

# SHIRE OF MENZIES AGENDA



24 November 2016

## ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Thursday  
24 November 2016 commencing at 1.00pm in the Council Chambers.

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**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 24 November 2016 in the Shire of Menzies council chambers commencing at 1.00pm.

Rhonda Evans  
Chief Executive Officer

15 November 2016

**DISCLAIMER**

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

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

**FINANCIAL INTEREST**

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

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

**Councillors should declare an interest:**

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

A member who has declared an interest must not:

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

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

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on Thursday 24 November 2016*

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- 1 DECLARATION OF OPENING**
- 2 ANNOUNCEMENT OF VISITORS**
- 3 RECORD OF ATTENDANCE**
- 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 5 PUBLIC QUESTION TIME**
- 6 APPLICATIONS FOR LEAVE OF ABSENCE**
- 7 DECLARATIONS OF INTEREST**
- 8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**
- 9 CONFIRMATION / RECEIVAL OF MINUTES**
  - 9.1 CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 27 OCTOBER 2016**

*That the minutes of the Ordinary Meeting of Council held on Thursday 27 October 2016 be confirmed as a true and correct record.*
  - 9.2 CONFIRMATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 27 OCTOBER 2016**

*That the minutes of the Audit Committee Meeting of Council held on Thursday 27 October 2016 be confirmed as a true and correct record.*
- 10 PETITIONS / DEPUTATIONS / PRESENTATIONS**
- 11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
  - 11.1 PRESIDENTS REPORT** *(To be tabled at the meeting)*

## **12 REPORTS OF OFFICERS**

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

#### **12.1.1 Health and Building Report October 2016 - Shire of Menzies**

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ADM384
<b>DISCLOSURE OF INTEREST:</b>	The author has no interest to disclose
<b>DATE:</b>	14 October 2016
<b>AUTHOR:</b>	David Hadden, Environmental Health Officer
<b>ATTACHMENTS</b>	Nil

#### **RECOMMENDATION:**

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

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

##### **Building**

Staff have now been trained to enter details of all Building Licences to the new on line software for the building Authority. The Building Authority will compile and provide information to the Australian Bureau of Statistics.

##### **Health**

- Attendance at training for Health Act 2016
- Inspection of kitchen at Menzies Hotel
- Processed a plumbing application for Davyhurst Mine Site.
- Advise to owner of caravan to cease use as residence

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

Active Civic Leadership Achieved

- Regularly Monitor and Report on the Shire's Activities, Budgets, Plans and Performance

#### **STATUTORY AUTHORITY:**

*Building Act 2011*

*Public Health Act 2016*

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS :** Nil

**RISK ASSESSMENTS :**

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

**BACKGROUND:**

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

The following is a brief report of the monthly activities.

**COMMENT:**

**Building**

- The Building Commission of WA is creating a building permit database software with the intention of becoming the receptor for all building register statistics across the State. Local authorities will be required to record all permits processed (building register) on the Commissions database in the near future. Staff attended Building Commission training on 5 October in Perth to enable access to the building permit database when it becomes operational. Local authorities will enter statistical data as building permits are issued with the Commission effectively taking on the role of record keeping for all permits issued in each local authority across the State. The individual registers will be password protected and accessible at all times to local authorities. The Commission will take on the role of reporting monthly statistics to the ABS and all other agencies as required. The building permit database will effectively allow the Commission to monitor more closely all building activity across the State along with local authority processing times.

**Health**

- Councils EHO will be attending an information session at the Health Department of Western Australia on the 25 October 2016 to determine Councils responsibility regarding the implementation of the new Health Act over the next five years. In year three of the five year implementation period local authorities are expected to prepare individual Health Plans that must also be incorporated into Councils Strategic Plan. Staff are trying to determine if this requirement can be carried out in-house or will require engagement of consultants to complete.
- Menzies Hotel publican has been requested to ensure the kitchen is maintained in a clean condition at all times.
- Staff have processed a plumbing application for the Davyhurst Mine site and forwarded to Health Department of WA for final approval.
- Land owner south of town who is allowing a caravan to camp at the property has been warned that if the van has not left the site within a week from the 18 October 2016 a report will be tabled at the next Council meeting recommending legal action be commenced under the Caravan Parks and Camping Grounds Regulation 1997.

## **12.2 FINANCE AND ADMINISTRATION**

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

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM052
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	15 November 2016
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance & Administration
<b>ATTACHMENT:</b>	12.2.1 Monthly Financial Reports October 2016

#### **RECOMMENDATION:**

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

**VOTING REQUIREMENTS:** Simple Majority

#### **IN BRIEF:**

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

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

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.4*

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

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

As detailed within the attachments.

#### **RISK ASSESSMENTS:**

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

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

**BACKGROUND:**

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

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

**COMMENT:**

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

### **12.2.2 Monthly Listing of Payments for the Month of October 2016**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM017
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	15 November 2016
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.2 – Payment List for Month of October 2016

#### **RECOMMENDATION:**

That Council receive the list of payments for the month of October 2016 totalling \$232,139.41 being:

- 1) Cheques in the Municipal fund totalling \$130.25
- 2) Electronic Fund Transfer EFT1682 - EFT1738 payments in the Municipal Fund totalling \$123,927.06.
- 3) Direct Debit payments in the Municipal Fund totalling \$108,082.10.
- 4) Credit card payments relating to the September and August 2016 statements (included in direct debits) totalling \$10,298.10.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The list of payments made for the month of October 2016 to be received by Council. The balance of accounts to be paid at the 31 October 2016 is \$148,565,34.

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

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

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

#### **POLICY IMPLICATIONS:**

Policy 4.7 – Creditors – Preparation for Payment

**FINANCIAL IMPLICATIONS:** Nil



**RISK ASSESSMENTS:**

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

**BACKGROUND:**

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

**COMMENT:**

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

After payment, the balance of creditors will be \$148,565.34.

### **12.2.3 Policy Review – Policy 4.9 - Investments**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM355
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	15 November 2016
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance & Administration
<b>ATTACHMENT:</b>	12.2.3 – Draft Policy 4.9 - Investments

#### **RECOMMENDATION:**

That draft policy 4.9 – Investments as attached (12.2.3) be adopted by Council.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Revised policy proposed is:

- Investments (Policy dated 15 November 2016)

The purpose of this revised policy is to review and update where necessary the Investment Policy dated 24 September 2015, to ensure it complies with statutory requirements and Council intention.

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

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.14*

*Local Government (Financial Management) Regulations 1996, Regulation 19C*

*Trustees Act 1962 – Section 18 & Section 14A*

#### **POLICY IMPLICATIONS:**

If the proposed policy is adopted by Council, the policy will be updated in the Policy Manual.

**FINANCIAL IMPLICATIONS:** Nil

#### **RISK ASSESSMENTS:**

**OP3** Council makes poor investment decisions

Council has a policy requiring monthly reporting of all investments, restriction on the type of investments that can be made. The Local Government Act 1995 also restricts investments.

**BACKGROUND:**

This policy was implemented in September 2015 and per Council Policy has been reviewed and revised to ensure that it enables effective and efficient management of Council resources and assists staff in decision making.

**COMMENT:**

This policy has been updated to remove the requirement to invest in Bankwest and further clarify the Shire's investment requirements.

## **12.3 WORKS AND SERVICES**

### **12.3.1 Works Report for October 2016**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ADM371
<b>DISCLOSURE OF INTEREST:</b>	The author has no interest in this matter
<b>DATE:</b>	15 November 2016
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

#### **RECOMMENDATION:**

That Council receive the Works Report for October for information.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Submission for Regional Road Group (RRG) Funding for Yarri, Menzies North West and Evanston-Menzies Roads

Submission for continuations of funding for the Tjuntjuntjarra Access Road (from Connie Sue Road to the community).

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

Active Civic Leadership

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

#### **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

#### **BACKGROUND:**

The annual program for the Works Section of the Shire is led by the Works Supervisor, Paul Warner. Mr Warner leads a small team who undertake general duties in and around the town of Menzies, and service Kookynie, Niagara Dam, and the Lake Ballard camping and parking area. Two graders undertake the maintenance of unsealed roads.

Consulting Engineers WML assist the Shire in matters which have in the past been undertaken by the Works Manager.

**COMMENT:**

**SHIRE SERVICES CREW**

**Works Completed**

- Dust Suppression to Truck Bay north of the Menzies Townsite
- Slashing of Road Verge and vacant blocks in Kookynie Townsite
- Removal of temporary bypass pump and hoses in Menzies Caravan Park Enviro Unit
- Grading of Davyhurst to Ora Banda boundary
- Tree planting around Truck Bay north of Menzies Township
- Kookynie Tip cleaned up

**Works Underway in next period**

- Kookynie airstrip windsock and cones
- Grading of Davyhurst to Mulline Road

**Works Outstanding**

- Protection of Statues in Brown Street
- Improve Signage for reuse water in the caravan park
- Recommissioning of pipeline to town oval tanks
- Dust reduction to Shire properties

**Works Outstanding**

*- the following works will be let to contractors. Quotes are being sought.*

- Evanston Menzies Road – Culvert (Blackspot) – quotes now received.
- Menzies North West Road Re-sheet

**CONSULTANT**

RAV Network Investigation – preparation of an agreement to be used for all RAV applications and Permits

Road Condition and Surveys, and Five Year Reseal Program – site pickups work and preparation of the program. Program to be presented to Chief Executive Officer late November.

R2R Reporting – including analysis of expenditure for input into R2R annual report and the submission of the pre audit report to the Federal Government. The Manager Finance and Administration is responsible for the submission of the report to auditors. The auditor report has been submitted to the auditor.

Regional Road Group (RRG) Project Grant applications including the assessment forms for four projects and liaison with Main Roads has received endorsement from the Technical Group and has progressed to the next meeting held on 18 November 2016.

Commodity Services Route Funding (CSRF) application – Research of potential projects and liaison with Main Roads WA. Preparation and submission for Pinjin Road.

Completed all documentation required for funding for Tjuntjuntjarra Access Road.

## **12.4 COMMUNITY DEVELOPMENT**

### **12.4.1 Monthly Report Lady Shenton Building – October 2016**

<b>LOCATION:</b>	Lady Shenton Building
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ADM281
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	15 November 2016
<b>AUTHOR:</b>	Deborah Whitehead, Executive Assistant
<b>ATTACHMENT:</b>	12.4.1-1 Monthly Sales Categories Report for October 12.4.1-2 Monthly Department Sales Report for October

#### **RECOMMENDATION:**

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

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

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

Visitor Centre Sales	Year to Date	\$10,592	Year to Date Prior Year	\$17,295
Caravan Park income	Year to Date	\$34,237	Year to Date Prior Year	\$24,158

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

Sustainable local economy encouraged

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

Strong sense of community maintained

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

Active civic leadership achieved

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

**BACKGROUND:**

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

**COMMENT:**

**Community Resource Centre (CRC)**

This month has seen twenty patrons at the CRC and a total of seventy copies of the Menzies Matters were printed this month.

**Visitor Centre**

October saw nine hundred and thirty-nine visitors to The Visitor Centre. We continue to encourage customer feedback by way of the Lake Ballard Surveys and thirty-two were completed in October 2016. The Facebook continues to convey information to people online.

**Community Postal Agency**

We had a total of two hundred and fifty-nine Postal Customers for October.

**Caravan Park**

A total of \$4,995.46 was taken for the month of October 2016. It is uncertain whether this shows increased patronage, or is the result of a later than usual start to the hot weather.

## **12.5 MANAGEMENT AND POLICY**

### **12.5.1 Eight Year Ward and Representation Review**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Local Government Advisory Board
<b>DOCUMENT REF:</b>	4346
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	7 November 2016
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.1-1 Review Process Flow Chart 12.5.1-2 Letter from Advisory Board (3766) 12.5.1-3 Risk Assessment OP94 12.5.1-4 Review Process Package

#### **RECOMMENDATION:**

That Council

1. Resolve to undertake a review of Ward and Representation for the Shire of Menzies in accordance with Schedule 2.2 6(1) of the Local Government Act.
2. Advertise the review of Ward and Representation in the Kalgoorlie Miner and the Menzies Matters, inviting submissions to be received at the Shire Office Shenton Street Menzies by 4pm 13 January 2017.
3. Receive Risk Assessment OP94 – Eight Year Review of Ward and Representation.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Local Governments divided into districts are required to review their ward boundaries and representation every eight years. The purpose of the review is to assess the current arrangements and evaluate a range of options to find a system of representation that best suits the characteristics of the district and its people.

Council must resolve to undertake the review, and to give public notice that a review is to be undertaken.

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

Active civic leadership achieved

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



**STATUTORY AUTHORITY:**

*Local Government Act 1995 Schedule 2.2 6(1) – Local Government with Wards to review periodically.*

**POLICY IMPLICATIONS:**

No policy relates to this matter.

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENT:**

Shire Reputation and Governance

**OP94** 8 Year Review of Ward and Representation

**BACKGROUND:**

The Local Government Advisory Board has requested that the Shire of Menzies complete an eight year review of its wards and representation in accordance with clause 6(1) of Schedule 2.2 of the Local Government Act 1995.

Council has considered the subject of whether to retain the Ward system of elections in the past, and must do so again as required by the Local Government Act.

**COMMENT:**

The initial part of the process requires that Council resolve to undertake the review. Following the resolution, the review must be advertised, and submissions on the matter invited. The period between advertising and the closing date for submissions must be no less than six weeks.

In conjunction with the invitation for submissions, the Department of Local Government and Community (the Department) has the expectation that an information sheet will be provided for assistance to anyone making a submission.

The information sheet should present a diverse range of alternatives to the current situation so that options can be considered. While Council may have a preferred position, the public notice must not limit the possible responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households.

**12.5.2 Tender 6/2015 Management of the Menzies Community Resource Centre and operation of the Menzies Caravan Park**

<b>LOCATION:</b>	37 Shenton Street, Menzies
<b>APPLICANT:</b>	Laura Dwyer
<b>DOCUMENT REF:</b>	ADM030
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	10 November 2016
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.2-1 Letter from McKenzie and McKenzie (Confidential document) 12.5.2-2 Budget for Economic Services

**RECOMMENDATION:**

That

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

**VOTING REQUIREMENTS:**

Simple Majority

**IN BRIEF:**

Ms Laura Dwyer has advised that she does not wish to proceed with the contracts relating to Tender 6/2015. Provision must now be made to ensure the continuation of services provided from the Lady Shenton Building. The services which were the subject of the Tender were:

- Post Office services
- Visitor Centre services
- Caravan Park Reception

- Library services
- Community Resource Centre services
- Cleaning of Caravan Park and Lady Shenton Building
- Out of Hours Caravan Park attendance.

It is proposed that these services will continue using a combination of existing staff and the employment of additional staff on fixed term contracts to 31 March 2017.

A report will be presented to the February 2017 meeting of Council with recommendations for the future management of these services.

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

Sustainable local economy encouraged

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

Active civic leadership achieved

- 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 Regulations (Functions and General) Regulations 1995 Part 4 Division 1*

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

The budget allocation for these services will remain as the adopted Budget for the year ending 30 June 2017.

#### **RISK ASSESSMENTS:**

No Risk assessment exists for this occurrence. A new risk is to be created and included in the next review in February 2016.

- Shire Reputation and Governance – Successful Tenderer withdraws from Tender

#### **BACKGROUND:**

Council awarded Tender 6/2015 in November 2015 for the Management of the Community Resource Centre (CRC) and the Caravan Park. The tender was awarded to Ms Laura Dwyer, Smith's Tearooms. The tendering of the services followed a number of agenda items to Council.

In September 2011 Council resolved that the CRC be handed back to the community to manage. The minutes showing this resolution do not show the mover or seconder, but record that it was passed 4/0.

No action was taken in this matter.

In December 2012, Council resolved to operate the CRC with the Menzies Development Association Incorporated.

A review of the operations was undertaken and published in March 2015. This report outlined three options:

- Hand the CRC over to the community to manage
- Continue to operate the CRC with drastically reduced services
- Seek expressions of interest for a contractor to be appointed to take over the lease/management of the Lady Shenton/CRC operations.

To complicate matters, a previous resolution of Council to lease out the caravan park was found to be problematic due to the boundaries of the Reserve on which the Caravan Park is located.

The previous reports presented to Council have the CRC delivering the following services.

- Australia Post Community Postal Agency
- Caravan Park Booking Agency
- Toll Freight Agency
- StarTrack Freight Agency
- Public Library
- Conference Room
- Office Facility for travellers
- Visitor Centre
- History and Heritage Room
- Giftshop

The purpose of the CRC is to deliver a broad range of services to the local community and visitors to town including broadband WIFI, secretarial services, photocopying and scanning, office space rental, conference room hire.

**COMMENT:**

While it has only been eighteen months since a review of options for the provision of services from the Lady Shenton Building, the option chosen following the review resulted in one expression of interest which has now been withdrawn. There would appear to be little benefit in repeating the exercise.

The resulting situation may be an opportunity for a fresh view of the CRC, and the use of the Lady Shenton Building. If a new perspective were to be introduced where the services that are the subject of the contract between the Shire of Menzies and the Department of Regional Development (DRD) were separated from the agency services which are the subject of contracts and agreements (Australia Post, Toll Freight, Golden West Tours) and other

services that are considered to be functions of council, the bottom line of the cost of the service may not change, but the options for the future of the services provided from this building may.

The author will be seeking ideas for the use of the facility, and considering the best fit for staffing and services to be offered, incorporating both present and future needs for the community.

### **12.5.3 Lease of Property – Accommodation for School Staff**

<b>LOCATION:</b>	14A and 14B Walsh Street Menzies
<b>APPLICANT:</b>	Department of Housing
<b>DOCUMENT REF:</b>	4431
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	13 November 2016
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.3 Lease Document

#### **RECOMMENDATION:**

That Council:

1. Authorise the Chief Executive Officer and the Shire President to sign and affix the Seal to the lease document between the Shire of Menzies and the Department of Housing for the lease of properties located at 14A and 14B Walsh Street Menzies for a period of six months.
2. Review Council owned housing stock, and make recommendations relating to future housing needs to be discussed at the briefing session scheduled for December 2016 in preparation for a report to Council in February 2017.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

This lease is a continuation of lease agreement currently in place. The properties at 14A and 14B Walsh Street Menzies are used for the housing of teachers at the Menzies Community School.

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

Strong sense of community maintained

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

Active civic leadership achieved

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 3.58 – Disposing of Property*

**POLICY IMPLICATIONS:**

Council has no policy relating to this matter. It is proposed that a review be undertaken, and a Policy relating to the provision and standard of shire provided housing and to report to Council by February 2017.

**FINANCIAL IMPLICATIONS:**

This income has been budgeted on account 09207 in Other Housing.

**RISK ASSESSMENTS:**

No risk assessment has been developed relating to the provision of housing.

**BACKGROUND:**

Council has been leasing the properties at 14A and 14B Walsh Street to the Department of Housing for some years.

**COMMENT:**

The lease for these properties is now due for renewal. Initially, the Department of Housing were considering the construction of two new houses. This did not eventuate, as the cost proposed for the lease of the new premises exceeded the Department of Housing budget guidelines for housing.

The standard of housing being offered should be reviewed. Council has been receiving significant rental return on these properties, and it appears that little if any has been reinvested into them. This practise should be reviewed.

It will be recommended that a review of housing stock be undertaken, and Council review their policy relating to the provision of housing.

#### **12.5.4 Lease Document for 52 Shenton Street Menzies (Reserve 50513)**

<b>LOCATION:</b>	Lot 9 Plan 222795 Shenton Street Menzies DP65986
<b>APPLICANT:</b>	Achievable Outback Café Pty Ltd
<b>DOCUMENT REF:</b>	ADM353
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	13 November 2016
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.4-1 Lease Document ( <i>Confidential document</i> ) 12.5.4-2 Valuation Report ( <i>Confidential document</i> )

#### **RECOMMENDATION:**

That Council note

1. The document for the lease of 52 Shenton Street Menzies between Achievable Outback Café Pty Ltd and the Shire of Menzies
2. The valuation received for the property at 52 Shenton Street Menzies.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The documents presented under separate cover are the final lease agreement between the Achievable Outback Café and the Shire, and the Valuation report for the property.

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

Sustainable local economy encouraged

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

Strong sense of community maintained

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 3.58 – Disposing of Property*

#### **POLICY IMPLICATIONS:**

Council has no Policy relating to this matter.



**FINANCIAL IMPLICATIONS:**

The lease of this property, will affect the following budgetary areas.

1. All outgoing costs currently budgeted for this property will be recovered
2. The property will be rated for the portion of the year as it will become rateable on the commencement of the lease.

**RISK ASSESSMENTS:**

Council has no risk assessment in relation to this matter.

**BACKGROUND:**

At the September 2016 meeting of Council resolved

**COUNCIL RESOLUTION:**

**No 1050**

**Moved: Cr Tucker**

**Seconded: Cr Mazza**

*That Council*

- 1) *Accept the offer from Achievable Outback (Café) Trading to lease the property at 56 Shenton Street Menzies being Reserve 50513 for the annual fee equal to outgoings cost of the building and surrounds subject to*
  - a) *A Planning Application for the development being submitted by the applicant*
  - b) *No relevant submissions being received relating to the application*
  - c) *All adjourning owners are advised of the application and invited to make a submission relating to the development*
- 2) *Advertise the offer to lease in accordance with Section 3.58(3) of the Local Government Act 1995*
- 3) *Authorise the Chief Executive Officer and the President to sign and seal documents relating to the lease of the Reserve 50513 to Achievable Outback (Café) Trading subject to*
  - a) *No relevant submissions being received relating to the advertising of the proposal*
  - b) *No significant changes to the standard retail lease document.*

**Carried 5/0**

**COMMENT:**

The final lease document is attached, and with the exception of the value of the rental, is expected to be signed as is.

The valuation received from Goldfields Valuation Service followed a site visit. The valuation of \$1,200 per annum should be used a guidance only. There are no rental properties available for comparison in the town, or indeed in the shire. To attract a tenant in a building that has been vacant for a number of years, and at the same time provide the community with a new service should not be viewed from the strictly commercial perspective.

Council's strategic plan states that *"the Community would like the Shire of promote...*

- A strong local economy diversified through encouraging commercial growth which provides jobs and services,
- A local economy accessing the commercial options and service in place, for timely development.

The opportunity to support a new commercial enterprise is one for Council to consider. It is the opinion of the author, that any new activity in the town, certainly in the main street should be supported. The opportunity to use a previously unused building is a bonus.

### **12.5.5 Heritage Precinct Grant Application**

<b>LOCATION:</b>	Shenton Street Menzies
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ADM325
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	13 November 2016
<b>AUTHOR:</b>	Rhonda Evans
<b>ATTACHMENT:</b>	12.5.5 Letter from GEDC

#### **RECOMMENDATION:**

That Council receive the notification from the Goldfields Esperance Development Commission that the application for grant funding from the Revitalisation Fund has been unsuccessful.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The Shire is seeking funding to revitalise the Heritage Precinct bounded by the following buildings. Menzies Pioneer Shop, Menzies Butcher Shop and Tea Rooms and the Railway Cottages to the south of the Townsite.

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

Heritage and Natural assets conserved

- 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:**

Council has no policy relating to this matter

#### **FINANCIAL IMPLICATIONS:**

The failure to attract this funding will require a review of the project. Review of the project to be completed.

#### **RISK ASSESSMENTS:**

**OP46** Capacity to Deliver Services

Whilst not a change of government policy negatively affecting a service provision of planned capital funding, the failure to secure this funding will require the same risk solution.

**Ensure Corporate Plan and LTFP when reviewed consider the impact of government grants and contributions on service delivery and infrastructure renewal.**

**BACKGROUND:**

Council commissioned a submission to the Goldfields Esperance Development Commission (GEDC) for grant funding to refurbish three buildings in Shenton Street. In June 2016 the submission was accepted, and Council was invited to proceed to the next step, the presentation of a Business Plan.

**COMMENT:**

The business case, unfortunately fell short of requirements. Principally due to a weakness in the proposal and plan for the operation of the facilities once refurbished. This rejection while disappointing, provides Council with a direction for improvement to it's applications for these projects.

An opportunity is available for Council to seek assistance to go forward, and, while no grant funding is offering at this point, to create a document that will meet the requirements of future grant applications.

Council should also consider the reallocation of some of its own funds to commence the refurbishment. This should only be commenced following serious and considered thought and analysis of Councils requirements.

The upcoming review of the Long Term Financial Plan, the Community Strategic Plan and the Corporate Plan are the perfect opportunity for Council to review this matter.

### **12.5.6 Risk Management Reporting Framework**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	ADM256/4189
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	17 November 2016
<b>AUTHOR:</b>	Rhonda Evans, chief Executive Officer
<b>ATTACHMENT:</b>	12.5.6 Strategic Risk Management Report

#### **RECOMMENDATION:**

That the Audit Committee Note the Draft Enterprise risks and controls.

#### **COMMITTEE RECOMMENDATION:**

That Council receives the Enterprise risks and controls.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The Draft Enterprise Risk Report is presented to Council. This document is the reporting mechanism for the Policy 1.7 Enterprise Risk Management.

The document is dynamic, and will be updated as new risks arise, and new projects are commenced.

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

Community Priorities

Active Civic Leadership

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

#### **STATUTORY AUTHORITY:**

*Local Government (Audit) Regulations 1996 – Chief Executive Officer to review certain systems and procedures.*

#### **POLICY IMPLICATIONS:**

Policy 107 Enterprise Risk Management – The Risk Management Policy outlines the shire's commitment and approach to managing risks that may impact in its day-to-day operations and threaten the achievement of its objectives.

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

Allocation has been made in the 2016/2017 annual budget for the internal audit risk function.

**BACKGROUND:**

The Shire has been undertaking a review of its risk profile as part of the implementation of the Risk Management Framework.

For Council to note

- Progress made in the Risk Management Framework
- The draft Strategic and Operational Risks
- The proposed introduction of a Risk Services Program to guide the internal audit activity and function and other monitoring and reviewing activities that may need to be undertaken. This program would be subject to change and modification during the year on the authorisation of the Chief Executive Officer.

The program will set out the internal audit activity for the year 2016/2017 to be carried out by the Shire Internal Audit Function (which reports directly to the Chief Executive Officer for assigned activities). The internal audit activity would be established in consultation between the Chief Executive Officer, the Manager Finance and Administration, the Executive Assistant, the Works Supervisor and Consultants to address areas that present risks to the Shire's operations.

**COMMENT:**

The Shire has undertaken a review of its risk profile and established a draft set of Strategic and Operational Risks for the Audit Committee to consider. A number of operational and strategic risks have been identified. It is proposed that activities will be reported in accordance with the Framework established.

Internal audit activity focuses on area of risk including Financial and non-financial systems and compliance with legislation, regulations, policies and best practice. Where required, action plans will be developed and agreed with management for audit recommendations and follow-up conducted to ensure they are implemented as agreed.

It is therefore recommended that the Council receive the Draft Enterprise Risks and Controls as attached.

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



## SHIRE OF MENZIES

Ordinary Meeting of Council 24 November 2016

### ATTACHMENTS

Attachment 1	9.2	Minutes Audit Committee – 27 October 2016
Attachment 2	12.2.1	Statement of Monthly Financial to 31 October 2016
Attachment 3	12.2.2	Payment Listing – October 2016
Attachment 4	12.2.3	Investment Policy 4.9
Attachment 5	12.4.1-1	Monthly Sales Category Report – Lady Shenton Building
	12.4.1-2	Monthly Sales Department Report – Lady Shenton Building
Attachment 6	12.5.1-1	Review Process Flow Chart
	12.5.1-2	Local Government Advisory Board
	12.5.1.-3	Strategic Risk Management
	12.5.1-4	LGAB Review Wards Representation Information Package
<b>Attachment 7</b>	<b>12.5.2-1</b>	<b><i>Lawyer Letter-Confidential Item (Under separate cover)</i></b>
	12.5.2-2	Budget
Attachment 8	12.5.3	Lease of Walsh Street Units
<b>Attachment 9</b>	<b>12.5.4-1</b>	<b><i>Building Lease-Confidential Item (Under separate cover)</i></b>
	<b>12.5.4-2</b>	<b><i>Building Valuation-Confidential Item (Under separate cover)</i></b>
<b>Attachment 10</b>	<b>12.5.5</b>	<b><i>Grant Application-Confidential Item (Under separate cover)</i></b>



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**SHIRE OF MENZIES**

**MINUTES**

**OF THE AUDIT COMMITTEE MEETING OF  
COUNCIL HELD**

**Thursday 27 October 2016**

**Commencing at 11.08 am**

## **DISCLAIMER**

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

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

## **FINANCIAL INTEREST (EFFECTIVE 1 JULY 1996)**

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

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

### **Councillors should declare an interest:**

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

A member who has declared an interest must not:

Preside at the part of the meeting relating to the matter: or  
Participate in, or be present during any discussion or decision making procedure  
relating to the matter.

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

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

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**1 DECLARATION OF OPENING**

The Chairperson declared the meeting open at 11.08am.

**2 ANNOUNCEMENT OF VISITORS**

There were no visitors present at this meeting.

**3 RECORD OF ATTENDANCE**

Present

Councillors:	Cr J Dwyer	Shire President
	Cr J Mazza	
	Cr I Tucker	
	Cr K Mader	

Staff	Mrs R Evans	Chief Executive Officer
	Ms J Taylor	Manager Finance & Administration

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

There was no response to previous public questions taken on notice.

**5 PUBLIC QUESTION TIME**

There was no public question time.

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

There were no applications for leave.

**7 DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

There was no notice of items to be discussed behind closed doors.

**9 CONFIRMATION / RECEIVAL OF MINUTES**

**9.1 Confirmation of Minutes of Audit Committee Meeting of Council held on  
25 February 2016**

*That the minutes of the Audit Committee Meeting of Council held on Thursday 25  
February 2016 be confirmed as a true and correct record.*

**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

There were no Petitions / Deputations / Presentations at this meeting.

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

There were no Announcements by Presiding Member without Discussion.

## **12 FINANCE AND ADMINISTRATION**

### **12.1.1 Risk Management Reporting Framework**

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	4189
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2016
<b>AUTHOR:</b>	Rhonda Evans, chief Executive Officer
<b>ATTACHMENT:</b>	12.1.1 – Strategic Risk Management Report

#### **RECOMMENDATION:**

That the Audit Committee Notes the Draft Enterprise risks and controls.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The Draft Enterprise Risk Report is presented to Council for information and comment. This document is the reporting mechanism for the Policy 1.7 Enterprise Risk Management.

The document is dynamic, and will be updated as new risks arise, and new projects are commenced.

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

Community Priorities

Active Civic Leadership

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

#### **STATUTORY AUTHORITY:**

*Local Government (Audit) Regulations 1996 – Chief Executive Officer to review certain systems and procedures.*

#### **POLICY IMPLICATIONS:**

Policy 107 Enterprise Risk Management – The Risk Management Policy outlines the shire's commitment and approach to managing risks that may impact in its day-to-day operations and threaten the achievement of its objectives.

**FINANCIAL IMPLICATIONS:** Nil

#### **RISK ASSESSMENTS:**

Allocation has been made in the 2016/2017 annual budget for the internal audit risk function.

**BACKGROUND:**

The Shire has been undertaking a review of its risk profile as part of the implementation of the Risk Management Framework.

For the Audit Committee to note

- Progress made in the Risk Management Framework
- The draft Strategic and Operational Risks
- The proposed introduction of a Risk Services Program to guide the internal audit activity and function and other monitoring and reviewing activities that may need to be undertaken. This program would be subject to change and modification during the year on the authorisation of the Chief Executive Officer.

The program will set out the internal audit activity for the year 2016/2017 to be carried out by the Shire Internal Audit Function (which reports directly to the Chief Executive Officer for assigned activities). The internal audit activity would be established in consultation between the Chief Executive Officer, the Manager Finance and Administration, the Executive Assistant, the Works Supervisor and Consultants to address areas that present risks to the Shire's operations.

**COMMENT:**

The Shire has undertaken a review of its risk profile and established a draft set of Strategic and Operational Risks for the Audit Committee to consider. A number of operational and strategic risks have been identified. IT is proposed that activities will be reported in accordance with the Framework established.

Internal audit activity focuses on area of risk including Financial and non-financial systems and compliance with legislation, regulations, policies and best practice. Where required, action plans will be developed and agreed with management for audit recommendations and follow-up conducted to ensure they are implemented as agreed.

It is therefore recommended that the Audit Committee notes the Draft Enterprise Risks and Controls as attached.

<b>COMMITTEE RECOMMENDATION:</b>
----------------------------------

**Moved: Cr Tucker**

**Seconded Cr Mader**

That the Audit Committee Note the Draft Enterprise risks and controls.

**Carried: 4/0**

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

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

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

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

**15 ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS**

There were no items for consideration behinds closed doors.

**16 NEXT MEETING**

The next Ordinary Council Meeting for the Shire of Menzies will be held on Thursday 27 October 2016 commencing at 1pm.

**17 CLOSURE OF MEETING**

There being no further business the Shire President closed the meeting at 12.07pm.

I, \_\_\_\_\_ hereby certify that the Minutes of the Audit Committee Meeting of Council held 27 October 2016 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held on 24 November 2016.

Signed: \_\_\_\_\_ Dated: 24 November 2016





## **Shire of Menzies**

### **Enterprise Risk Report as at 30 September 2016**

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP28
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Significant budget variances are either not investigated on a timely basis or not investigated at all.

---

## Initial Risk Assessment

**Likelihood** : Unlikely

**Rating** : Moderate

**Consequence** : Major

**Last Changed** : October 2016

**Causes** : Monthly budget to actual review not completed in a timely manner

**Consequences** - Service levels may need to be adjusted to cover cost of over expenditure, or projects where underspend may result in projects not meeting expectations

**Treatment** : CEO to meet monthly with officers to review Reports

---

## Revised Risk Assessment

**Likelihood** :

**Rating** :

**Consequence** :

**Last Changed** :

**Effectiveness of Controls** :

**Existing Controls** :

---

## Future Risk Assessment

**Likelihood** : Unlikely

**Rating** : Low

**Consequence** : Major

**Last Changed** : October 2016

**Effectiveness of Controls** :

**Future Controls** : Management regularly reports on actual performance against budget

---

***Risk Solution : Exception reports generated on a regular basis that automatically identify variances and reviewed by management. Significant variances identified by using a standard threshold (either percentage or dollar value).***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP33
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Purchase orders are placed for unapproved goods and services

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Procurement policy not followed - monthly actual against budget reports not reviewed.

**Consequences -** Budget over run may require review of service levels and projects

**Treatment :** Authorised Officers to endorse all purchase orders - training for all purchasing officers to be run quarterly

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** All purchase orders are approved in accordance with the Delegations of Authority and relevant policies

---

***Risk Solution : Staff provided clear guidance and instructions on the process for purchasing goods and services, including appropriate approval and obtaining appropriate number of quotes, where applicable.***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP11
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Cash Floats & Petty Cash are inadequately safeguarded

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : lack of process	
<b>Consequences</b> - Loss of cash - potential fraud	
<b>Treatment</b> : Allocate cash drawers and petty cash to specific officers	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Low
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Cash floats and petty cash are stored in secured facilities (e.g. safes, registers) when not in use	

---

***Risk Solution : Access (i.e. passwords or keys) to the cash floats and petty cash safes/registers is limited to authorised officers***

---

**Directorate**

**Finance**

**Risk Code**

OP12

**Risk Category**

**Financial and Legal**

**Risk**

Cash Floats and Petty Cash transactions are either invalid, inaccurately recorded or not recorded at all

---

### Initial Risk Assessment

**Likelihood :** Possible

**Rating :** Moderate

**Consequence :** Minor

**Last Changed :** October 2016

**Causes :** lack of process

**Consequences -** reimbursement incomplete

**Treatment :** Ensure process and practise for imprest system for cash

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible

**Rating :** Low

**Consequence :** Minor

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** A register for cash floats and petty cash and custodians is maintained by appropriately designated staff to record all movements

---

***Risk Solution : Cash floats and petty cash are reconciled on a regular basis and these reconciliations are reviewed and signed off by an independent person***

---

**Directorate**

**Finance**

**Risk Code**

OP15

**Risk Category**

**Financial and Legal**

**Risk**

Council's financial information is not reviewed in a timely manner to enable effective decision making.

---

### Initial Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Causes :** insufficient skills level of key staff to ensure timeliness of review

**Consequences -** Projects going over budget not noted may lead to annual program of works not being completed

**Treatment :** Monthly meeting to peer review Reports

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely

**Rating :** Low

**Consequence :** Major

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Council reviews its financial performance in accordance with relevant legislative requirements.

---

***Risk Solution : Designated independent officer reviews the reporting timetable to ensure that management reviews the appropriate information on a regular and timely basis.***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP16
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Council's statutory reports provide inaccurate financial information

---

## Initial Risk Assessment

**Likelihood :** Possible

**Rating :** High

**Consequence :** Major

**Last Changed :** October 2016

**Causes :** Lack of undersancing of general ledger structure results in postings to wrong accounts and hense inaccurate reporting

**Consequences -** Budget appears to be within parameters, but is exceeded when error is addressed

**Treatment :** Monthly meeting to peer review Reports

---

## Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

## Future Risk Assessment

**Likelihood :** Possible

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** General Ledger reconciliations (including control and clearing accounts) are prepared on a regular basis; all reconciliations independently reviewed.

---

***Risk Solution : Actual results compared to budget regularly and provided in Reports. Management reviews and investigates significant variances***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP17
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Data contained within the General Ledger is permanently lost

---

### Initial Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Critical

**Last Changed :** October 2016

**Causes :** Colapse or corruption of critical database system - backup protocol not in place

**Consequences -** Records lost the future integrity of data used for future decisions may be compromised

**Treatment :** Strict backup regeme - alerts of incomplete backups or validation to at least two officers - backup to tape (offsite, hard disk and removable media)

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely

**Rating :** Low

**Consequence :** Critical

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Data for the general ledger is being backed up daily.

---

***Risk Solution : Ensure off-site backup of data, program and documentation for the general ledger exists***



---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP18
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Debtors are either not collected in a timely basis or not collected at all.

---

## Initial Risk Assessment

<b>Likelihood</b> : High	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Causes</b> : Lack of skill sets to manage debtors is not available	
<b>Consequences</b> - High level of debtors reduces cash flow - and the ability to meet debts without overdraft	
<b>Treatment</b> : Monthly review of outstanding debtors by Manager - level of outstanding debts reported to Council monthly	

---

## Revised Risk Assessment

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

---

## Future Risk Assessment

<b>Likelihood</b> : High	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Debtor's reconciliation performed on a regular basis to the General Ledger and reviewed by an independent person.	

---

***Risk Solution : Management reviews debtors ageing profile on a regular basis and investigates any outstanding items***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP19
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Disbursements are not authorised properly

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Lack of procedure or procedure not followed	
<b>Consequences</b> - Monies used without correct authority - or for a purpose not authorised.	
<b>Treatment</b> : All payments are authorised by two officers - fortnightly payments are authorised by CEO and MFA together. Credit Cards are authorised by CEO (Managers)	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Individuals who authorise payment of suppliers are authorised officers who are independent of the processing of invoices	

---

***Risk Solution : Purchase Orders must be raised for the purchase of goods and services in line with the Council's Procurement policy or over a predetermined amount where applicable. This must be done in accordance with delegated authorities***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP20
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Employees are reimbursed for expenses of a personal nature

---

### Initial Risk Assessment

<b>Likelihood</b> : Rare	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Causes</b> : Authority heirachy not checking nature of purchases and disbursement documentation	
<b>Consequences</b> - Council funds used for unauthorised purposes - fraud	
<b>Treatment</b> : Ensure induction process includes the process and rules relating to expenses that can be reimbursed. - Training to include breaches and penalties.	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Rare	<b>Rating</b> : Low
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Management regularly reviews employee reimbursements and selects unusual/significant items and agrees to original approved reimbursement claim along with supporting evidence (i.e. receipts). All errors are investigated	

---

***Risk Solution : All claims for Employee Reimbursements are submitted for approval along with supporting documentary evidence (i.e. receipts) and confirmation of valid expenses. This is approved by management in accordance with Delegations of Authority. Management focus o***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP21
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Fixed asset acquisitions, disposals and write-offs are fictitious, inaccurately recorded or not recorded at all

---

### Initial Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Causes :** Poor process or process not followed on the purchase of fixed assets

**Consequences -** Inaccurate records for Council property and assets

**Treatment :** Implement monthly review of all Capital purchases and reconciliaiton against assets purchased

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Reconciliation of fixed assets to the General Ledger is performed regularly.

---

***Risk Solution : All fixed asset acquisitions and disposals are approved***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP22
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	General Ledger does not contain accurate financial information

---

## Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Poor training of composition and use of general ledger	
<b>Consequences</b> - Decisions taken are based on incorrect information	
<b>Treatment</b> : All payments are authorised by two Officers - accounts expensed checked for each payment	

---

## Revised Risk Assessment

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

---

## Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Low
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : General Ledger reconciliations (including control and clearing accounts) are prepared monthly by responsible staff	

---

***Risk Solution : General Ledger reconciliations (including control and clearing accounts) are prepared monthly by responsible staff***

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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP24
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Inventory received is either recorded inaccurately or not recorded at all.

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Reconciliaton between goods purchased and goods sold process not followed.	
<b>Consequences</b> - Inaccurate estimates of value of goods held for sale.	
<b>Treatment</b> : MCS to verify accuracy of stock takes and check quarterly reconciliation	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Supplier statements are reconciled to goods receipt records and invoices regularly.	

---

***Risk Solution : Quarterly stock-takes of inventory are completed and reconciled to the general ledger***

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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP25
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Investment transactions are either not recorded or are recorded inaccurately.

---

### Initial Risk Assessment

**Likelihood :** Possible

**Rating :** Moderate

**Consequence :** Minor

**Last Changed :** October 2016

**Causes :** Investment process is at high level (signatories) - information may not be passed to relevant staff for processing

**Consequences -** Transactions not reported in a timely manner

**Treatment :** Monthly reconciliation of investments to ledger

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible

**Rating :** Low

**Consequence :** Minor

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Actual investment income compared to budget on a regular basis; variances are investigated

---

***Risk Solution : Investment transactions are reconciled / compared to third-party statements documents and discrepancies are investigated***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP27
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Payroll disbursements are made to incorrect or fictitious employees

---

### Initial Risk Assessment

<b>Likelihood</b> : Rare	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Causes</b> : Audit trail of new employees or amendments to terminatd employees not adequately controlled	
<b>Consequences</b> - Fraud -	
<b>Treatment</b> : Audit Trail of employee masterfile and bank account data to be reviewed monthly by MAS	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Rare	<b>Rating</b> : Low
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Transfer of the bank file IS restricted to authorised officers who are not be involved in the preparation of the pay run	

---

***Risk Solution : Payroll system generates exception reports detailing all payroll changes that are regularly reviewed by management who investigate & approve variances. Payroll and changes reviewed by two officers.***



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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP3
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Council makes poor investment decisions

---

## Initial Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Critical

**Last Changed :** October 2016

**Causes :** Lack of understanding of products - influence of sales pitch

**Consequences -** Loss of future revenue

**Treatment :** Council has a policy requiring monthly reporting of all investments, restriction on the type of investments that can be made. The Local Government Act 1995 also restricts investments.

---

## Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

## Future Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Critical

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Management monitor cash & anticipated future cash flows. Surplus funds invested in accordance with Council policy. Investment & transfer of funds approved by officers in accordance with levels of delegations.

---

***Risk Solution : Council has a clear and comprehensive investment policy to assist when making any decisions to invest funds.***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP31
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Credit Cards are used for purchases of a personal nature and/or have inappropriate levels

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Credit cards issued with insufficient guidelines communicated to holders

**Consequences - Fraud -**

**Treatment :** Ensure all cardholders are fully aware of the rules governing the use of Shire credit card.

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Employees sign a declaration confirming complian

---

***Risk Solution : Council, CEO or other authorised officer approves all issues of Credit Cards and limits, to employees prior to release***

---

**Directorate**

**Finance**

**Risk Code**

OP5

**Risk Category**

**Financial and Legal**

**Risk**

Receipts are not deposited at the bank on a timely basis or not recorded

---

### Initial Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Causes :** Low staff numbers may not permit separation of roles

**Consequences -** Internal Controls may be compromised

**Treatment :** Rotate banking duties between staff

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Receipts are deposited regularly at the bank by different members of staff

---

***Risk Solution : Bank statements are reconciled to the general ledger and banking reports where relevant, monthly and are reviewed by an authorised person.***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP52
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Failure to update monthly posting parameters

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Lack of process to ensure parameters are updated	
<b>Consequences</b> - Transactions posted to incorrect period	
<b>Treatment</b> : Ensure process and verification of correct procedures	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Diary note generated by Outlook	

---

***Risk Solution : Review software in use and update to modern software***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP53
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Payroll ledger does not balance to General Ledger

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Low

**Consequence :** Minor **Last Changed :** October 2016

**Causes :** Posting of transactions outside the payroll system, or directly to the control account

**Consequences -** Subsidiary ledger does is not correctly reflected in General Ledger (and reporting)

**Treatment :**

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** Low

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Two officers to review end of month balance

---

***Risk Solution : Review software in use and update to modern software***

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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP54
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Failure to raise penalties on outstanding debts

---

### Initial Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Low
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Lack of process to ensure regular updates	
<b>Consequences</b> -	
<b>Treatment</b> :	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Low
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Two officers to review end of month process	

---

***Risk Solution : Review software in use and update to modern software***

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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP55
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Failure to complete grant disbursements in a timely manner

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Low

**Consequence :** Significant **Last Changed :** October 2016

**Causes :** Poor Project management of grant funded programs

**Consequences -** Contract commitments with Funding Bodies not met. May affect future grant applications outcomes.

**Treatment :** Assign a responsible Manager to each project.

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

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### Future Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Monthly report to Council showing date of disbursement

---

***Risk Solution : Include importance of Grant process during induction of new employees and those directly involved with Grant fundings***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP56
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Trust Fund does not balance to General Ledger

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Low

**Consequence :** Insignificant **Last Changed :** October 2016

**Causes :** Lack of attention to daily processing

**Consequences -** Incorrect allocation of funds not under the Control of the Shire

**Treatment :** Include in monthly process checking and cross checking.

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible **Rating :** Low

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Two Officers review end of month balance

---

***Risk Solution : Review software in use and update to modern software***



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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP57
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Private works jobs not fully invoiced

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Low
<b>Consequence</b> : Insignificant	<b>Last Changed</b> : October 2016
<b>Causes</b> : Poor process and/or controls to ensure monthly activities are complete	
<b>Consequences</b> - Debts not correctly recorded and recovered	
<b>Treatment</b> : Include in monthly process checking and cross checking.	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Low
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Monthly review of balances in Private Works Jobs	

---

***Risk Solution : Review software in use and update to modern software***

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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP58
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Workers compensation claims not invoiced and balanced to General Ledger

---

### Initial Risk Assessment

**Likelihood :** Possible **Rating :** Low

**Consequence :** Insignificant **Last Changed :** October 2016

**Causes :** Poor process and/or controls to ensure monthly activities are complete

**Consequences -** Debts not correctly recorded and recovered

**Treatment :** Include in monthly process checking and cross checking.

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible **Rating :** Low

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Two Officers review end of month balance

---

***Risk Solution : Implement software to automate process***

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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP6
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Accounting policies adopted by Council are not adhered to by Council administration.

---

## Initial Risk Assessment

**Likelihood :** Unlikely

**Rating :** Low

**Consequence :** Minor

**Last Changed :** October 2016

**Causes :** Lack of understanding of reasons behind policies - inductions did not address policies - policies out of date or unrealistic

**Consequences -** Compliance may be compromised - possible for fraud or misallocations of resources

**Treatment :** All staff to receive training on policies relating to their area of responsibility. General training to be repeated each quarter.

---

## Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

## Future Risk Assessment

**Likelihood :** Unlikely

**Rating :** Low

**Consequence :** Minor

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** MFA monitor's changes in guidance & regulations & makes the appropriate changes to the Shire's accounting policies & procedures on a timely basis.

---

***Risk Solution : Accounting Policies and Procedures are reviewed, updated & communicated to all Shire staff responsible for reconciling, monitoring or purchasing***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP7
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all

---

## Initial Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Causes :** Poor procurement procedures - Finance procedures are not complete

**Consequences -** Payments either not paid, or paid twice (or multiple) times - credit risk compromised

**Treatment :** All relevant staff to receive procurement policy training - Audit trail of creditors masterfile to be reviewed monthly by officer other than the creditor officer.

---

## Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

## Future Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Invoices received are authorised and accompanied by appropriate supporting documentation. Statements received from suppliers are reconciled to the supplier accounts in the accounts payable subledger regularly and differences are investigated.

---

***Risk Solution : Payments (Cheques and EFT's) are endorsed by authorised officers separate to the preparer who ensure that they are paid to the specified payee***

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<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP8
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Banking transactions are either inaccurately recorded or not recorded at all

---

## Initial Risk Assessment

**Likelihood :** Possible

**Rating :** Moderate

**Consequence :** Minor

**Last Changed :** October 2016

**Causes :** poor understanding of accounting procedures - payments by pass usual controls and systems

**Consequences -** Banks accounts do not reconcile - reporting to Council inaccurate

**Treatment :** At least three staff members to sign off receipting control sheets - Cashier, supervisor and Senior Finance Officer. Bank reconciliations to be processed by two officers

---

## Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

## Future Risk Assessment

**Likelihood :** Possible

**Rating :** Moderate

**Consequence :** Minor

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Daily cash receipting is reconciled as part of end of day process

---

***Risk Solution : Bank reconciliations are performed on a predetermined basis and are reviewed by an authorised officer. Any identified discrepancies are investigated immediately***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP9
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Budgets are inaccurately reported with differences in the Budget adopted by Council, and that exercised by Council administration.

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Processing errors between Adopted budget and budget entered into computer system	
<b>Consequences</b> - Adopted budget is not followed	
<b>Treatment</b> : Audit Committee to review adopted budget against reported budget regularly.	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Original Budget and any approved changes are compared to the Budget entered into the financial system for accuracy by appropriate level of management with identified variances investigated.	

---

***Risk Solution : Appropriate level of management or an independent person investigates financial system for accuracy of budgets in financial system and changes adopted by Council.***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP32
<b>Risk Category</b>	<b>Shire Reputation and Governance</b>
<b>Risk</b>	Lack of working capital to meet Council's financial commitments

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : High
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Causes</b> : High outstanding rates or grant expenditure not recouped in a timely manner	
<b>Consequences</b> - Council may need to fund an overdraft or reduce programs	
<b>Treatment</b> : CEO to meet Officers monthly to review Reports. Audit Committee to review budget each quarter	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : High
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Details of cash requirements, particularly with capital works, are documented and discussed by authorised officers. Investments and borrowings are reported to Council quarterly	

---

***Risk Solution : Management reviews cash position of Council on an on-going basis, involving comparison to budgets; significant variances investigated by management.***

---

<b>Directorate</b>	<b>Finance</b>
<b>Risk Code</b>	OP59
<b>Risk Category</b>	<b>Shire Reputation and Governance</b>
<b>Risk</b>	Road Contribution Statements not completed to reflect contributions or expenditure

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : High
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Poor management control, allocation of contributions to incorrect accounts	
<b>Consequences</b> - Inaccurate reporting to Council and Stakeholders	
<b>Treatment</b> : Validation of reporting by Technical Services	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Monthly statement reported to Council	

---

***Risk Solution : Include importance of Grant process during induction of new employees and those directly involved with Grant fundings***



---

<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP2
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Council loses recurrent grant funding to provide existing services

---

## Initial Risk Assessment

**Likelihood :** Possible

**Rating :** High

**Consequence :** Major

**Last Changed :** October 2016

**Causes :** Slow or incomplete disbursements of grants - change to Government policy resulting in termination of grant funding

**Consequences -** Ability to maintain service levels is at risk

**Treatment :** Review services provided - plan to become a cost effective as possible or

---

## Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

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## Future Risk Assessment

**Likelihood :** Possible

**Rating :** High

**Consequence :** Major

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Council has a grant revenue register which records details such as reporting deadlines. Amount and instalments expected and key milestones

---

***Risk Solution : Council has a clear process to review service where grant funding has ceased to ensure it understands the financial impact on its sustainability***

---

<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP26
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Over-expenditures on projects may not be detected

---

### Initial Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Causes</b> : Projects budget to % complete not monitored	
<b>Consequences</b> - budget over run requires reduction of scope on other projects	
<b>Treatment</b> : CEO to meetwith relevant officers monthly to review Reports	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : High
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	

**Future Controls** : Exception report generated detailing all variances for project costs over a fixed threshold (i.e. percentage or dollar amount). Exception report reviewed by management and all significant variances are investigated

---

***Risk Solution : Rigorous process exists for establishing budgets for projects. Project budgets must be approved in accordance with Delegations of Authority.***

---

<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP29
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	The fee charged does not reasonably reflect the value of the services provided

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Annual review of fees and charges not undertaken	
<b>Consequences</b> - Service levels too high for fees charged	
<b>Treatment</b> : CEO to meet Officers monthly to review Reports	

---

### Revised Risk Assessment

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

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### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : User pay income compared to budget regularly; management reviews and investigates significant variances	

---

***Risk Solution : Management to review fees charged for services on a regular basis in order to provide a value for money service in the light of operational costs.***

---

<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP37
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Fixed Asset maintenance and/or renewals are inadequately planned

---

## Initial Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Causes</b> : Poor Long Term Plans, replacement and maintenance programs	
<b>Consequences</b> - Reduction of service levels, degradation of public assets	
<b>Treatment</b> : Annual review of Asset Maintenance and replacement program to be scheduled	

---

## Revised Risk Assessment

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

---

## Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Asset Management Plans direct Council's programmed maintenance and asset renewal schedules	

---

***Risk Solution : Asset Management Plans exist for all major asset classes and all changes to the asset management plan must be approved by Council***

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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP46
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Change of government policy negatively affecting service provision or planned capital funding.

---

## Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Policy change from external agencies	
<b>Consequences</b> - Review of service levels and strategic direction	
<b>Treatment</b> : Annual review of Corporate plan and long term financial plan to address	

---

## Revised Risk Assessment

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

---

## Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : High
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Review of Corporate and Strategic plans scheduled	

---

***Risk Solution : Ensure Corporate Plan and LTFP when reviewed consider the impact of government grants and contributions on service delivery and infrastructure renewal***

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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP49
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Inability to fund the maintenance replacement and renewal of infrastructure assets

---

### Initial Risk Assessment

**Likelihood :** Possible

**Rating :** High

**Consequence :** Critical

**Last Changed :** October 2016

**Causes :** Lack of forward planning - not following direction of corporate plan and associated documents forming the Strategic Directions

**Consequences -** Review of service levels and strategic direction

**Treatment :** Annual review of Corporate plan and long term financial plan to address

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible

**Rating :** High

**Consequence :** Critical

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Review of Corporate and Strategic plans scheduled

---

***Risk Solution : LTFP informed by asset management plans for infrastructure assets***

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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP10
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Budgets do not reflect strategic objectives

---

### Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Adopted budget reflects the wishes of the sitting members	
<b>Consequences</b> - long term and strategic aims of Council are not accomplished	
<b>Treatment</b> : Annual report to analyse the budget v strategic plan and comment on variances	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Review by CEO of actual performance against budget in relation to initiatives/objectives of Community Strategic Plan, Corporate Business Plan and Strategic Management Plans.	

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***Risk Solution : Ensure process in place to establish clear links and relationship between budgets and Integrated Plans.***

---

**Directorate**

**Governance**

**Risk Code**

OP13

**Risk Category**

**Financial and Legal**

**Risk**

Council does not comply with statutory reporting requirements and deadlines

---

### Initial Risk Assessment

**Likelihood** : Possible

**Rating** : Low

**Consequence** : Major

**Last Changed** : October 2016

**Causes** : Lack of understanding of the importance of adherence to statutory requirements - Circumstances beyond the control of Council contribute to the inability to meet deadlines.

**Consequences** - Pressure is increased on key personnel within the organisations - Audit may be qualified

**Treatment** : Ensure qualified staff have the time to complete statutory requirements

---

### Revised Risk Assessment

**Likelihood** :

**Rating** :

**Consequence** :

**Last Changed** :

**Effectiveness of Controls** :

**Existing Controls** :

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### Future Risk Assessment

**Likelihood** : Possible

**Rating** : Low

**Consequence** : Major

**Last Changed** : October 2016

**Effectiveness of Controls** :

**Future Controls** : Statutory financial reports prepared by suitably qualified staff and reviewed by senior management

---

***Risk Solution : A mechanism and/or checklist is in place to ensure statutory reporting deadlines are met. MFA monitors compliance with reporting deadlines.***



---

<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP14
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Council does not raise the correct level of rate income

---

## Initial Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : High
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Causes</b> : Lack of understanding of the budget process - in particular valuations process	
<b>Consequences</b> - Insufficient funds to meet commitments	
<b>Treatment</b> : Issue of supplementary rates - or review of services and budget	

---

## Revised Risk Assessment

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

---

## Future Risk Assessment

<b>Likelihood</b> : Possible	<b>Rating</b> : Moderate
<b>Consequence</b> : Major	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Actual rate revenue and rate rebates are compared to budget regularly; management reviews and investigates significant variances.	

---

***Risk Solution : Management regularly reviews the calculation methodology within the rate application system and for a sample of ratepayers to ensure correct calculation and methodology has been used***

---

<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP23
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	General Ledger policies and procedures are not current

---

### Initial Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Causes :** Staff changes - lack of handover

**Consequences -** Each change of staff results in reduced adhesion to procedures

**Treatment :** Ensure adequate induction to all staff, ensure procedures and work instructions are up to date

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current procedures exist to enable staff to reconcile control and clearing accounts

---

***Risk Solution : Ensure procedures being used by staff for general ledger reconciliations are current***

---

<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP30
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Unrealistic Budgets Adopted

---

### Initial Risk Assessment

**Likelihood :** Possible **Rating :** High

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Works program may be over ambitious - Services levels unrealistic

**Consequences -** projects and/or service levels may be compromised

**Treatment :** Audit Committee to review budget each quarter

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible **Rating :** High

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current Budget prepared within the Shire Integrated Planning Framework

---

***Risk Solution : Ensure annual budgets prepared in accordance with the Integrated Planning Framework***

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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP4
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Fraud

---

### Initial Risk Assessment

**Likelihood :** Rare **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Low staff numbers may not permit separation of roles

**Consequences -** Internal Controls may be compromised

**Treatment :** Restrict permissions and authorities to designated officers

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Rare **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Cash transfers between bank accounts and investment bodies are approved by authorised officer. Bank reconciliations are performed on a predetermined basis and are reviewed by an authorised officer

---

***Risk Solution : Access to EFT Banking system restricted to appropriately designated personnel and procedures are in place to ensure that all cash collected is banked and properly recorded.***

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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP45
<b>Risk Category</b>	<b>Financial and Legal</b>
<b>Risk</b>	Lack of comprehensive emergency management plan to minimise loss in the event of a major incident

---

## Initial Risk Assessment

<b>Likelihood</b> : Rare	<b>Rating</b> : Low
<b>Consequence</b> : Critical	<b>Last Changed</b> : October 2016
<b>Causes</b> : Local, Regional or Statewide event causing loss of utilities, communications or physical access	
<b>Consequences</b> - Lack of understanding of process and procedures causes misunderstanding and confusion during periods of crisis. Loss of confidence by stakeholders	
<b>Treatment</b> : Activation of comprehensive emergency management plan to ensure business interruption is minimised in the event of a major incident, loss of facility, loss of power.	

---

## Revised Risk Assessment

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

---

## Future Risk Assessment

<b>Likelihood</b> : Rare	<b>Rating</b> : Low
<b>Consequence</b> : Critical	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Ensure regular LEMAC meetings are held and plan is updated.	

---

***Risk Solution : Ensure current emergency management and continuity plans and processes are current***

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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP48
<b>Risk Category</b>	<b>Human Safety and Well-being</b>
<b>Risk</b>	Failure to protect staff or third parties from injury.

---

### Initial Risk Assessment

**Likelihood :** Possible

**Rating :** Moderate

**Consequence :** Critical

**Last Changed :** October 2016

**Causes :** Poor process or process not followed for asset management - maintenance not undertaken

**Consequences -** Loss of confidence by stakeholders, reduced staff moral

**Treatment :** Council to address all issues in a timely and open manner. Public consultation to be undertaken as required.

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible

**Rating :** Moderate

**Consequence :** Critical

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Communication Strategy to be presented to Council November 2015

---

***Risk Solution : Ensure an OSH Risk Management Plan is in place in line with the Risk Management Policy and Procedure Manual.***

---

**Directorate**

**Governance**

**Risk Code**

OP1

**Risk Category**

**Shire Reputation and Governance**

**Risk**

Council is not able to demonstrate that all probity issues have been addressed in the contracting process

---

### Initial Risk Assessment

**Likelihood** : Rare

**Rating** : Low

**Consequence** : Critical

**Last Changed** : October 2016

**Causes** : Procedures not clear or complete

**Consequences** - Process not followed

**Treatment** : Ensure all work instructions and process documentation is clear and understood

---

### Revised Risk Assessment

**Likelihood** :

**Rating** :

**Consequence** :

**Last Changed** :

**Effectiveness of Controls** :

**Existing Controls** :

---

### Future Risk Assessment

**Likelihood** : Rare

**Rating** : Low

**Consequence** : Critical

**Last Changed** : October 2016

**Effectiveness of Controls** :

**Future Controls** : Evaluation process exist both during the selection process and throughout the term of the contract to ensure that the supplier / contractor meet their objectives

---

***Risk Solution : Robust and transparent selection processes to ensure effective and qualified suppliers / contractors are selected by council. This Includes compliance with code of conduct, conflict of interest and procurement policies***

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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP47
<b>Risk Category</b>	<b>Shire Reputation and Governance</b>
<b>Risk</b>	Compromise of Council's public image and reputational integrity

---

### Initial Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Low
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Internal incident causing disfunctional organisation	
<b>Consequences</b> - Loss of confidence by stakeholders, reduced staff moral	
<b>Treatment</b> : Council to address all issues in a timely and open manner. Public consultaton to be undetaken as required.	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Low
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Communication Strategy to be presented to Council November 2015	

---

***Risk Solution : Ensure protocols are in place with dealing with the community, stakeholders and the media.***



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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP60
<b>Risk Category</b>	<b>Shire Reputation and Governance</b>
<b>Risk</b>	Correspondence not actioned in a timely manner

---

### Initial Risk Assessment

**Likelihood :** Possible **Rating :** High

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Lack of training and understanding of requirements and chain of command requirements

**Consequences -** Loss of confidence by stakeholders, reduced staff moral

**Treatment :** Adequate monitoring and reporting to check compliance.

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

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### Future Risk Assessment

**Likelihood :** Possible **Rating :** High

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Monthly reports distributed to CEO by Executive Assistant

---

***Risk Solution : Review software in use and update to modern software***

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<b>Directorate</b>	<b>Regulatory</b>
<b>Risk Code</b>	OP50
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Waste management facilities and services do not adhere to licensing

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Causes :** Lack of understanding and/or training of staff responsible for compliance

**Consequences -** Loss of licence, changes to services levels and loss of income

**Treatment :** Annual review of process against licence requirements to be reported in the Annual Report

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

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### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Annual review to be undertaken

---

***Risk Solution : Waste Strategy exists in accordance with licensing and legislative requirements***

---

<b>Directorate</b>	<b>Regulatory</b>
<b>Risk Code</b>	OP51
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Waste Water and sewerage management facilities and services do not adhere to licensing

---

### Initial Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Causes</b> : Lack of understanding and/or training of staff responsible for compliance	
<b>Consequences</b> - Loss of licence, changes to services levels and loss of income	
<b>Treatment</b> : Annual review of process against licence requirements to be reported in the Annual Report	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Minor	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> :	
<b>Future Controls</b> : Annual review to be undertaken	

---

***Risk Solution : Waste Strategy exists in accordance with licensing and legislative requirements***

---

<b>Directorate</b>	<b>Regulatory</b>
<b>Risk Code</b>	OP61
<b>Risk Category</b>	<b>Health - Human Safety and well being</b>
<b>Risk</b>	Water Park water does not pass health department tests

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Critical **Last Changed :** October 2016

**Causes :** Water not tested adequately facility not being cleaned and chlorinated properly

**Consequences -** Critical

**Treatment :** Water testing once a month to ensure facility is safe for the public

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Moderate **Last Changed :** October 2016

**Effectiveness of Controls :** Excellent

**Future Controls :** Excellent

---

***Risk Solution : Policies and proocedures are in place and are being followed at all times. Monthly checks.***

---

<b>Directorate</b>	<b>Regulatory</b>
<b>Risk Code</b>	OP62
<b>Risk Category</b>	<b>Health - Human Safety and well being</b>
<b>Risk</b>	Chemical explosion from chemicals

---

### Initial Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Catastrophic	<b>Last Changed</b> : October 2016
<b>Causes</b> : Chemicals not being stored correctly	
<b>Consequences</b> - Critical	
<b>Treatment</b> : Qualified operators following correct procedures with chemicals	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Moderate	<b>Last Changed</b> : October 2016
<b>Effectiveness of Controls</b> : Excellent	
<b>Future Controls</b> : Excellent	

---

***Risk Solution : Policies and procedures are in place and are being followed at all times. Monthly checks.***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP35
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Tree limbs dropping causing potential harm or traffic hazards

---

### Initial Risk Assessment

**Likelihood :** likely **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Causes :** Poor practise and inspection of tree stock - poor selection of trees in the town site.

**Consequences -** Danger to public - may cause damage to private or public property

**Treatment :** WS to review works crew inspection reports and report risk each to CEO each quarter

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** likely **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current process and procedures not documented

---

***Risk Solution : Ensure an annual tree pruning program exists***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP38
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Footpaths lifting and causing a tripping hazard

---

### Initial Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Causes :** Poor planning and asset management program

**Consequences -** Danger to public -Council not meeting duty of care

**Treatment :** WS to review works crew inspection reports and report risk each to CEO each quarter

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current process and procedures not documented

---

***Risk Solution : Annual asset maintenance plan exists for footpaths***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP41
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Plant and equipment not maintained and serviced in a timely manner

---

### Initial Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Causes :** Poor records schedules not are updated to highlight need for servicing

**Consequences -** Poorly maintained plant and equipment - down time may result in significant costs by loss of opportunity cost or need to hire or replace equipment

**Treatment :** Monthly plant report to check scheduled services are undertaken and complete

---

### Revised Risk Assessment

**Likelihood :**

**Rating :**

**Consequence :**

**Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely

**Rating :** Moderate

**Consequence :** Major

**Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current process and procedures not documented

---

***Risk Solution : Ensure service schedules exist for plant and equipment maintenance based on utilisation***



---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP42
<b>Risk Category</b>	<b>Capacity to Deliver Services</b>
<b>Risk</b>	Pot holes and road shoulder wearing causing potential traffic hazards and/or closures

---

### Initial Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Causes :** Scheduled inspections or road conditions not undertaken

**Consequences -** Danger to public - Council not meeting duty of care

**Treatment :** WS to review works crew inspection reports and report risk each to CEO each quarter

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Minor **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current process and procedures not documented

---

***Risk Solution : Annual asset maintenance plan exists for roads***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP93
<b>Risk Category</b>	<b>Health - Human Safety and well being</b>
<b>Risk</b>	Water Park water does not pass health department tests

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Critical **Last Changed :** October 2016

**Causes :** Water not tested adequately facility not being cleaned and chlorinated properly

**Consequences -** Critical

**Treatment :** Water testing once a month to ensure facility is safe for the public

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Moderate **Last Changed :** October 2016

**Effectiveness of Controls :** Excellent

**Future Controls :** Excellent

---

***Risk Solution : Policies and procedures are in place and are being followed at all times. Monthly checks.***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP34
<b>Risk Category</b>	<b>Human Safety and Well-being</b>
<b>Risk</b>	Chemicals used in operating environments

---

### Initial Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Critical **Last Changed :** October 2016

**Causes :** Poor training of officers responsible for the storage, purchase and management of chemicals

**Consequences -** Breach of safety regulations - Council not meeting duty of care

**Treatment :** WS to review chemical register each month. Implement a reporting procedure

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Possible **Rating :** Moderate

**Consequence :** Critical **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current process and procedures not documented

---

***Risk Solution : Safe operating procedure for use of chemicals exists as well as a chemicals register***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP44
<b>Risk Category</b>	<b>Human Safety and Well-being</b>
<b>Risk</b>	Unsuitability of plant and equipment for staff to perform their duties

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** low

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Regular review of resources and their suitability to purpose not undertaken

**Consequences -** Staff discontent and reduction of services or service level

**Treatment :** Annual review of Asset Maintenance and replacement program to be scheduled

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** low

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Next review of Asset Maintenance is underway - Steering committee appointed June 2015

---

***Risk Solution : Ensure operator requirements are included as part of procurement process for plant and equipment***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP36
<b>Risk Category</b>	<b>Shire Reputation and Governance</b>
<b>Risk</b>	Non compliance of on-road regulations and - chain of responsibility

---

### Initial Risk Assessment

**Likelihood :** Rare **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Lack of training and understanding of requirements and chain of command requirements

**Consequences -** Breach of safety regulations - Council not meeting duty of care

**Treatment :** Monthly plant report to check scheduled services are undertaken and complete

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Rare **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Monthly odometer reviewed and validated against services - Mechanic maintains manual records for servicing of other equipment

---

***Risk Solution : Ensure it is well documented where the Shire fits in the Chain of Responsibility***

---

<b>Directorate</b>	<b>Works</b>
<b>Risk Code</b>	OP40
<b>Risk Category</b>	<b>Shire Reputation and Governance</b>
<b>Risk</b>	Maintenance records for plant and machinery not kept in accordance with manufacturers specifications and OHS legislation

---

### Initial Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Causes :** Poor staff training and supervision to ensure both practical and documentation is complete

**Consequences -** Breach of safety regulations - Council not meeting duty of care

**Treatment :** Monthly plant report to check scheduled services are undertaken and complete

---

### Revised Risk Assessment

**Likelihood :** **Rating :**

**Consequence :** **Last Changed :**

**Effectiveness of Controls :**

**Existing Controls :**

---

### Future Risk Assessment

**Likelihood :** Unlikely **Rating :** Moderate

**Consequence :** Major **Last Changed :** October 2016

**Effectiveness of Controls :**

**Future Controls :** Current process and procedures not documented

---

***Risk Solution : Ensure maintenance records for plant and machinery are kept and easily accessible***

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## **MONTHLY FINANCIAL REPORT**

**For the Period ended  
31 October 2016**

### **TABLE OF CONTENTS**

Statement of Comprehensive Income by Nature or Type

Statement of Comprehensive Income by Program

Statement of Financial Activity

Supplementary Information



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

	NOTE	2016/2017 Budget \$	2016/2017 Actual \$
<b>REVENUE</b>			
Rates	8	2,635,870	2,826,506
Operating Grants, Subsidies and Contributions		2,866,607	699,449
Fees and Charges	11	125,174	40,535
Interest Earnings	2(a)	202,539	56,136
Other Revenue		185,072	65,969
		<u>6,015,263</u>	<u>3,688,596</u>
<b>EXPENSES</b>			
Employee Costs		(1,816,821)	(495,872)
Materials and Contracts		(3,322,369)	(494,805)
Utility Charges		(102,450)	(7,920)
Depreciation	2(a)	(2,532,920)	0
Insurance Expenses		(157,844)	(21,059)
Allocation to Capital		(1)	19,944
Other Expenditure		(167,844)	(19,141)
		<u>(8,100,249)</u>	<u>(1,018,853)</u>
		(2,084,986)	2,669,743
Non-Operating Grants, Subsidies and Contributions			
		1,554,637	456,072
Profit on Asset Disposals	4	7,016	
Loss on Asset Disposals	4	<u>(35,221)</u>	<u></u>
<b>NET RESULT</b>		<b>(558,554)</b>	<b>3,125,815</b>
<b>Other Comprehensive Income</b>			
Changes on Revaluation of non-current assets			
<b>TOTAL COMPREHENSIVE INCOME</b>		<b><u>(558,554)</u></b>	<b><u>3,125,815</u></b>

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

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
For the Period ended

	NOTE	2016/2017 Budget \$	2016/2017 Actual \$
<b>REVENUE (Refer Notes 1,2,8 to 13)</b>			
Governance		16,959	0
General Purpose Funding		5,440,969	3,532,857
Law, Order, Public Safety		18,090	6,020
Housing		57,000	24,764
Community Amenities		7,220	41,091
Recreation and Culture		10,550	107
Transport		166,700	0
Economic Services		161,501	117,774
Other Property and Services		142,280	22,802
		<u>6,021,270</u>	<u>3,745,414</u>
<b>EXPENSES EXCLUDING</b>			
<b>FINANCE COSTS (Refer Notes 1,2 &amp; 14)</b>			
Governance		(1,010,064)	(170,681)
General Purpose Funding		(285,352)	(31,734)
Law, Order, Public Safety		(182,881)	(12,137)
Health		(96,249)	(26,408)
Education and Welfare		(11,500)	(3,402)
Housing		(237,903)	(16,189)
Community Amenities		(240,456)	(52,155)
Recreation & Culture		(530,889)	(67,466)
Transport		(3,553,258)	(385,467)
Economic Services		(1,458,499)	(287,524)
Other Property and Services		(499,205)	218
		<u>(8,106,257)</u>	<u>(1,052,944)</u>
<b>FINANCE COSTS (Refer Notes 2 &amp; 5)</b>			
<b>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>			
Transport		1,414,875	433,345
Other Property and Services		139,762	0
		<u>1,554,637</u>	<u>433,345</u>
<b>PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)</b>			
Transport		6,008	0
Other Property and Services		(34,213)	0
		<u>(28,205)</u>	<u>0</u>
<b>NET RESULT</b>		<b>(558,555)</b>	<b>3,125,815</b>
<b>Other Comprehensive Income</b>			
Changes on Revaluation of non-current assets			
<b>TOTAL COMPREHENSIVE INCOME</b>		<b><u>(558,555)</u></b>	<b><u>3,125,815</u></b>

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

**RATE SETTING STATEMENT**  
**For the Period ended**

	NOT	2016/2017 Budget \$	2016/2017 Budget \$	2016/2017 Actual \$	Variance %	\$
<b>REVENUES</b>	1,2					
Governance		16,959	5,653	0	0%	5,653
General Purpose Funding		2,805,099	935,033	706,351	24%	228,682
Law, Order, Public Safety		18,090	6,030	6,020	0%	10
Housing		57,000	19,000	24,764	-30%	(5,764)
Community Amenities		7,220	2,407	41,091	-1607%	(38,684)
Recreation and Culture		10,550	3,517	107	97%	3,410
Transport		1,582,583	527,528	433,345	18%	94,183
Economic Services		161,501	53,834	117,774	-119%	(63,940)
Other Property and Services		282,042	94,014	22,802	76%	71,212
		4,941,044	1,647,015	1,352,253		
<b>EXPENSES</b>	1,2					
Governance		(1,010,064)	(336,688)	(170,681)	49%	(166,007)
General Purpose Funding		(285,352)	(95,117)	(31,734)	67%	(63,384)
Law, Order, Public Safety		(182,881)	(60,960)	(12,137)	80%	(48,824)
Health		(96,249)	(32,083)	(26,408)	18%	(5,675)
Education and Welfare		(11,500)	(3,833)	(3,402)	11%	(431)
Housing		(237,903)	(79,301)	(16,189)	80%	(63,112)
Community Amenities		(240,456)	(80,152)	(52,155)	35%	(27,997)
Recreation & Culture		(530,889)	(176,963)	(67,466)	62%	(109,497)
Transport		(3,582,471)	(1,194,157)	(385,467)	68%	(808,691)
Economic Services		(1,458,499)	(486,166)	(287,524)	41%	(198,642)
Other Property and Services		(463,999)	(154,666)	218	100%	(154,884)
		(8,100,264)	(2,700,088)	(1,052,944)		
<b>Net Operating Result Excluding Rates</b>		(3,159,219)		299,309		
<b>Adjustments for Cash Budget Requirements:</b>						
<b>Non-Cash Expenditure and Revenue</b>						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals	4	28,205	0	0		
Depreciation on Assets	2(a)	2,532,920	0	0		
<b>Capital Expenditure and Revenue</b>						
Purchase Land Held for Resale	3	0	1	0	100%	1
Purchase Land and Buildings	3	(1,077,000)	(7,648)	(7,648)	0%	0
Purchase Infrastructure Assets - Roads	3	(2,450,249)	(240,920)	(240,920)	0%	0
Purchase Infrastructure Assets - Parks	3	(455,012)	(2,324)	(2,324)	0%	0
Purchase Infrastructure Assets - Footpaths	3	(115,000)	1	0	100%	1
Purchase Plant and Equipment	3	(292,235)	(134,398)	(134,398)	0%	0
Purchase Furniture and Equipment	3	(50,000)	0	0	100%	0
Proceeds from Disposal of Assets	4	87,500	34,091	34,091	0%	(0)
Transfers to Reserves (Restricted Assets)	6	(500,000)	(20,744)	(20,744)	0%	0
Transfers from Reserves (Restricted Assets)	6	482,235	1	0	100%	1
<b>ADD Estimated Surplus/(Deficit) July 1 B/Fwd</b>	7	2,331,985		3,811,416		
<b>ADD Amount Raised from General Rates</b>		2,635,870		2,826,506		
<b>Net Current Assets - Surplus (Deficit)</b>	8	<u>0</u>		<u>6,565,288</u>		

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

**STATEMENT OF COMPREHENSIVE INCOME**  
**NET CURRENT ASSETS**

	2016/2017 Actual \$
<b>Surplus Deficit Brought Forward</b>	<b>6,565,288</b>
 <b>CURRENT ASSETS</b>	
Cash and Cash Equivalents	
- Unrestricted	3,297,635
- Restricted	2,619,416
Receivables	
- Rates Outstanding	3,337,829
- Sundry Debtors	349,779
Stock on Hand	6,584
 <b>LESS CURRENT LIABILITIES</b>	
Sundry Creditors	(391,203)
Provisions for Leave	(35,336)
 <b>Unadjusted net current assets</b>	<b>9,184,704</b>
 Less Reserves - restricted Cash	 (2,619,416)
 <b>Adjusted net current assets</b>	 <b>6,565,288</b>

**Shire of Menzies  
Capital Report for the period ending  
31 October 2016**

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**General Purpose Funding**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### General Purpose Funding

#### Other General Purpose Funding

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
03250      Transfer of Interest to Reserves	-	(19,906)
	-	(19,906)
	-	(19,906)
<b>Subtotal - Cost of Other General Purpose Fund</b>	-	(19,906)
<b>Subtotal - Cost of General Purpose Funding</b>	-	(19,906)

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**Governance**



# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Governance

#### Governance - General

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

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**Law, Order & Public Safety**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Law, Order & Public Safety

#### Animal Control

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

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**Education & Welfare**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Education & Welfare

#### Other Welfare

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

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**Housing**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Housing

#### Staff Housing

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

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Housing

#### Other Housing

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



**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**Community Amenities**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Community Amenities

#### Sanitation - Other

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

**Shire of Menzies**  
**Capital Report for the period ending**  
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**Recreation & Culture**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Recreation & Culture

#### Public Halls & Civic Centres

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

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Recreation & Culture

#### Other Recreation & Sport

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

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Recreation & Culture

#### Other Culture

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

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**Transport**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Transport

#### Streets, Roads, Bridges & Depot Construction

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
12104	Roads to Recovery Construction -jobs	(900,685)	(181,023)
12105	Blackspot funding Construction	(46,614)	(3,152)
12106	Road Construction Muni - jobs	(736,302)	(50,294)
12108	Footpath Construction	(25,000)	-
12109	Road Construction RRG - jobs	(766,648)	-
12110	Shire House - Crossover Construction	(80,012)	-
12112	Bicycle Path Construction	(90,000)	-
12120	Depot Extension -Asset Upgrade	(50,000)	(6,645)
		<u>(2,695,261)</u>	<u>(241,113)</u>
<b>Allocation</b>			
12106	Road Construction Muni - jobs	-	(6,452)
		<u>-</u>	<u>(6,452)</u>
<b>Subtotal - Cost of Streets, Roads, Bridges &amp; De</b>		<u>(2,695,261)</u>	<u>(247,565)</u>



# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Transport

#### Plant & Equipement Purchases

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
12310	Minor Plant Purchases	(10,000)	-
12313	Purchase Rubbish Truck	(147,235)	-
12345	Purchase Light Vehicles	(125,000)	-
12346	Purchase of Heavy Vehicles	-	(134,398)
		<u>(282,235)</u>	<u>(134,398)</u>
<b>Subtotal - Cost of Plant &amp; Equipement Purchas</b>		<u>(282,235)</u>	<u>(134,398)</u>
<b>Subtotal - Cost of Transport</b>		<u>(2,977,496)</u>	<u>(381,963)</u>

**Shire of Menzies**  
**Capital Report for the period ending**  
**31 October 2016**

**Economic Services**

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Economic Services

#### Tourism & Area Promotion

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
13266	Tourism Capital Jobs	-	(19,154)
13270	Tourism Signage & events Board	(15,000)	-
13280	Town Street Trees Planting & Care Program	(65,000)	(315)
		<u>(80,000)</u>	<u>(19,469)</u>
<b>Allocation</b>			
13266	Tourism Capital Jobs	-	(12,592)
		<u>-</u>	<u>(12,592)</u>
<b>Subtotal - Cost of Tourism &amp; Area Promotion</b>		<u>(80,000)</u>	<u>(32,061)</u>

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Economic Services

#### Tjuntjuntjarra

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
13488 TjTj Capital items Purchased (DO NOT USE)	(10,000)	-
	(10,000)	-
<b>Subtotal - Cost of Tjuntjuntjarra</b>	(10,000)	-
<b>Subtotal - Cost of Economic Services</b>	(90,000)	(32,061)

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

# Shire of Menzies

## Capital Report for the period ending 31 October 2016

### Other Property & Services

#### Administration

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
14576	Electrical Upgrades to Admin	(52,000)	-
14595	Purchase of Furniture and Equipment (not capitalis	-	(838)
		<u>(52,000)</u>	<u>(838)</u>
<b>Subtotal - Cost of Administration</b>		<u>(52,000)</u>	<u>(838)</u>

# Shire of Menzies

## Capital Report for the period ending

### 31 October 2016

#### Other Property & Services

##### Unclassified

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
14710 Purchase of land lots for town development	(20,000)	-
	(20,000)	-
<b>Subtotal - Cost of Unclassified</b>	<b>(20,000)</b>	<b>-</b>
<b>Subtotal - Cost of Other Property &amp; Services</b>	<b>(72,000)</b>	<b>(838)</b>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**



**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**General Purpose Funding**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### General Purpose Funding

#### Rate Revenue

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
03106	General Rates Levied	-	2,838,063
03107	General Rates Levied UV Mining	2,287,788	-
03108	General Rates Levied UV Pastoral	58,732	-
03109	General Rates Levied GRV Residential	110,253	-
03110	General Rates Levied GRV Commercial	45,080	-
03111	General Rates Levied GRV Vacant	1,283	-
03112	General Rates Levied UV Mining - Min Rates	110,118	-
03113	General Rates Levied UV Pastoral - Min Rates	2,448	-
03114	General Rates Levied UV Other - Min Rates	2,142	-
03115	Interim Rates	-	(11,189)
03118	GRV Minimum Rates Raised	3,060	-
03119	GRV	64,965	-
03120	Penalty Interest Raised on Rates	65,000	23,980
03121	Rates Written-off & Adjustments	(50,000)	(369)
03123	Instalment Interest Received	10,000	278
03124	Installment Admin Fees	5,544	150
03127	ESL Penalty levied	2,539	740
		<u>2,718,952</u>	<u>2,851,654</u>
<b>Operating Expense</b>			
03100	Rates Accounting Expense	(93,533)	164
03101	Rate Notice Stationery expense	(500)	-
03102	Valuation Expenses and Title Searches Expense	(18,000)	(492)
03103	Debt Collection Expenses	(6,000)	-
03121	Rates Written-off & Adjustments	-	(38)
03145	Rates and Property operations	-	(477)
		<u>(118,033)</u>	<u>(843)</u>
<b>Allocation</b>			
03199	Admin Allocated to Rates	(163,319)	(25,342)
		<u>(163,319)</u>	<u>(25,342)</u>
<b>Subtotal - Cost of Rate Revenue</b>		<u>2,437,600</u>	<u>2,825,469</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### General Purpose Funding

### Other General Purpose Funding

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
03201	Grants Commission Grant Received - General	1,716,844	649,254
03202	Grant Commission - Ops Road Component	760,173	-
03203	Grants Commission Grants Received - Special	120,000	-
03205	Interest Received - Municipal	50,000	11,232
03206	Interest Received - Reserves	75,000	19,906
03207	Other General Purpose funding received	-	810
		<u>2,722,017</u>	<u>681,202</u>
<b>Operating Expense</b>			
03200	Expenses relating to Other General Purpose Fund	(4,000)	-
		<u>(4,000)</u>	<u>-</u>
<b>Subtotal - Cost of Other General Purpose Fund</b>		<u>2,718,017</u>	<u>681,202</u>
<b>Subtotal - Cost of General Purpose Funding</b>		<u>5,155,617</u>	<u>3,506,671</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Governance**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Governance

#### Members Of Council

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
04116	Insurance Reimbursements	<b>16,959</b>	-
		<b>16,959</b>	-
<b>Operating Expense</b>			
04100	Members Travelling Expenses paid	<b>(35,000)</b>	-
04101	Members Conference Expenses	<b>(24,000)</b>	-
04102	Council Election Expenses	<b>(16,500)</b>	-
04103	President's Allowance paid	<b>(16,500)</b>	-
04104	Members Meeting Allowance	<b>(69,000)</b>	-
04105	Members -Donations	<b>(7,500)</b>	-
04106	Members - Subscriptions	<b>(4,000)</b>	-
04107	Deputy President's Allowance paid	<b>(3,500)</b>	-
04108	Members Communication Allowance	<b>(7,000)</b>	-
04110	Civic Receptions & Functions Expense	<b>(20,000)</b>	-
04113	Members Printing	<b>(500)</b>	-
04114	Members Advertsing	<b>(500)</b>	<b>(1,069)</b>
04115	Members Citizenship Award	<b>(5,000)</b>	-
04145	Elected members Allowances	-	<b>(44,690)</b>
04146	Members Costs	-	<b>(11,870)</b>
		<b>(209,000)</b>	<b>(57,629)</b>
<b>Allocation</b>			
04146	Members Costs	-	<b>(236)</b>
04199	Admin Allocated to Members	<b>(408,301)</b>	<b>(63,357)</b>
		<b>(408,301)</b>	<b>(63,594)</b>
<b>Subtotal - Cost of Members Of Council</b>		<b>(600,343)</b>	<b>(121,222)</b>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Governance

#### Governance - General

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
04201	Travel Expenses	-	(738)
04202	Printing & Stationary	(100)	-
04203	Legal Expenses Governance	(7,500)	-
04204	Subscription Expenses Governance	(35,000)	(14,724)
04205	Advertising Expenses Governance	(15,000)	(1,482)
04206	Meeting Expenses Governance	(2,000)	(548)
04207	Refreshment Expenses Governance	(5,000)	(144)
04208	Communication Expenses Governance	-	(1,540)
04210	Records Expenses Governance	(20,000)	-
04215	Other Expenses Governance	(34,395)	-
04245	Other Governance Operations	(273,769)	(16,409)
		<u>(392,763)</u>	<u>(35,587)</u>
<b>Subtotal - Cost of Governance - General</b>		<u>(392,763)</u>	<u>(35,587)</u>
<b>Subtotal - Cost of Governance</b>		<u>(993,106)</u>	<u>(156,809)</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Law, Order & Public Safety**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Law, Order & Public Safety

#### Fire Prevention

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
05106 Fire Prevention - Other Revenue & Admin Fees	7,000	-
05107 FESA Operating Grant Income	10,890	5,923
	<u>17,890</u>	<u>5,923</u>
<b>Operating Expense</b>		
05100 Fire Advertising	(250)	-
05101 Fire Prevention - Utilities	(200)	(30)
05102 Fire Prevention - Insurance	(3,129)	(1,125)
05103 Fire Fighting Expenses	(19,332)	-
05104 ESL Levy Council Property	(15,500)	-
05145 Fire Prevention (Jobs)	-	(531)
	<u>(38,411)</u>	<u>(1,686)</u>
<b>Depreciation</b>		
05188 Depreciation - Fire Prevention	(48,590)	-
	<u>(48,590)</u>	<u>-</u>
<b>Allocation</b>		
05103 Fire Fighting Expenses	(1,125)	(145)
05145 Fire Prevention (Jobs)	-	(754)
05199 Admin Allocated to Fire Prevention	(8,166)	(1,267)
	<u>(9,291)</u>	<u>(2,167)</u>
<b>Subtotal - Cost of Fire Prevention</b>	<u>(78,402)</u>	<u>2,070</u>



# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Law, Order & Public Safety

#### Animal Control

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
05208	Dog Registration Fees	100	98
05209	Cat Registration Fees	100	-
		<u>200</u>	<u>98</u>
<b>Operating Expense</b>			
05201	Ranger Consultant	(30,000)	-
05202	Wild Dog Control	(5,000)	-
05203	Cactus Control	(20,807)	-
05204	Dog Expenses	(500)	-
05205	Cat Expenses	(500)	-
05245	Animal Control Operations	-	(3,020)
		<u>(56,807)</u>	<u>(3,020)</u>
<b>Depreciation</b>			
05288	Depreciation - Animal Control	(252)	-
		<u>(252)</u>	<u>-</u>
<b>Allocation</b>			
05203	Cactus Control	(2,736)	-
		<u>(2,736)</u>	<u>-</u>
<b>Subtotal - Cost of Animal Control</b>		<u>(59,596)</u>	<u>(2,923)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Law, Order & Public Safety

#### Other Law, Order & Public Safety

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
05301    Emergency Services Programs Expenses	(2,222)	(530)
05307    Police Station Costs	(5,265)	(581)
	<u>(7,487)</u>	<u>(1,112)</u>
<b>Allocation</b>		
05301    Emergency Services Programs Expenses	(4,142)	(426)
05307    Police Station Costs	(7,000)	(1,904)
05398    Admin Allocated Other Law, Order & Public Safety	(8,166)	(1,267)
	<u>(19,308)</u>	<u>(3,597)</u>
<b>Subtotal - Cost of Other Law, Order &amp; Public Safety</b>	<u>(26,794)</u>	<u>(4,709)</u>
<b>Subtotal - Cost of Law, Order &amp; Public Safety</b>	<u>(164,791)</u>	<u>(5,562)</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Health**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Health

#### Other Health

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
07700	EHO Contract	(19,000)	(1,613)
07701	Nurse Expenses	(60,000)	-
07702	Other Expenses Relating to Health	(5,000)	(350)
07745	Other Health Operations (Jobs)	-	(22,101)
		<u>(84,000)</u>	<u>(24,065)</u>
<b>Allocation</b>			
07745	Other Health Operations (Jobs)	-	(26)
07799	Admin Allocation - Health	(12,249)	(1,901)
		<u>(12,249)</u>	<u>(1,927)</u>
<b>Subtotal - Cost of Other Health</b>		<u>(96,249)</u>	<u>(25,991)</u>
<b>Subtotal - Cost of Health</b>		<u>(96,249)</u>	<u>(25,991)</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Education & Welfare**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Education & Welfare

#### Other Education

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
08245 Contributions to Programs	(11,500)	(3,402)
	<u>(11,500)</u>	<u>(3,402)</u>
<b>Subtotal - Cost of Other Education</b>	<u>(11,500)</u>	<u>(3,402)</u>
<b>Subtotal - Cost of Education &amp; Welfare</b>	<u>(11,500)</u>	<u>(3,402)</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Housing**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Housing

#### Staff Housing

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
09121	Staff Housing Rent Income	<b>13,000</b>	<b>4,960</b>
		<u>13,000</u>	<u>4,960</u>
<b>Operating Expense</b>			
09101	Maintenance Staff Housing	<b>(128,974)</b>	<b>(17,051)</b>
09102	Staff Housing Furniture - non capital	<b>(5,000)</b>	-
		<u>(133,974)</u>	<u>(17,051)</u>
<b>Depreciation</b>			
09188	Depreciation - Staff Housing	<b>(99,004)</b>	-
		<u>(99,004)</u>	<u>-</u>
<b>Allocation</b>			
09101	Maintenance Staff Housing	<b>(54,152)</b>	<b>(5,902)</b>
09105	Staff House Costs Allocated to Services	<b>175,127</b>	<b>20,463</b>
		<u>120,974</u>	<u>14,561</u>
<b>Subtotal - Cost of Staff Housing</b>		<u><b>(99,004)</b></u>	<u><b>2,470</b></u>



# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Housing

#### Other Housing

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
09206	Other Housing Rental Fees	1,500	436
09207	Dept of Housing Leases - Teachers	42,500	19,368
		<u>44,000</u>	<u>19,804</u>
<b>Operating Expense</b>			
09201	Maintenance Non Staff Housing	(89,297)	(8,382)
		<u>(89,297)</u>	<u>(8,382)</u>
<b>Allocation</b>			
09201	Maintenance Non Staff Housing	(36,602)	(6,140)
		<u>(36,602)</u>	<u>(6,140)</u>
<b>Subtotal - Cost of Other Housing</b>		<u>(81,899)</u>	<u>5,282</u>
<b>Subtotal - Cost of Housing</b>		<u>(180,903)</u>	<u>7,753</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
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**Community Amenities**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Community Amenities

#### Sanitation - Household Refuse

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
10101	Income Relating to Sanitation - Household Bins &	6,480	7,740
		<u>6,480</u>	<u>7,740</u>
<b>Operating Expense</b>			
10100	Domestic Refuse Expenses	(25,500)	(1,032)
10145	Sanitation Operations (Jobs)	-	(7,405)
		<u>(25,500)</u>	<u>(8,437)</u>
<b>Depreciation</b>			
10188	Depreciation - Refuse Collection	(6,059)	-
		<u>(6,059)</u>	<u>-</u>
<b>Allocation</b>			
10100	Domestic Refuse Expenses	(69,495)	(1,943)
10145	Sanitation Operations (Jobs)	-	(11,880)
		<u>(69,495)</u>	<u>(13,823)</u>
<b>Subtotal - Cost of Sanitation - Household Refuse</b>		<u>(94,574)</u>	<u>(14,520)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Community Amenities

#### Sanitation - Other

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
10200	Maintenance Tip Site	(36,787)	(4,073)
10201	Litter & Graffiti Control Expenses	(1,707)	-
10204	Purchase Rubbish Bins - Sanitation - Other	(2,288)	-
		<u>(40,782)</u>	<u>(4,073)</u>
<b>Allocation</b>			
10200	Maintenance Tip Site	(23,007)	(8,730)
10201	Litter & Graffiti Control Expenses	(4,092)	-
		<u>(27,099)</u>	<u>(8,730)</u>
<b>Subtotal - Cost of Sanitation - Other</b>		<u>(67,881)</u>	<u>(12,803)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Community Amenities

### Protection Of Environment

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
10501 Income Relating to Protection Of Environment	<b>740</b>	<b>(740)</b>
	<u>740</u>	<u>(740)</u>
<b>Operating Expense</b>		
10500 Expenses Relating to Protection of Environment	<b>(1,000)</b>	-
	<u>(1,000)</u>	<u>-</u>
<b>Subtotal - Cost of Protection Of Environment</b>	<u><b>(260)</b></u>	<u><b>(740)</b></u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Community Amenities

#### Town Planning & Regional Development

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
10600 Costs Relating to Town Planning & Regional Deve	(1,500)	(45)
	<u>(1,500)</u>	<u>(45)</u>
<b>Allocation</b>		
10600 Costs Relating to Town Planning & Regional Deve	-	(78)
	<u>-</u>	<u>(78)</u>
<b>Subtotal - Cost of Town Planning &amp; Regional D</b>	<u>(1,500)</u>	<u>(123)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Community Amenities

#### Other Community Amenities

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
10700	Expenses Relating to Other Community Amenities	(2,524)	-
10701	Menzies Public Conveniences	(17,573)	(2,813)
10702	Maintenance - Cemetery	(12,069)	(175)
10704	Public Conveniences Kookynie	(10,204)	-
10745	Cemeteries	-	(2,444)
		<u>(42,370)</u>	<u>(5,432)</u>
<b>Allocation</b>			
10700	Expenses Relating to Other Community Amenities	(1,776)	-
10701	Menzies Public Conveniences	(17,170)	(5,402)
10702	Maintenance - Cemetery	(7,014)	(235)
10704	Public Conveniences Kookynie	(692)	-
10745	Cemeteries	-	(5,900)
		<u>(26,652)</u>	<u>(11,538)</u>
<b>Subtotal - Cost of Other Community Amenities</b>		<u>(69,022)</u>	<u>(16,969)</u>
<b>Subtotal - Cost of Community Amenities</b>		<u>(233,236)</u>	<u>(45,155)</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Recreation & Culture**



# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Recreation & Culture

#### Public Halls & Civic Centres

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
11103	Hall Hire Fees	150	-
11107	Supply of Water from Hall Standpipe	400	107
		<u>550</u>	<u>107</u>
<b>Operating Expense</b>			
11101	Maintenance - Hall	(12,907)	-
11145	Town Hall Operations	-	(660)
		<u>(12,907)</u>	<u>(660)</u>
<b>Allocation</b>			
11101	Maintenance - Hall	(719)	-
		<u>(719)</u>	<u>-</u>
<b>Subtotal - Cost of Public Halls &amp; Civic Centres</b>		<u>(13,076)</u>	<u>(553)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Recreation & Culture

#### Swimming Areas And Beaches

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
11245 Water Park Costs	-	(302)
	-	(302)
<b>Allocation</b>		
11245 Water Park Costs	-	(91)
	-	(91)
<b>Subtotal - Cost of Swimming Areas And Beaches</b>	-	(394)

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Recreation & Culture

#### Other Recreation & Sport

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
11307 Water Park Operations	10,000	-
	<u>10,000</u>	<u>-</u>
<b>Operating Expense</b>		
11300 Sports Courts Utilites	(10,000)	-
11301 Other Recreation Expenses	(67,406)	(3,390)
11303 Parks & Gardens - Jobs	(99,218)	(9,114)
11304 Playground Equipment Maintenance	(7,081)	-
11306 Golf Club Expenses	(15,000)	-
11307 Water Park Operations	(56,740)	(2,652)
11345 Clubs and Amenities	-	(1,919)
	<u>(255,445)</u>	<u>(17,076)</u>
<b>Depreciation</b>		
11388 Depreciation Other Sport & Recreation	(11,884)	-
	<u>(11,884)</u>	<u>-</u>
<b>Allocation</b>		
11301 Other Recreation Expenses	-	(3,283)
11303 Parks & Gardens - Jobs	(37,436)	(12,954)
11307 Water Park Operations	(30,379)	(5,352)
11345 Clubs and Amenities	-	(4,630)
11398 Admin Allocated Other Recreation & Sport	(81,660)	(12,672)
	<u>(149,476)</u>	<u>(38,890)</u>
<b>Subtotal - Cost of Other Recreation &amp; Sport</b>	<u>(406,805)</u>	<u>(55,966)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Recreation & Culture

#### Television And Rebroadcasting

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
11400 Expenses Relating to Television Radio	<b>(12,829)</b>	<b>(215)</b>
	<u><b>(12,829)</b></u>	<u><b>(215)</b></u>
<b>Depreciation</b>		
11488 Depreciation - TV & Radio Rebroadcasting	<b>(7,776)</b>	-
	<u><b>(7,776)</b></u>	<u>-</u>
<b>Subtotal - Cost of Television And Rebroadcasti</b>	<u><b>(20,606)</b></u>	<u><b>(215)</b></u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Recreation & Culture

#### Libraries

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
11500	Training Libraries	(3,000)	-
11501	Postage & Freight Libraries	(500)	-
11502	Printing Libraries	(500)	-
11503	AMLIB Fees Libraries	(1,500)	-
11505	Books & Programs Libraries	(500)	(220)
		<u>(6,000)</u>	<u>(220)</u>
<b>Allocation</b>			
11599	Admin Allocated Libraries	(8,166)	(1,267)
		<u>(8,166)</u>	<u>(1,267)</u>
<b>Subtotal - Cost of Libraries</b>		<u>(14,166)</u>	<u>(1,487)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Recreation & Culture

#### Other Culture

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
11600	Heritage Consultants Costs	(15,000)	(4,106)
11602	Niagara Dam Review	(25,000)	-
11603	Old Post Office Maintenance	(5,550)	(172)
11605	Old Butcher Shop Maintenance	(2,500)	(45)
11606	Museum Shed Maintenance	(5,000)	-
11608	Art & Culture Initiatives	(5,000)	-
11645	Heritage and Culture	-	(445)
		<u>(58,050)</u>	<u>(4,767)</u>
<b>Allocation</b>			
11603	Old Post Office Maintenance	-	(92)
11605	Old Butcher Shop Maintenance	-	(78)
11645	Heritage and Culture	-	(715)
		<u>-</u>	<u>(885)</u>
<b>Subtotal - Cost of Other Culture</b>		<u>(58,050)</u>	<u>(5,652)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Recreation & Culture

#### War Memorial

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
11701    Anzac War Memorial Maintenance	(5,941)	-
11702    Anzac War Memorial Utilities	(200)	(40)
	<u>(6,141)</u>	<u>(40)</u>
<b>Allocation</b>		
11701    Anzac War Memorial Maintenance	(1,495)	-
	<u>(1,495)</u>	<u>-</u>
<b>Subtotal - Cost of War Memorial</b>	<u>(7,636)</u>	<u>(40)</u>
 <b>Subtotal - Cost of Recreation &amp; Culture</b>	 <u>(520,339)</u>	 <u>(64,308)</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Transport**



# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Transport

#### Streets, Roads, & Bridges Maintenance

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
12226	Grant - MRWA Direct Grant	161,700	-
12228	Grant - Roads to Recovery	850,685	97,450
12232	Grant - RRG	449,990	-
12236	Grant - MRWA Blackspot	9,500	31,075
12237	Grant - Roads	43,500	-
12238	Grant - Other: Tjun Access Indigenous Access	61,200	91,800
12242	WANDRRA Flood Damage Grant	-	213,019
		<b>1,576,575</b>	<b>433,345</b>
<b>Operating Expense</b>			
12102	Contract Grading	(150,000)	-
12111	Town Dam Menzies	(20,464)	(194)
12115	ROMAN II Subscription	(7,500)	(6,130)
12200	Maintenance - Muni Fund Roads - Jobs	(415,682)	(59,887)
12201	Maintenance - Depot	(25,692)	-
12202	Maintenance - Footpaths & Kerbs	(26,793)	(384)
12204	Town Streets Clean Up & Sweeping	(27,772)	(3,637)
12205	Slashing - Town Streets	(22,747)	(1,900)
12207	Main Street Development - non capital	(15,000)	-
12208	Insulation for Records Sea Container	(4,000)	-
12209	Street Lighting	(7,000)	(3,536)
12210	Street Furniture	(15,000)	-
12211	Street Trees Gardens & Watering	(7,435)	(196)
12212	Sundry Tools & Materials	(10,000)	(1,963)
12213	Maintenance - Sewer Ponds	(6,327)	(215)
12214	Rehabilitation of Gravel & Sand Pit (s)	(30,000)	-
12216	Road Repairs Flood & Storm Damage MUNI	-	(13)
12223	Roadside Furniture and Signage	(1,746)	-
12245	Transport (not own resources) Jobs	-	(1,032)
		<b>(793,159)</b>	<b>(79,087)</b>
<b>Depreciation</b>			
12288	Depreciation Transport	(1,806,081)	-
		<b>(1,806,081)</b>	<b>-</b>
<b>Allocation</b>			
12111	Town Dam Menzies	(1,574)	-
12200	Maintenance - Muni Fund Roads - Jobs	(629,462)	(240,555)
12201	Maintenance - Depot	(19,296)	-

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Transport

#### Streets, Roads, & Bridges Maintenance

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Allocation</b>			
12202	Maintenance - Footpaths & Kerbs	(6,077)	(672)
12204	Town Streets Clean Up & Sweeping	(9,399)	(10,983)
12205	Slashing - Town Streets	(9,314)	(5,730)
12211	Street Trees Gardens & Watering	(1,474)	(1,069)
12212	Sundry Tools & Materials	-	(672)
12213	Maintenance - Sewer Ponds	(1,342)	(375)
12216	Road Repairs Flood & Storm Damage MUNI	-	(23)
12223	Roadside Furniture and Signage	(835)	-
12245	Transport (not own resources) Jobs	-	(1,806)
12299	Admin Allocated - Transport	(216,400)	(33,579)
		<u>(895,172)</u>	<u>(295,464)</u>
<b>Subtotal - Cost of Streets, Roads, &amp; Bridges Ma</b>		<u>(1,917,838)</u>	<u>58,793</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Transport

#### Aerodromes

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
12640	Menzies Airstrip Maintenance	(21,424)	(2,016)
12641	Kookynie Airstrip Maintenance	(21,500)	-
		<u>(42,924)</u>	<u>(2,016)</u>
<b>Allocation</b>			
12640	Menzies Airstrip Maintenance	(4,828)	(1,465)
12641	Kookynie Airstrip Maintenance	(5,085)	-
		<u>(9,913)</u>	<u>(1,465)</u>
<b>Subtotal - Cost of Aerodromes</b>		<u>(52,837)</u>	<u>(3,481)</u>
<b>Subtotal - Cost of Transport</b>		<u>(1,970,675)</u>	<u>55,313</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Economic Services**

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

### Rural Services

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
13100 Expenses Relating to Rural Services & Pest Contr	(5,000)	-
	<u>(5,000)</u>	<u>-</u>
<b>Subtotal - Cost of Rural Services</b>	<u>(5,000)</u>	<u>-</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

#### Tourism & Area Promotion

	<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
13245	Lady Shenton - Visitors Centre Operating (Jobs)	218	569
13252	Golden Quest Vehicle Lease	12,000	-
13272	Tourism Reimbursements	747	-
13273	Tourism Lease Income	-	3,607
13275	Tourism Other Income	13,636	-
		<u>26,601</u>	<u>4,176</u>
<b>Operating Expense</b>			
13245	Lady Shenton - Visitors Centre Operating (Jobs)	(84,561)	(49,378)
13246	Tourist Facilities	-	(4,325)
13247	Events	(144,572)	(9,808)
13250	Promotional Materials Advertising & Marketing Co	(25,000)	(22)
13251	Goldfields Network Tourism Expenses	(40,436)	(15)
13252	Golden Quest Vehicle Lease	(12,000)	(3,095)
13253	Old Butcher Shop Utilities and Insurance	(200)	-
13254	Kookyine Info Bay & Townsite	(30,500)	(223)
13255	Kookyine Walk Trail	(2,500)	-
13256	Ularring Tourist Facility	(1,585)	(297)
13257	Lake Ballard	(30,500)	(2,072)
13258	Niagara Dam	(25,257)	(1,623)
13259	Goongarrie Cottages	(11,529)	(3,088)
13260	Tourism Signage	(7,679)	(13)
13261	Lady Shenton Maintenance	(15,069)	-
13262	Tourism Advertising	(5,000)	-
		<u>(436,387)</u>	<u>(73,958)</u>
<b>Depreciation</b>			
13288	Depreciation - Tourism and Area Promotion	(78,398)	-
		<u>(78,398)</u>	<u>-</u>
<b>Allocation</b>			
13245	Lady Shenton - Visitors Centre Operating (Jobs)	(32,564)	(132)
13246	Tourist Facilities	-	(3,184)
13247	Events	(15,499)	-
13254	Kookyine Info Bay & Townsite	(69,495)	(739)
13256	Ularring Tourist Facility	(1,984)	(520)
13257	Lake Ballard	(69,495)	(4,242)
13258	Niagara Dam	(17,821)	(2,398)
13259	Goongarrie Cottages	(5,182)	(2,125)

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

#### Tourism & Area Promotion

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Allocation</b>			
13260	Tourism Signage	(2,300)	-
13261	Lady Shenton Maintenance	(233)	-
13299	Admin Allocated- Tourism and Area Promotion	(163,321)	(25,343)
		<u>(377,894)</u>	<u>(38,682)</u>
<b>Subtotal - Cost of Tourism &amp; Area Promotion</b>		<u>(866,077)</u>	<u>(108,464)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

#### Building Control

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
13301 Building Licence Fees	1,500	218
	<u>1,500</u>	<u>218</u>
<b>Operating Expense</b>		
13300 Building Surveyor Costs	(11,613)	(1,594)
	<u>(11,613)</u>	<u>(1,594)</u>
<b>Allocation</b>		
13399 Admin Allocation - Building	(40,830)	(6,336)
	<u>(40,830)</u>	<u>(6,336)</u>
<b>Subtotal - Cost of Building Control</b>	<u>(50,943)</u>	<u>(7,712)</u>



# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

#### Tjuntjuntjarra

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
13400	Tjuntjuntjarra Sculpture Course	(15,000)	-
13404	Tjuntjuntjarra Consultants	(20,000)	-
13405	Tjuntjuntjarra Holiday Program	(50,000)	(11,650)
13407	Tjuntjuntjarra Football Carnival	(10,000)	-
13408	Tjuntjuntjarra Dog Health Program	(4,500)	-
13411	Tjuntjuntjarra Site to Site Program	(20,000)	-
13445	Tjuntjuntjara Community - Contributions	-	(7,000)
		<u>(119,500)</u>	<u>(18,650)</u>
<b>Allocation</b>			
13499	Admin Allocation - Tjunjunarra	(85,163)	(12,672)
		<u>(85,163)</u>	<u>(12,672)</u>
<b>Subtotal - Cost of Tjuntjuntjarra</b>		<u>(204,663)</u>	<u>(31,322)</u>

**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Economic Services**

**Plant Nursery**

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
13501	Nursery Operational Expenses	(5,000)	-
		(5,000)	-
<b>Subtotal - Cost of Plant Nursery</b>		(5,000)	-

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

#### Other Economic Services

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
13605	Other Economic Services - Other Income	900	-
13645	Other Economic Services (Jobs)	-	22,727
		<u>900</u>	<u>22,727</u>
<b>Operating Expense</b>			
13645	Other Economic Services (Jobs)	-	(20,059)
		<u>-</u>	<u>(20,059)</u>
<b>Allocation</b>			
13645	Other Economic Services (Jobs)	-	(96)
		<u>-</u>	<u>(96)</u>
<b>Subtotal - Cost of Other Economic Services</b>		<u>900</u>	<u>2,573</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

#### Crc

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
13721	CRC Reimbursements	-	-
13745	Community Resource Centre Operating (Jobs)	80,000	-
13750	CRC Operating Grant	-	44,000
13751	CRC All Sales	-	10,592
		<u>80,000</u>	<u>54,592</u>
<b>Operating Expense</b>			
13702	CRC Salaries & Wages	-	(15,436)
13704	CRC Maintenance	-	(422)
13705	CRC Travel Expenses	-	-
13706	CRC Postage & Freight	-	-
13707	CRC Print & Stationary	-	-
13708	CRC Other admin expenses	-	(433)
13709	CRC Membership Fees	-	-
13710	CRC Computing Costs	-	(511)
13711	CRC Furntiure NON Capital	-	-
13712	CRC Uniforms	-	-
13713	CRC Telephone Card Purchases	-	(1,728)
13714	CRC Cost of Goods For Re-sale	-	(1,778)
13715	CRC Marketing & Promotion	-	-
13716	CRC Utilities	-	(110)
13717	CRC Refreshments	-	-
13718	CRC Cleaning	-	-
13719	CRC Training & Conference Expenses	-	-
13720	CRC Programs	-	(104)
13722	CRC superannuation	-	(1,844)
13745	Community Resource Centre Operating (Jobs)	(80,000)	(5,779)
		<u>(80,000)</u>	<u>(28,146)</u>
<b>Allocation</b>			
13702	CRC Salaries & Wages	-	(111)
13704	CRC Maintenance	-	-
13708	CRC Other admin expenses	-	-
13718	CRC Cleaning	-	-
13745	Community Resource Centre Operating (Jobs)	-	(1,917)
		<u>-</u>	<u>(2,029)</u>
<b>Subtotal - Cost of Crc</b>		<u>-</u>	<u>24,417</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Economic Services

#### Caravan Park

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
13802 Caravan Park Income from Charges	50,000	34,237
13803 Caravan Park Income from Washer & Dryers	2,500	1,803
13845 Caravan Park (Jobs)	-	20
	<u>52,500</u>	<u>36,060</u>
<b>Operating Expense</b>		
13810 Caravan Park Salaries & Wages	(25,191)	(2,274)
13811 Caravan Park Maintenance	(16,637)	(16,647)
13812 Caravan Park Landscaping and Gardening - Oper:	(8,291)	-
13813 Caravan Park Other Costs	(1,490)	(1,325)
13815 Caravan Park Utilities	(35,200)	(347)
13845 Caravan Park (Jobs)	-	(33,665)
	<u>(86,810)</u>	<u>(54,259)</u>
<b>Allocation</b>		
13810 Caravan Park Salaries & Wages	(85,398)	(3,034)
13811 Caravan Park Maintenance	(19,549)	(8,286)
13812 Caravan Park Landscaping and Gardening - Oper:	(26,958)	-
13845 Caravan Park (Jobs)	-	(10,013)
	<u>(131,904)</u>	<u>(21,333)</u>
<b>Subtotal - Cost of Caravan Park</b>	<u>(166,214)</u>	<u>(39,532)</u>
<b>Subtotal - Cost of Economic Services</b>	<u>(1,296,997)</u>	<u>(160,040)</u>

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

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Private Works

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>		
14101 Private Works Income	<b>500</b>	<b>1,752</b>
	<b>500</b>	<b>1,752</b>
<b>Operating Expense</b>		
14100 Private Works Expenses	<b>(4,564)</b>	<b>(1,652)</b>
	<b>(4,564)</b>	<b>(1,652)</b>
<b>Allocation</b>		
14100 Private Works Expenses	<b>(15,471)</b>	<b>(567)</b>
	<b>(15,471)</b>	<b>(567)</b>
<b>Subtotal - Cost of Private Works</b>	<b>(19,535)</b>	<b>(467)</b>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Public Works Overheads

	<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
14200	Supervision Wages - Public Works Overheads	(124,275)	(30,910)
14201	Superannuation - Public Works Overheads	(70,005)	(23,203)
14202	Reimbursements Expense PWOH	(56)	-
14203	Leave Annual - Public Works Overheads	(39,117)	(6,340)
14204	Leave Personal - Public Works Overheads	(16,647)	-
14206	Public Holidays - Public Works Overheads	(19,975)	-
14209	Protective Clothing & PPE - Public Works Overheads	(10,000)	(19)
14210	Training & Conferences - Public Works Overheads	(23,000)	(9,811)
14211	Recruitment Costs - Public Works Overheads	(5,000)	-
14212	Meeting Expenses - Public Works Overheads	(1,681)	-
14215	Other Exps - Public Works Overheads	(1,339)	(1,298)
14217	Depot Mtce (to be allocated as PWOH) Use Job B0	(12,500)	-
14218	Motor Vehicle Expenses Allocated - PWO's	(9)	-
14219	Telephone - Public Works Overheads	(9,000)	(1,251)
14220	Utilities - Public Works Overheads	(500)	-
14222	Engineering Consultancy - PWO's	(100,000)	(4,795)
14226	Depot Operational & Misc Tasks - Labour Costs	(4,222)	-
14239	Public Works Cost of Employment	-	(2,375)
14245	PWOH Cost of Operations	-	(43,080)
14246	PWOH Cost of Employment	-	(10,290)
		<u>(437,326)</u>	<u>(133,371)</u>
<b>Depreciation</b>			
14225	Depreciation - Public Works Overheads	(4,887)	-
		<u>(4,887)</u>	<u>-</u>
<b>Allocation</b>			
14200	Supervision Wages - Public Works Overheads	-	(2,967)
14203	Leave Annual - Public Works Overheads	-	(191)
14210	Training & Conferences - Public Works Overheads	-	(6,058)
14212	Meeting Expenses - Public Works Overheads	(614)	-
14215	Other Exps - Public Works Overheads	(2,874)	-
14218	Motor Vehicle Expenses Allocated - PWO's	-	(980)
14221	PWOH Allocated to Works and Services	909,643	323,448
14226	Depot Operational & Misc Tasks - Labour Costs	(14,311)	-
14245	PWOH Cost of Operations	-	(60,651)
14246	PWOH Cost of Employment	-	(1,682)
14299	Admin Allocated to Works - Public Works Overheads	(326,641)	(50,686)



**Shire of Menzies**  
**Operating Report for the period ending**  
**31 October 2016**

**Other Property & Services**

**Public Works Overheads**

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
	<b>565,203</b>	<b>200,234</b>
<b>Subtotal - Cost of Public Works Overheads</b>	<b>122,990</b>	<b>66,863</b>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Plant Operation Costs

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
14308	Plant Operations Reimbursements	-	20,963
		-	20,963
<b>Operating Expense</b>			
14301	Mech's Wages - Internal Repairs to P&E	(96,714)	(17,301)
14302	Other Plant Costs (DO NOT USE)	(818)	(48)
14303	Fuel & Oils - Plant Operations	(200,000)	(36,317)
14304	Tyres and Tubes - Plant Operations	(25,000)	(2,903)
14305	Parts & Repairs - Plant Operations	(205,383)	(15,581)
14307	Vehicle Registraions & Insurance - Plant Operator	(4,000)	(9,135)
		(531,915)	(81,285)
<b>Depreciation</b>			
14388	Depreciation - Plant Operations	(364,527)	-
		(364,527)	-
<b>Allocation</b>			
14301	Mech's Wages - Internal Repairs to P&E	(327,860)	(29,863)
14302	Other Plant Costs (DO NOT USE)	(2,775)	-
14305	Parts & Repairs - Plant Operations	(1,299)	(11,313)
14309	Less Plant Costs Allocated	803,518	199,815
14399	Admin Allocated - Plant Operations	(12,910)	(17,740)
		458,675	140,899
<b>Subtotal - Cost of Plant Operation Costs</b>		(437,768)	80,577

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Administration

	<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Revenue</b>			
14512	Reimbursements	140,772	662
14545	Administration Operations	-	(575)
14579	Solar Pwr grant	139,762	-
		<u>280,534</u>	<u>87</u>
<b>Operating Expense</b>			
14501	Admin LGMA Memberships	(4,245)	-
14503	Safety Rep Inspections & Programs	(2,633)	-
14509	Records Mgt Costs	(21,500)	(89)
14510	Admin Salaries & Wages	(494,983)	(178,165)
14511	Superannuation	-	(28,456)
14512	Reimbursements	-	-
14513	Other Admin Costs	(5,596)	(272)
14514	Admin FBT	(10,000)	(7,691)
14515	Audit Fees	(40,000)	-
14516	Admin Travel Costs	(5,000)	-
14518	Admin Uniforms	(2,000)	924
14519	Housing Allowance (DO NOT USE)	(3,200)	-
14524	Admin Other Employee Costs	(5,500)	(341)
14527	Professional Development Study - Administration	(12,000)	-
14530	Recruitment Costs	(5,000)	(1,362)
14532	Recruitment Relocation	(20,000)	(4,329)
14533	Legal Fees	(30,000)	-
14534	Fair Value Valuations & Revaluations	(5,000)	-
14535	Accounting Services	(50,000)	(780)
14536	Contractors& Consultants	(200,000)	(220)
14537	Admin Printing & Stationary	(55,000)	(5,965)
14538	Bank Charges (No GST) Account Fees	(2,000)	(264)
14539	Insurance	(135,926)	(19,934)
14541	Utilities	(30,000)	(398)
14542	Phones / Mobiles	(20,000)	(1,348)
14543	Bank Charges (GST) Merchant and Connect	(1,000)	(240)
14544	Computing Costs & Support - Administration	(65,000)	(21,675)
14545	Administration Operations	-	(50,308)
14546	Software Licence and Upgrades (Jobs)	(50,000)	(6,262)
14547	Administration Cost of Employment	-	(9,522)
14548	Training Expenses - Administration	(10,000)	(2,606)

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Administration

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
14549	Legal Expenses (Jobs)	-	(912)
14555	Postage & Freight - General Administration	(1,500)	-
14557	Meeting Costs - Administration	(1,500)	-
14558	Advertising - Administration	(2,000)	-
14559	Newspapers & Periodicals	(800)	(167)
14561	Civic Buildings Operations	(70,330)	(6,555)
14573	Purchase Plant & Equip - Administration	(10,000)	-
14574	Purchase Furniture & Equipment Administration	(10,000)	(2,839)
		<u>(1,381,714)</u>	<u>(349,776)</u>
<b>Depreciation</b>			
14588	Depreciation - Administration	(105,462)	-
		<u>(105,462)</u>	<u>-</u>
<b>Allocation</b>			
14503	Safety Rep Inspections & Programs	(452)	-
14510	Admin Salaries & Wages	-	(5,370)
14513	Other Admin Costs	(2,021)	-
14545	Administration Operations	-	(3,854)
14560	Admin Vehicle Expenses Allocated	-	(1,461)
14561	Civic Buildings Operations	(11,289)	(1,317)
14599	Administration Costs Allocated to Other Programs	1,360,165	232,965
		<u>1,346,403</u>	<u>220,963</u>
<b>Subtotal - Cost of Administration</b>		<u>139,762</u>	<u>(128,727)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Salaries & Wages

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
14600	Gross Salaries & Wages	(1,490,671)	(458,701)
14603	Less Sal & Wages Allocated	1,490,671	458,949
		-	248
<b>Subtotal - Cost of Salaries &amp; Wages</b>		-	248

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Unclassified

<u>Description</u>		<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>			
14700	Expenses Relating to Unclassified	(13,620)	-
14704	Expenses Relating to Unclassified (Jobs)	-	(1,067)
		<u>(13,620)</u>	<u>(1,067)</u>
<b>Subtotal - Cost of Unclassified</b>		<u>(13,620)</u>	<u>(1,067)</u>

# Shire of Menzies

## Operating Report for the period ending 31 October 2016

### Other Property & Services

#### Town Planning Schemes

<u>Description</u>	<u>Current Budget</u>	<u>YTD Actual</u>
<b>Operating Expense</b>		
14800 Expenses Relating to Town Planning Schemes	(10,000)	-
	(10,000)	-
<b>Subtotal - Cost of Town Planning Schemes</b>	(10,000)	-
<b>Subtotal - Cost of Other Property &amp; Services</b>	(218,170)	17,427

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

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
10459	20/10/2016	Cash	Reimburse Petty Cash	\$ 130.25

Cheques	\$130.25
EFT	\$123,927.06
Direct Debit	\$108,082.10

<b>Total Payments</b>	<b><u>\$232,139.41</u></b>
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Credit Card Payments (included in Direct Debit)	\$10,298.10
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**Shire of Menzies**  
**Payments for the Month of October 2016**  
**EFT**

Chq/EFT	Date	Name	Description	Amount
EFT1682	06/10/2016	Hannans Hotel	Accommodation & meals - Training 12/9-16/9/2016	\$ 745.00
EFT1683	06/10/2016	Nuheara Ltd	Rates refund for assessment A4255 E29/00763 MINING TENEMENT	\$ 84.17
EFT1684	06/10/2016	Wa Local Govt Association	WALGA Subscription 1/7/2016-30/6/2017	\$ 2,181.05
EFT1685	06/10/2016	Castledex	Three in one clip & S/Tab volume 1 Label	\$ 83.35
EFT1686	06/10/2016	Core Business Australia Pty Ltd	Heritage Centre Business Case Claim 2	\$ 20,483.96
EFT1687	06/10/2016	Department Of The Premier And Cabinet State Law Publisher	Menzies and Kookynie Cemeteries Closure	\$ 211.12
EFT1688	06/10/2016	Goldfields Locksmiths	replace locking mechanism on disabled toilet to disability approved mechanical keypad lock	\$ 2,159.54
EFT1689	06/10/2016	Harvey Norman Furniture	Breville the Soft Top Pure Kettle	\$ 99.00
EFT1690	06/10/2016	Menzies Hotel	1 x 45 kg bottle gas	\$ 387.10
EFT1691	06/10/2016	Komatsu Australia Pty Ltd	Hose, Filter & Belt tensioner	\$ 917.29
EFT1692	06/10/2016	Keith Mader	Sept 2016 Travel	\$ 105.07
EFT1693	06/10/2016	MLG OZ Pty Ltd	Road base	\$ 2,536.38
EFT1694	06/10/2016	Netlogic Information Technology	configure laptop for remote use	\$ 412.50
EFT1695	06/10/2016	Office National	Service agreement	\$ 132.00
EFT1696	06/10/2016	Pila Nguru Aboriginal Corporation	Recording, production, mixing services for Desert Stars sophomore album	\$ 7,000.00
EFT1697	06/10/2016	Saracen Gold Mines Pty Ltd	Rates refund for assessment A3061 M31/00145 MINING TENEMENT	\$ 7,392.54
EFT1698	06/10/2016	Moore Stephens	Preparation & Lodgement August 2016 IAS	\$ 379.50
EFT1699	06/10/2016	Wa Country Health Service - Goldfields	Registered Nurse Menzies 25/7-21/8/2016	\$ 7,452.27
EFT1700	14/10/2016	D J Rev Cb	2016 Cyclclassic	\$ 5,600.00
EFT1701	20/10/2016	Western Diagnostic	Drug screen new employee	\$ 70.08
EFT1702	20/10/2016	Air Liquide WA Pty Ltd	Rental Sept 2016	\$ 87.81
EFT1703	20/10/2016	Ian Baird	Travel, Accommodation & Car hire September meeting 2016	\$ 1,369.58
EFT1704	20/10/2016	Beaurepairs	Repair tyre and swap rims	\$ 90.36
EFT1705	20/10/2016	BOC limited	Poly pipe & Coupling reducers plascon	\$ 756.55
EFT1706	20/10/2016	Built By Geoff Fencing	Repairs to Gates	\$ 7,667.00
EFT1707	20/10/2016	Bunnings	8 Wattle trees	\$ 336.39
EFT1708	20/10/2016	Castledex	Files	\$ 290.68
EFT1709	20/10/2016	C Direct	Telstra prepaid recharge \$30,\$40,\$50	\$ 1,113.60
EFT1710	20/10/2016	Tool Ipec/Courier Australia	Freight	\$ 169.97
EFT1711	20/10/2016	Jillian Dwyer	Reimburse Local Government Week	\$ 410.67
EFT1712	20/10/2016	Eagle Petroleum (W.A) Pty Ltd	Bulk Diesel 6699lts	\$ 8,079.21
EFT1713	20/10/2016	Flex Industries	2 inline air filters for gearbox	\$ 25.30
EFT1714	20/10/2016	Freerange Supplies	Spot satellite GPS	\$ 478.00
EFT1715	20/10/2016	Goldline Distributors	Refreshments	\$ 110.13
EFT1716	20/10/2016	Menzies Hotel	GTNA AGM	\$ 709.00
EFT1717	20/10/2016	Itvision	Purchase Order Module & Email Purchase Order	\$ 4,377.26
EFT1718	20/10/2016	Jindalee Resources Ltd	Rates refund for assessment A2055 E31/00597 MINING TENEMENT	\$ 1,009.36
EFT1719	20/10/2016	JR & A Hersey	Knapsack, Drink Cooler & sunscreen	\$ 534.00
EFT1720	20/10/2016	Kalgoorlie - Boulder Urban Landcare Group	45 Native Willow	\$ 346.50
EFT1721	20/10/2016	Kookynie Volunteers Association	Breakfast Cyclclassic 2015	\$ 3,294.68
EFT1722	20/10/2016	Landgate	Mining Tenements Chargable Schedule NO: M2016/9 Dated 10/8-09/09/2016	\$ 108.45
EFT1723	20/10/2016	Marketforce	Advertise Special Meeting of Council - 3/9/2016	\$ 194.39
EFT1724	20/10/2016	McLeods Barristers & Solicitors	Health Act Prosecution	\$ 1,003.14
EFT1725	20/10/2016	MLG OZ Pty Ltd	Supply & delivery of Tarmoola 20mm Road Base	\$ 2,603.37
EFT1726	20/10/2016	McLean Print	DL Window Face Envelopes	\$ 462.00
EFT1727	20/10/2016	Netlogic Information Technology	Remote consulting-install crystal Reports	\$ 337.50
EFT1728	20/10/2016	Oakajee Corporation Limited	Rates refund for assessment A4474 E31/00970 MINING TENEMENT	\$ 52.84
EFT1729	20/10/2016	Office National	Laserfiche Project Charges 7th June to 5th August 2016	\$ 1,737.76
EFT1730	20/10/2016	OZ Lite	LED Tubes	\$ 617.05
EFT1731	20/10/2016	Shire of Leonora	Health & Building Reports 19/9-23/9/2016	\$ 4,187.50
EFT1732	20/10/2016	Sparlon Electrical	Wire new pumps at Biomax system	\$ 1,195.70
EFT1733	20/10/2016	The Work Wear Group	Staff uniforms	\$ 64.90
EFT1734	20/10/2016	Moore Stephens	2015-16 Annual Financial Report	\$ 10,098.00
EFT1735	20/10/2016	WML Consultants	Monthly consulting	\$ 9,178.13
EFT1736	20/10/2016	WesTrac Pty Ltd	Air Cleaner filters	\$ 243.36
EFT1737	21/10/2016	Ian Baird	Travel costs to attend special meeting 21/10/16	\$ 1,440.00
EFT1738	27/10/2016	RMM Carpet Cleaning	Tile & grout cleaning office, carpet cleaning house	\$ 715.00
				\$ 123,927.06

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

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
1617-04.29	03/10/2016	Horizon Power	Acct 35 299 3 39 Reid St DD	\$ 379.50
DD903.1	03/10/2016	WESTNET	CRC computer 1/10-1/11/2016	\$ 91.65
1617-04.28	04/10/2016	NAB	Auto debit of credit card payment to Muni Acct	\$ 10,298.10
DD890.1	11/10/2016	Wa Local Govt Superannuation Plan	Superannuation contributions	\$ 3,732.71
DD890.2	11/10/2016	Kinetic Superannuation	Superannuation contributions	\$ 1,015.38
DD890.3	11/10/2016	Wa Local Govt Superannuation Plan	Payroll deductions	\$ 1,324.87
DD890.4	11/10/2016	B T Finanacial Group Superannuation	Superannuation contributions	\$ 537.33
DD890.5	11/10/2016	Catholic Super	Superannuation contributions	\$ 412.99
DD890.6	11/10/2016	Amp	Superannuation contributions	\$ 152.14
DD890.7	11/10/2016	Australian Super	Superannuation contributions	\$ 264.40
DD890.8	11/10/2016	Commonwealth Essential Super	Superannuation contributions	\$ 130.17
PAY	11/10/2016	Payroll	Payroll Direct Debit Of Net Pays	\$ 35,880.23
DD903.2	17/10/2016	BOQ Finance	Direct debit copier charges September 2016	\$ 1,722.95
1617-04.21	20/10/2016	NAB	NAB Connect Fee Bank Fees 20/10/16 on Muni Account	\$ 48.74
DD909.1	25/10/2016	Wa Local Govt Superannuation Plan	Superannuation contributions	\$ 3,656.74
DD909.2	25/10/2016	Wa Local Govt Superannuation Plan	Payroll deductions	\$ 1,323.26
DD909.3	25/10/2016	B T Finanacial Group Superannuation	Superannuation contributions	\$ 448.51
DD909.4	25/10/2016	Catholic Super	Superannuation contributions	\$ 412.99
DD909.5	25/10/2016	Kinetic Superannuation	Payroll deductions	\$ 1,015.38
DD909.6	25/10/2016	Australian Super	Superannuation contributions	\$ 510.30
DD909.7	25/10/2016	Commonwealth Essential Super	Superannuation contributions	\$ 249.11
PAY	25/10/2016	Payroll	Payroll Direct Debit Of Net Pays	\$ 35,920.59
DD915.1	26/10/2016	Jillian Dwyer	Meeting fees October 16	\$ 2,562.08
DD915.2	26/10/2016	Jamie Mazza	Meeting fees October 16	\$ 872.50
DD915.3	26/10/2016	Ian Baird	Meeting fees October 16	\$ 1,091.08
DD915.4	26/10/2016	Tucker, Ian Cr	Meeting fees October 16	\$ 872.50
DD915.5	26/10/2016	Keith Mader	Meeting fees October 16	\$ 872.50
DD915.6	26/10/2016	Debbie Hansen	Meeting fees October 16	\$ 872.50
DD915.7	26/10/2016	Justin Lee	Meeting fees October 16	\$ 872.50
DD930.2	24/10/2016	Australia Post	Stamps for CRC for resale	\$ 103.50
DD941.1	24/10/2016	BOQ Finance	copier charges October 2016	\$ 389.40
1617-04.31	31/10/2016	NAB	Account fees Bank Fees on Muni account	\$ 45.50
				<u>\$ 108,082.10</u>

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

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
22/09/2016	Adobe Acropro	Subscription	\$ 203.88
24/09/2016	Woolworths	Ingredients - councillors lunches	\$ 74.34
24/09/2016	Harvey Norman	Wireless combo	\$ 47.00
28/09/2016	NAB	Credit card charges	\$ 9.00
28/09/2016	NAB	Credit card charges	\$ 11.03
23/08/2016	Licencing	MN980 backhoe	\$ 32.45
	Licencing	1TLY783 Tri Axle drop deck low loader	\$ 24.75
	Licencing	1TIK887 Box trailer	\$ 25.20
	Licencing	EFJ224 Fire trailer	\$ 34.45
	Licencing	1EER484 Amorok ute	\$ 103.10
	Telstra	Mobiles & internet	\$ 1,841.64
22/09/2016	LGMA	Training	\$ 270.00
29/08/2016	Horizon Power	Sports Courts	\$ 809.46
	Horizon Power	Street Lighting	\$ 659.63
	Horizon Power	Fire Shed	\$ 33.17
16/09/2016	Horizon Power	57 Walsh Street	\$ 275.71
16/09/2016	Horizon Power	55A Walsh Street	\$ 126.57
16/09/2016	Horizon Power	29B Shenton Street	\$ 210.71
16/09/2016	Horizon Power	29A Shenton Street	\$ 108.52
16/09/2016	Horizon Power	25 Onlsow Street	\$ 244.36
16/09/2016	Horizon Power	39 Mercer Street	\$ 266.94
16/09/2016	Horizon Power	Police Station	\$ 75.79
16/09/2016	Horizon Power	Dam	\$ 107.02
16/09/2016	Horizon Power	CRC	\$ 998.37
13/09/2016		Licence MN572 Cmade TRLPLT Transactions on credit card - MFA September 2016	\$ 24.75
13/09/2016	ACMA	Licences	\$ 172.00
14/09/2016	Horizon Power	Horizon Power Acct 35 299 3 39 Reid St	\$ 379.50
20/09/2016	Telstra	Account 118 2919 000 landlines	\$ 368.58
20/09/2016	Telstra	Satelite Phones	\$ 249.37
20/09/2016	Cab Fare	Taxi - Training	\$ 23.20
20/09/2016	Mercure Hotel	Accomodation & meal - Training	\$ 186.34
23/09/2016	Telstra	Account 367 1243 388 Mobile and internet	\$ 1,054.86
28/09/2016	NAB	Card Fee	\$ 9.00
28/09/2016	NAB	Billing account	\$ 15.12
23/09/2016		Telstra account 367 1243 388 Mobiles 23 September 2016	\$ 1,054.86
		Direct Debit	<u>\$ 10,298.10</u>

## **4.9 Investments**

Objective To document and provide the necessary information for the delegated officers to invest surplus funds.

History	Previous Policy	24 September 2015
	New Policy	15 November 2016

### **Policy Statement**

#### **1. Purpose of Policy**

- 1.1 The purpose of this policy is to ensure that:
  - The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18(1)a of the Trustees Act 1962 (the 'Prudent Person' rule);
  - At all times the Council has in place a current set of policies and delegations for its Investment Officers (Delegation Number 2.5); and
  - Adherence to the guidelines by all officers with delegated authority to invest/control surplus funds.
- 1.2 This Policy is to be made available to all employees involved in daily investment decisions.
- 1.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

#### **2. Prudent Person Rule**

- 2.1 The investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of the changes of the Trustees Act, the list of prescribed investments has been removed and replaced with Prudent Person rule.
- 2.2 The main features of the Prudent Person rule include:
  - Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
  - A duty to invest funds in investments that are not speculative or hazardous.
- 2.3 In exercising powers of investment, there are important matters for consideration:
  - The purpose of the investment and the needs and circumstances;
  - The desirability of diversifying investments and the nature of and risk associated with existing investments;
  - The need to maintain the real value of capital and income; the risk of capital or income loss or depreciation; the potential for capital appreciation;

- The likely income return and timing of the income return; the length of the term of the proposed investment;
- The liquidity and marketability of the proposed investment; the aggregate value of the investment;
- The effect of the proposed investment in relation to tax liability (if any);
- The likelihood of inflation affecting the value of the proposed investment; and
- The cost of making the proposed investment; the results of a review of existing investments.

### **3. Investment Objectives**

3.1 To add value through prudent investment of funds;

3.2 To have ready access to funds for day-to-day requirements, without penalty.

### **4. Authority to Invest**

4.1 In accordance with Local Government (Financial Management) Regulations 1996 – Reg 19C the Shire of Menzies surplus funds are to be invested in term deposits or negotiable certificates of deposit with one or more of the following

- authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

4.2 Recommendations are to invest in one or more of the following:

- Commonwealth Bank
- National Australia Bank
- Westpac bank
- ANZ Bank

Any proposal to invest in another institution, for whatever reason, is to be referred to Council:

4.3 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.

4.4 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.

4.5 The council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available

4.6 In accordance with Financial Management Regulation 19C the Shire of Menzies will not undertake any of the following investment activities:

- deposit with an institution except an authorised institution;
- deposit for a fixed term of more than 12 months;

- invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- invest in bonds with a term to maturity of more than 3 years;
- invest in a foreign currency.

**5. Delegation of Authority**

The authority to make investment decisions is to be delegated to the Chief Executive Officer.

**6. Review and Reporting**

- 6.1 A cash flow report is to be monitored by the manager of Finance & Administration at least weekly to ensure cash funds are available to meet commitments.
- 6.2 Investments will be managed actively as they mature with reviews by the Manager of Finance & Administration on a monthly basis.
- 6.3 For Audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on Councils behalf at 30 June each year.
- 6.4 A monthly report will be provided to Council on investments made.
- 6.5 Each investment and details thereof shall be maintained in an investment register.

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Menzies CRC (pos2)

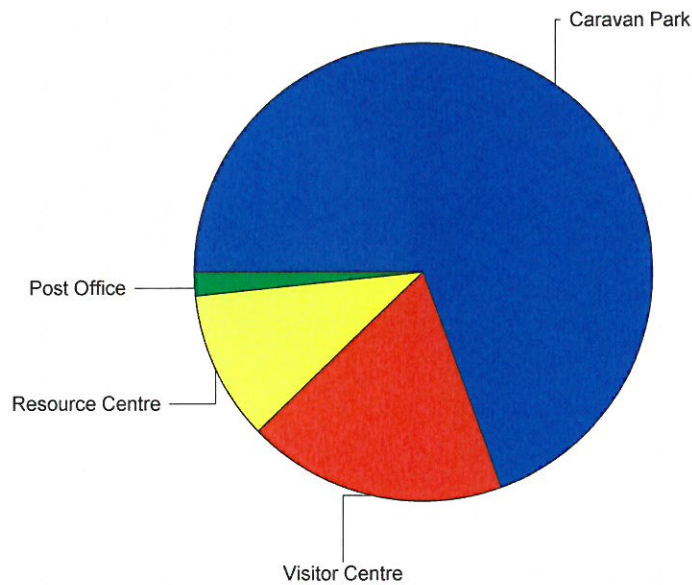
**Sales Categories Report**

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

Printed 07/11/2016 11:32:17

Page 1 of 1

Code	Description	Sales			Profit	
		Quantity	Amount	%	Amount	%
1	Resource Centre	21.0000	752.40	10.73	683.95	100.00
2	Caravan Park	153.0000	4,875.00	69.51	4,431.75	100.00
3	Visitor Centre	216.0000	1,271.30	18.13	1,155.72	100.00
4	Post Office	33.0000	114.20	1.63	103.83	100.00
		<b>423.0000</b>	<b>7,012.90</b>		<b>6,375.25</b>	<b>100.00</b>



■ Caravan Park	4875	69.5%
■ Visitor Centre	1271.3	18.1%
■ Resource Centre	752.4	10.7%
■ Post Office	114.2	1.6%
Total:	7012.9	100.0%



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Menzies CRC (pos2)

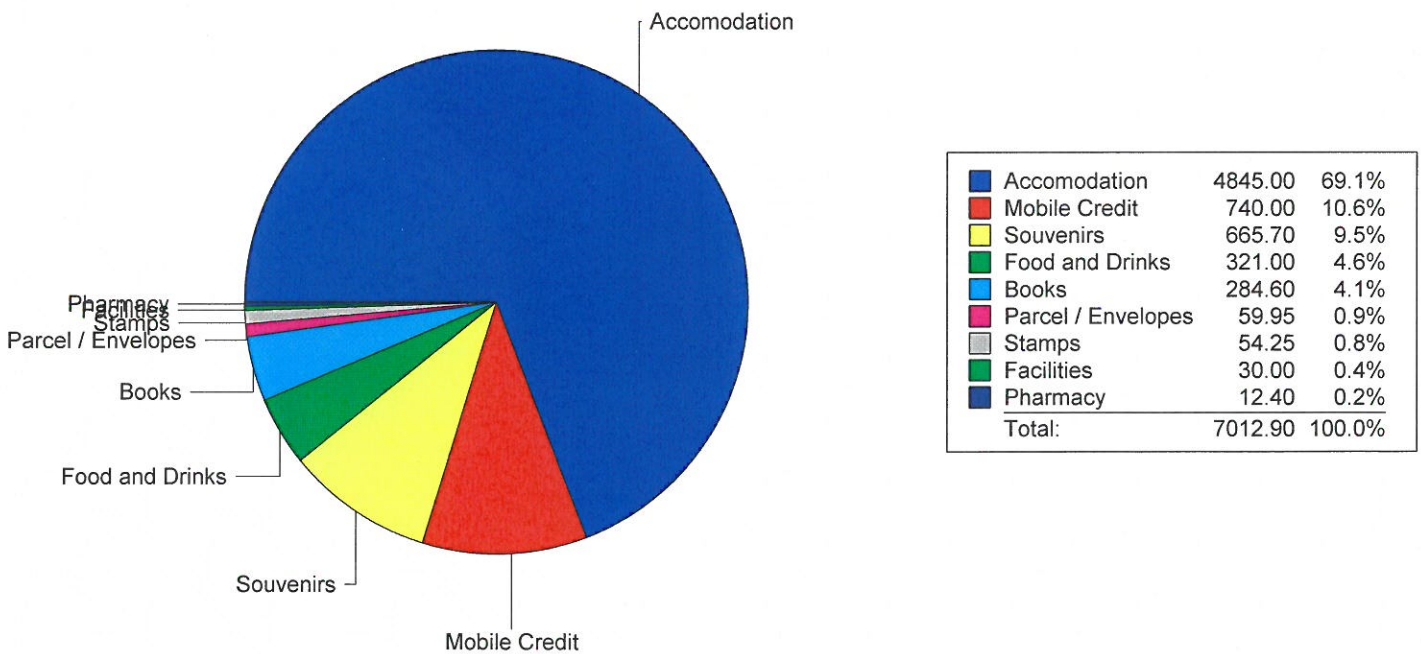
**Department Sales Report**

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

Printed 16/11/2016 08:07:47

Page 1 of 1

Code	Description	Sales		
		Quantity	Amount	%
2	Pharmacy	1.0000	12.40	0.18
40	Mobile Credit	20.0000	740.00	10.55
100	Stamps	21.0000	54.25	0.77
110	Parcel / Envelopes	12.0000	59.95	0.85
200	Souvenirs	96.0000	665.70	9.49
210	Food and Drinks	105.0000	321.00	4.58
220	Books	15.0000	284.60	4.06
300	Accommodation	147.0000	4,845.00	69.09
301	Facilities	6.0000	30.00	0.43
		<b>423.0000</b>	<b>7,012.90</b>	



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## Flow chart: Local Government Advisory Board – Ward and Representation Review Process

### Minor Matter

#### 1 The local government initiates the proposal

Officers of the Board assess the proposal and decide it is a minor matter and prepare a report for the Board's consideration.

or

Officers determine that a review is required. (See No. 3 onwards)

#### 2 Board determines whether it is a minor matter

If the Board agrees it recommends to the Minister the making of Orders. (see Point 5 onwards)

or

If it does not agree it informs the local government that it must undertake a review. (See No. 3 onwards)

### Review Conducted

#### 3 Local Government conducts a ward and representation review and submits its proposal to the Board

Officers of the Board assess the proposal, check all required information is included and prepare report for the Board's consideration.

#### 4 Board ensures that the review takes the prescribed factors into account

The Board determines the review is valid and recommends to the Minister the making of Orders. (See No. 5 onwards) or

The Board determines that the prescribed factors have not been addressed and requests the local government submit a valid proposal. If the local government fails to resubmit, the Board may recommend to the Minister any Order it thinks fits the prescribed matters.

#### Board recommends to the Minister of Local Government the making of Orders

Timeframes are indicative only

5 Ministerial approval of the Board's recommendation is sought

Timeframe: 2 weeks

6 A letter is sent to the local government advising of the Minister's approval

Timeframe: 1 week

7 Officers of the Board request Landgate prepare technical descriptions based on the cadastral maps supplied by the local government (N/A when abolishing wards or reducing/increasing offices of councillors)

Timeframe: Up to 4 weeks

8 Officers of the Board request Parliamentary Counsel's Office prepare Orders

Timeframe: Up to 3 weeks

9 When Orders are received Officers of the Board prepare Executive Council Papers to be signed by the Governor in Executive Council

Timeframe: Up to 3 weeks

10 Signed Orders are sent to the State Law Published to be published in the *Government Gazette*

Timeframe: 2 weeks

11 A notification letter is sent to the local government with a copy of the *Government Gazette* extract

Timeframe: 1 week

12 Officers of the Board notify Landgate and the Western Australian Electoral Commission of the changes

Timeframe: 1 week

13 Changes implemented at the next election, or for representation reductions created by a vacancy, on the day after the day it is published in the *Government Gazette*

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Our Ref: MN1-8#02

Ms Rhonda Evans  
Chief Executive Officer  
Shire of Menzies  
Shenton Street  
MENZIES WA 6436

ceo@menzies.wa.gov.au

FILE:	ADW 08P/		IB
CEO	✓	PRES	
08 SEP 2016			
DOEO		TC	
MWS		EHC	
CEOXA		STP	

Dear Rhonda

### SHIRE OF MENZIES – EIGHT YEAR WARD AND REPRESENTATION REVIEW

At its 25 August 2016 meeting, the Local Government Advisory Board (the Board) resolved to request that the Shire of Menzies complete an eight year review of its wards and representation in accordance with clause 6(1) of Schedule 2.2 of the *Local Government Act 1995* (the Act).

The Shire's councillor to elector ratios at the time of the October 2015 elections were as follows:

Ward	2015 No. Councillors	2015 No. Electors	Ward Ratio Average	% Ratio Deviation
Town	3	96	32	11.8%
Rural	4	158	40	-8.9%
<b>TOTAL</b>	<b>7</b>	<b>254</b>	<b>36</b>	

A review must comply with the requirements of clause 7 of Schedule 2.2 of the Act. After the review is completed, the Shire is required to forward a report to the Board and may propose that an order be made under sections 2.2(1), 2.3(3) or 2.18(3) of the Act.

Should the Shire propose any changes to be implemented in time for the 2017 ordinary local government elections, the required documentation will need to be submitted to the Board by **31 March 2017**. This will allow adequate time to complete the various statutory requirements.

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## **Shire of Menzies**

### **Enterprise Risk Report as at 30 September 2016**



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<b>Directorate</b>	<b>Governance</b>
<b>Risk Code</b>	OP94
<b>Risk Category</b>	<b>Shire Reputation and Governance</b>
<b>Risk</b>	8 Year Review of Ward and Representation not undertaken

---

### Initial Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Significant	<b>Last Changed</b> : November 2016
<b>Causes</b> : Review not scheduled	
<b>Consequences</b> - Significant	
<b>Treatment</b> : Improve long term schedule of statutory reviews by use of electronic diary	

---

### Revised Risk Assessment

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

---

### Future Risk Assessment

<b>Likelihood</b> : Unlikely	<b>Rating</b> : Moderate
<b>Consequence</b> : Significant	<b>Last Changed</b> : November 2016
<b>Effectiveness of Controls</b> : Significant	
<b>Future Controls</b> :	

---

***Risk Solution : Ensure future events calendar is updated during changes to technology***



Government of **Western Australia**  
**Local Government Advisory Board**

## A Guide for Local Governments

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How to conduct a review of wards and representation for  
local governments with and without a ward system

December 2013

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A Guide for Local Governments (December 2013)

Prepared by:

Department of Local Government and Communities

140 William Street, Perth WA 6000, GPO Box R1250, PERTH WA 6844

Tel: (08) 6551 8700 Fax: (08) 6558 1555 Freecall: 1800 620 511 (Country Only)

Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au)

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

All of part of this document may be copied. Due recognition of the source would be appreciated. If you would like more information please contact the Department of Local Government and Communities.

Translating and Interpreting Service (TIS) - Tel: 13 14 50

# Introduction

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This guide was developed by the Local Government Advisory Board (the Board) to assist local governments when undertaking a review of their wards and representation in accordance with Schedule 2.2 of the *Local Government Act 1995* (the Act).

The guide contains the following information:

For local governments **with** a ward system:

- How to conduct a review;
- Attachment 1 - Example Newspaper Advertisement;
- Attachment 2 - Example Discussion Paper;
- Attachment 3 - Example Assessment of Options;
- Attachment 4 - Example Officer's Report;
- Attachment 5 - Checklist; and
- An explanation of the processes for reviewing ward boundaries and representation.

For local governments **without** a ward system:

- How to conduct a review;
- Attachment 6 - Example Newspaper Advertisement;
- Attachment 7 - Example Discussion Paper;
- Attachment 8 - Example Assessment of Options;
- Attachment 9 - Example Officer's Report
- Attachment 10 - Checklist; and
- An explanation of the processes for reviewing ward boundaries and representation.

The Board's policy on councillor vacancies and changes that may result from changes to wards and representation is included at page 42 of this guide.

To ensure that reviews are compliant with the Act, it is recommended that local governments familiarise themselves with the requirements of Schedule 2.2 of the Act.

For further information please contact Ross Earnshaw (08) 6552 1510 (or 1800 620 511 – country callers only).

**Local Government Advisory Board**  
Gordon Stephenson House  
Level 10, 140 William Street  
Perth WA 6000

Tel: (08) 6552 1500  
Freecall: (1800 620 511 country only)  
Fax: (08) 6552 1555  
Email: [advisory.board@dlgc.wa.gov.au](mailto:advisory.board@dlgc.wa.gov.au)

# How to Conduct a Review:

## Local Governments **with** a Ward System

---

### 1. What you have to do

A local government with a ward system is required to carry out a review of:

- a) its ward boundaries; and
- b) the number of offices of councillor for each ward;

every so often to ensure that not more than eight years elapse between successive reviews.

The purpose of a review is to assess the current arrangements and evaluate a range of options to find a system of representation that best suits the characteristics of the district and its people. Any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of councillor on a council; and
- Specifying or changing the number of offices of councillor for a ward.

A local government may also elect to carry out a review when it has received a valid submission from 250 or 10% (whichever is the lesser) of the total number of affected electors who petition for changes to a ward system etc.

The Board expects local governments to complete their reviews to allow any changes to be implemented within the eight year period. Local governments may undertake reviews on a more frequent basis if it is experiencing significant changes to its population.

### 2. How to start

The Council must resolve to undertake a review of its ward system.

Once resolved by Council and before conducting the review, a local government is to give local public notice that a review is to be carried out.

The purpose of the public notice is to inform the community that the Council intends to conduct a review – it should not try and “sell” a particular option.

The notice must advise that submissions may be made to the local government six weeks from the date of the first notice (not including the day of the notice). The

closing date for submissions should not be a weekend or public holiday.

Attachment 1 is an example of a newspaper advertisement for a public notice.

It is essential to develop a diverse range of alternatives additional to the current ward system so that all options can be considered. As a guide, the public notice should encourage responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households. Maps clearly showing the current situation and possible options are essential.

It is recommended that a discussion or information paper be developed to explain the various options and the five factors against which they will be assessed. Instructions on how to access the discussion paper should be included in the public notice.

Attachment 2 is an example of a discussion paper.

### **3. What to consider**

The local government must consider all submissions it receives and record this in the minutes of its meeting along with any other information considered relevant to the decision making process.

All options must be assessed against the following factors:

- Community of interest;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

These factors should be considered in terms of the whole district prior to assessing the options.

The Board considers that the ratio of councillors to electors is particularly significant. It is expected that each local government will have similar ratios of electors to councillors across its wards.

The most accurate way to calculate the current number of electors for a district is to combine the 'Local Government Enrolment Statistics' or 'Enrolment by Census Collection District (CCD)' reports, which are published periodically on the Western Australian Electoral Commission's (WAEC) website, and the Owners and Occupiers Roll, which is maintained by the local government. This method ensures that elector

figures from the State Electoral Roll and the Owners and Occupiers Rolls, which are maintained by different authorities, are taken into consideration and, while some duplication may occur, this gives the most reliable elector figures for a district.

During the review, it may become apparent that of the other four factors some are less relevant. It may emerge that in some cases, factors are in conflict with each other. It is for the local government to decide which of the other four factors have the most relevance to the assessment of options and why.

The Board will be reluctant to recommend (to the Minister) changes to ward boundaries and representation that result in ward councillor/elector ratios that are greater than plus or minus 10% unless exceptional circumstances apply.

The examples in this package include figures for the % ratio deviation for each ward. This gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for a particular ward. The % ratio deviation is calculated by subtracting the councillor/elector ratio for a ward from the average councillor/elector ratio. The result is then divided by the average councillor/elector ratio and multiplied by 100 to give a percentage. A negative result indicates that the ward is under represented and a positive result indicates that the ward is over represented.

If local governments consider that they have exceptional circumstances that justify ward councillor/elector ratio deviations greater than plus or minus 10%, they can present their argument to the Board for consideration.

Councils experiencing high population growth should give consideration to the ratio deviations for wards at the time of the next ordinary election, especially if the review is conducted a year or more prior to implementation. Current and forecasted figures can be provided to the Board to justify ratio deviations greater than plus or minus 10% in areas with high population growth.

Attachment 3 is an example of an assessment of options.

An officer's report (including consideration of submissions and assessment of options against the factors) forms the basis of the Council's deliberation on these matters.

Attachment 4 is an example of an officer's report.

## 4. Reaching a decision

A conclusive argument needs to be developed which demonstrates that consideration of submissions and the assessment of options against the factors why a particular option has been chosen.

If the Council proposes to maintain the status quo then reasons for this **must** be included in the resolution.

If the Council decides to make a change, then an **absolute majority** is required. The resolution of the Council must propose the making of an order under s2.2 (1), s2.3 (3) and/or s2.18 (3) of the Act.

In some cases a local government may determine that no change is required at the current time and identifies other factors as impacting on the future balance of representation (for example, housing development, declining populations, new industries, closure of mining operations, extension of freeways and railway networks). The expected impact of these factors may persuade a local government to resolve to undertake another review of wards and representation before the eight year period required by the Act.

The timing of this next review may be specified at the completion of the review, or at a later time.

## 5. The impact of change

Once a decision is made, the local government may consider the impact of implementing any change at the next ordinary election. In some circumstances elected members may be unable to complete their term of office due to circumstances surrounding implementation.

The Board has developed a policy that outlines how various changes can impact on the offices of councillor and how these changes can be implemented. A copy of this policy is included in this package (see page 38).

## 6. Reporting to the Local Government Advisory Board

The Local Government must provide the Local Government Advisory Board with a written report of the review once it has been completed. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board by the **end of March** in the year of an ordinary election. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle.

The report must outline the process and outcome of the review and include the Council's resolutions. The officer's report to the Council forms the basis of this submission to the Board.

Attachment 5 is a checklist of what to provide to the Board.

A copy of appropriate cadastral maps must be included with the report clearly showing current ward boundaries and any proposed changes to boundaries. Electronic copies of maps can be sent to [advisoryboard@dlgc.wa.gov.au](mailto:advisoryboard@dlgc.wa.gov.au). These are required by Landgate to assist in the preparation of technical descriptions for the proposed new ward boundaries and Governor's Orders.



On receipt of a proposal, the Board will consider the reports submitted by local governments and assesses them against the requirements in the Act.

If the Board determines that some part of a review does not meet the requirements of the Act, then the local government may be requested to undertake another review (or part of a review) in order to meet the requirements.

The Board will consider all recommendations for change submitted as part of the review and then make recommendations to the Minister who has the final decision and may accept or reject the Board's recommendations.

## 7. Implementing changes

If the Minister accepts the Board's recommendations, then several other processes follow. Changes to wards and representation are subject to a Governor's order which is published in the *Government Gazette*. The order will include the date the changes will apply which may be the date of Gazettal (representation changes only) or the next ordinary election day, or any resulting extraordinary elections arising from the changes.

Where there are changes to ward boundaries, the order will include a new technical description of the new boundaries, prepared by Landgate at the local government's cost. If a boundary change affects electors, then the WA Electoral Commission prepares new rolls for those affected wards.

## Attachment 1: Example Newspaper Advertisement

---

The following pro forma can be used as a guide for the design of advertisements for giving local public notice of a review.

See Clause 7 of Schedule 2.2 of the *Local Government Act 1995* for the requirements of advertising a review.

### **Shire of Bottlebrush**

#### **Review of Wards and Representation**

The Shire of Bottlebrush is conducting a review of its wards and representation and invites public participation in the review.

Ward boundaries and the number of offices of councillor for each ward will be reviewed against the following factors:

- Community of interest
- Physical and topographic features
- Demographic trends
- Economic factors
- Ratio of councillors to electors in the various wards.

(\*\*An information sheet/discussion paper is available outlining the current situation and several alternative ward structures.)

Public submissions are invited and must be submitted to the Shire of Bottlebrush at:

3 Read Road, BOTTLEBRUSH WA

Fax: (08) [Insert fax number]

Email: Bottlebrush@[insert address]

By [a date not less than 6 weeks after the notice is first given]

For further information (and a copy of the information sheet/ discussion paper) please contact Ms Kylie Jones at the Shire of Bottlebrush on [insert phone number]

\*\*It is recommended that local governments provide an information sheet outlining the current ward structure (including a map) or a discussion paper that includes the current situation and provides several alternatives that might be considered (including, for example, a no ward structure).

## Attachment 2: Example Discussion Paper

The following example can be used as a guide for a discussion paper to inform the community and to stimulate discussion about ward boundaries and representation.

# Shire of Bottlebrush Review of Wards and Representation Discussion Paper

## Background

The Shire of Bottlebrush has resolved to undertake a review of its ward system to comply with the requirements of the *Local Government Act 1995* (the Act).

Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The last review of wards in the Shire of Bottlebrush was undertaken in [Insert date] and it is now appropriate to carry out another review.

## Current situation

Currently the Shire of Bottlebrush has twelve (12) councillors elected from four (4) wards as follows:

Table: Shire of Bottlebrush elector to councillor ratios - current situation

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
West	675	3	1:225	21.33%
Central	513	3	1:171	40.21%
East	450	3	1:150	47.55%
South	1,800	3	1:600	-109.80%
<b>Total</b>	<b>3,438</b>	<b>12</b>	<b>1:286</b>	Not Applicable

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward.

It can be seen that there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over represented and the South Ward being under represented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

A map showing the ward boundaries is attached.

## **Review process**

The review process involves a number of steps:

- The council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- If a change is proposed, the Board submits a recommendation to the Minister for Local Government (the Minister).

Any changes approved by the Minister where possible will be in place for the next ordinary election where possible.

## **Factors to be considered**

When considering changes to wards and representation, Schedule 2.2 of the Act specifies factors that must be taken into account by a local government as part of the review process:

1. Community of interest;
2. Physical and topographic features;
3. Demographic trends;
4. Economic factors; and
5. Ratio of Councillors to Electors in the various wards. The Board offers the following interpretation of these factors.

### **1. Community of interest**

The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.

Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

### **2. Physical and topographic features**

These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man made features such as railway lines and freeways.

### **3. Demographic trends**

Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

### **4. Economic factors**

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

### **5. Ratio of Councillors to Electors in the various wards**

It is expected that each local government will have similar ratios of electors to councillors across the wards of its district.

## Options to consider

The Council will consider the following options and members of the community may suggest others:

- Option 1 -** Maintain the current ward system
- Option 2 -** Create three wards (West, East and South) using the areas of economic activity as the boundaries
- Option 3 -** Create four wards (West, North, East, South West) using the main roads as the boundaries
- Option 4 -** Create five wards (Maintownone, Maintowntwo, West, East, South) using the town boundaries and main roads as boundaries
- Option 5 -** No wards

The attached maps indicate the options.

Also under consideration will be the number of councillors for each ward and the district. For example, it may be that fewer councillors will provide good representation and may result in financial savings and more effective and efficient decision making.

The names of the wards will also be considered. For example, rather than west, north, east, etc., it may be preferable to use the names of localities, or the names of pioneering families in the district.

## Public submissions

Members of the community are invited to make a written submission about any aspect of ward boundaries and representation and lodge it at:

Shire of Bottlebrush  
3 Read Road  
BOTTLEBRUSH WA

Fax: [Insert fax number]

Submissions will also be accepted by email: Bottlebrush@ [Insert address]

All submissions must be received by 5pm on [Insert date]

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Bottlebrush.

Councillor [Insert name]  
PRESIDENT

[Insert name]  
CHIEF EXECUTIVE OFFICER

## Attachment 3: Example Assessment of Options

---

A range of options will need to be developed as part of the review. It is essential that Council consider each option against the prescribed factors (community of interest, etc.). This will enable the Council to determine objectively which option best reflects the characteristics of the local government.

The following example is based on a hypothetical local government. In addition to the current situation, several options have been developed for three wards, four wards, five wards and no wards. Each option also includes several alternative representation scenarios.

Cadastral maps indicating the different options are to be included in the assessment.

In this example the three ward option proves to be the best one for this local government.

## Features of the District

### Community of interest

Maintownone and Maintowntwo are the service and commercial centres of the district and the residents use both towns. Maintownone has a district high school, a hall, and football, cricket, netball and tennis facilities. Maintowntwo has a primary school and a recreation centre used for squash, basketball and volleyball. There is a general store at Quickgrow site.

Outside the towns there are communities of interest of broad acre farmers, pastoralists and those involved in the mining activities.

### Physical and topographic features

The local government has three arterial roads:

- Main Road that bisects the district;
- Beach Road that runs from the south west corner to main road; and
- Bay Road that runs from main road to the north east corner of the Shire.

A river bisects the district from north to south.

### Demographic trends

The population of Maintownone is declining and is increasing slowly in Maintowntwo. The southern part of the district is experiencing a growth in population.



## Economic factors

An intensive agricultural activity has emerged in the southern area of the district. There has been a reduction in pastoral activity with broad acre wheat farming replacing it.

Whilst the area of wheat farming has increased, the number of farms has reduced considerably, with many of the properties being bought up by several agricultural corporations. The local government is planning to release 10 light industrial lots on the outskirts of Maintowntwo in two years time.

## Ratio of councillors to electors

The current situation is as follows:

Table: Shire of Bottlebrush councillor to elector ratios – current situation

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
West	3	675	1:225	21.33%
Central	3	513	1:171	40.21%
East	3	450	1:150	47.55%
South	3	1,800	1:600	-109.80%
<b>Total</b>	<b>12</b>	<b>3,438</b>	<b>1:286</b>	Not applicable

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward. It can be seen that there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over represented and the South Ward being under represented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

## Option 1 – Maintain current ward boundaries

The following is an assessment of the current situation against the factors.

### Community of interest

Ward boundaries do not reflect town or rural interests or current economic activities.

### Physical and topographic features

Ward boundaries do not reflect physical or topographic features.

### Demographic trends

Ward boundaries do not reflect demographic trends.

### Economic factors

Ward boundaries do not reflect economic activities.

### Ratio of councillors to electors

The current situation is as follows:

Table: Shire of Bottlebrush councillor elector ratios – Option 1 – maintain the status quo

Ward	Number of Councillors	Number of Electors	Councillor: Elector Ratio	% Ratio Deviation
West	3	675	1:225	21.33%
Central	3	513	1:171	40.21%
East	3	450	1:150	47.55%
South	3	1,800	1:600	-109.80%
<b>Total</b>	<b>12</b>	<b>3,438</b>	<b>1:286</b>	Not applicable

There is a significant imbalance in representation across the local government with the West, Central and East Wards being over represented and the South Ward being under represented.

There is an opportunity to examine reducing the number of councillors to 11, 10 or 9, and still maintain adequate representation. It is expected that reducing the number of councillors would produce financial savings and would lead to more effective and efficient decision making.

A comparison can be made as follows:

Table: Twelve and eleven member council comparison showing elector ratios and ratio deviations

Ward	Number of Electors	Ten Member Council			Nine Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
West	675	3	1:225	21.33%	3	1:225	27.88%
Central	513	3	1:171	40.21%	3	1:171	45.19%
East	450	3	1:150	47.55%	2	1:225	27.88%
South	1,800	3	1:600	-109.80%	3	1:600	-92.31%
<b>Total</b>	<b>3,438</b>	<b>12</b>	<b>1:286</b>	Not applicable	<b>11</b>	<b>1:312</b>	Not applicable

Table: Ten and nine member council comparison showing elector ratios and ratio deviations

Ward	Number of Electors	Ten Member Council			Nine Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
West	675	3	1:225	34.59%	2	1:337	11.78%
Central	513	2	1:256	25.58%	2	1:256	32.98%
East	450	2	1:225	34.59%	2	1:225	41.10%
South	1,800	3	1:600	-74.42%	3	1:600	-65.74%
<b>Total</b>	<b>3,438</b>	<b>10</b>	<b>344</b>	Not applicable	<b>9</b>	<b>382</b>	Not applicable

From this comparison it can be seen that reducing the number of councillors without changing ward boundaries would improve the councillor: elector ratios when compared with the current situation. However, there is still an unacceptable imbalance in representation across the Shire.

## Option 2 – Create three wards

Create three wards (West, East and South) using the areas of economic activity as the boundaries. The following is an assessment of this option against the factors.

### Community of interest

Maintownone is in the West Ward; Maintowntwo is in the East Ward; and Quickgrowsite is in the South Ward. There is community of interest for those involved in similar kinds of economic activities.

### Physical and topographic features

The boundaries are distinguishable with the West Ward bounded by two main roads and the river; the East Ward

bounded by two main roads; and the South Ward bounded by a main road and the river.

### Demographic trends

The South Ward takes in the major part of the growth area and the other two wards take in the declining areas.

### Economic factors

The boundaries reflect the economic activities of the district.

### Ratio of councillors to electors

This option results in the following:

Table: Shire of Bottlebrush – Option 2 – councillor to elector ratios if three new wards are created with 12 or 11 offices of councillor

Ward	Number of Electors	Twelve Member Council			Eleven Member Council		
		Number of Councillors	Elector Ratios	Ratio Deviation	Number of Councillors	Elector Ratios	Ratio Deviation
West	1,548	5	1:309	-8.04%	5	1:309	0.96%
East	390	1	1:390	-36.36%	1	1:390	-25.00%
South	1,500	6	1:250	12.58%	5	1:300	3.85%
<b>Total</b>	<b>3,438</b>	<b>12</b>	<b>1:286</b>	Not applicable	<b>11</b>	<b>1:312</b>	Not applicable

Table: Shire of Bottlebrush – Option 2 – councillor to elector ratios if three new wards are created with 10 or 9 offices of councillor

Ward	Number of Electors	Ten Member Council			Nine Member Council		
		Number of Councillors	Elector Ratios	Ratio Deviation	Number of Councillors	Elector Ratios	Ratio Deviation
West	1,548	4	1:387	-12.5%	4	1:387	-1.37%
East	390	1	1:390	-13.37%	1	1:390	-2.09%
South	1,500	5	1:300	12.79%	4	1:375	1.83%
<b>Total</b>	<b>3,438</b>	<b>10</b>	<b>1:344</b>	Not applicable	<b>9</b>	<b>1:382</b>	Not applicable

It does not seem feasible for the East Ward to have more than 1 councillor so the councillor/elector ratio will be higher in all scenarios. The 9 councillor option is the best one in that it reflects a balanced representation across the Shire.

## Option 3 – Create four wards

Create four wards (West, North, East, South West) using the main roads as the boundaries. The following is an assessment of this option against the factors.

### Community of interest

Maintownone is in the North Ward; Maintowntwo is in the East Ward; and Quickgrownsite is in the South West Ward. The boundaries do not reflect any communities of interest.

### Physical and topographic features

The boundaries follow the main roads.

### Demographic trends

The South West Ward is the largest ward and is likely to grow. The other wards are likely to continue to decline in population.

### Economic factors

The boundaries do not reflect any areas of economic activity.

### Ratio of councillors to electors

This option results in the following:

Table: Shire of Bottlebrush – Option 3 – councillor to elector ratios if four new wards are created with 12 and 11 offices of councillor

Ward	Number of Electors	Twelve Member Council			Eleven Member Council		
		Number of Councillors	Elector Ratios	Ratio Deviation	Number of Councillors	Elector Ratios	Ratio Deviation
West	430	1	1:430	-50.35%	1	1:430	-37.82%
North	533	2	1:266	6.99%	2	1:266	14.74%
East	390	1	1:390	-36.36%	1	1:390	-25.00%
South West	2,085	8	1:260	9.09%	7	1:298	4.48%
<b>Total</b>	<b>3,438</b>	<b>12</b>	<b>1:286</b>	Not applicable	<b>11</b>	<b>1:312</b>	Not applicable

Table: Shire of Bottlebrush – Option 3 – councillor to elector ratios if four new wards are created with 10 and 9 offices of councillor

Ward	Number of Electors	Ten Member Council			Nine Member Council		
		Number of Councillors	Elector Ratios	Ratio Deviation	Number of Councillors	Elector Ratios	Ratio Deviation
West	430	1	1:430	-25.00%	1	1:430	-12.56%
North	533	2	1:266	22.67%	1	1:533	-39.53%
East	390	1	1:390	-13.37%	1	1:390	-2.09%
South West	2,085	6	1:347	-0.87%	6	1:347	9.16%
<b>Total</b>	<b>3,438</b>	<b>10</b>	<b>1:344</b>	Not applicable	<b>9</b>	<b>1:382</b>	Not applicable

It is not feasible for the West and East Wards to have more than one councillor and so the councillor/elector ratios will be higher for these wards.

None of these options result in balanced representation across the Shire.



## **Option 4 – Create five wards**

Create five wards (Maintownone, Maintowntwo, West, East and South) using the town boundaries and the areas of economic activities as the boundaries. The following is an assessment of this option against the factors.

### **Community of interest**

There are communities of interest for town residents and for those living in the areas of economic activities.

### **Physical and topographic features**

The boundaries follow the town boundaries, main roads and the river.

### **Demographic trends**

The South Ward is likely to be the area of largest growth. Maintownone is declining in population and Maintowntwo is experiencing slow growth.

### **Economic factors**

The boundaries reflect areas of economic activity.

## Ratio of councillors to electors

This option results in the following:

Table: Shire of Bottlebrush – Option 4 – councillor to elector ratios if five new wards are created with 12 and 11 offices of councillor

Ward	Number of Electors	Twelve Member Council			Eleven Member Council		
		Number of Councillors	Elector Ratios	Ratio Deviation	Number of Councillors	Elector Ratios	Ratio Deviation
Maintownone	433	2	1:216	24.47%	1	1:433	-38.78%
Maintowntwo	367	1	1:367	-28.32%	1	367	-17.63%
West	1,115	4	1:279	2.45%	4	1:279	10.58%
East	23	1	1:23	91.96%	1	1:23	92.63%
South	1,500	4	1:375	-31.12%	4	1:375	-20.19%
<b>Total</b>	<b>3,438</b>	<b>12</b>	<b>1:286</b>	Not applicable	<b>11</b>	<b>1:312</b>	Not applicable

Table: Shire of Bottlebrush – Option 4 – councillor to elector ratios if five new wards are created with 10 and 9 offices of councillor

Ward	Number of Electors	Twelve Member Council			Eleven Member Council		
		Number of Councillors	Elector Ratios	Ratio Deviation	Number of Councillors	Elector Ratios	Ratio Deviation
Maintownone	433	1	1:433	-25.87%	1	1:433	-13.35%
Maintowntwo	367	1	1:367	-6.69%	1	1:367	3.92%
West	1,115	3	1:372	-8.14%	3	1:372	2.61%
East	23	1	1:23	93.31%	1	1:23	93.98%
South	1,500	4	1:375	-9.01%	3	1:500	-30.89%
<b>Total</b>	<b>3,438</b>	<b>10</b>	<b>1:344</b>	Not applicable	<b>9</b>	<b>1:382</b>	Not applicable

There is a major problem with this option because the East Ward has insufficient population to make it a viable ward in this situation. Including Maintowntwo in the East Ward would improve the population in the ward but is inconsistent with the assumption behind this option that town and rural areas have their own community of interest and need to be treated differently. This is not a viable option.

## **Option 5 – No wards**

The following is an assessment of the current situation against the factors.

### **Community of interest**

Communities of interest are not reflected by the local government boundary.

### **Physical and topographic features**

The district boundary does not follow any physical or topographic features.

### **Demographic trends**

The growth area is in the south of the Shire and the other areas are declining in population. The district boundary does not reflect these trends.

### **Economic factors**

The district boundary does not reflect the areas of economic activity.

### Ratio of councillors to electors

This option results in the following:

Table: Shire of Bottlebrush – Option 5 – councillor to elector ratios for no wards and 12 and 11 offices of councillor

	Number of Electors	Twelve Member Council			Eleven Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
District	3,438	12	1:286	0.00%	11	1:312	0.00%

Table: Shire of Bottlebrush – Option 5 – councillor to elector ratios for no wards and 10 and 9 offices of councillor

	Number of Electors	Ten Member Council			Nine Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
District	3,438	10	1:344	0.00%	9	1:382	0.00%

This option results in balanced representation across the Shire.

The 9 councillor option would provide the most financial savings and could lead to more effective and efficient decision making.

## Which option is the best one?

An example of an approach to determining which is the best one for the district involves rating each of the factors in each of the options and uses a simple 'yes' or 'no' assessment.

Table: Matrix comparing all options

Option	Community of interest	Physical and topographic features	Demographic trends	Economic factors	Ratio C:E
<b>Option 1</b> – Current situation	No	No	No	No	No
<b>Option 2</b> – Three Wards	Yes	Yes	Yes	Yes	Yes
<b>Option 3</b> – Four Wards	No	Yes	Yes	No	No
<b>Option 4</b> – Five Wards	Not a viable option	Not a viable option	Not a viable option	Not a viable option	Not a viable option
<b>Option 5</b> – No Wards	No	No	No	No	Yes

The best option will be chosen from option 2 or 5 as they are the only options that provide balanced representation across the Shire.

From this assessment, Option 2 (three wards) is the best option since it scores 'yes' in more of the other factors than Option 5 (in this case, for each factor).

A local government may choose to use other approaches to make this assessment.

In this example, the three wards are named after pioneering families of the district. The ward structure would be as follows:

Table: Shire of Bottlebrush – councillor to elector ratios – new ward names

Ward	Number of Electors	Number of Councillors	Councillor: Elector Ratio	% Ratio Deviation
Patterson	1,548	4	1:387	-1.31%
McDowell	390	1	1:390	-2.09%
Brown	1,500	4	1:375	1.83%
<b>Total</b>	<b>3,438</b>	<b>9</b>	<b>1:382</b>	Not applicable

This option results in the Patterson and McDowell Wards being slightly under represented and the Brown Ward being slightly over represented. The Patterson Ward is expected to experience a decline in population. The McDowell Ward may experience an increase in population through the growth of Maintowntwo. The Brown Ward is expected to experience the quickest growth of the three wards.

Another review of wards and representation will be required in four years time to check these predictions about population growth and consider any other relevant factors.

## Recommendations

In accordance with Schedule 2.2 (9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that:

1. An order be made under s 2.2 (1) to abolish the existing ward boundaries and divide the district into three new wards with boundaries as detailed in the map (ref: CEO's report to Council dated 14 February 2003).
2. An order be made under s 2.3 to name the three wards Patterson, McDowell and Brown (as detailed in the map).
3. An order be made under s 2.18 to designate the following number of offices of councillor for each ward: Patterson (4), McDowell (1), Brown (4).
4. The local government to undertake another review of wards and representation in four years time.

Moved

Seconded

**ABSOLUTE MAJORITY REQUIRED**



## Attachment 4: Example Officer's Report

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It is recommended that the following format be used as an outline for an officer's report to Council. It can then be used as the basis for a report to the Local Government Advisory Board.

### **Report Title**

#### **Introduction**

A description of the current situation and information on the number of councillors and electors is included here and an explanation of how the review came about.

The date of the last review is included along with what, if any, changes were made.

#### **The Review Process**

This section includes information about advertising (dates and newspapers) and the community consultation process. It also indicates whether a discussion paper was provided to the community. Copies of the advertisement and any other material circulated to the community (including discussion papers) are to appear as appendices.

#### **Summary of Public Submissions**

This is to include the number and content of the submissions received. If any other initiatives were undertaken to obtain community input, a summary of the views expressed is to be included.

#### **Assessment of the Options**

This section includes an assessment of options and any other matters that are relevant to the review.

Attachment 3 is an example.

## Recommendations

The recommendations are to be consistent with the consideration of public submissions, any other community input and relevant matters. The recommendations should be clear and explain exactly what changes are being suggested.

The reasons for the recommendations need to be identified, either within the resolution or by reference to an officer's report. This includes a recommendation to maintain the current situation.

Attachment 3 provides example recommendations.

## Implementation of Proposed Changes

The local government can indicate to the Board when it prefers the implementation of proposed changes to take place. In most cases this will be at the next ordinary elections day however, there may be some instances where proposed changes to representation (e.g. a reduction in the number of offices of councillor created by a vacancy can take place the day after the date of gazettal) occur as soon as possible.

When offices of councillor are to be redistributed into new wards, or there is a reduction or increase in the number of offices of councillor, the implementation method should give consideration to clauses 1 and 2 of Schedule 4.2 of the *Local Government Act 1995*. As near as practical to half of the total number of councillors are to retire every two years and as near as practical to half of the councillors representing each ward are to retire every two years.

## Appendices

The following are to be appended to the officer's report:

1. A copy of the sections of the Council minutes that record:
  - The decision to undertake a review;
  - Consideration of public submissions and community input received;
  - Assessment of relevant matters; and
  - Final decision of the Council in relation to the review.
2. A copy of the newspaper advertisement as it appeared in the press, including the name of the publication/s and the date/s it was published.
3. A copy of the discussion or information paper, if one was produced and any other materials circulated to the community.

## Attachment 5: Checklist

It is suggested that the following checklist be used when submitting a ward review report to the Board to ensure that all the legislative requirements are met.

### Local Governments with a Ward System Checklist

Item	Included
1. Ward Review Report	<input type="checkbox"/>
2. Copy of Council Minutes recording the decision to undertake a review of wards and representation.	<input type="checkbox"/>
3. Copy of Council Minutes recording the consideration of public submissions received.	<input type="checkbox"/>
4. Copy of Council Minutes recording the assessment of options against the prescribed matters.	<input type="checkbox"/>
5. Copy of Council Minutes recording the final decision of Council (absolute majority required).	<input type="checkbox"/>
6. Copy of the newspaper advertisement as it appeared in the press.	<input type="checkbox"/>
7. Copy of the discussion or information paper and any other materials circulated to the community.	<input type="checkbox"/>
8. Copy of the officer's report to Council.	<input type="checkbox"/>
9. A set of cadastral maps clearly showing the current ward boundaries and any proposed changes. Ward boundaries need to follow cadastral boundaries. (Electronic copies of the maps can be sent to <a href="mailto:advisoryboard@dlgc.wa.gov.au">advisoryboard@dlgc.wa.gov.au</a> )	<input type="checkbox"/>

# How to Conduct a Review:

## Local Governments **without** Wards

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### 1. What you have to do

A local government without wards is not required to carry out regular reviews under the provisions of Schedule 2.2 of the *Local Government Act 1995* (the Act).

However, a local government without wards can undertake an assessment of the number of elected members and the no wards system to explore whether change is desirable. This section of the guide outlines a suggested process.

A local government without wards may be required to carry out a review if it has received a valid submission from 250 or 10% of the total number of affected electors who petition for a change to the representation system. A full review in accordance with Schedule 2.2 of the Act would be required in this instance.

### 2. How to start

The Council must resolve to undertake a review of its representation.

Once resolved by Council and before conducting the review, a local government is to give local public notice that a review is to be carried out. The purpose of the public notice is to inform the community that the Council intends to conduct a review – it should not try and “sell” a particular option.

The notice must also advise that submissions may be made to the local government six weeks from the date of the first notice (not including the day of the notice). The closing date for submissions should not be a weekend or public holiday.

Attachment 6 is an example of a newspaper advertisement.

It is useful to develop a diverse range of alternatives to the current situation so that all options can be considered. While the Council may have a preferred position the public notice must not limit the possible responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public and/or ward meetings, media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households.

A discussion or information paper can be prepared to outline the various options and the availability of this discussion paper can be included in the public notice.

Attachment 7 is an example of a discussion paper.

### 3. What to consider

The local government must consider all submissions it receives and record them in the minutes of its meeting along with any other community input received from other initiatives (public meetings, etc.).

The Council is not required to consider any other factors though it may choose to evaluate for example, the advantages and disadvantages of a reduction in the number of elected members, and the advantages and disadvantages of a no ward system.

Attachment 8 is an example of an assessment of options.

### 4. Reaching a decision

It needs to be evident following the consideration of submissions, any other community input and the assessment of any other matters why a particular option has been chosen as the best one for the district.

If the Council proposes to maintain the status quo then reasons for this **must** be included in the resolution.

If the Council decides to make a change, then the resolution of the Council must propose the making of orders under various sections of the Act.

Attachment 8 gives examples of recommendations.

In some cases a local government determines that no change is required at the current time and identifies that other factors within the community may impact on future representation (for example, housing development, declining populations, new industries, closure of mining operations, extension of freeways and railway networks). It would be appropriate for a local government to resolve to undertake another review of its system of representation at a specified future time.

### 5. The impact of change

Once a decision is made the local government may consider the impact of implementing any change at the next ordinary elections. The Board has developed a policy that outlines how various changes impact on the offices of councillor and how change can be implemented.

A copy of this policy is included in this package (see page 45).

## 6. Reporting to the Local Government Advisory Board

The local government must provide the Local Government Advisory Board with a written report of the assessment once it has been completed. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board no later than the **end of March** in the year of an ordinary election. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle.

The report must outline the process and outcome of the review and include any recommendations for change. The officer's report to the Council forms the basis of this report.

Should the review result in a council recommendation to reinstate a ward structure, a copy of an appropriate cadastral map clearly showing the proposed new ward boundaries must be included with the report. Electronic copies of maps can be sent to [advisory.board@dlgc.wa.gov.au](mailto:advisory.board@dlgc.wa.gov.au). These are required by Landgate to assist in the preparation of technical descriptions for the proposed new ward boundaries.

Attachment 9 is an example officer's report and Attachment 10 provides a checklist of what to provide to the Board.

The Board considers all reports submitted by local governments and assesses them against the requirements of the Act. If the Board determines that the assessment (or part of) does not meet the requirements of the Act, then the local government may be requested to undertake another assessment that does meet the requirements.

The Board will consider all recommendations for change submitted as part of the review. The Board will then make recommendations to the Minister for Local Government (the Minister) who may accept or reject the Board's recommendations.

## 7. Implementing changes

If the Minister accepts the Board's recommendations, there may be some time before the changes can be implemented. Changes to wards and representation are subject to a Governor's order which is then published in the Government Gazette. The order will include the date of implementation of changes which may be the date of Gazettal (changes to representation only) or the next ordinary elections day.

## Attachment 6: Example Newspaper Advertisement

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The following pro forma can be used as a guide for the design of advertisements for giving local public notice of a review.

See Clause 7 of Schedule 2.2 of the *Local Government Act 1995* for the requirements of advertising a review.

### **Shire of Bottlebrush**

#### **Review of System of Representation**

The Shire of Bottlebrush is conducting a review of its system of representation and invites public participation in the review.

The number of elected members and the no ward structure will be assessed though this does not limit the matters that members of the community can raise in relation to the system of representation in the Shire.

This assessment will take into account the views of the community and outline any other matters that may be considered.

(\*\*An information sheet/discussion paper is available outlining the current situation.)

Public submissions are invited and must be submitted to the Shire of Bottlebrush at:

3 Read Road, BOTTLEBRUSH WA

Fax: (08) [Insert fax number]

Email: Bottlebrush@[insert address]

By [a date not less than 6 weeks after the notice is first given]

For further information (and a copy of the information sheet/ discussion paper) please contact Ms Kylie Jones at the Shire of Bottlebrush on [insert phone number]

\*\* It is recommended that local governments provide an information sheet outlining the current situation or a discussion paper that includes the current situation and provides several alternatives that might be considered.

## Attachment 7: Example Discussion Paper

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The following example can be used as a guide for a discussion paper to inform the community and to stimulate discussion about representation.

# Shire of Bottlebrush Review of Representation Discussion Paper

## Background

The Shire of Bottlebrush has resolved to undertake a review of its system of representation. The purpose of the review is to assess whether twelve (12) councillors and a no wards structure is still appropriate for the current situation at the Shire.

The last review of representation in the Shire of Bottlebrush was undertaken in *[Insert date]* and it is now appropriate to carry out another review.

## Current situation

Currently the Shire of Bottlebrush has twelve (12) councillors and 3438 electors with a councillor/elector ratio of 1 councillor to each 286 electors.

## Review process

The review process involves a number of steps:

- The Council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- (If a change is proposed) The Board submits a recommendation to the Minister for Local Government (the Minister).

Any changes approved by the Minister will be in place for the next ordinary election where possible.



## **Factors to be considered**

Several factors will be taken into account as part of the review process and will include:

- The advantages and disadvantages of no wards;
- The advantages and disadvantages of reducing the number of councillors;
- The implications of any change to the councillor/elector ratio;
- The cost of elected members;
- The effectiveness and efficiency of Council meetings;
- The advantages and disadvantages of a ward structure.

## **Options to consider**

The Council will consider the following options and members of the community may suggest others:

- Option 1 -** Maintain the current system of representation with 12 councillors and no wards.
- Option 2 -** Reduce the number of councillors to 10.
- Option 3 -** Reduce the number of councillors to 9.
- Option 4 -** Create a three ward structure with 9 councillors. A map showing proposed wards is attached.

## Public submissions

Members of the community are invited to make a written submission about any aspect of this review and can lodge it at:

Shire of Bottlebrush  
3 Read Road  
BOTTLEBRUSH WA

Fax: [Insert fax number]

Submissions will also be accepted by email: Bottlebrush@[Insert address]

All submissions must be received by 5pm on [Insert date].

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Bottlebrush.

Councillor [Insert name]  
PRESIDENT

[Insert name]  
CHIEF EXECUTIVE OFFICER

## Attachment 8: Example Assessment of Options

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A range of options will need to be developed as part of the review. The discussion paper outlines four options for a hypothetical local government.

The Act does not specify any criteria to be considered when a local government with no wards undertakes a review of its system of representation. It is for the local government to decide which criteria it applies as part of its assessment.

The following example details a range of matters that a local government might consider in this process. These are suggestions only, they are not prescriptive nor are they exhaustive.

## Background Information

### Elected Members

The preferred number of elected members for a local government is a matter for the local government. There is a diverse range of councillor/elector ratios across Western Australia reflecting sparsely populated remote areas and the highly populated urban areas. The size and structure of a local government will impact on the deliberations involved in determining the number of elected members needed to service the local government.

The **advantages** of a reduction in the number of elected members may include the following:

- The decision making process may be more effective and efficient if the number of elected members is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
- The cost of maintaining elected members is likely to be reduced (an estimate of the cost of reduction would be helpful).
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.

- A reduction in the number of elected members may result in an increased commitment and interest and participation in Council's affairs by elected members generally.
- Fewer elected members are more readily identifiable to the community.
- Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
- There is a State wide trend in reductions in the number of elected members and many local governments have found that fewer elected members has improved their decision making process.

The **disadvantages** of a reduction in the number of elected members may include the following:

- A smaller number of elected members may result in an increased workload for incumbent members and may reduce efficiency and effectiveness.
- There is the potential for dominance in the Council by a particular interest group.
- A reduction in the number of elected members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members for the community to contact.

### **No Ward System**

The **advantages** of a no ward system may include:

- Elected members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result broadening the views beyond the immediate concerns of those in a ward.
- The smaller town sites and rural areas have the whole Council working for them.
- Members of the community who want to approach an elected member can speak to any elected member.
- Social networks and communities of interest are often spread across a local government and elected members can have an overview of these.
- Elected members can use their specialty skills and knowledge for the benefit of the whole local government.
- There is balanced representation with each elected member representing the whole community.
- The election process is much simpler for the community to understand and for the Council to administer.

The **disadvantages** of a no ward system may include:

- Electors may feel that they are not adequately represented if they don't have an affinity with any of the elected members.
- Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area.
- There is potential for an interest group to dominate the Council.
- Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues.
- It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

### **Ward System**

Many local governments have a ward system and find that it works well for them.

The **advantages** of a ward system may include:

- Different sectors of the community can be represented ensuring a good spread of representation and interests amongst elected members.
- There is more opportunity for elected members to have a greater knowledge and interest in the issues in the ward.
- It may be easier for a candidate to be elected if they only need to canvass one ward.

The **disadvantages** of a ward system may include:

- Elected members can become too focused on their wards and less focused on the affairs of other wards and the whole local government.
- An unhealthy competition for resources can develop where electors in each ward come to expect the services and facilities provided in other wards, whether they are appropriate or not.
- The community and elected members may regard the local government in terms of wards rather than as a whole community.
- Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community.
- Balanced representation across the local government may be difficult to achieve, particularly if a local government has highly populated urban areas and sparsely populated rural areas.

## **Discussion of Options**

It is helpful to discuss the advantages and disadvantages outlined for each option. If a new ward system is one of the options then a map showing the proposed ward boundaries is essential.

### **Which option is the best one?**

The consideration of public submissions, any other community input and the discussion of options will, in most cases provide sufficient information for the Council to determine which option is the best one.

Local governments without wards are not required to carry out reviews on a regular basis so an assessment of the system of representation can be undertaken at any time. At the conclusion of the review it may be useful to propose the time for the next one.

## Recommendations

The following are examples of recommendations that may be considered if the local government proposes change to the system of representation.

**The Shire of Bottlebrush recommends to the Local Government Advisory Board that an order be made under s 2.18 (3) of the *Local Government Act 1995* to reduce the number of offices of councillor on the Council from eleven (11) to nine (9).**

**Moved**

**Seconded**

**ABSOLUTE MAJORITY REQUIRED**

**The Shire of Bottlebrush recommends to the Local Government Advisory Board that:**

- 1. An order be made under s 2.2 (1) to divide the district into three wards with boundaries as detailed in the attached map.**
- 2. An order be made under s 2.3 (2) to name the three wards Patterson, McDowell and Brown (as detailed in the map).**
- 3. An order be made under s 2.18 (3) to designate the following number of offices of councillor for each ward: Patterson (3), McDowell (3), Brown (3).**

**Moved**

**Seconded**

**ABSOLUTE MAJORITY REQUIRED**

## Attachment 9: Example Officer's Report

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It is recommended that the following format be used as an outline for an officer's report to Council. It can then be used as the basis for a report to the Local Government Advisory Board.

### **Report Title**

#### **Introduction**

A description of the current situation and information on the number of councillors and electors is included here and an explanation of how the review came about.

The date of the last review is included along with what, if any, changes were made.

#### **The Review Process**

This section includes information about advertising (dates and newspapers) and the community consultation process. It also indicates whether a discussion paper was provided to the community. Copies of the advertisement and any other material circulated to the community (including discussion papers) are to appear as appendices.

#### **Summary of Public Submissions**

This is to include the number and content of the submissions received. If any other initiatives were undertaken to obtain community input, a summary of the views expressed is to be included.

#### **Assessment of the Options**

This section includes an assessment of options and any other matters that are relevant to the review.

Attachment 8 is an example.



## Recommendations

The recommendations are to be consistent with the consideration of public submissions, any other community input and relevant matters. The recommendations should be clear and explain exactly what changes are being suggested.

The reasons for the recommendations need to be identified, either within the resolution or by reference to an officer's report. This includes a recommendation to maintain the current situation.

Attachment 8 provides example recommendations.

## Implementation of Proposed Changes

The local government can indicate to the Board when it prefers the implementation of proposed changes to take place. In most cases this will be at the next ordinary elections day however, there may be some instances where proposed changes are requested as soon as possible.

When offices of councillor are to be redistributed into new wards, or there is a reduction or increase in the number of offices of councillor, the implementation method should give consideration to clauses 1 and 2 of Schedule 4.2 of the *Local Government Act 1995* (the Act). As near as practical to half of the total number of councillors are to retire every two years and as near as practical to half of the councillors representing each ward are to retire every two years.

## Appendices

The following are to be appended to the officer's report:

1. A copy of the sections of the Council minutes that record:
  - The decision to undertake a review;
  - Consideration of public submissions and community input received;
  - Assessment of relevant matters; and
  - Final decision of the Council in relation to the review.
2. A copy of the newspaper advertisement as it appeared in the press, the name of the publication/s and the date/s it was published.
3. A copy of the discussion or information paper, if one was produced and any other materials circulated to the community.

## Attachment 10: Checklist

It is suggested that the following checklist be used when submitting a ward review report to the Board to ensure that all the legislative requirements are met.

### Local Governments without Wards Checklist

Item	Included
1. Ward Review Report	<input type="checkbox"/>
2. Copy of Council Minutes recording the decision to undertake an assessment of structure of representation.	<input type="checkbox"/>
3. Copy of Council Minutes recording the consideration of public submissions and any other community input received.	<input type="checkbox"/>
4. Copy of Council Minutes recording the assessment of relevant matters.	<input type="checkbox"/>
5. Copy of Council Minutes recording the final decision of Council.	<input type="checkbox"/>
6. Copy of the newspaper advertisement as it appeared in the press.	<input type="checkbox"/>
7. Copy of the discussion or information paper and any other materials circulated to the community.	<input type="checkbox"/>
8. Copy of the officer's report to Council.	<input type="checkbox"/>
9. If it is resolved to reinstate a ward structure a set of a cadastral map clearly showing the proposed new ward boundaries is required. Ward boundaries need to follow cadastral boundaries. (Electronic copies of the maps can be sent to <a href="mailto:advisoryboard@dlgc.wa.gov.au">advisoryboard@dlgc.wa.gov.au</a> )	<input type="checkbox"/>

# The Impact of Ward and Representation Changes on Councillor Terms and Representation

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The following information details the Local Government Advisory Board's policy regarding the implementation of ward and representation changes.

## 1. All wards are abolished

It is not necessary for all offices of councillor to be declared vacant to implement a change from a ward system to no wards.

If a local government does not wish to declare all offices of councillor vacant, then this must be communicated in a submission to the Board. If the request is supported, at the next ordinary elections councillors complete their terms as normal and nominations are called to fill these vacancies. The remaining councillors who still have two years in office represent the electors of the whole district.

### Example 1

A local government with four wards and nine councillors decides to abolish its wards but does not want to declare all offices of councillor vacant. This is supported and at the next ordinary elections, five councillors complete their terms leaving four councillors who still have two years in office. Elections are held for the five vacant positions and the four remaining councillors represent the whole district.

In a submission to the Board a local government may request that all offices of councillor be declared vacant. If the request is supported then councillors conclude their terms at the next ordinary elections and elections are held for all vacant positions.

### Example 2

A local government with four wards and nine councillors decides to abolish its wards and declare all offices of councillor vacant. This is supported and at the next ordinary elections all councillors conclude their terms. Elections are held for the nine vacant positions.

## 2. New wards are created

It is not necessary for all offices of councillor to be declared vacant to implement the creation of a ward system where there were no wards.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors would be allocated to the new wards and elections are held for all vacant positions.

### Example 3

A local government with no wards and nine councillors decides to create a three ward system (Patterson Ward, Brown Ward and McDowell Ward) with three councillors in each ward.

At the next ordinary elections four councillors are due to complete their terms leaving five who still have two years in office. The local government advertises that it intends to make a submission to the Board recommending the allocation of the remaining five councillors to the three wards with one in Patterson Ward, two in the Brown Ward and two in the McDowell Ward based on where the councillors currently reside. Public submissions are invited.

After consideration of submissions the allocations are recommended to the Board. This is supported, councillors are allocated to the new wards and elections are held for two vacancies in the Patterson Ward, one vacancy in the Brown Ward and one vacancy in the McDowell Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement new wards. If the request is supported then all councillors conclude their terms at the next ordinary elections and elections are held for all vacant positions in the new wards.

### Example 4

A local government with no wards and nine councillors decides to create a three ward system (Patterson Ward, Brown Ward and McDowell Ward) with three councillors in each ward. The local government's submission to declare all offices of councillor vacant is supported. At the next ordinary elections all councillors conclude their terms and elections are held for the nine vacant positions in the new wards.

### 3. All wards are abolished and new wards created

It is not necessary for all offices of councillor to be declared vacant where all wards are abolished and a new ward system created.

If a local government does not wish to declare all offices of councillors vacant, then this must be communicated in a submission to the Board. The local government can recommend the allocation of councillors who still have two years in office to the new wards. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the local government request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors would be allocated to the new wards and elections are held for all vacant positions.

#### Example 5

A local government with five wards and ten councillors decides to create a new ward structure with two wards (Patterson Ward and McDowell Ward) and four councillors in each ward.

At the next ordinary elections five councillors are due to retire leaving five who still have two years in office. The local government advertises that it intends to make a submission to the Board recommending the allocation of the remaining five councillors to the new wards with three in the Patterson Ward and two in the McDowell Ward based on where the councillors currently reside. Public submissions are invited.

After consideration of submissions the allocations are recommended to the Board. This is supported, councillors are allocated to the new wards and elections are held for one vacancy in the Patterson Ward and two vacancies in the Brown Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement new wards. If this request is supported then all councillors conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

#### Example 6

A local government with five wards and ten councillors decides to create a new ward structure with two wards (Patterson Ward and McDowell Ward) and four councillors in each ward. The local government's submission to declare all offices of councillor vacant is supported. At the next ordinary elections all councillors conclude their terms and elections are held for the eight vacant positions in the new wards.

## 4. Ward boundaries are amended

It is not necessary for offices of councillor to be declared vacant to implement amendments to ward boundaries.

A local government does not have to declare all offices of councillors vacant when ward boundaries are amended. The local government can recommend the allocation of councillors who still have two years in office to the new wards if necessary. The Board requires evidence that the local government has consulted with the continuing councillors and the community about the proposed allocation of councillors to new wards.

If the local government request is supported, at the next ordinary elections councillors complete their terms as normal. Continuing councillors may be allocated to the new wards and elections are held for all vacant positions.

### Example 7

A local government with four wards and two councillors in each ward abolishes one ward (Ritchie Ward) and amends the boundaries of the other three wards (Patterson Ward with three councillors; Brown Ward with three councillors and McDowell Ward with two councillors).

At the next ordinary elections four councillors complete their terms leaving four who still have two years in office. Three of these councillors continue to reside in the wards from which they were elected however one councillor, Cr Keen was elected from the Ritchie Ward that no longer exists. The local government advertises that it intends to make a submission to the Board recommending the allocation of Cr Keen to the Brown Ward. Although Cr Keen now resides in the Patterson Ward most of her former constituents live in the Brown Ward. Public submissions are invited.

After consideration of submissions the allocation of Cr Keen to the Brown Ward is recommended to the Board. This is supported, Cr Keen is allocated to the Brown Ward and elections are held for two vacancies in the Patterson Ward, one vacancy in the Brown Ward and one vacancy in the McDowell Ward.

In a submission to the Board a local government can request that offices of councillor are declared vacant to implement the abolition of one ward and the amendment of ward boundaries. If this request is supported then councillor/s conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

### Example 8

A local government with four wards and two councillors in each ward abolishes one ward (Ritchie Ward) and amends the boundaries of the other three wards (Patterson Ward with three councillors; Brown Ward with three councillors and McDowell Ward with two councillors).

At the next ordinary elections four councillors complete their terms leaving four who still have two years in office. Three of these councillors continue to reside in the wards from which they were elected however one councillor, Cr Green was elected from the Ritchie Ward that no longer exists. Although Cr Green now resides in the Patterson Ward most of her former constituents live in the Brown Ward.

The local government's submission that Cr Green concludes her term at the next election to give opportunity for her to nominate for the Brown Ward is supported. At the next ordinary elections the four councillors completing their terms retire and Cr Green concludes her term. Elections are held for two vacancies in the Patterson Ward, two vacancies in the Brown Ward and two vacancies in the McDowell Ward.

In a submission to the Board a local government can request that all offices of councillor are declared vacant to implement amendments to ward boundaries. If this request is supported then all councillors conclude their terms at the next ordinary elections. Elections are held for all vacant positions in the new wards.

#### **Example 9**

A local government with four wards and two councillors in each ward decides to amend the boundaries of all wards and declare all offices of councillor vacant. The local government's submission is supported and at the next ordinary elections all councillors conclude their terms and elections are held for the eight vacant positions in the new wards.

## **5. Number of councillors reduced**

In most instances, a reduction to the number of councillors can be implemented by reducing the number of vacancies at the next ordinary election.

There are some exceptions to this and the Board may declare offices of councillor vacant in the following circumstances:

- Where the number of councillors in a ward is reduced and the retiring councillor/s indicates that they wish to renominate for that ward but there is no vacancy.

#### **Example 10**

A local government decides to reduce the number of councillors in a ward from two to one. Currently Cr Paterson will complete her term at the next election and Cr McDowell will continue for a further two years. If Cr Paterson indicates that she wishes to renominate for a position in the ward, then Cr McDowell would be required to conclude his term at the next election. This creates one vacancy and provides the opportunity for Cr Paterson, Cr McDowell and any other candidates to nominate for the ward.

- Where the number of councillors in a ward or district is reduced and the number of councillors remaining after the next ordinary election would be greater than the number of positions available.

### **Example 11**

A local government decides to reduce the number of councillors in a ward from three to one. At the next ordinary election only one councillor in that ward is due to complete his term leaving two councillors but only one position. All three councillors are therefore required to conclude their terms and an election is held for the one vacancy.

In circumstances where a council has a vacancy occur due to a death or retirement of a councillor an application can be made to the Electoral Commissioner to allow the vacancy to remain unfilled in accordance with section 4.17 of the Act. The local government can then recommend to the Board that its number of offices of councillor is reduced as a minor matter in accordance with clause 5 of Schedule 2.2 of the Act. Should this proposal be approved, the reduction can be implemented the day after the date of gazettal.

## **6. Other Situations**

In a submission to the Board a local government may request that offices of councillor are declared vacant whether or not it is necessary under this policy. In some situations the Council may believe that it is fairer for all elected members to be affected by changes to ward boundaries and representation rather than a minority being directly affected.

A local government may also request that no offices of councillor are declared vacant to implement a change and can recommend the allocation of councillor/s to ward/s. The Board requires evidence that the local government has consulted with continuing councillors and the community about the proposed allocation of councillors to new wards.

The Board may declare offices of councillor vacant or may allocate councillor/s to ward/s where a local government does not make a submission with its request or if the Board determines that community consultation about the proposed allocation of councillors to wards is inadequate.



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# Statement of Comprehensive Income by Nature for Economic Services Summary

	NOTE	2016/2017 Budget \$
<b>REVENUE</b>		
Rates	8	0
Operating Grants, Subsidies and Contributions		80,000
Fees and Charges	11	54,900
Service Charges	10	0
Interest Earnings	2(a)	0
Other Revenue		26,601
		<u>161,501</u>
<b>EXPENSES</b>		
Employee Costs		(173,474)
Materials and Contracts		(529,635)
Utility Charges		(41,200)
Depreciation	2(a)	(78,398)
Interest Expenses	2(a)	0
Insurance Expenses		0
Other Expenditure		0
		<u>(822,707)</u>
		(661,206)
Non-Operating Grants, Subsidies and Contributions		0
Allocation from other Functions		(635,792)
Profit on Asset Disposals	4	0
Loss on Asset Disposals	4	0
<b>NET RESULT</b>		<b>(1,296,997)</b>
<b>Other Comprehensive Income</b>		
Changes on Revaluation of non-current assets		<u>0</u>
<b>Total Other Comprehensive Income</b>		<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>		<b><u>(1,296,997)</u></b>

Statement of Comprehensive Income by Subprogram by Nature for  
Economic Services

NOTE	131		132		133		134		135		136		137		138	
	Rural Services		Tourism & Area		Building Control		Tjunjtuntjarra		Plant Nursery		Other Economic		CRC		Caravan Park	
	2016/2017	Budget	2016/2017	Budget	2016/2017	Budget	2016/2017	Budget	2016/2017	Budget	2016/2017	Budget	2016/2017	Budget	2016/2017	Budget
	\$		\$		\$		\$		\$		\$		\$		\$	
REVENUE																
Rates		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
Operating Grants, Subsidies and Contributions		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
Fees and Charges		(0)		(0)		1,500		(0)		(0)		(0)		80,000		(0)
Service Charges		(0)		(0)		(0)		(0)		(0)		(0)		900		(0)
Interest Earnings		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
Other Revenue		(0)		26,383		(0)		(0)		(0)		(0)		(0)		218
		(0)		26,383		1,500		(0)		(0)		900		80,218		52,500
EXPENSES																
Employee Costs		(0)		(53,690)		(0)		(0)		(0)		(0)		(0)		(38,910)
Materials and Contracts		(5,000)		(297,936)		(11,613)		(119,500)		(5,000)		(0)		(80,874)		(12,900)
Utility Charges		(0)		(200)		(0)		(0)		(0)		(0)		(6,000)		(35,000)
Depreciation		(0)		(78,398)		(0)		(0)		(0)		(0)		(0)		(0)
Interest Expenses		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
Insurance Expenses		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
Other Expenditure		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
		(5,000)		(430,223)		(11,613)		(119,500)		(5,000)		(0)		(164,561)		(86,810)
		(5,000)		(403,840)		(10,113)		(119,500)		(5,000)		900		(84,343)		(34,310)
Non-Operating Grants, Subsidies and Contributions		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
Allocation from other Functions		(0)		(345,330)		(40,830)		(85,163)		(0)		(0)		(32,564)		(131,904)
Profit on Asset Disposals		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
Loss on Asset Disposals		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
NET RESULT		(5,000)		(749,170)		(50,943)		(204,663)		(5,000)		900		(116,907)		(166,214)
Other Comprehensive Income																
Changes on Revaluation of non-current assets																
Total Other Comprehensive Income		(0)		(0)		(0)		(0)		(0)		(0)		(0)		(0)
TOTAL COMPREHENSIVE INCOME		(5,000)		(749,170)		(50,943)		(204,663)		(5,000)		900		(116,907)		(166,214)

**Shire of Menzies  
PO Box 4  
Menzies WA 6436**

("the Lessor")

and

**HOUSING AUTHORITY  
("the Lessee")**

**LEASE-RENTAL ACCOMMODATION AT**  
14A Walsh Street, Menzies

**LOT #1090      VOL #3092      FOLIO #74**

**THIS LEASE** is made the 6<sup>th</sup> day of October 2016

**BETWEEN**

**HOUSING AUTHORITY** (formerly known as Government Employees Housing Authority under the *Government Employees Housing Act 1964*) of 99 Plain Street, East Perth, Western Australia ("**the Lessee**")

**AND**

The person or persons named in Item 1 of the Schedule ("**the Lessor**")

**RECITALS**

- A. The Lessor is or is entitled to become the owner of the Leased Premises.
- B. The Lessor has agreed to lease and the Lessee has agreed to take on lease the Leased Premises on and subject to the terms and conditions of this Lease.

**OPERATIVE PART**

THE PARTIES AGREE as follows:

**1. DEFINITIONS AND INTERPRETATION**

**1.1 Definitions**

In this Lease unless inconsistent with the context or the subject matter:

**"Acts"** includes all acts and statutes (State or Federal) and all regulations by-laws requisitions or orders made under any Act from time to time by any governmental or other public body or authority;

**"Commencement Date"** means the date set out in Item 2 of the Schedule;

**"Further Term"** means each further term specified in Item 8 of the Schedule;

**"Insured Risks"** means fire, explosion, earthquake, aircraft, riot, civil commotion, flood, lightning, storm, tempest, Act of God, fusion, smoke, rainwater, water leakage, impact by vehicles, machinery breakdown, vandalism, malicious acts or omissions, and any other event, which a prudent insured usually, insures against in the circumstances;

**"Lease"** means this lease;

**"Leased Premises"** means the property described in Item 3 of the Schedule together with all buildings and improvements thereon and all Lessor's chattels (if any) referred to in Item 4 of the Schedule;

**“Lessee’s Covenants”** means the covenants agreements and obligations contained or implied in this Lease on the part of the Lessee to be observed and performed;

**“Party”** depending on the context means the Lessor or the Lessee and **“Parties”** means both of them;

**“Rent”** means the annual rent payable to the Lessor as set out in Item 5 of the Schedule and as varied from time to time in accordance with this Lease;

**“Rent Review Date”** means the date or dates set out in Item 7 of the Schedule;

**“Term”** means the term set out in Item 6 of the Schedule including where the context permits, any period of holding over and any Further Term;

**“Valuer”** means a registered valuer who is a full member of the Western Australian Division of the Australian Institute of Valuers and Land Economists (Inc.) and who is qualified as a valuer of premises similar to the Leased Premises.

## **1.2 Interpretation**

In this Lease unless inconsistent with the context or subject matter:

- (a) a reference to any Party includes a reference to that Party's successors or personal representatives (as the case may be) transferees and assignees;
- (b) a reference to a statute, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of this Lease;
- (c) words importing any gender include each other gender;
- (d) the singular number includes the plural and vice versa;
- (e) any agreement, obligation, representation or warranty on the part of more than one person binds those persons jointly and each of them severally;
- (f) a “person” includes a corporation or an authority and vice versa;
- (g) a reference to a professional body include a successor to or substitute for that body;
- (h) except in the Schedule, headings are inserted for ease of reference only and shall be disregarded in the interpretation or construction of this Lease;
- (i) a clause means a clause of this Lease;
- (j) no rule of construction applies to the disadvantage of a Party because that Party was responsible for the preparation of this Lease or any part of it.



## **2. GRANT OF LEASE**

The Lessor leases to the Lessee and the Lessee takes on lease the Leased Premises for the Term from the Commencement Date at the Rent and on and subject to the terms of this Lease.

## **3. COVENANTS BY LESSEE**

The Lessee COVENANTS with the Lessor as follows:

### **3.1 Pay Rent**

To pay to the Lessor the Rent monthly in advance.

### **3.2 Pay Water, Electricity and Gas Consumption Charges**

Subject to clauses 4.10(c) and (d), to pay and discharge during the Term in respect of the Leased Premises and within fourteen (14) days of receipt of any written notice from the Lessor calling upon it to do so water, electricity and gas consumed on the Leased Premises and all meter rentals but only if the Lessor becomes liable to pay the same in the event of any non-payment of the same by the Lessee or any of the tenants of the Lessee. Notwithstanding anything in this clause, if the Lessor fails to provide to the Lessee, or to some other person nominated by the Lessee in writing, an account for water, electricity or gas consumed at the Leased Premises which is payable by the Lessee pursuant to this clause within two months of the date of that account, the Lessee shall not be liable to pay for the water, electricity or gas consumption charges (as the case may be) in that account.

### **3.3 Alterations and Improvements**

Not to erect or build or cause to be erected or built on the Leased Premises any buildings or improvements or to make any alterations or improvements to the buildings and any other improvements on the Leased Premises without the approval in writing of the Lessor first had and obtained and then only in strict accordance with plans and specifications first approved by the Lessor PROVIDED THAT the Lessor's consent under this clause shall not be required for any improvements alterations or additions to the Leased Premises or to any buildings or improvements thereon made by the Lessee in the ordinary course of managing operating repairing and maintaining the Leased Premises as residential premises leased out by the Lessee to its own tenants.

### **3.4 Noise, Vibration etc.**

Not without the previous written consent of the Lessor do or permit to be done any act or thing which causes unreasonable noise, vibration, structural stress in respect of any building erection or improvement located at or near the Leased Premises noxious fumes or otherwise interferes with the health comfort and well-being of other persons.

### **3.5 Comply with Acts**

(a) Subject to paragraph (b), the Lessee shall comply on time with all lawful

requirements and orders of any government or other public authority and with all Acts applying to the Leased Premises and the use and occupation of the Leased Premises.

- (b) The Lessee need not carry out or pay for work of a structural nature in complying with the requirements and orders of an authority or any Acts, (including without limitation those relating to the underground cabling of power to the Leased Premises), except works necessary to repair structural defects caused by the negligent or unlawful acts or omissions of the Lessee or its sub tenants.

### **3.6 Report to Lessor**

That upon becoming aware of any defect breakage or fault ("damage") in respect of the Leased Premises including without limitation any fixtures thereon or therein and which is otherwise not the responsibility of the Lessor under this Lease to repair or rectify the Lessee shall (so far as the Lessee is liable under this Lease) take all reasonable measures to remedy and rectify the damage and minimise any harmful consequences caused thereby AND IF the damage is of a major structural nature the Lessee shall promptly notify the Lessor as to the existence and extent of such major structural damage.

### **3.7 Lessor's Right of Entry upon Leased Premises**

To permit the Lessor by its agents and employees with or without workmen and others at all reasonable times with the giving of reasonable notice and subject to the same restrictions on entry placed on landlords under the provisions of the Residential Tenancies Act 1987 to enter upon and inspect the condition of the Leased Premises and forthwith (so far as the Lessee is liable) to execute all repairs and works required to be done by written notice given by the Lessor provided always that if the Lessee does not within fourteen (14) days after service of such notice commence and proceed diligently with the execution of the repairs and works mentioned in such notice it will be lawful for the Lessor by its employees and agents to enter upon the Leased Premises and execute such repairs and works and the cost thereof shall be a debt due from the Lessee to the Lessor and be immediately recoverable by action in a court of competent jurisdiction.

### **3.8 Use of the Leased Premises**

To use the Leased Premises for the provision of rental accommodation under the *Government Employees Housing Act 1964*, and not to use the Leased Premises for any other purpose without the prior written consent of the Lessor.

### **3.9 To Repair and Replace**

- (a) Subject to paragraph (b), at all times during the Term at its own cost and expense to keep and maintain:
  - (i) the Leased Premises well cleansed and drained and in good sanitary condition;
  - (ii) all buildings fences doors windows locks gates and other improvements



fixtures and fittings now or hereafter comprising the Leased Premises in good tenantable repair and condition;

- (iii) all chattels belonging to the Lessor located in on or comprising part of the Leased Premises in good and substantial repair order and condition and to promptly replace those chattels belonging to the Lessor which have been lost or are or have become unserviceable or worn or damaged beyond repair due to any negligent or unlawful act or omission of the Lessee or any of its sub tenants;

having regard to the condition of the Leased Premises and any Lessor's chattels therein at the commencement of the Term and PROVIDED THAT the Lessee is not obliged to repaint and/or to redecorate including re-carpeting the Leased Premises at the end of the Term.

- (b) Nothing under paragraph (a) above requires the Lessee to maintain replace or repair in respect of:
  - (i) fair wear and tear;
  - (ii) maintenance, repairs and replacements the necessity for which are not due to any negligent or unlawful act or omission of the Lessee or any of its sub-tenants;
  - (iii) damage caused by any Insured Risks, unless the insurance monies are rendered irrecoverable by an act or omission of the Lessee or its sub tenants; or
  - (iv) structural damage or defects not caused by a negligent or unlawful act or omission of the Lessee or its sub-tenants.
- (c) At all times during the Term at the Lessee's own cost and expense to keep and maintain the garden, lawns, lawn edges, hedges, shrubs and trees by watering them regularly and adequately, by keeping the grounds clean, tidy and free from rubbish and keeping the lawns and flowerbeds free from weeds. Furthermore the Lessee is not to cut down or remove any trees or shrubs without the Lessor's permission and to be responsible for the replacement of any trees or shrubs that die on account of the Lessee's negligence.

### **3.10 Pest Control**

To take all reasonable precautions to keep the Leased Premises free from rodents, vermin, insects pests, birds and animals.

### **3.11 Lavatories**

Not to use or permit or suffer any lavatory, toilet, sink, drain or other plumbing facility ("Facility") in the Leased Premises for any purpose other than that for which it is constructed or provided, and any damage caused by misuse of a Facility is to be made good

by and at the cost of the Lessee without delay.

### **3.12 Not to Obstruct or Cause Nuisance**

Not to do or leave undone any act matter or thing whereby a nuisance or anything in the nature of or which may be deemed to be a nuisance by any local or public authority body or person within the meaning of any Acts may exist arise or continue upon or in connection with the Leased Premises or any business carried on upon it or the use or occupancy of it and immediately to abate any such nuisance or alleged nuisance and to carry out and comply with all the provisions of all such Acts and of every requisition and order of any local or other public authority in reference thereto.

### **3.13 Pay Lessor's Expenses in relation to Lessee's Covenants**

To pay to the Lessor on demand all reasonable sums of money which the Lessor may at any time and from time to time pay or expend or be called upon to pay in or about or in connection with performing discharging or executing any requisition or works or abating any nuisance or alleged nuisance referred to in this Lease and which contrary to the Lessee's Covenants the Lessee neglects or fails to perform discharge or execute and to pay the same to the Lessor notwithstanding that by any Acts the Lessor is liable alone or jointly with others or jointly with the Lessee and others to pay for the same or any part thereof.

### **3.14 Pay Lessor's Costs**

- (a) Each Party shall bear its own legal fees of and incidental to the negotiation preparation execution and stamping of this Lease and all counterparts thereof.
- (b) The Lessee shall pay:
  - (i) all stamp duty (if any) assessed on this Lease;
  - (ii) to the Lessor on demand by it all legal costs charges and expenses reasonably and properly incurred for which the Lessor shall become liable in consequence of or in connection with any default by the Lessee in performing or observing any Lessee's Covenants including (without limitation) all costs charges and expenses solicitors costs and surveyors fees reasonably and properly incurred by the Lessor for the purposes of or incidental to the preparation and service of a notice under Section 81 of the Property Law Act 1969 requiring the Lessee to remedy a breach of the Lessee's Covenants notwithstanding forfeiture for such breach shall be avoided otherwise than by relief granted by the Court; and
  - (iii) any registration fees involved in registering the Lease, if the Lessee elects that the Lease be executed in registrable form and registered.

### **3.15 Indemnity**

At all times to release and indemnify and keep indemnified the Lessor its employees and agents against:



- (a) all damage to any property of the Lessor caused by or arising out of or in relation to the use by the Lessee or any of its workmen agents licensees sub-tenants or invitees of the Leased Premises; and
- (b) all actions suits demands claims and costs which may be made at any time or times by any person arising out of or in relation to or incidental to the use by the Lessee or any of its employees workmen agents licensees sub-tenants or invitees;

TO THE EXTENT that any damage action suit demand claim or cost has been caused or contributed to by any negligent or other unlawful act or omission of the Lessee or any of its employees workmen agents licensees sub-tenants and invitees of the Leased Premises.

### **3.16 Public Liability Insurance**

To insure in an amount of not less than TEN MILLION DOLLARS (\$10,000,000.00) in respect of any one claim or such greater amount as the Lessor at any time and from time to time after notice to the Lessee may reasonably require in an insurance office approved by the Lessor (such approval not to be unreasonably withheld) in respect of all indemnities referred to in clause 3.15 and produce or cause to be produced to the Lessor a copy of the relevant policy or policies of insurance and its certificate of currency AND if the Lessee fails to effect and maintain any such policy the Lessor may effect and maintain any such policy and any amount so paid by the Lessor shall be payable by the Lessee to the Lessor on demand.

### **3.17 Not to Invalidate Insurance**

Not to do or permit or suffer to be done in or about the Leased Premises any act or thing whereby any policy of insurance referred to in this Lease may become void or voidable or whereby the rate of premium may be increased. This clause only applies if, before such act or thing is done, the Lessor has provided to the Lessee a true, complete and up-to-date copy of the insurance policy.

### **3.18 Not to Overload**

Not to do or permit or suffer to be done upon the Leased Premises anything which might result in excessive stress, strain, or floor loading to the Leased Premises.

### **3.19 To Yield Up**

At the expiration or sooner determination of the Term to yield up the Leased Premises in such state of repair and condition as shall be consistent with the proper performance by the Lessee of the Lessee's Covenants.

### **3.20 Assignment and Subletting**

- (a) Subject to paragraph (b), not to assign or otherwise part with possession of the Leased Premises or any part thereof at law or in equity (except to the State of

Western Australia or any department, agency, instrumentality or statutory corporation which is an agent of the Crown in right of the State of Western Australia).

- (b) The Lessee shall be free at any time without reference to the Lessor to sub-let any residential property or properties forming part of the Leased Premises to any person or persons for the purpose of residential accommodation at such rents and on such terms and conditions as the Lessee shall determine PROVIDED THAT the covenants and agreements on the part of any sub-tenant shall be deemed to be supplementary to the Lessee's Covenants and shall not in any way relieve or be deemed to relieve the Lessee from liability to comply with any of the Lessee's Covenants.

### **3.21 To Remove Lessee's Fittings**

- (a) At or prior to the termination of the Term to take remove and carry away from the Leased Premises all signs, fixtures, fittings, plant, equipment or other articles in or upon the Leased Premises in the nature of trade or tenant's fixtures owned by the Lessee or brought upon the Leased Premises by or on behalf of the Lessee or by any of its sub-tenants and the Lessee shall on such removal forthwith make good to the reasonable satisfaction of the Lessor any damage which may be occasioned by such removal.
- (b) All tenant's fixtures not so removed in accordance with paragraph (a) above at the termination of the Lease or within thirty (30) days of such termination shall at the option of the Lessor become the property of the Lessor (without any entitlement or right on the part of the Lessee to be compensated therefor) and may be stored or disposed of by the Lessor as it thinks fit and the cost incurred by the Lessor in the storage and disposal of those fixtures shall be a debt due by the Lessee to the Lessor upon demand.
- (c) The Lessee's obligation to observe and perform the obligations under paragraph (a) shall survive the expiration or other termination of this Lease.

## **4 COVENANTS BY LESSOR**

The Lessor covenants with the Lessee as follows:

### **4.1 Peaceful Occupation**

That the Lessee paying the Rent and observing and performing the Lessee's Covenants may peaceably hold and enjoy the Leased Premises during the Term or any extension thereof without any interruption or disturbance by the Lessor or any person rightfully claiming under or in trust for the Lessor.

### **4.2 To Pay Rates and Taxes**

To pay and discharge on the due date for payment thereof all municipal rates and charges (including but not limited to rubbish removal charges); water and sewerage rates



and charges; land tax and metropolitan region improvement tax and all other rates taxes charges and assessments of any kind which now or during the Term are assessed and charged upon or in respect of the Leased Premises.

#### **4.3 Lessor's Insurance**

- (a) To insure and keep insured the erections buildings and improvements now or at any time during the Term on or comprising the Leased Premises against loss or damage by the Insured Risks, including but not limited to damage or destruction of the plate glass windows screens mirrors doors fences and other parts of such erections buildings and improvements for the full replacement cost.
- (b) The insurance under paragraph (a) must be effected by the Lessor with a reputable and substantial insurer in the joint names of the Lessor and the Lessee for their respective rights and interests and the Lessor must prior to the due date for payment pay all premiums and other costs of such insurance.
- (c) All moneys recovered in respect of the insurance under this sub-clause shall be immediately expended by the Lessor in repairing rebuilding or reinstating the Leased Premises or any part thereof so damaged or destroyed and, subject to clause 3.15 the Lessor must make up any deficiency out of the Lessor's own funds.

#### **4.4 Lessor's Repair and Other Obligations**

- (a) The Lessor must at all times at its own cost and expense, promptly and in a proper and workmanlike manner:
  - (i) effect and carry out all repairs, maintenance, replacements and structural works to the Leased Premises and to all fixtures fittings chattels and appurtenances therein including without limitation equipment for heating and cooling the Leased Premises; ovens and stoves; hot water systems including solar powered units; underground reticulation; all plumbing, sewerage and drainage pipes and equipment, as required under this Lease;
  - (ii) comply with the requirements of any Acts and all orders and regulations thereunder and with the requirements of any government or statutory authority as they affect the Leased Premises;
  - (iii) remedy all defects in any building comprising the Leased Premises which result from faulty design, supervision construction or materials;

unless the Lessee is required to perform the maintenance, repairs, structural works or requirements under this Lease.

- (b) Without limiting the generality of paragraph (a), the Lessor must at all times at its own cost and expense promptly replace all broken and damaged glass in the windows and doors of any building comprising the Leased Premises including plate glass, unless payment of any insurance moneys in respect of such breakage

or damage is irrecoverable due to the act or default of the Lessee or its sub-tenants.

#### **4.5 Standard Repair Policy**

- (a) The Lessor must carry out all "Emergency", "Priority" and "Routine" maintenance and repairs to the Leased Premises (which for the purposes of this clause shall without limitation include all fixtures fittings chattels and appurtenances therein and all equipment for heating and cooling the Leased Premises; ovens and stoves; hot water systems including solar powered units; underground and aboveground reticulation and all plumbing, sewerage and drainage pipes and equipment) in accordance with and as those terms are defined or otherwise referred to in the current "Emergency and Priority Maintenance Policy" of the HOUSING AUTHORITY, a copy of which is attached to this Lease and marked as "Annexure A", as if the Lessor was referred to as Homeswest under that policy document.
- (b) Annexure B, "Special Conditions", forms part of this lease.
- (c) Unless otherwise stated under the policy document referred to in paragraph (a), for the purposes of this Lease:
  - (k) "Routine" maintenance and repairs shall mean all maintenance and repairs which are not "Emergency" or "Priority" maintenance and repairs; and
  - (ii) the Lessor must carry out all Routine maintenance and repairs to the Leased Premises within 10 calendar days of the Lessor being requested to do so by the Lessee.
- (d) If at any time during the Term:
  - (i) the Lessee formulates its own standard maintenance and repair policy to apply generally to residential premises leased by the Lessee as tenant ("the New Maintenance Policy");
  - (ii) provides the Lessor with a copy of the New Maintenance Policy; and
  - (iii) gives notice to the Lessor that the New Maintenance Policy is intended to apply to the Leased Premises;then, as from the later of the dates that the events under sub-paragraphs (ii) and (iii) occurs:
  - (iv) the Emergency and Priority Maintenance Policy referred to in Annexure A of this Lease will cease to apply to the Leased Premises; and
  - (v) the Lessor must comply with the provisions of the New Maintenance Policy in relation to the Leased Premises.



- (e) All maintenance, repairs and replacements to be carried out by the Lessor in accordance with this clause shall be at the cost and expense of the Lessor unless the necessity for such maintenance, repairs and replacements are due to any negligent or unlawful act or omission of the Lessee or any of its sub-tenants.
- (f) If any part of this clause is inconsistent with any other provisions of this Lease, the provisions of this clause will prevail.

#### **4.6 Consent of Mortgagee**

If:

- (a) the Leased Premises or any part thereof is at the date of this Lease or subsequently becomes subject to a mortgage, charge or other encumbrance; and
- (b) this Lease would otherwise not be binding upon the mortgagee, chargee or encumbrancee;

the Lessor must at its own expense and without delay obtain the unconditional consent in writing to this Lease from the mortgagee, chargee or encumbrancee.

#### **4.7 Inspections by Lessor**

The Lessor (or its managing agent) must inspect the Leased Premises at least bi-annually and provide the Lessee with a written Property Condition Report as to the condition of the Leased Premises promptly following each inspection.

#### **4.8 Entry by Lessor upon Leased Premises**

The Lessor covenants and agrees that it, and its agents, employees and contractors, will not exercise a right conferred upon them by this Lease (including, without limitation, by clause 3.7 and clause 4.7) or the *Residential Tenancies Act 1987* to enter upon the Leased Premises unless the Lessee, or some other person authorised by the Lessee on their behalf, is present at the Leased Premises at the time of entry, unless and except if the Lessor (acting reasonably) cannot agree with the Lessee within a period of seven days from requesting entry a suitable time for such entry, or the Lessee is not present at the Premises at a time which has been previously agreed by written communication (including facsimile or email provided it is received by the Lessee) between the Lessor and the Lessee for such entry.

#### **4.9 Government Housing**

- (a) The Lessor covenants and agrees that if:
  - (i) he, she or they; or
  - (ii) their spouse, de-facto partner or any other person with whom they cohabitate,

(collectively "the Occupiers") is, or at any time during the Term becomes, a government employee and, in the opinion of the Lessee, the Occupiers may have reasonably resided in the Leased Premises, the Occupiers (or any of them) will not be eligible for subsidised government housing in:

- (iii) the town in which the Leased Premises are located; or
  - (iv) the area which is within a radius of 50 km of the Leased Premises, ("the Town").
- (b) The Lessor agrees that if the Occupiers (or any of them) is, or at any time during the Term becomes, a government employee and, in the opinion of the Lessee, the Occupiers may have reasonably resided in the Leased Premises, the Lessor will be in breach of this Lease if the Occupiers (or any of them):
- (i) continues to occupy subsidised government housing in the Town; or
  - (ii) makes an application to a government department or the Lessee for subsidised government housing in the Town; or
  - (iii) commences to occupy subsidised government housing in the Town.
- (c) The Lessor acknowledges and agrees that if they are in breach of this Lease pursuant to clause 4.9(b) above, the Lessee may (without limiting any other rights or remedies which the Lessee may have) immediately terminate this Lease by written notice to the Lessor.

#### **4.10 Water, Electricity and Gas Consumption Accounts**

- (a) Without limiting clauses 3.2 and 4.10(b), the Lessor must provide to the Lessee all accounts for water, electricity and gas consumed at the Leased Premises which are payable by the Lessee pursuant to this Lease on a timely basis.
- (b) The Lessor agrees that the Lessee may, and authorizes the Lessee to, arrange with the Water Corporation to directly receive all accounts for water consumed at the Leased Premises during the Term of this Lease, and the Lessor acknowledges that this arrangement will supersede any existing billing arrangement for water consumption which is in place as at the Commencement Date.
- (c) The Lessor covenants and agrees that:
  - (i) the Lessor will be solely responsible for the payment of all rental, hire, service and/or maintenance fees and charges associated with the supply of gas to the Leased Premises; and
  - (ii) in consideration of the Lessee agreeing, in clause 3.2, to pay the consumption charges for any gas consumed on the Leased Premises, the Lessee may, by notice(s) in writing given to the Lessor at any time or times



on or after the Commencement Date, direct the Lessor to utilise an LPG gas retailer nominated by the Lessee in such notice(s) to supply gas bottles and gas to the Premises, and the Lessor must comply with each direction given to it under this clause:

- (1) within one (1) calendar month of receipt of that direction; and
- (2) until the expiration of the Term or until a new direction is given by the Lessee hereunder, whichever occurs first.

For the avoidance of doubt, a direction given by the Lessee under this clause will supersede all earlier direction(s) (if any) given by the Lessee under this clause. Nothing in this sub-clause (ii) limits the Lessor's obligations under sub-clause (i), or exposes the Lessee to any liability to any nominated LPG gas retailer(s), or to the Lessor in connection with any liability the Lessor may have to any nominated LPG gas retailer(s).

- (d) The Lessor covenants and agrees that the Lessor will be solely responsible for the payment of any water or excess water charges associated with or arising out of any water consumed, used or supplied on or at the leased premises as a consequence of any lavatory, toilet, sink, drain, main, reticulation or any other plumbing facility leaking or otherwise being damaged or faulty (save and except where such leak, damage or fault is caused by a breach by the Lessee of clause 3.11). The Lessee acting responsibly, shall determine (and its determination shall be binding on the Lessor) the proportion of any charges in an account for water usage attributable to such leak, damage or fault, where appropriate based upon a comparison by the Lessee of the quantity of water previously consumed at the leased premises during the Term where no such leak, fault or damage existed ("The Determined Amount"). The Lessee shall not be required to pay to the Water Corporation directly or to reimburse to the Lessor the Determined Amount. However, if the Lessee does pay the Determined Amount directly to the Water Corporation, the Lessor must reimburse to the Lessee the Determined Amount on demand. If the Lessee has received from the Water Corporation directly an account for water usage which includes a Determined Amount, the Lessee shall provide a copy of such account to the Lessor.

#### **4.11 No Lessor contact with Sub-Lessee**

Without limiting any of its other obligations under this Lease, the Lessor acknowledges and agrees that it will not initiate any contact whatsoever with any person to whom the Lessee sublets any residential property or properties forming part of the Leased Premises in accordance with clause 3.20(b) of this Lease in relation to or in connection with any act, matter, circumstance or thing arising out of or in connection with this Agreement.

### **5. MUTUAL COVENANTS**

The Parties MUTUALLY AGREE AND DECLARE as follows:

#### **5.1 Default by Lessee**

(a) If during the Term:

- (i) the Rent reserved by this Lease has fallen due and is not paid within twenty eight (28) days after written demand for the same from the Lessor to the Lessee;
- (ii) the Lessee fails to comply with a notice given in accordance with Section 81(1) of the Property Law Act 1969 in respect of a breach of any Lessee's Covenants (other than the covenant to pay Rent) within the time specified in such notice (being not less than 28 days); or
- (iii) the interest of the Lessee under this Lease is attached or taken in the execution of any legal process;

then the Lessor and the Lessee expressly acknowledge and agree that in respect of each such occurrence described in sub-paragraphs (i), (ii) and (iii) above the Lessee will be deemed to have committed an Operative Default for the purposes of paragraph (b) of this clause.

(b) If the Lessee commits an Operative Default then unless the Lessor has expressly waived the Operative Default by notice in writing to the Lessee and without limiting any right or remedy the Lessor has by operation of law or equity the Lessor may at its option:

- (i) without any prior demand or notice re-enter and take possession of the Leased Premises (and eject the Lessee and all other persons therefrom) and thereby terminate the Lease;
- (ii) by notice in writing to the Lessee terminate the Term and from the date of giving such notice the Lease will be terminated absolutely.

## **5.2 Default by Lessor**

(a) If during the Term:

(ii) the Lessor fails to:

- i. comply with any of its obligations to repair and maintain the Leased Premises and all fixtures and fittings therein in accordance with its obligations under clauses 4.4 and 4.5; or
  - ii. comply with a direction given to it under clause 4.10(c)(ii) within the time therein specified; or
  - iii. duly and punctually pay any rental, hire, service and/or maintenance fees and charges associated with the supply of gas to the Leased Premises in accordance with clause 4.10(c)(i) or any other amounts whatsoever payable by it under this Lease; and
- (ii) the failure continues for 14 days after service of a notice by the Lessee on



the Lessor requiring the Lessor to remedy the failure;

the Lessee may by further written notice to the Lessor determine the Lease without compensation or other liability whereupon as from the date of termination the Lessee will be released from all future obligations under the Lease.

- (b) Termination under this clause however is without prejudice to the rights of the Lessor and the Lessee for any prior breach.

### **5.3 Abatement of Rent**

If during the Term all or a part of the Leased Premises is destroyed or damaged so as to render it unfit for occupation or use, then (unless the destruction or damage was caused by any negligent or other unlawful act or omission of the Lessee or any of its employees agents

contractors or sub-tenants or any insurance policy in respect of that property has been forfeited or vitiated or payment of any policy moneys refused in consequence of any act or default of the Lessee or any of its agents employees contractors or sub-tenants) the Lessor shall forego its entitlement to a portion of Rent (being a portion which is fair and just having regard to the nature and extent of that damage or destruction) for the period from when the property (or a part thereof) was destroyed or damaged to when it is fully reinstated and made fit for occupation and use.

### **5.4 Termination on Damage or Destruction**

If:

- (a) the Leased Premises or any part thereof is damaged or destroyed so that the whole or a substantial part of the Leased Premises is unfit for use by the Lessee; and
- (b) the Leased Premises is not rebuilt or reinstated within three (3) months of the Lessor being requested in writing by the Lessee to do so;

the Lessee may terminate this Lease without compensation or other liability by a further notice to the Lessor.

### **5.5 Asbestos and Hazardous Substances**

- (a) The Lessor warrants that no materials containing asbestos or any other hazardous substance exist in or upon the Leased Premises.
- (b) If any asbestos or other hazardous substance or Legionnaires disease bacteria is at any time discovered in or upon the Leased Premises and the presence of the asbestos or other hazardous substance is not attributable to the negligence of the Lessee:
  - (i) the Lessor must at its own expense promptly and in a safe manner remove or eradicate the asbestos, Legionnaires disease bacteria or other

hazardous substance to the satisfaction of the Lessee; and

- (ii) if the Lessee elects to vacate the Leased Premises until such time as the asbestos, Legionnaires disease bacteria or other hazardous substance is removed and the Leased Premises are rendered safe, from the time when the Lessee vacates the Leased Premises until the Leased Premises are again rendered safe, the Rent will abate in accordance with clause 5.3 as if the Leased Premises had been rendered wholly damaged or destroyed.
- (c) If the occupation and use of the Leased Premises by the Lessee has been rendered hazardous as a result of the presence of the asbestos or the Legionnaires disease bacteria or other hazardous substance and in the written opinion of an independent expert appointed by the Lessee the Leased Premises are unlikely to be rendered safe within three (3) months from the date of that opinion the Lessee may by fourteen (14) days notice in writing to the Lessor terminate this Lease but without prejudice to any rights or claims for damages which may have accrued to either Party prior to that termination and PROVIDED THAT the Lessee upon such termination is under no obligation to redecorate or restore the Leased Premises to its condition at the commencement of the Term.

## **5.6 Pets**

The Lessee is entitled to keep pets on the Leased Premises as long as the pets are kept outdoors at all times.

## **5.7 Holding Over**

If the Lessee holds the Leased Premises with the express or implied permission of the Lessor after the expiration or sooner determination of the Term the Lessee shall be deemed to hold the Leased Premises as a monthly tenant at a monthly Rent equal to the total of the Rent paid or payable by the Lessee for the last month of the Term preceding such termination and subject to all the covenants and conditions of this Lease so far as the same shall be applicable to a monthly tenancy and the tenancy so constituted may be terminated by one month's notice to quit given by either Party which notice may be given so as to expire at any time.

## **5.8 Review of Rent**

- (a) On each Rent Review Date the Rent shall, subject to clauses 5.8(b), 5.8(g) and 5.8(j)(i), be reviewed with effect from that Rent Review Date to the next Rent Review Date by agreement between the Parties and failing agreement the Rent is to be the Market Rent of the Leased Premises to be determined in the manner set out in this clause.
- (b) Not more than two (2) months prior to each Rent Review Date one Party ("the Initiating Party") may give to the other Party ("the Recipient Party") a notice in writing ("the Proposed Rent Notice") stating the Rent the Initiating Party proposes should be payable from that Rent Review Date ("the Proposed Rent"). If neither Party serves on the other a Proposed Rent Notice before a date which is 60 days after the Rent Review Date, then neither party shall have the right to give



a Proposed Rent Notice and this clause 5.8 shall cease to apply in respect of that Rent Review Date AND THE Rent from that Rent Review Date for the next 12 months will be the same as the Rent for the 12 months prior to that Rent Review Date.

- (c) If the Recipient Party disagrees with the Proposed Rent, the Recipient Party is entitled to give the Initiating Party a notice in writing objecting to it (a "Dispute Notice") within 30 days after the date the Initiating Party gives the Proposed Rent Notice.
- (d) If the Recipient Party does not give the Initiating Party a Dispute Notice within the time period specified in clause 5.8(c) (time being of the essence) the Recipient Party is to be taken to have agreed to the Proposed Rent.
- (e) If the Recipient Party gives the Initiating Party a Dispute Notice within the time specified in clause 5.8(c), the Market Rent of the Leased Premises is to be determined by a Valuer (acting as an expert and not as an arbitrator) jointly appointed by the Parties determined in the manner specified in this clause.
- (f) If the Lessor and the Lessee do not agree on the Valuer to be appointed under clause 5.8(e) above within 14 days after the Dispute Notice is given the Market Rent of the Leased Premises is to be determined by a Valuer (acting as an expert and not an arbitrator) appointed by the President of the Australian Property Institute (Inc) at the request of the Lessor or the Lessee.
- (g) If no Valuer has been appointed by agreement or under clause 5.8(f) within 120 days after the Rent Review Date, this clause 5.8 shall cease to apply in respect of that Rent Review Date AND THE Rent from that Rent Review Date for the next 12 months will be the same as the Rent for the 12 months prior to that Rent Review Date.
- (h) Any determination of the Market Rent of the Leased Premises by a Valuer is conclusive and binds the Lessor and the Lessee.
- (i) The Lessor and the Lessee shall each pay one half of the charges of any Valuer appointed under this clause.
- (j) Until the annual Rent from a Rent Review Date is agreed or determined under this clause ("the New Rent"), the Lessee shall pay to the Lessor a rental equivalent to the Rent payable immediately prior to the Rent Review Date. The New Rent for a Rent Review Date shall apply:
  - (i) if the Proposed Rent Notice was given by either party on or before the Rent Review Date, as from and including the Rent Review Date. If the New Rent is more than the rent payable immediately prior to the Rent Review Date then any further sum required to be paid by the Lessee shall be paid in full to the Lessor immediately that sum is known. If the New Rent is less than the rent payable immediately prior to the Rent Review Date then the Lessee shall be credited with the difference and may deduct the same from the next ensuing payment or payments of

rent provided that if the Lease has then expired or is otherwise determined such amount shall be paid by the Lessor to the Lessee immediately that sum is known; or

- (ii) if the Proposed Rent Notice was given by either party on or after the Rent Review Date but before the date being 60 days after the Rent Review Date, as from the date of the agreement or determination (as the case may be).

## **5.9 Market Rent**

For the purposes of this Lease, the "Market Rent" of the Leased Premises means the market rent of the Leased Premises determined as follows:

- (a) having regard to the current rents of comparable premises in the vicinity of the Leased Premises;
- (b) having regard to the terms of this Lease;
- (c) assuming the Lessor is a willing but not anxious landlord and the Lessee is a willing but not anxious tenant and that the Lessee is being offered the Leased Premises with vacant possession;
- (d) taking no account of any value attaching to goodwill created by the Lessee's occupation of the Leased Premises; and
- (e) having regard to all other relevant valuation principles.

## **5.10 Option to Renew**

- (a) If:
  - (i) prior to the expiry of the Term this Lease has not been terminated; and
  - (ii) the Lessee at least one (1) month but not earlier than six (6) months prior to the expiry of the Term gives the Lessor notice to renew the Term for the Further Term;

the Lessor shall grant to the Lessee a lease of the Leased Premises for the Further Term at the Rent and on the terms and conditions of this Lease other than this right of renewal.

- (b) If the Lessee is granted a lease of the Leased Premises for the Further Term, the Parties will promptly sign a deed of extension of lease prepared by the Lessee's solicitors.
- (c) Each Party shall bear its own legal fees of and incidental to the preparation of any deed of extension.

## **5.11 Application of Residential Tenancies Act 1987**



Except to the extent that any provision of the Residential Tenancies Act:

- (a) is lawfully permitted to be excluded modified or restricted by any term of this Lease; and
- (b) is expressly lawfully excluded modified or restricted by any term of this Lease;

the provisions of the Residential Tenancies Act shall apply or be deemed to apply to this Lease irrespective of whether or not this Lease constitutes a "residential tenancy agreement" for the purposes of that Act, however if this Lease does not constitute a "residential tenancy agreement" for the purposes of the relevant Act, then only the provisions of Part IV of that Act will be deemed to apply to this Lease in such circumstance.

#### **5.12 Registration of Lease**

If the Lessee in its discretion requires and elects that the Lease be registered, the Parties shall do everything necessary to cause the Lease to be prepared or amended so that it is in registrable form; the Parties shall execute (or if necessary re-execute) the Lease in registrable form and the Lessor shall cause the Lease to be registered without delay.

#### **5.13 Notices**

- (a) A notice or other communication in connection with this Lease is to be made in writing and will be sufficiently served upon or delivered to the :
  - (i) **Lessee** if sent by pre-paid post addressed to The Leasing Officer of the Housing Authority office specified in Item 9 of the Schedule to the address specified in Item 9 of the Schedule;
  - (ii) **Lessor** if sent by pre-paid post addressed to the Lessor at its address appearing in this Lease;

or to any other substituted address as the recipient may have notified the sender in accordance with this clause.

- (b) A notice sent by post shall be deemed to have been served at the time when in the ordinary course of post it would be delivered.

#### **5.14 Parties May Act by Agent**

Each act or thing which a Party is required or empowered to do under this Lease may be done by that Party or the representative, solicitor, agent, contractor or employee of that Party.

#### **5.15 No Waiver**

A payment by the Lessor of money or the performance by the Lessor of an obligation, direction or order which should be paid, performed or observed by the Lessee is not a

waiver of a default or breach of the Lease and does not prevent the Lessor from exercising the Lessor's rights and powers notwithstanding any prior waiver, delay or neglect in exercising the Lessor's rights and powers and no demand or notice made or given will be waived by a subsequent payment, performance or observance.

**5.16 Variation of Lease**

This Lease may be varied only by written agreement between the Parties.

**EXECUTED** by the Parties as a deed.

## **SCHEDULE**

### **ITEM 1**

**Name and Address of Lessor:**

**Shire of Menzies**  
PO Box 4  
Menzies WA 6436

### **ITEM 2**

**Commencement Date:**

22 October 2016

### **ITEM 3**

**The Leased Premises:**

14A Walsh Street, Menzies

### **ITEM 4**

**The Lessor's Chattels (if any):**

### **ITEM 5**

**Rent:**

From the Commencement Date until varied, the Rent is \$444.90 per week

### **ITEM 6**

**Term:**

6 months

### **ITEM 7**

**Rent Review Dates:**

Annually on the anniversary of the lease commencement date (60 days written notice is required as per the Residential Tenancies Act)

### **ITEM 8**

**Further Term:**

Nil

### **ITEM 9**

**Lessee's office address:**

Attention Leasing Officer  
PO Box 192  
Kalgoorlie, 6430

**SIGNED** by

)  
)  
)

in the presence of:

Witness (signature):

.....

Witness (name):

.....

Witness (occupation):

.....

Witness (address):

.....

**SIGNED** by

)  
)  
)

in the presence of:

Witness (signature):

.....

Witness (name):

.....

Witness (occupation):

.....

Witness (address):

.....

**THE COMMON SEAL** of

)  
)  
)  
)  
)  
)  
)

\_\_\_\_\_  
(Company Name)

is fixed in accordance

with its articles of association

in the presence of:

\_\_\_\_\_  
Signature of authorised person

\_\_\_\_\_  
Signature of authorised person

\_\_\_\_\_  
Office held

\_\_\_\_\_  
Office held

\_\_\_\_\_  
Name of authorised person

\_\_\_\_\_  
Name of authorised person

**SIGNED** by



Vivienne Higgins

**A/Manager – GROH Goldfields**

in the presence of:



Fran Keegan

**Manager Housing Services - Goldfields**

## ANNEXURE A

# EMERGENCY, PRIORITY AND ROUTINE MAINTENANCE POLICY GUIDELINES

### EMERGENCY MAINTENANCE

Items that fall within these criteria are to be attended to within three hours of the problem being reported. The items eligible for Emergency maintenance are as follows:

1. Electrical
  - No Power
  - Electric shocks, sparks etc
  - Bare electrical wiring
  - Fault smoke alarms
  - Stove - completely out of action
  - No lights (Not applicable to security lighting)
2. Gas
  - Gas leaks
  - Stove - completely out of action
3. Plumbing
  - Burst water pipes
  - Toilet pan - completely blocked
  - Septic tanks/soakwells – overflowing and causing a health hazard
4. Glazing
  - Any broken (not cracked) external windows
5. Carpentry
  - Fault doors or window locks – external only

**Please note:** *The list above are example and should not be considered an exhaustive list ANY situation where there is an immediate health or safety risk to person or property is an emergency.*

### PRIORITY MAINTENANCE

Items that fall within these criteria are to be attended to within forty eight hours of the problem being reported. The items eligible for Priority maintenance are as follows:

1. Electrical
  - Security Lighting - out of action
  - Hot water units - out of action
  - Stoves – where two or more parts are not working
  - Airconditioners – out of action
  - Room Heaters – completely out of action (Southern areas in winter only)
2. Gas
  - Hot water units – out of action
  - Stoves – where two or more parts are not working
  - Fault to regulator or pig tails (LPG)
  - Room Heaters – completely out of action (Southern areas in winter only)



3. Plumbing

- Blocked waste pipe
- Soakwells – collapsed, ground subsiding, new lids
- Tap washers – dripping
- Roof leaks – during wet season only
- Cracked or broken ped pan
- Airconditioners – out of action

4. Carpentry

- Roof leaks – during wet season only

5. Glazing

- Cracked external glass

6. Tree lopping

- Any dangerous situation posing a threat to person or property

**ROUTINE MAINTENANCE**

Items that fall within these categories are to be attended to within 14 days of the problem being reported. The items eligible for Routine maintenance are all other maintenance not included in the above categories.

ANNEXURE B

SPECIAL CONDITIONS

- Copy of current Electrical Safety Certificate – stating all RCD's and hard-wired smoke alarms are tested and compliant – to be supplied prior to lease renewal



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