Container	4,000
12209 Street Lighting	7,200
12210 Street Furniture	10,000
12211 Street Trees Gardens & Watering	10,000
12212 Sundry Tools & Materials	20,000
12213 Maintenance - Sewer Ponds	5,000
12214 Rehabilitation of Gravel & Sand Pit (s)	30,000
12215 WANDRRA Repairs - Floods Storms etc.	2,214,867
12216 Road Repairs Flood & Storm Damage MUNI	4,000
12223 Roadside Furniture and Signage	5,000
12277 Loss on Sale of Asset	50,000
12288 Depreciation Transport	2,626,662
12299 Admin Allocated - Transport	279,989
12640 Menzies Airstrip Maintenance	5,000
	<u>6,150,718</u>
<b>12 TRANSPORT</b>	<u><b>6,150,718</b></u>
<u>Rural Services</u>	
13100 Expenses Realting to Rural Services	<u>50</u>
<u>Tourism &amp; Area Promotion</u>	
13241 Events - Cyclassic	85,000
13242 Events - Menzies Awareness Day	5,000
13243 Events - Holiday Programs	30,000
13244 Events - Community	10,000
13250 Promotional Materials Advertising & Marketing Costs	6,000
13251 Goldfields Network Tourism Expenses	37,500
13252 Golden Quest Vehicle Lease	7,500
13253 Old Butcher Shop Utilities and Insurance	250
13254 Kookyine Info Bay & Townsite	2,050
13255 Kookyine Walk Trail	350
13256 Ularring Tourist Facility	1,800
13257 Lake Ballard	22,800
13258 Niagara Dam	20,500
13259 Goongarrie Cottages	50,000
13260 Tourism Signage	1,000
13261 Lady Shenton Maintenance	15,000
13262 Tourism Advertising	5,000
13288 Depreciation - Tourism and Area Promotion	64,692
13299 Admin Allocated- Tourism and Area Promotion	211,313
	<u>575,755</u>
<u>Building Control</u>	
13300 Building Surveyor Costs	15,000
13310 Other Expenses Relating to Building Control	1,500
13399 Admin Allocation - Building	52,828
	<u>69,328</u>

**SHIRE OF MENZIES**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**EXPENSES**

**Annual Budget**

Administration

14501 Admin Memberships	1,600
14508 Allowances	15,697
14509 Records Mgt Costs	9,352
14510 Admin Salaries & Wages	948,626
14511 Superannuation	101,844
14513 Other Admin Costs	7,985
14514 Admin FBT	21,524
14515 Audit Fees	38,385
14516 Admin Travel Costs	2,345
14518 Admin Uniforms	3,577
14519 Housing Allowance	7,123
14524 Admin Other Employee Costs	435
14525 Leave Accrual	137,020
14526 Workers Compensation Premiums	45,588
14527 Professional Development Study - Administration	12,000
14530 Recruitment Costs	5,000
14532 Recruitment Relocation	10,000
14533 Legal Fees	7,500
14534 Fair Value Valuations & Revaluations	23,000
14535 Accounting Services	115,000
14536 Contractors & Consultants	115,000
14537 Admin Printing & Stationary	33,080
14538 Bank Charges	3,936
14539 Insurance	72,853
14540 Internet	12,947
14541 Utilities	30,993
14542 Phones / Mobiles	16,716
14544 Computing Costs & Support - Administration	85,307
14548 Training Expenses - Administration	2,357
14555 Postage & Freight - General Administration	2,136
14557 Meeting Costs - Administration	1,000
14558 Advertising - Administration	2,500
14559 Newspapers & Periodicals	1,000
14560 Admin Vehicle Expenses	28,500
14561 Office Maintenance	70,000
14562 Staff Housing Expense- Administration	45,000
14573 Purchase Plant & Equip - Administration	10,000
14574 Purchase Furniture & Equipment Administration	10,000
14588 Depn Admin	56,200
14599 Administration Costs Allocated to Other Programs	(2,113,126)
	0

**Capital Acquisitions/ Works 2015 - 2016**

<b>Land &amp; Buildings</b>			
09192	Installation of Solar Panels New Houses	\$50,000	
09193	Installation Landscaping New Houses	\$60,000	
09194	Installation of Sheds for New Houses	\$52,653	
09195	Installation landscaping - Shenton St Units	\$20,000	
09197	CEO House Renewal	\$25,000	
11150	Construction Project Shire Hall Toilets	\$69,567	
11650	Memorial Development Church Hall	\$50,000	
11651	Stone Restoration & Repairs Historic Buildings	\$120,000	
11652	Tea rooms / Butcher Shop	\$2,000	
12120	Depot Extension -Asset Upgrade	\$120,000	
12120	Depot Drainage	\$30,000	
13488	TJTJ Community Hall - lighting	\$10,000	
14575	Solar Power Units - GVROC Project	\$50,000	
14576	Various Electrical Upgrade/ Renewal	\$52,000	
14710	Purchase of land lots for town development	\$20,000	\$731,220
<b>Furniture &amp; Equipment</b>			
04241	New Locking System	\$10,000	
04242	New Phone System	\$10,000	
04243	New Conference Phone	\$10,000	
09198	Dishwashers x 3 staff houses	\$3,000	
09199	4 water tanks for the new staff houses	\$11,500	\$44,500
<b>Infrastructure</b>			
05501	New Pound	\$10,000	
10205	Waste refuse site renewal	\$65,000	
11350	Aunty Nelly Water Reclaim Project	\$120,000	
11351	Play Equip/ Adult Circuit in Park	\$30,000	
11652	Relocation of Winder & Boilers	\$8,000	
13270	Tourism Signage & events Board	\$15,000	
13280	Town Street Trees Planting & Care Program	\$50,000	
13812	Caravan Park Landscaping and Gardening	\$30,000	\$328,000
<b>Plant &amp; Equipment</b>			
12311	Vibrating Roller	\$219,100	
12312	Small Tipper	\$80,800	
12313	Rubbish Truck	\$191,500	
12314	Pedestrian Roller	\$11,500	
12315	Jacking Beams for Hoist	\$29,000	
12310	Thermal Aerosol Fogger	\$4,300	
12306	Mtce. Grader Accommodation	\$90,500	
14577	CEO Vehicle	\$70,000	\$696,700
<b>Road &amp; Path Construction</b>			
12112	Bicycle Paths	\$96,000	
CR0002	Evanstone Menzies Rd CRSF	\$360,009	
CR0013	Menzies NW Rd RRG	\$150,000	
CR0005	Yarri Rd RRG	\$135,000	
CR0004	Evanstone Menzies Rd RRG	\$300,000	
12110	Shire House - Crossover Construction	\$152,012	
CR0012	Connie Sue RdR2R	\$50,000	
CR0001	Menzies NW Rd R2R	\$659,000	
CR0014	Menzies NW Rd BS	\$77,691	
CR0015	Evanstone Menzies Rd BS	\$143,190	
12108	Footpath Construction	\$93,648	
CR0007	Menzies NW Rd MUNI	\$350,000	
CR0009	TJTJ Rd MUNI 14/15	\$60,302	
CR0010	Main Street MUNI	\$203,919	
CR0011	Connie Sue Rd MUNI	\$31,000	
CR0007	Menzies NW Rd MUNI	\$241,000	
CR0016	Kookynie Road MUNI	\$205,033	
CR0003	Kengiston Street MUNI	\$78,425	\$3,386,228
		<u>\$5,186,648</u>	<u>\$5,186,648</u>



**2015/2016 FEES AND CHARGES**

	\$		GST
<b>COMMUNITY RESOURCE CENTRE</b>			
<b>INTERNET USE</b>			
15 Minutes	\$ 3.00		inc GST
30 Minutes	\$ 5.00		inc GST
45 Minutes	\$ 8.00		inc GST
60 Minutes	\$ 10.00		inc GST
8 Hours	\$ 20.00		inc GST
<b>LASER PRINTING</b>			
A4 Black & White	\$ 0.30	per page	inc GST
A3 Black & White	\$ 0.50	per page	inc GST
A4 Colour	\$ 0.40	per page	inc GST
<b>PHOTOCOPYING</b>			
A4 Black & White - single sided	\$ 0.50	per page	inc GST
A4 Black & White - double sided	\$ 0.55	per page	inc GST
A3 Black & White - single sided	\$ 0.65	per page	inc GST
A3 Black & White - double sided	\$ 0.70	per page	inc GST
<b>PHOTO PRINT</b>			
A4 Colour	\$ 2.50	each	inc GST
A5 Colour	\$ 2.00	each	inc GST
<b>FAXES</b>			
Send up to 10 pages	\$ 2.20	per fax	inc GST
International up to 10 pages	\$ 5.00	per fax	inc GST
<b>LAMINATING</b>			
A4	\$ 2.90	each	inc GST
A3	\$ 4.40	each	inc GST
<b>ADVERTISING IN MENZIES MATTERS</b>			
Quarter Page	\$ 5.00	per issue	inc GST
Half Page	\$ 10.00	per issue	inc GST
Whole Page	\$ 20.00	per issue	inc GST
<b>ROOM HIRE</b>			
Meeting Room Rental	\$ 100.00	per day	inc GST
Meeting Room Rental	\$ 50.00	per half day	inc GST
Training Room - up to 6 people	\$ 50.00	per day	inc GST
Training Room - up to 6 people	\$ 25.00	per half day	inc GST

**POLICY IMPLICATIONS:**

Council has no Policies in relation to this matter

**FINANCIAL IMPLICATIONS:**

None

**STRATEGIC IMPLICATIONS:**

14.1.2 Mining Partnership – Road network maintenance and renewal is sustainable now and into the future with equitable funding agreements.

**VOTING REQUIREMENTS:**

Simple Majority Decision required

**OFFICER'S RECOMMENDATION:**

That Council support the proposal by Beacon Minerals Limited to leave the Halley's East Mine Haul Road open, subject to the Shire of Menzies having no maintenance responsibility for the road.

**Moved: Cr Lee**

**Seconded: Cr Mazza**

**COUNCIL DECISION:**

**No: 0830**

**That Council reject the Officer's Recommendation and advise Beacon Minerals that the Shire does not support the proposal to leave the Halley's East Mine haul road open.**

**11:22am**

**CARRIED 6/0**

***Reason for the change was to protect the Shire from an unacceptable level of responsibility.***

**12.4 COMMUNITY DEVELOPMENT BUSINESS**

**Nil**

**CIP Research**

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**From:** Lauren Pick [lauren@botanicaconsulting.com.au]  
**Sent:** Tuesday, 28 April 2015 1:33 PM  
**To:** graham.mcgarra@bigpond.com; admin@cipresearch.com.au  
**Subject:** haul road contact  
**Attachments:** image002.png

Hi Graham

Regarding who to speak to about having the haul road remain in place, in the MP and MCP we stated that discussions would be held with DPaW as they were interested in the Diemals station for conservation.

I spoke to DPaW Kalgoorlie office Regional Manager-Ian Kealley about whether they still had intentions for reserving/purchasing the ex. Diemals pastoral lease however he advised that they have only proposed the area around the Die Hardy Range (see attachment) and that to date this has not been approved. He advised the remaining area of Diemals is Unallocated Crown Land.

He advised that you can discuss with him about the potential for leaving the road open for future use/fire break etc. but as it is not DPaW managed land they may not be interested in it.

Otherwise I would recommend speaking to the Menzies Shire and DMP about the potential to keep the road open for future access for tourism/exploration etc. Seems like such a waste of a good road otherwise.

Sorry I can't be more help with this

Regards

Lauren Pick  
Environmental Consultant  
Botanica Consulting  
Ph: (08) 9093 0024



## 12.5 MANAGEMENT AND POLICY BUSINESS

### 12.5.1 MIINUTES OF GVROC MEETING – 19 JUNE 2015

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM126
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	13 July 2015
<b>AUTHOR:</b>	Mike Fitzgerald, A/Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	Item 12.5.5 Ordinary Council Meeting 21 May 2015

#### **ATTACHMENTS:**

12.5.1 Attachment #1 – Minutes of GVROC Meeting 19 June 2015

#### **SUMMARY:**

For Council to receive the Minutes of the GVROC In Person Meeting held in Kalgoorlie on Friday 19 June 2015 (See 12.5.1 Attachment #1)

#### **BACKGROUND:**

The last meeting of the GVROC Group was held in Kalgoorlie on Friday 19 June 2015.

#### **COMMENT:**

The minutes of the GVROC meeting are tabled for Council's perusal and no implications for Council are evident at this point.

#### **CONSULTATION:**

None

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

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

#### **POLICY IMPLICATIONS:**

Council has no Policies in relation to this matter

#### **FINANCIAL IMPLICATIONS:**

None

#### **STRATEGIC IMPLICATIONS:**

14.3.6 Council and Community Leadership  
Provide leadership and advocacy on behalf of the community

#### **VOTING REQUIREMENTS:**



Ph: (08) 9328 1991  
Fax: (08) 9228 0071  
PO BOX 6456 EAST PERTH WA 6892  
Email: [hwestcott@wsquared.com.au](mailto:hwestcott@wsquared.com.au)

# Council Meeting

Friday 19 June 2015  
In-Person Meeting  
Councillors Conference Room, City of Kalgoorlie-Boulder  
commencing at 9.30am

# MINUTES

# GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC)

An in-person meeting of the GVROC Council to be held Friday 19 June 2015  
commencing at 9.30am

## MINUTES

### 1. DECLARATION OF INTEREST

Pursuant to the Code of Conduct, Councillors and CEOs must declare to the Chairman any potential conflict of interest they may have in a matter before the Goldfields Voluntary Regional Organisation of Councils as soon as they become aware of it. Councillors, CEOs and Deputies may be directly or indirectly associated with some recommendations of the Goldfields Voluntary Regional Organisation of Councils. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

### 2. OPENING AND ANNOUNCEMENTS

In opening the meeting at 9.30am, the Chair welcomed Cr Keith Dunlop, President Shire of Ravensthorpe, and Mr Mike Fitzgerald, A/CEO Shire of Menzies, to their first GVROC Council Meeting.

### 3. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

#### 3.1 Attendance

Mayor Ron Yuryevich (Chair)  
Cr Suzie Williams  
Mr Don Burnett  
Cr Mal Cullen  
Cr Tracey Rathbone  
Mr Paul Webb  
Cr Jacquie Best  
Mr Richard Brookes  
Cr Malcolm Heasman  
Cr Beverley Stewart  
Mr Matthew Scott  
Cr Patrick Hill  
Mr Graham Stanley  
Cr Peter Craig  
Mr Jim Epis  
Cr Greg Dwyer  
Mr Mike Fitz Gerald  
Cr Keith Dunlop  
Mr Ian Fitzgerald  
Cr Ian Goldfinch  
Cr Jim Quadrio

Mayor, City of Kalgoorlie-Boulder  
Councillor, City of Kalgoorlie-Boulder  
CEO, City of Kalgoorlie-Boulder  
President, Shire of Coolgardie  
Deputy President, Shire of Coolgardie  
CEO, Shire of Coolgardie  
President Shire of Dundas  
CEO Shire of Dundas  
President, Shire of Esperance  
Councillor, Shire of Esperance  
CEO, Shire of Esperance  
President, Shire of Laverton  
A/CEO, Shire of Laverton  
President Shire of Leonora  
CEO, Shire of Leonora  
President, Shire of Menzies  
A/CEO, Shire of Menzies  
President, Shire of Ravensthorpe  
CEO, Shire of Ravensthorpe  
Councillor, Shire of Ravensthorpe  
President Shire of Wiluna

*That representatives from Telstra be invited to a meeting of the GVROC Technical Officers Working Group to demonstrate on the communication system "Whispir".*

**CARRIED**

**It was agreed that no further action be taken on this matter,**

#### **9.4 Women's Leadership Program - Women's Leadership Grant**

The City of Kalgoorlie-Boulders advised that GVROC had been unsuccessful in obtaining a grant.

#### **RECOMMENDATION:**

That the GVROC Status Report as presented be received.

**RESOLUTION:**                      **Moved: Cr Quadrio**                      **Seconded: Cr Stewart**

**That the GVROC Status Report as presented be received.**

**CARRIED**

#### **5.3 Matters for Noting (Attachments)**

The following papers are presented for noting:

- Report from Mandi Warry, Manager Goldfields Tourism Network, on the CMCA Rally - Murray Bridge, South Australia - April 2015;
- Minutes from the Goldfields Esperance District Emergency Management Committee Meeting held Tuesday 9 June 2015;
- Goldfields Esperance District Emergency Management Committee Business Plan 2015-2016; and
- WA Contingency Plan for a Major Rail Crash (East of Kalgoorlie) (involving many casualties) December 2009.

#### **RECOMMENDATION:**

That the papers detailed in Item 5.3 be noted.

**RESOLUTION:**                      **Moved: Cr Hill**                      **Seconded: Cr Cullen**

**That the papers detailed in Item 5.3 be noted.**

**CARRIED**

## **6. GVROC FINANCE**

### **6.1 Financial Statements for 31 May 2015 and Accounts for Payment (Attachment)**

**Reporting Officer:**                      Helen Westcott, Executive Officer

**Disclosure of Interest:**                      No interest to disclose

**Date:**    7 June 2015

**Attachments:**                                      GVROC Statement of Financial Position as at 31 May 2015

#### **Background:**

Presenting the unaudited financial statement for the period 1 July 2014 to 31 May 2015 and the accounts for payment for the period 16 April 2015 to 5 June 2015

#### **Financial Statement:**

The Executive Officer provides the following comment:

## **6.2 GVROC 2015/2016 Budget**

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 7 June 2015

**Attachments:** Draft 2015/2016 GVROC Budget

### **Background:**

Presenting the Goldfields Voluntary Regional Organisation of Councils (GVROC) Draft Budget for 2015/2016

The budget also includes allocations relating to the Goldfields Esperance Country Zone and Goldfields Esperance Regional Collaborative Group funds. The draft budget, as presented, is effectively a combined GVROC, Goldfields Esperance Country Zone and Goldfields Esperance Regional Collaborative Group budget.

The GVROC MOU provides that Annual Contributions will be determined by the GVROC Council.

### **Executive Officer Comment:**

The following notes may assist in considering the draft Budget:

1. The annual subscription is proposed to be maintained at the current level of \$11,000 (excl GST) per Member Council as there is currently a surplus in the GVROC accumulation account.
2. During 2013/2014 the GVROC agreed to change the funding level for the support of the Goldfields District Display. The new arrangement was implemented in 2013/2014 and is proposed to be maintained in 2015/2016. The contributions for 2014/2015 were:
  - City of Kalgoorlie-Boulder - \$5,700.00
  - Shire of Coolgardie – \$2,200.00
  - Shire of Dundas - \$2,200.00
  - Shire of Laverton - \$2,200.00
  - Shire of Leonora - \$2,200.00
  - Shire of Menzies - \$2,200.00
  - Shire of Ngaanyatjaraku - \$2,200.00
  - Shire of Wiluna - \$2,200.00

All amounts exclude GST.

As there is an estimated surplus in the restricted funds for this project of only \$1,600 as at the 31 May 2015, the amount required from Member Councils has been increased slightly to take maintain the level of sponsorship at \$24,000 and to also retain a small surplus.

On this basis, the amount per contributing Member Council would be as follows:

- City of Kalgoorlie-Boulder - \$6,500
- Shire of Coolgardie – \$2,500.00
- Shire of Dundas - \$2,500.00
- Shire of Laverton - \$2,500.00
- Shire of Leonora - \$2,500.00
- Shire of Menzies - \$2,500.00
- Shire of Ngaanyatjaraku - \$2,500.00
- Shire of Wiluna - \$2,500.00

All amounts exclude GST.

3. a contribution of \$2,500 (excl GST) from each Member Council be set for GVROC general projects.

CARRIED

## 7. GOLDFIELDS RECORDS STORAGE FACILITY - FINANCE AND OTHER MATTERS

### 7.1 Financial Statement for the Period ending 31 May 2015 (Attachment)

**Reporting Officer:** Don Burnett, CEO City of Kalgoorlie-Boulder  
Yvette Hargreaves, Manager Goldfields Records Storage Facility  
Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 11 June 2015

**Attachments:** Unaudited financial statement for the period ending 31 May 2015

**Executive Officer Comment:**  
Nil

**Consultation:** Nil

**Voting Requirement:** Simple majority

#### RECOMMENDATION:

That the Statement of Financial Position for the period ending 31 May 2015, as attached, be received.

**RESOLUTION:** Moved: Cr Craig Seconded: Cr Hill

1. That the Statement of Financial Position for the period ending 31 May 2015, as attached, be received.
2. That the progress report on the operations of the Goldfields Records Storage Facility for the period ending 31 May 2015 be noted.

CARRIED

### 7.2 Progress Report for Goldfields Records Storage Facility for the Period Ending 31 December 2014

**Reporting Officer:** Don Burnett, CEO City of Kalgoorlie-Boulder  
Yvette Hargreaves, Manager Goldfields Records Storage Facility  
Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 11 June 2015

**Attachments:** Monthly Income Chart April-May 2015

#### Background:

A progress report on the Goldfields Records Storage's (GRS) operations for April and May 2105 has been provided by Ms Yvette Hargreaves, the Facility's Manager. Points to note include:

- GRS now have 2865 boxes in storage and 70 Clients. Since the last report to GVROC GRS has 4 new clients. All clients utilise the GRS' destruction service. One client makes use of its storage facility.
- This quarter the GRS destroyed nil boxes, 33 bins and took in 5 new boxes for storage.

Noted

## **9. GVROC BUSINESS**

### **9.1 Country Local Government Fund – 2012/2013 Regional Group Projects Applications – GVROC Solar PV Project and the GVROC LED Streetlight Project**

**Reporting Officer:** Don Burnett, CEO City of Kalgoorlie-Boulder  
Ryan Wilson Sustainability Officer, City of Kalgoorlie-Boulder  
Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 5 June 2015

**Attachments:** Update on projects provided by Ryan Wilson Sustainability Officer, City of Kalgoorlie-Boulder

**Background:**

Work around GVROC's renewable energy and energy efficient projects has going.

A copy of the latest progress report on the projects from the City of Kalgoorlie-Boulder's Sustainability Officer, forms an attachment to the meeting agenda.

**Executive Officer Comment:**

No further comment required.

**Consultation:** Nil

**Voting Requirement:** Simple majority

**RECOMMENDATION:**

That the update on the GVROC regional energy projects be received.

**RESOLUTION:** Moved: Cr Dwyer                      Seconded: Cr Best

That the update on the GVROC regional energy projects be received.

**CARRIED**

### **9.2 Development of a Nuclear Waste Disposal Site within the Goldfields Esperance Region**

**Reporting Officer:** Andrea Nunan, Shire of Wiluna  
Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 14 May 2015

**Attachments:** Nil

**Background:**

At the GVROC Council Meeting held in Kalgoorlie on Monday 4 May the Shire of Wiluna requested that the matter of the development of a nuclear waste dump site within the region be listed for discussion at the GVROC Council Meeting to be held Friday 19 June 2015.

- Describe the leadership and innovation skills and how they benefit the community
- How and who in the community has benefited from the leadership contribution and achievements
- Impact and outcomes of the contribution
- Support and funding
- Degree of difficulty and how barriers may have been overcome
- Hours contributed (paid and/or unpaid)
- Profile of projects or work undertaken/achieved
- How has the contribution increased state pride/development
- Creativity, innovation and entrepreneurial skills
- Sustainability of the leadership work, project or contribution
- 100 word summary of achievements for media, judging and promotional material including for use on the Awards night

The Prime Super Community Group of the Year Award provides recognition for groups and organisations that make a significant contribution to their community, creating community spirit, pride and bringing residents together.

The award website notes that "... these community groups and organisations show a strong bond in uniting the township or city, sharing a common purpose in strengthening the social fabric of their community. This award will also reward strategic development and initiatives for the care of seniors, volunteers, children and families."

Applications for this award must according to the awards website must:

- Describe the community group's/organisation's initiatives/development
- How long have the community development programs been in operation
- Short and long term community objectives
- How many residents are involved
- Source of funding (if applicable)
- Barriers or difficulties and how they have been overcome
- Hours contributed (paid and/or unpaid)
- Impact of the project/s - demonstrated benefits to the community
- Examples of planning and management
- 100 word summary of achievements for media, judging and promotional material including for use on the Awards night

That GVROC submit an application for recognition of the work it has undertaken across the region in the 2015 Regional Achievement and Community Awards.

Nominations opened on Tuesday 19 May 2015 and close on Friday 7 August 2015

**Executive Officer Comment:**

No further comment required.

**Consultation:** Nil

**Voting Requirement:** Simple majority

**RECOMMENDATION:**

That GVROC submit an application for recognition of the work it has undertaken across the region in the 2015 Regional Achievement and Community Awards.

**RESOLUTION:** Moved: Cr Best Seconded: Cr Cullen

**That GVROC submit an application for recognition of the work it has undertaken across the region in the 2015 Regional Achievement and Community Awards, submitting applications for both the Horizon Power Leadership and Innovation Award and the Prime Super Community Group of the Year Award.**

The Shire of Coolgardie believes that GVROC should consider supporting a trial at a location within the GVROC region.

**Executive Officer Comment:**

The CEO Shire of Coolgardie will provide further information on this matter.

The Shire is seeking other Member Councils support for developing innovative solutions to the wild dog problem across the GVROC region.

**Consultation:** Nil

**Voting Requirement:** Simple majority

The matter is presented for consideration by Member Councils.

**RESOLUTION:** Moved: Cr Cullen Seconded: Cr Goldfinch

**That an invitation be extended to Hon Liz Behjat MLC, Chair Standing Committee on Public Administration, to meet with GVROC at its August Meeting to discuss the Committee's report into recreational hunting in Western Australia.**

**CARRIED**

**RESOLUTION:** Moved: Cr Goldfinch Seconded: Cr Hill

1. That GVROC call on the State Government to establish a management authority, funded through Royalties for Regions, to oversee the control and management of feral animals and declared plants outside the agricultural regions thereby preventing them from becoming established within the agricultural regions.
2. Request that WALGA look to establishing a policy forum to investigate the problems being faced by local governments across the State with respect to the management and control feral animals and declared plants.

**CARRIED**

The meeting adjourned for morning tea at 10.58am

The meeting resumed at 11.08am

**9.5 dTIMS Hosting and Support by Talis Consulting for the Goldfields Regional Road Group**

**Reporting Officer:** Don Burnett, CEO City of Kalgoorlie-Boulder  
Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 4 June 2015

**Attachments:** dTIMS Hosting and Support. A scope and costing for the provision of a service for dTIMS implementation, hosting supports and knowledge sharing by Talis Consulting solutions for the Goldfields Regional Road Group.

**Background:**

As Member Councils are aware the issue of reductions in regional road group funding has been an issue under discussion over the past little while.

At a Technical Session of the Goldfields Regional Road Group (GRRG) held in May this year a proposal prepared by Talis Consulting to offer support to the GRRG through the provision of a tool that will assist in calculating the best distribution and use of available funds for road maintenance and

The objectives of the Local Government Permit Review Project are:

- Improved coordination and oversight of planned fire activities, at the local government level;
- Increased understanding of roles and responsibilities in regard to permits and planned fire activities;
- Reduced potential for planned burns to escape and cause significant damage;
- Greater consistency in permit issuing practices; and
- Influence the review of related DFES publications to ensure they reflect best practice and incorporate the outputs of the project.

**Executive Officer Comment:**

The Executive Officer believes that a presentation to the GVROC Technical Officers Working Group would have value.

**Consultation:** Nil

**Voting Requirement:** Simple majority

**RECOMMENDATION:**

That GVROC extend an invitation to the Office of Bushfire Risk Management to meet with the GVROC Technical Officers Working Group to discuss its project in regard to the review of the Permit to Burn process.

**RESOLUTION:** Moved: Cr Hill Seconded: Mr Fitzgerald

That GVROC extend an invitation to the Office of Bushfire Risk Management to meet with the GVROC Technical Officers Working Group to discuss its project in regard to the review of the Permit to Burn process.

**CARRIED**

<b>10. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS</b>
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*Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council*

<b>10.1 State Councillor / Goldfields Esperance Zone President's Report</b>
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Mayor Ron Yuryevich, AM RFD

**Mayor Yuryevich provided a verbal report to Member Councils.**

**Issues highlighted in his report included:**

- The recent ALGA Conference – Deputy Prime Minister and Minister for Infrastructure and Regional Development, Hon Warren Truss MP, highlighted changes for Round Two of the National Stronger Regions Fund;  
The Mayor highlighted that very few applications from Western Australia met with success. The project awarded the largest amount of funding, with over \$6M given, was the City of Belmont's Belmont Business Park Transport Infrastructure Project. He did not believe that this was appropriate given the funding was for regional development. As such the Mayor believes that GVROC should write to the Minister expressing disappointment at the way in which funds were being distributed; and
- Elections for the new WALGA President will be conducted at the next WALGA State Council Meeting. Three State Councillors have nominated – Cr Lyn Craigie (currently WALGA State Council Deputy President), Cr Karen Chappel and Mayor Henry Zelones. The next meeting of the WALGA State Council is on Wednesday 1 July 2015.

**Background:**

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The Zone is able to provide comment or submit an alternate recommendation that is then presented to the State Council for consideration.

**5.1 Cycling on Footpaths Discussion Paper (05-009-02-0010 MS)**

**WALGA Recommendation**

That State Council resolves:

1. To support the amendment of regulation 216(1) of the *Road Traffic Code 2000* to allow cyclists of all ages ride bicycles on footpaths subject to the implementation of an appropriate speed limit for cyclists riding on footpaths.
2. Any change to regulation 216 (1) of the *Road Traffic Code 2000* is accompanied by a comprehensive public education campaign.
3. The Association to investigate the provision of local laws to exclude cyclists from riding on footpaths in specified areas, at the discretion of a Local Government.
4. The Association advises the Office of Road Safety and Department of Transport in writing of key matters highlighted by the Local Government sector to be considered should the proposed amendment to the *Road Traffic Code 2000* proceed.

**ZONE COMMENT:**

GVROC support the WALGA Recommendation.

**5.2 Interim Submission on the Review of Safe and Sustainable Cycling for Perth (05-005-03-0006 MM)**

**WALGA Recommendation**

That State Council endorse the interim submission to the Office of the Auditor General on the Review of Safe and Sustainable Cycling for Perth.

**ZONE COMMENT:**

GVROC support the WALGA Recommendation.

**5.3 Feedback – Department of Transport's 2015 Draft Coastal Adaptation and Protection Policy for WA (05-028-03-0015 VJ)**

**WALGA Recommendation**

That the feedback provided to the Department of Transport on its draft 2015 Draft Coastal Adaptation and Protection Policy for WA be endorsed.

**ZONE COMMENT:**

GVROC support the WALGA Recommendation.

**5.4 Interim submission to the Senate Inquiry into Regional Capitals (05-055-03-0002 PS)**

**WALGA Recommendation**

That the Association's interim submission in response to the Senate Inquiry into Regional Capitals be endorsed.

- 6.8 **Presentation to Parliamentary Committee – Planning and Development (Development Assessment Panels) Regulations 2011 (05-047-01-0016 VJ)**
- 6.9 **Senate Economics Reference Committee Report: Out of reach? The Australian housing affordability challenge (05-036-03-0020 CG)**
- 6.10 **Report on Local Government Road Assets and Expenditure 2013/14 (06-007-03-0016 MB)**
- 6.11 **User Guide for Calculating the Cost of Road Wear on Sealed Local Roads (05-006-03-0008 MB)**
- 6.12 **State Budget Outcomes (05-088-03-0001 PS)**

#### **10.6 Review of WALGA State Council Agenda - Organisational Reports**

##### **7.1 Key Activity Reports**

- 7.1.1 **Report on Key Activities, Environment and Waste Unit (01-006-03-0017 MJB)**
- 7.1.2 **Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)**
- 7.1.3 **Report on Key Activities, Infrastructure (05-001-02-0003 ID)**
- 7.1.4 **Report on Key Activities, Planning and Community Development (01-006-03-0014 AH)**

#### **10.7 Review of WALGA State Council Agenda - Policy Forum Reports**

##### **7.2 Policy Forum Reports**

- 7.2.1 **Mining Community Policy Forum**
- 7.2.2 **Container Deposit Legislation Policy Forum**
- 7.2.3 **Metropolitan Mayors Policy Forum**
- 7.2.4 **Waste Avoidance and Resource Recovery Act (2007) Review Policy Forum**
- 7.2.5 **Freight Policy Forum**

#### **RECOMMENDATION:**

That the Goldfields Voluntary Regional Organisation of Councils notes the following reports, either provided separately or as contained in the WALGA State Council Agenda:

- State Councillor Report;
- WALGA Status Report;
- WALGA President's Report;
- Matters for noting/information;
- Organisational reports; and
- Policy Forum reports.

**RESOLUTION:**

**Moved: Mr Epis**

**Seconded: Cr Best**

## 12.5 MANAGEMENT AND POLICY BUSINESS

### 12.5.2 REVIEW OF CORPORATE BUSINESS PLAN

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, Thursday 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM398
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	14 July 2015
<b>AUTHOR:</b>	Karen Oborn, Deputy Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>SENIOR OFFICER:</b>	Mike Fitzgerald, A/Chief Executive Officer
<b>SIGNATURE OF SENIOR OFFICER:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	None

#### ATTACHMENTS:

12.5.2 Attachment #1 Updated Corporate Business Plan 2014-2018

#### SUMMARY:

The Local Government Act requires Council to plan for the future, and has mandated that a corporate business plan must be prepared and adopted by Council prior to 30 June 2013 and then reviewed every year. An updated Corporate Business Plan for 2014-2018 is presented for consideration as required.

#### COMMENT:

The Corporate Business Plan (CBP) is part of the Integrated Planning Framework now required by the Department of Local Government. Its origin is with the Strategic Community Plan (SCP) which outlines the aspirations of the community as identified and accepted by Council for development.

The CBP then builds on the SCP:

- with information from the Workforce Plan, about how the community's wishes can be achieved;
- the Asset Management Plan (AMP) provides guidance on what plant, buildings, road, recreation facilities etc the Shire has, can afford to maintain and needs to invest in. The AMP links very closely to the Long Term Financial Plan (LTFP);
- The LTFP is the collected estimates of what operations and development is expected to cost. It is not a Budget, but rather a broad brush document providing a look into the future.

The Corporate Business Plan must be reviewed every year, and the document has been structured to make this as straightforward as possible, with the details of actions and what is expected to be achieved being listed in Section 8 using the same headings as for the Strategic Community Plan. The CBP must also be reported on in the Shire's Annual Report. The tables in Section 8 have been developed to enable simple extraction from the CBP, and insertion of comments. The document should not be treated as being set and unchangeable. It is intended to guide the development of the Budget each year, not to dictate to it.

**Moved: Cr Lee**

**Seconded: Cr J Dwyer**

**OFFICER'S RECOMMENDATION & COUNCIL DECISION:**

**No: 0831**

**That the revised Corporate Business Plan for 2014-2018 be adopted.**

**11:30am**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

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- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

*From the Administration Regulations –*

**19BA. Terms used**

*In this Part –*

**corporate business plan** means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;

**strategic community plan** means a plan made under regulation 19C that, together with a corporate business plan, forms a plan for the future of a district made in accordance with section 5.56.

**19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to –
- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

**19DA. Planning for the future: corporate business plans — s. 5.56**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to –
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

## 3 Operations

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### 3.1 Categories of Services

Operations within the local government can be categorised into internal and external services as well as project services, as identified below –

- **Internal resources for business-as-usual** – support services within the local government that ensure the effective running of day-to-day business activities and allow core service delivery to happen (e.g. HR, finance, payroll, program / contract management); and
- **External services for business-as-usual** – this is comprised of core service delivery to the community, included those required by government legislation (e.g. events, parks and gardens, bin collection, road and path maintenance);
- **Project services for one-off or specific projects** – the delivery of projects as required to meet the Strategic Community Plan objectives. On completion, these projects will become incorporated into the business-as-usual service delivery.

The external and project services shape the organisational structure of the Shire, its workforce and the associated assets that will be required. These then drive the internal resources that are provided in order to support these and define the staff required.

### 3.2 Service Levels

Service levels are the defined service quality for a particular activity (i.e. roads) or service area (i.e. street lighting) against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.

Service levels are based on the community's expectations of what and how often a service is delivered, and reflect both the community's ideal state balanced with the realistic constraints on the Shire.

To ensure the effective and efficient allocation of resources (labour, assets and financial capacity) across day-to-day operations as well as delivery of strategic priorities identified in the SCP, the service levels and frequencies desired by the community have been outlined below.

### 3.3 Service Frequency

As outlined in the Workforce Plan, there are several frequencies determined by the community for how often a service occurs –

- As needed
- Daily
- Weekly
- Fortnightly
- Monthly
- Quarterly
- Yearly

### 3.4 Service Delivery

The Shire must provide a range of services and it actively seeks out the most cost effective and efficient manner to do this. Some services are provided through employed staff, however where savings, efficiencies or improved quality outcomes are possible, service delivery may be outsourced. Outsourcing is often necessary due to the difficulty of finding and retaining qualified staff or the cost of operating specialised plant and equipment. In these situations services are being maintained or improved for the benefit of local communities in a manner that is sustainable in the medium to longer term.

There are several options for service delivery in terms of how the service is delivered and by whom –

- **Fully Outsourced** – work is fully undertaken by an external contractor
- **Partially Outsourced** – work is partially undertaken by an external contractor

Function	Frequency Daily Weekly Fortnightly Monthly Yearly As needed	Business As Usual FTE		Projects / Once Off		Service Delivery	Charging
		Internal	External	Internal	External	Full Partial Shire Volunteer	Full Partial Subsidised General
		permanent or casual		to extent of own resources			
Finance – debtors, creditors etc	D	.4	.1			P	G
Finance – management functions etc.	D	.3	.2			P	G
Footpaths / kerbing – Construction	A			✓	✓	F	G
Footpaths/ kerbing – Maintenance	A	.2	✓			S	G
General administration	D	1.2				S	G
Governance	D	1				S	G
Health and food inspections	A	✓				P	G
Human resource management	D	.1			✓	P	G
Infringements / Fines Registry	A	✓			✓	P	G
Insurance portfolio and renewal	Y	✓	✓			P	G
IT systems	D	.1	✓		✓	P	G
Leases	A	✓			✓	S	P
Library	D		.2			S	S,G
Media releases	A	✓				S	G
Natural resource management	A	✓				S	S
Noise and pollution control	A	✓				P	G
Parks, gardens and reserves	D	1				S	G
Payroll	D	.3	.1			P	G
Private works	A	✓				S	F
Public buildings for hire – management	W	✓				S	F
Rates	D	.4	.1			P	F
Records management	D	.2				P	F
Recreation facilities	D	✓				S	G
Refuse collection – household, business, street	W	.2				S	F
Refuse disposal site – maintenance	W	✓				S	G
Remote site ranger services	D	.5				S	G
Road construction	D	3	✓	✓	✓	P	S,G
Road maintenance	D	3	✓		✓	P	S,G
School trophies and prizes	Y			✓		S	G
Statutory planning control	F	✓	✓		✓	P	G
Stormwater and drainage	A	✓			✓	S	G
Street lighting	D		✓			F	S,G
Street tree planting	A	✓				S	G
Street tree pruning	A	✓	✓			S	G
Tourism	D		✓			P	P,S,G
Townsite gardens	D	3				S	G
Traffic control devices	D	Daily				S	G

## **4 Workforce Plan**

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### **4.1 Outline**

As identified in the Workforce Plan, the Shire of Menzies has a full time equivalent staff of approximately 16. As indicated in the organisational chart, a range of external contractors provide Regulatory, Environmental Health and Building Services and other specialised services.

The organisational structure is funded as operational expenditure in Council's four year budget. Provision is made annually for training and development of staff, to ensure that employees are well equipped for their position, new skills and knowledge are accessed and the highest possible standards of occupational safety are available.

There are no specific gaps identified in the Workforce Plan. The workforce is structured to meet the business as usual requirements of the Shire, both operational and know recurrent capital projects such as road construction.

Gaps in Council's organisational requirements occur only where –

- a) a vacancy arises and is unable to be fulfilled –
  - recruitment effort continues until a replacement is employed
- b) new requirements are placed on the Shire –
  - attempt to incorporate the requirements into an existing position
  - recruit a person to undertake the task
  - engage and external consultant/contractor
- c) a new opportunity is identified and is pursued –
  - recruit a person to undertake the task
  - engage and external consultant/contractor
- d) one-off projects such as construction of a building –
  - engage and external consultant/contractor
- e) specialist skills are required –
- f) engage and external consultant/contractor

Two opportunities were identified in the Workforce Plan –

1. Youth Development Officer
  - to work with the youth living in the town of Menzies
  - subject to adequate funding for State or Commonwealth government
2. Building Maintenance Officer
  - To assist in the maintenance of numerous buildings and structures for which the Shire is responsible

One issue that inhibits both opportunities is the lack of quality housing controlled by the Shire. This is being addressed with plans to construct new housing.

### **4.2 Workforce Summary**

The Shire is adequately staffed when all positions are occupied to cope with day-to-day operations and recurrent projects.

One off projects, whether administrative, roads, buildings or other infrastructure, require external assistance, as will the increasing burden of detailed compliance requirements.

Due to the accelerated growth of compliance and administrative tasks imposed on local government generally, increase in consultancy costs will be substantial. Consultants will be required due to –

- High staff turnover rate – means continuity of corporate knowledge cannot be achieved internally,
- our small size – results in employment of staff for these tasks not being economic,
- pressure of business as usual – requires that the expectations of the community are addressed ahead of compliance.

## **5 Asset Management Framework**

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### **5.1 The Need for Asset Management**

Asset management is about ensuring that the local government has the necessary plans in place to ensure that funds and resources are on hand at the optimum time to repair or replace the building roof before it starts to leak and threaten the ongoing delivery of the service.

The Shire has care, control and responsibility of a large network of differing assets which supports existing and new service delivery and creates significant demand to renew / refurbish / replace them with finite resources. The management of these assets and the balance of available resources is a complex issue.

An Asset Management Framework has been prepared setting out how to implement and improve asset management practices and processes. The key objective being asset management plans which link to the long-term financial plan and set out what resources we intend to allocate in the coming years.

The Asset Management Framework requires significant improvement in the first few years, is part of the overall asset management approach. A range of matters need to be addressed, and as disclosed in the Asset Management Plan, specific actions are required.

In particular, Menzies intends to work with other Councils in the region for asset management process and plans as the preferred option. If this is unavailable, an appropriate consultant will be engaged to address the matters identified. Provision will be made within each Budget, firstly for the increased development of the Asset Management Framework, systems, process and collection of data etc, and then to maintain the overall requirements into the future.

### **5.2 Asset Management Approach**

Asset Management is the task of managing our non-current assets for the lowest lifecycle cost. It is a multi-discipline task combining the key activities of –

- Management;
- Finance;
- Economics; and
- Engineering.

Not all of our property or plant will be considered an Asset. The endorsed Council policy establishes a financial value and/or a minimum useful life that defines what is treated as an Asset. By excluding small value items, the Council ensures that investment and resources on maintenance and renewal are focused in the most efficient and effective way.

We have care, control and responsibility of a diverse and extensive portfolio of infrastructure assets which are used to deliver our services to the community. Assets have been accumulated over a number of years and have been either purchased, constructed or gifted from other tiers of government, private developers or the community.

Assets are often built in waves that align with economic need or prosperity (e.g. post war construction, mining boom, and economic stimulus). Often infrastructure assets are provided by means other than our own source funding e.g. via State or Federal Government grants rather than rates. All these various assets requiring maintenance, refurbishment and renewal that means if we want our services to continue using the relevant assets we need to plan for and ensure suitable expenditure at the correct time.

The most cost effective way to do this is to maintain or renew the asset at the optimum time. Renewing the asset too early wastes life in the asset, renewing the asset too late increases risk and consequently cost. The challenge for us as a local government is to pick the optimum time and ensure that we have the cash and resources on hand to fund the maintenance and renewal at whatever the optimum time is.

A problem that we face is that often the same source of funding that provided the asset does not supply ongoing revenue to maintain the asset and is no longer available to replace the asset when the optimum time arrives. It can also be a significant challenge for most local governments to pick the optimum time

## **6 Long Term Financial Plan**

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### **6.1 Purpose of the LTFP**

The Long Term Financial Plan details our costs to deliver the Corporate Business Plan (CBP). It projects financial information beyond the four years of the CBP to cover operations for ten years as a means of capturing the likely financial position over the forward years to give us an indication of our sustainability.

The LTFP is a core component of the IPR framework for local government. The LTFP allows for analysis of financial trends over a ten year period on a range of assumptions and provides us with information to assess resourcing requirements to achieve long term community objectives in a financially sustainable manner.

In developing the LTFP a number of objectives could be realised –

- Critically review the cost of current service levels and ensure this is within likely future financial capacity;
- Ensure we have the capacity to provide services as a result of community growth or changing demographics;
- Maintain a strong cash position;
- Ensure that we remain financially sustainable in the long-term, with reserve capacity to respond to unexpected opportunities or unpredictable events such as natural disasters;
- Achieve ongoing operating surpluses (excluding non-operational items such as granted assets and capital income - underlying surplus);
- Maintain debt levels at manageable levels;
- Strategically pursue grant funding opportunities;
- Plan rate increases to provide for service delivery that meets reasonable community needs; and
- Ensure that critical infrastructure asset renewal is adequately funded.

The LTFP covers a ten year period and is necessarily underpinned by a number of assumptions. It is therefore an overview of reasonable estimates only. A broad review of operations annually is necessary, that will result in changes to the Corporate Business Plan and will require regular updates to our LTFP.

As the Long term Financial Plan (LTFP) is constantly changing and evolving this is kept as a separate tool to ensure it is always up to date and can give us the most relevant financial information.

The LTFP supports the delivery of our whole Local Government and will ensure we plan delivery and financial solutions based on community need rather than traditional bottom up approaches.

### **6.2 LTFP Accuracy and Reliability**

Care must be taken not to give the estimates in the LTFP undue weight. There are a great many variables that cannot be estimated accurately, and the presumed reliability deteriorates rapidly.

It must be stressed that it is a plan, and while the figures included are best estimates, it is impossible to provide an accurate forecast beyond a year or two due to –

- changing economics,
- political realities,
- funding from State and Commonwealth governments
- changing community expectations or requirements etc

## **8 Community Priorities into the future**

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### **Defining influences**

The defining influences identified in the Strategic Community Plan are –

#### **1. Local economy**

We envisage –

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

#### **2. Community**

We envisage –

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

#### **3. Civic Leadership**

We envisage –

- Sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Engagement with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Participation in regional activities to the benefit of our community.

#### **4. Heritage**

We envisage –

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

### **8.1 Measurement**

Development and completion of performance measures can be awkward, absorb a lot of time in accessing a range of data for reporting, and if convoluted, can then be inconsistent year to year. Measurement need to be as simple as possible to respond to, and importantly, must be replicable.

Accordingly the following principles have been applied to the performance measure proposed –

- if the Shire is going to be measured and held accountable for the actions, then the performance measures have to be within the ability of the Shire to control, or at least influence at a minimum.
  - o eg: it is outside the Shire's ability to control population growth, so the measure is inaccurate, misleading and unfair. The Shire can participate in actions to try to retain population, and it may be appropriate that these be measured, but it is not up to the Shire whether the population grows or declines.

**8.1 Local economy**

Outcomes	Priority / Objective – What will we do?	Task / Measurement – How will we know when we've got there?	Priority	Budget	Responsible Person	Financial year ending 30 June			
						2015	2016	2017	2018
1.1 Land development	Adequate land for commercial, industrial and residential purposes	<p>a) Lots are available for purchase</p> <p>b) Town planning scheme includes provision of at least 10 residential lots, 2 light industrial lots and a heavy industrial park</p>	High	Operational	CEO	•	•		
1.2 Mining partnerships	Working in partnership with the local mining industry to formalise service levels and funding arrangements to deliver mutual benefits	<p>a) Road network maintenance and renewal is sustainable now (as per Asset Management Plan) and into the future (as per known mining development) with equitable funding agreements</p> <p>b) A consistent framework is in place for –</p> <ul style="list-style-type: none"> <li>- Development contributions</li> <li>- Community benefit contributions</li> </ul>	High	Operational	CEO Consultant	•	•	•	•
1.3 Reliable utilities	Ensure reliable access to power and water with the capacity for future demand	<p>All privately owned land in the Menzies townsite –</p> <ul style="list-style-type: none"> <li>- Outside the Dept Mines and Petroleum buffer zones and</li> <li>- West of the railway line, and</li> <li>- Within 200m of Kensington Street</li> </ul> <p>have a Horizon Power service and Water Corporation service available at the property boundary</p>	High	Operational	CEO	•	•	•	•
1.4 Safe and useable road network	All seasons access to major roads	<p>a) Menzies-Evanston and Sandstone Roads are trafficable at all times of the year</p> <p>b) The road safety management or action plan using the safe system approach is current</p>	Medium	Operational	MWS	•	•	•	•
1.5 Commercial and industrial growth	Facilitate Commercial and Service Industry Growth	The Shire's Local Purchasing Policy is current.	High	Operational	CEO	•	•	•	•
1.6 Increase visitors	Support Menzies as a regional place to visit	<p>a) The Shire remains a member of the Goldfields Tourism Network Association.</p> <p>b) Support of the local visitor centre has been maintained or increased, subject to revenue generated</p> <p>c) The Shire's budget to build tourism capability through events, arts, history, walkways, and cultural experiences has been maintained or increased.</p>	Medium	Operational	DCEO	•	•	•	•
			Low	Operational	CEO **MAC	•	•	•	•

**8.3 Civic Leadership**

Outcomes	Priority / Objective – What will we do?	Task / Measurement – How will we know when we've got there?	Priority	Budget	Responsible Person	Financial year ending 30 June			
						2015	2016	2017	2018
3.1 Sustainability	Improve the sustainability of the Shire of Menzies	Integrated Planning and Reporting Framework has been implemented for the sustainable provision of services	High	100,000	CEO DCEO Consultant	●	●	●	●
3.2 Regional Records Facility	Records & archive storage compliant with State Records Office requirements	The Shire is a participant in the Regional Records Facility	Medium	TBA (GEVROC)	CEO	●	●	●	●
3.3 Reliable emergency services	Support local Bushfire Brigades and St Johns Ambulance Sub-Centre	Establishment and operation of Local Emergency Management Committee	High	Operational	CEO	●	●	●	●
3.4 Sustainable Shire workforce	Develop workforce capability, retain and attract the right people	Future skills and development, retention and attraction strategies of Shire staff have been identified.	High	Operational	CEO	●	●	●	●
3.5 Sustainable resource management	Ensure resources are managed effectively	a) The Long Term Financial Plan to support the yearly budgeting decisions is current.	High	Operational	DCEO Consultant	●	●	●	●
		a) Asset Management plans are current, and have been implemented and integrated with financial systems . .	High	50,000	Consultant	●	●	●	●
3.6 Council and community leadership	Provide leadership on behalf of the community	a) Partnerships and relationships to enhance community services and infrastructure have been developed.	Medium	Operational	CEO	●	●	●	●
		b) The Menzies Nursing Post has a full time resident nurse.	Medium	Operational	CEO	●	●	●	●

## 9 History Summary

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	Meeting Date	Purpose	Sections
1	June 2013	Adopted	All
2	June 2014	Review	Amendments made to Section 8 to reflect amendments made to Strategic Community Plan in March 2014
2	July 2015	Review	Amendments made to Section 8 to reflect amendments made to Strategic Community Plan in July 2015

Adoption of the Strategic Community Plan must be *by absolute majority*. Local public notice of its adoption is not required.

**CONSULTATION:**

Shire of Menzies Management staff

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to –
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

**\*Absolute majority required.**

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

**POLICY IMPLICATIONS:**

None

**FINANCIAL IMPLICATIONS:**

None

**STRATEGIC IMPLICATIONS:**

The end result of all other integrated planning requirements and the step immediately prior to preparation of the annual budget.



# Shire of Menzies



## Strategic Community Plan

July 2013 – June 2023

Desktop Review Undertaken  
July 2015

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Lake Ballard Menzies 2013



Department of Local Government  
 Department of Regional Development and Lands



The Shire of Menzies wishes to acknowledge funding provided by the Department of Local Government and Department of Regional Development and Lands through Royalties for Regions to support this project.

## 1. OUR ECONOMY

In the Shire of Menzies's economy, based on Census 2006 data, the most common responses for occupation for employed persons usually in residing in Menzies were;

- Labourers 29.7%,
- Managers 20.9%,
- Community and Personal Service Workers 13.2%,
- Clerical and Administrative Workers 12.1% and
- Professionals 8.8%.



**Menzies 2013**

The most significant industries for the working population are;

- local government 24.2% (versus the national average of only 1.4%)
- sheep, beef, cattle and grain farming (13.2%),
- school education (11%),
- hospitals (8.8%) and
- retail (5.5%).

Two highly significant circumstances are apparent;

1. The absolutely critical value of local government to the community for employment, and
2. The near complete absence of mining opportunities for residents at this time.

### 3. OUR ENVIRONMENT

The natural environment needs to be valued and sustained to ensure viability of pastoral industry and protection of an often fragile ecosphere during development. This includes control of pest plants and feral animals.

In addition to the natural environment there is the built environment of our surroundings and the heritage value these represent to the community.



**Menzies 2013**

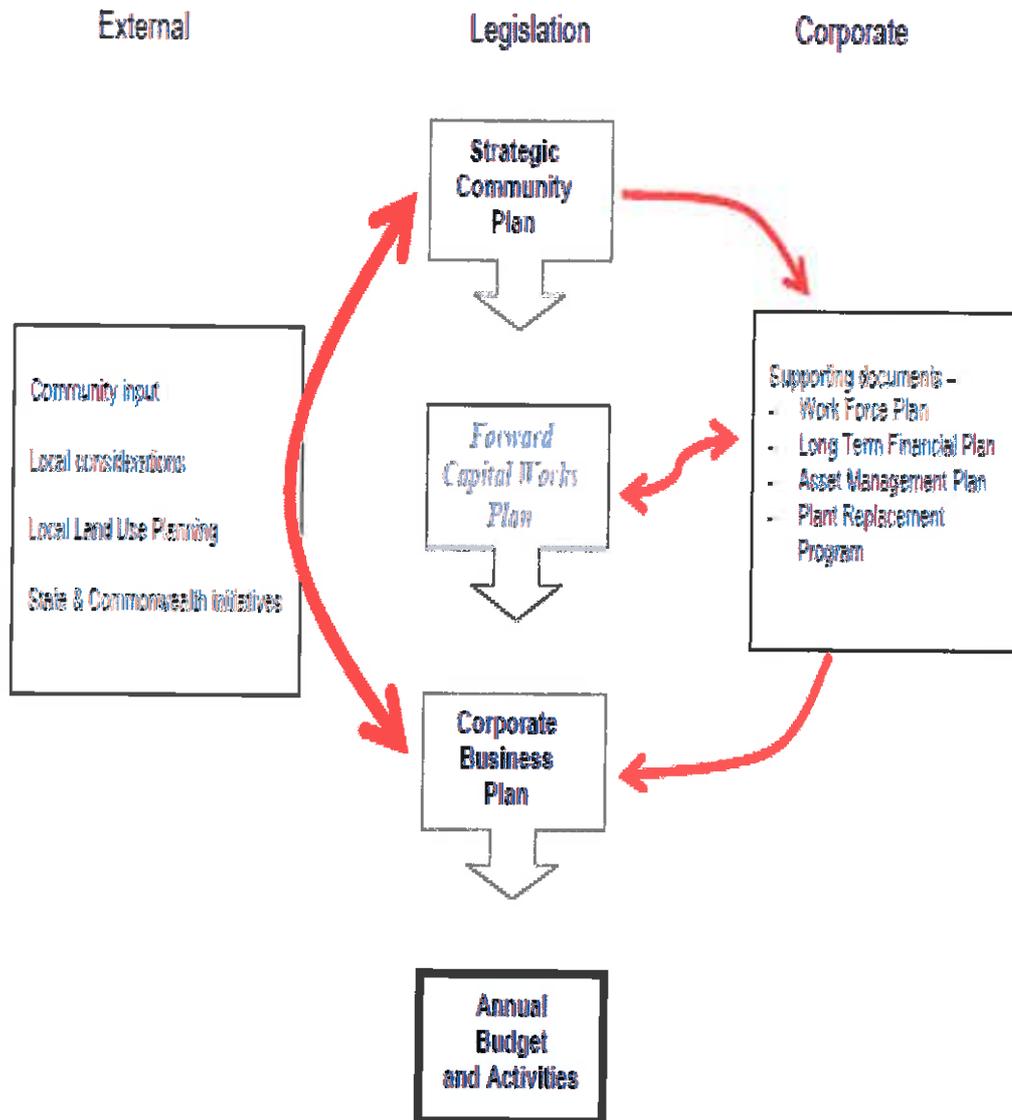
### 4. OUR KEY CHALLENGES AND RISKS

Our Plan needs to manage our identified risks and local issues, which have been identified and considered within our Plan.

Issues identified and addressed;

- Rapid growth of mining.
- Affordable housing demand.
- Population retention.
- Loss of pastoral opportunities.
- Development of partnerships with mining industry for business and employment.
- Infrastructure and service capacity.

## 6. THE PLANNING FRAMEWORK



***The Forward Capital Works Plan is required in order to qualify for Country Local Government Fund grants, administered by the Department of Regional Development and Lands.***

***The other required plans are mandated by the Local Government Act s.5.56 and Administration Regulations 19BA, 19CA, 19C, 19DA and 19D.***

## 9. HOW THE PLAN WAS DEVELOPED

To ensure that the Strategic Community Plan reflects predominant community interest and views, community views, values and aspirations, are at the heart of this Strategic Community Plan (SCP). The groups consulted include;

- Residents;
- Community groups;
- Charity groups; and
- Businesses.

The Shire of Menzies employs a variety of methods to collect community feedback. These individual methods are part of our community engagement approach and individual results are collected and published via the Shire website when appropriate.

Methods included;

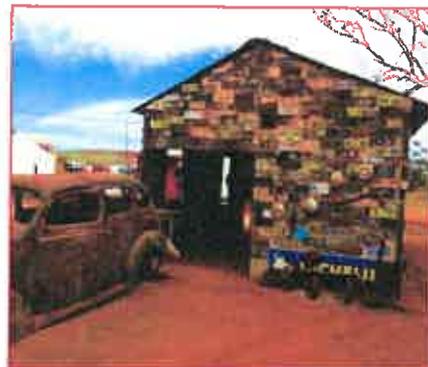
- Community surveys to gauge community perceptions on areas of importance and the Shire's performance relative to those areas (the participation and results are published);
- Public meetings where local residents and the wider community are invited to attend; and
- Other methods such as newsletter distribution, informal conversations between community members and Councillors or staff, and online council website enquiries.

These consultation activities have allowed for a broad understanding of the community's aspirations to be captured which has led to the development of the themes in Section 14.

The Shire and Council's commitment to community engagement is embedded in our consultation approach.

This approach includes;

- Formal and comprehensive consultation exercises every 4 years as part of the review process for this plan;
- Our regular council meetings where local residents and the wider community are welcome to attend;
- Local newsletter and access to online website enquiries; and
- Ongoing ad-hoc informal engagement opportunities throughout the year as part of the Shire's day-to-day activities.



**Menzies 2013**

Local Government Area Name (LGA)	Usual Resident Population	Score	Ranking within Australia	Ranking within WA
Halls Creek (S)	3,583	671	16	1
Ngaanyatjaraku (S)	1,438	672	18	2
Menzies (S)	383	675	20	3
Upper Gascoyne (S)	243	760	31	4
Derby-West Kimberley (S)	8,455	791	32	5
Laverton (S)	1,228	795	33	6
Wiluna (S)	1,154	814	35	7
Meskatharra (S)	1,374	857	38	8
Mount Magnet (S)	643	862	40	9
Cue (S)	269	864	42	10
Dundas (S)	1,145	896	62	11
Samstone (S)	105	932	145	21
Coolgardie (S)	3,892	934	158	23
Leonora (S)	2,506	969	297	53
Esperance (S)	13,448	980	342	66
Ravensthorpe (S)	2,123	1008	427	90
Kalgoorlie/Boulder (C)	31,088	1009	432	93



Tjuntjuntjara Community 2015

### Workforce availability

From Census data, the most common responses for persons usually in residing in Menzies were;

Employment	2006 <sup>4</sup> %	Australian snapshot	2011 <sup>5</sup> %	Australian snapshot
Worked full time			49.6	59.7
Worked part time			32.8	29.7
Worked away from home			13.0	3.9
Unemployed	3.0		10.5	5.6
<b>Total in labour force</b>			<b>131</b>	

## Demographics

	2006	Australian snapshot	2011	Australian snapshot
Population	238 *		384	
Private dwellings	159		158	
Tenure -				
- Owned - with/without mortgage			27.2%	67.0%
- Rented			65.4%	29.6%
People per household	2.6		3.1	
Median weekly rent	\$25	\$180	\$36	\$285
Median weekly income -				
- Individual	\$245	\$466	\$292	\$577
- Household	\$480	\$1,027		
Median weekly household income - Equivalised				
- Without children			\$800	\$2,051
- With children			\$542	\$2,310
Indigenous			43.9%	0.5%
Indigenous language spoken home (Pitjantjatjara, Ngaanyatjarra, Wangkatha)			47.5%	Too small to calculate
Two or more languages spoken at home			27.5%	20.4%
English only	52.8%	76.9%	46.7%	76.6%
Households with no registered motor vehicles			30.4%	6.6%

The median rent compared with the national average suggests that the accommodation is more affordable in Menzies than other local government areas. However the cost of living is countered by high freight costs impacting goods and services. While the population distribution generally follows that for the whole of Australia, four key factors emerge:

1. The percentage of those in Menzies who speak only English at home is much lower than the national average due to the fact that a significant proportion of the Shire population is indigenous and speaks a variety of Aboriginal dialects. As the Shire has a significant Aboriginal population, the local government must consider and keep updated on the changing legislation regarding the provision of services to Aboriginal communities.
2. The percentage of households speaking only English is dropping, which presumably indicates that the use of indigenous languages is increasing as a proportion of the community. Given the high incidence of Indigenous unemployment and the remoteness of the Tjuntjuntjara community, it is therefore expected that Menzies SEIFA score will further deteriorate, especially as State government services contract to regional centres.
3. The numbers for full time employment are lower in Menzies than nationally, suggesting that there is a significant proportion of residents only employed part time, with potential capacity to work full time, and that there is a shortage of full time employment. This is a consideration for the local government which may be able to further support new business activity in the Shire.
4. The median income of Menzies residents, both individual and household, is far below the national average, resulting in negligible capacity for the Shire to expand own resource income.

## Accordingly –

- a) The **Workforce Plan** has been developed on the basis that the staffing of the Shire should be capable of delivering “business as usual”. Increase in resident demands can be met through –
- Sharing of skills and knowledge, and potentially processes, with other local governments. Sharing of physical resources such as plant and machinery, is a mythical ideal that can only be achieved in special circumstances due to the distances involved, the cost of mobilisation and demobilisation, and the unproductive downtime of the staff involved in mob/demob.
  - Improvements in technology result in improved communications, better capacity for administrative tasks, as well as increased productivity and reliability of much of the vehicle and plant fleet. In the same way that facsimile machines supplemented or replaced mail in the early-mid 1980’s, so scan and email has now largely replaced faxes. A 2013 grader is more reliable and has far greater productivity than a grader of 40 years ago.



Shire Staff Housing Menzies 2013

- b) The **Asset Management plan** has been formulated that there is minimal increase in plant/vehicle assets, some increase in building and social infrastructure assets, but the main increase is in road assets to meet the development requirements of mining. The improvement of roads does have a significant flow-on benefit to the community. Funding of improvements of the roads will have to be through Commonwealth and State grants and developer contributions, due to the extremely limited capacity of residents to pay.

Increase in requirements due to development, which essentially means mining, needs to be funded by developer contributions, for both the capital and operational aspects. The capital work load will be met through contractors and consultants, since the initial of the project is temporary. The operational becomes business as usual.

## 11. OUR COMMUNITY VISION

### *Take a look around!*

#### Take a Look Around – Tourism

Menzies has significant opportunities for visitors and businesses:

##### 1. Menzies townsite:

- many historical buildings such as the Shire Hall, Offices and clock,
- Lady Shenton Hotel – an historical building, now the Visitor Centre with samples of local art and sculpture available for purchase
- metal sculptures around the town



Menzies 2013

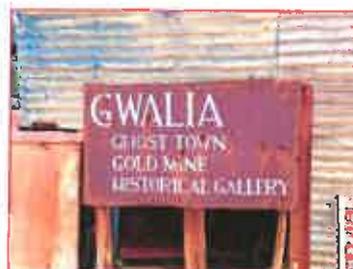
##### 2. Kookynie:

- townsite buildings
- sculptures
- Niagara Dam and camping area

##### 3. District:

- Lake Ballard and camping area
- outback travel
  - Note – permission is required for travel through Tjuntjuntjara lands

With a high volume of traffic on the highway, the opportunity for passing trade is good. The Shire intends to continue to grow as a well-known tourist destination in the Goldfields-Esperance region and supporting sustainable, regional economic development.



Gwalia Menzies 2013

## 12. CORE PRINCIPLES

### ***Commitment to Sustainability Principles***

The community of the Shire of Menzies signalled their support for the concept of sustainability and recognise the links between the decisions taken yesterday that are now impacting on the community. They also recognise the need to make sure that the decisions of today respect the environment, optimise the economy and contribute maximum benefit to the community.

This plan is based on the principles of sustainability:

- **Sustainable development:** The integration of economic, social, cultural and environmental dimensions in the way the shire develops.
- **Community participation:** Effective community participation in significant decisions about the Shire of Menzies's direction and future.
- **Good governance:** Leadership, transparency, accountability, proper management, effective services, equitable access and organisational capacity building.
- **Co-operation:** The exchange of good practice, support and mutual learning and partnerships with government and other stakeholders to progress the Shire of Menzies.



Lake Ballard Menzies 2013

## 13. OBJECTIVES

Based on community interests and the strengths and challenges faced by the Shire, four main objectives emerged for Council to work towards achieving in the next ten years:

- **Sustainable local economy encouraged**
- **Strong sense of community maintained**
- **Active civic leadership achieved**
- **Heritage & Natural assets conserved**

The respective strategies for these objectives are presented in the following pages; along with some big picture steps that the Shire of Menzies can take to assist the community to reach its aspirations.

### **14.3 Active civic leadership achieved**

The Shire of Menzies is committed to serving its residents to the highest level of professionalism whilst maintaining an approachable manner reflective of a small community.

Our community would like the Shire to ...

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.



**Lake Ballard Menzies 2013**

### **14.4 Heritage & Natural assets conserved**

The Shire of Menzies is committed to the sustainable management of land use and is conscious of the need to achieve a balance between the pressures of development and the conservation of heritage and natural assets.

Our community would like...

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

**CONSIDERATION OF OTHER DISTRICT PLANS & SCHEMES**

<p>The Shire of Menzies takes into account a range of relevant external factors when delivering the Strategic Community Plan objectives. This includes relevant plans of State and Commonwealth agencies.</p> <p>Some of the key documents are summarised in this section.</p>	Key State and Regional Plans	Agency	Key Objectives (summary)	SCP Objective #
	<p><b>Goldfields-Esperance Strategic Development Plan 2011-2021 (revised)</b></p>	<p><b>Goldfields Esperance Development Commission</b></p>	<ul style="list-style-type: none"> <li>• Development strategies for the Region</li> </ul>	<p><b>1 to 4</b></p>
	<p><b>Goldfields-Esperance Regional Planning Strategy</b></p>	<p><b>Department of Planning and Infrastructure</b></p>	<ul style="list-style-type: none"> <li>• Land use planning guidelines for the Region</li> </ul>	<p><b>1 to 4</b></p>
	<p><b>Goldfields-Esperance Regional Investment Blueprint</b></p>	<p><b>Goldfields Esperance Development Commission</b></p>	<ul style="list-style-type: none"> <li>• The Goldfields Esperance Region covers about one third of Western Australia's ... Regional Investment Blueprint utilises up-to-date socio-economic research and ... to help refine the long-term vision, aspirations and strategies for our region.</li> </ul>	<p><b>1 to 4</b></p>

Ref#	Outcomes	Objectives – what will we do?	Measurements – how will we know when we get there?	Data Source	PROG
14.1.6	COMMERCIAL & INDUSTRIAL GROWTH	Facilitate Commercial and Service Industry Growth	<ul style="list-style-type: none"> <li>A completed regional economic blue print and development plan which includes Menzies</li> <li>Active promotion of local business development</li> </ul>	<ul style="list-style-type: none"> <li>Reports to Council &amp; financial records</li> <li>Regional BluePrint</li> </ul>	4 & 14 HIGH
14.1.7	TOURISM GROWTH	Promote and develop Menzies as a regional place to visit	<ul style="list-style-type: none"> <li>Participation and completion of development of a regional tourism plan</li> <li>Support the local visitor centre</li> <li>Build tourism capability through events, arts, history, walkways, and cultural experiences</li> <li>Implementation of 'place making' and community art/ garden initiatives in Main Street</li> <li>Annual review of planned Capital Works and facilities maintenance included in annual plans &amp; LTFP</li> </ul>	<ul style="list-style-type: none"> <li>Regional Tourism Plan</li> <li>Visitor records</li> <li>Reports to Council &amp; financial records</li> <li>Asset Mgt. Plans</li> </ul>	4, 10, 11, 13 & 14 MED

Ref#	Outcomes	Objectives – what will we do?	Measurements – how will we know when we get there?	Data Source	PROG
14.2.5	COMMUNITY NEEDS AND SERVICES	Ensure access to quality services to meet changing needs within the community	Facilitate community safety, security and well being by: <ul style="list-style-type: none"> <li>Define role, level of service, and develop partnerships for delivery.</li> <li>Facilitate improved regional health and education services.</li> </ul>	<ul style="list-style-type: none"> <li>Reports to Council</li> <li>Asset Management plans</li> <li>LTFP &amp; Annual plan provisions</li> </ul>	5,7,8,10,11,12 & 13 MED
14.2.6	QUALITY BUILT ENVIRONMENT	Logical and affordable upgrades and maintenance of infrastructure and assets	<ul style="list-style-type: none"> <li>Completion and implementation Asset Management Plans aligned with LTFP.</li> <li>Implementation of asset mgt. improvements outlined in NAMF</li> </ul>	<ul style="list-style-type: none"> <li>Reports to Council</li> <li>Asset Management plans</li> <li>LTFP &amp; Annual plan provisions</li> </ul>	5,7,8,9,10,11,12,13 & 14 HIGH
14.2.7	INCREASED CAPACITY & ACCOMADATION CHOICES	Construction of a variety of new housing Provision of caravan and camping facilities	<ul style="list-style-type: none"> <li>Revised land use strategy and policies to ensure housing and land size choices are available.</li> <li>And Facilitate affordable and sustainable housing options.</li> <li>Number of visitor using well maintained caravan and camping facilities</li> </ul>	<ul style="list-style-type: none"> <li>Reports to Council</li> <li>Asset Management plans</li> <li>LTFP &amp; Annual plan provisions</li> </ul>	9,10,11 & 13 MED
14.2.8	COMMUNITY IDENTITY	Maintain effective representation of the local community's identity <ul style="list-style-type: none"> <li>Continue to develop the main street in Menzies,</li> <li>Increase communication &amp; tourism signage throughout the Shire,</li> <li>Review Shire logo and promotional materials.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing installation of Main Street Upgrades in Menzies</li> <li>Ongoing installation of communication signage</li> <li>Conduct review of Shire logo and promotional materials</li> <li>Develop style guide for Shire 2015/2016</li> <li>Parklands and streetscapes reflect our outback identity.</li> </ul>	<ul style="list-style-type: none"> <li>Reports to Council</li> <li>Annual plan provisions</li> <li>Completed style guide</li> </ul>	4,13 & 14 MED

Confirmed Minutes  
Ordinary Council Meeting 30 July 2015

Ref#	Outcomes	Objectives – what will we do?	Measurements – how will we know when we get there?	Data Source	PROG
14.3.7	COMMUNITY ENGAGEMENT	<p>Continue to engage in effective communication and collaboration with community members.</p> <p>Shire representatives involved in local initiatives with community group.</p> <p>Review plans with community consultation in alignment with community engagement policy.</p>	<ul style="list-style-type: none"> <li>Information regarding Shire activities included in local media sources.</li> <li>Recorded community consultation on significant decisions affecting the shire.</li> <li>Representatives attendance at community events</li> <li>Compliance with integrated planning and reporting review cycle</li> </ul>	<ul style="list-style-type: none"> <li>Reports to Council</li> <li>Local media / records</li> </ul>	4 & 14 HIGH

## 15. LONG TERM FINANCIAL PLAN

The Shire of Menzies has developed Long Term Financial Plan to ensure it has the resources to deliver the services required by the community. The Plan covers the ten year period from 2012/13 to 2022/23 and will be reviewed and presented to residents and ratepayers for consideration each year. It should be noted that the plan has been extended to incorporate a ten year forecast period. The additional 5 year period represents future legislative requirements.

The Financial Plan provides a broad overview of where the financial resources of the Council may be directed over the next ten year period. It is important to stress that a Financial Plan does not necessarily imply commitments; it merely sets out the allocation of Council's resources to the various activities over the ten year period, with the emphasis on the setting of priorities and targets.

As with any plan, it must be capable of responding to internal and external factors, thus the statutory requirement to prepare a plan annually. This plan reflects the strategic aims of the Council and will enhance the management and the decision making process of the Council and will supplement the annual budgets of the Council from year to year. However, extensive community consultation was carried out during the preparation of the Council's Strategic Community Plan which forms the basis of an overall Integrated Planning Strategy.

Effective and efficient management of a Local Government is a product of many factors but none take on the importance of budgeting. It is during the budgeting process that critical policy and administrative decisions are made and the groundwork is set for achieving targets and financial control. In the preparation of the Council's annual budget, the Council had regard to the contents of its Long Term Financial Plan and the Strategic Community Plan.

As the Plan's major purpose is to provide the public with information, and the opportunity to make comment, it is not a detailed operational plan. It is meant to identify the major or significant activities envisaged over the next ten years, not the finite details of every current and proposed activity. It is intended to be a simple, informative document to be produced in a concise format, conducive to broad public understanding.

The majority of the Shire's rate revenue will be spent on the provision of the standard services and facilities that are provided each year to residents – that is, the total cost of these services does not significantly change from year to year. Each year there are roads and parks to maintain, refuse to be collected and the library, halls, and water park to be operated. Obviously, which road is resurfaced, or which park receives new play equipment is of interest to some members of the community, but the information in this Plan is not intended to provide such details.

Rather, the Plan serves the purpose of letting the community know where the majority of its money may be expended over the next ten years, especially in relation to major projects, land transactions or trading undertakings. The Long Term Financial Plan is aligned to all other Forward Planning documents including Asset Management and Workplace planning strategies.

## REVIEW CYCLE FOR THE S. C. P.

IP&RF STANDARD -> SCP's review cycle;	ACTIONS	YEAR
vi) A strategic review of the SCP is scheduled every 2 years from when it was adopted	<ul style="list-style-type: none"> <li>• Conduct a desktop review of the new Strategic Community Plan</li> </ul>	<b>2015</b>
vii) A full review of the SCP is scheduled every 4 years from when it was adopted	<ul style="list-style-type: none"> <li>• Conduct a full review of the new Strategic Community Plan with the community</li> </ul>	<b>2017</b>
vi) A strategic review of the SCP is scheduled every 2 years from when it was adopted	<ul style="list-style-type: none"> <li>• Conduct a desktop review of the new Strategic Community Plan</li> </ul>	<b>2019</b>
vii) A full review of the SCP is scheduled every 4 years from when it was adopted	<ul style="list-style-type: none"> <li>• Conduct a full review of the new Strategic Community Plan with the community</li> </ul>	<b>2021</b>
vi) A strategic review of the SCP is scheduled every 2 years from when it was adopted	<ul style="list-style-type: none"> <li>• Conduct a desktop review of the new Strategic Community Plan</li> </ul>	<b>2023</b>
vii) A full review of the SCP is scheduled every 4 years from when it was adopted	<ul style="list-style-type: none"> <li>• Develop a new Strategic Community Plan for the next ten years with the community</li> </ul>	<b>2025</b>

**12.5 MANAGEMENT AND POLICY BUSINESS**

**12.5.4 ELECTED MEMBERS – FEES AND ALLOWANCES FOR 2015/2016**

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM258
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	8 July 2015
<b>AUTHOR:</b>	Mike Fitzgerald A/Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	12.5.1 Ordinary Meeting of Council 25 July 2014

**ATTACHMENTS:**  
 None

**SUMMARY:**  
 To consider the legislation and prescribed scale of Elected Member Fees and Allowances to be paid in 2015/2016, in accordance with the Local Government Act and Regulations, and the Determination of the Salaries and Allowance Tribunal.

**BACKGROUND:**

Current figures are as per adopted in July 2014. As Menzies falls within Band 4, as for CEO Salary Determination, only the SAT Determination for Band 4 is quoted.

CATEGORY	CURRENT		DETERMINATION – June 2015			
			Meeting		Annual	
	\$	Basis	Min.	Max.	Min.	Max.
<b>Attendance</b>						
President	19,055	Annual	88	477	3,500	19,055
Elected member – all others	9,270	Annual	88	232	3,500	9,270
Committee Meetings and Prescribed Meetings – all elected members	n/a	Included	44	116	Included in annual fee	
Prescribed meetings – all elected members	Not made	Annual	44	116	Not applicable	
<b>Allowance</b>	\$	Basis	Min.	Max.	Min.	Max.
President – lesser of 0.2% of Operating Revenue, for the 2013/2014 financial year, or \$19,570	9,659.65	Annual	n/a	n/a	500	9,659.65
Deputy President (maximum 25% of President)	2,414.90	Annual	n/a	n/a	n/a	2,414.90
<b>Expenses – Set by</b>	\$	Basis	Min.	Max.	Min.	Max.

MOTOR VEHICLE ALLOWANCE	Rate (cents) per kilometre		
	Engine Displacement (in cubic centimetres)		
Area Details	Over 2,600cc	Over 1,600 to 2,600cc	1,600cc and under
Metropolitan Area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 degrees South Latitude	103.52	74.12	61.21
Rest of State	99.01	70.87	58.37

Please note:

- a) Menzies falls into the definition of "Rest of State".
- b) There is no direction given as to travel between differing areas.
- c) A flat rate for all vehicles cannot be adopted, but the rate for differing engine capacity must be applied.

#### Payment

Paying on a "meeting fee" basis requires Members to attend Meetings in order to obtain that fee. However, Council resolved last year to adopt the annual fee payment for 2014/2015 Financial Year. This allows for the payment of an "annual fee" which covers all meetings attended whether Council or Committee.

Council can resolve to pay an "annual fee" but deduct pro rata amounts for Council Meetings not attended. While this may not be strictly in line with the intention of the SAT, Council could use this resolution to encourage Members to attend Meetings.

#### Annual Fee Allowance

The maximum annual fee payable to Councillors in Band 4 is \$9,270 per year with the Shire President eligible for \$19,055 per year.

#### Allowances

The maximum allowance for Shire Presidents in Band 4 is \$19,570 or 0.2% of operating revenue for 2013/2014, whichever is the lesser. In the case of Menzies, that would be a maximum of \$9,659.65.

The Deputy Shire President is entitled to 25% of the allowance paid to the President.

#### Superannuation

There is no liability on the Shire to pay occupational superannuation as a result of the determination. Occupational superannuation would only apply if Council unanimously resolved to be an Eligible Local Governing Body under the Income Tax Act. Such a decision would also be subject to the financial interest provisions of the Local Government Act.

However, where the Councillor chooses to, the whole or part of the meeting fees may be paid to a superannuation fund.

#### Discretionary Payment

- Child care costs for the member to attend council or committee meeting where they are a member to a maximum of \$25 per hour
  - Travel costs for council meeting or committee meetings of which they are a member, from place of residence/work to place of meeting and return, but limited to maximum of boundary and back if place of residence/work is outside the Shire
  - The expense has to be able to be verified
- r.32 - expenses that may be approved for reimbursement –
- if incurred as a result of carrying out an activity at the request of the Council
  - if considered appropriate, Council can approve an expense incurred due to the elected member being accompanied by one other person
  - an expense incurred due to the being a Councillor
  - the expense has to be able to be verified
- r.33 - annual allowance for President in addition to meeting/annual fee
- r.33A - annual allowance for Deputy President in addition to meeting/annual fees not to exceed 25% of that for President
- r.34 - Annual attendance fees for Councillors other than President
- r.34A - Allowance in lieu of telephone expenses
- r.34AA - Allowance in lieu of information technology expenses
- r.34AB - Allowance in lieu of reimbursement of travelling and accommodation expenses
- r.34AC - Permitted gifts to elected members, conditions and maximum amount
- r.34AD - Use of Council vehicle, conditions, requirements etc, by elected member

**Salaries and Allowances Act:**

- s.7B - Tribunal to set fees etc for elected members

**Salaries and Allowance Tribunal Determination of June 2015**

**POLICY IMPLICATIONS:**

None

**FINANCIAL IMPLICATIONS:**

Cost of elected members fees and allowances for 2015-2016

**STRATEGIC IMPLICATIONS:**

- 14.3.6 Council and Community Leadership  
Provide leadership and advocacy on behalf of the community

**VOTING REQUIREMENTS:**

Absolute Majority Decision required

**Moved: Cr J Dwyer**

**Seconded: Cr Mazza**

**OFFICER'S RECOMMENDATION & COUNCIL DECISION:**

**No: 0833**

**That Council Resolves to pay the following Meetings Fees, Allowances and Reimbursements to elected Members for the 2015/2016 financial year:**

**1. MEETING FEES**

**In accordance with Section 5.99(1)(b) of the *Local Government Act 1995*, the annual meeting fee to apply to all Council, Committee and Delegated Meetings is:**

<b>Shire President</b>	<b>\$19,055</b>
<b>Councillors</b>	<b>\$9,270</b>

## 12.5 MANAGEMENT AND POLICY BUSINESS

### 12.5.5 PROPOSED DELEGATION – DOG ACT 1976 AND CAT ACT 2011

<b>SUBMISSION TO:</b>	Ordinary Council Meeting, 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM046
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	6 July 2015
<b>AUTHOR:</b>	Mike Fitzgerald, Acting CEO
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	None

#### **ATTACHMENTS:**

12.5.5 Attachment #1 Proposed Delegation for Dog Act 1976 and Cat Act 2011 to CEO

#### **SUMMARY:**

To delegate to the CEO the authority to carry out, undertake or enforce any power or duty of the local government under the Dog Act 1976 and Cat Act 2011.

#### **BACKGROUND:**

Currently the Shire does not have a delegation relating to the enforcement of the Dog Act 1976 and Cat Act 2011.

#### **COMMENT:**

The draft delegation authorises the CEO to exercise power of the local government under the provisions of the Dog Act 1976 and the Cat Act 2011.

#### **CONSULTATION:**

Nil

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

- 4.52 – delegation of authority to CEO by absolute majority

Dog Act 1976 –

- 10AA(1) – A local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act. (2)(3)(5) – issue of notices to stop, remove unlawful works or to complete works

Cat Act 2011 -

- 44(1) – The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

#### **POLICY IMPLICATIONS:**

Adoption of Delegation to CEO

#### **FINANCIAL IMPLICATIONS:**

None

#### **STRATEGIC IMPLICATIONS:**

## **2.9 Dog Act 1976 and Cat Act 2011**

Introduction	The CEO is expressly authorised to exercise power of the local government under the provisions of the Dog Act 1976 and the Cat Act 2011.
Objective	To fulfil, carry out, undertake or enforce any power or duty of the local government under the Dog Act 1976 and Cat Act 2011.
Statutory context	- Dog Act 1976 – s.10AA(1) - Cat Act 2011 – s.44
Formal record	Officer's report to Council
Delegation by CEO	Permitted
History	Proposed 25 June 2105 Adopted 30 July 2015

### **Delegation Statement**

1. The chief Executive Officer is expressly authorized by Council to further delegate the power or duty (s.10AA(3) Dog Act 1976 s. 44 Cat Act 2011).

*– End of Delegation*

### **COMMENT**

**Moved: Cr Lee**

**Seconded: Cr J Dwyer**

**COUNCIL DECISION:**

**No: 0837**

**That Council come out from behind closed doors.**

**12:01pm**

**CARRIED 6/0**

***The President adjourned the meeting for lunch at 12:02pm.***

***The President resumed the meeting at 1:03pm with all present.***

**Moved: Cr Lee**

**Seconded: Cr Mazza**

**OFFICER'S RECOMMENDATION & COUNCIL DECISION:**

**No: 0838**

**That Council approve the allocation of \$6,000 as a donation to the St John Ambulance Menzies Sub Centre for the installation of extractor fans and filters to the ambulance stationed in Menzies.**

**1:20pm**

**CARRIED 6/0**

## 12.5 MANAGEMENT & POLICY BUSINESS

### 12.5.8 REVIEW OF POLICY 6.4 FITNESS FOR WORK

<b>SUBMISSION TO:</b>	Ordinary Council Meeting, 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM355
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	22 July 2015
<b>AUTHOR:</b>	Mike Fitzgerald, Acting Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	12.5.3 Ordinary Council Meeting 25 June 2015

#### **ATTACHMENTS:**

12.5.8 Attachment #1 Draft Policy 6.4 Fitness for Work

#### **SUMMARY:**

For Council to consider the review of Policy 6.4 Fitness for Work

#### **BACKGROUND:**

At the Ordinary Council Meeting on 25 June 2015 Council considered a full review of the Shire of Menzies Policy Manual. Council resolved to adopt the full review with the exception of Policy 6.4 Fitness for Work which was to be reviewed and presented to Council at the Ordinary Council Meeting on 30 July 2015.

#### **COMMENT:**

Unless required by the Local Government Act in relation to a specific matter, policies can be made, amended or revoked at any time, by simple majority of Council and do not need to be advertised.

Please note that the Statement is the actual Policy adopted by Council, and other information is guidance, background and explanation of the Policy Statement.

#### **SUMMARY:**

The Acting Chief Executive Officer has conducted a review of Policy 6.4 Fitness for Work and has made only one change to the Schedule 6.4(a) Clause 8.3 shown in red in 12.5.8 Attachment #1.

#### **CONSULTATION:**

Elected Members and Shire Management Staff

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

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

#### **POLICY IMPLICATIONS:**

The amended policy will be incorporated in the Council's Policy Manual.

## **6.4 Fitness for Work**

**Introduction**            The Shire of Menzies is committed to a zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

**Objective**                The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol.

**History**                   Formerly –    Policy 5.3  
                                 Replaced –   29 November 2012  
                                 Adopted       25 June 2015  
                                 Reviewed     30 July 2015

### **Policy Statement**

1. The following Policy Schedules are adopted, and form part of this Statement
  - 6.4 (a) – Fitness for Work Procedures
  - 6.4 (b) – Drug Testing: Additional Information
2. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.
3. The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.
4. Conduct by an employee while under the influence of alcohol or drugs is likely to be subject to disciplinary action.
5. The Shire has a responsibility to maintain a safe and healthy workplace, and will take all reasonable steps to ensure that no-one is exposed to unnecessary risk arising from impaired work performance as a result of any of the following –
  - Alcohol and other drug use
  - Fatigue/Illness
  - Psychological impairment
6. Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.
7. When a manager or supervisor has reason to suspect that an individual's work performance is impaired by substance related problems the manager is required to address the issue with the employee concerned. The employee will be entitled to natural justice and procedural fairness including –
  - the right to explain their apparent impairment
  - the right to be accompanied by a friend or advocate
  - the opportunity to address any issues identified
8. Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.
9. Employees experiencing problems with alcohol or other drugs, are encouraged to discuss this with their manager; and/or seek counselling or treatment

## Policy Schedule 6.4 (a) – Fitness for Work Procedures

### 1. Testing individuals for presence of drugs or alcohol

Employees shall be notified of testing programs — not individual test dates — and the consequences.

These procedures are not intended to address general decline in performance unless there is some external factor affecting fitness for work. General performance issues will be dealt with through normal supervision, performance management and performance review processes.

If a Manager or Supervisor has justifiable cause to doubt an employee's fitness for duty, the Chief Executive Officer (or appropriate employee) may have the employee removed from the workplace and may initiate any reasonable action considered necessary. If it is believed that the use of drugs or alcohol renders risk to the health or safety of the employee, co-workers or the public, the CEO or delegate may remove the employee from duty pending an urgent medical examination to determine fitness for duty.

### 2. Purpose

The purpose of this procedure is to detail the guidelines and actions required to manage fitness for work within the workplace, including –

- (i) Illicit drug use
- (ii) Alcohol use
- (iii) Prescription medication
- (iv) Other medication
- (v) Fatigue
- (vi) Any other factors where concentration and agility of an employee is affected

The Shire recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the employee, other employees and/or members of the public.

This procedure outlines guidelines and the expectations of the Shire to demonstrate their duty of care under the Occupational Safety and Health Act and control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences or recurrent behaviour may result in dismissal.

### 3. Definitions

For the purpose of this policy and procedure the following definitions apply –

*Alcohol* – any substance containing alcohol

*Drugs* – amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs

*Fatigue* – the inability to perform work effectively or safely due to lack of sleep, or the adverse effects of medication, alcohol, drugs and/or other substances (including "hangovers" and/or "come downs", etc)

*Fit for Work* – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued, ill or unduly stressed etc

*Impaired Work Performance* – sudden or gradual deterioration in a person's ability to function appropriately at work

The Shire also has a responsibility to ensure that any employee found or suspected of being impaired in their capacity to perform their duties is afforded natural justice and procedural fairness.

A manager or supervisor may identify that an employee's performance is impaired in some way by –

- (i) disclosure by an employee or family member
- (ii) report from another staff member
- (iii) observation of performance, or an increase in errors or mistakes.

## 6. Procedures

If a manager or supervisor has reasonable ground to believe that alcohol or drugs (including prescription or over the counter medications) affect an employee, either through observation or the results a random test, the employee will be sent home immediately and may not return to work that day.

Prior to any test, the employee should disclose to the person conducting the test, any prescription medication being taken that may cause a presumptive positive result.

Where there may be a time lapse between the tests being undertaken and the results being received the employee, if sent home, will be paid. However, if the test results are returned positive the pay for the relevant time may be forfeited.

### 6.1 Alcohol at work

Persons being under the influence of alcohol will not be permitted to work on premises, or with property of the Shire.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol including working under the adverse effects of alcohol, they will be stood down from their duties and taken for a blood alcohol test. If the employee is found positive to having a blood alcohol level of 0.05 or over then dismissal may follow.

If an employee refuses a breath or blood alcohol test then dismissal may follow.

If the employee is over the legal limit to drive, alternative transport will be required.

All persons in charge of Council vehicles may be breathalysed prior to operating a vehicle to assure compliance with the provisions of the Road Traffic Act 1974.

All employees may be breathalysed at the commencement of work or any other time at the discretion of the Manager of department.

### 6.2 Alcohol at functions

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire that employees make alternative arrangements to get home.

It is Shire policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside their employment with the Shire that may impact accordingly.

Depending on the circumstances, the Shire may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

If deprivation of sleep is the cause of fatigue due to other external circumstances (that are not listed above), a drug and alcohol screen may be required. If a positive result occurs, disciplinary action may result.

If sleep deprivation is due to illness or personal issues the Shire will endeavour to find a short term compromise and support the employee in whatever capacity is appropriate.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee may be stood down from work for the remainder of the day and depending on the circumstances this may occur with or without pay.

## 7. Procedure for Dealing with Drug and Alcohol Use

The procedure for dealing with drug and alcohol use is divided into three levels, depending on seriousness, and is separate from any disciplinary action that may be taken –

- Level One – discussion between the employee and immediate Supervisor.
- Level Two – discussion between the employee, supervisor, manager and representative (optional).
- Level Three – disciplinary action.

### 7.1 Level One

The employee and immediate Supervisor should participate in Level One, although the employee may request a representative to be present. An observer should be present if an employee representative attends.

- Procedural fairness must be observed and the Supervisor must clearly state the performance-related reasons for the interview with the employee must be given the opportunity to respond. The Supervisor must clearly state what standards of performance are required or expected.
- The Supervisor should offer assistance by encouraging the employee to participate in an Employee Assistance Scheme, although the employee is not obliged to accept.
- A timeframe for a review should be established. The employee should be informed of expected changes, on-going performance monitoring by the supervisor and the compulsory interview at the end of the review period.
- The employee should be made aware of possible consequences if there is no significant improvement.
- The Supervisor should prepare a brief summary of the interview and give two copies to the employee. After reading the summary, the employee should sign one of the copies and return it to the Supervisor. This copy should be placed under confidential cover on file.
- The review interview should be held at the prescribed time. The points discussed should respond exactly to those raised at the first interview; improvements should be acknowledged. Continuing problems, such as continued decline in performance, and any new performance-based problems should also be identified and discussed. The Supervisor should again prepare a summary of the interview.

### 7.2 Level Two

- (i) The employee may be immediately suspended from duty without pay if found unfit to work.
- (ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iv) The employee will be counselled by their supervisor and will focus on:
  - The unacceptability of the employee's behaviour
  - The risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - The employee's responsibility to demonstrate that the problem is being effectively addressed
  - That any future breach of the policy will result in a second warning or dismissal.
- (v) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug/substance problem is the responsibility of the employee and cannot be made mandatory.

It is required that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

#### 8.5 Significant Offence

- (i) The employee will be immediately suspended from duty without pay if found unfit for work.
- (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iv) The employee will be counselled by their supervisor that will focus on:
  - The unacceptability of the employee's behaviour
  - The risk that such behaviour creates for the safety of the individual and other employees or members of the public
  - The employee's responsibility to demonstrate that the problem is being effectively addressed
  - That any future breach of the policy will result in dismissal.
- (v) Counselling will be offered (refer to 6.2 (v)), if counselling was not used in the first instance.
- (vi) The employee will be submitted fortnightly or randomly, at the supervisor's discretion, for alcohol and/or drug screen for a period of two months, paid for by the Shire. If screen testing confirms positive on any occasion, dismissal may follow.
- (vii) If the employee refuses to comply, dismissal may follow.

#### 8.6 Major Offence

- (i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (ii) The employee will be immediately dismissed from duty without notice.

#### 8.7 Dismissal

The following are guidelines to specific circumstances that may result in dismissal without notice –

Policy Schedule 6.4 (b) – Drug Testing: Additional Information

Counselling and Assistance

Many agencies are able to assist, including –

**Aboriginal Alcohol and Drug Services**

Individual and family counselling. Assessment. Referrals. AOD education & therapeutic programs for schools, prisons & community groups. Prevention through community development activities. Men's, women's & youth camps. Cultural consultancy & advise to mainstream service providers working with Aboriginal clients. Anger management and Parenting support.

Web: [www.aads.org.au/](http://www.aads.org.au/)

**Alcohol and Drug Clinical Advisory Service (Drug and Alcohol Office, WA Govt)**

A 24 hour statewide telephone service for doctors or other health professionals seeking advice about patient management from an alcohol and other drug medical specialist.

Ph: 08 9442 5042 or 1800 688 847 Tollfree

Web: [www.dao.health.wa.gov.au](http://www.dao.health.wa.gov.au)

**Alcohol and Drug - Parent Drug Information Service (Drug and Alcohol Office, WA Govt)**

24 hour, statewide, confidential telephone service. Callers can opt to speak to a trained parent volunteer (all have experience of children with alcohol or drug problems). Parents also offer information/support at the Drug Court and the Children's Court.

Ph: 08 9442 5050 or 1800 653 203 for country callers

Web: [www.dao.health.wa.gov.au](http://www.dao.health.wa.gov.au)

**Goldfields Community Drug Service Team**

The Goldfields CDST is located within the structure of Centrecare Goldfields Agency, and caters for the unique needs of the large regional mining and remote communities in Goldfields Esperance region. The Agency aims to provide services to individuals, their families, service providers, community groups, employee assistance programs and to the community as a whole.

Ph: (08) 9091 1833

- Extensive resources are available from the State Government's Drug and Alcohol Office –

Website – [www.dao.wa.gov.au](http://www.dao.wa.gov.au)

24 hour helplines –

Alcohol and Drug Information Service                      Tel (08) 9442 5000

Country toll free 1800 198 024

Email [adis@health.wa.gov.au](mailto:adis@health.wa.gov.au)

Parent Drug Information Service                              Tel (08) 9442 5050

Country toll free 1800 653 203

Email [pdis@health.wa.gov.au](mailto:pdis@health.wa.gov.au)

- There are also resources available on –

Website – <http://www.wwda.org.au/portalc.htm#wa>

Laboratory Testing

## 12.5 MANAGEMENT & POLICY BUSINESS

### 12.5.9 COUNCILLOR'S INFORMATION BULLETINS 06/15

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 25 June 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM029
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	3 July 2015
<b>AUTHOR:</b>	Mike Fitzgerald, A/Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	Item 12.5.8 Ordinary Council Meeting 25 June 2015

**ATTACHMENTS:**  
None

**SUMMARY:**  
For Council to receive the Information Bulletin.

**BACKGROUND:**  
The Information Bulletin 06/15 containing general and confidential information was previously circulated to Councillors.

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

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

**CONSULTATION:** Nil

**STATUTORY ENVIRONMENT:**  
Local Government Act 1995  
Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine local government policies; and  
Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**  
Council has no Policies in relation to this matter

**FINANCIAL IMPLICATIONS:** Nil

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

**VOTING REQUIREMENTS:**  
Simple Majority Decision required

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

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

**Moved: Cr Lee**

**Seconded: Cr Mazza**

**COUNCIL DECISION:**

**No: 0841**

**That Council accept the following items of New Business to be considered at this meeting due to the matters having critical timelines:**

- 14.1 Award of Tender T02/15 Menzies Caravan Park, Administration Building and Depot – Roof Mount Solar Photovoltaic (PV) System;**
- 14.2 Minutes of Audit Committee Meeting 30 July 2015; and**
- 15.1 Recruitment of Chief Executive Officer**

**1:40pm**

**CARRIED 6/0**

**COMMENT:**

By close of tender three (3) tenders had been received from the following three (3) tenderers:

- Energy Made Clean
- Outback Energy Supply
- Balance Holdings

The bids were evaluated by the City of Kalgoorlie-Boulder's Sustainability Officer and the consultant hired for project management for the GVROC Solar PV project from Enigin Consultants. The results of the average aggregate score of the tender panel are shown below in no particular order:-

	%	A	B	C
Relevant Experience	30%	24%	15%	28.5%
Key Personnel	20%	17%	12%	18%
Tenderer's Resources	10%	6%	6%	6%
Demonstrated Understanding	25%	16.25%	20%	12.5%
Pricing	15%	8.4%	9%	5.1%
<b>Total weighted score</b>	<b>100%</b>	<b>71.65%</b>	<b>62%</b>	<b>70.1%</b>

All tenders received fully complied with the qualitative criteria of the request for tender document.

Tenderer A was considered to be the most advantageous to GVROC and the Shire of Menzies, scoring high in all weighted criteria, particularly 'Relevant Experience', 'Key Personnel' and 'Pricing'. Tenderer A received the highest weighted score from the tender evaluation panel with 71.65% and was unanimously found to have the highest overall score by each member of the tender evaluation panel.

It is therefore recommended that tender number T02/15 Menzies Caravan Park, Administration Building and Depot – Roof Mount Solar Photovoltaic (PV) System be awarded to Tenderer A (Energy Made Clean) for a price of \$139,762.00 plus GST.

**CONSULTATION:**

No community consultation was considered necessary in relation to the recommendations of the report.

**STATUTORY ENVIRONMENT:**

The tender process was actioned in accordance with *Local Government Act 1995 (Functions and General) Regulations 1996 Part 4 (Tenders for Providing Goods and Services)*.

**POLICY IMPLICATIONS:**

There are no policy implications resulting from this item.

**FINANCIAL IMPLICATIONS:**

An overall budget of **\$1,412,182** has been allocated for the solar PV component of the GVROC Alternative Energy Project, of which **\$203,235** was allocated to the originally planned 50kW and 10kW systems. The price from Energy Made Clean of **\$139,762** is within

14.1 Attachment #1

Confirmed Minutes  
Ordinary Council Meeting 30 July 2015

Evaluation for RFT: T02/15 Menzies Caravan Park, Administration Building and Depot – Roof Mount Solar PV System

Average Lump Sum Price = \$156,861  
Comparison (using average) - avg price = 2.5 score

Tenderer	Lump sum price (ex GST)	COMPLIANCE CRITERIA		Relevant Experience 30%	Key Personnel Skills & Experience 20%	Tenderer's Resources 10%	Demonstrated Understanding 25%	Pricing (ex GST)		RANKING
		NON-WEIGHTED	WEIGHTED					Score 0-5	Weighted Score	
1 Energy Made Clean	\$ 139,762.00	3	3	4	4.5	3	3	2.80	8.4	1
2 Outback Energy Supply	\$ 128,079.87	3	3	2	3	3	4	2.98	9.0	3
3 Balance Holdings	\$ 208,742.00	3	3	5	5	3	1.5	1.72	5.1	2

Overall Evaluation Notes:

Score	Rating	Guide
5	Excellent	Demonstrated excellence, substantially exceeds minimum requirements, a number of superior features
4	Good	Exceeds requirements in some respects
3	Fair	Meets minimum requirements with no material concerns or deficiencies
2	Marginal	Some areas of concern in relation to ability to meet minimum requirements or some deficiencies
1	Poor	Fails to meet minimum requirements in several respects, contained insufficient or unclear information
0	Fail	Fails to meet minimum requirements in all respects or did not respond
3	Y/N answer	Yes
0	Y/N answer	No

The main issue with this tender involves showing a working example of the Generation Management System requirement. Two tenders are using the BYD system which Balance is able to show examples of. EMC have nominated the BYD system but have not nominated examples of where they are installed. If client is happy to cross reference the EMC and Balance tenders, then the EMC score of 2 can change to a 4 or 5. They have not indicated direct experience with working on this system. And have been scored lower in the Relevant experience section. OES nominate the Yellow Dot GMS which indicates two operating systems on the Horizon Network in Relevant Experience. (this needs clarification). No direct experience in commissioning this system has been indicated and has been marked lower.

Disclosure: I advise that I DO NOT have any conflicts of interests with any of the parties subject of this evaluation

Details of any known or possible conflicts:

\_\_\_\_\_

Evaluation completed by: Paul Malcolm  
(Name)

  
(Signature)

## 14.2 MINUTES OF AUDIT COMMITTEE MEETING 30 JULY 2015

<b>SUBMISSION TO:</b>	Ordinary Council Meeting, 30 July 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM370
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	27 July 2015
<b>AUTHOR:</b>	Mike Fitzgerald, Acting Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	None

**ATTACHMENT:**  
None

### **SUMMARY**

Council is required to appoint auditors on the recommendation of its Audit Committee.

### **BACKGROUND:**

At its Ordinary Meeting held on 29 August 2013 Council resolved to appoint Simon Cubitt as auditor for the Shire of Menzies for the financial years 2013-14 and 2014-15.

### **COMMENT:**

RSM Bird Cameron advised the Shire on 24 July 2015 that Simon Cubitt has taken the decision to retire and cancel his registration as a registered company auditor. RSM Bird Cameron have appointed David Wall to assume responsibility for Mr Cubitt's local government audit client base (see 8.1 Attachment #1).

### **CONSULTATION:**

Karen Oborn, Deputy Chief Executive Officer

### **STATUTORY ENVIRONMENT:**

*The Local Government Act 1995*

#### *s7.3 Appointment of auditors*

- (1) *A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint\* a person, on the recommendation of the audit committee, to be its auditor.  
\* Absolute majority required.*
- (2) *The local government may appoint one or more persons as its audit.*
- (3) *the local government's auditor is to be a person who is –  
(a) a registered company auditor; or  
(b) an approved auditor.*

### **POLICY IMPLICATIONS:**

Council has no specific policy in relation to this matter

### **FINANCIAL IMPLICATIONS:**

Budget provision has been made for audit services

### **VOTING REQUIREMENTS:**

Absolute Majority Decision required

2. Authorises the President and Acting Chief Executive Officer to make an offer of employment to the number 1 preferred applicant with a view to concluding a three year performance based contract containing a remuneration package that is within the scope of the SAT July 2015 decision as advertised.

Moved: Cr Mazza

Seconded: Cr J Dwyer

COUNCIL DECISION:

No: 0845

That Council rejects the Officer's Recommendation and instructs the Chief Executive Officer to readvertise the position.

2:40pm

CARRIED ON PRESIDENT'S CASTING VOTE 3/3

*Reason for the change was that the Council were not satisfied that the three applicants are suitably qualified for the position.*

Moved: Cr J Dwyer

Seconded: Cr Mazza

COUNCIL DECISION:

No: 0846

That Council move out from behind closed doors.

2:41pm

CARRIED 6/0

*Cr Twigg left the meeting at 2:42pm*

*Pascoe Durtanovich, Karen Oborn and Leanne Downie returned to the meeting at 2:43pm*

16. NEXT MEETING

The next Ordinary Meeting of Council will be held on Thursday 27<sup>th</sup> August 2015 at the Shire of Menzies commencing at 10:00am.

17. CLOSURE OF MEETING

There being no further business the President closed the meeting at 2:49pm.

I, *Gregory Dwyer* hereby certify that the Minutes of the Ordinary Meeting of Council held 30 July 2015 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held on 27 August 2015.

Signed



Dated:

*27<sup>th</sup> AUGUST* 2015