

# SHIRE OF MENZIES AGENDA



**13 December  
2018**

## **ORDINARY COUNCIL MEETING**

Agenda for the Ordinary Council Meeting to be held on Thursday  
13 December 2018 commencing at 1pm in the Council Chambers.

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

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on 13 December 2018 in the Shire of Menzies council chambers commencing at 1pm.

Rhonda Evans  
Chief Executive Officer

4 December 2018

**DISCLAIMER**

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

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

**FINANCIAL INTEREST**

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

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

**Councillors should declare an interest:**

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

A member who has declared an interest must not:

- Preside at the part of the meeting relating to the matter: or
- Participate in or be present during the discussion of decision-making procedure relating to the matter unless the member is allowed to do so under Section 5.68 or 5.69 of the *Local Government Act 1995*.

**Councillor Attendance  
at Shire of Menzies Council Meetings 2017/2018**

Council Meeting Date	Leave of Absence	Apologies	Electronic Attendance	Absent
22 February 2018		Cr J Dwyer Cr J Lee	Cr D Hansen	
29 March 2018				
26 April 2018		Cr D Hansen	Cr I Baird	
31 May 2018		Cr D Hansen		
28 June 2018				
6 August 2018				
30 August 2018		Cr D Hansen	Cr I Baird	
27 September 2018		Cr D Hansen Cr I Baird Cr J Dwyer		
25 October 2018			Cr D Hansen Cr I Baird	
29 November 2018			Cr J Dwyer	
13 December 2018				
28 February 2019				
28 March 2019				
24 April 2019				
30 May 2019				
27 June 2019				

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- 1 **DECLARATION OF OPENING**
- 2 **ANNOUNCEMENT OF VISITORS**
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**9.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THURSDAY 29 NOVEMBER 2018 *(Provided under Separate Cover)***

**MOVED: Cr**

**SECONDED: Cr**

*That the minutes of the Ordinary Meeting of Council held on Thursday 29 November 2018 be confirmed as a true and correct record.*

*Carried /*

**9.2 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY 29 NOVEMBER 2018 *(Provided under Separate Cover)***

**MOVED: Cr**

**SECONDED: Cr**

*That the minutes of the Audit Committee Meeting of Council held on Thursday 29 November 2018 be received.*

*Carried /*

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**11.1 PRESIDENTS REPORT FOR MONTH OF DECEMBER 2018** *(Provided Under Seperate Cover)*

**MOVED: Cr**

**SECONDED: Cr**

*That the President's Report for the month of December be received.*

*Carried /*



## 12. REPORTS OF OFFICERS

### 12.1 HEALTH BUILDING AND TOWN PLANNING

#### 12.1.1 Health and Building Report for the Month of November 2018

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.957.1/NAM227
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
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**MOVED:** Cr

**SECONDED:** Cr

*Carried /*

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the Environmental Health Officer for the month of November 2018.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer for the month of November 2018.

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

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

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

**STATUTORY AUTHORITY:**

*Building Act 2011*

*Public Health Act 2016*

**POLICY IMPLICATIONS :** Nil

**FINANCIAL IMPLICATIONS :** Nil

**RISK ASSESSMENTS:**

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

**BACKGROUND:**

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

**COMMENT:**

The following is a report of the monthly activities extracted from the report to the Chief Executive Officer from David Hadden, Environmental Health Officer.

**Health**

**Holiday Accommodation**

Initiated contact with the owner of Morapoi Station regarding the need to upgrade accommodation facilities and drinking water treatment system.

**Notice to clear properties of rubbish and vehicle bodies**

Advised owners of lots 325 and 326 Niagara Street Kookynie that Council intends to remove rubbish and vehicle bodies from adjacent land.

Copies of this correspondence to the owner, Public Trustee as well as fixed to front of dwelling at Lots 325 and 326 Niagara Street.

**Septic – Public toilet**

Undertook an inspection of the septic system serving the public toilets on Menzies Town Oval. Recommend that the Shire either excavates both sides of leach drain and then back fill with aggregate or river sand and/or install a second leach drain with a diversion box to allow one leach drain to be rested while second drain is operational.

**Building**

Contacted Spinifex Health relating to transportable buildings placed at Tjuntjuntjarra without a building permit. There are a number of accommodation buildings and a HACC building that have been placed at Tjuntjuntjarra without building permits during the recent Department of Communities housing and renovation project.

Pindan apparently completed the buildings when delivered possibly without realising building permits were required.

The Environmental Health Officer is waiting for a reply to requests to commence the building application process for the buildings in place.

## 12.2 FINANCE AND ADMINISTRATION

### 12.2.1 Statement of Financial Activity for the Month of November 2018

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.935.1/NAM228
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.1-1 Monthly Financial Report for the period ending 30 November 2018 12.2.1-2 Operating Statement by Nature and Type for the period ending 30 November 2018 12.2.1-3 Capital Expenditure for the period ending 30 November 2018
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED:** Cr

**SECONDED:** Cr

*Carried /*

#### **OFFICER RECOMMENDATION:**

That Council receive the Statement of Financial Activity for the period ending 30 November 2018 as attached and note any material differences.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 30 November 2018.

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

*14.3 Active civic leadership achieved*

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.4*

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

#### **POLICY IMPLICATIONS:**

Nil

## **FINANCIAL IMPLICATIONS:**

As detailed in the attachment.

## **RISK ASSESSMENTS:**

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

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

## **BACKGROUND:**

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

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

## **COMMENT:**

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

# MONTHLY FINANCIAL REPORT

For the Period ended  
30 November 2018



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**Statement of Financial Activity**

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**Notes to and Forming Part of the Report**

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  - Depreciation
  - Interest Earnings
  - Acquisition of Assets
  - Disposal of Assets
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  - Rates and Debtors Graphs
  - Fees and Charges
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Shire of Menzies

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**For the Period ended**  
**30 November 2018**

	Note	2018/2019 Budget \$	2018/2019 Actual \$
<b>REVENUE</b>			
Rates	5	3,163,515	3,112,427
Operating Grants, Subsidies and Contributions		1,439,517	877,452
Fees and Charges	6	269,080	209,272
Interest Earnings	3	224,501	145,636
Other Revenue		48,290	23,642
<u>Total Revenue</u>		<u>5,144,903</u>	<u>4,368,429</u>
<b>EXPENSES</b>			
Employee Costs		(1,866,213)	(651,747)
Materials and Contracts		(1,981,983)	(733,778)
Utility Charges		(109,340)	(33,771)
Depreciation	2	(2,774,749)	(843,723)
Interest Expenses	2(a)	(7,000)	0
Insurance Expenses		(124,470)	(57,833)
Allocation to Capital		148,057	28,792
Other Expenditure		(298,734)	(77,879)
<u>Total Expenses not including Finance Costs</u>		<u>(7,014,433)</u>	<u>(2,369,938)</u>
		(1,869,530)	1,998,491
 Non-Operating Grants, Subsidies and Contributions		 3,212,556	 643,010
Profit on Asset Disposals		15,000	0
Loss on Asset Disposals		(22,500)	0
 <b>NET RESULT</b>		 <b>1,335,526</b>	 <b>2,641,501</b>
<b>Other Comprehensive Income</b>			
Changes on Revaluation of non-current assets			
 <b>TOTAL COMPREHENSIVE INCOME</b>		 <b><u><u>1,335,527</u></u></b>	 <b><u><u>2,641,501</u></u></b>

Shire of Menzies

**STATEMENT OF COMPREHENSIVE INCOME**  
**- Operating by Nature or Type L Account**  
**- BY PROGRAM OR FUNCTION**  
**30 November 2018**

	Note	2018/2019 Budget \$	2018/2019 Actual \$
<b>REVENUE</b>			
General Purpose Funding		4,224,396	3,666,923
Law, Order, Public Safety		3,200	2,938
Health		7,100	676
Housing		105,600	41,744
Community Amenities		8,300	8,417
Recreation and Culture		640	(2,555)
Transport		537,637	419,218
Economic Services		206,690	206,854
Other Property and Services		51,340	24,214
<u>Total Revenue</u>		<u>5,144,903</u>	<u>4,368,429</u>
<b>EXPENSES EXCLUDING FINANCE COSTS</b>			
Governance		(803,917)	(282,469)
General Purpose Funding		(185,769)	(59,670)
Law, Order, Public Safety		(108,274)	(39,009)
Health		(114,370)	(30,883)
Housing		(167,276)	(23,968)
Community Amenities		(295,312)	(90,338)
Recreation & Culture		(922,015)	(254,211)
Transport		(3,323,042)	(1,244,216)
Economic Services		(1,036,068)	(413,167)
Other Property and Services		(51,391)	67,992
<u>Total Expenses not including Finance Costs</u>		<u>(7,007,433)</u>	<u>(2,369,938)</u>
<b>FINANCE COSTS</b>			
Housing		(7,000)	
<u>Total Finance Costs</u>		<u>(7,000)</u>	<u>0</u>
<u>Total Expenses</u>		<u>(7,014,433)</u>	<u>(2,369,938)</u>
<u>Net Operating</u>		<u>(1,869,530)</u>	<u>1,998,491</u>
<b>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>			
Recreation & Culture		72,871	37,871
Transport		2,547,685	605,139
Economic Services		592,000	0
		<u>3,212,556</u>	<u>643,010</u>
<b>PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)</b>			
Transport		(7,500)	0
		<u>(7,500)</u>	<u>0</u>
<b>NET RESULT</b>		<b>1,335,526</b>	<b>2,641,501</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>
<b>TOTAL COMPREHENSIVE INCOME</b>		<u><b>1,335,526</b></u>	<u><b>2,641,501</b></u>



**Shire of Menzies**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period ended**  
**30 November 2018**

	Note	Budget	Budget	Actual	Variance	
			YTD		%	\$
		\$	\$	\$		
<b>REVENUES</b>	1,2					
General Purpose Funding		1,060,881	442,034	554,496	-25%	(112,462)
Law, Order, Public Safety		3,200	1,333	2,938	-120%	(1,604)
Health		7,100	2,958	676	77%	2,283
Housing		105,600	44,000	41,744	5%	2,256
Community Amenities		8,300	3,458	8,417	-143%	(4,958)
Recreation and Culture		640	267	(2,555)	1058%	2,821
Transport		552,637	230,265	419,218	-82%	(188,953)
Economic Services		206,690	86,121	206,854	-140%	(120,733)
Other Property and Services		51,340	21,392	24,214	-13%	(2,822)
		<u>1,996,388</u>	<u>831,828</u>	<u>1,256,002</u>		
<b>EXPENSES</b>	1,2					
Governance		(803,917)	(334,965)	(282,469)	16%	(52,496)
General Purpose Funding		(185,769)	(77,404)	(59,670)	23%	(17,734)
Law, Order, Public Safety		(108,274)	(45,114)	(39,009)	14%	(6,105)
Health		(114,370)	(47,654)	(30,883)	35%	(16,771)
Housing		(174,276)	(72,615)	(23,968)	67%	(48,647)
Community Amenities		(295,312)	(123,047)	(90,338)	27%	(32,708)
Recreation & Culture		(922,015)	(384,173)	(254,211)	34%	(129,962)
Transport		(3,345,542)	(1,393,976)	(1,244,216)	11%	(149,760)
Economic Services		(1,036,068)	(431,695)	(413,167)	4%	(18,528)
Other Property and Services		(51,391)	(21,413)	67,992	418%	(89,405)
		<u>(7,036,933)</u>	<u>(2,932,055)</u>	<u>(2,369,938)</u>		
<b>Net Operating Result Excluding Rates</b>		<u>(5,040,545)</u>	<u>(2,100,227)</u>	<u>(1,113,936)</u>		
<b>Adjustments for Cash Budget Requirements:</b>						
<b>Non-Cash Expenditure and Revenue</b>						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals	4(b)	7,500	3,125	0		
Depreciation on Assets	2	2,774,749	1,156,146	843,723		
<b>Capital Expenditure and Revenue</b>						
Purchase Land and Buildings	4(a)	(1,270,376)	(529,323)	(204,474)	-61%	(324,850)
Purchase Infrastructure Assets - Roads	4(a)	(3,478,881)	(1,449,534)	(2,328,629)	61%	879,095
Purchase Infrastructure Assets - Parks	4(a)	(1,657,203)	(690,501)	(100,360)	-85%	(590,141)
Purchase Infrastructure Assets - Footpaths	4(a)	(75,640)	(31,517)	(0)	-100%	(31,516)
Purchase Plant and Equipment	4(a)	(562,574)	(234,406)	(325,890)	39%	91,484
Purchase Furniture and Equipment	4(a)	(105,000)	(43,750)	(10,555)	-76%	(33,195)
Proceeds from Disposal of Assets	4(b)	129,000	53,750	153,075	185%	(99,325)
Non Operating Grants and Subsidies		3,212,556	1,338,565	643,010	-52%	695,555
Repayment of Debenture	5	(21,837)	(9,099)	0		(9,099)
Self-Supporting Loan Principal Income	5	500,000	208,334	0		208,334
Transfers to Reserves (Restricted Assets)	7	(2,504,625)	(1,043,594)	(84,714)	-92%	(958,880)
Transfers from Reserves (Restricted Assets)	7	1,198,678	499,449	0	-100%	499,449
<b>ADD</b>						
Estimated Surplus/(Deficit) July 1 B/Fwd		3,730,680	3,730,680	3,731,836		
Amount Raised from General Rates	5	3,163,515	0	3,112,427		
<b>Net Current Assets - Surplus (Deficit)</b>		<u><b>0</b></u>	<u><b>858,098</b></u>	<u><b>4,315,513</b></u>		

Shire of Menzies

STATEMENT OF COMPREHENSIVE INCOME

**NET CURRENT ASSETS**

For the Period ended

30 November 2018

	Brought Forward Actual \$	Movement Actual \$	YTD Actual \$
<b>Surplus Deficit Brought Forward</b>	<b>3,731,836</b>	<b>583,677</b>	<b>4,315,513</b>
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents			
-Unrestricted Cash	4,042,019	(1,039,359)	3,002,660
-Restricted Cash - Reserves	8,366,631	84,714	8,451,345
Receivables		0	0
-Rates Outstanding	710,858	815,021	1,525,879
-Sundry Debtors	26,391	9,453	35,844
-Provision For Doubtful Debts	(385,257)	0	(385,257)
-Gst Receivable	198,385	(12,619)	185,766
-Accrued Income/Payments In Advance	13,837	92,509	106,346
Inventories			0
-Fuel, Oil & Materials on Hand	5,157	(2,282)	2,875
	<u>12,978,021</u>	<u>(52,563)</u>	<u>12,925,458</u>
<b>LESS CURRENT LIABILITIES</b>			
Trade and Other Payables			
-Sundry Creditors	(656,124)	611,228	(44,896)
-Accrued Salaries & Wages	(30,756)	30,756	0
-Income Received In Advance	(26,321)	0	(26,321)
-Gst Payable	(105,548)	42,261	(63,287)
-Payroll Creditors	(31,408)	7,310	(24,098)
-Accrued Expenses	(29,397)	29,397	0
Provisions			0
-Provision For Annual Leave	(121,521)	0	(121,521)
-Provision For Long Service Leave (Current)	(49,013)	0	(49,013)
	<u>(1,050,088)</u>	<u>720,952</u>	<u>(329,135)</u>
<b>Unadjusted Net Current Assets</b>	<b><u>11,927,934</u></b>	<b><u>668,389</u></b>	<b><u>12,596,323</u></b>
Less Reserves - restricted Cash	(8,366,631)	(84,714)	(8,451,345)
Add back Cash Backed Provision for Leave	170,534	0	170,534
Adjustment for Trust	0	0	0
<b>Adjusted net current assets</b>	<b><u>3,731,836</u></b>	<b><u>583,676</u></b>	<b><u>4,315,513</u></b>

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

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

**(e) Goods and Services Tax**

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

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

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

**(f) Superannuation**

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

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

**(g) Cash and Cash Equivalents**

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

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

**(h) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and

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

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

**(i) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

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

**(j) Fixed Assets**

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

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

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

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

- (a) for the financial year ending on 30 June 2016, the fair value of all of the assets of the local government that are plant and equipment; and
  - (b) for the financial year ending on 30 June 2017, the fair value of all of the assets of the local government -
    - (i) that are plant and equipment; and
    - (ii) that are -
      - (I) land and buildings; or
      - (II) infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2018, the fair value of all of the assets of the local government.

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

***Land Under Control***

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

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

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

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

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

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

**Depreciation of Non-Current Assets**

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

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

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

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

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

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

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

**Capitalisation Threshold**

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

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

**(k) Impairment**

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

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

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

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

**(l) Trade and Other Payables**

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

**(m) Employee Benefits**

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

**(n) Borrowing Costs**

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

**(o) Provisions**

Provisions are recognised when:

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

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

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

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

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

**(q) Comparative Figures**

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

**(r) Budget Comparative Figures**

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



**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

	2018/2019 Budget	2018/2019 Actual
<b>REVENUES AND EXPENSES</b>	<b>\$</b>	<b>\$</b>

**Net Result from Ordinary  
Activities was arrived at after:**

(i) Charging as Expenses:

**2 Depreciation**

**By Class**

Land and Buildings	367,132	0
Furniture and Equipment	28,566	0
Plant and Equipment	340,906	0
Roads	1,970,862	843,723
Footpaths	7,024	0
Parks and Ovals	40,744	0
Infrastructure Other	19,516	0
	<u>2,774,749</u>	<u>843,723</u>

(ii) Crediting as Revenues:

**3 Interest Earnings**

Investments		
- Reserve Funds	90,000	84,714
- Other Funds	20,000	12,192
Other Interest Revenue ( <i>refer note 13</i> )	114,501	48,730
	<u>224,501</u>	<u>145,636</u>

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

**REVENUES AND EXPENSES (Continued)**

**Statement of Objective**

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

**COMMUNITY VISION**

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

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**EDUCATION AND WELFARE**

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

**HOUSING**

Provision and maintenance of staff housing.

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

<b>4(a) ACQUISITION OF ASSETS</b>	<b>2018/2019</b>	<b>2018/2019</b>
	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>
The following assets are budgeted to be acquired during the year:		
<b><u>By Program</u></b>		
<b>Governance</b>	80,000	9,574
<b>General Purpose Funding</b>	0	0
<b>Law, Order, Public Safety</b>	0	0
<b>Health</b>	0	0
<b>Education and Welfare</b>	0	0
<b>Housing</b>	664,000	16,438
<b>Community Amenities</b>	0	0
<b>Recreation and Culture</b>	766,615	168,777
<b>Transport</b>	4,371,147	2,712,583
<b>Economic Services</b>	1,247,911	61,555
<b>Other Property and Services</b>	20,000	982
	<b><u>7,149,673</u></b>	<b><u>2,969,908</u></b>

**By Class**

Purchase Land Held for Resale	0	0
Purchase Land and Buildings	1,270,376	204,474
Purchase Infrastructure Assets - Roads	3,478,881	2,328,629
Purchase Infrastructure Assets - Parks	1,657,203	100,360
Purchase Infrastructure Assets - Footpaths	75,640	0
Purchase Plant and Equipment	562,574	325,890
Purchase Furniture and Equipment	105,000	10,555
	<b><u>7,149,673</u></b>	<b><u>2,969,908</u></b>

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

- Capital Jobs Linked to General Ledger Accounts

Shire of Menzies  
**NOTES TO AND FORMING PART OF THE REPORT**  
For the Period ended  
30 November 2018

**4(b) DISPOSALS OF ASSETS**

<u>By Class</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	2018/19 BUDGET	2018/19 ACTUAL	2018/19 BUDGET	2018/19 ACTUAL	2018/19 BUDGET	2018/19 ACTUAL
	\$	\$	\$	\$	\$	\$
<b>Plant and Equipment</b>						
P0161 Triaxle Drop Deck Loader	35,000		50,000		15,000	0
P0180 Merc Truck	84,000		65,000		(19,000)	0
Ford Ranger	17,500		14,000		(3,500)	
	136,500	0	129,000	0	(7,500)	0
<b>Summary by Class</b>						
<b>Plant and Equipment</b>					\$	\$
Profit on Asset Disposals					15,000	0
Loss on Asset Disposals					(22,500)	0
<b>Net Profit (Loss) Plant &amp; Equipment</b>					(7,500)	0
Profit on Asset Disposals					15,000	0
Loss on Asset Disposals					(22,500)	0
<b>Total Net Profit (Loss)</b>					<b>(7,500)</b>	<b>0</b>

<u>By Program</u>	Net Book Value		Sale Proceeds		Profit(Loss)	
	2018/19 BUDGET	2018/19 ACTUAL	2018/19 BUDGET	2018/19 ACTUAL	2018/19 BUDGET	2018/19 ACTUAL
	\$	\$	\$	\$	\$	\$
<b>Transport</b>						
Ford Ranger	35,000		50,000		15,000	0
P0180 Merc Truck	84,000		65,000		(19,000)	0
Ford Ranger	17,500		14,000		(3,500)	0
	136,500	0	129,000	0	(7,500)	0
<b>Summary by Program</b>						
<b>Transport</b>					\$	\$
Profit on Asset Disposals					15,000	0
Loss on Asset Disposals					(22,500)	0
<b>Net Profit (Loss) Transport</b>					(7,500)	0
Profit on Asset Disposals					15,000	0
Loss on Asset Disposals					(22,500)	0
<b>Net Profit (Loss) Transport</b>					<b>(7,500)</b>	<b>0</b>

**NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2019**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Interest Rate %	Maturity Date	Principal 1 July 2018	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					2019 Budget	2018 Actual	2019 Budget	2018 Actual	2019 Budget	2018 Actual
Housing Loan - WATC	2.8	Dec-28	0	500,000	21,837	0	478,163	0	7,000	0
Total all Loans			0	500,000	21,837	0	478,163	0	7,000	0

All debenture repayments are to be financed by general purpose revenue

(b) New Debentures - 2018/19

Particulars/Purpose	Estimated Amount to be Borrowed	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest rate %	Amount Used Budget	Balance Unspent
Housing Loan - WATC	500,000	WATC	Debenture	10	76,732	2.80%	500,000	0

(c)

Council is not expected to have unspent debenture funds as at 30th June 2019.

(d) Overdraft

Council has no overdraft facility.

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
For the Period ended  
**30 November 2018**

**5. RATING INFORMATION - 2017/18 FINANCIAL YEAR**

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Actual Rate Revenue \$	2018/19 Actual Interim Rates \$	2018/19 Actual Back Rates \$	2018/19 Actual Total Revenue \$	2018/19 Budget \$
<b>Differential Rates</b>								
01 GRV Vacant	8.4900	4					0	1,779
02 GRV General	8.4700	29					0	210,958
09 UV Mining Lease	16.2600	212			3,113,890		3,113,890	2,042,199
13 UV Exploration Lease	14.7300	267					0	614,155
14 UV Prospecting	14.5100	170					0	56,987
12 UV Pastoral	8.1400	19			(1,028)		(1,028)	59,760
13 UV Other	8.1400	61			(435)		(435)	24,526
<b>Sub-Totals</b>		762	0	0	3,112,427	0	3,112,427	3,010,364
<b>Minimum Rates</b>		<b>Minimum \$</b>						
01 GRV Vacant	200	213					0	40,200
02 GRV General	317	8					0	3,487
09 UV Mining Lease	317	62					0	19,337
13 UV Exploration Lease	280	166					0	50,680
14 UV Prospecting	248	158					0	35,960
12 UV Pastoral	317	8					0	2,536
13 UV Other	317	3					0	951
<b>Sub-Totals</b>		618	0	0	0	0	0	153,151
<b>Discounts</b>							0	0
<b>Total Amount of General Rates</b>							3,112,427	3,163,515
<b>Specified Area Rates</b>							0	
<b>Total Rates</b>							3,112,427	3,163,515

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 November 2018**

<b>6. FEES &amp; CHARGES REVENUE</b>	<b>2018/19 Budget \$</b>	<b>2018/19 Actual \$</b>
Governance	0	0
General Purpose Funding	13,750	8,736
Law, Order, Public Safety	200	32
Health	0	0
Education and Welfare	7,100	676
Housing	105,600	41,744
Community Amenities	7,800	8,417
Recreation & Culture	640	175
Transport	0	0
Economic Services	128,950	147,275
Other Property & Services	5,040	2,217
	<u>269,080</u>	<u>209,272</u>

**SHIRE OF MENZIES**  
For the Period ended  
30 November 2018

**7. RESERVES - CASH BACKED**

	Actual 2019 Opening Balance \$	Actual 2019 Transfer to \$	Actual 2019 Transfer (from) \$	Actual 2019 Closing Balance \$	Budget 2019 Opening Balance \$	Budget 2019 Transfer to \$	Budget 2019 Transfer (from) \$	Budget 2019 Closing Balance \$	Actual 2018 Opening Balance \$	Actual 2018 Transfer to \$	Actual 2018 Transfer (from) \$	Actual 2018 Closing Balance \$
Leave reserve	197,364	1,998	0	199,362	197,364	2,123	0	199,487	187,871	4,589	0	192,460
Plant reserve	1,427,758	14,456	0	1,442,214	1,427,758	337,841	(396,000)	1,369,599	558,156	521,640	(147,235)	932,561
Building reserve	2,003,260	20,283	0	2,023,544	2,003,260	380,726	(161,000)	2,222,986	684,086	477,010	0	1,161,096
TV reserve	17,216	174	0	17,391	17,216	185	0	17,401	16,388	401	0	16,789
Main street reserve	135,175	1,369	0	136,543	135,175	1,454	0	136,629	193,331	3,247	(65,000)	131,578
Staff amenities reserve	72,722	736	0	73,459	72,722	782	0	73,504	69,225	1,690	0	70,915
Roads reserve	1,730,660	17,523	0	1,748,183	1,730,660	1,348,904	(239,000)	2,840,564	164,020	310,816	0	474,836
Caravan park reserve	424,818	4,301	0	429,119	424,818	4,570	0	429,388	309,195	7,552	0	316,747
Rates future claims reserve	48,788	494	0	49,282	48,788	525	0	49,313	46,442	1,134	0	47,576
Bitumen resealing reserve	388,662	3,935	0	392,597	388,662	4,181	0	392,843	203,607	176,011	0	379,618
Niagara Dam reserve	1,320,885	13,374	0	1,334,259	1,320,885	14,209	0	1,335,094	123,062	676,987	0	800,049
Waterpark reserve	96,060	973	0	97,033	96,060	1,033	0	97,093	111,011	2,591	(20,000)	93,602
Heritage Building Reserve	402,678	(405,075)	(402,678)	(405,075)	402,678	0	(402,678)	0	111,011	2,591	(20,000)	93,602
Waste Management reserve	100,585	1,018	0	101,604	100,585	1,082	0	101,667	111,011	2,591	(20,000)	93,602
Former Post Office Reserve	0	409,152	402,678	811,830	0	407,010		407,010				
	<u>8,366,631</u>	<u>84,714</u>	<u>0</u>	<u>8,451,345</u>	<u>8,366,631</u>	<u>2,504,625</u>	<u>(1,198,678)</u>	<u>9,672,578</u>	<u>2,888,416</u>	<u>2,188,850</u>	<u>(272,235)</u>	<u>4,805,031</u>

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

**7. RESERVES - CASH BACKED**

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

Name of Reseve	Anticipated date of use	Purpose of the reserve
Leave reserve	Perpetual	To be used to fund annual and long service leave requirements.
Plant reserve	Perpetual	To be used for the purchase of major plant.
Building reserve	Perpetual	To be used for the acquisition of future buildings and renovation of existing buildings.
TV reserve	Perpetual	To be used to fund upgrades to the rebroadcasting equipment.
Main street reserve	Perpetual	Established for the beautification of the main street.
Staff amenities reserve	Perpetual	Established for the purpose of providing staff housing and amenities.
Roads reserve	Perpetual	To be used to fund major road works.
Caravan park reserve	Perpetual	Established for the purpose of providing of upgrading the caravan park.
Rates future claims reserve	Perpetual	Established for future rates claims.
Bitumen resealing reserve	Perpetual	Established to fund future resealing of roads.
Niagara Dam reserve	Perpetual	Established for ongoing upgrade of Niagara Dam valve workings and other maintenance.
Waterpark reserve	Perpetual	Established to provide a waterpark.
Heritage Building Reserve	Perpetual	For the preservation of heritage classified buildings
Waste Management reserve	Perpetual	Provide for the statutory reinstatement and development of the reserve
Former Post Office Reserve	Perpetual	For restoration and maintenance of the Former Post Office



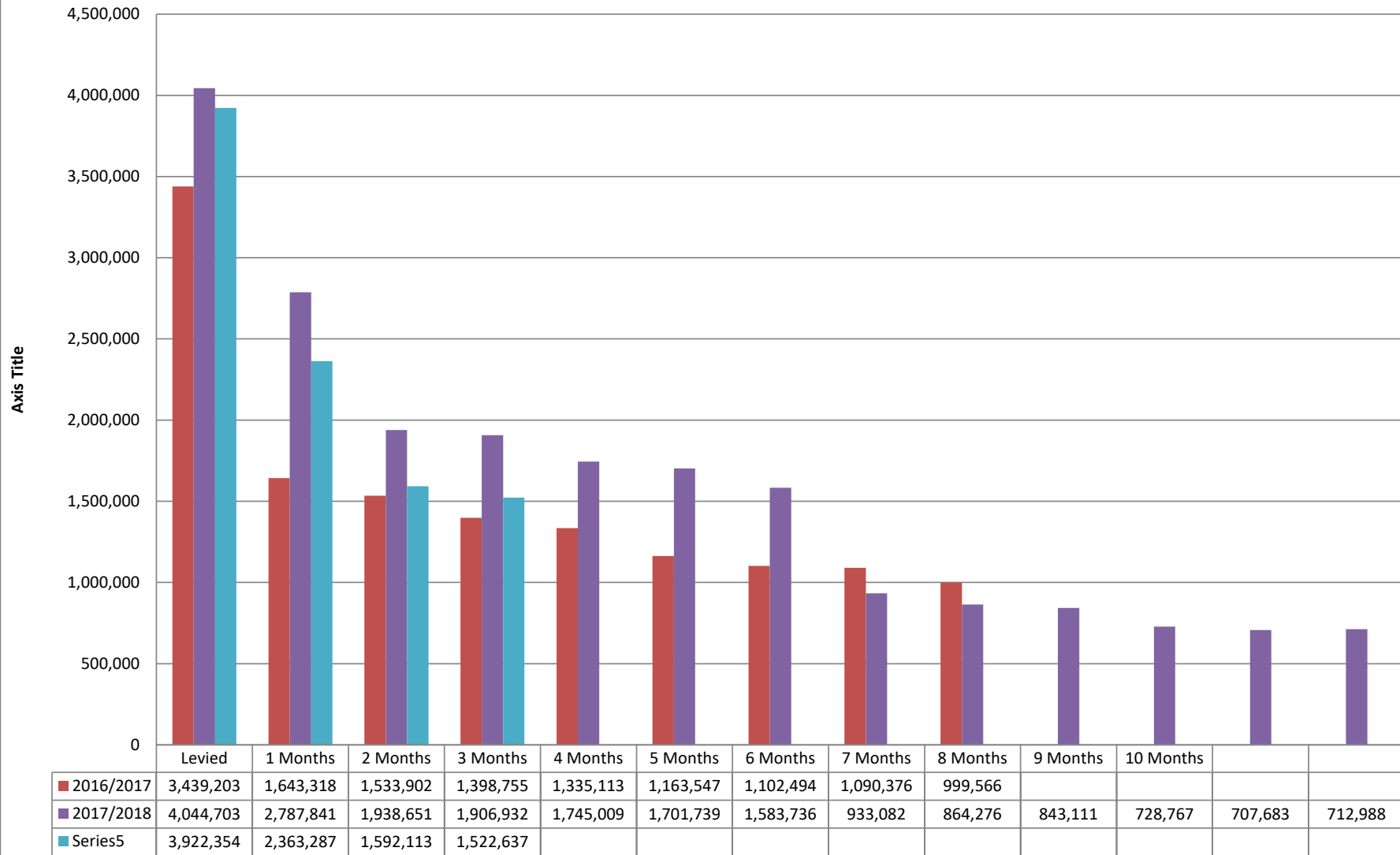
**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**For the Period ended**  
**30 November 2018**

**8. TRUST FUNDS**

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

<b>Detail</b>	<b>Balance 1-Jul-18 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance 30-Nov-18 \$</b>
Unidentified Deposits	0			0
Housing Bonds	1,680			1,680
Pet Bonds	200		(200)	0
Councillor Nomination Fees				0
				0
				0
	<u>1,880</u>			<u>1,680</u>

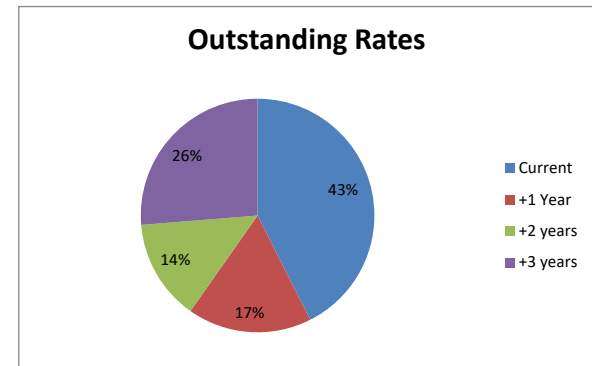
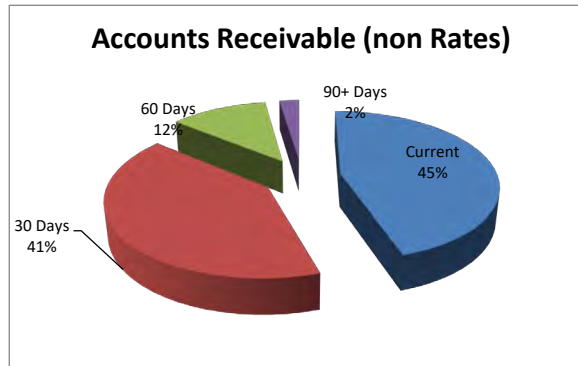
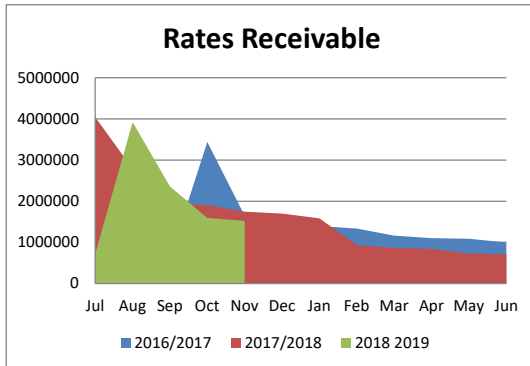
## Outstanding Rates and Charges



**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
For the Period ended  
**30 November 2018**

9(b)

	<b>30/09/2019</b>	<b>Receivables - Sundry Debtors</b>						<b>Receivables - Rates Debtors</b>					
	<b>YTD</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>	<b>Current</b>	<b>+1 Year</b>	<b>+2 years</b>	<b>+3 years</b>	<b>Total</b>		
Receivables - Rates and other Rate Receivables Levied This Year	712,988	Sundry Debtors	5,709	5,173	1,486	300	12,668	Rates Debtors	887,333	189,591	92,451	331,301	1,500,676
Discounts	-												
Deferred	-												
Less Collections to Date	2,302,778												
<b>Equals Current Outstanding</b>	<b>1,522,637</b>												
<b>Net Rates Collectable</b>	<b>1,522,637</b>	<b>Total Receivables General Outstanding</b>					<b>12,668</b>	<b>Total Receivables General Outstanding</b>					<b>1,500,676</b>
% collected	60.2%												



\*This report is purely rates billed. Rates outstanding per Net Current Assets includes Rates Pensioner Claims

Shire of Menzies

STATEMENT OF FINANCIAL ACTIVITY

For the Period ended  
30 November 2018

	Note	2016/2017	2016/2017	2016/2017		
	Note	Budget	Budget	Actual	Variance	
		\$	YTD	\$	%	\$
			\$			
<b>REVENUES</b>	1,2					
General Purpose Funding		1,060,881	442,034	554,496	-25%	(112,462)
Law, Order, Public Safety		3,200	1,333	2,938	-120%	(1,604)
Health		7,100	2,958	676	77%	2,283
Housing		105,600	44,000	41,744	5%	2,256
Community Amenities		8,300	3,458	8,417	-143%	(4,958)
Recreation and Culture		640	267	(2,555)	1058%	2,821
Transport		552,637	230,265	419,218	-82%	(188,953)
Economic Services		206,690	86,121	206,854	-140%	(120,733) Sponsorship received for Rodeo
Other Property and Services		51,340	21,392	24,214	-13%	(2,822)
		<u>1,996,388</u>	<u>831,828</u>	<u>1,256,002</u>		
<b>EXPENSES</b>	1,2					
Governance		(803,917)	(334,965)	(282,469)	16%	(52,496) Depreciation not yet calculated on plant, equipment & other infrastructure
General Purpose Funding		(185,769)	(77,404)	(59,670)	23%	(17,734) Depreciation not yet calculated on plant, equipment & other infrastructure
Law, Order, Public Safety		(108,274)	(45,114)	(39,009)	14%	(6,105) Depreciation not yet calculated on plant, equipment & other infrastructure
Health		(114,370)	(47,654)	(30,883)	35%	(16,771) Depreciation not yet calculated on plant, equipment & other infrastructure
Housing		(174,276)	(72,615)	(23,968)	67%	(48,647) Depreciation not yet calculated on plant, equipment & other infrastructure
Community Amenities		(295,312)	(123,047)	(90,338)	27%	(32,708) Depreciation not yet calculated on plant, equipment & other infrastructure
Recreation & Culture		(922,015)	(384,173)	(254,211)	34%	(129,962) Depreciation not yet calculated on plant, equipment & other infrastructure
Transport		(3,345,542)	(1,393,976)	(1,244,216)	11%	(149,760) Depreciation not yet calculated on plant, equipment & other infrastructure, timing
Economic Services		(1,036,068)	(431,695)	(413,167)	4%	(18,528) Depreciation not yet calculated on plant, equipment & other infrastructure, timing
Other Property and Services		(51,391)	(21,413)	67,992	418%	(89,405) Depreciation not yet calculated on plant, equipment & other infrastructure, timing
		<u>(7,036,933)</u>	<u>(2,932,055)</u>	<u>(2,369,938)</u>		
<b>Net Operating Result Excluding Rates</b>		<u>(5,040,545)</u>	<u>(2,100,227)</u>	<u>(1,113,936)</u>		
<b>Adjustments for Cash Budget Requirements:</b>						
<b>Non-Cash Expenditure and Revenue</b>						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals	4(b)	7,500	3,125	0		
Depreciation on Assets	2	2,774,749	1,156,146	843,723		
<b>Capital Expenditure and Revenue</b>						
Purchase Land Held for Resale	4(a)	0	0	0	No budget	0
Purchase Land and Buildings	4(a)	(1,270,376)	(529,323)	(204,474)	-61%	(324,850) Timing, Youth Centre fit out progressing
Purchase Infrastructure Assets - Roads	4(a)	(3,478,881)	(1,449,534)	(2,328,629)	61%	879,095 Timing, Roads program progressing
Purchase Infrastructure Assets - Other	4(a)	(1,657,203)	(690,501)	(100,360)	-85%	(590,141) Timing,
Purchase Infrastructure Assets - Footpaths	4(a)	(75,640)	(31,517)	(0)	-100%	(31,516) Works not commenced
Purchase Plant and Equipment	4(a)	(562,574)	(234,406)	(325,890)	39%	91,484 Some plant purchased, timing - budget spread over evenly over 12 months
Purchase Furniture and Equipment	4(a)	(105,000)	(43,750)	(10,555)	-76%	(33,195) Timing
Proceeds from Disposal of Assets	4(b)	129,000	53,750	153,075	185%	(99,325) Plant disposed - timing budget spread evenly over 12 months
Non Operating Grants and Subsidies		3,212,556	1,338,565	643,010	-52%	695,555 Grants claimed on completion or progress of jobs - Roads.
Loan Principal Repayments	5	(21,837)	208,334	0	-	208,334 Treasury loan funding notyet applied for
Loan Principal Income	5	500,000	0	0	-	0 Treasury loan funding notyet applied for
Transfers to Reserves (Restricted Assets)	7	(2,504,625)	(1,043,594)	(84,714)	-92%	(958,880) Budget transfers to reserves have been done
Transfers from Reserves (Restricted Assets)	7	1,198,678	499,449	0	-100%	499,449 Budgeted transfers are made as projects are undertaken
				0		
\DD Estimated Surplus/(Deficit) July 1 B/Fwd		3,730,680	3,730,680	3,731,836		
Amount Raised from General Rates	5	3,163,515	3,163,515	3,112,427		
<b>Net Current Assets - Surplus (Deficit)</b>		<u>0</u>	<u>4,030,712</u>	<u>4,315,513</u>		

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

General Purpose Funding	Current Budget	YTD Actual
<b>Other General Purpose Funding</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	821,540	400,006
Interest Earnings	110,000	96,906
Other Revenue	-	-
<b>Subtotal Operating Revenue</b>	<b>931,540</b>	<b>496,911</b>
<b>TOTAL Other General Purpose Funding</b>	<b>931,540</b>	<b>496,911</b>
<b>Rate Revenue</b>		
<b>Operating Revenue</b>		
Rates	3,163,515	3,112,427
Fees & Charges	13,750	8,736
Interest Earnings	114,501	48,730
Other Revenue	1,090	118
<b>Subtotal Operating Revenue</b>	<b>3,292,856</b>	<b>3,170,012</b>
<b>Operating Expense</b>		
Employee Costs	(105,802)	(33,412)
Materials & Contracts	(21,000)	(8,341)
Insurance Expenses	(1,609)	-
Reallocation Codes Expenditure	(57,358)	(3,178,740)
Reallocation Codes Income	-	3,160,824
<b>Subtotal Operating Expense</b>	<b>(185,769)</b>	<b>(59,670)</b>
<b>TOTAL Rate Revenue</b>	<b>3,107,087</b>	<b>3,110,342</b>
<b>Total - Cost of General Purpose Funding</b>	<b>4,038,627</b>	<b>3,607,254</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

<b>Governance</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>Governance - General</b>		
<b>Operating Expense</b>		
Employee Costs	(249,718)	(101,609)
Materials & Contracts	(47,300)	(16,062)
Insurance Expenses	(3,678)	-
Other Expenditure	(3,000)	(93)
<b>Subtotal Operating Expense</b>	<b>(303,696)</b>	<b>(117,764)</b>
<hr/>		
<b>TOTAL Governance - General</b>	<b>(303,696)</b>	<b>(117,764)</b>
<hr/>		
<b>Members Of Council</b>		
<b>Operating Expense</b>		
Employee Costs	-	(1,701)
Materials & Contracts	(80,000)	(14,984)
Insurance Expenses	(101)	-
Other Expenditure	(133,331)	(58,441)
Reallocation Codes Expenditure	(286,789)	(89,579)
<b>Subtotal Operating Expense</b>	<b>(500,221)</b>	<b>(164,705)</b>
<hr/>		
<b>TOTAL Members Of Council</b>	<b>(500,221)</b>	<b>(164,705)</b>
<hr/>		
<b>Total - Cost of Governance</b>	<b>(803,917)</b>	<b>(282,469)</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

<b>Law, Order &amp; Public Safety</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>Other Law, Order &amp; Public Safety</b>		
<b>Operating Revenue</b>		
Fees & Charges	-	32
<b>Subtotal Operating Revenue</b>	<b>-</b>	<b>32</b>
<b>Operating Expense</b>		
Employee Costs	(6,000)	(1,211)
Materials & Contracts	(5,000)	(500)
Reallocation Codes Expenditure	(9,306)	(2,503)
<b>Subtotal Operating Expense</b>	<b>(20,306)</b>	<b>(4,213)</b>
<b>TOTAL Other Law, Order &amp; Public Safety</b>	<b>(20,306)</b>	<b>(4,182)</b>
<b>Animal Control</b>		
<b>Operating Revenue</b>		
Fees & Charges	200	-
<b>Subtotal Operating Revenue</b>	<b>200</b>	<b>-</b>
<b>Operating Expense</b>		
Materials & Contracts	(41,600)	(23,019)
Depreciation On Non-Current Assets	(676)	-
Reallocation Codes Expenditure	(22,943)	(7,166)
<b>Subtotal Operating Expense</b>	<b>(65,219)</b>	<b>(30,185)</b>
<b>TOTAL Animal Control</b>	<b>(65,019)</b>	<b>(30,185)</b>
<b>Fire Prevention</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	3,000	2,906
<b>Subtotal Operating Revenue</b>	<b>3,000</b>	<b>2,906</b>
<b>Operating Expense</b>		
Employee Costs	(3,550)	(189)
Utilities	(200)	(201)
Depreciation On Non-Current Assets	(3,552)	-
Insurance Expenses	(3,300)	(1,341)
Other Expenditure	(75)	(82)
Reallocation Codes Expenditure	(12,073)	(2,797)
<b>Subtotal Operating Expense</b>	<b>(22,749)</b>	<b>(4,610)</b>
<b>TOTAL Fire Prevention</b>	<b>(19,749)</b>	<b>(1,704)</b>

**Shire of Menzies**  
**Operating Report for the period ending**  
**30 November 2018**

<b>Total - Cost of Law, Order &amp; Public Safety</b>	<b>(105,074)</b>	<b>(36,071)</b>
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# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Health	Current Budget	YTD Actual
<b>Other Health</b>		
<b>Operating Revenue</b>		
Fees & Charges	7,100	676
<b>Subtotal Operating Revenue</b>	<b>7,100</b>	<b>676</b>
<b>Operating Expense</b>		
Employee Costs	(734)	-
Materials & Contracts	(80,900)	(28,540)
Other Expenditure	(2,000)	(552)
Reallocation Codes Expenditure	(5,736)	(1,792)
<b>Subtotal Operating Expense</b>	<b>(89,370)</b>	<b>(30,883)</b>
<b>TOTAL Other Health</b>	<b>(82,270)</b>	<b>(30,207)</b>
<b>Preventative Services - Pest Control</b>		
<b>Operating Expense</b>		
Materials & Contracts	(25,000)	-
<b>Subtotal Operating Expense</b>	<b>(25,000)</b>	<b>-</b>
<b>TOTAL Preventative Services - Pest Control</b>	<b>(25,000)</b>	<b>-</b>
<b>Total - Cost of Health</b>	<b>(107,270)</b>	<b>(30,207)</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Housing	Current Budget	YTD Actual
<b>Other Housing</b>		
<b>Operating Revenue</b>		
Fees & Charges	90,000	35,549
<b>Subtotal Operating Revenue</b>	<b>90,000</b>	<b>35,549</b>
<b>Operating Expense</b>		
Employee Costs	(13,792)	(2,982)
Materials & Contracts	(20,250)	(4,487)
Utilities	(5,170)	(2,168)
Depreciation On Non-Current Assets	(83,246)	-
Interest Expenses	(7,000)	-
Insurance Expenses	(4,260)	(1,809)
Other Expenditure	(339)	(287)
Reallocation Codes Expenditure	(24,619)	(6,041)
<b>Subtotal Operating Expense</b>	<b>(158,676)</b>	<b>(17,773)</b>
<b>TOTAL Other Housing</b>	<b>(68,676)</b>	<b>17,777</b>
<b>Staff Housing</b>		
<b>Operating Revenue</b>		
Fees & Charges	15,600	6,195
<b>Subtotal Operating Revenue</b>	<b>15,600</b>	<b>6,195</b>
<b>Operating Expense</b>		
Employee Costs	(5,409)	(2,749)
Materials & Contracts	(28,610)	(3,914)
Utilities	(14,180)	(4,944)
Depreciation On Non-Current Assets	(38,606)	-
Insurance Expenses	(5,975)	(2,641)
Other Expenditure	(564)	(615)
Reallocation Codes Expenditure	(10,555)	8,668
Reallocation Codes Income	88,299	-
<b>Subtotal Operating Expense</b>	<b>(15,600)</b>	<b>(6,195)</b>
<b>TOTAL Staff Housing</b>	<b>-</b>	<b>-</b>
<b>Total - Cost of Housing</b>	<b>(68,676)</b>	<b>17,777</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Community Amenities	Current Budget	YTD Actual
<b>Other Community Amenities</b>		
<b>Operating Expense</b>		
Employee Costs	(13,523)	(6,814)
Materials & Contracts	(1,400)	(3,508)
Depreciation On Non-Current Assets	(2,928)	-
Insurance Expenses	(290)	(113)
Other Expenditure	-	(82)
Reallocation Codes Expenditure	(25,223)	(13,417)
<b>Subtotal Operating Expense</b>	<b>(43,363)</b>	<b>(23,934)</b>
<b>TOTAL Other Community Amenities</b>	<b>(43,363)</b>	<b>(23,934)</b>
<b>Town Planning &amp; Regional Development</b>		
<b>Operating Expense</b>		
Materials & Contracts	(60,100)	-
<b>Subtotal Operating Expense</b>	<b>(60,100)</b>	<b>-</b>
<b>TOTAL Town Planning &amp; Regional Development</b>	<b>(60,100)</b>	<b>-</b>
<b>Sewerage</b>		
<b>Operating Expense</b>		
Employee Costs	(507)	(604)
Materials & Contracts	(1,600)	-
Reallocation Codes Expenditure	(24,241)	(8,361)
<b>Subtotal Operating Expense</b>	<b>(26,348)</b>	<b>(8,965)</b>
<b>TOTAL Sewerage</b>	<b>(26,348)</b>	<b>(8,965)</b>
<b>Sanitation - Other</b>		
<b>Operating Expense</b>		
Materials & Contracts	-	(1,913)
<b>Subtotal Operating Expense</b>	<b>-</b>	<b>(1,913)</b>
<b>TOTAL Sanitation - Other</b>	<b>-</b>	<b>(1,913)</b>
<b>Sanitation - Household Refuse</b>		
<b>Operating Revenue</b>		
Fees & Charges	7,800	8,417
Other Revenue	500	-
<b>Subtotal Operating Revenue</b>	<b>8,300</b>	<b>8,417</b>
<b>Operating Expense</b>		
Employee Costs	(26,335)	(11,871)

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

<b>Community Amenities</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>Sanitation - Household Refuse</b>		
<b>Operating Expense</b>		
Materials & Contracts	(6,250)	(4,773)
Depreciation On Non-Current Assets	(6,169)	-
Insurance Expenses	(200)	(77)
Reallocation Codes Expenditure	(126,546)	(47,223)
Reallocation Codes Income	-	8,417
<b>Subtotal Operating Expense</b>	<b>(165,500)</b>	<b>(55,527)</b>
<hr/>		
<b>TOTAL Sanitation - Household Refuse</b>	<b>(157,200)</b>	<b>(47,110)</b>
<hr/>		
<b>Total - Cost of Community Amenities</b>	<b>(287,012)</b>	<b>(81,922)</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Recreation & Culture	Current Budget	YTD Actual
<b>Communities</b>		
<b>Operating Revenue</b>		
Other Revenue	-	909
<b>Subtotal Operating Revenue</b>	<b>-</b>	<b>909</b>
<b>Operating Expense</b>		
Employee Costs	(676)	(251)
Materials & Contracts	(8,500)	(35,084)
Other Expenditure	(138,500)	(12,467)
Reallocation Codes Expenditure	(24,150)	(7,798)
<b>Subtotal Operating Expense</b>	<b>(171,826)</b>	<b>(55,601)</b>
<b>TOTAL Communities</b>	<b>(171,826)</b>	<b>(54,692)</b>
<b>Other Culture</b>		
<b>Operating Expense</b>		
Employee Costs	(338)	-
Materials & Contracts	(3,000)	(175)
Utilities	(300)	(262)
Insurance Expenses	(1,600)	(687)
Other Expenditure	(75)	(82)
Reallocation Codes Expenditure	(603)	-
<b>Subtotal Operating Expense</b>	<b>(5,916)</b>	<b>(1,207)</b>
<b>TOTAL Other Culture</b>	<b>(5,916)</b>	<b>(1,207)</b>
<b>Libraries</b>		
<b>Operating Expense</b>		
Materials & Contracts	(3,200)	(517)
Reallocation Codes Expenditure	(5,736)	(1,792)
<b>Subtotal Operating Expense</b>	<b>(8,936)</b>	<b>(2,308)</b>
<b>TOTAL Libraries</b>	<b>(8,936)</b>	<b>(2,308)</b>
<b>Television And Rebroadcasting</b>		
<b>Operating Expense</b>		
Employee Costs	-	(995)
Materials & Contracts	(13,085)	(5,567)
Insurance Expenses	(55)	(25)
Reallocation Codes Expenditure	(57,358)	(21,383)
<b>Subtotal Operating Expense</b>	<b>(70,498)</b>	<b>(27,970)</b>
<b>TOTAL Television And Rebroadcasting</b>	<b>(70,498)</b>	<b>(27,970)</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

<b>Recreation &amp; Culture</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>Other Recreation &amp; Sport</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	-	(3,638)
Fees & Charges	640	175
<b>Subtotal Operating Revenue</b>	<b>640</b>	<b>(3,464)</b>
<b>Operating Expense</b>		
Employee Costs	(66,371)	(33,384)
Materials & Contracts	(60,100)	(1,957)
Utilities	(8,880)	(1,176)
Depreciation On Non-Current Assets	(25,695)	-
Insurance Expenses	(1,703)	(722)
Other Expenditure	(75)	(2,513)
Reallocation Codes Expenditure	(379,575)	(99,533)
<b>Subtotal Operating Expense</b>	<b>(542,399)</b>	<b>(139,285)</b>
<b>TOTAL Other Recreation &amp; Sport</b>	<b>(541,759)</b>	<b>(142,749)</b>
<b>Public Halls &amp; Civic Centres</b>		
<b>Operating Expense</b>		
Employee Costs	(38,955)	(2,726)
Materials & Contracts	(16,660)	(5,394)
Utilities	(2,150)	-
Depreciation On Non-Current Assets	(5,522)	-
Insurance Expenses	(1,118)	-
Other Expenditure	(75)	(82)
Reallocation Codes Expenditure	(57,961)	(19,639)
<b>Subtotal Operating Expense</b>	<b>(122,441)</b>	<b>(27,840)</b>
<b>TOTAL Public Halls &amp; Civic Centres</b>	<b>(122,441)</b>	<b>(27,840)</b>
<b>Total - Cost of Recreation &amp; Culture</b>	<b>(921,375)</b>	<b>(256,765)</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Transport	Current Budget	YTD Actual
<b>Aerodromes</b>		
<b>Operating Expense</b>		
Employee Costs	(1,352)	(110)
Materials & Contracts	-	(2,426)
Reallocation Codes Expenditure	(9,763)	(182)
<b>Subtotal Operating Expense</b>	<b>(11,115)</b>	<b>(2,718)</b>
<b>TOTAL Aerodromes</b>	<b>(11,115)</b>	<b>(2,718)</b>
<b>Streets, Roads, &amp; Bridges Maintenance</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	537,637	419,218
Profit On Asset Disposal	15,000	-
<b>Subtotal Operating Revenue</b>	<b>552,637</b>	<b>419,218</b>
<b>Operating Expense</b>		
Employee Costs	(139,771)	(65,981)
Materials & Contracts	(429,064)	(141,354)
Utilities	(7,200)	(2,390)
Depreciation On Non-Current Assets	(2,024,934)	(843,723)
Insurance Expenses	(1,950)	(868)
Other Expenditure	(700)	-
Loss On Asset Disposal	(22,500)	-
Reallocation Codes Expenditure	(708,308)	(187,182)
<b>Subtotal Operating Expense</b>	<b>(3,334,427)</b>	<b>(1,241,498)</b>
<b>TOTAL Streets, Roads, &amp; Bridges Maintenance</b>	<b>(2,781,790)</b>	<b>(822,280)</b>
<b>Total - Cost of Transport</b>	<b>(2,792,905)</b>	<b>(824,997)</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Economic Services	Current Budget	YTD Actual
<b>Caravan Park</b>		
<b>Operating Revenue</b>		
Fees & Charges	80,000	38,162
<b>Subtotal Operating Revenue</b>	<b>80,000</b>	<b>38,162</b>
<b>Operating Expense</b>		
Employee Costs	(50,496)	(20,070)
Materials & Contracts	(25,100)	(12,327)
Utilities	(33,000)	(14,515)
Insurance Expenses	(3,400)	(1,502)
Other Expenditure	(75)	(82)
Reallocation Codes Expenditure	(73,035)	(41,711)
<b>Subtotal Operating Expense</b>	<b>(185,106)</b>	<b>(90,208)</b>
<b>TOTAL Caravan Park</b>	<b>(105,106)</b>	<b>(52,046)</b>
<b>Crc</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	77,340	-
Fees & Charges	300	328
<b>Subtotal Operating Revenue</b>	<b>77,640</b>	<b>328</b>
<b>Operating Expense</b>		
Employee Costs	(64,639)	(18,997)
Materials & Contracts	(4,393)	(460)
Utilities	(3,710)	(1,509)
Insurance Expenses	(4,306)	(1,251)
Reallocation Codes Expenditure	(400)	(268)
<b>Subtotal Operating Expense</b>	<b>(77,447)</b>	<b>(22,485)</b>
<b>TOTAL Crc</b>	<b>193</b>	<b>(22,157)</b>
<b>Other Economic Services</b>		
<b>Operating Revenue</b>		
Fees & Charges	3,300	346
<b>Subtotal Operating Revenue</b>	<b>3,300</b>	<b>346</b>
<b>Operating Expense</b>		
Employee Costs	(508)	-
Materials & Contracts	(2,200)	(363)
Utilities	(450)	(129)
Depreciation On Non-Current Assets	(8,074)	-
Insurance Expenses	(1,450)	(642)
Other Expenditure	(75)	(82)
Reallocation Codes Expenditure	(907)	-



# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Economic Services	Current Budget	YTD Actual
<b>Other Economic Services</b>		
Subtotal Operating Expense	(13,664)	(1,215)
<b>TOTAL Other Economic Services</b>	<b>(10,364)</b>	<b>(869)</b>
<b>Building Control</b>		
<b>Operating Revenue</b>		
Fees & Charges	1,400	(634)
<b>Subtotal Operating Revenue</b>	<b>1,400</b>	<b>(634)</b>
<b>Operating Expense</b>		
Materials & Contracts	(17,000)	-
Other Expenditure	(550)	-
Reallocation Codes Expenditure	(22,943)	(7,166)
<b>Subtotal Operating Expense</b>	<b>(40,493)</b>	<b>(7,166)</b>
<b>TOTAL Building Control</b>	<b>(39,093)</b>	<b>(7,800)</b>
<b>Tourism &amp; Area Promotion</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	-	58,960
Fees & Charges	43,950	109,073
Other Revenue	400	618
<b>Subtotal Operating Revenue</b>	<b>44,350</b>	<b>168,652</b>
<b>Operating Expense</b>		
Employee Costs	(128,471)	(57,006)
Materials & Contracts	(207,481)	(159,836)
Utilities	(450)	(87)
Depreciation On Non-Current Assets	(141,849)	-
Insurance Expenses	(14,332)	(4,912)
Other Expenditure	(19,300)	(2,231)
Reallocation Codes Expenditure	(207,474)	(68,021)
<b>Subtotal Operating Expense</b>	<b>(719,357)</b>	<b>(292,093)</b>
<b>TOTAL Tourism &amp; Area Promotion</b>	<b>(675,007)</b>	<b>(123,441)</b>
<b>Total - Cost of Economic Services</b>	<b>(829,378)</b>	<b>(206,314)</b>

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Other Property & Services	Current Budget	YTD Actual
<b>Salaries &amp; Wages</b>		
<b>Operating Expense</b>		
Employee Costs	-	-
<b>Subtotal Operating Expense</b>	<b>-</b>	<b>-</b>
<hr/>		
<b>TOTAL Salaries &amp; Wages</b>	<b>-</b>	<b>-</b>
<hr/>		
<b>Administration</b>		
<b>Operating Revenue</b>		
Other Revenue	30,300	7,632
<b>Subtotal Operating Revenue</b>	<b>30,300</b>	<b>7,632</b>
<b>Operating Expense</b>		
Employee Costs	(427,420)	(161,601)
Materials & Contracts	(405,250)	(133,201)
Utilities	(33,600)	(6,168)
Depreciation On Non-Current Assets	(133,345)	-
Insurance Expenses	(40,501)	(28,619)
Other Expenditure	-	(187)
Reallocation Codes Expenditure	(137,339)	322,145
Reallocation Codes Income	1,147,155	-
<b>Subtotal Operating Expense</b>	<b>(30,300)</b>	<b>(7,632)</b>
<hr/>		
<b>TOTAL Administration</b>	<b>-</b>	<b>-</b>
<hr/>		
<b>Plant Operation Costs</b>		
<b>Operating Revenue</b>		
Other Revenue	16,000	6,865
<b>Subtotal Operating Revenue</b>	<b>16,000</b>	<b>6,865</b>
<b>Operating Expense</b>		
Employee Costs	(85,090)	(3,458)
Materials & Contracts	(212,000)	(1,968)
Depreciation On Non-Current Assets	(300,154)	-
Insurance Expenses	(17,000)	-
Reallocation Codes Expenditure	598,244	136,961
<b>Subtotal Operating Expense</b>	<b>(16,000)</b>	<b>131,535</b>
<hr/>		
<b>TOTAL Plant Operation Costs</b>	<b>-</b>	<b>138,400</b>
<hr/>		
<b>Public Works Overheads</b>		
<b>Operating Revenue</b>		
Fees & Charges	-	2,100
Other Revenue	-	7,500

# Shire of Menzies

## Operating Report for the period ending 30 November 2018

Other Property & Services	Current Budget	YTD Actual
<b>Public Works Overheads</b>		
Subtotal Operating Revenue	-	9,600
<b>Operating Expense</b>		
Employee Costs	(435,066)	(124,026)
Materials & Contracts	(155,940)	(123,108)
Utilities	(50)	(222)
Insurance Expenses	(17,643)	(12,626)
Reallocation Codes Expenditure	608,699	204,070
Subtotal Operating Expense	-	(55,911)
<b>TOTAL Public Works Overheads</b>	-	<b>(46,311)</b>
<b>Private Works</b>		
<b>Operating Revenue</b>		
Fees & Charges	5,040	117
Subtotal Operating Revenue	5,040	117
<b>Operating Expense</b>		
Employee Costs	(1,690)	-
Reallocation Codes Expenditure	(3,401)	-
Subtotal Operating Expense	(5,091)	-
<b>TOTAL Private Works</b>	(51)	<b>117</b>
<b>Total - Cost of Other Property &amp; Services</b>	(51)	<b>92,206</b>
TOTAL - Balance to Programme Schedule		1,998,491



**Shire of Menzies  
2018 2019  
Capital Jobs - linked to General Ledger Accounts  
as at 30 November 2018**

*printed 4/12/2018*

**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

**Buildings -**

Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
C08001	Youth Centre (Building)	(215,000)	(111,417)	(111,417)	51.82%
<b>Sub Total - 08662</b>		<b>(215,000)</b>	<b>(111,417)</b>	<b>(111,417)</b>	<b>51.82%</b>
BC001	Construction Of New Staff Housing	(500,000)	-	-	0.00%
<b>Sub Total - 09160</b>		<b>(500,000)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
C09002	Capital - Lot 1 (37 - 39 Reid) St (Asset 209)	(33,000)	(2,090)	(2,090)	6.33%
C09009	Capital - Lot 1089 (57) Walsh St (Asset 76)	-	(5,723)	(5,723)	100.00%
C09012	Capital - Lot 91 (40) Mercer St (Asset 200)	(30,000)	(1,760)	-	5.87%
C09203	55A (12A) Walsh Street (Building Capital)	-	(1,951)	(1,951)	100.00%
C09204	55B (12B) Walsh Street (Building Capital)	(16,000)	(3,921)	(3,921)	24.51%
<b>Sub Total - 09162</b>		<b>(79,000)</b>	<b>(15,445)</b>	<b>(13,685)</b>	<b>19.55%</b>
C09014	Old Post Office (Building Capital)	(25,000)	-	-	0.00%
C09205	55B (14B) Walsh Street (Capital)	(22,000)	-	-	0.00%
C09206	12B Walsh Street (Capital)	(16,000)	(2,753)	(2,753)	17.21%
C09207	14A Walsh Street (Capital)	(22,000)	(5,320)	-	24.18%
<b>Sub Total - 09262</b>		<b>(85,000)</b>	<b>(8,073)</b>	<b>(2,753)</b>	<b>9.50%</b>

**Shire of Menzies  
2018 2019  
Capital Jobs - linked to General Ledger Accounts as at 30 November 2018  
By Category**

**Buildings -**

Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
C11100	Town Hall - Capital Upgrade	(187,000)	(98,413)	(1,445)	52.63%
<b>Sub Total - 11162</b>		<b>(187,000)</b>	<b>(98,413)</b>	<b>(1,445)</b>	<b>52.63%</b>
C11600	Butcher Shop And Tea Rooms (Capex Building)	(25,000)	-	-	0.00%
<b>Sub Total - 11650</b>		<b>(25,000)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
C12101	Depot Extension	(59,698)	(50,450)	(45,411)	84.51%
<b>Sub Total - 12120</b>		<b>(59,698)</b>	<b>(50,450)</b>	<b>(45,411)</b>	<b>84.51%</b>
C13100	Lady Shenton Upgrade	(38,000)	-	-	0.00%
C13101	Airconditioner Replacement Program	(6,000)	(4,550)	(4,550)	75.83%
C13102	Rainwater Tanks (2) At Lady Shenton	(13,678)	(5,160)	(5,160)	37.72%
C13106	Goongarrie Cottage Maintenance	(52,000)	(57,267)	(20,052)	110.13%
C13107	Old Church Building (Lot 8) 50 Shenton Street (Building Capital)	(10,000)	-	-	0.00%
<b>Sub Total - 13267</b>		<b>(119,678)</b>	<b>(66,977)</b>	<b>(29,762)</b>	<b>55.96%</b>

**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

<b>Buildings</b>	<b>(1,270,376)</b>	<b>(350,775)</b>	<b>(204,474)</b>	<b>27.61%</b>
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**Shire of Menzies  
2018 2019  
Capital Jobs - linked to General Ledger Accounts as at 30 November 2018  
By Category**

**Furniture & Equipment -**

<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>% YTD</b>
C04002	Software And Systems	(35,000)	-	-	0.00%
<b>Sub Total - 04250</b>		<b>(35,000)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
C04001	Administration Communications Equipment	(45,000)	(9,574)	(9,574)	21.27%
<b>Sub Total - 04265</b>		<b>(45,000)</b>	<b>(9,574)</b>	<b>(9,574)</b>	<b>21.27%</b>
C11307	Collections - Furniture And Equipment	(5,000)	-	-	0.00%
<b>Sub Total - 11653</b>		<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
C14000	Office Furniture (Not Capitalised)	(20,000)	(4,927)	(982)	24.63%
<b>Sub Total - 14595</b>		<b>(20,000)</b>	<b>(4,927)</b>	<b>(982)</b>	<b>24.63%</b>



**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

<b>Furniture &amp; Equipment</b>	<b>(105,000)</b>	<b>(14,500)</b>	<b>(10,555)</b>	<b>13.81%</b>
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**Shire of Menzies  
2018 2019  
Capital Jobs - linked to General Ledger Accounts as at 30 November 2018  
By Category**

**Plant & Equipment -**

Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
C12102	Minor Plant & Equipment (Not Capitalised)	(20,000)	(2,422)	(1,760)	12.11%
<b>Sub Total - 12325</b>		<b>(20,000)</b>	<b>(2,422)</b>	<b>(1,760)</b>	<b>12.11%</b>
CP008	Works Utility Replacement	(40,000)	(44,167)	(44,167)	110.42%
<b>Sub Total - 12345</b>		<b>(40,000)</b>	<b>(44,167)</b>	<b>(44,167)</b>	<b>110.42%</b>
CP009	Triaxle Drop Deck Trailer Replacement	(150,000)	(137,300)	-	91.53%
CP010	Truck Replacement	(300,000)	(272,225)	(272,225)	90.74%
<b>Sub Total - 12346</b>		<b>(450,000)</b>	<b>(409,525)</b>	<b>(272,225)</b>	<b>91.01%</b>
C12301	Banners And Signage	(9,879)	(6,249)	(4,431)	63.26%
C12302	Street Lighting - Village	(7,694)	(3,307)	(3,307)	42.98%
C12304	Pump - 4 " Diesel Transfer Pump	(25,000)	(26,316)	-	105.26%
<b>Sub Total - 12347</b>		<b>(42,574)</b>	<b>(35,872)</b>	<b>(7,738)</b>	<b>84.26%</b>

**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

<b>Plant &amp; Equipment</b>	<b>(552,574)</b>	<b>(491,986)</b>	<b>(325,890)</b>	<b>89.04%</b>
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**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

**Roads -**

Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
CR0001	Menzies Northwest Road R2R	(855,760)	(18,182)	-	2.12%
<b>Sub Total - 12104</b>		<b>(855,760)</b>	<b>(18,182)</b>	-	<b>2.12%</b>
CR0014	Menzies Nw Rd	-	(1,283,767)	(1,283,767)	100.00%
WR0039	Wandrra Yarri Road	-	(88,770)	(88,770)	100.00%
<b>Sub Total - 12105</b>		-	<b>(1,372,537)</b>	<b>(1,372,537)</b>	<b>100.00%</b>
CR0009	Tjunjuntjarra Access Road	(66,667)	-	-	0.00%
CR0032	Program Reseal	(200,700)	-	-	0.00%
<b>Sub Total - 12106</b>		<b>(267,367)</b>	-	-	<b>0.00%</b>
CR0004	Evanston Menzies Road Rrg	(297,207)	-	-	0.00%
CR0005	Yarri Road Rrg	(135,800)	-	-	0.00%
CR0013	Menzies Northwest Rd Rrg	(292,747)	(9,281)	(9,281)	3.17%
CR0040	Pinjin Road	(330,000)	(314,498)	(314,498)	95.30%
<b>Sub Total - 12109</b>		<b>(1,055,754)</b>	<b>(323,779)</b>	<b>(323,778)</b>	<b>30.67%</b>
WR0000	Wandrra Funding - Including Associated Costs (Wml)	(1,300,000)	(40,631)	(39,848)	3.13%
WR0002	Wandrra Kookynie Yarri Road	-	(5,905)	(5,905)	100.00%

**Shire of Menzies  
2018 2019  
Capital Jobs - linked to General Ledger Accounts as at 30 November 2018  
By Category**

**Roads -**

<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>% YTD</b>
WR0003	Wandrra Mt Remarkable Road	-	(2,652)	(2,652)	100.00%
WR0004	Wandrra Cranky Jack Road	-	(1,355)	(1,355)	100.00%
WR0007	Wandrra Menzies North West Road	-	(610)	(610)	100.00%
WR0015	Wandrra Mt Ida Road	-	(761)	(761)	100.00%
WR0028	Wandrra Mt Celia Road	-	(581,183)	(581,183)	100.00%
	<b>Sub Total - 12145</b>	<b>(1,300,000)</b>	<b>(633,096)</b>	<b>(632,313)</b>	<b>48.70%</b>
	<b>Roads</b>	<b>(3,478,881)</b>	<b>(2,347,594)</b>	<b>(2,328,629)</b>	<b>67.48%</b>

**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

**Footpaths -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>% YTD</b>
	C12100	Bicycle Path Construction	(75,640)	-	-	0.00%
	<b>Sub Total - 12112</b>		<b>(75,640)</b>	-	-	<b>0.00%</b>
	<b>Footpaths</b>		<b>(75,640)</b>	-	-	<b>0.00%</b>

**Shire of Menzies  
2018 2019  
Capital Jobs - linked to General Ledger Accounts as at 30 November 2018  
By Category**

**Other Infrastructure -**

<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>% YTD</b>
C11301	Playground Menzies Park	(10,000)	-	-	0.00%
C11304	Tree Planting (Establishment)	(45,796)	-	-	0.00%
C11305	Upgrade Town Dam (2)	(181,331)	(2,000)	(2,000)	1.10%
C11306	Hardcourts - Resurface	(20,000)	(34,885)	(26,150)	174.43%
C11308	Hardcourts Fencing	(28,883)	(15,430)	-	53.42%
C11310	Splash Park Monitoring System	(19,399)	-	-	0.00%
<b>Sub Total - 11351</b>		<b>(305,409)</b>	<b>(52,315)</b>	<b>(28,150)</b>	<b>17.13%</b>
C11400	Television And Radio Rebroadcast (Capital Equipment)	(29,207)	(27,764)	(27,764)	95.06%
<b>Sub Total - 11401</b>		<b>(29,207)</b>	<b>(27,764)</b>	<b>(27,764)</b>	<b>95.06%</b>
CR0006	Shire House Crossovers	(30,000)	-	-	0.00%
<b>Sub Total - 12110</b>		<b>(30,000)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
C12103	Bores To Support Road Works	(30,000)	(7,150)	(7,150)	23.83%
C12104	Grid Replacement Program	(134,354)	(41,128)	(5,503)	30.61%
<b>Sub Total - 12140</b>		<b>(164,354)</b>	<b>(48,278)</b>	<b>(12,653)</b>	<b>29.37%</b>
C13001	Tourism Information Bay Shenton / Brown	(8,679)	(992)	(992)	11.42%

**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

**Other Infrastructure -**

Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
C13002	Truck Bay Wilson And Shenton	(654,879)	(26,550)	(26,550)	4.05%
C13010	Niagara Dam - Other Infrastructure Capitalised	-	(19,482)	-	100.00%
C13012	Bicycle Track Lake Ballard	(133,886)	-	-	0.00%
C13013	Bicycle Track Menzies Town	(133,886)	(3,553)	(3,553)	2.65%
C13200	Museum And Surrounds	(12,698)	(699)	(699)	5.50%
<b>Sub Total - 13266</b>		<b>(944,029)</b>	<b>(51,275)</b>	<b>(31,793)</b>	<b>5.43%</b>
C13560	Plant Nursery Infrastructure	(55,000)	-	-	0.00%
<b>Sub Total - 13560</b>		<b>(55,000)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
C13801	Caravan Park Landscaping	(4,204)	-	-	0.00%
C13802	Caravan Park Upgrade	(125,000)	-	-	0.00%
<b>Sub Total - 13820</b>		<b>(129,204)</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>



**Shire of Menzies**  
**2018 2019**  
**Capital Jobs - linked to General Ledger Accounts as at 30 November 2018**  
**By Category**

<b>Other Infrastructure</b>	<b>(1,657,203)</b>	<b>(179,632)</b>	<b>(100,360)</b>	<b>10.84%</b>
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**Shire of Menzies  
2018 2019  
Capital Jobs - linked to General Ledger Accounts as at 30 November 2018  
By Category**

**Accumulated Surplus -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>% YTD</b>
	CP999	Plant Depreciation Transfer To Reserve	(308,554)	-	-	0.00%
	<b>Sub Total - 12350</b>		<b>(308,554)</b>	-	-	<b>0.00%</b>
	<b>Accumulated Surplus</b>		<b>(308,554)</b>	-	-	<b>0.00%</b>

Total Reported Items - balance to Note 4                      **(7,448,227)**                      **(2,969,908)**

## 12.2.2 Monthly Listing of Payments for the Month of November 2018

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.935.1/NAM229
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.2-1 Payment Listing for November 2018
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

### **OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of November 2018 totalling \$1,629,754.88 being:

- 1) There were no cheques written.
- 2) Electronic Fund Transfer EFT3550 – EFT3692 payments in the Municipal Fund totalling \$1,567,641.94.
- 3) Direct Debit payments from the Municipal Fund totally \$62,112.94.
- 4) Credit Card payments for the statement period 29 September 2018 to 28 October 2018 totalling \$9,861.39.

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

The list of payments made for the month of November 2018 to be received by Council.

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

#### *14.3 Active civic leadership achieved*

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

### **STATUTORY AUTHORITY:**

*Local Government (Financial Management) Regulations 1996 Regulation 13*

**POLICY IMPLICATIONS:**

**Policy 4.7** – Creditors – Preparation for Payment

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

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

**BACKGROUND:**

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

**COMMENT:**

The EFT and Direct Debit payments that have been raised for the month of November 2018 are attached.

After payment, the balance of creditors will be nil.

**Shire of Menzies**  
**Payments for the Month of November 2018**

Chq/EFT	Date	Name	Description	Amount
		Cheques		\$(0.00)
		EFT		\$1,567,641.94
		Direct Debit		\$62,112.94
		<b>Total Payments</b>		<b><u>\$1,629,754.88</u></b>
		Credit Card Payments (included in Direct Debit)		\$9,861.39

**Shire of Menzies**  
**Payments for the Month of November 2018**

Chq/EFT	Date	Name	Description	
EFT3550	02/11/2018	Goldfields Nissan	Nissan X Trail. 5MN. Service.	\$629.75
EFT3551		Roadtech Construction	Claim 3 -Final Claim Seal Menzies NW Road	\$397,686.08
EFT3552		Child Support	Payroll deductions	\$713.16
EFT3553		Batteries N More	2 uhf radios	\$579.00
EFT3554		Quadrio Earth Moving Pty Ltd	Mt Celia road 2 November 2018 - 5 October 2018	\$58,360.50
EFT3555		Manhattan Corporation	Rates refund for assessment A5155 - Mining Tenement	\$107.65
EFT3556		3E Advantage	Sharp interactive smartboard rent November 2018	\$374.00
EFT3557		Xstra Global IT and Communication Solutions	October PABX hosting, line rental August	\$323.53
EFT3558		Northern Goldfields Earthmoving Pty Ltd	Davyhurst Road	\$32,725.00
EFT3559		Campbell Contractors	Work at Youth Centre and Depot extension	\$50,600.00
EFT3560		LED Goldfields	12b Walsh Street - Replace light fittings.	\$219.34
EFT3561		Joy Legge	Valuation Menzies Walk Trail and Wongi Project	\$485.00
EFT3562		Karrera Pty Ltd	Rates refund for assessment A3998 Mining Tenement	\$160.80
EFT3563		Achievable Outback Cafe	Lunch for 2 Auditors from 8/10/2018 - 10/10/2018	\$40.80
EFT3564		Australia's Golden Outback	Council Contribution towards 2019 Golden Outback Planner	\$2,670.00
EFT3565		Bosston Auto Bodies	2 gas struts for toolbox	\$98.46
EFT3566		Built By Geoff Fencing	2 bundles star pickets	\$176.00
EFT3567		Bunnings	Star pickets,fencing wire, wood glue tie downs,	\$932.90
EFT3568		Calypso Creative	Artwork for stubbie coolers,lanyards,print programs	\$1,452.00
EFT3569		C Direct	Telstra credit, tablets etc - for resale	\$625.60
EFT3570		Toll Ipec Pty Ltd	Freight	\$51.88
EFT3571		Deborah Whitehead	Reimbursement of Power as per contract	\$323.26
EFT3572		Eagle Petroleum (W.A) Pty Ltd	Deliver 4,000 Litres to bulk tank	\$11,460.68
EFT3573		Flex Industries	Oversize flags,beacon,oversize banners	\$383.75
EFT3574		Beverley Golding	Hessian for window display - Tearooms	\$42.90
EFT3575		Goldfields Toyota	1 new hilux2.8l dual cab - service KBC866N	\$48,926.39
EFT3576		Menzies Hotel	Meals for 2 Auditors for 3 days.	\$164.45
EFT3577		Jump 4 Us	Childrens entertainment Rodeo 20 October 2018	\$3,290.00
EFT3578		Shire of Menzies Social Club	Payroll deductions	\$150.00
EFT3579		Menzies Aboriginal Corporation	Hire of Bus and Driver - School Holiday Program	\$2,407.82
EFT3580		Netlogic Information Technology	Invoice 8118 22 October 2018 - new licence and setup	\$546.50
EFT3581		Office National	Tech work on copier for Laserfiche, stationeryitems	\$2,123.93
EFT3582		Onsite Rental Group	Hire of genset for bore	\$129.84
EFT3583		Pila Nguru Aboriginal Corporation	Re-Mains Tour - Accomodation, Food and beverage - Instrument Hire	\$2,238.00
EFT3584		Total Asphalt	2 tonne of cold mix	\$495.00
EFT3585		Wa Country Health Service - Goldfields	Service at Menzies Health Centre 1-30/09/2018	\$4,554.53
EFT3586		The West Australian	Advertising - RodeoKalgoorlie Miner	\$1,650.00
EFT3587		WesTrac Pty Ltd	Universal joints and seals	\$584.24
EFT3588	15/11/2018	Carroll & Richardson Flagworld Pty Ltd	2x banners for rodeo	\$621.50
EFT3589		Ellery Brookman Barristers and Solicitors	Review constitution - GTNA	\$1,058.92
EFT3590		Leonora Pharmacy	Pharmacy Statement October 2018	\$409.13
EFT3591		Child Support	Payroll deductions	\$713.16
EFT3592		Ashdown Ingram	Battery, tail lights and side markers	\$792.55
EFT3593		Tradelink Pty Limited	Air and water pipe fittings, roll of poly, pump parts	\$886.46
EFT3594		3E Advantage	Copier charges	\$2,029.98
EFT3595		Yeti's Records Management Consultancy	22 October 2018 Cataloguing	\$1,584.00
EFT3596		Piccadilly Butchers	Meat packs for workers - Rodeo	\$256.45
EFT3597		Market Creations	Market Creations Services to 31 October 2018	\$1,533.39
EFT3598		Algaefree Australia	Yoovee lamps and sleeves	\$423.50
EFT3599		Shire of Coolgardie	GVROC Dinner - Adelphi Grill	\$223.06
EFT3600		Ninga Nunthalee	Golfields Package Gold	\$742.50
EFT3601		Southern Cross Austereo	Radio advertising for rodeo	\$6,050.00
EFT3602		AL Welding & Fabrication	Weld trailer cracks	\$594.00
EFT3603		Prime Media Group Limited	Air time GWN7 - Rodeo	\$1,650.00
EFT3604		Remote Roads	October 2018 - Supervisor	\$34,604.63
EFT3605		Super Sarah and Friends	Childrens face painting at Menzies Rodeo	\$440.00
EFT3606		Recreation Hotel & Sheffield's	Alcohol & refreshments - Rodeo	\$45,708.32
EFT3607		Fairies and Other Mischief	Face painting, 2 fairies, travel and set up	\$1,702.00
EFT3608		Kalgoorlie Boulder Racing Club	Plastic wine goblets and champagne flutes	\$214.50
EFT3609		Lucrative Security	Security - Rodeo	\$5,643.00

**Shire of Menzies**  
**Payments for the Month of November 2018**

EFT3610		David Fagan	3 Metal art signs - Rodeo	\$230.00
EFT3611	15/11/2018	Segue (Deralinya) Pty Ltd	Rates refund for assessment A2471 Mining Tenement	\$1.93
EFT3612		Air Liquide WA Pty Ltd	Oxygen and acetylene bottle rental	\$28.16
EFT3613		Browns Party Hire	Hire of marquees,tables,coolroom,glasses,hot box	\$3,116.30
EFT3614		Bunnings	Extension leads,hose connectors, taps, screws, drill bits	\$1,011.66
EFT3615		Cabcharge Australia Limited	Cabcharge Account keeping fee November 2018	\$6.09
EFT3616		C Direct	Telstra credit for resale	\$3,647.98
EFT3617		Cheric Leonora	Rainwater tanks	\$16,753.00
EFT3618		Toll Ipec Pty Ltd	Freight - water park	\$12.63
EFT3619		Coyles Mower & Chainsaw Centre	1 axe and small axe	\$182.00
EFT3620		Curtain Villa	12b Walsh St. - Blinds for windows.	\$1,071.07
EFT3621		Cybersecure	Backup service -November 2018	\$259.88
EFT3622		David Gray & Co Pty Ltd	240ltr rubbish bins, wheels and pins.	\$2,191.20
EFT3623		Eagle Petroleum (W.A) Pty Ltd	Bulk Fuel 6000l - ULP 50ltrs	\$9,611.11
EFT3624		Ecowater Services	Caravan Park Biomax system. Repair faulty Biomax system. High level alarm.	\$2,797.15
EFT3625		Everett Butchers	Meat for BBQ - GTNA Annual general Meeting	\$148.41
EFT3626		Flex Industries	1 tail light assembly	\$429.00
EFT3627		Forman Bros	Pump out toilets at rodeo grounds	\$2,953.50
EFT3628		Goldline Distributors	Cleaning, kitchen and toilet products.	\$960.17
EFT3629		Goldfields Locksmiths	Safe for Caravan Park	\$225.00
EFT3630		Goldfields Records Storage	User charges for Sept & Oct 2018	\$88.17
EFT3631		Menzies Hotel	Newspapers and gas for teachers unit.	\$272.20
EFT3632		Hesperian Press	History books for resale	\$277.75
EFT3633		JR & A Hersey	Workshop consumables	\$925.49
EFT3634		Kmart	Mattress and pillow protectors for Shenton St unit.	\$86.00
EFT3635		Landgate	Mining tenements 19 October 2018	\$70.20
EFT3636		Shire of Menzies Social Club	Payroll deductions	\$140.00
EFT3637		Menzies Aboriginal Corporation	Youth Centre opening catering, school holiday program	\$1,835.99
EFT3638		Netlogic Information Technology	Upgrade Lady Shenton Laptop	\$487.50
EFT3639		Titan Australia Pty Ltd	Valves,tire glue, scraper,buffer	\$155.16
EFT3640		Office National	Assorted stationery items	\$373.53
EFT3641		Penns Cartage	Cartage of new bins	\$171.60
EFT3642		Pila Nguru Aboriginal Corporation	Gravel Road Tour - recoup diesel bus, food and misc	\$519.93
EFT3643		Paupiyala Tjarutja Aboriginal Corporation	September 2018 School Holiday Program -	\$9,238.89
EFT3644		Public Libraries WA Inc	PLWA Membership 2018 2019	\$110.00
EFT3645		Shire Of Leonora	Provision of EHO	\$3,507.50
EFT3646		Solomons Flooring	12b Walsh St - Replace flooring.	\$2,753.00
EFT3647		Jeanette Taylor	Meals while training 13/10/2018-14/10/2018	\$128.06
EFT3648		Verlinden's Electrical Service	Repair roller door and install GPO for new HWS.	\$563.75
EFT3649		Wurth Australia	Battery terminals,washers,nuts,cutting disc	\$347.63
EFT3650	19/11/2018	Quadrio Earth Moving Pty Ltd	Flood damage repair, Mt Celia road	\$132,794.75
EFT3651		Northern Goldfields Earthmoving Pty Ltd	Maintenance grading - Davyhurst-Mulline Road	\$30,222.50
EFT3652		Simon Hardman	12b Walsh. Strip carpet and vinyl. Clean walls and ceiling. Prep and lay vinyl flooring.	\$3,800.00
EFT3653		Kookynie Volunteers Association	Breakfast for rodeo	\$1,589.43
EFT3654		D J McGinty & Co Pty Ltd	Goongarrie cottage roof repairs.	\$21,615.00
EFT3655	23/11/2018	Brayco Global Pty Ltd	Town Hall . Kitchen upgrade. Double sink and spray unit.	\$1,590.00
EFT3656		Menzies Hotel	Supply lunch for vets	\$120.00
EFT3657		Netlogic Information Technology	Technology support.	\$335.00
EFT3658		WML Consultants	Works consultant	\$36,990.80
EFT3659	28/11/2018	Truck Centre (WA) PTY.LTD	mack superliner 6x4 mp 10 46 midrise sleeper"	\$299,447.50
EFT3660		Carroll & Richardson Flagworld Pty Ltd	2x flagtrax systems and information flag	\$2,893.00
EFT3661		Western Diagnostic	Drug and Alcohol test - Sethen Sheehan Lee	\$70.07
EFT3662		Royal Flying Doctor Service - Kalgoorlie	Coffee Money Collected	\$51.15
EFT3663		Child Support	Payroll deductions	\$713.16
EFT3664		3E Advantage	Copier charges	\$1,917.55
EFT3665		Yeti's Records Management Consultancy	November 2018 Cataloguing	\$660.00
EFT3666		Market Creations	Technical support November 2018	\$247.50
EFT3667		Xstra Global IT and Communication	November PABX hosting, line rental and calls	\$327.05
EFT3668		Goldfields Conferences & Events (WA)	Band for rodeo - Powder Keg	\$2,200.00
EFT3669		Central Hotel Leonora	Seniors week lunch	\$43.00

**Shire of Menzies**  
**Payments for the Month of November 2018**

EFT3670	Chris Hicks Pty Ltd	supply and lay artificial grass on both sides of basketball court	\$26,150.00
EFT3671	Remote Roads	November 2018 - Supervisor	\$44,235.36
EFT3672	The Australian Local Government Job Directory	Quarter page advert - EOI for CEO Recruitment	\$649.00
EFT3673	Elders Rural Services Australia Limited	Strong sheep tags for rodeo	\$275.00
EFT3674	Independence Group NL	Rates refund	\$8,429.31
EFT3675	Bunnings	Tools for truck	\$891.06
EFT3676	Toll Ipec Pty Ltd	Freight	\$113.60
EFT3677	E & M J Rosher	10 oil filters	\$239.05
EFT3678	Department of Fire And Emergency Services	2018/2019 ESL Quarter 2	\$14,022.00
EFT3679	Goldline Distributors	Cleaning and consumables	\$562.23
EFT3680	Goldfields Toyota	1 MN Landcruiser 20,000km service.	\$473.68
EFT3681	Shire of Menzies Social Club	Payroll deductions	\$150.00
EFT3682	Netlogic Information Technology	Tech support	\$862.50
EFT3683	Titan Australia Pty Ltd	4 new skidsteer tyres	\$2,290.86
EFT3684	Office National	Stationery	\$280.37
EFT3685	Pila Nguru Aboriginal Corporation	Gravel Road Tour - recoup diesel bus, food and wages	\$17,243.28
EFT3686	Paupiyala Tjarutja Aboriginal Corporation	Tjuntjuntjara Dog Health Program	\$22,000.00
EFT3687	Taps Industries	Plumbing services	\$2,983.90
EFT3688	Total Asphalt	3 tonne cold mix	\$742.49
EFT3689	Verlinden's Electrical Service	New Youth Centre. External lighting	\$4,776.20
EFT3690	The West Australian	Advertising- Kalgoorlie Miner	\$2,950.00
EFT3691	WesTrac Pty Ltd	1 drum 1205 of oil and oil filters (x 6)	\$1,325.81
EFT3692	Wurth Australia	1 box window cleaner,1 box interior cleaner	\$329.25
	08/11/2018 Payroll		\$37,423.91
	22/11/2018 Payroll		\$36,563.24
			\$1,567,641.94



**Shire of Menzies**  
**Payments for the Month of November 2018**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD2268.1	01/11/2018	WESTNET	NBN Satellite service 1/10/2018 - 1/11 2018	\$54.99
DD2288.1	05/11/2018	Water Corporation	Water charges 16 Aug 18 to 17 Oct 18 - various properties	\$1,404.20
DD2290.1	06/11/2018	Horizon Power	Caravan Park power for 21 Aug to 18 Oct 2018	\$6,027.33
DD2295.1	06/11/2018	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,837.68
DD2295.2	06/11/2018	WA Local Govt Superannuation Plan	Payroll deductions	\$1,881.75
DD2295.3	06/11/2018	Catholic Super	Superannuation contributions	\$773.14
DD2295.4	06/11/2018	Australian Super	Superannuation contributions	\$346.22
DD2295.5	06/11/2018	Sunsuper	Superannuation contributions	\$817.31
DD2295.6	06/11/2018	Kinetic Superannuation	Payroll deductions	\$240.38
DD2302.1	05/11/2018	NAB	CEO credit card payment 29/9/18 to 29/10/18	\$9,861.39
DD2304.1	08/11/2018	Telstra - DIRECT DEBIT ONLY	Telephone and internet October 2018	\$6,410.14
DD2306.1	09/11/2018	Water Corporation	Water usage 16 Aug to 17 Oct 2018 various properties	\$1,273.39
DD2308.1	01/11/2018	NAB	Merchant Fees and bank charges October 2018	\$922.16
DD2310.1	09/11/2018	NAB	NAB Connect Fee September 2018	\$57.99
DD2312.1	07/11/2018	GoGo Media	On Hold messages for office phone system November 2018	\$75.90
DD2314.1	12/11/2018	Telstra - DIRECT DEBIT ONLY	Mobile Phones	\$701.54
DD2317.1	13/11/2018	Horizon Power	Power various properties 28/08/2018 to 25/10/2018	\$5,246.08
DD2327.1	14/11/2018	Horizon Power	Power 27/09/2018 to 25/10/2018 - Staff to be invoiced	\$37.38
DD2330.1	20/11/2018	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,673.63
DD2330.2	20/11/2018	WA Local Govt Superannuation Plan	Payroll deductions	\$1,860.74
DD2330.3	20/11/2018	Catholic Super	Superannuation contributions	\$773.14
DD2330.4	20/11/2018	Australian Super	Superannuation contributions	\$360.64
DD2330.5	20/11/2018	Sunsuper	Superannuation contributions	\$817.31
DD2330.6	20/11/2018	Commonwealth Essential Super	Superannuation contributions	\$67.68
DD2330.7	20/11/2018	Kinetic Superannuation	Payroll deductions	\$240.38
DD2338.1	15/11/2018	Toyota Finance DIRECT DEBIT ONLY	Toyota fleet payment 1GED860 leased to GTNA	\$1,099.07
DD2340.1	26/11/2018	Gregory Dwyer	Sitting Fee and Allowances November 2018	\$3,364.49
DD2340.2	26/11/2018	Cr Ian Baird	Sitting Fee and Allowances November 2018	\$1,289.67
DD2340.3	26/11/2018	Cr Jillian Dwyer	Sitting Fee and Allowances November 2018	\$875.83
DD2340.4	26/11/2018	Cr Justin Lee	Sitting Fee and Allowances November 2018	\$875.83
DD2340.5	26/11/2018	Cr Debbie Hansen	Sitting Fee and Allowances November 2018	\$875.83
DD2340.6	26/11/2018	Cr Ian Tucker	Sitting Fee and Allowances November 2018	\$875.83
DD2340.7	26/11/2018	Cr Keith Mader	Sitting Fee and Allowances November 2018	\$700.66
DD2349.1	30/11/2018	NAB	Sitting Fee and Allowances November 2018	\$392.59
DD2351.1	29/11/2018	Wright Express Australia Pty Ltd	Fuel cards 738.96 Litres	\$1,338.06
DD2354.1	19/11/2018	Horizon Power	Street lights October 2018	\$662.59
				\$62,112.94

**Shire of Menzies**  
**Payments for the Month of November 2018**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
01/10/2018	DMIRS	Withdrawal of caveat	\$ 15.80
01/10/2018	Holiday Inn - Training Tourism	Training Tourism	\$ 653.66
03/10/2018	Woolworths	Goods for resale	\$ 12.49
04/10/2018	Department of Transport	Change plates ford Ranger	\$ 26.85
08/10/2018	K-Mart	Bed Linin for Hire-out chalet	\$ 212.15
11/10/2018	Stiching Bee	Menzies Rodeo LOGO on Caps and can holders	\$ 4,061.20
15/10/2018	Woolworths	Goods for resale	\$ 79.80
15/10/2018	Swann Communications	CCTV for Caravan Park Entry	\$ 349.95
16/10/2018	Nespresso	Coffee Pods	\$ 70.20
17/10/2018	Event Bright Menzies Rodeo	Tickets purchased on behalf of Tuckers - Reimbursed via EFTPOS 17/10/2018	\$ 95.00
19/10/2018	Event Bright Menzies Rodeo	Menzies rodeo Ticket	\$ 45.00
19/10/2018	Stiching Bee	Embroidery of Menzies Rodeo Logo on caps - Additional Invoice	\$ 1,713.80
19/10/2018	Event Bright Menzies Rodeo	Rodeo Tcket	\$ 45.00
22/10/2018	North Fleet Bus	Rodeo Transport	\$ 2,147.50
26/10/2018	Woolworths	Goods for resale	\$ 70.70
26/10/2018	Microsoft	Windows Pro annual subscription	\$ 169.00
29/10/2018	Woolworths	Halloween Activity	\$ 75.29
29/10/2018	NAB	Card Fee	\$ 9.00
29/10/2018	NAB	Card Fee	\$ 9.00
		Direct Debit	<b>\$ 9,861.39</b>

### 12.2.3 Surrender of Land

<b>LOCATION:</b>	41 Sheridan Street, Menzies
<b>APPLICANT:</b>	Estate of Sammut
<b>DOCUMENT REF:</b>	RAT.871.1/NAM237
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.2.3-1 Title and Transfer Documents ( <i>Confidential</i> )
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

1. Accept the transfer of title of 41 Sheridan Street, Menzies from Tamara Kelleher acting as administrator of the estate of Michael John Sammut.
2. Authorise the Shire President and the Chief Executive Officer to sign and seal the transfer of land documentation and return to Tamara Kelleher.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Tamara Kelleher has submitted transfer of land documents to the Shire gifting 41 Sheridan Street Menzies to the Shire of Menzies.

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

##### *14.2 Strong sense of community maintained*

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

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

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

All rates and charges have been cleared from this property. Once owned by the Shire, the land is no longer rateable. Local Government does not pay emergency services levy on vacant freehold land owned by the Shire.

The loss of revenue will be the equivalent of minimum rates for vacant land rated by Gross Rental Value for the Menzies town site – currently \$200 per annum.

**RISK ASSESSMENTS:** Nil

**BACKGROUND:**

The property is the subject of a deceased estate. None of the beneficiaries of the estate wish to take ownership of the property.

**COMMENT:**

The Administrator of the Estate has requested that it be surrendered to the Shire. At the time of discussions, the Administrator was advised that Council usually accepted title if two conditions were met.

- All rates and charges due must be paid in full and
- The owner must pay all const for the transfer of title.

Both these conditions have been met. Policy 4.11 – Rating Strategy is to be amended to reflect Council's current position in relation to the surrender of land.

### 12.2.3 Surrender of Land

<b>LOCATION:</b>	41 Sheridan Street, Menzies
<b>APPLICANT:</b>	Estate of Sammut
<b>DOCUMENT REF:</b>	RAT.871.1/NAM237
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.2.3-1 Title and Transfer Documents ( <i>Confidential</i> )
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

1. Accept the transfer of title of 41 Sheridan Street, Menzies from Tamara Kelleher acting as administrator of the estate of Michael John Sammut.
2. Authorise the Shire President and the Chief Executive Officer to sign and seal the transfer of land documentation and return to Tamara Kelleher.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Tamara Kelleher has submitted transfer of land documents to the Shire gifting 41 Sheridan Street Menzies to the Shire of Menzies.

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

##### *14.2 Strong sense of community maintained*

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

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

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

All rates and charges have been cleared from this property. Once owned by the Shire, the land is no longer rateable. Local Government does not pay emergency services levy on vacant freehold land owned by the Shire.

The loss of revenue will be the equivalent of minimum rates for vacant land rated by Gross Rental Value for the Menzies town site – currently \$200 per annum.

**RISK ASSESSMENTS:** Nil

**BACKGROUND:**

The property is the subject of a deceased estate. None of the beneficiaries of the estate wish to take ownership of the property.

**COMMENT:**

The Administrator of the Estate has requested that it be surrendered to the Shire. At the time of discussions, the Administrator was advised that Council usually accepted title if two conditions were met.

- All rates and charges due must be paid in full and
- The owner must pay all const for the transfer of title.

Both these conditions have been met. Policy 4.11 – Rating Strategy is to be amended to reflect Council's current position in relation to the surrender of land.

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## 12.2.4 Policy 4.2 Purchasing and Tenders Amendment

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.879.1/NAM234
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	3 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.2.4-1 Local Government Regulation extract 12.2.4-2 WALGA circular Australian Disability Enterprise 12.2.4-3 Amended Policy 4.2 Purchasing and Tenders

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
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**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council endorse the amended policy 4.2 by the addition of clause 3 –

*“The Shire of Menzies recognise Local Government (Functions and General) Regulations 1996 Part 4 Division 2 Regulation 11 (h) and Regulation 11 (i) which set out exemptions from tender limits for Aboriginal Businesses and Australian Disability Enterprises (with conditions).”*

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

The Local Government (Functions and General) Regulations set the maximum expenditure allowable for a single item or project to \$150,000. Exemptions are premitted for Aboriginal Business and Disability Enterprises. These exemptions are being recognised in Council Policy 4.2.

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

#### *14.1 Sustainable local economy encouraged*

- A local economy accessing the commercial options and services in place, for timely development.

#### *14.2 Strong sense of community maintained*

- The Shire to review disability access throughout the Shire of Menzies.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

### *14.3 Active civic leadership achieved*

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 3.57*

*Local Government (Functions and General) Regulations 1996 Part 4 Division 2 Regulation 11(h)(i)*

#### **POLICY IMPLICATIONS:**

**Policy 4.2** Purchasing and Tenders

**FINANCIAL IMPLICATIONS:** Nil

#### **RISK ASSESSMENTS:**

**OP1** – Shire Reputation and Governance

#### **BACKGROUND:**

The Local Government tender requirements set the limit of expenditure for any single item or project to \$150,000. Amendments to the Local Government (Functions and General) Regulations 1996 (the Regulation) have provided for exemptions to this. These exemptions are now to be recognised in Council Policy.

#### **COMMENT:**

The Regulation has set conditions on qualification for the organisation, but will allow the Shire greater flexibility when undertaking works particularly in the remote areas to the east.

Contractors will still have to work within quoted parameters, and scope of works, and meet the standards required for all contracted work.

**Local Government (Functions and General) Regulations 1996****Part 4** Provision of goods and services**Division 2** Tenders for providing goods or services (s. 3.57)**r. 11**

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Commonwealth or any of its agencies, or by a local government or a regional local government; or

- (ea) the goods or services are to be supplied —
- (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
  - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
- or
- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
- (i) petrol or oil; or
  - (ii) any other liquid, or any gas, used for internal combustion engines;
- or
- (h) the following apply —
- (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
  - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
  - (iii) the local government is satisfied that the contract represents value for money;

**Local Government (Functions and General) Regulations 1996**  
 Provision of goods and services **Part 4**  
 Tenders for providing goods or services (s. 3.57) **Division 2**  
**r. 12**

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or

- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
  - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
  - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
  - (iii) the original contract contains an option to renew or extend its term; and
  - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

*[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]*

**12. Anti-avoidance provision for r. 11(1)**

- (1) This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.



26 October 2018

Our Ref: RB:CC

Dear CEO,

**AUSTRALIAN DISABILITY ENTERPRISES AND LOCAL GOVERNMENT IN PARTNERSHIP  
EMPOWERING PEOPLE WITH A DISABILITY**

In Western Australia, eight Disability Enterprises (WADEs) collectively employ more than 2,200 individuals with disability or mental health issue. They operate as not for profit commercial entities with business units across more than 50 locations.

To continue to deliver positive social outcomes, we are writing to seek your support regarding amendments to the Local Government (Functions and General) Regulations 1996 (the "Regulations") that took effect from 1 October 2015.

A key amendment provides Western Australian Local Government Authorities (LGAs) the ability to source products or services directly from an Australian Disability Enterprise (ADE) without the need to invite public tenders (Regulation 11(h)). This change applies to purchases above \$150,000 and represents a commitment by government and the community to support people with disability and mental illness in employment throughout the state.

As you may be aware, all purchases are subject to each individual Council's Purchasing Policy and you should carefully consider the inclusion in the Purchasing Policy of the exemption provisions as outlined in the Regulations. WADEs may be contracted directly without the need to comply with the Threshold and Purchasing Practises requirements of the Regulations where a value for money assessment demonstrates benefits to the Council's achievement of its strategic and operational objectives. Should Councils wish to make use of this exemption they will need to alter individual policies in line with Regulation 11(h), which a number of Councils have done and as is outlined in the WALGA Model Purchasing Policy Template. If you have not already done so, we seek your support to include a similar provision in your Council's Purchasing Policy to allow the option of purchasing more efficiently from WADEs without the need to call public tenders on every occasion.

Changes to your Purchasing Policy will also align with Commonwealth and State Government procurement policies and practises which provide an exemption to public authorities to engage directly with ADEs at any value, where it represents value for money.

The application of the exemption also requires that appropriate safeguards are in place. For example, if you are unsure of the market value, you should utilise tenders or quotes. Bear in mind, these may be obtained from WADEs, indigenous enterprises or local businesses without necessarily going broader afield. This provides the opportunity for assisting social enterprises whilst remaining consistent with best procurement practice. Although a formal Request for Quote should still be issued to the WADE where the value for a direct engagement exceeds \$50,000, this will be of benefit to Councils as it will outline the contractual framework under which the engagement is made. The rationale for making the purchasing decision must also be documented and recorded in accordance with the Council's Records Management policy.

ONE70  
LV1, 170 Railway Parade, West Leederville, WA 6007  
PO Box 1544, West Perth, WA 6872  
T: (08) 9213 2000 F: (08) 9213 2077 [info@walga.asn.au](mailto:info@walga.asn.au)  
[www.walga.asn.au](http://www.walga.asn.au)

The [WADE website](#) provides information on the range of products and services, a dedicated page for Local Government and contracts held with Government agencies. That WADEs have gained more than \$47 million in government contracts over five years, much of which is repeat business, is evidence of their quality, reliability and value for money.

We urge you to consider WADEs whenever you are considering the purchase of goods and services.

Yours sincerely



**Cr Lynne Craigie**  
President



**Ricky Burges**  
Chief Executive Officer



## 4.2 Purchasing and Tenders

Introduction											
Objective											
History	<table> <tr> <td>Former Policy</td> <td>3.15</td> </tr> <tr> <td>Amended</td> <td>29 November 2012</td> </tr> <tr> <td>Adopted</td> <td>25 June 2015</td> </tr> <tr> <td>Adopted</td> <td>30 August 2018</td> </tr> <tr> <td>Amended</td> <td>13 December 2018</td> </tr> </table>	Former Policy	3.15	Amended	29 November 2012	Adopted	25 June 2015	Adopted	30 August 2018	Amended	13 December 2018
Former Policy	3.15										
Amended	29 November 2012										
Adopted	25 June 2015										
Adopted	30 August 2018										
Amended	13 December 2018										
<b>Policy Statement</b>											

1. The following Policy Schedules are adopted, and form part of this Statement–
  - 4.2 (a) – Purchasing Principles
  - 4.2 (b) – Purchasing Thresholds
  - 4.2 (c) – Regulatory Compliance
2. In accordance with Delegation 2.2, the Chief Executive Officer may call tenders for purchases over \$100,000 at an appropriate time, subject to the goods or services being disclosed in the adopted Budget.
3. The Shire of Menzies recognise Local Government (Functions and General ) Regulations 1996 Part 4 Division 2 Regulation 11 (h) and Regulation 11 (i) which set out exemptions from Tender limits for Aboriginal Businesses and Australian Disability Enterprises (with conditions).

– *End of Policy*

## **Policy Schedule 4.2 (a) – Purchasing Principles**

### 1. Objectives

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996.
- To deliver a best practice approach and procedures to internal purchasing for the Shire.
- To ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

### 2. Why Do We Need a Policy?

The Shire is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire receives value for money in its purchasing.
- Ensures the Shire is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire purchasing practices that withstands probity.
- Ensures that environmental impacts across the life cycle of goods and services are considered in the procurement process.

### 3. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Menzies policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.
- consideration must be taken in regard to Council's Regional Price Preference Policy,

### 4. Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or repair response, familiarity with works etc

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

## 5. Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage,
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range,
- For new buildings and refurbishments – where available use renewable energy and technologies.

– *End of Schedule*

**Policy Schedule 4.2 (b) – Purchasing Thresholds****Purchasing Thresholds**

Where the value of procurement (excluding GST) or the value of the contract over the full contract period (including options to extend) is, or is expected to be–

**General –**

Amount of Purchase	Requirement	Recommended
Up to \$2,999	Quotations not required	Obtain verbal or written quotations if possible
\$3,000 to \$9,999	Direct purchase from suppliers requiring only two verbal quotations, where possible and practical.	Obtain written quotations if possible
\$10,000 to \$39,999	Obtain at least three written quotations	Consider written specifications
\$40,000 to \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	
\$150,000 and above	Conduct a public tender process	

**Local Sole Provider exemption –**

Amount of Purchase	Requirement	Recommended
Up to \$4,999	Quotations not required	Obtain verbal or written quotations
\$5,000 to \$19,999	Obtain written quotations	
\$20,000 and above	No local sole provider exemption	

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

**Quotations**

The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - written specification
  - selection criteria to be applied
  - price schedule
  - conditions of responding
  - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get three written quotations, a supplier's verbal "decline to quote" will be sufficient.

1. Up to \$4,999 for General purchasing or to \$5,000 for Local Sole Provider  
Where the value of procurement of goods or services does not exceed the limit, a quotation is not required. However, it is recommended to use professional discretion and occasionally undertake market testing.
2. 5,000 to \$19,999 for General purchasing  
Purchase on the basis of at least two verbal quotations is permitted. However, it is recommended to use discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

3. \$5,000 to \$19,999 for Local Sole Provider  
A written quotation to be obtained and is subject to approval of Chief Executive Officer. This provision is intended to be exercised for required services (i.e. trades etc) rather than goods readily obtainable from a variety of sources.

The Chief Executive Officer is required to periodically review of pricing and charges of a person or firm considered to be a Local Sole Provider, comparing their pricing to other providers, to ensure competitive rates are charged.

4. \$20,000 to \$39,999 for General purchasing  
At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire of Menzies employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

5. \$40,000 to \$149,999  
For the procurement of goods or services where the value exceeds \$40,000 but is less than \$150,000, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

*– End of Schedule*

## Policy Schedule 4.2 (c) – Regulatory Compliance

### 1. Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

### 2. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavor to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

**Note:** The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

### 3. Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

### 4. Tender Compliance

Purchasing over \$100,000 is to comply in all respects with the Local Government Act and Regulations.

Where tenders below that threshold are invited at the direction or discretion of Council or Chief Executive Officer, they must also comply in all respects.

– *End of Schedule*

### 12.2.5 Policy 4.11 Rating Strategy Amendment

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	RAT.871.1/NAM235
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.2.5-1 Policy 4.11 Rating Strategy ( <i>Amended</i> )
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council endorse the amended policy 4.11 Rating Strategy with addition to the comment

“Surrender of Land

Practice to October 2018 has been that:

- Where a property owner has advised that they not longer wish to retain ownership of a property that, subject to the following conditions, Council will accept the ownership of land subject to
  - All rates and charges are paid in full and
  - All costs for transfer of the title of the property from the owner to the Shire of Menzies are paid by the owner prior to the transfer.

Council has indicated that this advice is not longer to be provided, and

- Where a property owner no longer wishes to retain ownership of a property, they will be advised to either
  - Sell the property or
  - Apply to Landgate to return the property to the Crown.”

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

To clarify Council’s position in relation to request from property owners to surrender title of their property to the Shire of Menzies.

**RELEVANT TO STRATEGIC PLAN:** Nil

**STATUTORY AUTHORITY:** Nil



## **POLICY IMPLICATIONS:**

**Policy 4.11** Rating Strategy

## **FINANCIAL IMPLICATIONS:**

The best outcome for the Shire is for all land to remain rateable. Land surrendered to the Shire, or returned to the Crown becomes non-rateable, and reduces the rate base.

**RISK ASSESSMENTS:** Nil

## **BACKGROUND:**

Council has recently indicated that it would prefer that where possible, land to remain rateable. Past practise does not meet this wish. The policy relating to rates is amended to better reflect the views of Council.

## **COMMENT:**

In the past months, three requests for the surrender of land title to the Shire of Menzies have been received. Indications from Council are for this practise to cease. The purpose of the addition of a comment to **Policy 4.11** will ensure that mis-informaiton will not be given to property owners seeking to divest them selves of property in the Shire.

#### 4.11 Rating Strategy

Introduction	
Objective	The objective of the Council's rates is to provide for net funding requirements of Council's Operational and Capital budget in order to achieve a balanced budget.
History	New 30 August 2018 Adopted 30 August 2018
<b>Policy Statement</b>	

##### **Purpose of Policy**

The purpose of the Rating Strategy is to provide a robust and considered framework for rates categories, minimum rates and differential rates that incorporates the principal of:

- Objectivity
- Fairness and Equity
- Consistency
- Transparency; and
- Administrative efficiency

and to ensure a stable rates revenue stream from year to year; and deliver a stable rating price path for our community.

In arriving at the proposed rate in the dollar and minimum payments Council takes into consideration many factors and attempts to balance the need for revenue to fund essential services, facilities and infrastructure to the entire Community.

Attachment

– *End of Policy*

#### COMMENT

##### Surrender of Land

Practice to October 2018 has been that:

- Where a property owner has advised that they not longer wish to retain ownership of a property that subject to the following conditions, Council will accept the ownership of land subject to
  - All rates and charges are paid in full and
  - All costs for transfer of the title of the property from the owner to the Shire of Menzies are paid by the owner prior to the transfer.

Council has indicated that this advice is not longer to be provided, and

- Where a property owner no longer wishes to retain ownership of a property, they will be required to either
  - Sell the property or
  - Apply to Landgate to return the property to the Crown.

## 12.2.6 Status of 2017-2018 Annual Report

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	FIN.981.1/NAM236
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	5 December 2018
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
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**MOVED:** Cr

**SECONDED:** Cr

*Carried /*

### **OFFICER RECOMMENDATION:**

That Council note that the Audited Annual Financial Report for the year ending 30 June 2018 is unable to be received by Council by 31 December 2018.

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

Due to delays in obtaining the Road Revaluations for 30 June 2018, the auditors, Butler Settineri, are unable to finalise and provide their Audit Report for the Annual Financial Report for the year ending 30 June 2018 for local government to accept by 31 December 2018.

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

#### *14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

### **STATUTORY AUTHORITY:**

*Local Government Act 1995 s5.54(2)*

*If an auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

**POLICY IMPLICATIONS:** N/A

**FINANCIAL IMPLICATIONS:** N/A

**RISK ASSESSMENTS:**

**OP13** Council does not comply with statutory reporting requirements and deadlines.

**BACKGROUND:**

Each year the Annual Financial Report is submitted to the auditors by 30 September.

The Audited Annual Financial Report is to be accepted by the local government no later than 31 December after that financial year.

If the auditors report is not available by 31 December after the financial year, then the Audited Annual Financial Report is to be accepted by the local government no later than 2 months after the Audit Report becomes available.

**COMMENT:**

The Annual Financial Report was submitted to the auditors by 30 September 2018. Due to the delay in obtaining the Road Revaluation Report for 30 June 2018, Council will be unable to receive the audit report before 31 December as per Local Government Act 1995 s5.54(1).

## 12.3 WORKS AND SERVICES

### 12.3.1 Works Report for the Month of November 2018

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ROA.860.1/NAM230
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED:** Cr

**SECONDED:** Cr

*Carried /*

#### **OFFICER RECOMMENDATION:**

That Council receive the Works Report for November 2018.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Councils annual works program is now underway

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

##### *14.1 Sustainable local economy encouraged*

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

##### *14.2 Strong sense of community maintained*

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

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

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

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

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

- 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.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

**BACKGROUND:**

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

**COMMENT:**

The following is a brief report of the monthly activities extracted from the report to the Chief Executive Officer from Paul Warner, Works Supervisor.

**November 2018**

- New Banner Frames in Shenton Street
- Patching on Menzies NW Road (section 2)
- Patching to Kookynie Road and Malcolm Road
- Artificial Turf surrounding hard courts installed
- Took delivery of new Mack prime mover
- Took delivery of Hilux Ute
- Blue Rock on Snake Hill Road rolled and watered.

### 12.3.2 Reseal Program Assessment November 2018

<b>LOCATION:</b>	Road Assets
<b>APPLICANT:</b>	WML Consultants
<b>DOCUMENT REF:</b>	ROA.882.1/NAM238
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.3.2-1 Road Reseal Assessment

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
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**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

The Council

1. Receive the Reseal Program Assessment as at November 2018, compiled by WML Consultants as attached
2. Endorse the reseal program priority for the year ending 30 June 2019 (*being the highest rated*).

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

WML consultant have undertaken an assessment of all sealed roads within the Shire and rates each road. A listing of all roads and their rating is attached.

Roads to be resealed in the 2018/2019 financial year have been highlighted. Tenders will be called for this work early in 2019.

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

##### *14.1 Sustainable local economy encouraged*

- The acquisition of appropriate resources to assist with economic and tourism planning and development.

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

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

**STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 3.53*

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

Resealing of Roads has an annual budget allocation of \$200,000

**RISK ASSESSMENTS:**

**OP42** - Capacity to Deliver Services

**BACKGROUND:**

Council's commitment to the preservation of assets includes an annual allocation for the resealing of roads. Roads are assessed and rated to determine the priority for reseal.

**COMMENT:**

This assessment will assist Council to set priorities for reseals according to necessity for the preservation of the asset. Councillors have the opportunity to discuss the priority on a needs basis where it is deemed appropriate. The budget for the year ending 30 June 2019 is expected to follow this program as another assessment before the end of the year is unlikely.



**Menzies Roads Condition Review**

Date November 2018

Rate (\$/m<sup>2</sup>)  
10mm Reseal: 5

40% 20% 10% 30%

Street	From	To	Length (m)	Width (m)	Area (m <sup>2</sup> )	Rate (\$/m <sup>2</sup> )	Amount (\$)	Cum Amt (\$)	LSD	Cracking	Rutting	Binder	Rating	Comment
Kookynie-Malcolm	18.1	18.3	200	8	1,600.0	5.0	8,000.0	8,000.0	5	4	5	5	480	Floodway. Exposed base. Heavy pothole repairs reqd
Kookynie-Malcolm	3.72	4.05	330	8	2,640.0	5.0	13,200.0	21,200.0	4	3	3	4	370	Floodway
Kookynie Road	16	17.1	1100	7	7,700.0	5.0	38,500.0	59,700.0	3	1	2	4	280	Loss of stone. Reseal soon.Niagra T/Off RHS 16.0 SLk
Kookynie Road	20.4	21.6	1200	7	8,400.0	5.0	42,000.0	101,700.0	3	1	2	4	280	Loss of stone. Reseal soon.
Kookynie Road	21.6	22.45	850	7.1	6,035.0	5.0	30,175.0	131,875.0	3	1	2	4	280	Stone loss
Niagra access rd	Kookynie Rd	Niagra dam	2550	5.1	13,005.0	5.0	65,025.0	196,900.0	3	2	3	3	280	Includes down hill 100m at dam
Kookynie Road	24.2	24.3	100	7.1	710.0	5.0	3,550.0	200,450.0	3	2	4	2	260	Floodway
Menzies NW Road	7.4	7.85	450	7.4	3,330.0	5.0	16,650.0	217,100.0	5	1	1	1	260	
Menzies NW Road	10.3	10.45	150	7.4	1,110.0	5.0	5,550.0	222,650.0	5	1	1	1	260	
Roundabout					880			222,650.0	2	5	2	2	260	Crack repairs required - large block cracks
Brittania	Hotel / Champion	EOB	350	7	2,450.0	5.0	12,250.0	234,900.0	2.5	3	3	2	250	
Hotel parking			25	7	175	5.0	875.0	235,775.0	2.5	3	3	2	250	
Kookynie Road	14	14.3	300	7	2,100.0	5.0	10,500.0	246,275.0	3	1	2	3	250	Loss of stone. 3 (4). Reseal soon. Grid at 14.0SLk
Kookynie Road	14.5	16	1500	7	10,500.0	5.0	52,500.0	298,775.0	3	1	2	3	250	Loss of stone. Reseal soon.Niagra T/Off RHS 16.0 SLk
Kookynie Road	17.1	19.05	1950	7.1	13,845.0	5.0	69,225.0	368,000.0	3	1	2	3	250	Stone loss. 3 (4). Old Niagra townsite RHS 18.25SLk
Champion St Nth	Roundabout	Hotel/Brittania	100	6.9	690.0	5.0	3,450.0	371,450.0	2	3	3	2	230	
Menzies NW Road	7.1	7.4	300	7.4	2,220.0	5.0	11,100.0	382,550.0	4	1	1	1	220	
Menzies NW Road	7.85	8.55	700	7.4	5,180.0	5.0	25,900.0	408,450.0	4	1	1	1	220	
Menzies NW Road	9.25	9.8	550	7.4	4,070.0	5.0	20,350.0	428,800.0	4	1	1	1	220	
Kookynie Road	2	2.05	50	8.2	410.0	5.0	2,050.0	430,850.0	2	2	3	2	210	Floodway
Kookynie Road	22.6	23.1	500	7.1	3,550.0	5.0	17,750.0	448,600.0	2	1	2	3	210	Some loss of stone. Reseal soon. 3(4)
Kookynie Road	24	24.2	200	7.1	1,420.0	5.0	7,100.0	455,700.0	2	2	2	2	200	
Kookynie Road	24.3	24.7	400	7	2,800.0	5.0	14,000.0	469,700.0	2	2	2	2	200	Roundabout entry at 24.7SLk
Kookynie Road	2.55	2.6	50	8.2	410.0	5.0	2,050.0	471,750.0	2	1	3	2	190	Floodway
Menzies NW Road	5.05	6.7	1650	7.4	12,210.0	5.0	61,050.0	532,800.0	3	1	1	1	180	
Brown	GF Hwy-50m	GF Hwy	50	10	500.0	5.0	2,500.0	535,300.0	1	2	1	3	180	Average width
Cumberland St	Roundabout	EOB	350	6.8	2,380.0	5.0	11,900.0	547,200.0	2	1	2	2	180	
Kookynie Road	2.05	2.55	500	7.4	3,700.0	5.0	18,500.0	565,700.0	2	1	2	2	180	Staining evident
Kookynie Road	2.6	3.3	700	7.4	5,180.0	5.0	25,900.0	591,600.0	2	1	2	2	180	Staining evident
Kookynie Road	10.1	11	900	7.4	6,660.0	5.0	33,300.0	624,900.0	2	1	2	2	180	Morapai LHS 11.0 SLk
Wilson	GF Hwy-50m	GF Hwy-20m	30	12	360.0	5.0	1,800.0	626,700.0	1	2	1	3	180	
Champion St Sth	Roundabout	EOB	850	7	5,950.0	5.0	29,750.0	656,450.0	2	1	1	2	170	
Caravan Park	Internal roads	Internal roads	310	5.8	1,798.0	5.0	8,990.0	665,440.0	1	4	1	1	160	Big shrinkage cracks - require attention
Kookynie Road	1.3	1.45	150	7.4	1,110.0	5.0	5,550.0	670,990.0	2	1	2	1	150	Staining evident
Kookynie Road	3.3	3.4	100	8.2	820.0	5.0	4,100.0	675,090.0	2	1	2	1	150	Floodway
Kookynie Road	4.9	6.3	1400	7.2	10,080.0	5.0	50,400.0	725,490.0	2	1	2	1	150	
Walsh	Kensington	Brown / Owen	231	6.7	1,547.7	5.0	7,738.5	733,228.5	1	2	1	2	150	
Kookynie Road	0	0.8	800	7.4	5,920.0	5.0	29,600.0	762,828.5	1	1	2	2	140	00 = GF Hwy. Staining evident
Kookynie Road	0.8	1.25	450	7.2	3,240.0	5.0	16,200.0	779,028.5	1	1	2	2	140	Staining evident
Kookynie Road	1.45	2	550	7.2	3,960.0	5.0	19,800.0	798,828.5	1	1	2	2	140	Staining evident
Kookynie Road	6.7	6.75	50	8.2	410.0	5.0	2,050.0	800,878.5	2	1	1	1	140	Floodway
Kookynie Road	11	11.9	900	7.4	6,660.0	5.0	33,300.0	834,178.5	1	1	2	2	140	
Menzies NW Road	6.7	7.1	400	7.4	2,960.0	5.0	14,800.0	848,978.5	2	1	1	1	140	
Menzies NW Road	8.55	9.25	700	7.4	5,180.0	5.0	25,900.0	874,878.5	2	1	1	1	140	
Menzies NW Road	9.8	10.3	500	7.4	3,700.0	5.0	18,500.0	893,378.5	2	1	1	1	140	
Brown	GF Hwy	GF Hwy +20m	20	7.4	148.0	5.0	740.0	894,118.5	1	1	1	2	130	Average width
Brown	GF Hwy+20m	Walsh	116	6	696.0	5.0	3,480.0	897,598.5	1	1	1	2	130	
Kensington	GF Hwy	GF Hwy +20m	20	11.5	230.0	5.0	1,150.0	898,748.5	1	1	1	2	130	
Kensington	GF Hwy +20m	GF Hwy +50m	30	9.1	273.0	5.0	1,365.0	900,113.5	1	1	1	2	130	
Kensington	GF Hwy +50m	Walsh	85	6.7	569.5	5.0	2,847.5	902,961.0	1	1	1	2	130	
Kensington	Gregory	Gregory+50m	50	7.1	355.0	5.0	1,775.0	904,736.0	1	1	1	2	130	Resealed 2018
Kensington	Mahon	Walton	137	6.9	945.3	5.0	4,726.5	909,462.5	1	1	1	2	130	Resealed 2018
Kensington	Rail Crossing	Rail Crossing + 50	50	6.9	345.0	5.0	1,725.0	911,187.5	1	1	1	2	130	
Kensington	Walsh	Rail Crossing	71	6.9	489.9	5.0	2,449.5	913,637.0	1	1	1	2	130	
Kensington	Walton	Gregory	139	6.9	959.1	5.0	4,795.5	918,432.5	1	1	1	2	130	Resealed 2018
Wilson	GF Hwy-20m	GF Hwy	20	12	240.0	5.0	1,200.0	919,632.5	1	1	1	2	130	
Kookynie Road	1.25	1.3	50	8.2	410.0	5.0	2,050.0	921,682.5	1	1	3	1	120	Floodway
Kookynie Road	3.4	4.9	1500	7.2	10,800.0	5.0	54,000.0	975,682.5	1	1	2	1	110	
Kookynie Road	23.1	24	900	7.1	6,390.0	5.0	31,950.0	1,007,632.5	1	1	2	1	110	Tip T/Off RHS 24.0SLk
Niagra access rd	Kookynie Rd	Niagra dam	340	6.4	2,176.0	5.0	10,880.0	1,018,512.5	1	1	2	1	110	Resealed widenings x 8
Niagra access rd	Kookynie Rd	Kookynie Rd + 50	50	15	750.0	5.0	3,750.0	1,022,262.5	1	1	2	1	110	Taper at Kookynie Rd
Brown	Mercer	Reid	138	7.6	1,048.8	5.0	5,244.0	1,027,506.5	1	1	1	1	100	Resealed 2018
Brown	Onslow	Mercer	136	7.4	1,006.4	5.0	5,032.0	1,032,538.5	1	1	1	1	100	Resealed 2018
Brown	Parking embayment	at caravan park	102	6	612.0	5.0	3,060.0	1,035,598.5	1	1	1	1	100	New asphalt (4bays + 1 disabled)
Brown	Reid	GF Hwy-50m	83	7.4	614.2	5.0	3,071.0	1,038,669.5	1	1	1	1	100	Resealed 2018
Evanston - Menzies	West end		180	7.5	1,350.0	5.0	6,750.0	1,045,419.5	1	1	1	1	100	Resealed 2018
Florence	Mercer	Reid	140	7.7	1,078.0	5.0	5,390.0	1,050,809.5	1	1	1	1	100	Resealed 2018
Florence	Onslow	Mercer	175	7.7	1,347.5	5.0	6,737.5	1,057,547.0	1	1	1	1	100	Resealed 2018
Florence	Reid	GF Hwy	135	7.7	1,039.5	5.0	5,197.5	1,062,744.5	1	1	1	1	100	Resealed 2018
Florence	West end	Onslow	105	7.7	808.5	5.0	4,042.5	1,066,787.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	1st nib	2nd small nib (3 bays)	21	4.2	88.2	5	441.0	1,067,228.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	2nd nib	3rd bit (7 bays)	49	4.2	205.8	5	1,029.0	1,068,257.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	4th nib (Brown str)	5th nib (6 bays)	42	4.2	176.4	5	882.0	1,069,139.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	5th nib	6th nib (7 bays)	49	4.2	205.8	5	1,029.0	1,070,168.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	6th nib	7th nib (8 bays)	56	4.2	235.2	5	1,176.0	1,071,344.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	7th nib	8th nib (1 bay + driveway + 4 bays)	60	4.2	252.0	5	1,260.0	1,072,604.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	Accross Intersection		20	4.2	84.0	5	420.0	1,073,024.0	1	1	1	1	100	Resealed 2018
GF Hwy parking LHS	Oval / Carpark	1st nib (6 bays)	42	4.2	176.4	5	882.0	1,073,906.0	1	1	1	1	100	Width includes bike lane. Resealed 2018
GF Hwy parking RHS	1st nib (Wilson str)	2nd small nib (10 bays)	70	4.2	294	5	1,470.0	1,075,376.0	1	1	1	1	100	Resealed 2018
GF Hwy parking RHS	2nd nib	3rd nib (8 bays)	56	4.2	235.2	5	1,176.0	1,076,552.0	1	1	1	1		

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## 12.4 COMMUNITY DEVELOPMENT

### 12.4.1 Community Development Report for the Month of November 2018

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	CS.860.1/NAM231
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED:** Cr

**SECONDED:** Cr

*Carried /*

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the activities for Community Development for November 2018.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

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

This report also addresses other areas of Tourism and area promotion such as the operating of is camping facilities at Lake Ballard and Niagara Dam, and contribution to Community Groups for activities.

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

##### *14.1 Sustainable local economy encouraged*

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

#### *14.2 Strong sense of community maintained*

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

#### *14.3 Active civic leadership achieved*

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

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

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS :** Nil

**FINANCIAL IMPLICATIONS :**

All expenditure to are within acceptable parameters of the adopted budget.

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

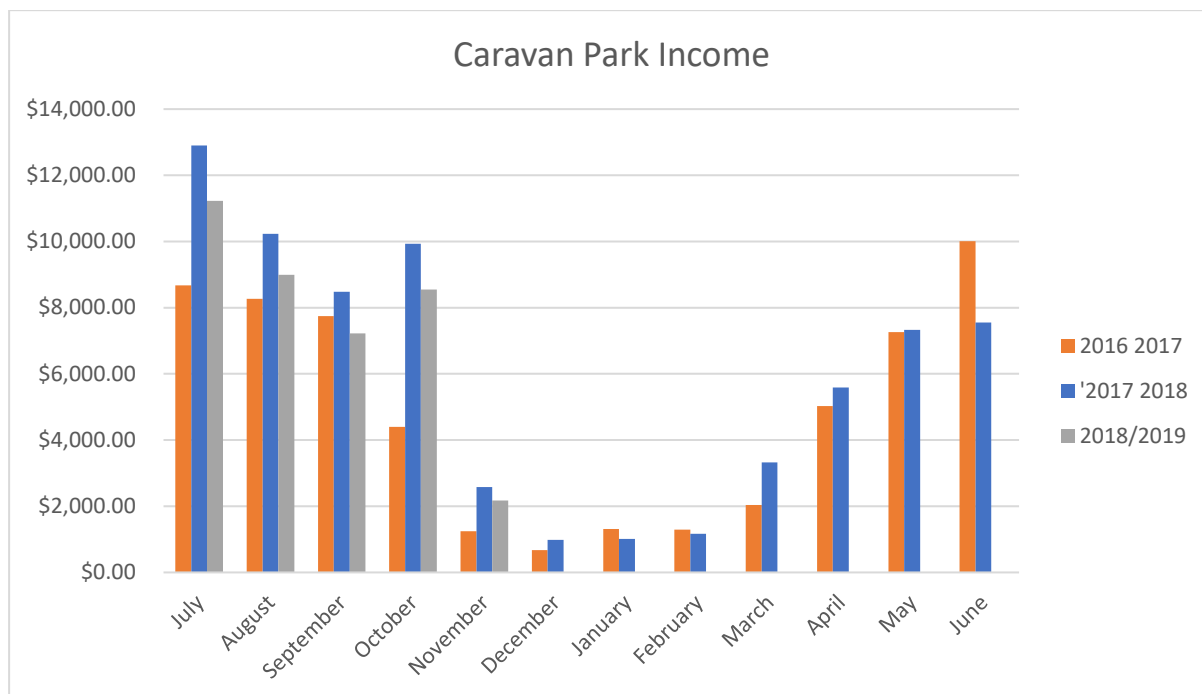
**BACKGROUND:**

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

**COMMENT:**

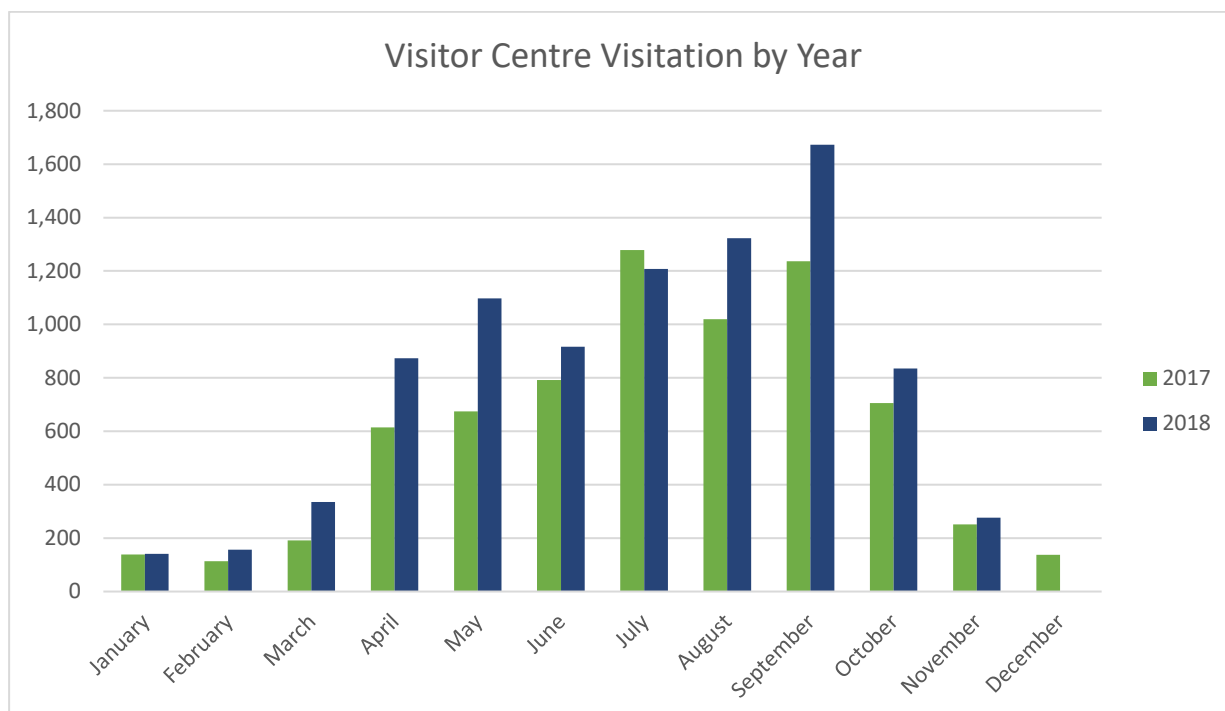
**Caravan Park**

Occupancy of the caravan park shows a decline from 2017/2018. This is directly attributed to construction workers using the caravan park for accommodation. It should be noted that the income remains more than that for the 2016 2017 year.



**Visitor Centre**

November 2018 attracted 277 visitors. Our Facebook appears to be one of the major referral sources for visitors. We continue to review methods and best means of promotion for Menzies. Visitors from the Rodeo were not included in these numbers.

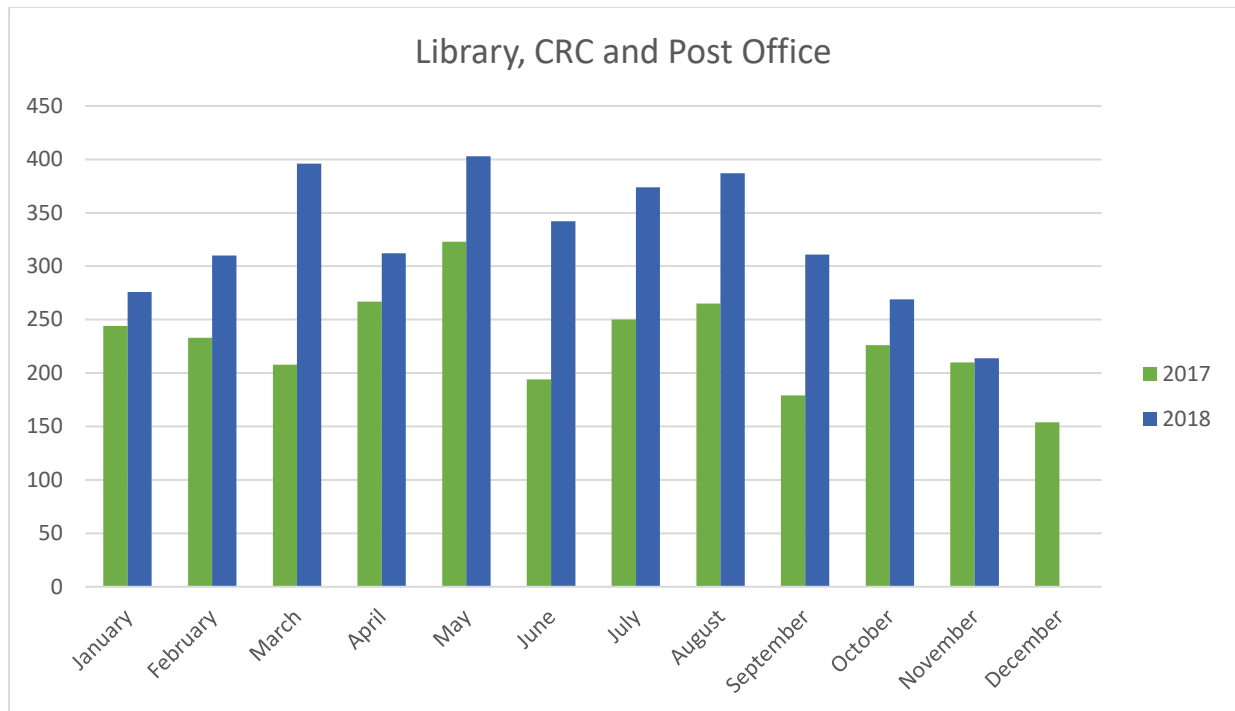


## Community Postal Agency

This important service attracted 198 customers in November 2018.

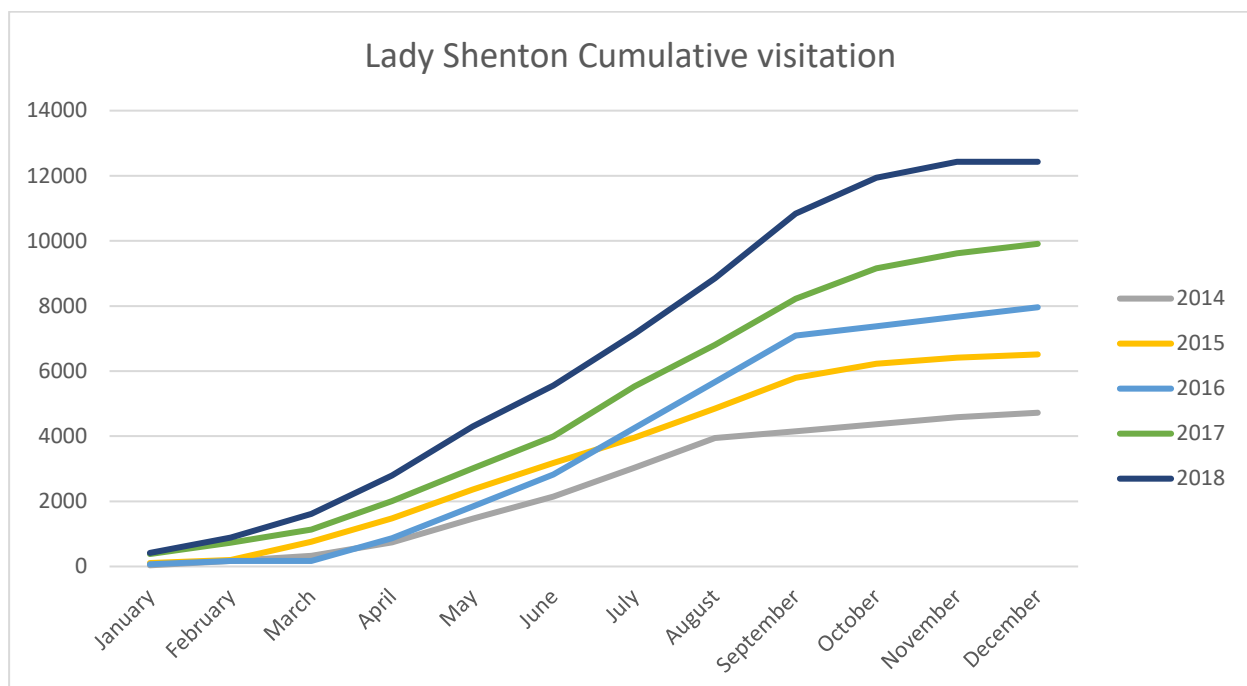
## Community Resource Centre (CRC) and Community Activities

The Centre had 16 patrons in November 2018. The Menzies Matters was printed and distributed. There is a steady increase on the number of local clients meeting and joining in the activities. Both day time adult activities and after school activities are attracting regular clients.



## Statistics

Cumulative statistics show a steady increase in visitation to the Lady Shenton Building. This year, in excess 12,000 clients have attended the centre.



## 12.5 MANAGEMENT AND POLICY

### 12.5.1 Actions performed under Delegations for the Month of November 2018

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.860.1/NAM232
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Deborah Whitehead, Executive Assistant
<b>ATTACHMENT:</b>	Nil
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED:** Cr

**SECONDED:** Cr

*Carried /*

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the actions performed under delegation for the month of November 2018.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

To report back to Council actions performed under delegated authority for the period 1 November 2018 to 30 November 2018.

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

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

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

## **RISK ASSESSMENTS:**

**OP13** Governance – Council does not comply with statutory requirements

## **BACKGROUND:**

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for:-

- Bushfire
- Common Seal
- Planning Approvals
- Building Permits
- Health Approvals
- Ranger related Dog Issues
- Mining / Exploration / Miscellaneous Applications

The following tables outline the actions performed within the organisation relative to delegated authority from the period 1 November 2018 to 30 November 2018.

### ***Applications***

Mining/Prospecting/Exploration/Miscellaneous Applications – No objections for the period 1 November 2018 to 30 November 2018.

- Exploration Licence E39/2101
- Petroleum Special Prospecting Authority with Acreage Option SPA 23 OA – SPA 2 Reid

### ***Bushfire***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters for the period 1 November 2018 to 30 November 2018.

### ***Common Seal***

No delegated decisions were undertaken by the Shire of Menzies pursuant to the Common Seal for the period 1 November 2018 to 30 November 2018.

### ***Planning Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals for the period 1 November 2018 to 30 November 2018.

### ***Ranger Related Dog Issues***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related Dog issues for the period 1 November 2018 to 30 November 2018.

### ***Building Permits (including Septic Tank approvals)***

The following delegated decisions were undertaken by the Shire of Menzies pursuant to Building Permits (*including Septic Tank approvals*) for the period 1 November 2018 to 30 November 2018.

<b><i>Date of decision</i></b>	<b><i>Decision ref:</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
7/11/2018	Occupancy Permit Menzies Youth Centre	Processed	TR Homes	N/A



### ***Health Approvals***

The following delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals for the period 1 November 2018 to 30 November 2018.

<b><i>Date of decision</i></b>	<b><i>Decision ref:</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
18/10/2018	Amended plumbing plan for approval M18/25 issued in September 2018	Amended location of septics	Tjuntjuntjara	N/A

## 12.5.2 New Policy - Closed Circuit Television System

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GOV.875.1/NAM212
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	2 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.2-1 Closed Circuit Television (CCTV) Policy
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED:** Cr

**SECONDED:** Cr

*Carried /*

### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council adopt Policy 7.4 being Closed Circuit Television Policy and not the Memorandum of Understanding between the State of Western Australia and WALGA..

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

The Shire has installed a closed circuit television (CCTV) unit at the Menzies Caravan Park. Whilst the unit is on private land, it is on land controlled by the Menzies Shire. It is therefore deemed appropriate to have a policy relating to this matter.

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

#### *14.1 Sustainable local economy encouraged*

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

#### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

#### *14.3 Active civic leadership achieved*

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

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

- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.

### **STATUTORY AUTHORITY:**

*Local Government Act 1995*

*WA Criminal Code Act Compilation Act 1913*

*Criminal Procedures Act 2004*

*State Records Act 2000*

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

### **RISK ASSESSMENTS:**

There is no risk assessment relating to the matter

### **BACKGROUND:**

A policy to control the use of CCTV units in public spaces, and property owned or controlled by the Shire of Menzies has been developed to set the parameters for the use of CCTV surveillance within the Shire.

### **COMMENT:**

At the time of this report, one unit is operational. At the gateway to the Menzies Caravan Park. The purpose of this unit is to verify bookings during periods when the Lady Shenton building is closed. It is envisaged that in the future, collections may be housed in unmanned buildings with CCTV being used to ensure the safety of both collections and visitors.

The policy will also provide the option for CCTV units to be deployed where there are areas subject to vandalism or anti social behaviour.

In January 2016, WALGA signed a Memorandum of Understanding (MOU) governing participation in the State CCTV Register. The MOU sets out the data sharing arrangements between the owners of the CCTV cameras facing public areas. When WALGA signed this document, all WA Local Governments became signatories to this MOU.

The MOU remains in force indefinitely. In October 2018, Schedule A of the MOU was updated. A copy of the MOU is attached to the policy.

The twenty four Local Governments listed on Schedule A have a direct connection with the State CCTV Strategy as recipients of grant funding for the installation or upgrading of CCTV cameras in crime hot spots through the State CCTV Strategy Infrastructure Fund. The Shire of Menzies was not a recipient of this funding.

## 7.4 Closed Circuit Television System

Introduction	The Shire of Menzies provides CCTV units to the district in order to assist:- in the deterrence of offences against person or property;
Overview	This policy will apply to all persons who are authorised to manage or use the CCTV units within the Shire of Menzies
History	New Policy – Adopted –
<b>Policy Statement</b>	

### Definitions

“*Authorised Person*” means a person appointed by the Chief Executive Officer (CEO) to manage, maintain, view and have access to the Shire’s CCTV system.

“*CEO*” means the Chief Executive Officer of the Shire of Menzies.

“*CCTV*” means Closed Circuit Television System.

“*WAPOL*” means the Western Australian Police and where the context requires any person duly sworn as a member of the WA Police.

“*Ownership and Control of CCTV Units*”

The CCTV unit is owned by and is the sole property of the Shire of Menzies.

### Surveillance

- a) Authorised Persons may scan and monitor all cameras routinely for the purpose stated on the record.
- b) Members of the public going about their normal and lawful business shall not be the subject of undue or illegal surveillance.

### CCTV System Control

#### *Recording of Images and Still Photographs*

- a) Images and still photographs may only be recorded by an Authorised Person.
- b) Copying images or still photographs shall only occur if the Shire of Menzies Authorised Person is of the opinion that a situation of concern is being or is likely to be committed.
- c) At no time shall copying of images or still photographs be undertaken of the public going about their lawful business.
- d) At no time shall the CCTV units be used to provided surveillance of individuals or groups engaging in rallies, protests or other political behaviour unless there is a well-founded belief that an offence against statute law is likely to or is taking place.
- e) All information recorded, collected and collated by means of the CCTV units shall remain the sole property of the Shire of Menzies.
- f) Any incident recorded or still photograph taken shall be recorded in a register kept for that purpose including date, time and category of incident.
- g) All original recordings shall be erased and still photographs shredded after twenty eight (28) days after the date of the recording unless a request is made in writing for it to be held.
- h) Authorised Persons may view any recording on a random basis.

*View of Recorded Footage*

- a) WAPOL, Lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident may request to view the footage of that incident.
- b) Such a request must specify the subject, date, time and location of the incident, which the person wants to view.
- c) Requests by lawyers and individuals shall be made in writing and lodged with the CEO.

*Record Keeping*

The CEO shall be responsible for the keeping of records relating to the CCTV units including recorded footage and still photographs.

**Legislation and Other References:**

*Local Government Act 1195*

*WA Criminal Code Act Compilation Act 1913*

*Criminal Procedures Act 2004*

*State Records Act 2000*

State CCTV Memorandum of Understanding (MOU) as attached provides list the Services who are approved to access Local Government CCTV systems.

*– End of Policy*

Version 2 Schedule A- Amended 10<sup>th</sup> October 2018



## **MEMORANDUM OF UNDERSTANDING**

BETWEEN

The Minister for Police

AND

Participants as listed in Clause A of the Schedule to this Memorandum

FOR THE PROVISION OF A COORDINATED STATE CCTV NETWORK THAT  
ALLOWS DATA SHARING BETWEEN OWNERS OF CCTV  
CAMERAS FACING PUBLIC AREAS TO ENHANCE THE SAFETY AND  
SECURITY OF THE WESTERN AUSTRALIAN COMMUNITY

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MOU for the State CCTV Strategy  
ii

## MEMORANDUM OF UNDERSTANDING

### Date

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This Memorandum of Understanding ('MOU') commences on the date properly executed by the Participants. If other Participants opt into this MOU at a later date, the obligations of this MOU will apply to those additional Participants on the date properly executed by those other Participants.

### Parties

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This MOU is made between:

1. The Minister for Police
  2. Participants, as listed Clause A of the Schedule to this MOU
- together known as 'the Parties'.

### Recitals

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1. The Parties acknowledge that CCTV has increasingly featured in the community as a safety and crime prevention tool. The use of CCTV in public areas supports law enforcement, public amenity, counter terrorism and emergency services operations.
2. There are numerous CCTV systems in Western Australia (WA), many of which have cameras facing public areas that have the potential to contribute to improving community safety, security and public amenity outcomes. The State CCTV Strategy provides a clear vision and framework for how CCTV in public areas can best be used and provides the mechanism by which CCTV owners can volunteer the Data from any public facing camera that they manage to one or more agreed Clients. By coordinating the State's CCTV resources through a voluntary framework, the State CCTV Strategy aims to make the data sharing process in WA as efficient as possible, both for CCTV owners who donate Data and Clients (such as WA Police and emergency services) who are authorised to access this Data.
3. The State CCTV Register (currently called Blue Iris) will be reformed and updated to provide better functionality and operability for those CCTV owners who, subject to being approved as a Donor, wish to voluntarily provide Data from their public facing cameras. The State CCTV Register will form a comprehensive database containing information on the State's CCTV infrastructure and, in the event of an incident, WA Police and

## MOU for the State CCTV Strategy

emergency services will be able to respond more effectively by obtaining Data from cameras detailed in the State CCTV Register.

4. A set of criteria and supporting documents will be published as part of the State CCTV Strategy to provide a range of information on CCTV and leading practice for owners of CCTV systems to adopt, whether in the private or public domain. In addition, policy and whole-of-government guidance will be provided for State agencies and Local Government Authorities to support agency planning and coordination of CCTV and related infrastructure.
5. Of the CCTV owners who register their infrastructure, it is expected that a small subset will have a large number of cameras covering public spaces. These owners will be encouraged on a case by case basis to become connected so that WA Police can directly access their live, and potentially recorded, CCTV Data for safety and security purposes. Other Clients may be added if agreed by the CCTV owner and if they meet certain eligibility criteria. A technology solution will be trialled and developed as part of the State CCTV Strategy to connect these identified high value CCTV owners. This connection will serve to minimise disruption to Donor operations and increase police responsiveness to critical incidents.
6. Contributing to a safer and more secure WA is not limited to owners of traditional CCTV infrastructure, as everyone with a smart phone or tablet now possesses a CCTV camera. As part of the State CCTV Strategy, a Mobile Video Sharing solution will be tested to unlock this potentially rich source of Data, providing a new way for members of the community to themselves contribute to WA's safety and security.
7. The Parties acknowledge that limitations may exist in respect of legal and privacy issues, participation issues, and technological limitations. To address this, the State CCTV Strategy will review existing legislation; develop criteria, guidelines and procedures to govern the collection, use and storage of CCTV Data; and will prioritise the registered Donors to identify those of the highest value for public safety.
8. Under this MOU, WA Police will always be the primary client and will manage the CCTV State Strategy.

## 1. **Memorandum of Understanding**

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This document is a statement of understanding and is not intended to create binding or legal obligations on any Party.

## 2. **Interpretation**

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### 2.1. **Definitions**

- 2.1.1. In this MOU, unless a contrary intention appears:

## MOU for the State CCTV Strategy

<b>Approved Client</b>	means an approved receiver of Data pursuant to a Registered Agreement between an individual Donor and another person;
<b>Approved Purposes</b>	means the approved purposes for which Data may be accessed and used as described in Clause B of the Schedule;
<b>Business Day</b>	means a weekday other than a public holiday;
<b>Client</b>	means an Emergency Services Client or an Approved Client;
<b>CCTV</b>	means closed circuit television;
<b>Commencement date</b>	means the date this memorandum of understanding is executed by a Party;
<b>Data</b>	means any CCTV footage provided or accessible via the State CCTV Strategy;
<b>Donor</b>	means an approved provider of Data to the State CCTV Strategy;
<b>Emergency Services Client</b>	means an approved receiver of Data listed as a Participant in clause A.1 of the Schedule;
<b>Harmful Code</b>	includes any computer code or instruction that is intentionally designed, created, replicated or distributed to have the ability to damage, inhibit, interfere with or adversely affect computer programs or data or information and communications technology systems, or to compromise or adversely affect the security, integrity, confidentiality or privacy of such systems or programs or data of any person, or that otherwise is or is intended to be disruptive, vexatious, harmful, malicious, or destructive to any person or thing without limitation including any computer 'worm', 'Trojan horse', 'spyware', 'malware' or 'backdoor';
<b>MOU</b>	means this Memorandum of Understanding and its Schedule;
<b>Participants</b>	means Clients and Donors;

## MOU for the State CCTV Strategy

<b>Personnel</b>	means a Participant's officers, employees, agents, contractors and subcontractors (and, where relevant, each agent's contractor's and subcontractor's personnel);
<b>Registered Agreement</b>	means an agreement between a Donor and an Approved Client that has been registered with WA Police;
<b>Security Incident</b>	means a security breach, violation, contact or approach from those seeking or gaining unauthorised access to Data;
<b>State CCTV Register</b>	Means the comprehensive database which will provide Participants with information on voluntarily registered CCTV cameras monitoring public spaces;
<b>CCTV State Strategy</b>	means the coordinated framework which facilitates data sharing between Donors and Clients;
<b>WA Police</b>	means Western Australia Police.

## 2.2. Construction

- 2.2.1. In this MOU, unless the contrary intention appears:
- a. words importing a gender include any other gender;
  - b. words in the singular include the plural and words in the plural include the singular;
  - c. clause headings are for convenient reference only and have no effect in limiting or extending the language of provisions to which they refer;
  - d. words importing a person include a partnership and a body whether corporate or otherwise;
  - e. a reference to any legislation or legislative provision includes any statutory modification, substitution or re-enactment of that legislation or legislative provision;
  - f. if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;
  - g. the Schedule forms part of this MOU;
  - h. if any conflict arises between the terms contained in the clauses of this

MOU and any part of the Schedule, the terms in the clauses prevail;

- i. a reference to the Schedule, is a reference to the Schedule to this MOU, including as amended or replaced from time to time; and
- j. a reference to writing is a reference to any representation of words, figures or symbols, whether or not in a visible form.

### **3. Term**

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#### **3.1. Term of this MOU**

- 3.1.1. This MOU commences on the Commencement Date and remains in force indefinitely.
- 3.1.2. A review may be undertaken at any time as agreed by all Parties of this MOU.

### **4. Variation**

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#### **4.1. Variation to this MOU**

- 4.1.1. The list of Participants in Schedule A may be amended at any time by WA Police to reflect the addition or withdrawal of Participants to this MOU.
- 4.1.2. This MOU may otherwise be varied by the written agreement of all Parties.

### **5. Withdrawal**

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#### **5.1.**

##### **Withdrawal of a Participant from this MOU**

- 5.1.1. A Participant may, by written notice of at least three months to WA Police, withdraw from this MOU at any time and such notice will take effect on a date determined by WA Police.
- 5.1.2. Upon notice of withdrawal, WA Police and the withdrawing Participant will produce a plan to manage transition and termination of the MOU and associated services.
- 5.1.3. Upon withdrawal of a Participant, the remaining Participants acknowledge they have no right to claim compensation or reimbursement of any kind.

### **6. Roles and Responsibilities of Parties**

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**6.1. The Minister for Police**

- 6.1.1. The Minister for Police is accountable for the implementation and outcomes of the State CCTV Strategy and provides oversight on behalf of the government of the day.

**6.2. WA Police**

- 6.2.1. WA Police are the primary Client and cannot be excluded from access to Data;
- 6.2.2. WA Police have sole discretion to permit Emergency Services Clients to access Data as and when required;
- 6.2.3. WA Police will:
- i. maintain the State CCTV Register;
  - ii. assess and determine applications from persons wishing to be approved as a Participant;
  - iii. maintain control of the State CCTV Strategy to allow access to Clients pursuant to this MOU;
  - iv. determine if individual agreements between a Donor and another person for access to Data meet eligibility requirements and, if so, will approve the other person as an Approved Client and will register the agreement as a Registered Agreement;
  - v. provide Donors with leading practice guidelines for CCTV system configuration and maintenance.

**6.3. Donors**

- 6.3.1. Donors may independently negotiate with other persons who are not Participants to establish parameters that will allow the other person to become an Approved Client on agreed terms;
- 6.3.2. Donors will:
- i. provide system capability to ensure access to Data by Clients as envisaged by this MOU;
  - ii. provide access to a Data owned, controlled or operated by the Donor to Clients in accordance with clause 7.1;
  - iii. if contacted by WA Police and requested to do so, store and preserve particular Data for the time period specified by WA Police;
  - iv. provide WA Police a copy of any individual agreement reached with another person for access to Data and request WA Police assess it to approve the other person as an Approved Client and to register the agreement as a Registered Agreement; and

- v. provide initial user training to selected Personnel if required.

#### **6.4. Clients**

- 6.4.1. WA Police are permitted access to Data for the approved purposes described in Schedule B;
- 6.4.2. Emergency Services Clients are permitted access to Data for the approved purposes described in Schedule B at the sole discretion of WA Police;
- 6.4.3. All other Clients are permitted access to Data for the approved purposes described in Schedule B and as limited by any parameters outlined in the Registered Agreement relevant to that Client.

### **7. Ownership**

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#### **7.1. No change to ownership**

- 7.1.1. Nothing in this MOU affects the ownership of any Intellectual Property in Data or other information supplied by any Participant.
- 7.1.2. Donors are individually responsible for the storage and preservation of Data owned, controlled or operated by them.
- 7.1.3. Participants are individually responsible for CCTV infrastructure owned, controlled or operated by them.

### **8. Disclaimer**

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#### **8.1.**

##### **No warranty of accuracy**

- 8.1.1. The Parties acknowledge that any Data made available under this MOU is made available to the Participants 'as is' and no guarantees are made by any Party to this MOU as to its accuracy or completeness.
- 8.1.2. The Parties disclaim all warranties, express or implied, and accept no liability for any errors or omissions the Data may contain.



**8.2. No warranty of functionality**

- 8.2.1. WA Police does not warrant the availability or performance of the State CCTV Strategy and accepts no liability for any malfunction, defect, and downtime resulting from system maintenance, unavailability, Harmful Code or any other performance issue related to the State CCTV Strategy.
- 8.2.2. WA Police will endeavour to provide timely advice of scheduled downtime to the Participants.

**9. Other Responsibilities**

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**9.1. Good faith**

- 9.1.1. The Parties commit to working with each other in good faith to implement and comply with the terms of this MOU.

**9.2. Maintenance of Data supplied by the Participants**

- 9.2.1. The Parties acknowledge that WA Police is not responsible for the maintenance or accuracy of the Participants' Data available through the State CCTV Strategy;

**9.3. Compliance with laws**

- 9.3.1. The Parties will comply with all laws and legislation relevant to operating CCTV in public facing areas.
- 9.3.2. The Parties acknowledge that Data may fall within the meaning of 'document' for the purposes of the *Freedom of Information Act 1992*. If any Data becomes the subject of a request received by a Party under the *Freedom of Information Act 1992*, the Party will notify WA Police and otherwise act in accordance with the provisions of the *Freedom of Information Act 1992*.

**9.4. Virus checking**

- 9.4.1. The Participants will use their best endeavours to ensure that their participation in the State CCTV Strategy and provision of Data to Clients does not result in any Harmful Code being transferred.

**10. Fees**

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**10.1. No fees payable**

- 10.1.1. No fees are payable to or by the Participants for the provision or use of Data pursuant to the State CCTV Strategy.

**11. Confidential Information**

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**11.1. Confidential Information not to be disclosed**

- 11.1.1. A Party will not, without the prior written consent of the relevant Participant, disclose any Confidential Information of that Participant to a third party.
- 11.1.2. A Participant may impose conditions it considers appropriate when giving consent under this clause and the Party who has requested disclosure shall comply with these conditions.

**11.2. Exceptions to responsibilities**

- 11.2.1. The responsibilities of Parties under this clause do not extend to situations in which Confidential Information:
- i. is disclosed by a Participant to its Personnel solely in order to discharge its responsibilities or ensure discharge of another Participant's responsibilities under this MOU,
  - ii. is disclosed to a Party's internal management Personnel to enable effective management or auditing of MOU-related activities, iii. is disclosed by a Participant to their responsible Minister,
  - iv. is disclosed by a Party in response to a request by an Australian parliamentary house or a committee,
  - v. is shared by a Party with their internal management boards,
  - vi. is required by law to be disclosed, or
  - vii. is in the public domain otherwise than due to a breach of this clause 11.
- 11.2.2. Where a Party discloses Confidential Information to another person pursuant to clause 11.2.1, the disclosing Party must notify the person that the information is confidential and obtain agreement that the information will be kept confidential.

**11.3. Additional Confidential Information**

- 11.3.1. The Parties may agree in writing after the date of commencement of this MOU that certain additional information is to be Confidential Information for the purposes of this MOU.

**11.4. Period of confidentiality**

- 11.4.1. The responsibilities under this clause 11 continue, notwithstanding the withdrawal of a Participant.

**12. Security****12.1. Secure Access to State CCTV Strategy**

- 12.1.1. The Participants will collaborate to establish and maintain secure connectivity to the State CCTV Strategy as WA Police considers appropriate.
- 12.1.2. In addition to the clause 12.1.1, the Participants will ensure that all requirements as advised by WA Police to the Participants from time to

time for securely accessing the State CCTV Strategy are in place and meet the specifications notified by WA Police.

## **12.2. Security Reports**

- 12.2.1. The Participants will provide a written security report to WA Police immediately upon becoming aware that a Security Incident has or may have occurred.
- 12.2.2. The security report will include the following information:
  - i. an outline of the Security Incident,
  - ii. steps taken by the respective Participant to address the Security Incident, iii. where appropriate, recommendations for security improvements, and
  - iv. any other information which WA Police reasonably requires in relation to the Security Incident.

## **13. Dispute resolution**

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- 13.1.1. The Parties agree that any dispute under the MOU shall be resolved in a spirit of fair and open communication at the level at which the issue arises.
- 13.1.2. If the dispute cannot be resolved at the lower level, the Party alleging a dispute will notify WA Police of the nature and details of the dispute. The dispute will then be dealt with through discussion and negotiation between the Parties.
- 13.1.3. In the event of a dispute, the Participants will, unless requested not to do so by WA Police, continue to perform their obligations under this MOU.

## **14. Notices**

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### **14.1. Format, addressing and delivery**

- 14.1.1. A notice under this MOU is only effective if it is in writing addressed to the relevant Party.
- 14.1.2. A notice is to be:

- i. signed by the person giving the notice and delivered by hand; or
  - ii. signed by the person giving the notice and sent by pre-paid post;
- or
- iii. transmitted electronically by the person giving the notice by electronic mail or facsimile transmission.

#### **14.2. Effective notice**

14.2.1. A notice is deemed to be effected:

- i. *if delivered by hand* - upon delivery to the relevant address; ii. *if sent by post* - upon delivery to the relevant address; iii. *if transmitted electronically* - upon actual receipt by the addressee.

14.2.2. A notice received after 5.00 pm, or on a day that is not a Business Day in the place of receipt, is deemed to be effected on the next Business Day in that place.

SIGNED for and on behalf of:

[insert name]  
*Police*

[insert name] *Minister for Police* WA

Date:

Date:

[insert name]

[insert name]

Date:

Date:

[insert name]

[insert name]

Date:

Date:

[insert name]

[insert name]

Date

Date:

MOU for the State CCTV Strategy

[insert name]

[insert name]

Date: Date:

## SCHEDULE

### **A. Participants**

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#### **A.1. Emergency Services Clients**

- WA Police Force
- Department of Fire and Emergency Services
- Australian Federal Police
- Australian Border Force
- Australian Criminal Intelligence Commission
- Australian Security Intelligence Organisation

#### **A.2. Government Agencies**

- To be confirmed

#### **A.3. Local Government Authorities**

- City of Albany
- Town of Bassendean
- City of Bayswater
- City of Bunbury
- Shire of Broome
- Shire of Carnarvon
- City of Cockburn
- Shire of Derby-West Kimberley
- City of Geraldton
- City of Gosnells
- Shire of Halls Creek
- Shire of Katanning
- City of Kwinana
- Shire of Kalgoorlie
- Shire of Kalamunda
- City of Joondalup
- Shire of Leonora
- Shire of Laverton
- Shire of Moora
- Shire of Mundaring



- Shire of Narrogin
- Shire of Northam
- Town of Port Hedland
- The City of Vincent

**A.4. Private Businesses/Persons**

- To be confirmed

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MOU for the State CCTV Strategy

**B. Approved Purposes for access to Data**

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**B.1. Emergency Services Clients may access Data:**

- following a critical incident in which the lives or safety of members of the public are or may be at risk, in order to coordinate the delivery of emergency services and/or response of law enforcement officers;
- to gather intelligence and/or evidence to assist in the prevention of crime or terrorist activities;
- to gather evidence following a critical incident;
- a purpose that is otherwise required by or under law.

B.2. **Approved Clients** may only access Data in accordance with a Registered Agreement and for the following purposes:

- crime deterrent strategies of relevance to the Approved Client;
- to improve community safety in an area of relevance to an Approved Client;
- to improve security outcomes in crime hotspots of relevance to an Approved Client;
- a purpose that is otherwise required by or under law.

### 12.5.3 Youth Services

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	COM.994.1/NAM233
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.3-1 Youth Facility Committee Minutes 17 July 2018 12.5.3-2 Extract of Minutes of Council 6 August 2018 12.5.3-3 Minutes of Council 27 September 2018 12.5.3-4 Draft Youth Policy 12.5.3-5 Draft Youth Strategy

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
----------------------------	------------

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

1. Endorse the recommendation of the Youth Facility Committee that the operating model for the Menzies Youth Services and the Ngalipaku Building be:-

*“The Shire of Menzies would look after the building, including all maintenance, cleaning, utilities, and running costs and allocate an employee (0.5FTE), who would be supported by volunteers. This model would be activity driven by the users under consultation with a Youth Advisory Group.*

*This group to consist of up to five children with two adult volunteers to support them. The children would be expected to remain on the Advisory Group for a period of at least one year.*

*The requests from the children and the adult members pass to the Chief Executive Officer for consideration. This would include budgetary considerations.”*

2. Resolve to extend the tenure of the Youth Facility Committee to March 2019 to allow the completion of the purpose of the Committee being the development of a Youth Strategy and Policy for presentation to Council at the March 2019 meeting
3. Receive the draft Youth Policy and Youth Strategy to be forwarded to the Youth Facility Committee for development and presentation to Council.

## **VOTING REQUIREMENTS:**

Simple Majority

## **IN BRIEF:**

The Youth Facility Committee was set up in September 2016 with the purpose to

- Develop a Youth Strategy and Policy for presentation to Council
- Provide input to Council relating to the building and fit-out of the Youth Centre and
- Recommend the structure for the management for the operation of the Youth Centre.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.2 Strong sense of community maintained*

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

### *14.3 Active civic leadership achieved*

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

## **FINANCIAL IMPLICATIONS:**

The costs of construction of the centre are allocated to job C08001 – Youth Centre Building, the operating costs of the facility are allocated to S11106.

**RISK ASSESSMENTS:** Nil

## **BACKGROUND:**

The Minutes of the Youth Services Committee 17 July 2018 were received by Council at the ordinary meeting of Council on 17 July 2018. Four items of business

## **COMMENT:**

Menzies Youth Services pre-date opening of the Ngalipaku building. Activities commenced in 2016 using spaces at the Menzies Town Hall and the Lady Shenton Building. Staff were allocated from the Community Development area. In April 2018 Council resolved to reallocate 0.5 full time equivalent from general duties in community development to be focused on youth activities.

At the meeting of the Youth Facility Committee on 17 July 2018, the committee was presented with two models for operation of Youth Services for Menzies.

**Model A**

*The Shire of Menzies would look after the building, including all maintenance, cleaning, utilities, and running costs and an independent community committee would run the centre.*

**Model B**

*The Shire of Menzies would look after the building, including all maintenance, cleaning, utilities, and running costs and an employee a part time (0.5FTE) worker who would be supported by volunteers. This model would be activity driven by the users under consultation with a Youth Advisory Group. This could consist of up to five children with at least two adults on to assist them. The children would be expected to remain on the Advisory Council for a period of one year at least.*

*The requests from the children and the adult members would pass to the Chief Executive Officer for consideration. This would include budgetary considerations.*

The Committee recommended Model B. It has been brought to the attention of the author that this recommendation has not been presented to Council. Recommendation 1 of this item is the presentation of this recommendation.

Council resolutions in the past have sought to have a dedicated, funded position for Youth. The reduced population of the town, together with lack of funding for operations suggests this is unlikely to eventuate. Funding is available through the Attorney General's Proceeds of Crime program, but we would need to demonstrate significant social disfunction and in the town to attract this funding which is usually directed towards mentoring and counselling services rather than social activities.

Menzies has developed relationships with Youth workers from Leonora and Laverton, and it is hoped that inter-town relationships can be developed.

Attached to this item are two documents for consideration and presentation to the Committee. Please note that these are draft documents. The photos used in them are from a library stock and would be replaced with Menzies centric images during the development phase of the document.

Younger members of the community have started to consider items for the fit-out of the Ngalipaku building. It is not expected facilities in this building will duplicate those already in place. Activities will continue to be held in the Town Hall and at the Community Resource room in the Lady Shenton. The building should be seen as a space rather than an area for fixed activities.

Initial discussions with Menzies Remote Community School indicate an enthusiasm for the formation of an Advisory Group drawn from both the School and Wider Community to provide input into activities.

# SHIRE OF MENZIES



## YOUTH SERVICES COMMITTEE

## MINUTES

Meeting held in the Shire of Menzies Council Chambers on  
Tuesday 17 July 2018 commencing at 2.30pm

Minutes of the Youth Services Committee meeting held on  
Tuesday 17 July 2018 in the Shire of Menzies Council Chambers commencing at 2.30pm

## MINUTES

### 1 DECLARATION OF OPENING

The Chairperson Cr Justin Lee opened the meeting at 2.30pm

### 2 RECORD OF ATTENDANCE / APOLOGIES

Committee Members

Cr Justin Lee  
Cr Ian Tucker  
Mr Greg Whitehead  
Ms Nadine Tucker  
Ms Deidre Spratt

Staff

Mrs Rhonda Evan, Chief Executive Officer  
Mrs Deborah Whitehead, Executive Assistant

### 3 GENERAL BUSINESS

#### 3.1 Youth Building – Inspection of site and status update

Site Inspection to take place immediately after the meeting has closed.

Status on the building is that it left Maddington yard this morning. The expected arrival time is predicted to be mid-morning tomorrow at the earliest. (Wednesday 18 July 2018). The initial problem with the roofline being too wide was addressed by reducing the roof by approximately 10cm on one side. This eliminated the need for Police escort and allowed the building to be dispatched to Menzies today.

The scheduled completion date is 31 July 2018. Dave Hadden the Environmental Health/Building Officer inspected the site yesterday. He has a few minor concerns that will be addressed prior to handover. A builder from Kalgoorlie has agreed to complete a final inspection on behalf of the Shire to ensure all items have been completed to the correct standard.

The outdoor area is under construction and will be viewed immediately after the meeting by the Committee. There has been money set aside to complete the groundworks and finishing touches outside. The building remains on budget and at this time there should be funds of approximately \$40,000 left for building fit outs. Lotteries signage is to be collected by Rhonda when in Perth.

Minutes of the Youth Services Committee meeting held on Tuesday 17 July 2018 in the Shire of Menzies Council Chambers commencing at 2.30pm

### **3.2 Youth Building – Name and opening ceremony recommendation to Council.**

The name of the building has been proposed as Ngalipaku (*pronounced Nar lee bug oo*) which is the Wangkatja word meaning “All of Ours”.

It was suggested that a logo competition be opened to all ages. The concept ideas from the competition are to be taken to a commercial designer to produce a professional logo. Currently Council has two commercial artists working for them who could take this to completion.

Rhonda to recommend to Council that an open competition asking for logo ideas for the new Menzies Youth Centre. Judging to be undertaken by Youth Advisory Committee and an independent head judge.

Opening of Centre to be considered only after all other works have been completed. It was raised that a combined Official Opening/Town Christmas Party/Children’s Christmas Tree to be held on Thursday 13 December 2018 could be considered. This would combine all festivities under the one banner on the same day.

### **3.3 Youth Activities – discussion of future Youth Advisory group and proposal for operating model for the Centre.**

Two models were discussed as options for the running of the new Centre.

#### **Model A**

The Shire of Menzies would look after the building, including all maintenance, cleaning, utilities, and running costs and an independent community committee would run the centre.

#### **Model B**

The Shire of Menzies would look after the building, including all maintenance, cleaning, utilities, and running costs and an employee a part time (0.5FTE) worker who would be supported by volunteers. This model would be activity driven by the users under consultation with a Youth Advisory Group. This could consist of up to five children with at least two adults on to assist them. The children would be expected to remain on the Advisory Council for a period of one year at least.

The requests from the children and the adult members would pass to the Chief Executive Officer for consideration. This would include budgetary considerations.



Minutes of the Youth Services Committee meeting held on Tuesday 17 July 2018 in the Shire of Menzies Council Chambers commencing at 2.30pm

The running of the Centre would require active participation by volunteers. They would require having undertaken Working with Children checks and also a Police Clearance and have passed a Drug and Alcohol test. It is envisaged that the Centre would operate under nominated hours rather than structured hours.

After some discussion the Committee recommended that Option B would be their preferred option.

### **3.4 Community Grants – Anglo Gold Ashanti – availability of grants for Youth**

Rhonda advised the Committee that as a direct result of advertising in the Menzies Matters Anglo Ashanti Gold had donated \$1,000 towards the Gloria Brennan project.

Rhonda also advised that they recommended Menzies apply for more grants on a regular basis as they haven't for quite a while.

### **3.5 Northern Goldfields Youth Forum**

Rhonda advised the former Leonora Youth Forum has changed it's name to Northern Goldfields Youth Forum and that they had been encouraged to include Menzies and Laverton in their meetings. Rhonda asked the Committee to consider sending two members to these meetings to assess if they felt Menzies would actually get any value from attending and committing to this forum. It was suggested that perhaps Nadine Tucker, Greg Whitehead and Kristie Tucker would like to attend initially. Justin to approach Stacey Miller the Principal about Kristie taking time off to attend. The meetings usually last for two hours and occur once every two months in Leonora. Rhonda has offered a vehicle for the members to travel to this meeting.

## **4 CLOSURE OF MEETING**

Justin thanked everyone for coming and closed the meeting at 3.30pm to allow the Committee to go and inspect the site of the new building.

Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

**9.2 RECEIVAL OF MINUTES OF THE MENZIES YOUTH ADVISORY COMMITTEE MEETING HELD ON TUESDAY 17 JULY 2018.**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1451</b>
----------------------------	-----------------

**MOVED: Cr Ian Tucker      SECONDED: Cr Keith Mader**

*That the minutes of the Menzies Youth Advisory Committee meeting held on Tuesday 17 July 2018 be received.*

*Carried 7/0*

**Business Arising from Minutes of the Menzies Youth Advisory Committee**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1452</b>
----------------------------	-----------------

**MOVED: Cr Justin Lee      SECONDED: Cr Ian Tucker**

*That Council agree that the Youth Centre be known as “Ngalipaku” (All of Ours)*

*Carried 7/0*

<b>COUNCIL RESOLUTION:</b>	<b>No. 1453</b>
----------------------------	-----------------

**MOVED: Cr Justin Lee      SECONDED: Cr Ian Tucker**

*That Council support an open competition for a logo for the Centre with the Youth Advisory Committee and an independent artist making a recommendation to Council.*

*Carried 7/0*

<b>COUNCIL RESOLUTION:</b>	<b>No. 1454</b>
----------------------------	-----------------

**MOVED: Cr Jill Dwyer      SECONDED: Cr Ian Baird**

*That signage for the Youth Centre building to include Menzies Youth Centre.*

*Carried 6/1*

*Cr Justin Lee recorded as voting against this Motion*

**9.3 RECEIVAL OF SUMMARY MINUTES OF THE WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION STATE COUNCIL MEETING HELD ON FRIDAY 4 MAY 2018.**

<b>COUNCIL RESOLUTION:</b>	<b>No. 1455</b>
----------------------------	-----------------

**MOVED: Cr Jill Dwyer      SECONDED: Cr Keith Mader**

*That the minutes of the West Australian Local Government Association State Council held on Friday 4 May 2018 be received.*

*Carried 7/0*

**12.5.2 Menzies Youth Services**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	COU.982.1/NAM181
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	20 September 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.2-1 Minutes Menzies Youth Advisory Committee – 17 July 2018
<b>COUNCIL RESOLUTION:</b>	<b>No. 1525</b>

**MOVED: Cr Ian Tucker****SECONDED: Cr Keith Mader***That Council agree that*

1. *The Menzies Youth activities will be centred on the Ngalipaku building with the Town Hall and other facilities used where appropriate for the activity.*
2. *The Ngalipaku building will be available for activities for all sectors of the community.*
3. *An employee will be allocated to organise activities to a maximum of 0.5 full-time equivalent.*
4. *Volunteers will be required to ensure carer-to-client ratios in accordance with Youth Activities Procedures.*
5. *The Chief Executive Officer or their delegate will consult with the Menzies Community School to ensure the activities and programs are appropriate.*

*Carried 4/0***OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council agree that

1. The Menzies Youth activities will be centred on the Ngalipaku building with the Town Hall and other facilities used where appropriate for the activity.
2. The Ngalipaku building will be available for activities for all sectors of the community.
3. An employee will be allocated to organise activities to a maximum of 0.5 full-time equivalent.

4. Volunteers will be required to ensure carer-to-client ratios in accordance with Youth Activities Procedures.
5. The Chief Executive Officer or their delegate will consult with the Menzies Community School to ensure the activities and programs are appropriate.

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

The Ngalipaku Building is now complete, and ready for occupation. The position of Community Services Officer has been advertised, and activities for the October 2018 School Holidays set. The level of service to the community will be determined by the level of volunteers and the input of youth in the town of Menzies.

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

#### *14.1 Sustainable local economy encouraged*

- A local economy that has close working partnerships with mining companies and other industries.

#### *14.2 Strong sense of community maintained*

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

#### *14.3 Active civic leadership achieved*

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

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

- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**Job S11106** - Youth Centre operating provides budget for this activity.

**RISK ASSESSMENTS:** Nil

**BACKGROUND:**

Following the completion of the Youth Centre Building to be known as Ngalipaki Building, the Youth Services Committee considered two models for the running of the centre, and associated activities.

**COMMENT:**

Youth activities have been running in the town of Menzies for the past two years. Weekly activities have been operating from the Lady Shenton Building, the Town Hall and other recreation areas.

Equipment including an inflatable water slide, camping equipment, arts and craft supplies sporting equipment and Lego have been purchased and are available for a variety of activities.

The Ngalipaku building will provide a space for the community to expand these activities. It will also provide new opportunities for residents to meet and socialise.

Initially the building will be fitted out with table, chairs and basic audio visual equipment in addition to the current equipment.. As the use of the facility develops, fittings will be acquired as necessary (within budgetary constraints).

LotteryWest have made a significant contribution to the building which will be acknowledged by permanent signage, and at the opening scheduled for 13 December 2018.

Two models for the operation of the building were presented to the Youth Advisory Committee.

- The Shire of Menzies to maintain the building and an independent community Committee to run the Centre; or
- The Shire of Menzies to operate the building and manage the service.

The Youth Advisory Committee recommended that the Shire operate and manage the building and the service.

### 14.3 Youth Policy

Introduction	The Shire of Menzies fosters youth participation and empowerment by involving young people in the life of their local community.
Overview	The Youth Policy highlights the significance of the youth sector in the community and indicates opportunities for young people to be actively involved in decision making, Council activities and local and regional community development.
History	New Policy – Adopted –
<b>Policy Statement</b>	

The Council's youth activities and programs aim to develop the capacity of young people and celebrate young people as valued members of the community.

#### 1. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2013-2023:

##### **Strong Sense of Community Maintained –**

Our community will value each other, building relationships and networks to interact, socialize and for recreation.

#### 2. Principles

##### **Council acknowledges:**

- that young people are active citizens in the community.
- the important role that young people play in the social, economic, environmental and cultural life of the community, now and into the future;
- that young people should be involved in local affairs and in the decision-making process;
- the diversity of strengths, needs, interests, and aspirations of young people given their differing social, economic and cultural backgrounds;
- the central role that skill development and social supports play in enabling young people to participate in community life;
- that it has a leadership role in understanding and responding to the needs of young people, and in representing their interests to other spheres of government and the broader community;
- that a local (and regional where relevant) approach must be taken when addressing the needs of young people.

##### **Council supports:**

- the provision of a range of opportunities for young people to participate in Council activities and programs that reflect and celebrate the diverse strengths, interests, needs and cultural backgrounds of young people locally;
- the needs of vulnerable young people in the Shire;
- partnerships and collaboration between Council, Government, non-government organisations and community groups to deliver youth orientated activities and programs;
- the participation of young people in education pathways and community projects that encourage personal, social and professional development;
- the identification and monitoring of local and regional trends, and the development of responsive and flexible approaches and advocacy to address emerging youth issues;
- a safe community where young people are respected and valued members of our

community;

- providing recreational and other participatory opportunities to promote healthy lifestyles;
- listening to young people and providing them with avenues to showcase their strengths and voice their concerns, needs, aspirations and vision for their community;
- providing programs, activities, resources, information, facilities and amenities that are accessible and meaningful to young people.
- celebrating and showcasing the achievements of young people.

### 3. Definitions

**Youth:** A person aged between 10 and 18 years

Sub categories: 5 - 9 years

**YAC:** Youth Advisory Committee (a committee made up of young people, community members and Elected Members to advise the Chief Executive Officer on issues relating to young people)

### 4. Policy

#### 4.1 Positive Profile

Council plays an active role in promoting a positive image and profile of young people, including but not limited to Council publications, media releases and both print and electronic media. This also includes Council representation in relevant youth related networks and Committees to ensure the voice of young people in the Shire is heard.

#### 4.2 Consultation and Decision Making

Council regularly consults with young people through a range of methods including, but not limited to its Youth Advisory Committee, working groups, forums, surveys and other forms of engagement with individuals.

Council's Youth Advisory Committee is the primary mechanism for youth consultation and inclusion in Council's decision making processes.

#### 4.3 Community Participation

Council provide a variety of opportunities for young people to participate in the community including but not limited to the Youth Advisory Committee's initiatives.

Council provides age appropriate avenues for young people to voice their concerns, needs, aspirations and vision for their community.

#### 4.4 Access

Council acknowledges that young people may be disadvantaged in accessing programs, opportunities and events for example cost, transport, level of ability and confidence. Where appropriate, Council will remove barriers to youth participation in Council programs and activities.

Council will consider applications for concessional use of certain Council facilities for community based organisations or individuals wishing to conduct a youth related event in accordance with its Community Grants Policy.

#### 4.5 Youth Development

Council supports a learning community and provides opportunities, workshops and training for young people to further develop their personal, social and professional skills, including but not limited to physical and mental health, healthy relationships, career, economic, and emotional and social wellbeing.

Council supports the Youth Advisory Committee as one of the mechanisms to develop and support emerging and future community leaders.

In recognition of the personal achievements of young people, Council provides financial assistance to individuals to travel intrastate, interstate or overseas to participate in significant events in accordance with its Community Grants Policy.

Council supports an inclusive community approach where people of all ages and abilities will have the opportunity to participate in community life.

#### **4.6 Youth Network**

Council supports the development of collaborative partnerships with neighbouring councils, the Eastern Region Youth Network and other youth services to share resources, knowledge and projects to better meet the needs of young people.

#### **5. Review & Evaluation**

This Policy will be reviewed annually. The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

#### **6. Availability of the Policy**

This Policy will be available for inspection at Council's principal office during ordinary business hours and at Council's website [www.menzies.wa.gov.au](http://www.menzies.wa.gov.au). Copies will also be provided to interested members of the community upon request.

– End of Policy



# Shire of Menzies

## Youth Strategy 2018–2021



This information is written in an easy to read way.  
We use pictures to explain some ideas.



This document has been written by the Shire of Menzies. When you see the word 'we', it means Menzies Council.

DRAFT



You can ask for help to read this document.  
A friend, family member or support person may be able to help you.

## What's in this document?

About Council's Youth Strategy

Our approach

About young people in Menzies

What young people have told us

Our Action Plan

Contact Us

Checking our progress

**DRAFT**

## About Council's Youth Strategy

In Menzies 14% of people are youth – young people aged between 10 and 18.



We want Menzies to be the best place for young people in the Goldfields.



A strategy is a plan for how we will work together to achieve our goal.

Our Youth Strategy:



- gives us a clear direction for the next 4 years



- is for the whole community.



It will help us get better results for our young people.

There are already great things being done for young people in our community by many:



- organisations



- groups



- individuals.

Over the next 4 years, Council will focus on improving things for young people in 4 important areas:



1. Learning and training support



2. Being healthy and happy



3. Feeling connected to their community and culture



4. Being safe



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We talk about what we'll do in each area in our Action Plan.

You can read our Action Plan on page 17.

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## Our approach

We want to make Menzies a place where young people can:

- live
- learn
- work
- stay healthy
- be safe
- feel included.



There are some important ideas behind the way we do things.

We call them our guiding principles.

## Guiding principles



### Respectful

We will treat young people the same way we treat everyone else.

### Youth-led

We will:



- listen to what young people want and need



- include young people when we develop new
  - programs
  - facilities
  - services.



### Affordable

We will work to provide programs and services for young people that are free or don't cost very much.



## Accessible

We will work to make our programs, services and events:



- be in accessible locations



- take place at times which suit the community



- offer young people what they need when it comes to:

- language
- culture
- transport.

## Responsive

We will have ways to make sure we are doing the right things so we can meet the needs of young people.



## Collaborative

To get the best results for young people, we will work together with:



- families
- schools
- community
- service providers
- other levels of government.

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## Safe

We will make sure anyone who works with young people has the right:

- training
- supervision.



We will offer young people safe spaces that are suitable for them.

## About young people in Menzies

There are 16 young people in Menzies



More than 80% of our young people were born in the Goldfields



41%

82%% of our young people are indigenous

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There are already some great facilities in Menzies for young people to use:

- Water Park
- Hardcourts with lights
- Sports field
- Indoor Badminton Court
- Youth Activities Building
- Free Wi-Fi and Computer Access

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## What young people have told us

We talked to more than ?? young people about ways we could make life in Menzies better for them.

We also talked to:



- children aged 5-9 years
- service providers
- community groups
- parents and families
- schools
- our staff.



The things everyone told us helped to create this Youth Strategy.

## What do children aged 5-9 years want?

Children aged 5-9 years told us we should:



- clean up the environment – there is too much rubbish and too many spaces that are not looked after



- make community spaces bright and beautiful



- help people and families who are having a tough time



- have more fun and free community events and activities.

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## What do young people aged 10-18 years want?

Young people aged 10-18 years told us we should:



- have more spaces where they can study
- have people and programs to support young people so they can cope with:
  - study
  - stress
  - mental health issues
- provide sport and recreation activities that are free or don't cost very much.
- offer support through their schools to help them to find work and jobs
- have more events that celebrate our diverse community.
- speak up for them about issues they face that are outside our control, such as needing more buses or trains in this area.

## Being healthy and happy



Being healthy and happy includes:

- physical health – being active and healthy eating
- mental health
- sexual health
- spending time with friends
- art, cultural and creative activities.

Young people know healthy living builds their:

- self-confidence
- social contacts
- education
- job and work opportunities.

Our aim is to support the health and wellbeing of our young people so they can:

- relax
- play
- have good social lives
- find help when they need it.





We plan to:



- make it easier for young people to find and use:
  - health services and programs
  - sport and recreation activities



- provide arts and cultural programs and events that young people can take part in



- find people and groups in the community we can work together with to achieve our goals

- make sure our facilities are:

- accessible
- meet the needs of all young people

- get more young people to take part in sport and recreation programs by making them:

- accessible
- easier for people to afford
- suitable for different cultures.



## Feeling connected to their community and culture



We know that our young people are proud to live in a community that is:

- multicultural
- diverse.



Most young people feel they belong in our community.



They want to be more involved in sharing and celebrating

- local talent
- different cultures
- food.



Our aim is to build stronger connections between our young people and their community.



We want Menzies to be a place where young people grow because we support:

- cultures
- identities – who they are
- interests
- talents.

We plan to:



- offer more programs and events young people can take part in so they connect with their community



- help young people feel proud of their culture and identity



- make stronger connections between families and communities through activities led by young people



- find ways for young people to take part in council's decision-making



- make sure our young people are seen in a positive way



- include young people when we plan and run programs and events



- work out what support programs our young people need and provide them



- get our young people to lead a campaign that will help change the way people outside our community see them.

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Our aim is to make our young people feel safer in their community.

We plan to:



- build better relationships between:

- young people

- police

- youth services

- families

- help young people feel safe in our public spaces

- support safe driving on our streets and help young people understand the road rules

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- make it easier for young people who are at risk to find and use the services they need



- provide transport so young people can get to Council's programs and events



- offer our young people programs they need about:
  - being safe
  - preventing crime.

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## Contact us

For more information:



### Phone

(08) 9024 2041



### Email

[admin@menzies.wa.gov.au](mailto:admin@menzies.wa.gov.au)



### Writing to us

Shire of Menzies

PO Box 4

Menzies WA 6436



[www.menzies.wa.gov.au](http://www.menzies.wa.gov.au)

**DRAFT**

## Checking our progress



When the Strategy ends in 4 years, we will look at how well things went.



We will talk about:

- the progress we have made
- what we have achieved.

**DRAFT**



#### 12.5.4 Tourism Services Review

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Goldfields Tourism Network Association
<b>DOCUMENT REF:</b>	GR.903.1/NAM240
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	5 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.4-1 Tourism Strategic Review August 2018
<b>COUNCIL RESOLUTION:</b>	<b>No.</b>

**MOVED: Cr**

**SECONDED: Cr**

*Carried /*

#### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

1. Resolve to further consider it's participation in the Goldfields Tourism Network following further discussion with other member councils and participation at the next meeting of the Board to be held on 14 December 2018.
2. Consider the future direction of promotion of the Shire of Menzies following discussion in February 2019 to develop a Tourism Strategy for presentation to the March 2019 meeting of Council.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Agenda Item 12.5.4 Ordinary Council Meeting 30 August 2018 resolved to provide and update the status of Tourism Services to the December 2018 meeting of Council.

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

##### *14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- The significant natural features of the shire for tourism.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

#### *14.2 Strong sense of community maintained*

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

#### *14.3 Active civic leadership achieved*

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

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

- 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.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

Job S13006 has a budget allocation for Tourism promotion, and job S13007 for the promotion of the Golden Quest Discovery Trail.

**RISK ASSESSMENTS:** Nil

#### **BACKGROUND:**

At the ordinary meeting of Council on 30 August 2018, Council resolved to further consider future involvement in the Goldfields Tourism Network. This information, together with the report presented to Council in August 2018 was to assist to resolve future involvement in either the Goldfields tourism Network, or an alternative.

#### **COMMENT:**

The Goldfields Tourism Network annual general meeting was held on Friday 2 November 2018. Matters relating to governance and the constitution were not resolved on the day despite both an Ordinary Meeting and an Annual General Meeting being held. Most matters were held over to the next Ordinary Meeting of the board scheduled for 14 December 2018.

The questions posed in the August 2018 report remain the same. Council will need to consider all.

**12.5.4 Tourism Strategic Review**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	GR.903.1/NAM170
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	20 August 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.4-1 – GTNA Constitution 12.5.4-2 – GTNA Memorandum of Understanding 12.5.4-3 – GTNA CEO Report June 2018 12.5.4-4 – Risk Assessment Tourism

<b>COUNCIL RESOLUTION:</b>	<b>No. 1504</b>
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**MOVED:** Cr Jill Dwyer**SECONDED:** Cr Ian Tucker*That Council*

- 1. Endorse the payment of annual fees for Goldfields Tourism Network \$25,000 for the year ending 30 June 2019.*

*Motion was Lost 2/4**Councillors Jill Dwyer, Ian Baird, Greg Dwyer and Keith Mader were recorded as voting against this motion.*

<b>COUNCIL RESOLUTION:</b>	<b>No. 1505</b>
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**MOVED:** Cr Jill Dwyer**SECONDED:** Cr Keith Mader*That Council*

- 2. Endorse the payment of annual fees for Golden Quest Discovery Trail \$11,500 for the year ending 30 June 2019.*

*Motion was Lost 2/4**Councillors Jill Dwyer, Ian Baird, Greg Dwyer and Keith Mader were recorded as voting against this motion.*

<b>COUNCIL RESOLUTION:</b>	<b>No.1506</b>
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**MOVED:** Cr Jill Dwyer**SECONDED:** Cr Keith Mader*That Council*

- 3. Agree that Goldfields Tourism Network Association be dissolved as of 30 June 2019*

*Carried 4/2**Councillors Ian Tucker and Justin Lee were recorded as voting against this motion.*

**COUNCIL RESOLUTION:****No. 1507****MOVED: Cr Jill Dwyer****SECONDED: Cr Ian Baird***That Council*

4. *Resolve that the delegate and proxy to the Goldfields Tourism Network work with other members of the Board of the Goldfields Tourism Network to develop a strategy to enable an organisation to meet the requirements of the member Shires in providing a functional tourism resource and marketing asset, and together with the Chief Executive Officer report the progress of the strategy to the December 2018 ordinary meeting of Council.*

*Carried 6/0***COUNCIL RESOLUTION:****No. 1508****MOVED: Cr Jill Dwyer****SECONDED: Cr Keith Mader***That Council*

5. *Receive the Risk Assessment OP97 and OP98 Risk Assessment for Tourism Services*

*Carried 6/0***OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

1. Agree that Goldfields Tourism Network Association be dissolved as of 30 June 2019
2. Resolve that the delegate and proxy to the Goldfields Tourism Network work with other members of the Board of the Goldfields Tourism Network to develop a strategy to enable an organisation to meet the requirements of the member Shires in providing a functional tourism resource and marketing asset, and together with the Chief Executive Officer report the progress of the strategy to the December 2018 ordinary meeting of Council.
3. Endorse the payment of annual fees for Goldfields Tourism Network \$25,000 for the year ending 30 June 2019
4. Endorse the payment of annual fees for Golden Quest Discovery Trail \$11,500 for the year ending 30 June 2019.
5. Receive the Risk Assessment OP97 and OP98 Risk Assessments for Tourism Services

**VOTING REQUIREMENTS:**

Simple Majority

**IN BRIEF:**

The Shire, together with other Local Authorities in the Goldfields Region holds one position on the board of the Goldfields Tourism Network Association (the Association). The current Memorandum of Understanding (MOU) is due to expire on 30 June 2019. The Board has resolved that the Association will be dissolved as at 30 June 2019.

Minutes of Shire of Menzies Ordinary Meeting of Council held on Thursday 30 August 2018

**RELEVANT TO STRATEGIC PLAN:***14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

*14.2 Strong sense of community maintained*

- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

*14.3 Active civic leadership achieved*

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

*14.4 Heritage & Natural assets conserved*

- 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.

**STATUTORY AUTHORITY:** Nil**POLICY IMPLICATIONS:** Nil**FINANCIAL IMPLICATIONS:** Nil**RISK ASSESSMENTS:**

A risk assessment is attached.

**BACKGROUND:**

At the ordinary meeting of Council in May 2018, Council resolved to

Minutes of Shire of Menzies Ordinary Meeting of Council held on Thursday 30 August 2018

1. Review the purpose of membership of the Goldfields Tourism Network Association and prepare a report for consideration at the August 2018 meeting of Council to include a risk assessment for tourism services.
2. Invite a panel of Councillors and Business representatives of the Shire to a meeting to be held on Tuesday 3 July 2018 between 5.30pm and 7.30pm to discuss the tourism needs of the Shire.

Membership of the Association includes representation by the Shires of Menzies, Dundas, Coolgardie, Leonora and Laverton, and the City of Kalgoorlie-Boulder. The Association is an Incorporated body. For information relating to the rules and process applicable to the Association, refer to <https://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia>

#### **COMMENT:**

##### ***Tourism Needs in the Shire of Menzies***

The meeting held on 3 July 2018 was attended by a cross section of the Menzies community. Those attending identified a number of areas where the Council could improve infrastructure to encourage tourism. Specific items include

- Sealing of main tourist routes (in particular Menzies North West Road)
- Construction of trails and walks for cyclists, walkers and runners
- Extension of interpretative Art walks and Art installations
- Upgrade and maintenance of camp sites such as Lake Ballard and Niagara.

The promotion of the Shire, and the establishment of a “point of difference” to encourage travellers to stop in the Menzies Shire while still supporting the region. The support of events both in Menzies and neighbouring Shires

- Cyclassic
- Golden Gift
- Regional Horse Racing Circuit
- Menzies Rodeo and Ute Muster
- Astro Tourism and
- Art Gallery Trail.

The promotion of events outside the traditional ‘tourist season’, and the ability to react quickly to occasional events such as flowering of wild flowers, and the landing of banded stilts were also discussed. The need for a higher profile on social and electronic media, and the importance of the ability to respond to changing needs of both tourists and travellers was a topic to be further discussed.

Most important is the need to initiate new tourism based business, and the increase of available accommodation. While some participants expressed interest in becoming involved in tourism, a lack of start-up support, and the need to develop the necessary skills for the industry was discussed without solution.

The Shire can boast of the attraction and quality of our free camp sites at Lake Ballard and Niagara Dam, and their associated attractions. The town of Menzies hosts a quality Caravan Park.

Further, a significant number of named sites on the Golden Quest Discovery Trail are within the Shire boundaries.

We have 'Content' to promote, but without associated businesses to provide tours, accommodation and support industries such as food outlets, mechanical and other services there is no or little direct benefit economic to the residents of the Shire. The presence of tourists, and through travellers does create a feeling of community and vibrancy that should not be underestimated.

It is not suggested that free and/or low-cost facilities provided by Local Government should be reduced. The infrastructure, events and activities supported by the Shire should play a support role to businesses that provide economic development and employment. The best method of developing these enterprises should be the subject of Council's strategy for Tourism which included in an Economic Development Strategy for the Shire.

Visitation numbers show a steady increase for the past five to ten years. The economy has not grown to benefit from this increase in numbers. Improvements in promotion may increase visitation numbers, but until associated businesses are developed there will continue to be little return to the economy of Menzies from the investment of the rate dollar.

The meeting indicated that there is an appetite for a tourism industry in Menzies, but uncertainty regarding the path to take, and a lack of seed funding to nurture small business meant that the opportunities were not being taken up.

### ***Membership of Goldfields Tourism Network Association***

The recommendation by the Author recognises the resolution passed at the special Meeting of the GTNA on 29 June 2018, and an existing Memorandum of Understanding between the Shire of Menzies and the GTNA. The resolution to dissolve the GTNA on 30 June 2019 also resolved that the member Shires together with other board members of the Association develop a new strategy and mode of operation for the future. The outcome of this action will determine the future direction of the relationship between any future Association born from the current GTNA and the Shire of Menzies.

It is not the intention of the author to pre-empt the strategy of the Board of the Association. The following are matters for consideration and perhaps implementation in part or whole prior to 30 June 2019.

The GTNA is operated under the rules for an Incorporated Body under the control and direction of the Department of Mines, Industry, Regulation and Safety. Each member Council nominates a delegate to serve as a board member. Each Council may also nominate a proxy to act where the delegate is not available. It is protocol that, having nominated a delegate to the Board, the Council will support the actions of the delegate in relation to decisions made when representing Council on the board.

The Board of the Association is not a Committee of Council and is run in accordance with the Incorporated Associations legislation. There may be times where the processes of the Association conflict with expected processes by Board members representing Local Authorities. It will be important that these conflicts are highlighted by members of the Board and their proxies when the future format of the Association is considered.

The following comments are intended to provide a basis for discussion by Council to assist Council's delegate to GTNA to represent the views of the Shire of Menzies during the forthcoming year.

Diversity of existing attractions requires a diverse and flexible promotion plan which (once content and destination are addressed) needs to be in place to ensure that every dollar invested in promotion will provide a return. To do this, on-going review of the market place, and popular media access must be undertaken and encouraged. Analysis of current and future market trends and the target cliental is a specialist area. For small local authorities this aspect of the tourism industry is outside the expertise available, and the use of external agencies may give best value for money.

An alternative to small council's use of external agencies is to co-operate at a regional level. The current model of the Association is to be reviewed.

The ability for a single organisation to focus on a region between Laverton and Norseman across to the South Australian border and to provide promotion better than that currently provided by AGO must be questioned. The June 2018 report from the Chief Executive Officer (CEO) of the GTNA notes that the Goldfields as represented by GTNA accounts for 33% of business for AGO.

- Is promotion targeted at a regional level in such a large region the best model?

Annual Subscription to organisations such as Australia's Golden Outback (AGO), and Western Australian Indigenous Tourism Operators Council (WAITOC) and Tourism WA provide broad based promotion at a low cost.

GTNA provides promotion focused on a smaller area. This area was initially that covered by the Golden Quest Discovery Trail, later expanded south to Dundas, and north to Wiluna. Recently Wiluna has withdrawn from the Association. Would the region be better served by groups focusing on smaller areas? – Coolgardie to Norseman and Menzies to Laverton. It is possible that Kalgoorlie-Boulder will follow the lead of Esperance to provide their own Service.

Questions to be considered –

- Would the Shire be better served by spending the available funding to develop and support enterprises to provide serve the tourists that come to the area ?
- Would the redirection of the annual expenditure of \$36,500 be better directed into training and mentoring programs for the local residents who may lack the resources for start-up of a business, but have the enthusiasm and ideas necessary?
- Is the current form of promotion through trade shows and paper-based brochures providing the best value-for-money?

The operating mode of the Goldfields Tourism Association which was formed to promote the region through media and trade shows has not changed for some years. The current CEO of the GTNA has written a report quantifying the value of the tourism industry and the return on investment. (*Attachment 12.5.4-3*).

The basis of the extrapolations for Menzies must be questioned. This is not to say that the report at a Regional level is questionable. Towns and Shires both north and south of Menzies have more developed tourism Content. The focus on promotion of the district, sharing the cost through organisations such as GTNA while not of direct benefit to Menzies may be of benefit in the future when our businesses are established.

The promotion of the Golden Quest Discovery Trail is, for the most part undertaken as a part of other promotions in the district. The trail, while still relevant has not developed for a number of years and needs to be the subject of attention given that it is funded separately, but reported as a



part of the total GTNA expenditure. The Constitution and Memorandum of Understanding of the Association focus heavily on the Trail, but recent promotions undertaken do not.

The Shire's of Menzies, Leonora and Laverton may revisit the Northern Goldfields Tourism Group and define a basic level of promotion with options for as-needs and special events campaigns managed by either the group, or contract to a specialist depending on the occasion.

This would ensure promotion of the region could be more focused with the greater region being managed through greater input by Council into the larger (lower unit cost) organisations such as AGO, WAITOC and Tourism WA. Annual membership to these three organisations is less than \$1,000.

Marketing Events and Destination Development for the Shire of Menzies may be managed by a combination of own-resources, sponsored promotion and focused contracts.

For the year ending 30 June 2019, it is recommended that the annual fees committed by the existing MOU be honoured both to support the motion moved by the Council delegate and the Shire's commitment previously given. It is suggested that the Shire take a more active interest in the activities of the Association. This should include the following activities which are able to be met in the recently adopted budget.

- Attendance at the Perth Royal Show by Shire of Menzies (with GTNA)
- Promotion of the Menzies Rodeo and Ute Muster
- Promotion of the Cyclassic Saturday
- Attendance by Shire of Menzies at the Goldfields Caravan and Camping Show (with GTNA)
- Attendance by Shire of Menzies at Coolgardie Day Celebrations
- Promotion of the Hotel, Gallery and Visitors Centre in Menzies on Kalgoorlie-Boulder newsletters and Goldfields Art Trail.

These actions will allow the delegate to the Goldfields Tourism Network Association together with her proxy to consider and discuss the direction of Council in this matter prior to the dissolution of the Goldfields Tourism Association scheduled for 30 June 2019.

Council may also consider encouraging business owners and interested residents of the Shire of Menzies to increase their participation in activities promoted and presented by the Kalgoorlie-Boulder.



## **Australian Tourism Council's Advocacy Group (ATCAG)**

### **FACT SHEET**

#### **Introduction**

When it comes to managing tourism, LGA's across Australia share many of the same challenges including growth of holiday letting, peak season traffic and congestion, and impacts on our infrastructure. These challenges impact on achieving manageable visitor numbers across destinations, by way of declining visitation or over popularity.

We know that we can be more effective at engaging State and Federal Government and receiving support by working together and advocating with one voice. When councils band together, we speak with a louder voice and our proposed solutions can be easier to hear and harder to ignore.

By sharing information, knowledge and experience, councils can learn from each other to build resilience for communities in tourist destinations.

#### **Background**

In December 2017, over 50 councils took part in an initial meeting to consider the many and varied challenges facing LGA's as a consequence of tourism and its impacts. The meeting presented many challenges and a follow-up survey was used to establish the top four issues councils shared (see below). It was proposed that an advocacy group be established to lobby governments to address the critical issues faced by the broader group of councils Australia wide.

#### **About the group**

Based on the survey results and meeting, the preference is an action based group with a focus on research and advocacy. An overarching group, chaired by Byron Shire Mayor Simon Richardson, will provide a coordination and support role for the working groups, governed by a Terms of Reference to be agreed upon during the ATCAG's meeting.

The ATCAG will meet bi-annually and all member councils will be invited to attend these meetings. Working groups will be established and a chair and secretary will be nominated for each working group at the first meeting of ATCAG.

Working groups will comprise of elected members, CEO's or a combination.

## The issues

These four issues will form the basis of the working groups to action:

### 1. Tourism impacts on infrastructure

Road, water, waste, toilets, beaches, tourist attractions and Crown land transfers, loss of national parks tourism.

### 2. Lack of Public Transport

Inland and regional tourist destinations facing declining visitor numbers that they say are linked to reduced bus and train services.

### 3. Increases to holiday and short-term rentals and impacts

Airbnb, holiday letting, impacts on affordable housing for local communities, conflicts on housing and issues-affordability, between residents and visitors.

### 4. Creating sustainable tourism opportunities and Agritourism

Looking at opportunities and current regulations/restrictions in place and work with operators and government to develop Agritourism.

## Joining Investment

Byron Shire Council is delighted to offer initial administration and financial support for the inaugural meeting. In order to achieve its goals, the group will need to raise funds to cover administration and communication costs.

**The Annual Investment will be:** \$1,100 (Inc. GST) initial membership charge, per Council, per year with an ongoing amount to be determined by the group. The membership period is calendar year and commences on 1 January 2019.

If the working group commissions research or undertake a communications campaign, those costs will need to be covered by working group member councils and with support from the majority of participating working group members.

## Join ATCAG

For more information, or to join, contact:

**Gail Fuller**

Tourism Officer

Phone: 0447 602 890

Email: [tourismadvocacy@byron.nsw.gov.au](mailto:tourismadvocacy@byron.nsw.gov.au)

## 12.5.5 Appointment of Acting Chief Executive Officer and Leave for Chief Executive Officer

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Rhonda Evans
<b>DOCUMENT REF:</b>	PER.983.1/NAM239
<b>DISCLOSURE OF INTEREST:</b>	The Author is the subject of the leave application
<b>DATE:</b>	4 December 2018
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.5-1 Leave Application – Rhonda Evans

<b>COUNCIL RESOLUTION:</b>	<b>No.</b>
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**MOVED: Cr**

**SECONDED: Cr**

*Carried by Absolute Majority /*

### **OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

1. Approve leave for the Chief Executive Officer, Rhonda Evans for the period Monday 14 January 2019 to Friday 25 January 2019 (inclusive).
2. Appoint Jeanette Taylor, Manager of Finance and Administration Services as Acting Chief Executive Officer for the period of leave by the Chief Executive Officer 14 January 2019 to 25 January 2019.
3. Authorise higher duties payment to the equivalent of the cash component of salary of the Chief Executive Officer for ten working days 14 January 2019 to 25 January 2019.

### **VOTING REQUIREMENTS:**

Absolute Majority

### **IN BRIEF:**

The Chief Executive Officer (CEO) has applied for annual leave and recommended that the Manager of Finance and Administration be appointed Acting Chief Executive Officer for the period of leave.

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

#### *14.2 Strong sense of community maintained*

- Our community will have access to all necessary service requirements.

### *14.3 Active civic leadership achieved*

- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 5.36(2a)*

#### **POLICY IMPLICATIONS:**

**Policy 5.1** – Acting Chief Executive Officer

**Policy 5.2** – Designated Staff

#### **FINANCIAL IMPLICATIONS:**

Higher duties to be paid are within the budget for the area of Other Governance (Employee costs)

**RISK ASSESSMENTS:** Nil

#### **BACKGROUND:**

The appointment of a designated officer as Acting Chief Executive Officer requires a resolution of Council. The appointment must meet the requirements of the Local Government Act 1995 (2a).

#### **COMMENT:**

An application for leave for the Chief Executive Officer is attached for consideration by Council. It is recommended that the Manager of Finance and Administration, Jeanette Taylor be appointed Acting Chief Executive Officer during the period of leave by the Chief Executive Officer.

Jeanette Taylor has previously assumed the role.



## SHIRE OF MENZIES APPLICATION FOR LEAVE

**NAME:** Rhonda Evans

TYPE OF LEAVE REQUIRED	DAYS/HOURS <i>(Please Circle)</i>
Personal Leave	
Leave without Pay ( <i>when no other leave available</i> )	
Annual Leave	<b>76 hours</b>
Rostered Day Off	
Other Leave ( <i>Compassionate Leave, Technical Leave</i> )	
Long Service Leave	
Workers Compensation	

**IF INSUFFICIENT LEAVE - LEAVE WILL BE PROCESSED AS LEAVE WITHOUT PAY**

FROM: 14/01/2019 \_\_\_\_\_ Start of Leave

TO: 25/01/2019 \_\_\_\_\_ Last day of Leave

*Rhonda Evans*

Employee's Signature: \_\_\_\_\_

3 December 2018

Date: \_\_\_\_\_

\_\_\_\_\_  
Manager Signature (*Approved/Not Approved*):

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Chief Executive Officer (*Only required for A/L and LSL*)  
(Approved/Not Approved):

\_\_\_\_\_  
Date:

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This Section to be completed by Applicant

**NAME:** Rhonda Evans

FROM: 14/01/2019 \_\_\_\_\_ Start of Leave

76 Hours

TO: 25/01/2019 \_\_\_\_\_ Last day of Leave

\_\_\_\_\_ / \_\_\_\_\_

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

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

**15 NEXT MEETING**

The next Ordinary Meeting of Council will be held on Thursday 28 February 2019 commencing at 1pm.

**16 CLOSURE OF MEETING**

There being no further business the Chairperson closed the meeting at \_\_\_\_\_ pm.

I, \_\_\_\_\_ hereby certify that the Minutes of the Ordinary Meeting of Council held 13 December 2018 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 28 February 2019.

Signed: \_\_\_\_\_

Dated: 28 February 2019