



**SHIRE OF MENZIES**

## **MINUTES**

**OF THE ORDINARY MEETING OF COUNCIL  
HELD**

**Thursday 26 October 2017 adjourned to**

**Friday 10 November 2017**

**Shire of Menzies**

**Commencing at 1.02pm**

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## **1 DECLARATION OF OPENING**

### **THURSDAY 26 OCTOBER 2017**

The Chief Executive Officer declared the meeting open on Thursday 26 October 2017 at 1.35pm and adjourned to a date to be advised.

The meeting was adjourned due to lack of quorum.

Present

Councillors: Cr Gregory Dwyer  
Cr K Mader

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

Apologies Cr Ian Baird  
Cr Jill Dwyer  
Cr I Tucker  
Cr D Hansen  
Cr J Lee

### **FRIDAY 10 NOVEMBER 2017**

The Chief Executive Officer declared the meeting open on Friday 10 November 2017 at 1.02pm, welcomed the attendees and proceeded with the Agenda as planned.

Cr Justin Lee completed a declaration as required by the Local Government (Constitutional) Regulations 1998 and was sworn in by Chief Executive Officer Rhonda Evans.

## **1.1 ELECTION OF PRESIDENT AND DEPUTY PRESIDENT 2017-2019**

### **Election of President**

The Chief Executive Officer called for nominations for the role of Shire President and advised that she had received two written nominations for the position. Cr Gregory Dwyer and Cr Justin Lee.

A ballot was conducted, and the Chief Executive Officer gave notice of the result of the ballot and declared the successful Councillor elected to the office of Shire President is Cr Gregory Dwyer.

Cr Gregory Dwyer then completed the declaration as required by the Local Government (Constitutional) Regulations 1998.

The Shire President assumed the Chair.

### **Election of Deputy Shire President**

On assuming the Chair, the Shire President called for nominations for the role of Deputy Shire President and received two written nominations for the position. Cr Justin Lee and Cr Ian Baird.

A ballot was conducted, and the Shire President gave notice of the result of the ballot and declared the successful Councillor elected to the office of Deputy Shire President is Cr Ian Baird.

Cr Ian Baird then completed the declaration as required by the Local Government (Constitutional) Regulations 1998.

The Shire President offered congratulations to the newly elected Councillors and the newly elected Deputy Shire President.

*1.26pm Cr Hansen left the meeting.*

## **2 ANNOUNCEMENT OF VISITORS**

There were no visitors in attendance.

## **3 RECORD OF ATTENDANCE**

Present

Councillors:	Cr Gregory Dwyer	Shire President
	Cr Ian Baird	Deputy Shire President
	Cr K Mader	
	Cr J Lee	
	Cr Jill Dwyer	
	Cr I Tucker	
	Cr D Hansen	

Staff	Mrs R Evans	Chief Executive Officer
	Mrs J Taylor	Manager Finance and Administration
	Mrs D Whitehead	Executive Assistant
	Mr D Hadden	Environmental Health Officer ( <i>entered at 2.56pm</i> )

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

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

## **5 PUBLIC QUESTION TIME**

There were no questions from the public.

## **6 APPLICATIONS FOR LEAVE OF ABSENCE**

There were no applications for leave of absence.

## **7 DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

Cr Jill Dwyer gave notice that she intended to raise an item to be discussed behind closed doors.

*1.35pm Cr Hansen returned to the meeting.*

## **9 CONFIRMATION / RECEIVAL OF MINUTES**

### **9.1 CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON FRIDAY 30 SEPTEMBER 2017.**

*That the minutes of the Ordinary Meeting of Council held on Friday 30 September 2017 be confirmed as a true and correct record with the following amendment to item 12.5.9*

- 3. Authorise the Chief Executive Officer to consult with owners of all properties in the area marked on attachment 1.**

<b>COUNCIL RESOLUTION:</b>
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<b>No.1285</b>
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**Moved: Cr Jill Dwyer**

**Seconded: Cr Justin Lee**

*That the minutes of the Ordinary Meeting of Council held on Friday 30 September 2017 be confirmed as a true and correct record with the following amendment to item 12.5.9:-*

- 3. Authorise the Chief Executive Officer to consult with owners of all properties in the area marked on attachment 1.**

**Carried 7/0**

## **10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

There were no Petitions / Deputations / Presentations.

## **11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

There were no announcements by presiding member without discussion.

## 12. REPORTS OF OFFICERS

### 12.1 HEALTH BUILDING AND TOWN PLANNING

#### 12.1.1 Health and Building Report for the month of September 2017

<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 002
<b>DISCLOSURE OF INTEREST:</b>	The author has no interest to disclose
<b>DATE:</b>	28 September 2017
<b>AUTHOR:</b>	David Hadden, Environmental Health Officer
<b>ATTACHMENTS</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.1286</b>
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**Moved:** Cr Justin Lee

**Seconded:** Cr Jill Dwyer

*That Council receive the report of the Environmental Health Officer for the month of September 2017 for information.*

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the Environmental Health Officer for the month of September 2017 for information.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

This report is for the information of Council, and relates to matters addressed by the Environmental Health Officer for the month of September 2017.

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

##### *14.3 Active Civic Leadership Achieved*

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

#### **STATUTORY AUTHORITY:**

*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.

## **COMMENT:**

Processed a plumbing approval for Paupiyala Tjarutja Aboriginal Corporation (Tjuntjuntjara) to install a septic system to service a new dwelling soon to be delivered to site.

Processed five plumbing approvals for Tropicana Mine to install five septic systems to service toilet facilities across the mine site.

Carried out further inspections of Mr Gopels property to determine if he was still occupying his caravan after the last prosecution. Both visits found Mr Gopel still occupying his caravan. As such a further prosecution has been commenced with a Court date of 21 November 2017. Council will be seeking a daily penalty of \$50.00 for a continuing offence.

Recommended that staff make contact with Simms Metal who are removing vehicle bodies from tip sites north of Leonora currently as the metal price is \$50.00 per tonne.

Carried out fire break inspections throughout town and provided list of properties requiring written advice to ensure compliance is reached as soon as possible. Also advised the existing Shire Bushfire Notice to be amended for next year to advise that overgrown materials need to be slashed or mowed to a minimum height of 50mm. The existing notice requires complete removal of overgrown material which would include the root systems that stabilise the soil. Removal of root material will result in dust issues as does rotary hoeing.

Dealt with various other enquiries.

### 12.1.2 Local Planning Strategy and Review of Town Planning Scheme

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 245
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	16 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.2-1 Scope of Works

<b>COUNCIL RESOLUTION:</b>	<b>No.1287</b>
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**Moved: Cr Jill Dwyer**

**Seconded: Cr Ian Baird**

*That Council receive for information the Scope of Works for the preparation of a Local Planning Strategy and a Local Planning Scheme.*

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

That Council receive for information the Scope of Works for the preparation of a Local Planning Strategy and a Local Planning Scheme.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

The introduction of the *Planning and Development (Local Planning Schemes) Regulations 2015* has resulted in a requirement for a local planning strategy and a review of the existing town planning scheme. A consultant will be appointed to support the Shire to complete these documents.

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

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

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

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

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

#### 14.3 Active civic leadership achieved

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

#### 14.4 Heritage & Natural assets conserved

- A strengthening of our cultural and heritage awareness and values.

### **STATUTORY AUTHORITY:**

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

**POLICY IMPLICATIONS:** Nil

### **FINANCIAL IMPLICATIONS:**

The assistance of a town planning consultant will be required to complete a local planning strategy and new local planning scheme as required by Regulations 2015.

The Department of Planning has provided a project brief to assist with a request for quotations and appointment of consultant.

It is the Shire's role to arrange for the appointment of consultant and financial matters. A budget allocation to cover the appointment of a consultant planner has been included in the current year budget. (Job S10004)

**RISK ASSESSMENTS:** Nil

### **BACKGROUND:**

Under the provisions of the *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations 2015) a local government must prepare a local planning strategy and existing local planning schemes are to be reviewed within six months of the five-year anniversary of the date the scheme is approved.

The Shire of Menzies has no local planning strategy and its Town Planning Scheme No. 1 (gazetted on 13 June 2003) is out of date as the Regulations 2015 created a new template for local planning schemes which is significantly different from that used in Town Planning Scheme No. 1. The introduction of the Regulations 2015 has also resulted that large sections of Town Planning Scheme No. 1 have been replaced by the 'deemed provisions' now automatically 'read into' the scheme which means that the text of the current scheme contains provisions that have effectively been replaced emphasising that an update is required.

### **COMMENT:**

The process of compiling a local planning strategy and a new local planning scheme involves strategic planning and long-term goals for the local government area and it is imperative that councillors are actively involved in the formulation of these plans.

At the July 2017 meeting of Council it was resolved to proceed with a new Town Planning Scheme and Strategy. The advertising and information has now been processed. The appointment of a consultant is the next step in this process.

## **SHIRE OF MENZIES**



### **Scope of Works for the preparation of a Local Planning Strategy and a Local Planning Scheme**

## **Scope of Works**

**November 2017**

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## **1. INTRODUCTION**

### ***1.1. Background***

The Shire of Menzies Town Planning Scheme No.1 was gazetted on 13 June 2003. The *Planning and Development Act 2005* ('the Act') requires all local governments to review their Local Planning Schemes ('Scheme') every five years. In accordance with the Act, the Shire of Menzies Council proposes to review its town planning scheme and prepare a Local Planning Scheme No. 2.

As a precursor to the Local Planning Scheme Review, the Shire is required under the *Planning and Development (Local Planning Scheme) Regulations 2015* to prepare a Local Planning Strategy ('Strategy') to:

- a) set out the long-term planning directions for the local government;
- b) apply any State or regional planning policy that is relevant to the strategy; and
- c) provide the rationale for any zoning or classification of land under the local planning scheme.

At this stage, the Shire does not have a Local Planning Strategy and therefore in accordance with the Regulations 2015, the Shire of Menzies Council also proposes to develop a Local Planning Strategy.

### ***1.2. Purpose***

The Shire of Menzies is seeking the services of a suitably qualified and experienced land use planning Consultant to prepare:

- a new Local Planning Strategy; and
- review the Shire's TPS No 1 and prepare a new Local Planning Scheme No. 2

The preparation and content of the Local Planning Strategy and Local Planning Scheme are to be in accordance with the requirements of the Act, *the Regulations 2015* and the Western Australian Planning Commission's *Local Planning Manual* (WAPC, 2010), other relevant planning legislation, policy and practices.



**Figure 1. Location Plan**



**Figure 2. Study Plan Area**

## 2. PROJECT DESCRIPTION

The Shire's existing Scheme is 15 years old and requires urgent review to reflect current planning legislation and requirements.

In addition, the Shire does not currently have a Local Planning Strategy and is required by legislation to prepare one.

This includes developing the Scheme in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* to efficiently manage and control land use and development.

The preparation of a Strategy will guide the zonings and land use controls contained in the Scheme and is considered to be a visionary and living document, planning for the medium-long term future development of the Shire.

The Strategy and Scheme are to be prepared in accordance with the relevant legislation and policy as set out in the Act. This includes, but is not limited to the documents set out in **Table 1**. The relevant legislation is required to be complied with; and sets out guidelines and policies which are to be considered during the preparation of a Strategy and Scheme.

**Table 1 - Legislation, Guidelines and Policy guiding the preparation of a Strategy and Scheme**

Legislation	Guidelines	State Planning Policy and Strategy
<b>Planning and Development Act 2005</b>	Local Planning Manual	State Planning Strategy
<b>Planning and Development (Local Planning Scheme) Regulations 2015</b>		State Planning Policy (SPP) No. 1 - State Planning Framework
	Country Sewerage Policy	SPP No. 3 - Urban Growth and Settlement
	Better Urban Water Management	SPP 3.1 - Residential Design Codes
	Planning for Bushfire Protection	SPP 3.7 – Planning in Bushfire Prone Areas
	Structure Plan Preparation Guidelines	
	Liveable Neighbourhoods	

## **2.1. Project Objectives**

The preparation of a new Local Planning Strategy and Local Planning Scheme must respond and address the following objectives:

- Building capacity in regional communities – A Local Planning Strategy and a Local Planning Scheme will increase the opportunity for future land supply and extend land use opportunities across the Shire, including industrial, agricultural, residential, tourism, commercial and recreation uses. The creation of a Local Planning Strategy and a Local Planning Scheme are vital to allow the Shire to promote well planned and effective development.
- Improving services to regional communities – A Local Planning Strategy and a Local Planning Scheme will draw on extensive community consultation, preceding strategies and investigations, and consultation with all relevant government agencies to deliver a planning framework that addresses the services demanded by regional communities including infrastructure, community, health, aged care, recreational, educational, communications, transport, tourism and retail.
- Attaining sustainability - A Local Planning Strategy and a Local Planning Scheme will be prepared with due regard to the State and regional planning framework to deliver contemporary outcomes.
- Expanding opportunity - A Local Planning Strategy and a Local Planning Scheme will enable government policies and market demands to be incorporated into the planning framework for the Shire to facilitate employment and lifestyle opportunity.
- Growing prosperity - A Local Planning Strategy and a Local Planning Scheme is timely to address growth and to ensure that development is beneficial economically, socially and environmentally.
- Delivering consistency - A Local Planning Strategy and a Local Planning Scheme will be in a position to ensure land use permissibility and development control across the entire Shire district is administered on a consistent basis.
- Policy and Spatial Framework - A Local Planning Strategy and a Local Planning Scheme will provide an opportunity to facilitate and guide the Shire in a way that improves the quality of life for all residents, continues to evolve and develop the local economy, and supports a vibrant community.

## **2.2. Project Overview**

A new Local Planning Strategy and a Local Planning Scheme will address the following (though not limited to) matters:

### Planning and Development Framework (where applicable)

- Current Local Planning Scheme
- WAPC's Land Capacity Analysis reports
- WAPC's WA Tomorrow population forecasts
- Municipal heritage inventories
- Any expansion strategies, interim development orders
- Strategic Plan/ Strategic Community Plan
- Relevant State Planning Policies and Development Control Policies
- State Planning Framework - State Planning Strategy, Regional Strategies, Urban Water Management, Country Sewerage Policy, Residential Design Codes, Liveable Neighbourhoods, Local Planning Manual etc.

### Land Use

- Central Regions Land Capacity Analysis – Shire of Menzies
- Land use needs and constraints - residential, industrial, commercial, rural, rural living etc.
- Land use pattern/plan for the area
- Tourism uses - i.e. caravan parks
- Education facilities, community facilities
- Public Open Space and recreation facilities
- Mining considerations
- Pastoral Land use

### Movement Network

- Road classification
- Highway/Roads land use conflict issues (if any)
- Road realignment/upgrading requirements

### Infrastructure

- Water provision Strengths, Weakness, Opportunities, Threats (SWOT) analysis
- Waste water provision SWOT
- Electricity provision SWOT

### Environment

- Public Drinking Water Protection Areas
- Water courses
- Endangered flora and fauna
- Areas requiring protection/rehabilitation

### 3. METHODOLOGY

It is envisaged that the preparation of the new Local Planning Strategy and Local Planning Scheme would be undertaken in a staged approach as per below. It is proposed that each stage below would be completed and signed off by the Shire prior to the Consultant commencing the following stage.

#### 3.1.1. **Stage 1 – Review and GAP Analysis;**

Review of the existing town planning scheme, the land capacity analysis reports and other relevant strategies and policies; and undertake a gap analysis on the existing local planning framework.

#### 3.1.2. **Stage 2 Inception meeting; and Initial Consultation**

The Consultant will undertake preliminary consultation with key stakeholders and the community to inform the vision, goals, objectives and direction for the preparation of a new local planning strategy and a local planning scheme.

#### 3.1.3. **Stage 3 Preparation of an initial draft Local Planning Strategy**

Following the information obtained through stage 1 and 2, the Consultant shall prepare an initial draft Local Planning Strategy for review by the Shire and DPLH (as relevant). The local government will review and provide feedback on the initial draft Local Planning Strategy to the consultant including, but not limited to feedback on Part A and B, mapping, strategies and actions.

#### 3.1.4. **Stage 4 Preparation of the draft Local Planning Strategy and Local Planning Scheme**

Once stage 3 is finalised, the Consultant will prepare a draft Local Planning Strategy based on any feedback provided by the Shire and will prepare a Local Planning Scheme based on the following including: the direction/strategies/actions identified by the draft Local Planning Strategy; the documents in Table 1; and the symbology and mapping requirements in Appendix 1.

#### 3.1.5. **Stage 5 – Public consultation**

On receipt of the WAPC's certification of the draft Strategy and consent to advertise; and on completion of examination of the scheme for advertising any required modifications (and confirmed by DPLH), the consultant is to facilitate the public advertisement of the strategy and scheme for 90 days concurrently, in the manner as stated in the regulations and any additional form of consultation required by the WAPC.

#### 3.1.6. **Stage 6 - Finalisation of Scheme and Strategy**

Following the close of the formal public consultation period, the Consultant is to consider and report upon the submissions to the draft Scheme and Strategy and provide recommendations for any appropriate modifications arising from the submissions. The Submissions Report and statutory Schedule of Submissions will be submitted for consideration and adoption by Council<sup>1</sup>.

**3.1.7. Stage 7- Final approval and gazettal**

The Strategy and Scheme are to be forwarded to the WAPC; and following receipt of the WAPC and/or Minister's advice, (and any required modifications that are to be undertaken by the Consultant) the Strategy and Scheme will be finalised for formal adoption by Council and the Minister, including final gazettal/endorsement.<sup>1</sup>

<sup>1</sup> Endorsement, adoption and approval processes for Schemes and Strategies are to be in accordance with the requirements set out in the *Planning and Development Act 2005* and the *Regulations 2015*.

#### 4. KEY DELIVERABLES, OUTCOMES AND MILESTONES

4.2 The Consultant is required to respond to and address the scope, outcomes and deliverables as set out in the following tables:

**Table 2 – Scope & Milestones**

Stage	Details	Timeframe
<b>Stage 1 - Review and GAP Analysis</b>	1.1 Following contract award within one week, the Consultant is to arrange a phone meeting with the Shire CEO to arrange and discuss preparation for the first site visit to the Shire of Menzies. This site visit is to occur within 3 weeks (of contract award) and will include: <ul style="list-style-type: none"> <li>• The inception meeting with the Shire (as per 2.1 below);</li> <li>• Site visit of the Menzies townsite and other key areas in the Shire; (as per 2.2 below); and</li> <li>• Undertaking the Initial Consultation (as per 2.3 below).</li> </ul>	Within one week of contract commencement
	1.2 Prior to the Site Visit, the Consultant is to review the existing town planning scheme, the Shire of Menzies Land Capacity Analysis Report and other relevant strategies and policies; and undertake a gap analysis on the existing local planning framework. The review shall examine (but is not limited to) the project scope as outlined in Section 2.2.	Within two weeks of contract commencement
	1.3 The Consultant is to provide a summary of the review/gap analysis to the Shire, 1 week before the Inception Meeting/ Site Visit.	
<b>Stage 2 - Inception meeting, Site visits, and Initial consultation</b>	2.1 Attend an inception in Menzies with the Shire of Menzies CEO and staff to determine and agree upon objectives, programme and deliverables. (Within seven weeks).	Within seven weeks of contract commencement
	2.2 Undertake site visits with the Shire of Menzies staff.	

	<p>2.3 Undertake initial consultation with Shire of Menzies staff, elected members, key stakeholders and the community to inform the direction of the preparation of the new local planning Strategy and Scheme, including to:</p> <ul style="list-style-type: none"> <li>• Facilitate and encourage effective communication between the community, stakeholders and the Principal and its appointed Consultant.</li> <li>• Obtain community and stakeholder input and feedback in relation to the new Local Planning Strategy and Scheme.</li> </ul>	
<p><b>Stage 3 - Preparation of an initial preliminary draft Local Planning Strategy</b></p>	<p>3.1 Following the information obtained through stages 1 and 2, the Consultant shall undertake additional preliminary consultation with relevant authorities to ensure that all relevant matters are accounted for including with DPLH, DBCA, DWER and DMIRS. Following this the Consultant shall prepare an initial preliminary draft Local Planning Strategy for review by the Shire and DPLH (as relevant). The initial draft Local Planning Strategy should include the proposed structure of both Parts A and B as set out in the WAPC's Local Planning Manual. The local government will review and provide feedback to the consultant on the initial preliminary draft Local Planning Strategy to the Consultant including, but not limited to feedback on Part A and B, the mapping, strategies and actions.</p>	<p>Within 10 weeks of contract commencement</p>

<b>Stage 4 - Preparation of the draft Local Planning Strategy and Local Planning Scheme; Council consideration and referral of the Scheme to the EPA</b>	4.1	Once stage 3 is confirmed and completed, the Consultant will prepare a draft Local Planning Strategy based on any feedback provided by the Shire; and will prepare a Local Planning Scheme based on the direction/ strategies/actions identified by the draft Local Planning Strategy. The Consultant will prepare and submit a draft Local Planning Strategy and Local Planning Scheme to the Shire for review. If required, the Shire will provide feedback to the Consultant – for the Consultant to amend the draft documents accordingly and re-submit to the Shire. The Scheme and Strategy will then be submitted to the Council for their consideration – and the Consultant will prepare reports to Council to resolve to advertise the draft local planning strategy and local planning scheme. The Consultant will prepare separate reports for the local planning strategy and the local planning scheme. Once these documents are adopted for advertising, the Consultant will need to facilitate referral of the draft Scheme to the EPA, under Section 81 & 82 of the Act.	Within 14 weeks of contract commencement
	4.2	The Consultant will facilitate that 2 copies of the scheme be forwarded to the WAPC for examination; and request WAPC's certification to advertise the draft Strategy and Scheme.	
	4.3	The Consultant will liaise informally with the Shire, the DPLH, and DBCA officers to clarify any component or issues relevant to the EPA.	
	4.4	The Consultant will also undertake any modifications to the draft Strategy and/or Scheme required by the WAPC.	
<b>Stage 5 Public consultation</b>	5.1	On receipt of the WAPC's response, and on completion of any required modifications (and confirmed by DPLH), the consultant is to facilitate	Within 4 weeks of receiving the WAPC's response

		the public advertisement of the draft Strategy and Scheme for 90 days concurrently, in the manner as stated in the regulations.	
	5.2	The Consultant is to conduct a workshop with Community, Stakeholders and Councillors (1 workshop) during public advertising period, locally in the Shire of Menzies	Within 1 month of start of public advertising
<b>Stage 6 - Finalisation of Scheme and Strategy</b>	6.1	<p>Following the close of the formal public consultation period, the Consultant is to consider and report upon the submissions to the draft Strategy and Scheme (as separate reports) and provide recommendations for any appropriate modifications arising from the submissions.</p> <p>The Consultant is to prepare separate reports for the local planning strategy and local planning scheme, including the following:</p> <ul style="list-style-type: none"> <li>• The Submissions Report;</li> <li>• The statutory Schedule of Submissions; and</li> <li>• The report to Council to resolve to support the strategy and scheme along with any modifications required to address issues raised in the submissions.</li> </ul> <p>These reports will then be submitted for consideration and adoption by Council, following which the LG will forward these to WAPC for final assessment.</p>	Within 1 month of end of public advertising
<b>Stage 7 Final approval and gazettal</b>	7.1	Following receipt of the WAPC and/or Minister's consideration, the Consultant will undertake any required modifications to the Strategy and Scheme. The Strategy and Scheme will be finalised for final gazettal.	Within 4 weeks of receiving the WAPC's response

*NB: The administrative time and costs associated with advertising and the reproduction of documents will be undertaken by the Shire of Menzies.*

## 5. DELIVERABLES

Deliverable		Number and format of Copies
	Stage 1	
1.	Review and gap analysis Report	One (1) electronic copy Word and PDF
	Stage 2	
2.	Preliminary consultation outcomes report	One (1) electronic copy Word and PDF
	Stage 3	
3.	Preliminary draft Local Planning Strategy	One (1) electronic copy Word and PDF Mapping – GIS files and PDF
	Stage 4	
4.	Draft Local Planning Strategy Report to Council to advertise draft local planning strategy	One (1) electronic copy Word and PDF Mapping – GIS files and PDF
5.	Draft Local Planning Scheme Report to Council to resolve to advertise the draft local planning scheme	One (1) electronic copy Word and PDF Mapping – GIS files and PDF
	Stage 5	
	Community Consultation and workshops	One workshop in the Shire of Menzies
	Stage 6	
	Submissions Report and Schedule of Submissions - two separate reports for the Strategy and Scheme Report to Council to resolve to support the scheme and strategy along with any modifications required to address issues raised in submissions.	One (1) electronic copy Word and PDF
	Stage 7	
	Final Local Planning Strategy	One (1) electronic copy Word and PDF Mapping – GIS files and PDF
	Final Local Planning Scheme	One (1) electronic copy Word and PDF Mapping – GIS files and PDF

## **6. SELECTION CRITERIA**

Quotes must provide the following details as supporting information

### ***6.1. Skills and Expertise***

Consultant(s) must provide information relevant to the skills and expertise of key personnel who will be involved with this project.

The following information should be provided for each key personnel:

- a. Qualifications;
- b. Professional or business associations;
- c. Length of service at the organisation;
- d. Industry experience – with a particular emphasis on projects of a similar nature.  
A detailed description should be provided of the scope of the project and the person's role and involvement and any additional relevant information of proposed personnel to be allocated to this project.

### ***6.2. Understanding of the Task***

Consultant(s) must demonstrate an appreciation of the requirements of this project and provide an outline of the project scope and their proposed approach. The scope of works will then be assessed in terms of its appropriateness and its ability to achieve the project objectives.

Consultant(s) shall provide a project timeline, which demonstrates their ability to meet the dates stipulated within the project brief.

### ***6.3. Demonstrated Experience in Completing Similar Projects***

Consultant(s) must provide a detailed description of similar work undertaken by the organisation for other clients. As a minimum the following information should be provided:

- a. A detailed description of the scope of work undertaken;
- b. Similarities between those projects and the project requirements of this tender;
- c. When the work was undertaken; and
- d. The project outcomes.

#### 6.4. Price

The Consultant is to provide a fixed fee for the services described in this project brief. The following Price schedule will be used as a payment schedule. Payment will be made to the Consultant when each Stage has been completed to the satisfaction of the Shire of Menzies. The Consultant is not to proceed to the next Stage until the current stage has been successfully completed.

Stage		Cost
1.	<b>Review and GAP Analysis</b>	
	Disbursements	\$.....
	Other	\$.....
	Sub Total (Excl GST)	\$.....
	Sub Total (Incl GST)	\$.....
2.	<b>Inception Meeting and Initial consultation</b>	
	Disbursements	\$.....
	Other	\$.....
	Sub Total (Excl GST)	\$.....
	Sub Total (Incl GST)	\$.....
3.	<b>Preparation of an initial preliminary draft Local Planning Strategy</b>	
	Disbursements	\$.....
	Other	\$.....
	Sub Total (Excl GST)	\$.....
	Sub Total (Incl GST)	\$.....
4.	<b>Preparation of the draft Local Planning Strategy and Local Planning Scheme</b>	
	Disbursements	\$.....
	Other	\$.....
	Sub Total (Excl GST)	\$.....
	Sub Total (Incl GST)	\$.....
5.	<b>Public consultation</b>	
	Disbursements	\$.....
	Other	\$.....
	Sub Total (Excl GST)	\$.....
	Sub Total (Incl GST)	\$.....
6.	<b>Finalisation of Scheme and Strategy</b>	
	Disbursements	\$.....
	Other	\$.....
	Sub Total (Excl GST)	\$.....
	Sub Total (Incl GST)	\$.....
7.	<b>Final approval and gazettal</b>	
	Disbursements	\$.....
	Other	\$.....
	Sub Total (Excl GST)	\$.....
	Sub Total (Incl GST)	\$.....
Total (Excl GST)		\$.....
Total (Incl GST)		\$.....

The rates listed below shall also apply to any additional work agreed to by the Shire of Menzies not covered under the Scope of Services but relevant to complete the project and shall include but not be limited to, all normal business expenses, any phone calls, any travel in the metropolitan area, and provision of all reports and advice.

Description of Service: Central Regions Land Supply and Infrastructure Analysis			Tendered Rate \$ (inc. GST)
Role of Specified Personnel:	Name of Specified Personnel:	Hourly Rate	\$
		Daily Rate – (Based on an 8 Hour Day)	\$
		Weekly Rate (Based on a 40 Hour Week)	\$
Role of Specified Personnel:	Name of Specified Personnel:	Hourly Rate	\$
		Daily Rate – (Based on an 8 Hour Day)	\$
		Weekly Rate (Based on a 40 Hour Week)	\$
Role of Specified Personnel:	Name of Specified Personnel:	Hourly Rate	\$
		Daily Rate – (Based on an 8 Hour Day)	\$
		Weekly Rate (Based on a 40 Hour Week)	\$
Role of Specified Personnel:	Name of Specified Personnel:	Hourly Rate	\$
		Daily Rate – (Based on an 8 Hour Day)	\$
		Weekly Rate (Based on a 40 Hour Week)	\$

## **Appendix 1:**

### **GIS Standards**

#### **Digital Mapping and Geographic Information**

Digital mapping and geographic data provided for this project/study shall conform to standards of accuracy, specifications and style of presentation acceptable to the Shire. Detail as follows:

#### **Cadastre**

Cadastre supplied or used in the preparation of mapping shall be geodetically controlled and conform to Landgate accuracy specified for numerical (precision capture). That is, for the study area, all cadastral points connected to cadastral control shall be within the following accuracy limits:

Urban	0.05 - 0.2 metres
Rural	0.5 - 2.5 metres
Pastoral	2.5 - 10 metres.

#### **Topographical Mapping**

All large scale topographical mapping is to be produced to Landgate's 1:2000 topographical specifications unless otherwise stated. Detailed information to include definition of any existing road carriageways, building outlines, fence lines, drains, water features, power lines/poles, vegetation areas (unclassified), large trees/features and 1 metre contours. Any topographic data produced for medium and small scales should be in compliance with Landgate's specifications.

Digital data specifications in terms of data level, colour, style, font style and line weight shall be in accordance with Landgate's feature code specifications.

#### **Project Mapping**

Project or publication mapping produced at various scales and themes shall be provided in accordance with specifications, standards and style of presentation acceptable to the DPLH (acting for and on behalf of the Commission).

#### **Mapping Systems**

All mapping and geographic information shall be referenced to the **Geocentric Datum of Australia 1994 (GDA94)**.

#### **Data Format**

All data provided shall be supplied in arcview shape files or ARC Export formats.

#### **Data Integrity**

Geographic features must be one of the following types: Point, Line or Polygon.

##### **LINES:**

Must not be zero length.

Must be clean and not contain duplicate line work.

Must have nodes at X and T junctions.

**POLYGONS:**

Must be closed.

Must contain lines having the same level.

Must not contain zero length lines.

Must be free of >undershoots and overshoots=.

Must be clean and not contain duplicate line work

**Metadata**

Any data submitted back to the Shire must be accompanied by metadata as per ANZLIC standards.

All mapping and geographic information shall become the property of the Shire.

**Symbology and colours**

All symbology, colours and graphics used in both the local planning strategy and the local planning scheme shall conform to standards, specifications and style presentation acceptable to the Department of Planning, Lands and Heritage, to be supplied to the successful Respondent, including as per the *Planning and Development (Local Planning Scheme) Regulations 2015*.

## 12.2 FINANCE AND ADMINISTRATION

### 12.2.1 Statement of Financial Activity for the Month of September 2017

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	EDM052
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	16 October 2017
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance & Administration
<b>ATTACHMENT:</b>	12.2.1-1 Monthly Financial Reports September 2017 12.2.1-2 Operating Statement by Nature and Type 12.2.1-3 Capital Income and Expenditure Statement

<b>COUNCIL RESOLUTION:</b>	<b>No.1288</b>
----------------------------	----------------

**Moved:** Cr Jill Dwyer

**Seconded:** Cr Justin Lee

*That Council*

*Receive the Statement of Financial Activity for the month ending 30 September 2017 tabled as attachment 12.2.1-1 presented at the meeting and note any material variances.*

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

That Council

Receive the Statement of Financial Activity for the month ending 30 September 2017 tabled as attachment 12.2.1-1 presented at the meeting 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 30 September 2017.

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

*14.3 Active civic leadership achieved*

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.4*

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

#### **POLICY IMPLICATIONS:**

Nil

## **FINANCIAL IMPLICATIONS:**

As detailed within the attachments.

## **RISK ASSESSMENTS:**

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

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

## **BACKGROUND:**

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

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

## **COMMENT:**

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

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

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

## **MONTHLY FINANCIAL REPORT**

**For the Period ended  
30 September 2017**



### **TABLE OF CONTENTS**

Statement of Comprehensive Income by Nature or Type

Statement of Comprehensive Income by Program

Statement of Financial Activity

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Cash at Bank

Notes

Revenues and Expenses

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

Supplementary Reports - Note General Ledger is currently being reorganised

- Operating by Nature or Type L Account
- Capital by GL Account

**Shire of Menzies**  
**STATEMENT OF COMPREHENSIVE INCOME**  
***BY NATURE OR TYPE***  
**For the Period ended**  
**30 September 2017**

	<b>Note</b>	<b>2017/2018 Budget \$</b>	<b>2017/2018 Actual \$</b>
<b>REVENUE</b>			
Rates	5	2,809,112	3,043,357
Operating Grants, Subsidies and Contributions		1,717,444	283,097
Fees and Charges	6	171,620	91,135
Interest Earnings	3	184,600	68,073
Other Revenue		46,200	1,300
		<u>4,928,976</u>	<u>3,486,963</u>
<b>EXPENSES</b>			
Employee Costs		(1,615,058)	(413,296)
Materials and Contracts		(2,800,273)	(285,715)
Utility Charges		(56,160)	(18,067)
Depreciation	2	(2,076,951)	0
Insurance Expenses		(130,430)	(28,858)
Allocation to Capital		0	38,043
Other Expenditure		(332,400)	(46,039)
		<u>(7,011,272)</u>	<u>(753,932)</u>
		(2,082,296)	2,733,031
Non-Operating Grants, Subsidies and Contributions		3,609,875	614,354
Profit on Asset Disposals		10,750	0
Loss on Asset Disposals		(9,250)	0
<b>NET RESULT</b>		<b>1,529,079</b>	<b>3,347,385</b>
<b>Other Comprehensive Income</b>			
Changes on Revaluation of non-current assets			
<b>TOTAL COMPREHENSIVE INCOME</b>		<b><u>1,529,080</u></b>	<b><u>3,347,385</u></b>

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

**Shire of Menzies**  
**STATEMENT OF COMPREHENSIVE INCOME**  
*- Operating by Nature or Type L Account*  
For the Period ended  
**30 September 2017**

	Note	2017/2018 Budget \$	2017/2018 Actual \$
<b>REVENUE</b>			
General Purpose Funding		3,889,706	3,402,126
Law, Order, Public Safety		6,400	0
Health		0	2,027
Housing		65,220	21,644
Community Amenities		6,600	7,660
Recreation and Culture		10,000	180
Transport		727,250	0
Economic Services		185,100	48,360
Other Property and Services		38,700	4,965
		<u>4,928,976</u>	<u>3,486,963</u>
<b>EXPENSES EXCLUDING FINANCE COSTS</b>			
Governance		(534,774)	(153,728)
General Purpose Funding		(133,975)	(32,139)
Law, Order, Public Safety		(45,180)	(7,779)
Health		(53,000)	(32,334)
Housing		(291,334)	(11,756)
Community Amenities		(202,910)	(39,051)
Recreation & Culture		(493,390)	(51,266)
Transport		(2,597,655)	(131,201)
Economic Services		(830,321)	(166,742)
Other Property and Services		(1,828,733)	(127,936)
		<u>(7,011,272)</u>	<u>(753,932)</u>
		(2,082,296)	2,733,031
<b>FINANCE COSTS (Refer Notes 2 &amp; 5)</b>			
		0	0
<b>NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>			
Recreation & Culture		261,000	0
Transport		3,333,875	614,354
Economic Services		15,000	0
		<u>3,609,875</u>	<u>614,354</u>
<b>PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)</b>			
Transport		1,500	0
		1,500	0
<b>NET RESULT</b>		<b>1,529,080</b>	<b>3,347,385</b>
<b>Other Comprehensive Income</b>			
Changes on Revaluation of non-current assets			
<b>Total Other Comprehensive Income</b>		<u>0</u>	<u>0</u>
<b>TOTAL COMPREHENSIVE INCOME</b>		<u><u>1,529,080</u></u>	<u><u>3,347,385</u></u>

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

**Shire of Menzies**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period ended**  
**30 September 2017**

	<b>Note</b>	<b>Budget</b>	<b>Budget YTD</b>	<b>Actual</b>	<b>Variance</b>	
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
<b>REVENUES</b>	1,2					
General Purpose Funding		1,020,594	255,149	358,769	-41%	(103,620)
Law, Order, Public Safety		6,400	1,600	0	100%	1,600
Housing		65,220	16,305	21,644	-33%	(5,339)
Community Amenities		6,600	1,650	7,660	-364%	(6,010)
Recreation and Culture		10,000	2,500	180	93%	2,320
Transport		727,250	181,813	0	100%	181,813
Economic Services		185,100	46,275	48,360	-5%	(2,085)
Other Property and Services		38,700	9,675	4,965	49%	4,710
		<u>2,059,864</u>	<u>514,966</u>	<u>443,606</u>		
<b>EXPENSES</b>	1,2					
Governance		(534,774)	(133,694)	(153,728)	-15%	20,034
General Purpose Funding		(133,975)	(33,494)	(32,139)	4%	(1,354)
Law, Order, Public Safety		(45,180)	(11,295)	(7,779)	31%	(3,516)
Health		(53,000)	(13,250)	(32,334)	-144%	19,084
Housing		(291,334)	(72,834)	(11,756)	84%	(61,078)
Community Amenities		(202,910)	(50,728)	(39,051)	23%	(11,677)
Recreation & Culture		(493,390)	(123,348)	(51,266)	58%	(72,081)
Transport		(2,597,655)	(649,414)	(131,201)	80%	(518,213)
Economic Services		(830,321)	(207,580)	(166,742)	20%	(40,838)
Other Property and Services		(1,828,733)	(457,183)	(127,936)	72%	(329,247)
		<u>(7,011,272)</u>	<u>(1,752,818)</u>	<u>(753,932)</u>		
<b>Net Operating Result Excluding Rates</b>		<u>(4,951,408)</u>	<u>(1,237,852)</u>	<u>(310,326)</u>		
<b>Adjustments for Cash Budget Requirements:</b>						
<b>Non-Cash Expenditure and Revenue</b>						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals		(1,500)	(250)	0		
Depreciation on Assets	2	2,076,951	346,159	0		
<b>Capital Expenditure and Revenue</b>						
Purchase Land Held for Resale	4	0	0	0	No budget	0
Purchase Land and Buildings	4	(1,061,000)	(176,833)	(30,296)	-83%	(146,537)
Purchase Infrastructure Assets - Roads	4	(4,310,287)	(718,381)	(1,357,411)	89%	639,030
Purchase Infrastructure Assets - Parks	4	(674,000)	(112,333)	(73,193)	-35%	(39,140)
Purchase Infrastructure Assets - Footpaths	4	(50,000)	(8,333)	0	-100%	(8,333)
Purchase Plant and Equipment	4	(262,000)	(43,667)	(90,514)	107%	46,847
Purchase Furniture and Equipment	4	(100,000)	(16,667)	(30,836)	85%	14,170
Proceeds from Disposal of Assets		81,000	13,500	96,386	614%	(82,886)
- Operating by Nature or Type L Account		3,609,875	10,829,625	614,354	-94%	10,215,271
Transfers to Reserves (Restricted Assets)	6	(283,600)	(47,267)	(300,545)	536%	253,279
Transfers from Reserves (Restricted Assets)	6	247,000	41,167	0	-100%	41,167
<b>ADD</b> Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,754,857	2,754,857	5,993,083		
Amount Raised from General Rates		2,924,112	2,924,112	3,043,357		
<b>Net Current Assets - Surplus (Deficit)</b>	8	<u>0</u>	<u>14,547,836</u>	<u>7,554,058</u>		

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

Shire of Menzies

STATEMENT OF COMPREHENSIVE INCOME

NET CURRENT ASSETS

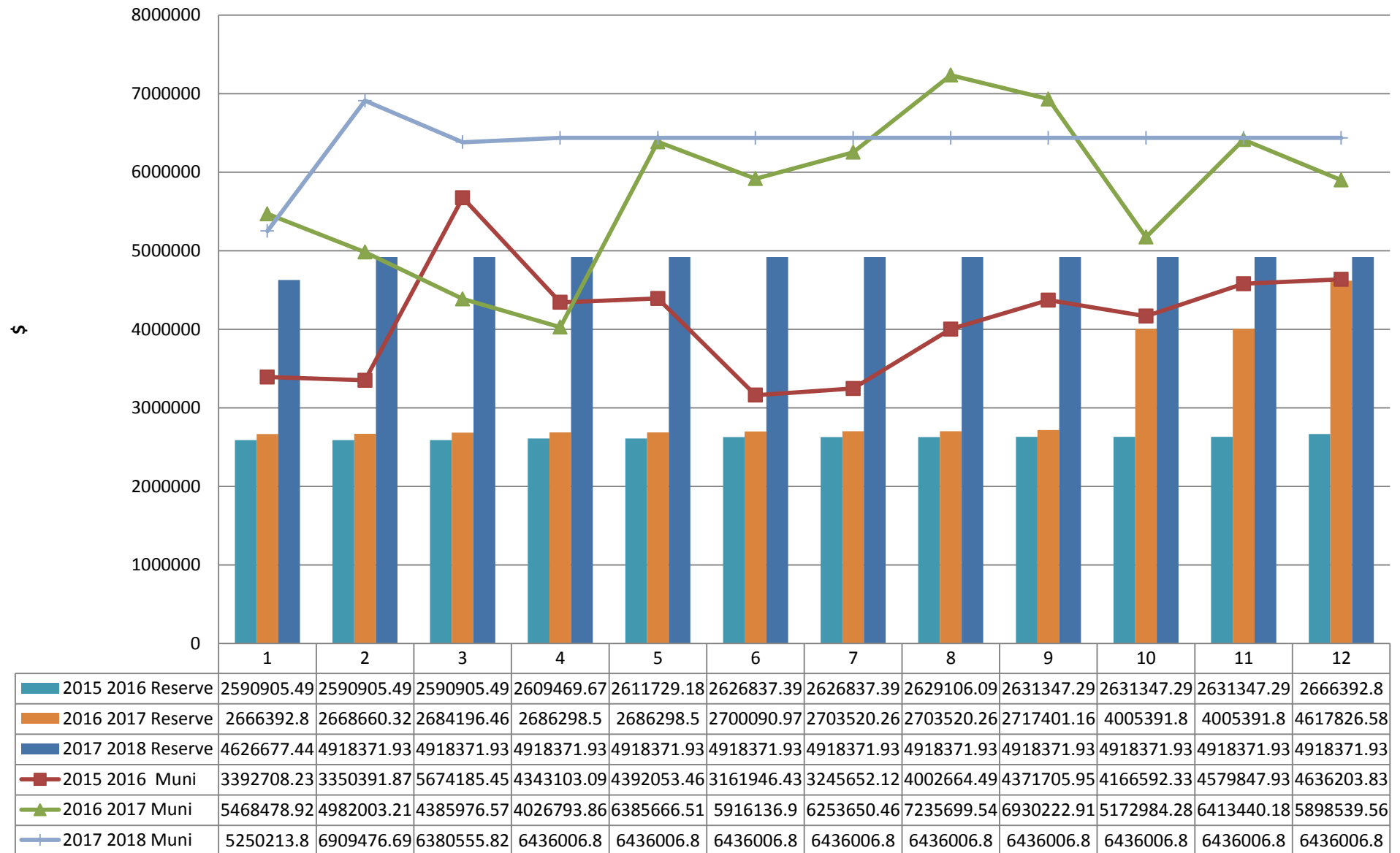
For the Period ended

30 September 2017

	Brought Forward Actual \$	Movement Actual \$	YTD Actual \$
<b>Surplus Deficit Brought Forward</b>	<b>5,993,083</b>	<b>1,560,975</b>	<b>7,554,058</b>
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents			
-Unrestricted Cash	5,477,846	(3,231)	5,474,615
-Restricted Cash - Reserves	4,617,827	300,545	4,918,372
Receivables		0	0
-Rates Outstanding	999,631	940,163	1,939,794
-Sundry Debtors	154,242	(10,419)	143,823
-Provision For Doubtful Debts	(115,170)	0	(115,170)
-Gst Receivable	79,220	105,160	184,380
-Accrued Income/Payments In Advance	32,807	47,715	80,522
Inventories			0
-Fuel, Oil & Materials on Hand	8,522	8,392	16,914
	<u>11,254,925</u>	<u>1,388,326</u>	<u>12,643,251</u>
<b>LESS CURRENT LIABILITIES</b>			
Trade and Other Payables			
-Sundry Creditors	(451,376)	430,989	(20,387)
-Accrued Salaries & Wages	(21,961)	21,961	(0)
-Income Received In Advance	(26,321)	0	(26,321)
-Gst Payable	(32,053)	(69,638)	(101,691)
-Payroll Creditors	(23,258)	856	(22,402)
-Accrued Expenses	(89,046)	89,046	0
Provisions			0
-Provision For Annual Leave	(105,969)	0	(105,969)
-Provision For Long Service Leave (Current)	(19,889)	(706)	(20,595)
	<u>(769,873)</u>	<u>472,508</u>	<u>(297,365)</u>
<b>Unadjusted Net Current Assets</b>	<b>10,485,052</b>	<b>1,860,834</b>	<b>12,345,886</b>
Less Reserves - restricted Cash	(4,617,827)	(300,545)	(4,918,372)
Add back Cash Backed Provision for Leave	125,858	706	126,564
Adjustment for Trust	0	(20)	(20)
<b>Adjusted net current assets</b>	<b>5,993,083</b>	<b>1,560,975</b>	<b>7,554,058</b>

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

## Cash at Bank



**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

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

**(e) Goods and Services Tax**

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

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

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

**(f) Superannuation**

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

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

**(g) Cash and Cash Equivalents**

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

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

**(h) Trade and Other Receivables**

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

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

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

**(i) Inventories**

***General***

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

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

***Land Held for Resale***

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

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

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

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

**(j) Fixed Assets**

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

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

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

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

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

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

(i) that are plant and equipment; and

(ii) that are -

(I) land and buildings; or

(II) infrastructure;

and

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

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

***Land Under Control***

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

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

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

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

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

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

**Depreciation of Non-Current Assets**

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

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

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

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

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

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

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

**Capitalisation Threshold**

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

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

**(k) Impairment**

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

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

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

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

**(l) Trade and Other Payables**

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

**(m) Employee Benefits**

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

**(n) Borrowing Costs**

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

**(o) Provisions**

Provisions are recognised when:

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

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

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

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

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

**(q) Comparative Figures**

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

**(r) Budget Comparative Figures**

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

	<b>2017/18</b>	<b>2017/18</b>
	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>

**REVENUES AND EXPENSES**

**Net Result from Ordinary**

**Activities was arrived at after:**

(i) Charging as Expenses:

**2 Depreciation**

**By Class**

Land and Buildings	367,436	0
Furniture and Equipment	11,230	0
Plant and Equipment	283,600	0
Roads	1,366,070	0
Footpaths	3,380	0
Parks and Ovals	35,185	0
Infrastructure Other	10,050	0
	<u>2,076,951</u>	<u>0</u>

(ii) Crediting as Revenues:

**3 Interest Earnings**

Investments

- Reserve Funds	80,000	16,945
- Other Funds	50,000	11,638
Other Interest Revenue ( <i>refer note 13</i> )	<u>54,600</u>	<u>39,490</u>
	<u>184,600</u>	<u>68,073</u>

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

**REVENUES AND EXPENSES (Continued)**

**Statement of Objective**

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

**COMMUNITY VISION**

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

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**EDUCATION AND WELFARE**

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

**HOUSING**

Provision and maintenance of staff housing.

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

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

**OTHER PROPERTY & SERVICES**

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

<b>4 ACQUISITION OF ASSETS</b>	<b>2017/18 Budget \$</b>	<b>30-Sep-17 Actual \$</b>
The following assets are budgeted to be acquired during the year:		
<b><u>By Program</u></b>		
<b>Governance</b>	80,000	30,410
<b>General Purpose Funding</b>	0	0
<b>Law, Order, Public Safety</b>	0	0
<b>Health</b>	0	0
<b>Education and Welfare</b>	0	0
<b>Housing</b>	116,000	30,296
<b>Community Amenities</b>	90,000	0
<b>Recreation and Culture</b>	887,000	53,702
<b>Transport</b>	4,709,287	1,452,385
<b>Economic Services</b>	545,000	15,032
<b>Other Property and Services</b>	30,000	426
	<b><u>6,457,287</u></b>	<b><u>1,582,251</u></b>

**By Class**

Purchase Land Held for Resale	0	0
Purchase Land and Buildings	1,061,000	30,296
Purchase Infrastructure Assets - Roads	4,310,287	1,357,420
Purchase Infrastructure Assets - Parks	674,000	73,185
Purchase Infrastructure Assets - Footpaths	50,000	0
Purchase Plant and Equipment	262,000	90,514
Purchase Furniture and Equipment	100,000	30,836
	<b><u>6,457,287</u></b>	<b><u>1,582,251</u></b>

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

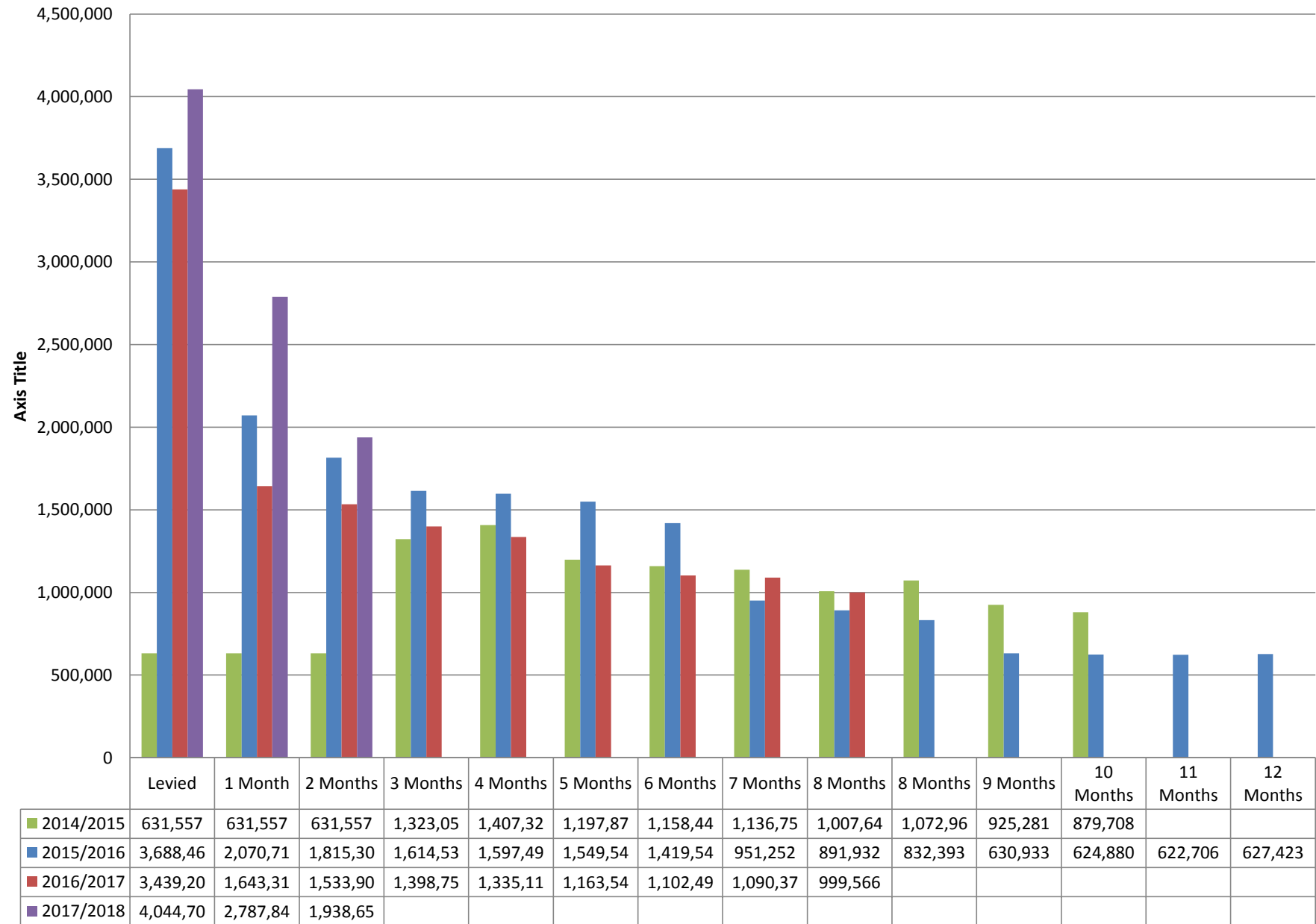
- Asset Acquisition Program

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
For the Period ended  
**30 September 2017**

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

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2017/18 Actual Rate Revenue \$</b>	<b>2017/18 Actual Interim Rates \$</b>	<b>2017/18 Actual Back Rates \$</b>	<b>2017/18 Actual Total Revenue \$</b>	<b>2017/18 Budget \$</b>
Differential Rates								
01 GRV Vacant	8.3400	3	15,652	1,305			1,305	1,305
02 GRV General	8.3200	30	2,497,152	207,763			207,763	207,763
09 UV Mining Lease	15.9700	221	11,665,114	1,862,919	120,708		1,983,627	1,862,919
13 UV Exploration Lease	14.7300	19	3,749,048	552,235			552,235	552,235
14 UV Prospecting	14.5100	63	433,233	62,862			62,862	62,862
12 UV Pastoral	8.0000	225	734,152	59,760	(1,028)		58,732	59,760
13 UV Other	8.0000	197	310,500	25,275	(435)		24,840	25,275
<b>Sub-Totals</b>		758	19,404,851	2,772,119	119,245	0	2,891,364	2,772,119
<b>Minimum Rates</b>	<b>Minimum \$</b>							
01 GRV Vacant	200	213	43,649	42,600			42,600	42,600
02 GRV General	311	8	8,813	2,488			2,488	2,488
09 UV Mining Lease	311	62	48,050	19,282			19,282	19,282
13 UV Exploration Lease	275	166	149,360	45,650			45,650	45,650
14 UV Prospecting	244	158	151,557	38,552			38,552	38,552
12 UV Pastoral	311	8	16,843	2,488			2,488	2,488
13 UV Other	311	3	6,700	933			933	933
<b>Sub-Totals</b>		618	424,972	151,993	0	0	151,993	151,993
Discounts							0	0
<b>Total Amount of General Rates</b>							3,043,357	2,924,112
Specified Area Rates							0	
<b>Total Rates</b>							3,043,357	2,924,112

## Outstanding Rates and Charges



**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE REPORT**  
**For the Period ended**  
**30 September 2017**

	<b>2017/18 Budget \$</b>	<b>2017/18 Actual \$</b>
<b>6. FEES &amp; CHARGES REVENUE</b>		
Governance	0	0
General Purpose Funding	1,800	7,489
Law, Order, Public Safety	400	0
Health	0	0
Education and Welfare	0	2,027
Housing	65,220	21,644
Community Amenities	6,600	7,660
Recreation & Culture	0	180
Transport	0	0
Economic Services	97,600	47,169
Other Property & Services	0	4,965
	<u>171,620</u>	<u>91,135</u>

**SHIRE OF MENZIES**  
**For the Period ended**  
**30 September 2017**

**7. RESERVES - CASH BACKED**

	Actual 2018 Opening Balance \$	Actual 2018 Transfer to \$	Actual 2018 Transfer (from) \$	Actual 2018 Closing Balance \$	Budget 2018 Opening Balance \$	Budget 2018 Transfer to \$	Budget 2018 Transfer (from) \$	Budget 2018 Closing Balance \$	Actual 2017 Opening Balance \$	Actual 2017 Transfer to \$	Actual 2017 Transfer (from) \$	Actual 2017 Closing Balance \$
Leave reserve	192,460	706	0	193,166	187,871	0	0	187,871	187,871	4,589	0	192,460
Plant reserve	932,561	287,022	0	1,219,583	558,156	0	(147,235)	410,921	558,156	521,640	(147,235)	932,561
Building reserve	1,161,096	4,261	0	1,165,357	684,086	0	0	684,086	684,086	477,010	0	1,161,096
TV reserve	16,789	62	0	16,850	16,388	0	0	16,388	16,388	401	0	16,789
Main street reserve	131,578	483	0	132,061	193,331	0	(65,000)	128,331	193,331	3,247	(65,000)	131,578
Staff amenities reserve	70,915	260	0	71,176	69,225	0	0	69,225	69,225	1,690	0	70,915
Roads reserve	474,836	1,742	0	476,578	164,020	300,000	0	464,020	164,020	310,816	0	474,836
Caravan park reserve	316,747	1,162	0	317,909	309,195	0	0	309,195	309,195	7,552	0	316,747
Rates future claims reserve	47,576	175	0	47,751	46,442	0	0	46,442	46,442	1,134	0	47,576
Bitumen resealing reserve	379,618	1,393	0	381,011	203,607	170,012	0	373,619	203,607	176,011	0	379,618
Niagara Dam reserve	800,049	2,936	0	802,985	123,062	660,000	(10,000)	773,062	123,062	676,987	0	800,049
Waterpark reserve	93,601	343	0	93,945	111,011	0	0	111,011	111,011	2,591	(20,000)	93,602
	<u>4,617,827</u>	<u>300,545</u>	<u>0</u>	<u>4,918,372</u>	<u>2,666,394</u>	<u>1,130,012</u>	<u>(222,235)</u>	<u>3,574,171</u>	<u>2,666,394</u>	<u>2,183,668</u>	<u>(232,235)</u>	<u>4,617,827</u>

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

**SHIRE OF MENZIES**  
**For the Period ended**  
**30 September 2017**

**7. RESERVES - CASH BACKED**

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

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

**Shire of Menzies**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**For the Period ended**  
**30 September 2017**

**8. TRUST FUNDS**

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

<b>Detail</b>	<b>Balance 1-Jul-17 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance 30-Sep-17 \$</b>
Unidentified Deposits	0			0
Housing Bonds	1,680			1,680
Pet Bonds	200			200
Councillor Nomination Fees		640		640
				0
				0
	<u>1,880</u>			<u>2,520</u>

**Shire of Menzies**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period ended**  
**30 September 2017**

	Note	Budget	Budget YTD	Actual	Variance	
		\$	\$	\$	%	\$
<b>REVENUES</b>	1,2					
General Purpose Funding		1,020,594	255,149	358,769	-41%	(103,620) <i>Timing -budget spread evenly over 12 months, grants usually received quarterly</i>
Law, Order, Public Safety		6,400	1,600	0	100%	1,600 <i>Timing -budget spread evenly over 12 months</i>
Housing		65,220	16,305	21,644	-33%	(5,339) <i>Timing -budget spread evenly over 12 months</i>
Community Amenities		6,600	1,650	7,660	-364%	(6,010) <i>Timing -budget spread evenly over 12 months</i>
Recreation and Culture		10,000	2,500	180	93%	2,320 <i>Timing -budget spread evenly over 12 months</i>
Transport		727,250	181,813	0	100%	181,813 <i>Timing -budget spread evenly over 12 months</i>
Economic Services		185,100	46,275	48,360	-5%	(2,085) <i>Timing -budget spread evenly over 12 months</i>
Other Property and Services		38,700	9,675	4,965	49%	4,710 <i>Timing -budget spread evenly over 12 months</i>
		<u>2,059,864</u>	<u>514,966</u>	<u>443,606</u>		
<b>EXPENSES</b>	1,2					
Governance		(534,774)	(133,694)	(153,728)	-15%	20,034 <i>Timing - budget spread evenly over 12 months</i>
General Purpose Funding		(133,975)	(33,494)	(32,139)	4%	(1,354)
Law, Order, Public Safety		(45,180)	(11,295)	(7,779)	31%	(3,516)
Health		(53,000)	(13,250)	(32,334)	-144%	19,084 <i>Timing - WA Country Health prior year expenses for provision of nurse charged in current year</i>
Housing		(291,334)	(72,834)	(11,756)	84%	(61,078) <i>Timing, no depreciation calculated</i>
Community Amenities		(202,910)	(50,728)	(39,051)	23%	(11,677) <i>Timing, no depreciation calculated</i>
Recreation & Culture		(493,390)	(123,348)	(51,266)	58%	(72,081) <i>Timing, no depreciation calculated</i>
Transport		(2,597,655)	(649,414)	(131,201)	80%	(518,213) <i>Timing, no depreciation calculated</i>
Economic Services		(830,321)	(207,580)	(166,742)	20%	(40,838) <i>Timing, no depreciation calculated</i>
Other Property and Services		(1,828,733)	(457,183)	(127,936)	72%	(329,247) <i>Timing, no depreciation calculated</i>
		<u>(7,011,272)</u>	<u>(1,752,818)</u>	<u>(753,932)</u>		
<b>Net Operating Result Excluding Rates</b>		<u>(4,951,408)</u>	<u>(1,237,852)</u>	<u>(310,326)</u>		
<b>Adjustments for Cash Budget Requirements:</b>						
<b>Non-Cash Expenditure and Revenue</b>						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals		(1,500)	(250)	0	-100%	(250) <i>Timing</i>
Depreciation on Assets	2	2,076,951	346,159	0	-100%	346,159 <i>Depreciation not calculated until 2016/17 Audit finalised</i>
<b>Capital Expenditure and Revenue</b>						
Purchase Land Held for Resale	4	0	0	0	No budget	0
Purchase Land and Buildings	4	(1,061,000)	(176,833)	(30,296)	-83%	(146,537) <i>Timing - budget spread evenly over 12 months</i>
Purchase Infrastructure Assets - Roads	4	(4,310,287)	(718,381)	(1,357,411)	89%	639,030 <i>Timing - budget spread evenly over 12 months</i>
Purchase Infrastructure Assets - Parks	4	(674,000)	(112,333)	(73,193)	-35%	(39,140) <i>Timing - budget spread evenly over 12 months</i>
Purchase Infrastructure Assets - Footpaths	4	(50,000)	(8,333)	0	-100%	(8,333) <i>Timing - budget spread evenly over 12 months</i>
Purchase Plant and Equipment	4	(262,000)	(43,667)	(90,514)	107%	46,847 <i>Timing - budget spread evenly over 12 months</i>
Purchase Furniture and Equipment	4	(100,000)	(16,667)	(30,836)	85%	14,170 <i>Timing - budget spread evenly over 12 months</i>
Proceeds from Disposal of Assets		81,000	13,500	96,386	614%	(82,886) <i>Timing - budget spread evenly over 12 months</i>
- Operating by Nature or Type L Account		3,609,875	10,829,625	614,354	-94%	10,215,271 <i>Timing - budget spread evenly over 12 months</i>
Transfers to Reserves (Restricted Assets)	6	(283,600)	(47,267)	(300,545)	536%	253,279 <i>Timing - budget spread evenly over 12 months</i>
Transfers from Reserves (Restricted Assets)	6	247,000	41,167	0	-100%	41,167 <i>Timing - transfers from reserves occur when funds are required for capital purchases</i>
<b>ADD Estimated Surplus/(Deficit) July 1 B/Fwd</b>	7	2,754,857	2,754,857	5,993,083		
<b>Amount Raised from General Rates</b>		2,924,112	2,924,112	3,043,357		
<b>Net Current Assets - Surplus (Deficit)</b>	8	<u>0</u>	<u>14,547,836</u>	<u>7,554,058</u>		

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



**Shire of Menzies  
Operating Report  
by SubProgram  
for the period ending  
30 September 2017**

Budget variances between this report and the Statement of Comprehensive Income by Program in the Monthly Financials are due to adjustments made for the

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

<b>General Purpose Funding</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>Other General Purpose Funding</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	894,194	283,097
Fees & Charges	-	73
Interest Earnings	130,000	28,584
<b>Subtotal Operating Revenue</b>	<b>1,024,194</b>	<b>311,754</b>
<b>TOTAL Other General Purpose Funding</b>	<b>1,024,194</b>	<b>311,754</b>
<b>Rate Revenue</b>		
<b>Operating Revenue</b>		
Rates	2,809,112	3,043,357
Fees & Charges	56,400	7,416
Interest Earnings	-	39,490
Other Revenue	-	109
<b>Subtotal Operating Revenue</b>	<b>2,865,512</b>	<b>3,090,372</b>
<b>Operating Expense</b>		
Employee Costs	(100,575)	(27,003)
Materials & Contracts	(31,000)	(4,785)
Insurance Expenses	(2,400)	-
Other Expenditure	-	(352)
Reallocation Codes Expenditure	-	-
<b>Subtotal Operating Expense</b>	<b>(133,975)</b>	<b>(32,139)</b>
<b>TOTAL Rate Revenue</b>	<b>2,731,537</b>	<b>3,058,233</b>
<b>Total - Cost of General Purpose Funding</b>	<b>3,755,731</b>	<b>3,369,986</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

<b>Governance</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>Governance - General</b>		
<b>Operating Expense</b>		
Employee Costs	(220,824)	(67,871)
Materials & Contracts	(91,500)	(30,311)
Insurance Expenses	(5,000)	-
Other Expenditure	-	-
<b>Subtotal Operating Expense</b>	<b>(317,324)</b>	<b>(98,182)</b>
<b>TOTAL Governance - General</b>	<b>(317,324)</b>	<b>(98,182)</b>
<b>Members Of Council</b>		
<b>Operating Expense</b>		
Employee Costs	(500)	(37)
Materials & Contracts	(48,300)	(10,017)
Other Expenditure	(167,900)	(45,492)
Reallocation Codes Expenditure	(750)	-
<b>Subtotal Operating Expense</b>	<b>(217,450)</b>	<b>(55,546)</b>
<b>TOTAL Members Of Council</b>	<b>(217,450)</b>	<b>(55,546)</b>
<b>Total - Cost of Governance</b>	<b>(534,774)</b>	<b>(153,728)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

### Law, Order & Public Safety

Current Budget

YTD Actual

#### Other Law, Order & Public Safety

##### Operating Expense

Employee Costs	(6,500)	(398)
Materials & Contracts	(500)	(4,200)
Utilities	-	-
Reallocation Codes Expenditure	(5,250)	(422)
<b>Subtotal Operating Expense</b>	<b>(12,250)</b>	<b>(5,020)</b>

<b>TOTAL Other Law, Order &amp; Public Safety</b>	<b>(12,250)</b>	<b>(5,020)</b>
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#### Animal Control

##### Operating Revenue

Fees & Charges	400	-
<b>Subtotal Operating Revenue</b>	<b>400</b>	<b>-</b>

##### Operating Expense

Materials & Contracts	(20,500)	(1,455)
Depreciation On Non-Current Assets	(580)	-
<b>Subtotal Operating Expense</b>	<b>(21,080)</b>	<b>(1,455)</b>

<b>TOTAL Animal Control</b>	<b>(20,680)</b>	<b>(1,455)</b>
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#### Fire Prevention

##### Operating Revenue

Operating Grants, Subsidies And Contributions	6,000	-
<b>Subtotal Operating Revenue</b>	<b>6,000</b>	<b>-</b>

##### Operating Expense

Employee Costs	(700)	(263)
Materials & Contracts	(1,050)	-
Utilities	(200)	(31)
Depreciation On Non-Current Assets	(5,850)	-
Insurance Expenses	(3,000)	(801)
Reallocation Codes Expenditure	(1,050)	(210)
<b>Subtotal Operating Expense</b>	<b>(11,850)</b>	<b>(1,305)</b>

<b>TOTAL Fire Prevention</b>	<b>(5,850)</b>	<b>(1,305)</b>
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<b>Total - Cost of Law, Order &amp; Public Safety</b>	<b>(38,780)</b>	<b>(7,779)</b>
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# Shire of Menzies

## Operating Report for the period ending 30 September 2017

Health	Current Budget	YTD Actual
<b>Other Health</b>		
<b>Operating Revenue</b>		
Fees & Charges	-	2,027
<b>Subtotal Operating Revenue</b>	-	<b>2,027</b>
<b>Operating Expense</b>		
Employee Costs	(3,200)	(64)
Materials & Contracts	(40,000)	(32,159)
Reallocation Codes Expenditure	(4,800)	(111)
<b>Subtotal Operating Expense</b>	<b>(48,000)</b>	<b>(32,334)</b>
<b>TOTAL Other Health</b>	<b>(48,000)</b>	<b>(30,306)</b>
<b>Preventative Services - Pest Control</b>		
<b>Operating Expense</b>		
Materials & Contracts	(5,000)	-
<b>Subtotal Operating Expense</b>	<b>(5,000)</b>	-
<b>TOTAL Preventative Services - Pest Control</b>	<b>(5,000)</b>	-
<b>Total - Cost of Health</b>	<b>(53,000)</b>	<b>(30,306)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

### Housing

Current Budget

YTD Actual

#### Other Housing

##### Operating Revenue

Fees & Charges	45,200	14,344
<b>Subtotal Operating Revenue</b>	<b>45,200</b>	<b>14,344</b>

##### Operating Expense

Employee Costs	(11,900)	(603)
Materials & Contracts	(29,896)	-
Utilities	(2,100)	(914)
Depreciation On Non-Current Assets	(93,144)	-
Insurance Expenses	(3,140)	(828)
Reallocation Codes Expenditure	(17,850)	(1,108)
<b>Subtotal Operating Expense</b>	<b>(158,030)</b>	<b>(3,454)</b>

<b>TOTAL Other Housing</b>	<b>(112,830)</b>	<b>10,890</b>
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#### Staff Housing

##### Operating Revenue

Fees & Charges	20,020	7,300
<b>Subtotal Operating Revenue</b>	<b>20,020</b>	<b>7,300</b>

##### Operating Expense

Employee Costs	(12,000)	(840)
Materials & Contracts	(50,262)	(1,419)
Utilities	(10,350)	(2,496)
Depreciation On Non-Current Assets	(40,422)	-
Insurance Expenses	(2,270)	(1,667)
Reallocation Codes Expenditure	(18,000)	(1,879)
<b>Subtotal Operating Expense</b>	<b>(133,304)</b>	<b>(8,302)</b>

<b>TOTAL Staff Housing</b>	<b>(113,284)</b>	<b>(1,002)</b>
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<b>Total - Cost of Housing</b>	<b>(226,114)</b>	<b>9,889</b>
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# Shire of Menzies

## Operating Report for the period ending 30 September 2017

### Community Amenities

Current Budget

YTD Actual

#### Other Community Amenities

##### Operating Expense

Employee Costs	(22,000)	(3,274)
Materials & Contracts	(2,600)	(683)
Depreciation On Non-Current Assets	(2,850)	-
Insurance Expenses	(240)	(64)
Reallocation Codes Expenditure	(33,000)	(5,500)
<b>Subtotal Operating Expense</b>	<b>(60,690)</b>	<b>(9,520)</b>

<b>TOTAL Other Community Amenities</b>	<b>(60,690)</b>	<b>(9,520)</b>
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#### Town Planning & Regional Development

##### Operating Expense

Employee Costs	-	-
Materials & Contracts	(50,000)	-
Reallocation Codes Expenditure	-	-
<b>Subtotal Operating Expense</b>	<b>(50,000)</b>	<b>-</b>

<b>TOTAL Town Planning &amp; Regional Development</b>	<b>(50,000)</b>	<b>-</b>
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#### Protection Of Environment

##### Operating Revenue

Other Revenue	-	-
<b>Subtotal Operating Revenue</b>	<b>-</b>	<b>-</b>

<b>TOTAL Protection Of Environment</b>	<b>-</b>	<b>-</b>
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#### Sewerage

##### Operating Expense

Employee Costs	(700)	-
Materials & Contracts	(6,100)	-
Insurance Expenses	(110)	-
Reallocation Codes Expenditure	(1,050)	-
<b>Subtotal Operating Expense</b>	<b>(7,960)</b>	<b>-</b>

<b>TOTAL Sewerage</b>	<b>(7,960)</b>	<b>-</b>
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#### Sanitation - Other

##### Operating Expense

Employee Costs	-	-
Reallocation Codes Expenditure	-	-
<b>Subtotal Operating Expense</b>	<b>-</b>	<b>-</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

<b>Community Amenities</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>TOTAL Sanitation - Other</b>	<b>-</b>	<b>-</b>
<b>Sanitation - Household Refuse</b>		
<b>Operating Revenue</b>		
Fees & Charges	6,600	7,660
<b>Subtotal Operating Revenue</b>	<b>6,600</b>	<b>7,660</b>
<b>Operating Expense</b>		
Employee Costs	(22,000)	(7,500)
Materials & Contracts	(20,000)	(159)
Depreciation On Non-Current Assets	(6,100)	-
Insurance Expenses	(160)	(43)
Reallocation Codes Expenditure	(36,000)	(21,827)
<b>Subtotal Operating Expense</b>	<b>(84,260)</b>	<b>(29,531)</b>
<b>TOTAL Sanitation - Household Refuse</b>	<b>(77,660)</b>	<b>(21,871)</b>
<b>Total - Cost of Community Amenities</b>	<b>(196,310)</b>	<b>(31,391)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

### Recreation & Culture

Current Budget

YTD Actual

#### Communities

##### Operating Expense

Employee Costs	(2,000)	-
Materials & Contracts	(6,500)	1,407
Other Expenditure	(164,500)	-
Reallocation Codes Expenditure	(3,000)	-
<b>Subtotal Operating Expense</b>	<b>(176,000)</b>	<b>1,407</b>

<b>TOTAL Communities</b>	<b>(176,000)</b>	<b>1,407</b>
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#### War Memorial

##### Operating Expense

Utilities	-	-
<b>Subtotal Operating Expense</b>	<b>-</b>	<b>-</b>

<b>TOTAL War Memorial</b>	<b>-</b>	<b>-</b>
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#### Other Culture

##### Operating Expense

Employee Costs	(600)	-
Materials & Contracts	(500)	-
Utilities	(1,500)	-
Insurance Expenses	-	(385)
Reallocation Codes Expenditure	(900)	-
<b>Subtotal Operating Expense</b>	<b>(3,500)</b>	<b>(385)</b>

<b>TOTAL Other Culture</b>	<b>(3,500)</b>	<b>(385)</b>
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#### Libraries

##### Operating Expense

Materials & Contracts	(2,500)	(215)
Reallocation Codes Expenditure	-	-
<b>Subtotal Operating Expense</b>	<b>(2,500)</b>	<b>(215)</b>

<b>TOTAL Libraries</b>	<b>(2,500)</b>	<b>(215)</b>
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#### Television And Rebroadcasting

##### Operating Expense

Employee Costs	(700)	-
Materials & Contracts	(5,000)	(8,493)
Insurance Expenses	-	(14)
Reallocation Codes Expenditure	(1,050)	-
<b>Subtotal Operating Expense</b>	<b>(6,750)</b>	<b>(8,507)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

<b>Recreation &amp; Culture</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>TOTAL Television And Rebroadcasting</b>	<b>(6,750)</b>	<b>(8,507)</b>
<b>Other Recreation &amp; Sport</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	10,000	-
<b>Subtotal Operating Revenue</b>	<b>10,000</b>	<b>-</b>
<b>Operating Expense</b>		
Employee Costs	(115,900)	(12,024)
Materials & Contracts	(54,200)	(1,932)
Utilities	(5,200)	(534)
Depreciation On Non-Current Assets	(20,080)	-
Insurance Expenses	(1,640)	(405)
Other Expenditure	-	(48)
Reallocation Codes Expenditure	(90,100)	(26,789)
<b>Subtotal Operating Expense</b>	<b>(287,120)</b>	<b>(41,731)</b>
<b>TOTAL Other Recreation &amp; Sport</b>	<b>(277,120)</b>	<b>(41,731)</b>
<b>Public Halls &amp; Civic Centres</b>		
<b>Operating Revenue</b>		
Fees & Charges	-	180
<b>Subtotal Operating Revenue</b>	<b>-</b>	<b>180</b>
<b>Operating Expense</b>		
Materials & Contracts	(12,000)	(1,835)
Depreciation On Non-Current Assets	(5,520)	-
<b>Subtotal Operating Expense</b>	<b>(17,520)</b>	<b>(1,835)</b>
<b>TOTAL Public Halls &amp; Civic Centres</b>	<b>(17,520)</b>	<b>(1,655)</b>
<b>Total - Cost of Recreation &amp; Culture</b>	<b>(483,390)</b>	<b>(51,086)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

<b>Transport</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>Aerodromes</b>		
<b>Operating Expense</b>		
Employee Costs	(2,000)	(249)
Materials & Contracts	(4,000)	-
Reallocation Codes Expenditure	(3,000)	(435)
<b>Subtotal Operating Expense</b>	<b>(9,000)</b>	<b>(684)</b>
<b>TOTAL Aerodromes</b>	<b>(9,000)</b>	<b>(684)</b>
<b>Streets, Roads, &amp; Bridges Maintenance</b>		
<b>Operating Revenue</b>		
Operating Grants, Subsidies And Contributions	727,250	-
Non-Operating Grants, Subsidies And Contributions	-	-
<b>Subtotal Operating Revenue</b>	<b>727,250</b>	<b>-</b>
<b>Operating Expense</b>		
Employee Costs	(105,700)	(30,151)
Materials & Contracts	(899,400)	(2,055)
Utilities	(9,000)	(1,167)
Depreciation On Non-Current Assets	(1,394,005)	-
Reallocation Codes Expenditure	(180,550)	(97,145)
<b>Subtotal Operating Expense</b>	<b>(2,588,655)</b>	<b>(130,518)</b>
<b>TOTAL Streets, Roads, &amp; Bridges Maintenance</b>	<b>(1,861,405)</b>	<b>(130,518)</b>
<b>Total - Cost of Transport</b>	<b>(1,870,405)</b>	<b>(131,201)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

### Economic Services

Current Budget

YTD Actual

#### Caravan Park

##### Operating Revenue

Fees & Charges	65,000	35,294
Other Revenue	3,500	-
<b>Subtotal Operating Revenue</b>	<b>68,500</b>	<b>35,294</b>

##### Operating Expense

Employee Costs	(34,000)	(13,571)
Materials & Contracts	(30,550)	(4,322)
Utilities	(10,900)	(8,146)
Insurance Expenses	(3,400)	(842)
Reallocation Codes Expenditure	(51,000)	(18,398)
<b>Subtotal Operating Expense</b>	<b>(129,850)</b>	<b>(45,278)</b>

<b>TOTAL Caravan Park</b>	<b>(61,350)</b>	<b>(9,984)</b>
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#### Crc

##### Operating Revenue

Operating Grants, Subsidies And Contributions	80,000	-
Other Revenue	-	64
<b>Subtotal Operating Revenue</b>	<b>80,000</b>	<b>64</b>

##### Operating Expense

Employee Costs	(72,225)	(17,419)
Materials & Contracts	(3,475)	(1,105)
Utilities	(2,700)	(657)
Insurance Expenses	(1,600)	-
Other Expenditure	-	-
Reallocation Codes Expenditure	-	-
<b>Subtotal Operating Expense</b>	<b>(80,000)</b>	<b>(19,182)</b>

<b>TOTAL Crc</b>	<b>-</b>	<b>(19,118)</b>
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#### Other Economic Services

##### Operating Revenue

Fees & Charges	3,100	273
<b>Subtotal Operating Revenue</b>	<b>3,100</b>	<b>273</b>

##### Operating Expense

Employee Costs	(300)	-
Materials & Contracts	-	134
Depreciation On Non-Current Assets	(7,340)	-
Insurance Expenses	(1,300)	(360)
Reallocation Codes Expenditure	(450)	-
<b>Subtotal Operating Expense</b>	<b>(9,390)</b>	<b>(225)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

<b>Economic Services</b>	<b>Current Budget</b>	<b>YTD Actual</b>
<b>TOTAL Other Economic Services</b>	<b>(6,290)</b>	<b>47</b>
<b>Building Control</b>		
<b>Operating Revenue</b>		
Fees & Charges	500	-
<b>Subtotal Operating Revenue</b>	<b>500</b>	<b>-</b>
<b>Operating Expense</b>		
Materials & Contracts	(12,000)	(3,107)
Reallocation Codes Expenditure	-	-
<b>Subtotal Operating Expense</b>	<b>(12,000)</b>	<b>(3,107)</b>
<b>TOTAL Building Control</b>	<b>(11,500)</b>	<b>(3,107)</b>
<b>Tourism &amp; Area Promotion</b>		
<b>Operating Revenue</b>		
Fees & Charges	29,000	11,602
Other Revenue	4,000	1,127
<b>Subtotal Operating Revenue</b>	<b>33,000</b>	<b>12,729</b>
<b>Operating Expense</b>		
Employee Costs	(131,241)	(32,418)
Materials & Contracts	(295,500)	(48,819)
Utilities	(510)	(43)
Depreciation On Non-Current Assets	(137,810)	-
Insurance Expenses	(8,970)	(2,428)
Reallocation Codes Expenditure	(25,050)	(15,242)
<b>Subtotal Operating Expense</b>	<b>(599,081)</b>	<b>(98,950)</b>
<b>TOTAL Tourism &amp; Area Promotion</b>	<b>(566,081)</b>	<b>(86,220)</b>
<b>Total - Cost of Economic Services</b>	<b>(645,221)</b>	<b>(118,382)</b>

# Shire of Menzies

## Operating Report for the period ending 30 September 2017

### Other Property & Services

Current Budget

YTD Actual

#### Salaries & Wages

##### Operating Expense

Employee Costs	-	(32,443)
<b>Subtotal Operating Expense</b>	-	<b>(32,443)</b>
<b>TOTAL Salaries &amp; Wages</b>	-	<b>(32,443)</b>

#### Administration

##### Operating Revenue

Fees & Charges	-	-
Other Revenue	7,700	-
<b>Subtotal Operating Revenue</b>	<b>7,700</b>	<b>-</b>

##### Operating Expense

Employee Costs	(317,551)	(82,826)
Materials & Contracts	(255,200)	(65,161)
Utilities	(13,300)	(4,080)
Depreciation On Non-Current Assets	(106,480)	-
Insurance Expenses	(67,500)	(13,540)
Other Expenditure	-	(135)
Capital Purchases (Capitalised Items Only)	-	17,092
Reallocation Codes Expenditure	(36,450)	(1,995)
<b>Subtotal Operating Expense</b>	<b>(796,481)</b>	<b>(150,644)</b>

<b>TOTAL Administration</b>	<b>(788,781)</b>	<b>(150,644)</b>
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#### Plant Operation Costs

##### Operating Revenue

Other Revenue	25,500	-
<b>Subtotal Operating Revenue</b>	<b>25,500</b>	<b>-</b>

##### Operating Expense

Employee Costs	(85,560)	(13,087)
Materials & Contracts	-	(29,404)
Depreciation On Non-Current Assets	(256,770)	-
Insurance Expenses	(28,000)	(4,359)
Reallocation Codes Expenditure	(128,340)	54,088
<b>Subtotal Operating Expense</b>	<b>(498,670)</b>	<b>7,238</b>

<b>TOTAL Plant Operation Costs</b>	<b>(473,170)</b>	<b>7,238</b>
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#### Public Works Overheads

##### Operating Revenue

Other Revenue	5,500	-
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# Shire of Menzies

## Operating Report for the period ending 30 September 2017

Other Property & Services	Current Budget	YTD Actual
<b>Public Works Overheads</b>		
Subtotal Operating Revenue	5,500	-
<b>Operating Expense</b>		
Employee Costs	(346,382)	(71,091)
Materials & Contracts	(78,000)	(36,047)
Utilities	(400)	-
Insurance Expenses	(1,700)	(3,123)
Other Expenditure	-	(14)
Reallocation Codes Expenditure	(107,100)	158,302
<b>Subtotal Operating Expense</b>	<b>(533,582)</b>	<b>48,029</b>
<b>TOTAL Public Works Overheads</b>	<b>(528,082)</b>	<b>48,029</b>
<b>Private Works</b>		
<b>Operating Revenue</b>		
Fees & Charges	-	4,965
<b>Subtotal Operating Revenue</b>	<b>-</b>	<b>4,965</b>
<b>Operating Expense</b>		
Employee Costs	-	(165)
Materials & Contracts	-	-
Reallocation Codes Expenditure	-	(377)
<b>Subtotal Operating Expense</b>	<b>-</b>	<b>(542)</b>
<b>TOTAL Private Works</b>	<b>-</b>	<b>4,423</b>
<b>Total - Cost of Other Property &amp; Services</b>	<b>(1,790,033)</b>	<b>(123,397)</b>

TOTAL - Balance to Programme Schedule 2,732,605

Variance of \$426 being account for small plant (currently Capital s/be operating)



**Shire of Menzies  
2017-2018  
Capital Jobs - linked to General Ledger Accounts  
as at 30 September 2017**

*printed 19/10/2017*

**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

**Buildings -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>O/Stand Orders</b>
	C08001	Youth Centre (Building)	(450,000)	(7,805)	-	(7,805)
	<b>Sub Total - 08662</b>		<b>(450,000)</b>	<b>(7,805)</b>	<b>-</b>	<b>(7,805)</b>
	C09002	Capital - Lot 1 (37 - 39 Reid) St (Asset 209)	(63,000)	(10,150)	(9,900)	(250)
	C09009	Capital - Lot 1089 (57) Walsh St (Asset 76)	(20,000)	(10,340)	(10,340)	-
	C09012	Capital - Lot 91 (40) Mercer St (Asset 200)	(9,000)	(10,150)	(9,900)	(250)
	C09019	39 Mercer Street (Building Capital)	(7,000)	(3,081)	-	(3,081)
	C09020	25 Onslow Street (Building Capital)	(10,000)	-	-	-
	C09021	36 Mercer Street (Building Capital)	(7,000)	(3,164)	-	(3,164)
	<b>Sub Total - 09162</b>		<b>(116,000)</b>	<b>(36,885)</b>	<b>(30,140)</b>	<b>(6,745)</b>
	C09001	Unit 1 / 29 Shenton Street (Building Capital)	-	(156)	(156)	-
	<b>Sub Total - 09262</b>		<b>-</b>	<b>(156)</b>	<b>(156)</b>	<b>-</b>
	C11100	Town Hall - Capital Upgrade	(80,000)	(34,500)	-	(34,500)
	<b>Sub Total - 11162</b>		<b>(80,000)</b>	<b>(34,500)</b>	<b>-</b>	<b>(34,500)</b>
	C11600	Butcher Shop And Tea Rooms (Capex Building)	(25,000)	-	-	-

W:\02 Templates\Periodic Reports\Job Income and Expense Capital Category Monthly.rpt

**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

**Buildings -**

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	
		<b>Sub Total - 11650</b>	<b>(25,000)</b>	-	-	-	
	C12101	Depot Extension	(30,000)	(7,553)	-	(7,553)	
		<b>Sub Total - 12120</b>	<b>(30,000)</b>	<b>(7,553)</b>	-	<b>(7,553)</b>	
	C13100	Commercial Kitchen - Lady Shenton	(35,000)	-	-	-	
	C13101	Airconditioner Replacement Program	(10,000)	-	-	-	
	C13106	Goongarrie Cottage Maintenance	(50,000)	-	-	-	
		<b>Sub Total - 13267</b>	<b>(95,000)</b>	-	-	-	
		<b>Buildings</b>	<b>(796,000)</b>	<b>(86,899)</b>	<b>(30,296)</b>	<b>(56,603)</b>	

**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

**Furniture & Equipment -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>O/Stand Orders</b>
	C04002	Software And Systems	(35,000)	(26,512)	-	(26,512)
	<b>Sub Total - 04250</b>		<b>(35,000)</b>	<b>(26,512)</b>	<b>-</b>	<b>(26,512)</b>
	C04001	Administration Communications Equipment	(45,000)	(30,410)	(30,410)	-
	<b>Sub Total - 04265</b>		<b>(45,000)</b>	<b>(30,410)</b>	<b>(30,410)</b>	<b>-</b>
	C11307	Collections - Furniture And Equipment	(15,000)	-	-	-
	<b>Sub Total - 11653</b>		<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
	C11309	Library - Furniture And Equipment	(8,000)	-	-	-
	<b>Sub Total - 11654</b>		<b>(8,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>

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**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

Furniture & Equipment	(103,000)	(56,922)	(30,410)	(26,512)
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**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

**Plant & Equipment -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>O/Stand Orders</b>	
	C12102	Minor Plant & Equipment (Not Capitalised)	(12,000)	(3,700)	(3,700)	-	
	<b>Sub Total - 12325</b>		<b>(12,000)</b>	<b>(3,700)</b>	<b>(3,700)</b>	<b>-</b>	
	CP002	Vehicle Replacement Works Supervisor	(70,000)	(65,708)	(65,708)	-	
	CP004	Garden Trailer With Ramps	(6,000)	(4,427)	-	(4,427)	
	CP005	Skid Steer Loader	(56,000)	-	-	-	
	CP006	Water Truck And Tank	(100,000)	(99,500)	-	(99,500)	
	<b>Sub Total - 12345</b>		<b>(232,000)</b>	<b>(169,635)</b>	<b>(65,708)</b>	<b>(103,927)</b>	
	C12300	Electronic Signage	(15,000)	(13,404)	(13,404)	-	
	C12301	Banners And Signage	(15,000)	(8,108)	(7,702)	(407)	
	C12302	Street Lighting - Villiage	(15,000)	-	-	-	
	<b>Sub Total - 12347</b>		<b>(45,000)</b>	<b>(21,512)</b>	<b>(21,106)</b>	<b>(407)</b>	

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**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

Plant & Equipment	(289,000)	(194,848)	(90,514)	(104,334)
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**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

**Roads -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>O/Stand Orders</b>
	CR0002	Evanston- Menzies Road Crsf	(292,800)	-	-	-
	<b>Sub Total - 12101</b>		<b>(292,800)</b>	-	-	-
	CR0001	Menzies Northwest Road R2R	(778,000)	(814,039)	(779,033)	(35,006)
	CR0012	Connie Sue R2R Remote Aboriginal Access Roads	(200,000)	-	-	-
	<b>Sub Total - 12104</b>		<b>(978,000)</b>	<b>(814,039)</b>	<b>(779,033)</b>	<b>(35,006)</b>
	CR0014	Menzies Nw Rd Black Spot	-	(43)	(43)	-
	<b>Sub Total - 12105</b>		-	<b>(43)</b>	<b>(43)</b>	-
	CR0009	Tjunjuntjarra Access Road	(219,335)	-	-	-
	CR0010	Main Street Menzies Upgrade	-	(3,499)	(3,456)	(42)
	CR0032	Town Site Reseal	(200,000)	-	-	-
	<b>Sub Total - 12106</b>		<b>(419,335)</b>	<b>(3,499)</b>	<b>(3,456)</b>	<b>(42)</b>
	CR0004	Evanston Menzies Road Rrg	(280,000)	(313,384)	(313,384)	-
	CR0005	Yarri Road Rrg	(265,167)	(188,354)	(754)	(187,600)
	CR0013	Menzies Northwest Rd Rrg	(382,985)	(254,178)	(254,178)	-
	CR0040	Pinjin Road Rrg	(330,000)	-	-	-

**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

Roads -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	
		<b>Sub Total - 12109</b>	<b>(1,258,152)</b>	<b>(755,915)</b>	<b>(568,315)</b>	<b>(187,600)</b>	
	WR0000	Wandrra Funding - Associated Costs (Wml)	(1,300,000)	(22,403)	(6,563)	(15,840)	
		<b>Sub Total - 12145</b>	<b>(1,300,000)</b>	<b>(22,403)</b>	<b>(6,563)</b>	<b>(15,840)</b>	
		<b>Roads</b>	<b>(4,248,287)</b>	<b>(1,595,900)</b>	<b>(1,357,411)</b>	<b>(238,488)</b>	

**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

**Footpaths -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>O/Stand Orders</b>
	C12100	Bicycle Path Construction	(50,000)	-	-	-
	<b>Sub Total - 12112</b>		<b>(50,000)</b>	-	-	-
	<b>Footpaths</b>		<b>(50,000)</b>	-	-	-

**Shire of Menzies**  
**2017 2018**  
**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**  
**By Category**

**Other Infrastructure -**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>O/Stand Orders</b>
	C10700	Public Toilet - Construction	(90,000)	-	-	-
	<b>Sub Total - 10750</b>		<b>(90,000)</b>	-	-	-
	C11301	Playground Menzies Park	(30,000)	(4,576)	(1,440)	(3,136)
	C11302	Splash Park Surrounds Upgrade	(20,000)	-	-	-
	C11303	Softfall For Existing Playground	(94,000)	(52,261)	(52,261)	-
	C11304	Tree Planting (Establishment)	(25,000)	-	-	-
	C11305	Upgrade Town Dam (2)	(50,000)	-	-	-
	C11306	Hardcourts - Resurface	(90,000)	-	-	-
	<b>Sub Total - 11351</b>		<b>(309,000)</b>	<b>(56,838)</b>	<b>(53,702)</b>	<b>(3,136)</b>
	CR0006	Shire House Crossovers	(30,000)	-	-	-
	<b>Sub Total - 12110</b>		<b>(30,000)</b>	-	-	-
	C12103	Bores To Support Road Works	(30,000)	(4,460)	(4,460)	-
	C12104	Grid Replacement Program	(32,000)	-	-	-
	<b>Sub Total - 12140</b>		<b>(62,000)</b>	<b>(4,460)</b>	<b>(4,460)</b>	-
	C13001	Tourism Information Bay Shenton / Brown	(35,000)	(152)	(152)	-

**Shire of Menzies**  
**2017 2018**

**Capital Jobs - linked to General Ledger Accounts as at 30 September 2017**

**Other Infrastructure - By Category**

	<b>Job #</b>	<b>Job Description</b>	<b>Budget Expense</b>	<b>Total Actual Expense</b>	<b>Actual Expense</b>	<b>O/Stand Orders</b>	
	C13002	Truck Bay Wilson And Shenton	(250,000)	(721)	(721)	-	
	C13010	Niagara Dam - Other Infrastructure Capitalised	(40,000)	-	-	-	
	C13200	Museum And Surrounds	(25,000)	(14,159)	(14,159)	-	
	<b>Sub Total - 13266</b>		<b>(350,000)</b>	<b>(15,032)</b>	<b>(15,032)</b>	-	
	C13800	Caravan Park - Solar Project	(100,000)	-	-	-	
	<b>Sub Total - 13820</b>		<b>(100,000)</b>	-	-	-	
	<b>Other Infrastructure</b>		<b>(941,000)</b>	<b>(76,329)</b>	<b>(73,193)</b>	<b>(3,136)</b>	

Total Reported Items - balance to Note 4

**(6,427,287)**

**(1,581,824)**

Variance to Note 4 - Budget Expense \$30,000 Other Infrastructure - to be reallocated from Capital to Operating

Variance to Note 4 - Actual Expense YTD \$427 - Other Infrastructure - to be reallocated from Capital to Operating

## 12.2.2 Monthly Listing of Payments for the Month of September 2017

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	EDM 017
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	16 October 2017
<b>AUTHOR:</b>	Jeanette Taylor, Manager Finance and Administration
<b>ATTACHMENT:</b>	12.2.2-1 Payment Listings for September 2017

<b>COUNCIL RESOLUTION:</b>	<b>No.1289</b>
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**Moved: Cr Justin Lee**

**Seconded: Cr Jill Dwyer**

*That Council receive the list of payments for the month of September 2017 totalling \$1,121,605.48 being:*

- 1) No cheques were drawn.*
- 2) Electronic Fund Transfer EFT2339 - EFT2495 payments in the Municipal Fund totalling \$1,056,440.61. There is no cancelled EFT.*
- 3) Direct Debit payments from the Municipal Fund totalling \$65,164.87*
- 4) Credit card payments for the statement period 29 July 2017 to 28 August 2017 (included in direct debits) totalling \$14,327.13*

**Carried 7/0**

### **OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of September 2017 totalling \$1,121,605.48 being:

- 1) No cheques were drawn.
- 2) Electronic Fund Transfer EFT2339 - EFT2495 payments in the Municipal Fund totalling \$1,056,440.61. There is no cancelled EFT.
- 3) Direct Debit payments from the Municipal Fund totalling \$65,164.87
- 4) Credit card payments for the statement period 29 July 2017 to 28 August 2017 (included in direct debits) totalling \$14,327.13

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

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

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

#### *14.3 Active civic leadership achieved*

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

**STATUTORY AUTHORITY:**

*Local Government (Financial Management) Regulations 1996 Regulation13.*

**POLICY IMPLICATIONS:**

Policy 4.7 – Creditors – Preparation for Payment

**FINANCIAL IMPLICATIONS:** Nil

**RISK ASSESSMENTS:**

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

**BACKGROUND:**

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

**COMMENT:**

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

After payment, the balance of creditors will be \$63,066.36.

**Shire of Menzies**  
**Payments for the Month of September 2017**

Cheques	\$(0.00)
EFT	\$1,056,440.61
Direct Debit	\$65,164.87
<b>Total Payments</b>	<b><u>\$1,121,605.48</u></b>
Credit Card Payments (included in Direct Debit)	\$14,327.13

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

Chq/EFT	Date	Name	Description	Amount
EFT2439	01/09/2017	Child Support	Payroll deductions	\$129.79
EFT2440	01/09/2017	Klondike Enterprise Pty Ltd	Gemstones and Jewelry for resale	\$570.00
EFT2441	01/09/2017	Deborah Whitehead	Travel reimbursement - for training	\$301.75
EFT2442	01/09/2017	Shire of Menzies Social Club	Payroll deductions	\$160.00
EFT2443	01/09/2017	Nadine Tucker	Reimbursement for underpaid shift loading.	\$90.57
EFT2444	07/09/2017	Spinifex Contracting Aboriginal Corporation	Grading of Road Tjuntjuntjara to SA Border.	\$72,301.24
EFT2445	07/09/2017	Retech Rubber	Softfall for playground.	\$55,214.28
EFT2446	07/09/2017	Leonora Painting Service	Painting as per quote - 57 Walsh Street	\$10,340.00
EFT2447	07/09/2017	Quadrio Earth Moving Pty Ltd	Evanston - Menzies Road	\$279,829.00
EFT2448	07/09/2017	WA Local Govt Association	2017 WA Local Government Convention	\$7,617.01
EFT2449	07/09/2017	Australias Golden Outback	Silver Subscription Golden Outback Membership	\$145.00
EFT2450	07/09/2017	Ian Baird	17/18 Members Travel	\$1,801.98
EFT2451	07/09/2017	C Direct	Telstra Recharge cards for resale	\$998.40
EFT2452	07/09/2017	Toll Ipec Pty Ltd	Courier charges	\$56.01
EFT2453	07/09/2017	Digitalrez Australia	Monthly Access fee for September 2017	\$76.94
EFT2454	07/09/2017	Jillian Dwyer	Members Travel	\$5,592.29
EFT2455	07/09/2017	Eagle Petroleum (W.A) Pty Ltd	Bulk Fuel	\$3,826.84
EFT2456	07/09/2017	Fire And Emergency Services Authority	ESL Quarter 1	\$14,152.50
EFT2457	07/09/2017	Goldfields Toyota	Purchase of Toyota Landcruiser ute	\$30,686.56
EFT2458	07/09/2017	Heatleys safety and Industrial	Uniforms	\$29.47
EFT2459	07/09/2017	Menzies Hotel	Papers for August 2017	\$108.50
EFT2460	07/09/2017	Tucker, Ian Cr	Members Travel	\$189.93
EFT2461	07/09/2017	KT Cable Accessories	Nylon conduit	\$107.82
EFT2462	07/09/2017	Landgate	Mining Tenement Schedule	\$137.75
EFT2463	07/09/2017	Keith Mader	Members Travel	\$514.86
EFT2464	07/09/2017	Menzies Aboriginal Corporation	Menzies School Holiday Program - 5 and 6 July	\$1,300.00
EFT2465	07/09/2017	Pila Nguru Aboriginal Corporation	Fuel at Tjuntjuntjara - road inspection	\$481.30
EFT2466	07/09/2017	Shire of Leonora	EHO Health Services	\$3,507.51
EFT2467	07/09/2017	Taps Industries	Solar Water System with Gas Booster	\$19,965.00
EFT2468	07/09/2017	Wa Country Health Service - Goldfields	Provision of Registered Nurse	\$28,291.00
EFT2469	07/09/2017	Westland Autos	Vehicle Parts	\$100.71
EFT2470	22/09/2017	Child Support	Payroll deductions	\$129.79
EFT2471	22/09/2017	TIS Engineering	Driver Training	\$240.00
EFT2472	22/09/2017	Ashdown Ingram	Globe	\$4.18
EFT2473	22/09/2017	Quadrio Earth Moving Pty Ltd	Quadrio Earthmoving - Menzies NW Road	\$340,298.75
EFT2474	22/09/2017	Air Liquide WA Pty Ltd	Cylinder Rental	\$98.81
EFT2475	22/09/2017	Toll Ipec Pty Ltd	Freight	\$94.01
EFT2476	22/09/2017	Cybersecure	Computer back up service	\$129.00
EFT2477	22/09/2017	Dean's Auto Glass	Replace windscreen Nissan Xtrail	\$470.00
EFT2478	22/09/2017	Deborah Whitehead	Reimburse Power as per contract	\$358.04
EFT2479	22/09/2017	Digitalrez Australia	Monthly Access fee for October 2017	\$76.94
EFT2480	22/09/2017	Eagle Petroleum (W.A) Pty Ltd	Bulk Fuel	\$4,412.10
EFT2481	22/09/2017	E & M J Rosher	Vehicle Parts	\$380.20
EFT2482	22/09/2017	Exteria Street & Park Outfitters	Seat for Street	\$2,376.00
EFT2483	22/09/2017	Goldline Distributors	Cleaning Products	\$874.33
EFT2484	22/09/2017	Goldfields Tourism Network Assoc Inc	Contribution to Goldfields Tourism Network	\$40,150.00
EFT2485	22/09/2017	Goldrush Tours	Menzies - Laverton Bus Fare	\$30.60
EFT2486	22/09/2017	JR & A Hersey	Tools for Workshop	\$650.65
EFT2487	22/09/2017	Marketforce	Advertising	\$305.58
EFT2488	22/09/2017	Shire of Menzies Social Club	Payroll deductions	\$150.00
EFT2489	22/09/2017	MLG OZ Pty Ltd	Crusher dust for playground	\$3,071.92
EFT2490	22/09/2017	Office National	Stationery Order	\$551.90
EFT2491	22/09/2017	Penns Cartage	deliver 1 seat and 2 bike racks	\$228.80
EFT2492	22/09/2017	The Work Wear Group	Uniforms	\$505.30
EFT2493	22/09/2017	WML Consultants	Roads Consultant - Tony Chisholm	\$7,115.35
EFT2494	22/09/2017	WesTrac Pty Ltd	Repairs to Grader	\$9,378.61
EFT2495	29/09/2017	Australian Taxation Office	PAYG Tax	\$34,936.00
DIRECT	14/09/2017	Payroll		\$35,240.72
DIRECT	28/09/2017	Payroll		\$35,559.02
				<b><u>\$ 1,056,440.61</u></b>

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

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD1470.1	01/09/2017	WESTNET	Internet for CRC	\$ 45.50
DD1472.1	04/09/2017	NAB	Direct debit of credit card	\$ 14,327.13
DD1474.1	06/09/2017	Horizon Power	Caravan Park Power	\$ 8,234.44
DD1442.1	08/09/2017	Telstra	Satellite phone charges	\$ 237.93
DD1488.1	11/09/2017	Telstra	Internet	\$ 4,555.12
DD1490.1	11/09/2017	Telstra	Mobile & internet	\$ 1,239.78
DD1446.1	12/09/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$ 3,930.64
DD1446.2	12/09/2017	Kinetic Superannuation	Superannuation contributions	\$ 1,181.29
DD1446.3	12/09/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$ 1,568.35
DD1446.4	12/09/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$ 480.07
DD1446.5	12/09/2017	Catholic Super	Superannuation contributions	\$ 757.89
DD1446.6	12/09/2017	Australian Super	Superannuation contributions	\$ 362.57
DD1446.7	12/09/2017	Commonwealth Essential Super	Superannuation contributions	\$ 127.95
DD1476.1	13/09/2017	Horizon Power	Power 29/6/17 to 25/8/17	\$ 6,416.57
DD1478.1	15/09/2017	Toyota Finance	Vehicle Lease payment	\$ 1,099.07
DD1480.1	15/09/2017	NAB	NAB connect Fee	\$ 44.74
DD1482.1	18/09/2017	Horizon Power	Street lighting	\$ 641.90
DD1484.1	25/09/2017	Australia Post	Stamps for resale	\$ 613.56
DD1486.1	25/09/2017	BOQ Finance	Copier Charges September 2017 for C224	\$ 389.40
DD1492.1	26/09/2017	Jillian Dwyer	Presidents Allowance - September 2017	\$ 3,364.49
DD1492.2	26/09/2017	Ian Baird	Members Sitting Fee - September 2017	\$ 1,289.67
DD1492.3	26/09/2017	Keith Mader	Member Sitting Fee - September 2017	\$ 875.83
DD1492.4	26/09/2017	Jamie Mazza	Member Sitting Fee - September 2017	\$ 875.83
DD1492.5	26/09/2017	Justin Lee	Member Sitting Fee - September 2017	\$ 875.83
DD1492.6	26/09/2017	Tucker, Ian Cr	Member Sitting Fee - September 2017	\$ 875.83
DD1492.7	26/09/2017	Debbie Hansen	Members Sitting Fee - September 2017	\$ 875.83
DD1496.1	26/09/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$ 4,025.50
DD1496.2	26/09/2017	Kinetic Superannuation	Superannuation contributions	\$ 1,220.64
DD1496.3	26/09/2017	Wa Local Govt Superannuation Plan	Payroll deductions	\$ 1,593.23
DD1496.4	26/09/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$ 477.01
DD1496.5	26/09/2017	Catholic Super	Superannuation contributions	\$ 758.03
DD1496.6	26/09/2017	Australian Super	Superannuation contributions	\$ 372.94
DD1496.7	26/09/2017	Commonwealth Essential Super	Superannuation contributions	\$ 162.04
DD1516.1	29/09/2017	NAB	National BPAY Charge September 2017	\$ 161.04
DD1519.1	29/09/2017	NAB	Merchant Fee Number 006854150 September 2017	\$ 1,107.23
				<b><u>\$65,164.87</u></b>

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

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
8/7/2017	Adina Apartment	Councillor accomodation Local Government Week	\$ 2,484.97
8/7/2017	Adina Apartment	Councillor accomodation Local Government Week	\$ 1,254.37
8/7/2017	Adina Apartment	Councillor accomodation Local Government Week	\$ 1,206.81
8/7/2017	Adina Apartment	Councillor accomodation Local Government Week	\$ 1,053.49
8/8/2017	Holiday Inn	CEO accomodation Local Government Week	\$ 1,984.98
8/10/2017	Cardjam PL	Workshop consumables	\$ 14.95
8/11/2017	Bunnings	Art & Craft	\$ 52.34
8/14/2017	Holiday Inn	Employee accomodation workers comp	\$ 252.00
8/14/2017	Officeworks	Stationery	\$ 148.35
8/18/2017	Goldfields Locksmiths	Keys	\$ 40.00
8/23/2017	Officeworks	Stationery	\$ 41.95
8/24/2017	IBIS Styles	Employee accomodation workers comp	\$ 209.00
8/28/2017	National Bank	Card Fee	\$ 9.00
		<b>Total CEO Credit Card</b>	<b>\$ 8,752.21</b>
7/31/2017	Apple On-Line Store	Staff Salary Sacrifice	\$ 728.00
8/1/2017	Qantas	Airfares Staff Training Perth	\$ 1,681.60
8/1/2017	Iris Consulting	Staff Training	\$ 1,060.00
8/2/2017	Apple On-Line Store	Ipad Cover - Staff Salary Sacrifice	\$ 59.00
8/3/2017	Atlas Linen Goldfields	Drycleaning of tablecloths	\$ 17.50
8/3/2017	Red Dot Stores	Birthday cards etc.	\$ 10.00
8/3/2017	Railway Motel	Councillor accomodation - WALGA Conference	\$ 196.45
8/7/2017	Holiday Inn	Staff accomodation - Training	\$ 417.17
8/7/2017	Holiday Inn	Staff accomodation - Training	\$ 417.17
8/14/2017	Quality Lighthouse	Staff accomodation - Training	\$ 711.00
8/17/2017	Dept Mines, Industry, Regulation & Safety	Caveat	\$ 114.00
8/17/2017	Horizon Power	Electricity	\$ 107.15
8/22/2017	Eagle Petroleum	Fuel	\$ 46.88
8/28/2017	National Bank	Card Fee	\$ 9.00
		<b>Total MFA Credit Card</b>	<b>\$ 5,574.92</b>
		Direct Debit	<b><u>\$ 14,327.13</u></b>

### 12.2.3 Write Off Penalty Interest

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 294
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	11 October 2017
<b>AUTHOR:</b>	Carol McAllan, Rates / Debtors
<b>ATTACHMENT:</b>	12.2.3-1 Rate Notice as at 10 October 2017

<b>COUNCIL RESOLUTION:</b>	<b>No.1290</b>
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**Moved:** Cr Jill Dwyer

**Seconded:** Cr K Mader

*That the council approve to write off penalty interest of \$1,122.11 owed on expired Exploration lease E29/833 owned by Geological Resources Pty Ltd.*

**Carried by Absolute Majority 7/0**

#### **OFFICER RECOMMENDATION:**

That the council approve to write off penalty interest of \$1,122.11 owed on expired Exploration lease E29/833 owned by Geological Resources Pty Ltd.

#### **VOTING REQUIREMENTS:**

Absolute Majority

#### **IN BRIEF:**

Penalty Interest of 11% per annum calculated daily is applied to outstanding amounts after the due date. Geological Resources is requesting this be written off.

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

##### *14.3 Active Civic Leadership*

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

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.12 – Power to defer, grant discounts, waive or write off debts.*

#### **POLICY IMPLICATIONS:**

Council has no policy relating to this matter.

#### **FINANCIAL IMPLICATIONS:**

Reduction of \$1,122.11 to Council Revenue.

**RISK ASSESSMENTS:**

**OP18:** Debtors are either not collected in a timely basis or not collected at all.

**BACKGROUND:**

Mark Silcock from Geological Resources Pty Ltd called to request that the penalty interest on his expired tenement be written off. Mr. Silcock has been ill for a long time and in a Rehabilitation Unit for a year. While he was ill, the other partner in Geological Resources passed away. The rate notice has finally caught up with him. Upon receiving it, he immediately called to change the address and explain the circumstances. He will pay the outstanding rates (\$1,716.99) in full straight away.

**COMMENT:**

This notice has been returned to sender from different addresses over time and it was thought that we had no hope of recovery. While it is rare for Administration to recommend write-off such as this, there has been extenuating circumstances, and the debtor has taken the time to address the outstanding debt. Records show that the original notices were not delivered.



# SHIRE OF MENZIES

124 Shenton Street, Menzies WA 6436  
 Telephone: (08) 9024 2041  
 PO Box 4, Menzies WA 6436  
 admin@menzies.wa.gov.au  
 www.menzies.wa.gov.au  
 ABN: 70 799 264 783

Office Hours Mon—Fri: 8.30am to 4.30pm

## RATE NOTICE / TAX INVOICE

NOTICE OF RATE AND VALUATION  
 Notice is hereby given that the undermentioned land has been rated by the Council of the above mentioned municipality as shown hereon in accordance with the Local Government Act 1995. Appeal provisions are outlined on reverse side.

### Rates Notice

1 JULY 2017 TO 30 JUNE 2018

CHIEF EXECUTIVE OFFICER R. Evans

**ASSESSMENT NUMBER** **A4644**

**DUE DATE** **12.09.2017**

FOR YEAR ENDED 30 June 2018  
 DATE ISSUED 07.08.2017  
 VALUATION \$0.00  
 ZONING Mining Tenement  
 MINIMUM RATE \$ 0.00  
 LATE PAYMENT INTEREST 11.0000

PLEASE SEE OVER/ATTACHED FOR ADDITIONAL INFORMATION AND DEFAULT CONSEQUENCES

Please Advise Council in writing of any amendments

Geological Resources Pty Ltd  
 PO BOX 125  
 SUBIACO WA 6904

PROPERTY ADDRESS **E29/00833 MINING TENEMENT**  
 LOTS/LOCATIONS OR OTHER INFORMATION

DETAILS	RATE IN \$ OR CHARGE/SERVICE	CURRENT	GST	ARREARS	TOTAL
NON-RATEABLE				\$1,716.79	\$1,716.79
INTEREST		\$108.29		\$1,013.82	\$1,122.11
GST IS NIL					
<b>TOTAL AMOUNT</b>					<b>\$2,838.90</b>

PAYMENT OPTIONS	INSTALMENT AMOUNT	DUE DATE	AMOUNT DUE
OPTION 1 - PAY IN FULL	\$2,838.90	12.09.2017	\$2,838.90
OPTION 2 - PAY BY 4 INSTALMENTS	1ST INST \$2,838.90	12.09.2017	\$2,838.90
OPTION COST \$0.00	2ND INST \$0.00	14.11.2017	
	3RD INST \$0.00	16.01.2018	
	4TH INST \$0.00	13.03.2018	
	TOTAL \$2,838.90		

PROPERTY OWNERS: Geological Resources Pty Ltd



Biller Code: 201400  
 Ref: 1000046449

#### Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

ASSESSMENT NUMBER: A4644  
 OWNER NAME: Geological Resources Pty Ltd  
 PROPERTY DETAILS: E29/00833 MINING TENEMENT

☐ OPTION 1 DUE: 12.09.2017 \$2,838.90  
☐ OPTION 2 DUE: 12.09.2017 \$2,838.90

#### Payment by Mail

Make cheques payable to SHIRE OF MENZIES, and crossed "NOT NEGOTIABLE". Complete and mail the cheque and this payment slip to mailing address. The top portion of the notice should be retained as your record. No receipt will be issued unless the notice is received.

#### Pay in Person

Present this notice INTACT to the cashier at the Shire of Menzies. Your payment must be received IN OUR OFFICE by 4pm on the due date to be considered on time.

## 12.3 WORKS AND SERVICES

### 12.3.1 Works Report for the Month of September 2017

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 058
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	22 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>
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<b>No.1291</b>
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**Moved:** Cr Ian Tucker

**Seconded:** Cr Ian Baird

*That Council receive the Works Report for the Month of September 2017.*

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

That Council receive the Works Report for the Month of September 2017.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Roadworks carried over from the previous Financial Year are now complete, and the new year's maintenance program has commenced. Details for the status of works can be found in the comments section of this report.

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

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

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

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

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

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

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

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

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

#### **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

#### **BACKGROUND:**

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

#### **COMMENT:**

##### **September – October 2017**

- Waterpark drainage complete
- Kookynie road verge complete
- Kookynie Block hazard reduction in progress
- Kookynie tip road maintenance complete
- Menzies Townsite hazard reduction in progress
- Speed signs now commissioned – messages to be reviewed
- Safron sprayed first stage of Menzies NW Road
- Effluent Pond ready for licencing inspection
- Grading Kookynie – Malcolm Road Complete
- Tjuntjuntjara re-sheeting underway
- Re-sheeting Yarri Road Complete

##### **October - November 2017**

- Tree Planting – Church yard – awaiting advanced trees
- Tree Planting – Caravan Park – awaiting tree stock
- Grading
  - o Menzies North West Road (Perrinvale to border)
  - o Kookynie to Yarri Road
- Complete Re-sheeting Tjuntjuntjara Access Road
- Hazard reduction Menzies and Kookynie town sites
- Playground fencing upgrade
- White posts on Riverina and Menzies North West Road
- Grids to be installed Yarri0Mt Celia Road
- Kerbing Wilson and Mercer Street (Shenton Street to Nursing Post)
- Drainage works between hardcourts and playground.

Main Roads WA have not approved the application to reduce the speed limit on the Goldfields Highway within the Menzies town site as the distance is too short to permit this reduction. We will continue these discussions in conjunction with the truck shop project.

## 12.4 COMMUNITY DEVELOPMENT

### 12.4.1 Report Lady Shenton Building for the Month of September 2017

<b>LOCATION:</b>	Lady Shenton Building
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 014
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	21 September 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.4.1-1 Sales Categories Report for September 2017

<b>COUNCIL RESOLUTION:</b>	<b>No.1292</b>
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**Moved:** Cr Jill Dwyer

**Seconded:** Cr Keith Mader

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

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

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

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

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

Visitor Centre Sales	Year to Date	\$13,066	Year to Date Prior Year	\$9,911
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Caravan Park income	Year to Date	\$30,274	Year to Date Prior Year	\$35,294
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#### **RELEVANT TO STRATEGIC PLAN:**

##### *14.1 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.

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

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

#### *14.3 Active civic leadership achieved*

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

**STATUTORY AUTHORITY:** 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 30 patrons at the CRC and a total of 90 copies of the Menzies Matters were printed in September 2017.

Art and photography classes held in the CRC until the end of the school term. Adele will be back in November to run two more courses before the much anticipated display on December.

Wednesday afternoon activities for October have moved over to the hardcourts. One or two movie afternoon activities have need scheduled.

Badminton for Juniors continues on Tuesday evenings, and for Seniors on Thursday.

##### **Visitor Centre**

September saw 1,279 visitors to The Visitor Centre. We continue to encourage customer feedback by way of the Lake Ballard Surveys. The Facebook continues to convey information to people online.

The Lake Ballard T-shirts have started to sell. Books are the most popular purchase for most clients.

##### **Community Postal Agency**

We had a total of 179 Postal Customers for September 2017.

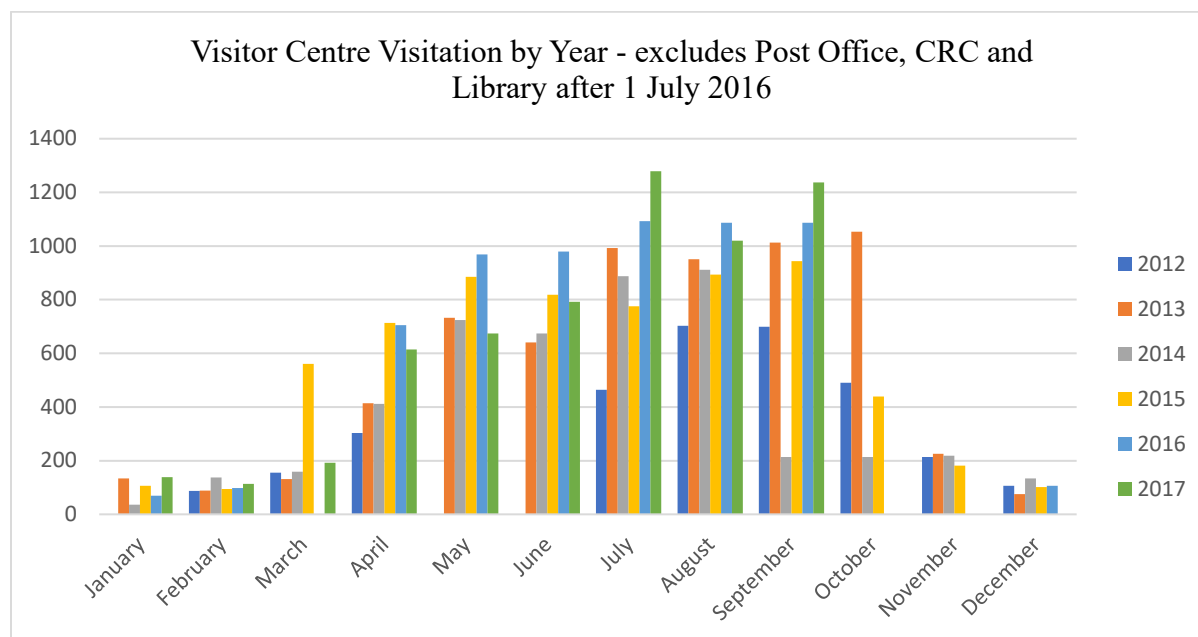
## Caravan Park

A total of \$10,153.50 was taken for the month of September 2017.

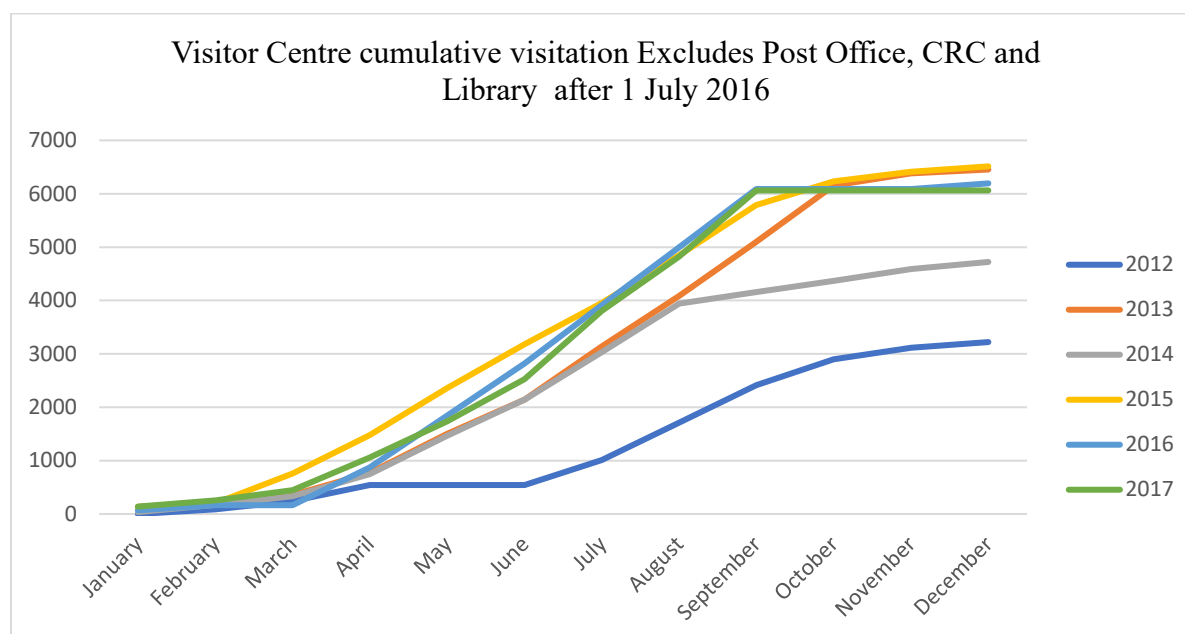
### Statistics

An increased variety of statistics are now being provided. For the most part, I have concentrated on numbers rather than income, as the Caravan Park generates about 75% of the income from this facility.

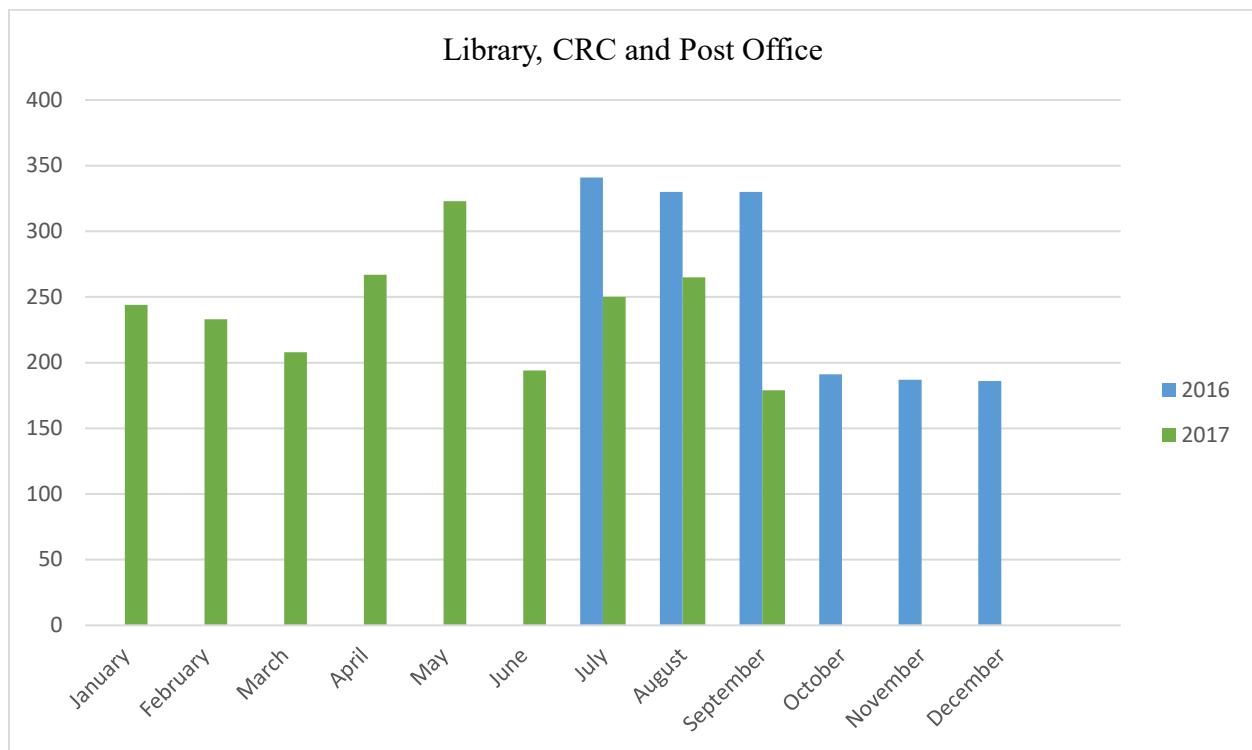
### Client Statistics – Visitor Centre by Visitation by Year



### Client Statistics – Visitor Centre Cumulative Visitation

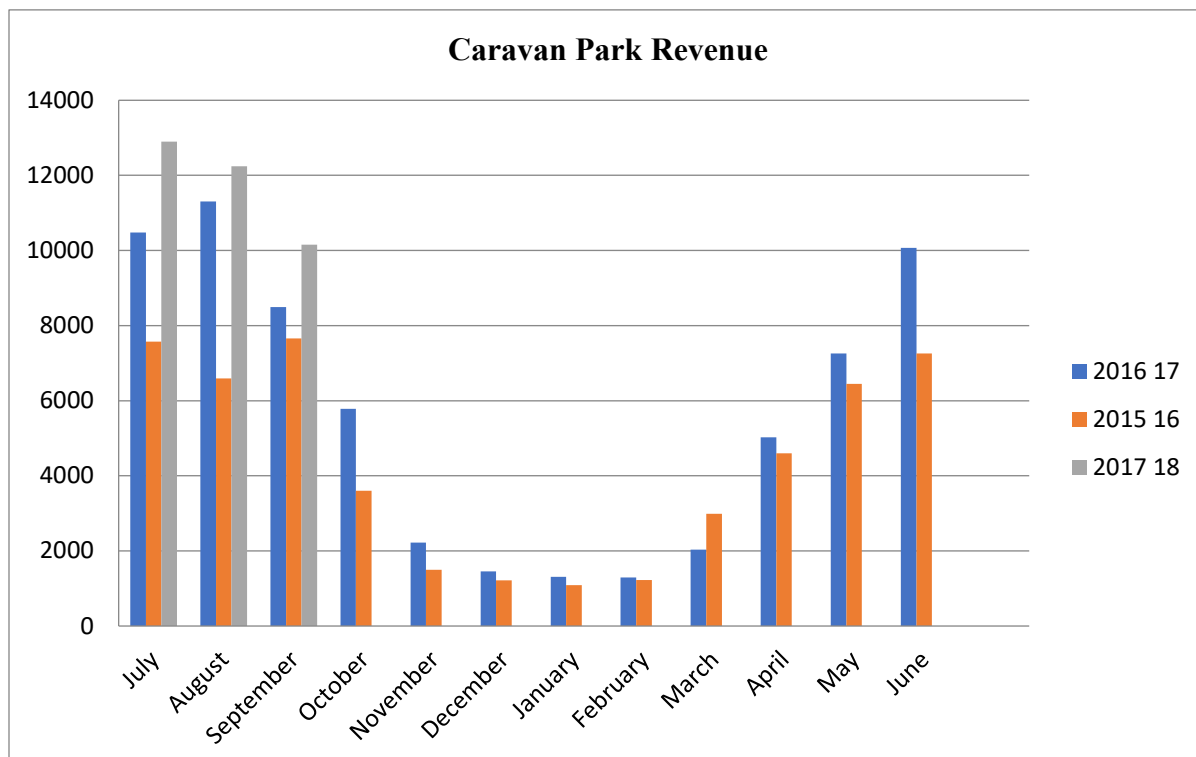


## Revenue Statistics – Library, CRC and Post Office



**Note : CRC public access internet is currently not available – should be reinstated in November 2017**

## Revenue Statistics – Caravan Park Revenue



Menzies CRC (pos2)

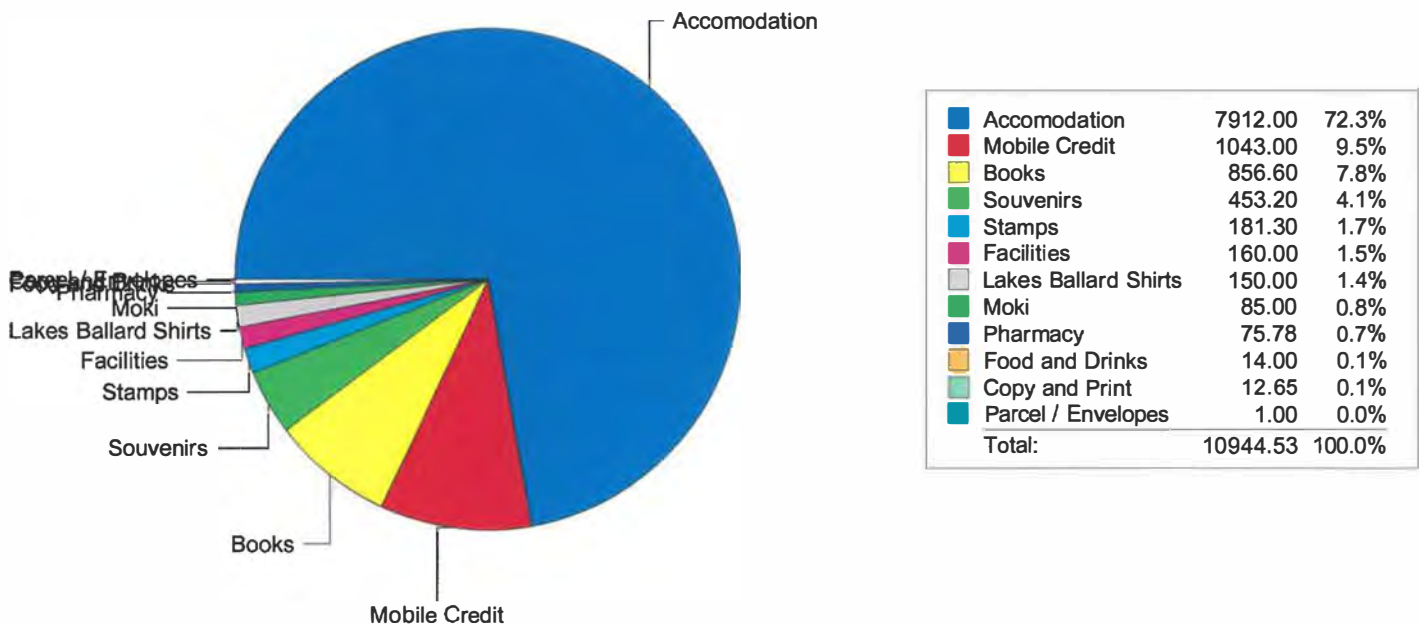
**Department Sales Report**

01 Sep 2017 00:00:00 to 30 Sep 2017 23:59:59

Printed 19/10/2017 11:01:48

Page 1 of 1

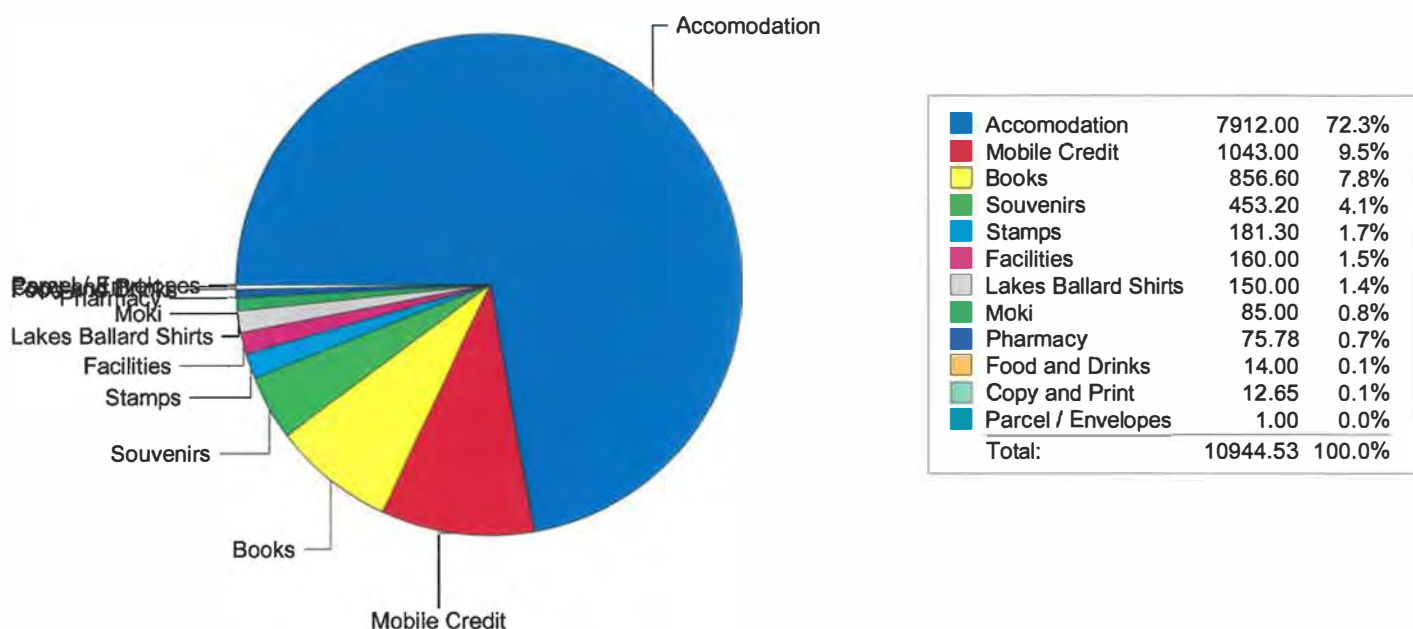
Code	Description	Sales		
		Quantity	Amount	%
<b><u>Sales Category 1   Resource Centre</u></b>				
1	Copy and Print	23.0000	12.65	0.12
2	Pharmacy	3.0000	75.78	0.69
40	Mobile Credit	37.0000	1,043.00	9.53
		63.0000	1,131.43	10.34
<b><u>Sales Category 2   Caravan Park</u></b>				
300	Accommodation	245.0000	7,912.00	72.29
301	Facilities	32.0000	160.00	1.46
		277.0000	8,072.00	73.75
<b><u>Sales Category 3   Visitor Centre</u></b>				
4	Lakes Ballard Shirts	6.0000	150.00	1.37
200	Souvenirs	116.0000	453.20	4.14
210	Food and Drinks	4.0000	14.00	0.13
220	Books	25.0000	856.60	7.83
		151.0000	1,473.80	13.47
<b><u>Sales Category 4   Post Office</u></b>				
3	Moki	4.0000	85.00	0.78
100	Stamps	17.0000	181.30	1.66
110	Parcel / Envelopes	3.0000	1.00	0.01
		24.0000	267.30	2.44
		515.0000	10,944.53	



**Department Sales Report**

01 Sep 2017 00:00:00 to 30 Sep 2017 23:59:59

Code	Description	Sales		
		Quantity	Amount	%
1	Copy and Print	23.0000	12.65	0.12
2	Pharmacy	3.0000	75.78	0.69
3	Moki	4.0000	85.00	0.78
4	Lakes Ballard Shirts	6.0000	150.00	1.37
40	Mobile Credit	37.0000	1,043.00	9.53
100	Stamps	17.0000	181.30	1.66
110	Parcel / Envelopes	3.0000	1.00	0.01
200	Souvenirs	116.0000	453.20	4.14
210	Food and Drinks	4.0000	14.00	0.13
220	Books	25.0000	856.60	7.83
300	Accommodation	245.0000	7,912.00	72.29
301	Facilities	32.0000	160.00	1.46
		<b>515.0000</b>	<b>10,944.53</b>	



#### 12.4.2 Special Event – Job M13115 Menzies Promotions Event

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	Paul Warner
<b>DOCUMENT REF:</b>	EDM 027
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	16 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.4.2-1 Scope of Work for Event Management

<b>COUNCIL RESOLUTION:</b>	<b>No.1293</b>
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**Moved: Cr Jill Dwyer**

**Seconded: Cr Keith Mader**

*That Council resolved En Bloc to:*

- 1. Rename Job M13115 from Menzies Promotions Events to Menzies Rodeo*
- 2. Call for interested community members to form a Committee to assist the Event Manager*
- 3. Support appropriate grant applications for funds to support a Rodeo to be held in the Menzies Townsite.*
- 4. Note that a Risk Management Report, and full proposal for the event will be presented to Council prior to commitment to the event.*
- 5. Authorise the Chief Executive Officer to contract an Event Manager to provide services within the scope of work for Event Management (as attached).*

**Carried by Absolute Majority 7/0**

#### **OFFICERS RECOMMENDATION:**

That Council

- Rename Job M13115 from Menzies Promotions Events to Menzies Rodeo
- Call for interested community members to form a Committee to assist the Event Manager
- Support appropriate grant applications for funds to support a Rodeo to be held in the Menzies Townsite.
- Note that a Risk Management Report, and full proposal for the event will be presented to Council prior to commitment to the event.
- Authorise the Chief Executive Officer to contract an Event Manager to provide services within the scope of work for Event Management (as attached).

#### **VOTING REQUIREMENTS:**

Part 1            Absolute Majority

Parts 2 - 4      Simple Majority

## **IN BRIEF:**

Prior to the adoption of the 2017/2018 Annual Budget, verbal requests were received from community members for Council to consider sponsorship of a Rodeo event to be held in the Menzies Townsite.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.1 Sustainable local economy encouraged*

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

### *14.2 Strong sense of community maintained*

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

### *14.3 Active civic leadership achieved*

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

### *14.4 Heritage & Natural assets conserved*

- A strengthening of our cultural and heritage awareness and values.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

## **FINANCIAL IMPLICATIONS:**

Job M13115 provides up to \$50,000 for a promotional event. These funds will be used to auspice further funding and sponsorship.

## **RISK ASSESSMENTS:**

A full risk assessment will be presented to Council prior to the final approval to hold the event. This will be the responsibility of the appointed Event Manager.

**BACKGROUND:**

The Shire of Menzies hosts the annual Cyclclassic Road Race each year during the Foundation Day Weekend in June. This event is held on the same weekend as Leonora Races and Golden Gift which reduces the opportunity for the Menzies Community to expand the Cyclclassic into a larger, more inclusive event.

**COMMENT:**

Following the 2016 Cyclclassic the author was approached by residents of Menzies with the idea of holding a weekend festival which would promote Menzies, and be of interest to the local community. The general consensus was for a country style event, either a rodeo or camp-draft with associated activities. Preliminary enquiries to local businesses indicated support for a rodeo.

It is proposed to appoint an Event Manager to assess the appetite for an event, and gauge the available support and cost.

**REQUEST FOR PROPOSALS (RFP M13115-2017)  
EVENT PLANNERS AND EVENT MANAGEMENT SERVICES  
TO PRODUCE AND MANAGE  
THE MENZIES RODEO**



*The Shire of Menzies is inviting Event Planners and providers of Event Management Services to submit proposal to plan a Rodeo for 2018.*

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## I. OVERVIEW:

The person/organisation that provides the successful request for proposal (RFP) will contract with the Shire of Menzies to plan and manage the execution of all aspects of Menzies Rodeo for the year 2018 including concept development, planning, coordinating activities on the days of event, overall event management, budget management, programming, implementation, and analysis. For more detailed information see the Scope of Work section below.

## II. ORGANISATION INFORMATION:

Our mission is to promote a sense of community in our town through a signature event which is available to the public. Our venue is a local park in the centre of the town of 100 residents.

## III. EVENT DESCRIPTION:

The Menzies Rodeo will take place during the second half of 2018.

The event is a new initiative proposed by the residents of Menzies.

The vision is to showcase a variety of activities that bring the community together for an annual celebration. Merchants will have the opportunity to showcase their wares. Younger people enjoy play equipment and other recreation activities. The event will have a substantial musical component in the form of DJ's or live bands and / or karaoke. The Shire would like to preserve the character of country entertainment, as well as the local fundraising opportunities for community organisations.

The main event is located in the area of the oval and recreation area.

## IV. REQUEST FOR PROPOSAL RECEPTION:

By submitting a proposal, the person / organisation agrees to be responsible for fully understanding the requirements of the RFP and will ask any questions to make sure that understanding is gained.

The Shire of Menzies reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any RFP response deemed to be in the best interests of the Shire of Menzies. The Shire is not obligated to accept the lowest bid or highest revenue generator, and will make its decision based on the overall quality of the proposal.

Acceptance of any RFP response should not be construed as a contract nor shall indicate any commitment on the part of the Shire of Menzies for any future action.

The RFP does not commit the Shire of Menzies to pay for any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.

## V. RFP RESPONSE INFORMATION:

All RFP responses must include the following information:

1. **Name and Overview:** Name and contact information for responding person/organisation.
2. **Services:** Description of services offered; together with organisation chart if applicable.
3. **Customer and Event References:** List of similar events in the scope and industry.
4. **Sample / Event Power Point Presentation** from an event that the applicant has planned to concisely demonstrate experience in every facet of an event (research, design, planning, calendar, logistical needs, budget, and evaluation). This presentation should be saved on a labeled USB drive.
5. **Resume of principal event coordinator/engagement manager for 2018 event**
6. **Framework for Fiscal Management** – The respondent shall be solely responsible for the fiscal management and outcome of the event. It should be noted that the Shire of Menzies is providing only the intellectual property for the festival, use of signage and limited number of barricades, and the venue for the event. The Shire of Menzies will not provide capital or operating funds for the event; nor will it provide staff for the event.

## VI. CONTACT WITH SHIRE OF MENZIES:

The selected person/organisations will report to the Chief Executive Officer for the Shire of Menzies.

## VII. STATUS:

Persons / organisations selected through this RFP process shall be a Contractor to the Shire of Menzies and must provide tax identification information. A written contract will negotiated upon selection of the event planner/planning service.

## VIII. SCOPE OF WORK FOR EVENT COORDINATOR/PROJECT MANAGER:

1. Develop, manage and execute master event logistical plan and timeline;
2. Evaluate, analyze and report results for the event.
3. Create, manage and reconcile event budgets, expenses and timelines.
4. Adhere to project timelines and budget guidelines.
5. Oversee the implementation of the marketing campaign.
6. Responsible for leading/managing various event planning teams in the planning and implementation process for all aspects of the event.
7. Attending meetings as needed.
8. Deliver project deliverables on-time and on-budget.
9. Manage volunteer committees, both pre-event and on-site.
10. Assign/delegate tasks to volunteer teams;

11. Manage relationships with event vendors.
12. Direct and manage on-site event set up and clean-up.
13. Manage and execute event debrief including analyzing surveys as well as recommended improvements/changes.

#### IX. EVENT COORDINATOR/PROJECT MANAGER QUALIFICATIONS:

- Experience: Minimum 2 years' experience in all aspects of event planning including outdoor event experience
- Experience managing volunteer team
- Experience managing event budgets
- Excellent organisation and project management skills.
- Energetic, innovative, creative self-starter
- Problem solver and results oriented
- Able to work well under pressure of event deadlines
- Ability to prioritise tasks in a fast-paced environment

#### X. PROJECT SCHEDULE:

This schedule is subject to change:

- 9 November 2017:** RFP Distributed
- 20 November 2017:** Last day for written questions to be received on the RFP document intent.
- 30 November 2017:** RFP Close Date
- 14 December 2017:** Interview of finalists
- 21 December 2017:** Award of contract.

#### XI. SELECTION:

All responses will be reviewed for completeness by Chief Executive Officer. Those responses that meet all of the minimum criteria shall be further evaluated to determine quality of event management experience and proposed financial management framework. During this process references may be contacted. It should be noted that equally qualified non-profit organisations that operate in the Menzies area will be given preference over businesses operating for profit.

The two best qualified persons / organisations will be invited to an interview on 14 December 2017.

## XII. SEND PROPOSALS TO:

Responses must be sealed and clearly marked.

Submittals must be received no later than 5:00 pm on 30 November 2017, and should be delivered to:

“RFP M13115-2017 – Menzies Rodeo”.

Documentation – downloaded via the Tenderlink website:

[www.tenderlink.com/menzies](http://www.tenderlink.com/menzies)

Any questions or clarifications regarding definitions or interpretations of this RFP must be submitted via email [ceo@menzies.wa.gov.au](mailto:ceo@menzies.wa.gov.au) no later than 20 November 2017.

Responses to questions will be posted at [www.tenderlink.com/menzies](http://www.tenderlink.com/menzies)

## 12.5 MANAGEMENT AND POLICY

### 12.5.1 Actions performed under Delegation for the month of September 2017

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 058
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	18 October 2017
<b>AUTHOR:</b>	Deborah Whitehead, Executive Assistant
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.1294</b>
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**Moved:** Cr Ian Tucker

**Seconded:** Cr Jill Dwyer

*That Council receive the report of the actions performed under delegation for the month of September 2017 for information.*

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

That Council receive the report of the actions performed under delegation for the month of September 2017 for information.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Actions performed under delegated authority from the period 1 September 2017 to 30 September 2017.

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

##### *14.2 Active civic leadership achieved*

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

#### **RISK ASSESSMENTS:**

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

## BACKGROUND:

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

- Bushfire
- Common Seal
- Planning Approvals
- Building Permits
- Health Approvals
- Ranger related Dog Issues

The following tables outline the actions performed within the organisation relative to delegated authority from the period 1 September 2017 to 30 September 2017.

### ***Bushfire***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters from the period 1 September 2017 to 30 September 2017.

### ***Common Seal***

No delegated decisions were undertaken by the Shire of Menzies pursuant to the Common Seal from the period 1 September 2017 to 30 September 2017.

### ***Planning Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals from the period 1 September 2017 to 30 September 2017.

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

The following delegated decisions were undertaken by the Shire of Menzies pursuant to Building Permits (*including Septic Tank approvals*) from the period 1 September 2017 to 30 September 2017.

<b><i>Date of decision</i></b>	<b><i>Decision ref:</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
8/9/2017	Septic System Application	Approval No M17/01	Tjuntjuntjara Community	N/A

### ***Health Approvals***

No delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals from the period 1 September 2017 to 30 September 2017.

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

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related Dog issues from the period 1 September 2017 to 30 September 2017.

### 12.5.2 Christmas Closure December 2017 – January 2018

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 014
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	18 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.1295</b>
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**Moved:** Cr Ian Tucker

**Seconded:** Cr Jill Dwyer

*That*

- 1. Council endorse the closure of the Administration Office and for the period 22 December 2017 to 2 January 2018 (exclusive) with essential services being provided by Council to ensure no loss of amenity to the residents of Menzies and Kookynie.*
- 2. The closure of the Administration Office to be advertised on the Shire notice boards, and in the December edition of the Menzies Matters newsletter.*
- 3. The Menzies Post Office will be opened between 9am and 11am on Wednesday 27 December 2017 to Friday 29 December 2017.*

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

That

- Council endorse the closure of the Administration Office and for the period 22 December 2017 to 2 January 2018 (exclusive) with essential services being provided by Council to ensure no loss of amenity to the residents of Menzies and Kookynie.
- The closure of the Administration Office to be advertised on the Shire notice boards, and in the November and December editions of the Menzies Matters newsletter.
- The Menzies Post Office will be opened between 9am and 11am on Wednesday 27 December to Friday 29 December 2017.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

To advise Council of the proposed dates for closure of the Shire Administration Office in Shenton Street Menzies, and the Works Depot in Walsh Street Menzies.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.2 Strong sense of community maintained*

- Our community will have access to all necessary service requirements.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

## **RISK ASSESSMENTS:**

No risk assessments were undertaken

## **BACKGROUND:**

The Shire of Menzies has traditionally closed down over the Christmas New Year period. This closure provides staff with the opportunity to spend quality time with their families, with minimal disruption to services as many other Government Departments and private businesses also close over this period.

## **COMMENT:**

The road works program will cease for the year on 16 December 2017.

The last meeting of Council will be held on Thursday 14 December 2017, and the office will close at 5pm on Friday 22 December 2017.

All services will recommence on Tuesday 2 January 2018. This break of ten days is comprised of four non-working days (Saturdays and Sundays) three public holidays, and three days to be taken as annual leave, leave without pay or accrued rostered days off.

There is no Ordinary Council meeting scheduled for January 2018. The next Ordinary Council meeting will be held on Thursday 22 February 2018.

A skeleton crew will be available to ensure emergency services, and basic town maintenance including rubbish removal, servicing of public toilets, and maintenance of tourist facilities. Domestic bin service will be undertaken on Wednesday 27 December 2017.

### 12.5.3 Rebroadcast Services Television

<b>LOCATION:</b>	Menzies Town Site
<b>APPLICANT:</b>	Satellite Television and Radio
<b>DOCUMENT REF:</b>	EDM 014
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.3-1 Correspondence relating to Satellite Platform Transition

<b>COUNCIL RESOLUTION:</b>	<b>No.1296</b>
----------------------------	----------------

**Moved: Cr Ian Tucker**

**Seconded: Cr Jill Dwyer**

*That Council approve the reallocation of \$9,448 (ex GST) for the purchase in installation of hardware to re-establish ABC and SBS digital TV services following their satellite platform transition (Job C11400) from the TV Reserve (72703).*

**Carried by Absolute Majority 7/0**

#### **OFFICER RECOMMENDATION:**

That Council approve the reallocation of \$9,448 (ex GST) for the purchase in installation of hardware to re-establish ABC and SBS digital TV services following their satellite platform transition (Job C11400) from the TV Reserve (72703).

#### **VOTING REQUIREMENTS:**

Absolute Majority

#### **IN BRIEF:**

The Shire of Menzies rebroadcasts a commercial television and radio from 124 Shenton Street. The non-commercial stations have provided their own services to the town. Satellite Television and Radio (STRA), the company supporting the re-broadcast services has advised that to continue to receive ABC and SBS television and associated radio stations, we will need to install additional hardware.

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

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

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

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

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

#### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

The reallocation of funds from account 72703 – TV Reserve to job C11400 – Television and Radio Rebroadcast (capital equipment) will provide funding for this project.

There are no additional service costs for the equipment which is expected to have a useful life of between five and seven years (dependent on external requirements). Provision should commence to ensure depreciation of the equipment is either used for the purpose, or transferred to the TV Reserve each year.

#### **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

#### **BACKGROUND:**

The attached email documents outline the advice received by STRA in relation to this matter shows that while the change to a new satellite platform was anticipated, activation has occurred much more rapidly than expected. Some Councils have already lost ABC transmission. Menzies is fortunate in that the provision of ABC has not been affected. However, from 24 November 2017, the transmission of SBS will cease.

#### **COMMENT:**

The author has undertaken a sample of current residents who watch SBS using free-to-air service, and it would appear to be a minority the population. To those who do use the service, it is important.

The Community Strategic objectives promote the provision of services to the community. In fact, the ethos of service provision is indicated in nine different objectives. Visitors using the caravan park make use of the service as do other travellers to Menzies in the Hotel.

A cash backed Reserve has funds available for the upgrade of television re-broadcasting equipment which can be allocated for this purpose.

The price of \$9,448 is subject to the Shires of Coolgardie, Leonora, Laverton and Menzies proceeding with the upgrade. The three neighbouring Shires have advised their approval for the expenditure.



**From:** Saurabh  
**Sent:** Tuesday,  
**To:** Glenn Welsh @ STRA  
**Cc:** [j.deakin@stra.com.au](mailto:j.deakin@stra.com.au); Alberto Cremoese; Reza Mazhari  
**Subject:** RE: SBS DVB-S2 transition

Hi Glenn,

The current plan is to have SBS DVB-S2 service up on the satellite by 30<sup>th</sup> October 2017 and then there will be a dual illumination period until 24<sup>th</sup> November 2017 where both SBS DVB-S and SBS DVB-S2 services will be available. Once the dual illumination is finished, the SBS DVB-S will be turned off permanently.

If anything changes, I'll let you know.

Please see technical parameters for **SBS DVB-S2 Service on Optus D1** below:

1. Downlink Frequency: 12532.3MHz (D1/T13)
2. Symbol rate: 47.3Msps
3. Modulation and FEC:
  - NSW feed: 16APSK 3/4
  - Queensland feed: 16APSK 2/3
  - SA feed: 16APSK 5/6
  - WA feed: 16APSK 3/4
  - Victorian feed: 16APSK 5/6
  - Tasmanian feed: 16APSK 5/6

Please let me know if you have any questions.

Regards,



**Saurabh Mudgill**  
 Engineer, Transmission and Regulatory Services  
[Saurabh.Mudgill@sbs.com.au](mailto:Saurabh.Mudgill@sbs.com.au)  
 SBS 14 Herbert Street  
 Artarmon NSW 2064 Australia  
 T: +612 9430 3814  
[sbs.com.au](http://sbs.com.au)

cid:image003.jpg@01D240E0.A965F8D0

SBS acknowledges the traditional owners of country throughout Australia.

**From:** Saurabh Mudgill [<mailto:Saurabh.Mudgill@sbs.com.au>]  
**Sent:** Wednesday, 14 June 2017 11:35 AM  
**To:** Glenn Welsh @ STRA  
**Cc:** [j.deakin@stra.com.au](mailto:j.deakin@stra.com.au)  
**Subject:** RE: SBS DTV satellite feed

Hi Glenn,

Just a quick note to say although we are soon to be transitioning to DVB-S2 but our new platform for the Digital satellite distribution is DVB-S2X capable in readiness for any potential future upgrades as required.

Regards,



**Saurabh Mudgill**  
Engineer, Transmission and Regulatory Services  
[Saurabh.Mudgill@sbs.com.au](mailto:Saurabh.Mudgill@sbs.com.au)  
SBS 14 Herbert Street  
Artarmon NSW 2064 Australia  
T: +612 9430 3814  
[sbs.com.au](http://sbs.com.au)

cid:image003.jpg@01D240E0.A965F8D0



**From:** Saurabh Mudgill [<mailto:Saurabh.Mudgill@sbs.com.au>]  
**Sent:** Wednesday, 7 June 2017 2:37 PM  
**To:** Glenn Welsh @ STRA  
**Cc:** [j.deakin@stra.com.au](mailto:j.deakin@stra.com.au)  
**Subject:** RE: SBS DTV satellite feed

Hi Glenn,

SBS DVB-S2 service will be carried on Optus D1 Transponder 13.

ABC DVB-S service is currently carried on this transponder 13 , so we have to wait till they transition to DVB-S2 which is currently planned for October.

BA has already started upgrading the Satellite receivers at their sites , so may be the outages were due to that.

Regards,



**Saurabh Mudgill**  
Engineer, Transmission and Regulatory Services  
[Saurabh.Mudgill@sbs.com.au](mailto:Saurabh.Mudgill@sbs.com.au)  
SBS 14 Herbert Street  
Artarmon NSW 2064 Australia  
T: +612 9430 3814  
[sbs.com.au](http://sbs.com.au)

**From:** Glenn Welsh @ STRA  
**To:** "Jim Epis"; "Steven Deckert"; "James Trail"; Rhonda Evans  
**Cc:** "Graham Stanley"; "Tanya Browning"; "John Deakin"  
**Subject:** ABC and SBS digital television services - satellite platform transition  
**Date:** Friday, October 6, 2017 3:12:44 PM  
**Attachments:** [image003.png](#)

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Good afternoon Goldfield councils,

Further to my email earlier this week, and as anticipated back in May, the full impact of the ABC (and soon SBS) digital television satellite platform transition has now been realised by many rural councils across Australia. Currently only Coolgardie is affected of our clients, yet Leonora, Laverton and Menzies will lose SBS next month.

All rural councils that retransmitted ABC digital television have now lost the service. This is a direct result of the ABC moving their services to another transponder on the D1 satellite platform and changing the modulation standard.

This situation now requires these councils to upgrade their hardware to continue to receive the ABC digital services.

In addition SBS digital TV will make the same change in November. The SBS change will impact on many more councils than the ABC change. See below the information being distributed by the ABC to Queensland rural councils.

We are working on a couple of solutions to address this issue. However, in the short term those councils that have lost the ABC services will have a long wait ahead as every council wants this fixed now. There is simply not enough hardware or technicians available to attend to every site in the short term.

**Copy of ABC email notification to affected council Oct 6, 2017.**

The ABC recently changed its satellite distribution arrangements with Optus. This distribution arrangement is specifically for the ABC to ensure that the network of television transmission towers that Broadcast Australia operates on its behalf have an appropriate content input for transmission at each site. This distribution signal can change at any time without notice.

For those viewers who are unable to access television from the network of transmission towers that are operated for the ABC by Broadcast Australia, the ABC has established a direct-to-home satellite television services, called the Viewer Access Satellite Television (VAST) Service.

However, the ABC understands that some local communities have made their own arrangements to retransmit the ABC's television services. The ABC is not aware of the input arrangements for these self-help transmission facilities, as these are the responsibility of the self-help licensee and their own service providers. The ABC understands that the VAST service is used for the input at many sites for the ABC's services or the services of the commercial broadcasters.

If self-help licensees want to convert their inputs to use the VAST service, the ABC understands that broadcast quality VAST receivers are available that would be suitable for use in obtaining an ABC signal for retransmission.

Please be aware that it is the responsibility of the self-help licensee to continue to hold all appropriate licences and permissions to retransmit the ABC's services. See <http://www.abc.net.au/reception/services/selfhelp.htm> for more information. However, if self-help licensees would prefer to access the ABC's satellite distribution service to provide the input for their retransmission, below are the details of the ABC's new distribution service, as at 3 October 2017:

There are a number of receivers that can be used to decode the ABC's DTV services on the OPTUS satellite. Two such receivers the ABC are aware would be suitable include:

- Ericsson RX8200. <https://mediasolutions.ericsson.com/products/rx8200/>
- Evertz 7882IRD. <http://www.evertz.com/products/7882IRD>

**Glenn Welsh**

Managing Director

Satellite Television

& Radio Australia Pty Ltd

PO Box 310

Petrie, QLD 4502

Ph: 07 3103 0477

M: 0400 064046 states service, the Input Stream ID (ISI) value need to be set in the receiver. These values are:

W: [www.stra.com.au](http://www.stra.com.au)

AGN 151797003A

- 123= NT
- 124= WA
- 125= VIC
- 126= QLD



Kind regards

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P 1300 13 9994 E [reception.advice@abc.net.au](mailto:reception.advice@abc.net.au)



**From:** Glenn Welsh @ STRA  
**To:** "Jim Epis"; "James Trail"; "Steven Deckert"; Rhonda Evans  
**Cc:** "Tanya Browning"; "Graham Stanley"  
**Subject:** ABC and SBS digital television services - satellite platform transition  
**Date:** Wednesday, October 11, 2017 8:37:53 PM  
**Attachments:** [image001.jpg](#)  
[image004.gif](#)  
[image005.jpg](#)  
[image006.png](#)  
[image007.png](#)  
[image008.jpg](#)  
[image003.png](#)

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Good morning,

We have been working with our suppliers to review options to re-establish the ABC and SBS digital TV services following their satellite platform transition. It is unavoidable that new hardware will be required to retain each of these digital TV broadcaster services.

Currently Laverton, Leonora and Menzies re-transmit the SBS channels while Coolgardie retransmits ABC and SBS channels. ABC has already transitioned leaving it off air at Coolgardie. SBS will switch over on November 23 so this work is best completed by that date.

**Hardware and installation will cost \$9,448.00 plus GST per service.**

The above price is based on the assumption that your communities will not want to wait until late January to reinstate ABC and SBS digital TV. Further our travel, labour and expenses costs are amortised between the four councils. If one council does not wish to go ahead then the above price will need to be amended.

We will obviously also do the wireless link installations during the same visit to minimise costs.

We have looked at cheaper alternatives but, quite frankly, they would save only several hundred dollars and leave your communities with a further potential upgrade if/when ABC and SBS decide to deliver Ultra High Definition. This move by these two broadcasters is the first step towards a UHD-TV goal.

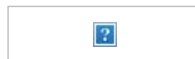
Below this email is a copy of the ABC letter as sent to our Qld council clients on Oct 6. Below that you will see the emails from SBS confirming they are doing the same on October 30 with final switch off of the current service on November 24.

Obviously to avoid prolonged outages of the SBS DTV service (and ABC at Coolgardie) then we need to act quickly to secure hardware. Please keep in mind that every single council in Australia that retransmits these services are also dealing with this issue. At this stage we envisage heading to your region before November 24 if we have the commitment of all four councils.

If you would like to discuss this issue further then please feel free to call me.

Kind regards,

**Glenn Welsh**  
**Managing Director**  
**Satellite Television**  
**& Radio Australia Pty Ltd**  
PO Box 310  
Petrie, Qld, 4502  
Ph: 07 3103 0477  
M: 0400 364 466  
W: [www.stra.com.au](http://www.stra.com.au)  
ACN 151797009  
[Email Img 4](#)



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#### 12.5.4 Application for Restricted Access Vehicles on Goldfields Highway to Kookynie

<b>LOCATION:</b>	Kookynie Road
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 366
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.4-1 Transition

<b>COUNCIL RESOLUTION:</b>	<b>No.1297</b>
----------------------------	----------------

**Moved: Cr Justin Lee**

**Seconded: Cr Jill Dwyer**

*That Council request that- in the event that Kookynie Road is favourably assessed for Restricted Access Vehicle (RAV) classification, community consultation is undertaken to agree conditions to be attached to permits.*

**Carried 7/0**

#### **OFFICER RECOMMENDATION:**

That Council request that- in the event that Kookynie Road is favourably assessed for Restricted Access Vehicle (RAV) classification, community consultation is undertaken to agree conditions to be attached to permits.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **IN BRIEF:**

Application has been made to the Chief Executive Officer for the Kookynie Road (between Goldfields Highway and Kookynie) to be assessed for Restricted Access Vehicles. The purpose of this item is to flag to the Council of the proposal, so that conditions which may be attached to any permit can be proposed should the road be favourably assessed.

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

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

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The significant natural features of the shire for tourism.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

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

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

#### *14.3 Active civic leadership achieved*

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

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

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

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

#### **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

#### **BACKGROUND:**

The Kookynie Road was not one of those assessed for RAV classification in 2016. Application has been received from parties involved in the possible of tailings in the Kookynie area. The proposal involved a trial of between 10,000 tonnes and 40,000 tonnes being carted from Kookynie to the Goldfields Highway.

#### **COMMENT:**

Main Roads Western Australia have been advised of this request, and preliminary discussions commenced to ascertain the suitability of the road for RAV classification. Both the assessment of the road, and the proposal to cart the tailings are in their preliminary stages. Given the mineralisation of the area, it is likely that other applications will be received in the future. By addressing this matter now, it could avoid requiring decisions to be made by Council under pressure in the future.

Should the road be favourably assessed, conditions to be attached to it will become extremely important for both tourists travelling the road, and residents affected by vehicle movements.

These comments should not be interpreted to be indicating a negative outcome. Council strategic direction indicates a willingness to support the mining industry, and to ensure the viability of companies in the region, and the potential for employment. Large capacity vehicles now used for the movement of product play an important role in the economic viability of many mines. Council must balance the need to support industry against the amenity and comfort of other sectors of the community.

It may become important for conditions such as:

- RAV permits restricted to seasonal activity (avoiding tourist season or school holidays)
- RAV permits restricting the times and/ or days allowable for operations
- RAV permits restricting the speed allowable along all or sections of the road
- RAV permits requiring maintenance grading of shoulders and the application of water or dust suppression media during campaigns.
- Setting a trigger point where the tonnage exceeds a point, that the road must be upgraded by the permit holders to a standard suitable for the traffic.

Together with other reasonable restrictions on permits which will ensure that mining can continue, and that the community as a whole is not unnecessarily disadvantaged, or that safety is compromised.



**mainroads**  
WESTERN AUSTRALIA

## **Heavy Vehicle Services**

### **STANDARD RESTRICTED ACCESS VEHICLE (RAV) ROUTE ASSESSMENT GUIDELINES**

**Version: 6**

**Date: July 2017**

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# 1. INTRODUCTION

## 1.1 GENERAL

These guidelines supersede the “*Guidelines for Assessing the Suitability of Routes for Restricted Access Vehicles*”.

These guidelines have been prepared by Main Roads Western Australia to assist Local Government, Main Roads’ staff and operators or consultants in assessing the suitability of routes proposed for the operation of “standard” Restricted Access Vehicles (RAVs) on roads within the State of Western Australia.

For the purpose of these guidelines, “standard” RAVs are those vehicle combinations specified as Category 1 to 10 vehicle combinations under the *Prime Mover, Trailer Combinations and Truck, Trailer Combinations Notice*.

The RAV Categories have been grouped into four (4) assessment levels, as follows:

- Level 1 - RAVs Categories 2-4 (e.g. pocket road train, B-Double, and other RAVs with a maximum length of either 25.0 m or 27.5 m);
- Level 2 - RAVs Categories 5-6 (e.g. RAVs with a maximum length of 36.5 m and a maximum mass of 87.5T);
- Level 3 - RAVs Categories 7-8 (e.g. RAVs with a maximum length of 36.5 m and a maximum mass of 107.5T); and
- Level 4 - RAVs Categories 9-10 (e.g. RAVs with a maximum length of 53.5 m).

The guidelines are intended to assist assessors in ensuring that the major relevant factors have been considered during the route assessment process.

**Where quantitative limits are recommended, they are intended as a guide only and are no substitute for common sense and judgement based on experience. In certain cases, routes which do not meet the requirements outlined in this document can be accepted as RAV routes by imposing additional conditions, such as speed restrictions, curfew etc.**

**Should an aspect of a route clearly fail to conform to these guidelines in a manner which cannot be suitably addressed, resulting in a compromise of road safety, the route should be considered unsuitable for RAV access.**

The information used in preparation of this document has been obtained from various internal and external sources, such as Austroads reports and years of practical experience, and incorporates the latest reference material available at this time.

Appendix A is a glossary of the terms used throughout these guidelines.

## 1.2 ASSESSMENT REQUIREMENTS

Route assessments should be undertaken by a person who has experience within the heavy transport industry and a substantial knowledge of the following:

- the principles of heavy vehicle operation, including vehicle configurations, maximum dimensions and axle load limits;

- heavy vehicle dynamic performance characteristics, including limitations on the ability of heavy vehicles to accelerate, brake, ascend grades and negotiate corners;
- heavy transport issues, legal requirements and permit systems; and
- road safety concepts and principles.

When considering a potential route, the assessor is advised to initially perform a desktop assessment using all available information. In some cases this initial assessment will identify particular physical constraints, such as posted bridge load limits and road width deficiencies, which may render the route unacceptable without the need for further assessment. If the applicant is willing to pursue upgrades to the road then a full assessment is required to identify all deficiencies. This is to alleviate any problems with some upgrades being carried out and then the full assessment conducted only to identify additional deficiencies.

Heavy vehicle use on a particular route may have some negative impacts on the environment, community and traffic. Assessors must first determine if the proposed route is the most appropriate route for the particular operations and recommend variations to the initially proposed route to reduce such impacts.

***NOTE 1:*** *Heavy Vehicle Services – Main Roads Western Australia (HVS), as part of any HVS route assessment for a Restricted Access Vehicle (RAV), does not assess any access driveway adjoining a RAV network road. It remains the responsibility of the property owner to ensure safe ingress and egress to the property.*

***NOTE 2:*** *Before using a RAV on any road, it is necessary to obtain the approval of Main Roads Western Australia. Before making a decision on an application for route access, Main Roads may deem it necessary to do any or all of the following:*

- *perform a further assessment of the route;*
- *assess the suitability of the road pavement;*
- *assess the suitability of all structures on the proposed route to accommodate the specific vehicle;*
- *specify conditions of access such as speed limits, hours of operation or accreditation requirements;*
- *obtain Local Government agreement for the proposed route (for all operators);*
- *recommend a number of road improvements as conditions of approval;*
- *PBS assessment to assess vehicle performance*

### **1.3 PLANNING EVALUATION**

Assessment of a proposed route should be checked against any future planning proposals to evaluate the potential impact of RAVs. The relevant Local Government and Regions should be consulted as part of the process.

### **1.4 ROUTE ASSESSMENT FORM**

The *Restricted Access Vehicle Route Assessment Form* for use in assessing RAV routes in accordance with the requirements set out in these Guidelines is available on the Main Roads website at:

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx>

## 1.5 FURTHER ASSISTANCE

Additional information and guidance is available from Main Roads Heavy Vehicle Services on telephone 138 486 or [hvsrouteassessments@mainroads.wa.gov.au](mailto:hvsrouteassessments@mainroads.wa.gov.au)

## 2. ASSESSMENT CRITERIA

### 2.1 TRAFFIC DATA

#### 2.1.1 Traffic Counts

In order to determine the suitability of a road for RAV access, it is essential to obtain current traffic counts for the particular road. The traffic counts must be considered when determining appropriate road widths, potential congestion issues and relevant operating conditions.

#### 2.1.2 Accident Statistics

Appropriate research must be conducted prior to progressing with a route assessment to establish if there is an accident history on the particular road that may be exacerbated by the introduction of RAVs on the road.

### 2.2 STRUCTURES

#### 2.2.1 Load Capacity

All bridges and load restrictive culverts on the requested route will be assessed by Main Roads Structures Engineering Branch, via Heavy Vehicle Services. When carrying out an assessment for Network 2, ensure a separate Structures Engineering assessment is carried out for the Short B Triple combination. Any bridge restrictions for the Short B triple combination must be listed in the Operating Conditions in the relevant vehicle category section and a notation included in the conditions for the relevant road.

Consultation with Local Governments is required to ensure all culverts on Local Government roads have been appropriately considered.

#### 2.2.2 Structure Width Requirements

**Table 1: Minimum Width between Kerbs/Carriageway on a Structure**

AADT	Minimum Width Between Kerbs/carriageway (m)	Quality of Approaches
Less than 75	3.5*	Structures with adequate Stopping Sight Distance (SSD)**.
75 to 150	5.3	Structures with adequate SSD, clearly signed and road clearly marked.
	7.0	Structures that have inadequate SSD, inadequate signage or no road markings.
150 to 500	5.8	Structures with adequate SSD, clearly signed and road clearly marked.
	7.2	Structures that have inadequate SSD, inadequate signage or no road markings.
More than 500	7.2	All structures at this traffic volume

\*Conditions apply; refer to 2.4.1 and Appendix C;

\*\*RAV SSD should be measured from a truck driver's eye height of 2.4 m. Minimum requirements for SSD refer to Appendix E.

## 2.3 OVERHEAD CLEARANCE

Although applicable for all vehicles, RAVs with high loads are particularly vulnerable to striking low overhead obstructions. Route assessments must confirm that adequate overhead clearances between the top of the RAVs and the overhead obstructions are available, as follows:

- Overhead obstructions (except power lines) - 300 mm clearance.
- Power lines - at least the minimum clearance required by telecommunications and electrical transmission cable providers, which may be more than 300 mm.

Where telecommunications and/or electrical transmission cables cross the route, the minimum overhead clearance available **must be obtained from the relevant controllers** listed in the “*Contact Details for Other Agency Approvals*”, available at: <https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Permits/OversizeMass/Pages/osom.aspx>

## 2.4 RURAL ROAD WIDTHS

When the hauling unit of a RAV travels along a straight path over an uneven surface, the trailing units do not necessarily follow along the same path as the lead unit. This is defined as “off-tracking” and depends on several factors, including:

- the steering actions of the driver;
- vehicle configuration and coupling arrangements between units;
- misalignment of the axles;
- suspension (geometry, bump and roll steer effects) and tyre characteristics;
- vehicle length;
- external disturbances that include road roughness, cross-slope and side loading from wind-gusts; and
- speed of travel.

The maximum deviation in tracking over a straight section of road, when added to the width of the RAV, is termed the ‘swept width’. To safely accommodate the swept width of RAVs, adequate road width must be provided to ensure the RAV does not encroach on adjacent lanes or road shoulders.

To assess the widths of rural roads, tables of minimum carriageway widths and sealed widths to accommodate the swept width are listed at Appendix B.

To be suitable for RAV access, a road should be sealed if AADT is over 150 and annual freight tonnage is over 300,000 tonnes per annum. The requirement for the road to be sealed is partly for safety reasons, but more so for road sustainability.

In the absence of any traffic data, the following parameters may enable a judgement as to whether a road needs to be sealed:

- If the road is unlikely to be used by more than 10 RAVs per day; or
- If the road is unlikely to be used by more than 60 RAVs per day over a seasonal two month period.

When considering whether a road has adequate width, an assessment should also be made in relation to any potential risks posed by:

- “blind” corners (curves);
- crests;
- pronounced cambers;
- poor shoulder condition;
- surface roughness; and
- reduced sight distances.

Despite a road’s width being above the specified minimum in Appendix B, these factors may require additional width, application of additional RAV operating conditions, or in extreme cases, mean the route is unsuitable for RAV access.

Minor width deficiencies are acceptable, particularly if it is only for a small portion of the road. If width requirements are relaxed, a risk assessment should be undertaken to consider other factors to ensure safe operation.

Off-tracking of a vehicle combination is more severe at high speeds; therefore minimum seal width may be reduced where speeds are controlled to 60 or 70 km/h.

Minimum seal widths may also be reduced on roads where all other users are familiar with the operator of multi combination vehicles, e.g. farm access roads and mine access roads.

#### **2.4.1 Low Volume Road Width**

When assessing road width for Network 2 to 7 or 9 to 10 RAV access, where traffic volume is less than 75 vehicles per day, the width of the road may be assessed in accordance with the width requirement in Appendix C. Appendix H conditions must be applied. If the road width meets the requirements in Appendix B, the conditions as per Appendix H are not necessary.

#### **2.4.2 Traffic Volume Consideration**

It is important to use the most appropriate measure of traffic volume when applying Appendix B and Appendix C.

For medium to high traffic roads, where AADT is more than 500, AADT will usually be a suitable measure of traffic volume. For low to medium traffic roads, where AADT is from 150 to 500, higher seasonal traffic volume may be a more appropriate measure of traffic volume. For these roads, the widths in Appendix B are the relevant guidelines.

For low traffic volume roads, where AADT is less than 75, with higher seasonal variations, obtaining a best estimate of such higher daily volumes (VPD) is recommended. Appendix C only applies if AADT and any higher seasonal traffic volumes (VPD) are both less than 75. Otherwise, road width must be assessed using Appendix B.

### 2.4.3 Assessing a Road in Sections

The road may be composed of a number of sections that vary in their standard and that would fall into different categories of RAV suitability, or require different operating conditions (e.g. for low volume roads). Width variation is a typical example of this principle. Where differing sections are reasonably long, it can be beneficial to separately assess each section as to its category of RAV access and any applicable operating conditions. Assessors should only consider applying this method of assessment where there is a likely benefit and a practical start and finish point.

### 2.4.4 Short Sections of Reduced Width

There may be short narrow sections along the road due to narrow structures, roadside vegetation or short narrow sections of pavement. Provided narrow sections meet certain criteria, the minimum road width does not need to be considered the actual width of the entire road for assessment purposes. In the absence of any clearly identified other risk factors, clauses (a) and (b) below can be applied to assess the width deficiencies of narrow sections.

#### (a) Traffic Volume Less than 75 Vehicles per Day

This clause only applies to low volume rural roads that do not meet the width requirement in Appendix B, and for which the operating conditions in Appendix H will apply to RAVs.

Where all narrow sections of the low volume rural road meet the following criteria, the minimum width of the road can be considered to be the width of the road, excluding the narrow sections, when assessing suitability in accordance with Appendix C:

- Narrow sections must not be less than 3.5 m wide;
- Each narrow section must not be more than 100 m long;
- A combination of narrow points that are all within a single 100 m length of road can be considered to be one single narrow section;
- Two adjacent narrow sections must not be within 150 m of each other;
- Continuous unbroken sight distance must extend from a point at least 150 m from each end of any narrow section through the narrow section to a point at least 150 m beyond the section, in both directions; and
- Combined length of narrow sections is no more than 10% of total road length. For the purpose of this assessment, all narrow sections shorter than 50 m shall be considered to have an effective length of 50 m.

If any narrow section fails to meet the 3.5 m minimum width criteria, the route shall be considered unsuitable for RAV access.

Where all narrow sections meet the 3.5 m minimum width criteria, but do not meet all the remaining criteria, the route shall be considered unsuitable for RAV access on a two-way RAV traffic basis. However, the route may still be suitable for one-way RAV traffic only, provided operating conditions as per Appendix C for a Type B road are applied. Type B roads suitability is also subject to traffic volume and road length requirements outlined in Table 2.

**Table 2: Maximum allowable road length for Type B suitability**

Daily Traffic Volume	0 to 15 vpd	16 to 30 vpd	31 to 50 vpd	51 to 75 vpd
Max Road Length	5.0 km	2.0 km	1.5 km	1.0 km

**(b) Traffic Volume from 75 to 500 Vehicles per Day**

This clause only applies to medium volume roads that generally meet the width requirements in Appendix B.

Where all narrow sections of a medium volume road meet the following criteria, the minimum width of the road can be considered to be the width of the road, excluding the narrow sections, when assessing suitability in accordance with Appendix B:

- Narrow sections should not have carriageway width more than 1.3 m below Appendix B values;
- For sealed road, narrow sections should not have sealed width more than 0.2 m below Appendix B values;
- Each narrow section should not be more than 2 km long; and
- The combined length of narrow sections should not be more than 15% of total road length.

Similar principles may logically carry over to assessment of higher traffic volume roads; however the width deficiencies will need to be assessed on a case-by-case basis.

**2.4.5 Signage**

If a road is relatively narrow or has limited sight distance, assessors should consider whether the use of warning signs would improve safety. The information below gives some guidance to assessors, however assessors should consider a range of factors in each case, in judging the need for and value of warning signs.

Signage usually has the most value when warning of the presence of a reasonably significant risk that other road users may be less aware of or not expecting. Generally this principle means that a higher number of RAVs would need to be operating on such a section of road than at other points along that road or on similar roads in the area.

The need for “Trucks on Road” signs may be necessary where the following factors are present:

- roads are less than 5.5 m wide;
- roads have adjoining side roads that the RAVs are utilising;
- there is a likelihood that other road users would be unaware of RAVs operating on the road; and
- sight distances are less than 250 m.

The assessor should note any recommended signage in the *Restricted Access Vehicle Route Assessment Form*, and when necessary as the pre-requirement of RAV access. A list of standard warning signs is available in Appendix I.

## 2.5 URBAN AND TOWNSITE ROAD WIDTHS

There are a number of width requirements to be considered for RAVs travelling in urban and town site areas. As well as accommodating the additional swept width of RAVs, the width requirements for activities such as cycling and kerbside parking also need to be taken into account. The minimum road width requirements in town site areas are listed in Appendix D.

## 2.6 PROVISION FOR OVERTAKING

RAVs tend to operate at lower average speeds than light vehicles. If the road does not have sufficient overtaking opportunities, drivers of light vehicles may experience delays behind slower moving RAVs and in some cases may form “queues” of vehicles waiting to overtake. This may cause driver frustration and thereby increase the risk of drivers attempting to overtake when it is not safe. Therefore it is essential, from a road safety perspective, to have adequate overtaking opportunities on a RAV route.

It is recommended that AADT figures are used to assess overtaking opportunities, however the assessor should consider the impact of seasonal traffic during the assessment, as the AADT could be less than seasonal peak traffic volume.

The volume of traffic and percentage of RAVs on the route affects the requirement for overtaking opportunities. To assess suitability of overtaking, an AADT derived using the Passenger Car Equivalence (PCE) factors (Table 3) shall be used. PCE factors represent the equivalent number of light vehicles for a particular type of RAV or general access heavy vehicle. The use of PCE factors provides a derived AADT value that can then be used to better assess overtaking opportunities.

**Table 3: Passenger Car Equivalence Factors for RAVs**

Vehicle Types		PCE Factors on Flat Terrain	PCE Factors on Rolling Terrain
Austroads Class 2		1	1.3
Austroads Class 3 to 5		2	3.5
Austroads Class 6 to 9		2.5	5
Austroads Class 10	RAVs Categories 2-4	4	10
Austroads Class 11	RAVs Categories 5-8	4	10
Austroads Class 12	RAVs Categories 9-10	9	22

The suitability criteria for provision of overtaking opportunities are shown in Table 4. In all cases, the assessment of steep ascending grades in Section 2.7.1 must be performed separately.

**Table 4: Suitability Criteria for Overtaking Opportunities**

<b>AADT</b> (Derived using PCE Factors)	<b>Maximum AVERAGE distance per overtaking opportunity</b>	<b>Maximum distance between any two overtaking opportunities</b>	<b>Notes</b>
<b>500 or below</b>	N/A	N/A	Provision of additional opportunities is usually not justified.
<b>501 to 1000</b>	15 km	30 km	
<b>1001 to 1800</b>	8 km	15 km	
<b>1801 and above</b>	5 km	10 km	At AADT > 2700, additional opportunities that exceed the criteria may be necessary.

If the road or highway does not meet these criteria, consideration shall be given to:

- whether access could be granted under curfew; and
- whether access could be granted at particular times of the year when the traffic volumes are lower.

For sections of road to be suitable for overtaking, there must be adequate overtaking sight distance. Overtaking sight distance is made up of two parts, as follows:

- Establishment distance - The length of clear visibility ahead in which a driver can establish that an overtaking opportunity exists and commence the overtaking manoeuvre.
- Continuation distance - The length of road ahead in which clear visibility remains available for a driver to complete the overtaking manoeuvre, or abandon the manoeuvre if necessary.

The percentage of road available for overtaking should include those lengths where the required minimum establishment distance is available in conjunction with the required minimum continuation distance, as shown in Table 5.

**Table 5: Minimum 'Establishment' and 'Continuation' Sight Distances for Overtaking**

<b>Road Section Operating Speed (km/h)</b>	<b>Assumed Truck Speed (km/h)</b>	<b>Establishment Sight Distance (m)</b>			<b>Continuation Sight Distance (m)</b>		
		<b>RAVs Categories 2-4</b>	<b>RAVs Categories 5-8</b>	<b>RAVs Categories 9-10</b>	<b>RAVs Categories 2-4</b>	<b>RAVs Categories 5-8</b>	<b>RAVs Categories 9-10</b>
70	60	600	640	690	320	360	420
80	69	740	790	860	400	450	510
90	77	890	950	1040	470	530	620
100	86	1070	1130	1240	560	630	740
110	94	1290	1310	1440	680	730	860

To measure the available sight distance for overtaking, a lower eye height of 1.05 m (for car driver) is recommended. Given this low eye height, most car drivers cannot adequately distinguish difference in sight distance for values greater than approximately 1000 m. Therefore, listed sight distance values greater than 1000 m can be assumed to be satisfied whenever the actual sight distance exceeds 1000 m.

## 2.7 STEEP ASCENDING GRADES

### 2.7.1 RAVs Losing Speed on Grades

The speed of RAVs ascending long and steep grades can be reduced to the extent that the speed differential is hazardous for vehicles approaching from behind. If possible, steep ascending grades should have overtaking lanes.

In some cases where an overtaking lane is not provided, the drivers of faster following vehicles may become frustrated and attempt an overtaking manoeuvre when unsafe to do so. Situations where RAV speeds fall to 40 km/h is considered the threshold at which drivers will seek to overtake a slower vehicle regardless of whether or not adequate sight distance is available.

Where grades, or consecutive combinations of varying grades, are longer than the distances in Table 6, it is recommended that the grade should have an additional climbing lane for RAVs.

**Table 6: Maximum Distances (m) of Uphill Travel before Speeds are Reduced to 40 km/h**

Grade %	RAVs Categories 2-6		RAVs Categories 7-8		RAVs Categories 9-10	
	80 km/h Approach Speed	100 km/h Approach Speed	80 km/h Approach Speed	100 km/h Approach Speed	80 km/h Approach Speed	100 km/h Approach Speed
3	*	*	*	*	1080	1650
4	950	1410	900	1350	690	1110
5	640	980	610	960	520	840
6	480	760	470	750	410	680
7	390	630	380	620	340	570
8	330	530	320	530	290	490

\* RAV can maintain a higher speed than 40 km/h on these grades.

### 2.7.2 Maximum Grades Requirements for RAVs

For a route to be suitable for RAV access there must be no steep grades that are in excess of the limits in Table 7.

**Table 7: Grades Limits for RAVs**

	Sealed Roads	Gravel Roads
<b>RAVs Categories 2-6</b>	8%	5%
<b>RAVs Categories 7-8</b>	6%	4%
<b>RAVs Categories 9-10</b>	5%	3%

## 2.8 RAV ACCELERATION LANES

### 2.8.1 Length of Acceleration Lane

The following requirement for length of acceleration lane strictly applies to situations where:

- the acceleration lane onto a highway or main road with a speed limit of at least 80 km/h and an AADT derived using the Passenger Car Equivalence factors (Table 3) is more than 1000; and
- there is no overtaking lane on the through road to overtake the RAV at or near the point of entry.

In other cases, it may still be desirable to apply the requirement.

To avoid an undue hazard or obstruction to traffic, the length of any acceleration lanes provided on the route should be sufficient to allow RAVs, when fully loaded, to accelerate to within 70% of the operating traffic speed at the point where the lane merges with the through road. Table 8 shows the minimum length of acceleration lane for different vehicles and conditions.

**Table 8: Minimum Length (m) of Acceleration Lane:**

**80 km/h Speed limit through road (i.e. required entry speed for RAV is 56 km/h)**

Average gradient of entry lane (%)	Downhill			Level	Uphill	
	-4	-2	-1		1	2
RAVs Categories 2-6	190	270	350	510	1090	*
RAVs Categories 7-8	200	280	370	570	1500	*
RAVs Categories 9-10	220	330	460	790	*	*

**110 km/h Speed limit on through road (i.e.: required entry speed for RAV is 77 km/h)**

Average gradient of entry lane (%)	Downhill			Level	Uphill	
	-4	-2	-1		1	2
RAVs Categories 2-6	410	630	910	1620	*	*
RAVs Categories 7-8	420	670	970	1870	*	*
RAVs Categories 9-10	470	760	1180	*	*	*

\* It is not possible to accelerate from rest up to the required speed within a distance of 2000 m.

### 2.8.2 Signage

There shall be adequate signage, in conformity with Main Roads standards, on the through road to warn other traffic that trucks regularly merge onto the through road from the acceleration lane. Where this does not already exist, the assessor shall note the need for signage in the “recommendations” of the assessment form.

The point where the acceleration lane merges into the through road shall be visible at an adequate distance along the through road to ensure that there is enough time for other traffic to slow down or stop if required. Sight distance along the through road to the merge point needs to be assessed for both RAVs and light vehicles travelling on the through road.

Stopping sight distances for RAVs are shown in Appendix E. Minimum visibility distances for light vehicles (cars) on the through road are shown in Table 9.

**Table 9: Minimum visibility distances for light vehicles on the through road**

Speed limit on the through road	Minimum stopping sight distance for light vehicles on the through road
80 km/h	105 m
110 km/h	190 m

## 2.9 TURNING AT INTERSECTIONS

It is essential that intersections can be safely negotiated, with minimal or no interference to other traffic.

### 2.9.1 Vehicle Speed While Negotiating the Turn

The vehicle turning radius is directly related to the maximum turning speed of the vehicle.

- For intersections where the vehicle must always stop before turning (e.g.: at a Stop sign), a turning speed of 5-15 km/h is generally sufficient.
- For intersections where the vehicle rarely or never needs to stop before turning, a speed of 20 km/h or 30 km/h could be assumed.
- Where following traffic is likely to be slowed as a result of the RAV turning off a high traffic road, a high turning speed (30 km/h or greater) is desirable, to minimise disturbance to traffic.

### 2.9.2 Turning Clearances

Where there is any possibility that the RAV may have insufficient clearance from kerbs or other nearby objects, standard turning templates shall be used to accurately check the swept path of the RAV. Using Autoturn, the appropriate vehicle combination must be used to check all turning movements at all required intersections and any clearance problems should be noted on the assessment form. As a rule:

- The wheel paths of the rear trailer of the RAV must not come any closer than 200 mm from the face of any kerb, unless the kerb is designed to be mounted, in which case the 200 mm clearance is not applied.
- If there is no kerb (such as a gravel road), the edge of the road formation can be taken as the kerb;
- The overhang path must not come any closer than 200 mm to a nearby object;
- For a left turn, the wheel paths must not cross into the path of oncoming traffic. An exception is for a left turn into a road with single broken central line marking or no central line marking, where encroachment over the centreline may be acceptable where traffic volumes are relatively low and/or the roads are within a heavy industrial area where other road users are familiar with the operation of multi-combination vehicles, provided the sight distances to all directions of the intersection are adequate according to Appendix F.

Turning templates for RAVs can be obtained from Main Roads' website:

[www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) under Using Roads > Heavy Vehicles > RAV Network Access > Turning Templates. A list of the turning templates is attached at Appendix G.

### 2.9.3 Approach Sight Distance

The route shall be rejected if the driver of a RAV, approaching the intersection, has insufficient visibility to observe another vehicle at or within the intersection, and react or stop if necessary. The table in Appendix E shows appropriate stopping sight distances for RAVs, given the vehicle type, speed and the gradient of the road.

Routes having intersections with lower than recommended approach sight distances can still be accepted with RAV operating speed restrictions. In applying operating speed restrictions, the intersection approach sight distances must then meet the minimum requirements in Appendix E at the reduced RAV speed. The maximum speed restriction should not be more than 20 km/h less than the posted speed on the route, or 30 km/h less in 110 km/h zones.

If the visibility of an intersection can be improved to an acceptable level by vegetation control, temporary speed control signs, or lower speed zones, the assessor may recommend this as a pre-requirement for RAV access in the *Restricted Access Vehicle Route Assessment Form*. No RAV access is permitted without prior confirmation that improved sight distance meets the minimum requirements in Appendix E.

### 2.9.4 Entering Sight Distance

The route shall be rejected if the driver of a RAV, entering a through road, does not have appropriate sight distance to see a sufficient gap in oncoming traffic that will allow a RAV, with greater length and lower acceleration capacity, to clear the intersection safely. The table in Appendix F shows appropriate entering sight distances for RAVs, given the vehicle type, speed and the gradient of the road.

The angle and gradient of the intersection should also be considered to determine if additional time is required for a RAV to manoeuvre the intersection, for instance a steep upgrade in the direction of travel will adversely affect the RAV's start up and acceleration when entering the through road.

Routes having intersections with lower than recommended entering sight distances can still be accepted if there is an adequate acceleration lane or if the road is low volume with sufficient signage.

If the visibility of an intersection can be improved to an acceptable level by vegetation control, temporary speed control signs, or lower speed zones, the assessor may recommend this as a pre-requirement for RAV access in the *Restricted Access Vehicle Route Assessment Form*. No RAV access is permitted without prior confirmation that improved sight distance meets the minimum requirements in Appendix F.

### 2.9.5 Signage

Assessors should consider safety at intersections where RAVs will be turning onto through roads. The use of warning signs can improve safety. The following information gives some guidance to assessors, however assessors should consider a range of factors, in each case, in judging the need for and value of warning signs.,

If the sight distance at an intersection does not meet the minimum requirements in Appendix E, then through roads speeds must be reduced in order to meet Appendix E values. There shall also be adequate signage of “Trucks Entering” or “Trucks Crossing”, in conformity with AS 1742 or Main Roads standards, to warn other traffic of the truck operation at the intersection.

If the RAV operation will not be contained to brief seasonal periods only, permanent warning signs should be considered. If the bulk of RAV use will be contained to brief seasonal periods then the use of temporary warning signs may be more appropriate.

The assessor shall note the need for signage in the “recommendations” of the *Restricted Access Vehicle Route Assessment Form*. A list of standard warning signs is available in Appendix I.

## 2.10 RAILWAY LEVEL CROSSINGS

The various operational requirements at railway crossings are described in Main Roads ‘*Railway Crossing Protection in Western Australia*’ (Main Roads website: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) under *Standards > Road and Traffic Engineering > Traffic Management > Railway Crossing*).

The following points highlight the main considerations for RAVs at railway crossings for the various levels of protection.

### 2.10.1 Inadequate Approach Stacking Distance

Inadequate approach stacking distance occurs where the distance between the railway and a nearby intersection is insufficient to enable a vehicle to stop at the crossing without impeding the traffic flow at the intersection.

Approach Stacking Distance is measured from the vehicle stopping line at the railway crossing to the nearest shoulder edge of the crossroad. The vehicle stopping line at a railway crossing is normally indicated by a painted line or, in the absence of a marked line, assumed to be 3.5 m back from the nearest rail.

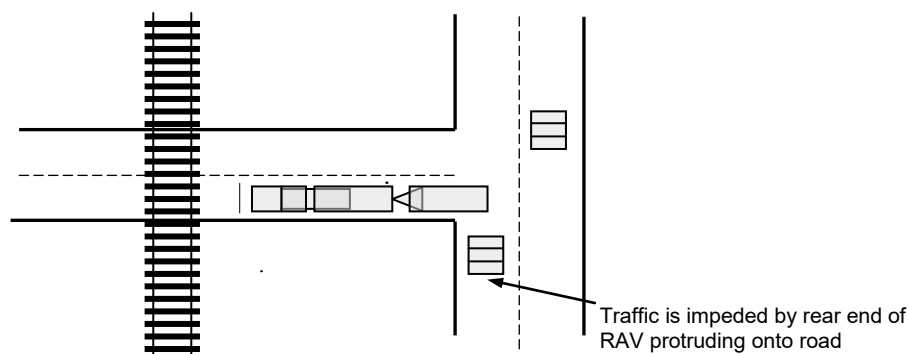


Figure 1: Examples of Inadequate Approach Stacking Distance

### 2.10.2 Inadequate Departure Stacking Distance

Inadequate departure stacking distance occurs when part of a vehicle would encroach within 3.5 m of the railway track while stopped to give way to traffic on the priority road of an intersection located beyond the crossing. A possible exception is in cases where the intersection is controlled by traffic signals that are coordinated with the operation of the railway crossing signals.

Departure Stacking Distance is measured from the vehicle stopping line at the intersection to within 3.5 m of the nearest railway track. In the absence of marked lines, the stopping line can be taken as 2.0 m from the edge of the through lane (if there are edge lines) or the edge of the seal.

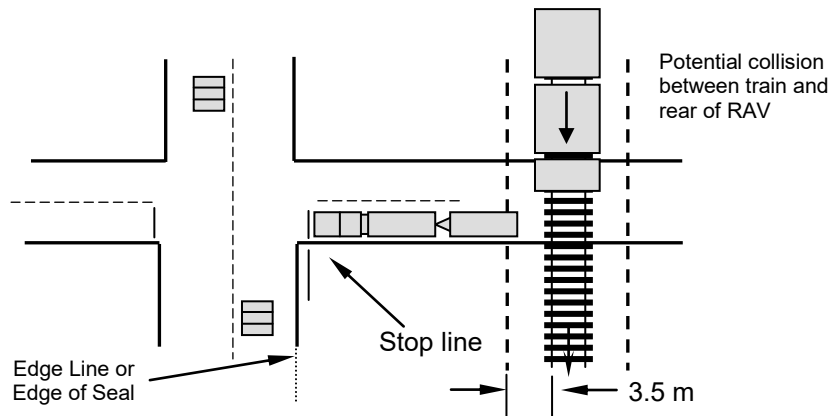


Figure 2: Examples of Inadequate Departure Stacking Distance

### 2.10.3 Criterion for Assessing Whether Stacking Distance is Adequate

A clearance of 3.5 m is required when assessing the available stacking distance. Therefore the following criterion shall be applied to Approach Stacking Distance (see 2.10.1) and Departure Stacking Distance (see 2.10.2):

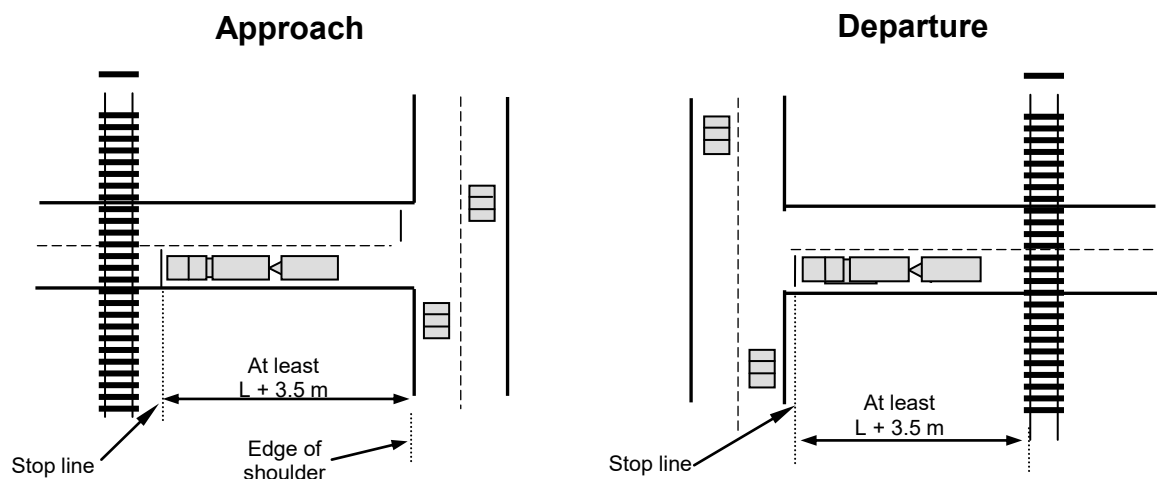


Figure 3: Examples of Adequate Stacking Distances

The assessor must clearly identify all crossings with less than 3.5 m clearance on stacking distance in the assessment report.

### 2.10.4 RAVs at Crossings Protected by Give Way Signs

The driver approaching a railway crossing protected by “Give Way” signs needs to be able to see the train from a sufficient distance down the road that would allow time to stop the RAV if required. This distance must meet the minimum requirements in Appendix E. A railway crossing protected by Give Way signs also requires that sufficient sideways visibility is available for a RAV driver, after having stopped at the crossing.

When measuring the available sight distance to all directions, a truck driver’s eye height of 2.4 m is recommended. This also applies to sections 2.10.5 and 2.10.6.

## 2.10.5 RAVs at Crossings Protected by Stop Signs

The driver approaching a railway crossing protected by “Stop” signs needs to be able to see the signs from a sufficient distance down the road to stop the RAV as required. This visibility must meet the minimum requirements in Appendix E. Meanwhile, the railway crossing protected by “Stop” signs also requires that sufficient sideways visibility is available for RAV drivers, after having stopped at the crossing.

## 2.10.6 RAVs at Railway Crossings Protected by Flashing Lights

The visibility of the primary flashing lights and advance flashing yellow warning signs displays on the approach to crossings must be assessed so that the driver can safely stop if required. The sight distance to the flashing lights, or alternatively the advance flashing yellow warning signs must meet the minimum requirements in Appendix E.

The timing delay between the flashing lights and the boom arms must be sufficient to allow the RAV to pass over the crossing without striking the boom arms. If the delay is not sufficient, the railway access provider should be advised and the railway access provider must provide their concurrence that the RAV operation will meet the railway safety requirement.

Table 11 below provides a guide to the minimum time required to allow a RAV to pass over the crossing.

**Table 11: Railway level crossing warning times on flat grades**

	<b>Minimum delay time (s)</b> <small>*Assumes a driver reaction time of 0.5 s.</small>
<b>RAVs Categories 2-4</b>	11
<b>RAVs Categories 5-8</b>	14
<b>RAVs Categories 9-10</b>	21

## 2.11 OFF-ROAD PARKING

In rural and remote areas, the route should have adequate off-road truck parking facilities at sufficient spacing along the route.

In any one direction of travel, the maximum spacing for off-road parking facilities is:

- Rural Area roads - 80 km
- Remote Area roads - 120 km

Adequate off-road parking facility is defined as any:

- service station or roadhouse, (or other commercial establishment), with provision for public truck parking;
- signed parking bay, truck bay, rest area; or
- designated road train assembly area;

where:

- minimum stopping sight distances (measured from a truck driver's eye height of 2.4 m) to the entry/exit points for traffic travelling on the through road are in accordance with Appendix E; and
- the full length of the RAV can be parked without encroachment onto the carriageway. Minimum clearance distances are shown in Table 12.

**Table 12: Minimum Clearance from Edge of Pavement for Parked RAV**

Speed Limit (km/h)	Minimum Clearance from edge of pavement * (m)
60	5
70	5.7
80	6.2
90	7.6
100	8.8
110	11

\* For parking facilities located on the outside of a curve, add a further 1.6 m to the normal minimum clearance.

Depending on the frequency of trucks using the truck parking bays or road train assembly areas, the requirement of other facilities such as rubbish bins, tables and chairs and toilets needs to be considered. The assessor should also consider the likelihood of more than one RAV using the parking facility at any given time. This will depend on the volume of heavy vehicles on the proposed route.

More information about off-road parking facilities can be obtained from Main Roads Website: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) under *Standards and Technical > Road and Traffic Engineering > Roadside Items > Roadside Stopping Places*.

## 2.12 OTHER ROAD USERS

The key issues here are whether RAV operation will be highly incompatible with, or pose new risks to other road users that may not be familiar with or could be more vulnerable to RAVs. Road users that should be considered when assessing suitability include:

- pedestrians (especially where there are school crossings);
- cyclists;
- tourists and recreational users (who may be unfamiliar with the conditions);
- school buses (where the frequent stopping and turning by buses and the presence of children on or adjacent to the road can pose potential hazards); and
- farmers moving farm machinery and implements.

Safety is the primary factor for consideration. If crash history data is available, it may be useful to investigate whether certain times of the day engender particular risks, while at other times the risk is significantly lower. In these cases, it may be warranted to recommend that the RAV only use the route during the low-risk hours.

RAVs can affect the flow of other traffic and contribute to congestion issues. Numbers of RAVs can reduce the speed of other traffic and in worst cases frustrate other motorists. Assessors should examine the traffic flow on the route and recommend solutions to reduce risks resulting from traffic disruption.

Vehicles towing caravans or trailers are a significant issue in that they can find it difficult to pass RAVs. This situation is more prevalent during school holidays. Therefore the assessor should consider the impact of seasonal traffic changes during the assessment.

If safety issues for other road users, which would result from RAV operation, are identified as major and cannot be suitably addressed, the route should be considered unsuitable for RAV access.

## **2.13 SLOWING AND STOPPING**

The ability of vehicles to safely pull off the carriageway, e.g. to allow following vehicles to pass or to make repairs, should be examined. Continuous sections of the route with narrow shoulders and/or deep drains should be noted and comments made on any safety implications.

### 3. COMMUNITY CONSIDERATIONS

Assessors need to consider potential community impacts as part of assessing route suitability.

#### 3.1 NOISE

The assessor shall consider whether the introduction of the RAVs onto the route has potential to cause a significant noise impact by considering the following:

- Areas sensitive to road traffic noise, including residences, schools and hospitals.
- The likely number of RAVs in comparison to existing number of large trucks (3 or more axles).
- Factors contributing to noise generated by RAVs such as gradients (higher speeds or use of engine braking systems), acceleration/deceleration areas (higher engine speeds, gear changing or use of engine braking systems), and road pavement irregularities (body rattle).
- Factors mitigating the impact of noise from RAVs such as distance to residences and any screening of residences by hills, cuttings or walls.

The main criterion for noise impact assessment is the change in the numbers of large trucks (3 or more axles) on the route. Doubling RAV numbers can be considered as the start of a significant noise change while quadrupling can be considered as very significant change. On very low volume roads, introducing RAVs may significantly increase numbers of large trucks, but overall truck numbers may still remain low enough so as not to cause a significant noise impact.

Conversely, if the road is an existing heavy vehicle route, introducing RAVs or larger RAVs may reduce the number of trips required for a given freight task and improve noise issues.

Consideration should also be given to potential noise impacts near a truck parking area. In particular, the noise generated by refrigerated trailers should be taken into account as these trucks are required to keep their cooling compressors running all night.

Where noise impacts are expected to be significant the assessor shall consider options for mitigating noise impact, such as:

- approved noise reduction request signs;
- a curfew for RAVs during night time hours;
- consideration of alternative routes;
- noise certification of RAVs as a condition of access; and
- speed restrictions.

Where noise impacts are expected to remain significant and mitigation actions have been implemented, Main Roads will consult with the relevant Local Government and may undertake a noise impact study of the route.

## **3.2 VIBRATION**

Where the RAV route passes close to abutting development there may be adverse impacts upon people and property due to vibration. The assessor shall consider whether the introduction of the RAVs onto the route has potential to cause significant vibration impact by considering:

- distance to buildings and their use and condition;
- road roughness; and
- uneven drainage gullies and manhole covers.

Where vibration impacts are expected to be significant the assessor shall consider options to mitigate the impacts, such as road surface improvements and alternative routes.

## **3.3 SMELL**

Some types of RAV, such as livestock trucks, produce undesirable odours. The effect is greatest when these vehicles remain in communities whilst on route, such as when held up in traffic and at intersections. Assessors shall consider this aspect and make recommendations to reduce such problems, such as modifications to the proposed route or conditions to contain the odour within the vehicle.

## **3.4 DUST AND DIRT**

Where the RAV route passes close to abutting development there may be adverse impacts upon people and property due to dust, especially where a route is unsealed. The assessor shall consider whether the introduction of the RAVs onto the route has potential to cause significant dust impact by considering:

- distance to buildings and their use;
- likely numbers of RAVs using the route; and
- likelihood of significant amounts of dust being produced by RAVs.

RAVs entering onto a seal road from a dirt road will potentially carry the dirt onto the sealed road, particularly in wetter conditions. This results in dirt building up and spreading on the road, which impacts on other motorists. Where dust and dirt impacts are expected to be significant the assessor shall consider options to mitigate the impacts, such as alternative routes, speed restrictions and possibly sealing road sections, particularly on the approach to a sealed road.

## **3.5 COMMUNITY CONSULTATION**

In line with Government policy, Main Roads may require a route that has been given a favourable assessment using these guidelines to undergo a community consultation phase. Main Roads, with input from the relevant Local Government, will determine the need for community consultation on a case-by-case basis.

## **3.6 ALTERNATIVE TRANSPORT MODES**

Alternative transport modes need to be considered to ensure RAV road transport is the most effective form of transport available for the particular operation.

## APPENDIX A - GLOSSARY OF TECHNICAL TERMS

AADT: (see 'vpd' defined below)	Annual Average Daily Traffic is determined by the total yearly two-way traffic volume divided by 365, expressed as vehicles per day.
Carriageway Width:	That portion of a road or structure devoted particularly to the use of vehicles that is between guide posts, kerbs or barriers where these are provided, inclusive of shoulders and auxiliary lanes.
Passenger Car Equivalence:	Passenger Car Equivalence (PCE) factors are a relative measure of the traffic flow impedance effects of different vehicle types. The PCE factor for a particular vehicle type is the equivalent number of passenger cars (AUSTROADS Vehicle Class 1) that would have the same impedance effect as a single vehicle of that type.
Restricted Access Vehicle (RAV):	Restricted Access Vehicles (RAV) consists of all combinations of vehicles exceeding 19 metres in length or 42.5 tonnes gross mass including B-Doubles, road trains and truck-and-trailer combinations.
Remote Road:	A general term for a main arterial road carrying mostly long distance traffic.
Rural Road:	All roads that provide a secondary network of National, State and local Government roads connecting cities and towns.
Urban and Townsite Road	All roads within a populated area of established dwellings, a central place of trade and recognised as a distinct place. Generally the area will act as a central hub of activity for the community.
Seal width:	Width between edges of sealed surface or between edge lines (where installed on undivided carriageways), whichever is less.
vpd - vehicles per day (see 'AADT' defined above)	The number of vehicles observed passing a point on a road in both directions for 24 hours. (It is a measure of daily traffic volume, often more relevant to low volume, Local Government roads, typically rural roads in these guidelines. 'vpd' can differ from AADT in being a better measure of traffic volume during periods of more intensive RAV usage or seasonal tourist traffic.)
Structure:	A Bridge or Culvert as per definition below.
Bridge:	A structure (with the exception of gantries) having a clear opening in any span of greater than 3 metres measured between the faces of piers and/or abutments or structures of a lesser span with a deck supported on timber stringers.
Culvert:	A structure under a road having only clear openings of less than or equal to 3 metres measured between the faces of piers and/or abutments or a pipe shaped structure of any diameter.

## APPENDIX B – RURAL ROAD MINIMUM WIDTHS

	60 to 70 km/h		80 to 100 km/h	
	Carriageway Width* (m)	Sealed Width** (m)	Carriageway Width* (m)	Sealed Width** (m)

### 0 to 150 AADT / vpd \*\*\*

RAVs Categories 2-4	7.6	3.3	7.9	3.4
RAVs Categories 5-8	7.7	3.4	8.0	3.5
RAVs Categories 9-10	8.2	3.8	8.6	3.9

### 150 to 500 AADT / vpd

RAVs Categories 2-4	7.6	5.6	7.9	5.9
RAVs Categories 5-8	7.7	5.7	8.0	6.0
RAVs Categories 9-10	8.2	6.1	8.6	6.4

### 500 to 1 000 AADT

RAVs Categories 2-4	7.9	6.1	8.2	6.4
RAVs Categories 5-8	8.0	6.2	8.3	6.5
RAVs Categories 9-10	8.6	6.6	9.0	6.9

### More than 1 000 AADT

RAVs Categories 2-4	9.6	6.8	9.9	7.1
RAVs Categories 5-8	9.7	6.9	10.0	7.2
RAVs Categories 9-10	10.6	7.6	11.0	8.0

\* The carriageway widths given in the above table should be used for assessing usable width on gravel roads.

\*\* A road should be sealed if AADT over 150 and annual freight tonnage over 300,000 tpa. In the absence of any data, the following parameters may be a guide:

- uniform annual loaded RAV traffic volume more than 10 vehicles per day; or
- loaded RAV traffic volume more than 60 vehicles per day over a seasonal two month period.

\*\*\* When the road width is below the above values and traffic volume is no more than 75 vpd, the route may be suitable for RAVs Categories 2-10 (excluding 8) access as a low volume road. Refer to Appendix C on the following page.

## APPENDIX C – LOW VOLUME RURAL ROAD MINIMUM WIDTHS

**NB:** This section is not to be used for assessing routes for RAV Category 8.

### Type A Road (suitable for two-way RAV traffic)

	40 km/h	60 km/h
	Carriageway Width (m)	Carriageway Width (m)

#### Sight distance above 250 m

RAVs Categories 2-7	5.8	6.1*
RAVs Categories 9-10	5.9	6.3*

#### Sight distance below 250 m

RAVs Categories 2-7	6.1	6.4*
RAVs Categories 9-10	6.2	6.6*

For Type A low volume roads, Appendix H operating conditions 1, 2, 3, 4, 5, 7 and 8 will apply automatically as a condition of permit;

\*if a road is at least 1.0 m wider than these widths, an 80km/h speed restriction should be considered. A speed restriction above 80km/h should only be considered if the road is sealed, has good sight distance and presents no significant safety concern.

### Type B Road (unsuitable for two-way RAV traffic)

	40 km/h
	Carriageway Width (m)
RAVs Categories 2-7	3.5
RAVs Categories 9-10	3.5

For type B low volume roads, Appendix H operating conditions 1, 2, 3, 4, 5, 6, 7 and 8 will apply automatically as a condition of permit.

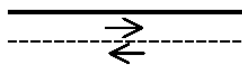
## APPENDIX D – TOWNSITE ROAD MINIMUM WIDTHS

Feature	RAVs Categories 2-4		RAVs Categories 5-8		RAVs Categories 9-10	
	60 - 70 km/h	80-100 km/h	60 - 70 km/h	80-100 km/h	60 - 70 km/h	80-100 km/h
(Undivided carriageway – 2 Way) Width between sealed edge and road centre (m)						
basic	3.2	3.5	3.3	3.7	3.6	4.1
with marked separation line	3.5	3.8	3.6	4.0	3.9	4.4
with dedicated cycle lane	4.7	5.5	4.8	5.7	5.1	6.1
with regular parallel parking	5.7	NA	5.8	NA	6.1	NA
with regular angle (45°) parking	9.2	NA	9.3	NA	9.6	NA
(Divided carriageway – single lane) Width between sealed edge and edge of median or traffic island (m)						
basic	3.5	3.8	3.6	4.0	3.9	4.4
with dedicated cycle lane	5.0	5.8	5.1	6.0	5.4	6.4
with regular parallel parking	6.0	NA	6.1	NA	6.4	NA
with regular angle (45°) parking	9.5	NA	9.6	NA	9.9	NA
(Undivided carriageway – 2 lanes) Width between sealed edge and road centre (m)						
basic	6.6	7.0	6.7	7.1	7.0	7.5
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5
with regular parallel parking	9.1	NA	9.2	NA	9.5	NA
(Divided carriageway – 2 lanes) Width between sealed edge and edge of median or traffic island (m)						
basic	6.6	7.0	6.7	7.1	7.0	7.5
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5
with regular parallel parking	9.1	NA	9.2	NA	9.5	NA
(Multiple Lane Carriageways – 3 or more lanes) Width of additional through lane (m)						
basic	3.2	3.4	3.3	3.5	3.4	3.6

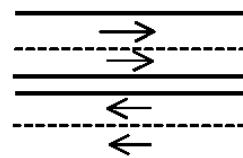
Notes:

- 1) Speed refers to the prevailing speed limit for the road
- 2) An explanation of road type descriptors follows:

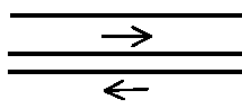
Undivided Carriageway - 2 Way



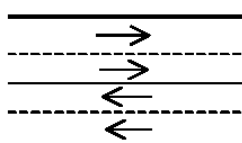
Divided Carriageway - 2 Lanes



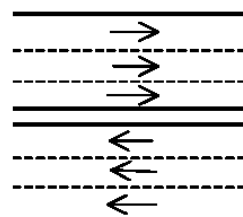
Divided Carriageway - Single Lane



Undivided Carriageway - 2 Lanes



Multiway Carriageway - 3 or more lanes



## APPENDIX E – STOPPING SIGHT DISTANCES

Operating Speed km/h	Downhill			Level	Uphill		
	-9%	-6%	-3%		3%	6%	9%

### RAVs Categories 2-6

60	*	*	120	109	101	94	89
70	*	*	151	137	126	118	111
80	*	*	184	167	154	143	135
90	*	*	218	198	183	171	161
100	*	*	255	232	214	200	188

### RAVs Categories 7-8

60	*	*	136	120	109	101	94
70	*	*	172	152	138	127	119
80	*	*	211	187	169	156	145
90	*	*	252	224	202	186	173
100	*	*	*	261	237	218	203

### RAVs Categories 9-10

60	*	*	152	131	117	107	99
70	*	*	194	167	149	135	125
80	*	*	*	206	183	166	153
90	*	*	*	247	220	199	184
100	*	*	*	294	261	237	218

\*RAVs would need to descend in low gear to prevent overrun. "TRUCKS USE LOW GEAR" signs in conformity with AS 1742 must be installed on these grades approximately 100 m before the start of the descent.

The above values have been derived using the formula given in Austroads Guidelines with following factors:

	RAVs Categories 2-4	RAVs Categories 5-8	RAVs Categories 9-10
Reaction Time	2.5 s	3.0 s	3.5 s
Deceleration Rate (d)	0.24 g	0.22 g	0.20 g

## APPENDIX F – ENTERING SIGHT DISTANCES

Operating Speed km/h	Downhill (approaching traffic)				Level	Uphill (approaching traffic)			
	-8%	-6%	-4%	-2%		2%	4%	6%	8%

**RAVs Categories 2-4**

40	97	94	92	90	88	87	86	85	84
50	130	126	123	120	117	115	113	111	110
60	167	162	157	152	149	146	143	140	138
70	209	201	194	188	183	179	175	172	169
80	253	243	234	227	220	215	210	205	201
90	302	289	278	268	260	253	247	241	236
100	364	346	331	318	307	298	290	282	276
110	448	422	400	382	367	353	342	332	323

**RAVs Categories 5-8**

40	102	100	97	96	94	93	91	90	89
50	137	133	130	127	124	122	120	118	117
60	176	170	165	161	157	154	151	149	147
70	218	210	204	198	193	189	185	182	179
80	264	254	245	238	231	226	221	216	213
90	314	301	290	281	272	265	259	254	249
100	377	360	345	332	321	312	304	296	290
110	463	437	415	397	382	369	357	347	339

**RAVs Categories 9-10**

40	108	105	103	101	99	98	97	96	95
50	144	140	137	134	131	129	127	125	124
60	184	178	173	169	166	162	160	157	155
70	228	220	213	208	203	198	195	191	188
80	276	265	256	249	242	237	232	228	224
90	327	314	303	293	285	278	272	266	261
100	391	373	358	346	335	326	317	310	304
110	479	452	430	412	397	384	373	363	354

The above values have been derived using the formula given in Austroads Guidelines with following factors:

	RAVs Categories 2-4	RAVs Categories 5-8	RAVs Categories 9-10
Reaction Time	2.0 s	2.0 s	2.0 s
Observation Time	3.0 s	3.0 s	3.0 s
Brake Lag	1.0 s	1.5 s	2.0 s

(Deceleration rate of 0.29g up to 90 km/h, 0.28g at 100 km/h and 0.26g at 110 km/h.)

## APPENDIX G – LIST OF STANDARD TURNING TEMPLATES

[illegible]

An electronic copy of the above turning templates is available on Main Roads website: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) under Using Roads > *Heavy Vehicles* > *RAV Network Access* > *Turning Templates*.

## APPENDIX H – OPERATING CONDITIONS

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix B.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. \*
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. For a single lane road, the road must not be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/ pick-ups have been completed on the road.
8. Current written approval from the Road Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road as a road condition.

\*40 km/h or 60 km/h as determined from Appendix C.

## APPENDIX I – LIST OF STANDARD WARNING SIGNS

Sign Name	Sign No.	Drawing No.	Remarks
Trucks (Crossing or Entering)	W5-22A-D	-	AS1742.2
Road Trains Entering 250 m	MR-WM-3	9120-231	Main Roads Standards
Road Trains Crossing 250m	MR-WM-4	9120-232	Main Roads Standards
Truck Route	MR-WM-45	9848-0420	Main Roads Standards
Trucks Use Low Gear	G9-23A-C	-	AS1742.2
End Truck Low Gear	MR-RM-22	200531-0004	Main Roads Standards
Residential Area Reduce Vehicle Noise	MR-GM-25	200531-0040	Main Roads Standards

As a general rule, the above Main Roads Standards signs should only be used where there is no suitable sign contained in AS 1742 for the particular circumstances to be signed, or where Main Roads practice differs from that contained in AS 1742.

The electronic copies of Main Roads signage drawings and guidance upon Main Roads practice can be obtained from Main Roads website: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) under *Standards and Technical > Road and Traffic Engineering > Traffic Management > Signs Index*. Additional information and guidance is available from Traffic Engineering Standards Manager of Main Roads Road and Traffic Engineering section on telephone 138138 or by e-mail [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)

## AMENDMENT TABLE

Amendment Date	Amended Section	Amendment Description
May 2016	Appendices	<ul style="list-style-type: none"> <li>Removed Appendix G 'Turning Radii'</li> <li>Removed Appendix K 'Assessment Form Template'</li> <li>Updated Appendix H 'Low Volume Condition 7'</li> <li>Updated Appendix D to include the wording 'with dedicated cycle lane'</li> </ul>
	1.5 Further Assistance	<ul style="list-style-type: none"> <li>Updated Contact Details</li> </ul>
July 2016	Appendix C	<ul style="list-style-type: none"> <li>Updated to include revised minimum road widths for RAV Categories 2-7 and 9-10 &amp; moved Type B Traffic Volume / Road Length Table</li> </ul>
	2.4.4 Short Sections of Reduced Width	<ul style="list-style-type: none"> <li>Added Type B Traffic Volume / Road Length Table</li> </ul>
October 2016	Appendix G	<ul style="list-style-type: none"> <li>Amended List of Standard Turning Templates</li> </ul>
	2.9.2 Turning Clearances	<ul style="list-style-type: none"> <li>Updated web location for Turning Templates</li> </ul>
	Appendix H	<ul style="list-style-type: none"> <li>Amended Low Volume Condition 1</li> </ul>
March 2017	2.9.5 RAVs at Signalised Intersections	<ul style="list-style-type: none"> <li>Removed section</li> </ul>
April 2017	1.4 Route Assessment Form	<ul style="list-style-type: none"> <li>Updated Main Roads website details</li> </ul>
May 2017	Appendix H	<ul style="list-style-type: none"> <li>Amended Low Volume condition 6</li> </ul>
July 2017	1.2 Assessment Requirements	<ul style="list-style-type: none"> <li>Note added relating to private driveways.</li> </ul>
July 2017	1.2 Assessment Requirements	<ul style="list-style-type: none"> <li>Amended Note relating to private driveways</li> </ul>

### 12.5.5 Appointment of Audit Committee

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 096
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.5-1 Roles and Purpose for Audit Committee

#### **ELECTION OF AUDIT COMMITTEE:**

The President called for nominations for representatives of Council for the Audit Committee.

<b>COUNCIL RESOLUTION:</b>	<b>No.1298</b>
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**Moved:** Cr Jill Dwyer

**Seconded:** Cr K Mader

*That Council resolved to move En Bloc that*

- 1. The Audit Committee will consist of three elected members and one external member*
- 2. The Terms of Reference as attached be adopted for the Audit Committee*

*That Council appointment of members of the Audit Committee until the next ordinary election be endorsed*

- Councillor Gregory Dwyer*
- Councillor Jill Dwyer*
- Councillor Ian Baird*

*That Council*

- 1. Advertise locally for an external member to be appointed to the Audit Committee in accordance with the terms of reference for the Audit Committee.*
- 2. Consider applicants for the appointment of External Member of the Audit Committee at the November meeting of Council.*

**Carried by Absolute Majority 7/0**

#### **OFFICER RECOMMENDATION 1**

That Council resolve that

- The Audit Committee will consist of three elected members and one external member
- The Terms of Reference as attached be adopted for the Audit Committee

#### **VOTING REQUIREMENTS:**

Simple Majority

## **OFFICER RECOMMENDATION 2**

That Council appointment of members of the Audit Committee until the next ordinary election be endorsed

- Councillor \_\_\_\_\_
- Councillor \_\_\_\_\_
- Councillor \_\_\_\_\_

### **VOTING REQUIREMENTS:**

Absolute Majority

## **OFFICER RECOMMENDATION 3**

That Council

1. Advertise locally for an external member to be appointed to the Audit Committee in accordance with the terms of reference for the Audit Committee.
2. Consider applicants for the appointment of External Member of the Audit Committee at the November meeting of Council.

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

The Audit Committee may be comprised on any number of Council Members from three to seven. Section 5.19 of the Local Government Act stipulates that a quorum of members of a committee shall be half of the number of offices in that Committee.

Council may appoint one or more members to the audit committee who are not elected members.

The Committee does not have any delegated powers and will make recommendations to Council on all its findings.

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

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

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

#### *14.3 Active civic leadership achieved*

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

- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 5.8*

#### **POLICY IMPLICATIONS:**

No policy exists in relation to the Audit Committee. It is proposed that the attached terms of reference will be adopted.

#### **FINANCIAL IMPLICATIONS:**

Budgeted expenditure for meeting fees and cost associated with committees

#### **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

#### **BACKGROUND:**

The President may elect to sit on and Chair any Committee of Council.

The Shire of Menzies has, in the past elected four members of Council and no Community Representatives. The quorum is thus two offices.

#### **COMMENT:**

Attached for information is a copy of the Local Government operational guidelines for Audit committees. It is not the intent of the author to replicate this document.

Council may consider it appropriate to invite at least one non-elected person to sit on the Audit Committee. It would be expected that this person or persons will have skills or interests that would allow them to contribute to the Committee.

If Council were to appoint one community member and four elected members, the quorum would change from two to three. An alternate that may be considered is to appoint three elected members and one community member, so retaining the quorum to two.



Government of **Western Australia**  
Department of **Local Government and Communities**

# Local Government Operational Guidelines

Number 09 – Revised September 2013

## Audit in Local Government

The appointment, function  
and responsibilities of  
Audit Committees

## 1. Introduction

The *Local Government Act 1995* (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The purpose of this guideline is to assist local governments to establish and operate an effective audit committee. Clear and comprehensive terms of reference, setting out the committee's roles and responsibilities, are essential and a model terms of reference for an audit committee is provided with this guideline. Matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed. Guidance is provided to the committee as it approaches its task of appointing an external auditor through provision of a minimum standard audit specification and as it forms an opinion of the local government's internal audit requirements.

## 2. Audit Requirements, Committees and Functions

The relevant parts of the Act and regulations that relate to audit requirements, audit committees and their functions are listed below.

### Financial Management

In relation to financial management under Part 6 of the Act, a local government is to –

- a) prepare and adopt an annual budget in the form and manner prescribed (section 6.2). A copy of the budget is to be sent to the Department within 30 days of adoption.
- b) prepare an annual financial report and such other financial reports as prescribed. The accounts of the local government and annual financial report are to be submitted to the auditor for audit by 30 September (section 6.4).
- c) have a municipal fund and a separate and distinct trust fund (section 6.6).
- d) establish and maintain reserve funds for the holding of monies set aside for future use (section 6.11).

### Audit Requirements for Local Governments

Part 7 of the Act and the *Local Government (Audit) Regulations 1996* (the Regulations) address the situation of audit. In relation to the duties of the local government with respect to audits –

- a) the local government is to do everything in its power to –
  - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and

- ii. ensure that audits are conducted successfully and expeditiously;
- b) a local government is to meet with its auditor at least once in every year;
- c) a local government is to examine the report of the auditor and is to –
  - i. determine if any matters raised require action to be taken by the local government; and
  - ii. ensure that appropriate action is taken in respect of those matters;
- d) a local government is to –
  - i. prepare a report on any actions taken in respect of any matters raised in the report of the auditor; and
  - ii. forward a copy of that report to the Minister by the end of the next financial year, or six months after the last report prepared by the auditor is received by the local government, whichever is the latest in time.
- e) the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The committee cannot on-delegate the powers and duties delegated to it;
- f) an audit committee with a member who is a person that is not an elected member can be delegated powers and duties referred to in (e); and
- g) a decision of the committee is to be made by simple majority.

### **Audit Committee Functions**

The Regulations state that an audit committee –

### **Establishment of the Audit Committee**

The Act and Regulations provide that:

In relation to the establishment of an audit committee –

- a) each local government is to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;
- b) members of the committee are to be appointed by an absolute majority decision of Council. At least three of the members, and the majority of the members, are to be elected members;
- c) the Chief Executive Officer (CEO) is not to be a member of the committee and may not nominate a person to be a member or have a person to represent him or her as a member of the committee;
- d) an employee is not to be a member of the committee;
- e) is to provide guidance and assistance to the local government –
  - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
  - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;
- f) may provide guidance and assistance to the local government as to –
  - (i) matters to be audited;
  - (ii) the scope of audits;
  - (iii) its functions under Part 6 of the Act;
  - (iv) the carrying out of its functions relating to other audits and other matters related to financial management;
- g) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –
  - (i) report to the council the results of that review;
  - (ii) give a copy of the CEO's report to the council;

- (d) review the annual Compliance Audit Return and report to the council the results of that review, and
- (e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

### 3. Operation of Audit Committees

#### Role and Responsibilities

The role of the audit committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the Audit Committee.

The Audit Committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

**Please note** that an audit committee (or any other committee) cannot be given a management task where the Act and Regulations make the CEO specifically responsible. Where the local government is assigned the function through the legislation, the audit committee may have a role unless the function has been delegated to the CEO by the Council.

The deliberations and recommendations of the committee must be independent and autonomous. Therefore, the Act prohibits the CEO being a member of the committee. However, it is essential that the CEO be given every opportunity to provide his/her expert advice to the committee as he/she does with full Council and other committees.

A model terms of reference is attached as Appendix 1 to assist local governments to define an appropriate role for its audit committee. When considering the model, local governments need to remember it is a guide and they can delete or modify any matters they believe not applicable.

It is important to note that the legislation gives the audit committee a specific role in appointing the auditor. It is to recommend to the Council who should be appointed as the auditor. Attached as Appendix 2 is a model 'Minimum Standard Audit Specification' that local governments can use when developing a process to be used to select and appoint a person to be the auditor.

Local governments can amend the document to suit their individual requirements. Any scope adopted must meet, as a minimum, the legislative requirements, as outlined in the Act and the Regulations.

The legislation specifies that a local government is required to meet with its auditor at least once in every year. The term "local government" in this context means the Council. If Council so resolved via a formal delegation, a meeting between the audit committee and the auditor would satisfy this requirement.

It is acknowledged that the requirement to meet at least once per year may incur a significant financial burden for the more remote local governments. In such circumstances the meeting can be conducted by telephone or video conference. The Council or audit committee should resolve how the meeting with the auditor will be conducted and for the record of the meeting to show that the auditor was involved and the matters discussed. It would be inappropriate for Council representatives to meet with the auditor in their offices unless they were members of the Audit Committee or a significant majority of the members are present.

The committee may need to liaise regularly with the external auditor to discuss the audit plan, results of the audit and implementation of any recommendations for action emerging from the audit. How communication and liaison between auditor and committee is to occur should be addressed in the agreement of appointment.

Advice from the auditor may address issues such as –

- (i) an assessment of accounting procedures;
- (ii) an assessment of internal controls;
- (iii) an assessment of risk;
- (iv) compliance with the Act and associated regulations;
- (v) compliance with Council policies;
- (vi) performance assessments on the efficiency and effectiveness of operations;
- (vii) processes of the internal audit;
- (viii) outcomes of the external audit prior to issue of management and audit reports; and
- (ix) changes to accounting standards and legislation and the impact on the local government.

## Membership

The Act requires that an audit committee is to consist of a minimum of 3 members and in that situation all must be council members. Where a committee consists of more than 3 members then a majority of those members must be council members. Local governments may decide to appoint a committee involving only elected members or they may appoint one or more persons who are external to the Council. If a Council considers it appropriate, the whole Council can be appointed to the audit committee.

If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.

### **Operation of the Committee**

Irrespective of the membership of the committee, all legislative requirements relating to committee meetings such as advertising meeting dates, notice of meeting and keeping minutes of meetings need to be complied with.

The legislation prevents a meeting fee being paid to an external person but it is permissible for a payment to be made as a reimbursement of expenses, commensurate with the expertise and knowledge such people bring to the committee. The Council will need to determine whether payment will be offered and the level of that reimbursement payment.

Members of the committee should be encouraged to attend appropriate courses to keep them up to date with legislation, accounting and other relevant issues.

### **Other Responsibilities**

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk."

The Audit Committee is to review the annual CAR and report to the Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Mayor or President and the CEO prior to it being forwarded to the Department.

The Audit Committee is to consider the CEO's biennial reviews (see Regulation 17.) of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

Attached as Appendix 3 is information to assist in determining what falls within the terms 'risk management,' 'internal control' and 'legislative compliance.'

The audit committee could also consider proposals from the CEO as to whether the compliance audit, and the biennial reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the audit committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.

## 4. The External Audit

### Appointment of the Auditor

The Act and Regulations provide that –

- a) on the recommendation of the audit committee a local government is to from time to time appoint, by absolute majority, a person to be its auditor;
- b) the local government may appoint one or more persons as its auditor;
- c) the local government's auditor is to be a person who is –
  - a. a registered company auditor; or
  - b. an auditor approved by the Minister;
- d) a person may not be appointed as a local government auditor if that person is –
  - a. a councillor or employee of the local government;
  - b. in debt to the local government for more than \$5,000;
  - c. a councillor or employee of a regional local government in which the local government is a participant;
  - d. a member of an incorporated association formed by the local government; or
  - e. a class of persons as prescribed in the Regulations;
- e) an auditor is not to be appointed for more than five years; and
- f) the appointment of a person as an auditor is to be made by agreement in writing and is to include –
  - i. the objectives of the audit;
  - ii. the scope of the audit;
  - iii. a plan for the audit;
  - iv. details of the remuneration and expenses to be paid to the auditor; and
  - v. the method to be used by the local government to communicate with, and supply information to, the auditor.

The committee should undertake a proper selection and appointment process as part of appointing, or reappointing an auditor. If reappointment is being considered, the process should include the review of key issues as in i. to v. above.

It is important to realise that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person. Therefore, when the audit report is received it must be signed by the person(s) appointed as the auditor; it cannot be the generic signature identifying the firm.

### Conduct of the Audit

The Act and Regulations provide that –

- a) the auditor is required by 31 December next following the financial year to which the audit relates, to examine the accounts and annual financial report submitted for audit;
- b) the auditor is to form an opinion as to whether –
  - i. the accounts are properly kept; and
  - ii. the annual financial report –
    - is prepared in accordance with the financial records; and
    - represents fairly the results of the operations of the local government and its financial position at 30 June;
- c) the auditor is to prepare a report on the audit and within 30 days of completing the audit forward a copy to –
  - i. the mayor or president;
  - ii. the CEO of the local government; and
  - iii. the Minister;

- d) the report is to give the auditor's opinion on –
  - i. the financial position of the local government; and
  - ii. the results of the operation of the local government;
- e) the report is to include –
  - i. any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
  - ii. any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law;
  - iii. details of whether information and explanations were obtained;
  - iv. a report on the conduct of the audit; and
  - v. the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions;
- f) where it is considered appropriate to do so the auditor is to prepare a management report to accompany the auditor's report;
- g) where the auditor considers that –
  - i. there is any error or deficiency in an account or financial report;
  - ii. any money paid from, or due to the local government has been, or may have been misapplied; or
  - iii. there is a matter arising from the audit that needs to be addressed by the local government; details are to be included in the report to the Minister; and

- h) the auditor has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are in the opinion of the auditor necessary to allow the audit to be conducted.

### Scope of the Audit

The Act and Regulations prescribe the scope of the external audit of the annual financial statements of a local government.

The scope details are going to vary between local governments but as an aid a model minimum standard audit specification is attached as Appendix 2 to this guideline. Individual local governments can amend that document to suit their particular needs.

### Reporting by the Auditor

Regulations require the auditor, where appropriate, to prepare a management report to accompany the auditor's report. Although there is no legislative requirement for the auditor to prepare a management report unless he or she deems it appropriate, local government may wish to require the auditor to prepare a report on all issues identified during the audit.

The auditor, after completing the audit, is to forward a copy of his or her audit and management report to –

- the Mayor or President;
- the CEO of the local government; and
- the Minister via the Department.

It is the CEO's responsibility to ensure that the external audit report is provided to the audit committee. In considering the audit and management reports presented to the audit committee, the CEO should:

- a) examine any critical matters raised in the reports that affect the financial position of the local government; and
- b) provide comment on any critical matters raised and action proposed to be taken to address those matters.

Once Council has addressed matters raised, or accepted the CEO's planned remedial action on matters raised in the audit and management reports, the CEO should provide feedback to the Department on those matters.

## Appendix 1

### Model Terms of Reference – Audit Committees

**Important:** The following Model Terms of Reference contains clauses that may not be applicable to each local government. Local governments will need to consider each clause and only adopt those that are applicable to the roles and responsibilities and delegated powers and functions that will apply to their audit committee.

The clauses that may be considered optional have been asterisked (\*).

### Objectives of Audit Committees

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of \*internal and external financial reporting;

- \*effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- \*the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, \*internal auditor, the CEO and the Council.

### Powers of the Audit Committee

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

### Membership

The committee will consist of \*four members with three elected and \*one external person. All members shall have full voting rights.

\*External persons appointed to the

committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

\*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

\*Reimbursement of approved expenses will be paid to each external person who is a member of the committee.

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

### Meetings

The committee shall meet at least \*quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

### Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

\*The committee shall report annually to the Council summarising its activities during the previous financial year.

### Duties and Responsibilities

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- c) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) \*Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);
- l) \*Review the level of resources allocated to internal audit and the scope of its authority;
- m) \*Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) \*Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) \*Review the local government's draft annual financial report, focusing on –
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements; and
  - significant variances from prior years;
- p) \*Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) \*Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s) Review the annual Compliance Audit Return and report to the council the results of that review, and
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

### Internal Audit

Many local governments have recognised the need to improve their internal auditing processes, and have moved to either employ an internal auditor or contract out the internal audit function.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an

organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The scope of an internal audit would be determined by the Audit committee, with input from the CEO, based on the size of the local government's internal operations and the level of compliance to be achieved. The role differs from that of the external auditor who is appointed by council on the recommendation of the Audit Committee, to report independently to it, through the mayor/president and the CEO, on the annual financial statements. The external auditor's primary role is to decide whether the annual financial statements of a local government are free of material misstatement.

There are certain functions of the internal audit that complement the external auditor's role. As the external auditor plans for an effective audit they need to assess and determine whether to include the scope, procedures and outcomes of the internal audit. The CEO must refer all internal audit reports to the Audit Committee for consideration.

An internal auditor's activities should typically include the following:

- (a) review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- (b) a risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- (c) examination of financial and operating information that includes detailed testing of transactions, balances and procedures;

- (d) a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- (e) a review of compliance with management policies and directives and any other internal requirements;
- (f) review of the annual Compliance Audit Return;
- (g) assist in the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- (h) specific tasks requested by management.

For local government, the internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility provided always that the delegation does not directly or indirectly interfere with the ability of the Internal Auditor to conduct an internal audit function free from interference.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.

While it is recognised that smaller councils may not be able to justify a

full-time internal auditor, a small size of operation does not justify forgoing internal audit altogether. If audit committee or management is of the view that the employment of an independent internal auditor either full-time or part-time is not warranted, it may request the council to have the internal audit function undertaken as necessary by an external contractor, or expand the role of its external auditor.

The external auditor or his or her professional company should only undertake internal audit functions that complement the external audit and do not cloud the objectivity and independence of the external audit. An external auditor must not audit information prepared by them or their accounting practice, as this is considered incompatible with the standard of independence.

Local governments that do not establish an internal audit process but require a review of the financial management systems and procedures, may decide to use the services of the external auditor for that purpose. Such reviews are to be undertaken every four years in accordance with regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

The review of financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.

## Appendix 2

### Model Minimum Standard Audit Specification

**Important:** The following Model Minimum Standard Audit Specification may be used as the basis for the calling of tenders or seeking of quotes for the appointment of an auditor. Local governments need to consider the Model to ensure that only those clauses applicable to its requirements are used. This applies, in particular, to the "Critical matters to be audited".

#### Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the City/Town/Shire.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

#### Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

#### Term of Audit Appointment

For the financial years commencing 1 July ..... through to 30 June..... (not more than 5 years)

### Scope of the Audit

The auditor is to –

Carry out such work as is necessary to form an opinion as to whether –

- (a) the accounts are properly kept; and
- (b) the annual financial report –
  - (i) is prepared in accordance with the financial records; and
  - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the *Local Government Act 1995* (as amended) (the Act), the *Local Government (Financial Management) Regulations 1996* (as amended) and other mandatory professional reporting requirements.

Give an opinion in his or her audit report on –

- (a) the financial position of the local government; and
- (b) the results of the operation of the local government.

Include in his or her audit report –

- (a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
- (b) any matters indicating non-compliance with financial management or control requirements of the Act, Regulations and any other written law;
- (c) details of whether information and explanations were obtained by the auditor;

- (d) a report on the conduct of the audit; and
- (e) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions.

### Audit Methodology and Approach

Other requirements of the Auditor –

- (a) The auditor is required to comply with the requirements of section 7.9 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*;
- (b) An audit is to be carried out in accordance with accounting standards adopted from time to time by the Australian Government Auditing and Assurance Standards Board (AuASB);
- (c) The auditor is to provide the local government with a general outline of his/her methodology;
- (d) The auditor is to provide the local government with a plan for the audit including –
  - timing of interim audit visits;
  - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
  - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means;
  - the method to be used to communicate with, and provide advice and information to, the local government; and
- (e) The auditor is required to produce an audit report as required by section 7.9 of the *Local Government Act 1995* and, if considered appropriate by the auditor, a management report.

### Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- (i) Revenue
  - Rates revenue
  - Government grants
  - User pays revenue
  - Profit on sale of non-current assets
  - Other income
- (ii) Expenditure
  - Salary and wage costs
  - Depreciation
  - Materials and contract expenditure
  - Loss on sale of non-current assets
  - Insurances
  - Bad debts
  - Other expenditure
- (iii) Current Assets
  - Bank and short term investments
  - Receivables and prepayments
  - Inventory
- (iv) Non-Current Assets
  - Property, plant, furniture and equipment
  - Infrastructure and depreciation
  - Other receivables
- (v) Liabilities (Current and non-current)
  - Creditors and accruals
  - Loan borrowings including new loans raised
  - Provision for annual and long service leave entitlements
- (vi) Reserve Funds
- (vii) Contingent Liabilities
- (viii) Capital Commitments
- (ix) Accounting Policies and Notes to the Financial Statements
- (x) Cash Flow Statement
- (xi) The financial ratios required by the *Local Government (Financial Management) Regulations 1996*

## Hours, Fees and Expenditure

The auditor is to provide –

- estimate of the time to be spent on the audit;
- fees for completing the audit in accordance with this specification;
- nominated auditor(s) and registered company audit number(s); and
- experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by Council.

## Terms

Conditions to be noted by auditors –

- the auditor shall not sub contract to a third party;
- the auditor shall not, and has no right to, assign the audit contract to third parties;
- the auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit; and
- the auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

## Termination of Appointment

The appointment as auditor is terminated if –

- (a) the auditor ceases to be a registered company auditor;
- (b) the auditor ceases to be an approved auditor under Section 7.5 of the *Local Government Act 1995*;
- (c) the auditor is a disqualified person under Section 7.4(2) of the *Local Government Act 1995*;
- (d) the auditor resigns by notice in writing to Council; or
- (e) Council serves notice in writing to the auditor terminating the appointment.

## Appendix 3

### Issues that should be considered for inclusion in the CEO's Review of Risk Management, Internal Control and Legislative Compliance

**Please note:** Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management.

#### Risk Management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;
- Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;
  - potential non-compliance with legislation, regulations and standards and local government's policies;
  - important accounting judgements or estimates that prove to be wrong;
  - litigation and claims;
  - misconduct, fraud and theft;
  - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated,

monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

### Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and

- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

### Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the

effectiveness of its compliance and making recommendations for change as necessary;

- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

These guidelines are also available on the Department's website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)



### About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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## **TERMS OF REFERENCE – AUDIT COMMITTEE**

### **Objectives of Audit Committee**

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of external financial reporting;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;

### **Powers of the Audit Committee**

- The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.
- The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

### **Membership**

- The committee will consist of four members with three elected and one external person. All members shall have full voting rights.
- External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.
- Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- Reimbursement of approved expenses will be paid to each external person who is a member of the committee.
- The CEO and employees are not members of the committee.
- The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

- The local government shall provide secretarial and administrative support to the committee.

### **Meetings**

- The committee shall meet at least three times per year.
- Additional meetings shall be convened at the discretion of the presiding person.

### **Reporting**

- Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

### **Duties and Responsibilities**

The duties and responsibilities of the committee will be

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- c) Develop and recommend to Council –
  - list of those matters to be audited; and
  - the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness
- k) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;

- l) Review the annual Compliance Audit Return and report to the council the results of that review, and
- m) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

## 12.5.6 Appointment Representation on Local Emergency Management Committee

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 407
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.6-1 Menzies LEMC Arrangements

### ELECTION OF LOCAL EMERGENCY MANAGEMENT COMMITTEE

The President called for nominations for representatives of Council for the Local Emergency Management Committee.

### COUNCIL RESOLUTION:

**No.1299**

**Moved: Cr Ian Baird**

**Seconded: Cr Jill Dwyer**

*That Council appointment of two members as representatives on the Local Emergency Management Committee for the next two years be endorsed:*

- *Chairperson Cr Greg Dwyer*
- *Councillor Keith Mader*

**Carried by Absolute Majority 7/0**

### OFFICER RECOMMENDATION 1:

That Council appointment of two members as representatives on the Local Emergency Management Committee for the next two years be endorsed:

- Chairperson
- Councillor

### VOTING REQUIREMENTS:

Absolute Majority

### IN BRIEF:

The Menzies LEMC appears not to have been active since 2011. Attached is a copy of the Menzies LEMC Arrangements. This document sets out the members of the LEMC Committee. Two elected members of the Shire of Menzies need to be appointed.

### RELEVANT TO STRATEGIC PLAN:

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

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

### 14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

Budgeted expenditure for meeting fees and cost associated with committees

#### **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

#### **BACKGROUND:**

Council is requested to appoint representatives to take the positions of Chair and Council Representative.

The Shire President has the right to be represented on any Council committee. The Shire President is to call for nominations for this committee and preside over any required ballot to determine appointment(s) to the committee.

Payment for attendance at any meeting/workshop/conferences by duly authorized Members is included in the annual payments to Members. Travel costs associated will however be approved by the Chief Executive Officer subject to the Member being authorised to attend such events.

#### **COMMENT:**

This committee has not met for a number of years. However, as members of the State Emergency Management Committee, risk assessments meeting the recent legislative requirements have been undertaken by Officers of the Shire. It is proposed to revitalise this group commencing with meeting to be held at the Town Hall Office of the Shire on the second Friday of November. Notice of the meeting date has been sent to all contacts as follows:

#### **Core Members**

Chairperson	Shire President
Deputy Chairperson	Officer in Charge Leonora Police ( <i>or Delegate</i> )
Councillor	Shire of Menzies
Chief Bushfire Control Officer	Works Supervisor, Shire of Menzies
Menzies Community School	Principal
St John Menzies Sub-Station	Delegate
Menzies Nursing Post	Regional Manager, Department of Health ( <i>or Delegate</i> )

**Secondary Members**

Department of Fire & Emergency Services

Department of Environment

Department of Child Protection & Family Support

Department of Indigenous Affairs

Emergency Management Australia

Regional Manager (*or Delegate*)

Regional Manager (*or Delegate*)

Regional Manager (*or Delegate*)

Regional Manager (*or Delegate*)

Regional Manager, Department of Health  
(*or Delegate*)

# Local Emergency Management Arrangements

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SHIRE OF MENZIES

**SHIRE OF MENZIES  
EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Menzies Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....

Chairperson  
Menzies LEMC

.....

Date

.....

Endorsed by Council  
Shire President

.....

Date

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Shire of Menzies	4, 5, 6
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F.E.S.A. Local	8
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St John's Ambulance Association Menzies	10, 11, 12, 13
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Department of Child Protection	15
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### Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List have to each of the documents found below.

	Level 1 Access		Level 2 Access		Level 3 Access	
	Version	Maps	Version	Maps	Version	Maps
Local Emergency Management Arrangements						
Risk Statements & Risk Register						
Emergency Welfare Centres Register						
Local Recovery Management Plan						
Emergency Contacts Directory						
Resource & Asset Register						

A3	A3 Maps(colour)
A4	A4 Maps (colour)
A4a	A4 Maps (black & white)
FV	Full Version
RV	Restricted Version
NP	Not for Public Access
CD	Compiled Document (bound or filed)
CU	Uncompiled Document (not bound)

## Acknowledgements

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## **GLOSSARY OF TERMS**

**For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009**

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)** – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

**AIIMS STRUCTURE** – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

**COMBAT** - take steps to eliminate or reduce the effects of a hazard on the community.

**COMBAT AGENCY** – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

**COMMUNITY EMERGENCY RISK MANAGEMENT** – See **RISK MANAGEMENT**.

**COMPREHENSIVE APPROACH** – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

**COMMAND** – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND** and **COORDINATION**.

**CONTROL** – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

**COORDINATION** – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL** and **COMMAND**.

**DISTRICT** – means the municipality of the Shire of Menzies.

**DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)** – a DEMC is established for each emergency management district. The committees are chaired by Police District Officers, as District Emergency Coordinator, with a FESA Regional Director as Deputy Chair. Executive Officer support is provided by FESA Managers nominated by the FESA Chief Executive Officer.

**EMERGENCY** – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

**EMERGENCY MANAGEMENT** – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation.

**EMERGENCY RISK MANAGEMENT (ERM)** – is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken (see s. 4 of the act). Such organisations are designated by legislation.

**SES** –State Emergency Service.

**VFRS** –Volunteer Fire & Rescue Service.

**VMR** –Volunteer Marine Rescue.

**FESA** – Fire & Emergency Services Authority of WA.

**BFB – Bush Fire Brigade** – established by a local government under the Bush Fires Act 1954.

## **HAZARD**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- (f) any other event, situation or condition that is capable of causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

**HAZARD MANAGEMENT AGENCY (HMA)** – A public authority or other person, prescribed by regulations because of that agency’s functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

**INCIDENT** – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. *See also* **ACCIDENT, EMERGENCY and DISASTER**.

**INCIDENT AREA (IA)** – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

**INCIDENT CONTROLLER** – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

**INCIDENT MANAGER** – See **INCIDENT CONTROLLER**

**INCIDENT MANAGEMENT TEAM (IMT)** – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

**INCIDENT SUPPORT GROUP (ISG)** – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

**LG** – Local Government meaning the Shire of Menzies.

**LIFELINES** – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

**LOCAL EMERGENCY COORDINATOR (LEC)** - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

**Local Emergency Coordinator** – the Officer in charge of each Police subdistrict is appointed by the State Emergency Coordinator (the Commissioner of Police) for the local government district in which they are situated (s. 37(1) of the act). The Local Emergency Coordinator provides advice and support to its LEMC in the development and maintenance of local emergency management arrangements, assists HMAs in the provision of a coordinated response during an emergency in the district, and carries out other emergency management arrangements directed by the State Emergency Coordinator s. 37(2) of the act.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

The local government is to establish one or more LEMCs for the local government district, based on local government boundaries. The committee is chaired by a nominee of the local government and the Local Emergency Coordinator is a member. The LEMC is established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district (s.38 of the act). **The Local Emergency Management Committee has no function during emergencies.**

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**- written by the local government, local emergency management arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in s. 41(2) of the Act, accommodating the comprehensive approach to emergency management (Prevention/Mitigation, Preparedness, Response and recovery) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.

**MUNICIPALITY** – Means the district of the Shire of Menzies...

**OPERATIONS** – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. *See also* **EMERGENCY OPERATION**.

**OPERATIONAL AREA (OA)** – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

**PREVENTION, PREPAREDNESS, RESPONSE AND RECOVERY (PPRR)** – makes up a legitimate and valid system of emergency management (ref s. 3 of the Act). Each element represents a dynamic set of actions flowing into the next. Communities are encouraged to take greater responsibility for their own safety, to be more self-reliant and better prepared for the eventualities of emergencies. Activities supporting each of these elements together provide a method for local communities to minimize the impact of emergencies.

**PREVENTION** – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

activities to eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of injury or damage likely to be incurred.

**PREPAREDNESS** – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

Activities that focus on essential emergency response capabilities through the development of plans, procedures, the organization and management of resources, training and public education. These activities support the local community in their preparations for a safer environment.

**RESPONSE** – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and

support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

Activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community.

**RECOVERY** – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

Activities designed to support emergency affected local communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimize the recurrence of the hazard and/or lessen its effects on the community.

**RISK** – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

**RISK MANAGEMENT** – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

**RISK REGISTER** – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

**RISK STATEMENT** – A statement identifying the hazard, element at risk and source of risk.

**SITUATION REPORTS (SITREPS)** – are formal written communications to participating organisations to ensure they are regularly informed during an emergency. Controversial issues should be advised to the next higher level as soon as possible rather than waiting for inclusion in the next routine sitrep.

**STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC)** – thr SEMC is established under s.13(1) of the Act. S.13 (2) stipulates membership of the SEMC which consists of the Commissioner of Police, as State Emergency Coordinator and Chair and the Chief Executive Officer of the Fire and Emergency Services Authority (FESA) an Deputy Chair. The Executive Director, FESA Strategic

Policy and Executive Service Portfolio, is the SEMC Executive Officer. Other members include a local government representative and other members as appointed by the Minister.

In accordance with the Act, the SEMC has established six subcommittees whose membership includes those organisations essential to the /State's emergency management arrangements. The subcommittees are:

- (1) Emergency Services Subcommittee;
- (2) Public Information Group;
- (3) Lifelines Services Subcommittee;
- (4) Recovery Services Subcommittee;
- (5) State Mitigation Sommittee
- (6) Health Services Subcommittee.

**SUPPORT ORGANISATION** – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

**TELECOMMUNICATIONS** – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

**TREATMENT OPTIONS** – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

**VULNERABILITY** – The degree of susceptibility and resilience of the community and environment to hazards. \*The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

**WELFARE CENTRE** – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

School Library, Nursing Post, Town Hall, St John Ambulance Training Room, Shire Yard, Hotel.

# PART 1 – INTRODUCTION

## **PART 1 – INTRODUCTION**

### **Acknowledgments**

The Shire of Menzies & the District LEMC would like to acknowledge the specific agencies that were critical of the arrangements being developed.

#### **1.1 Authority**

These arrangements have been prepared and endorsed by the Shire of Menzies Local Emergency Management Committee, pursuant to section 41 of the Emergency Management Act, 2005. They have been tabled for information and comment with the Goldfields District Emergency Management Committee and noted by the Shire of Menzies.

#### **Community Consultation**

As Menzies has such a small population the LEMC is a large percentage of our population and the arrangements have been available to view.

#### **1.2 Document Availability**

Copies of the Menzies Local Emergency Management Arrangements will be made available for the members of the public to view and read at the Shire of Menzies Front Office and the Menzies Resource Centre.

#### **1.3 Area Covered (Context)**

The town of Menzies is located 132 kilometres north of Kalgoorlie and 105 kilometres south of Leonora on the Goldfields Highway, in the Northern Goldfields Region of Western Australia. The Shire of Menzies covers an area of approximately 125,000 square Kilometres and has a population of approximately 300. The towns & communities included are Menzies, Kookynie, Morapoi, Tjuntjuntjarra. Mine sites include: Daveyhurst, Sand Queen, Carusoe Dam, Mt Ida and various mining camps and pastoral leases. A map detailing the boundaries of the district is attached at Appendix ?

#### **1.4 Aim**

The aim of the Shire of Menzies Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholder involved in managing emergencies within the shire.

## **1.5 Purpose**

The purpose of these emergency management arrangements is to set out:

- a) The Shire of Menzies policies for emergency management
- b) The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district
- c) Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b)
- d) A description of emergencies which are likely to occur in the Shire of Menzies.
- e) Strategies and priorities for emergency management in the Shire of Menzies.
- f) Other matters about emergency management in the local government district prescribed by the regulations; and
- g) Other matters about emergency management in the Shire of Menzies district the local government considers appropriate". (s. 41(2) of the Act).

## **1.6 Scope**

This document applies to all areas encompassed within the established boundaries of the Shire of Menzies, covering the areas where the Shire of Menzies provides support to HMA's and other agencies in an emergency. This document comprises details on the Shire of Menzies capacity to provide resources to support the effective management of emergencies.

The Shire of Menzies responsibilities in recovery operations and the restoration of services and facilities within the community are also detailed in this document. These arrangements will guide the response to local emergency. An emergency that graduates beyond this level will require management at a regional at state level.

## **1.7 Related Documents & Arrangement**

### **1.7.1 Local Emergency Management Policies**

The Shire of Menzies has agreements with other organizations to assist one another in an emergency. These Memorandums of Understanding (MOUs) exists between the Shire of Menzies and the following:

- Fire and Emergency Services Authority (FESA)
- St John Ambulance Menzies Sub Centre
- Menzies Nursing Post
- Kalgoorlie Regional Hospital
- WA Police Department
- Department of Child Protection
- Mine Rescue (Oral agreement)

### 1.7.2 Existing Plans & Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

There are no existing plans and arrangements

#### Local Plans

**Table 1.1**

Document	Owner	Location
Risk Register		
Risk Treatment Schedule		
Bushfire Management Plan		

#### Relevant State Emergency Management Plans (Westplans)

**Table 1.2**

Document	Owner	Location
Westplan Flood	FESA	FESA Web

### 1.8 Agreements, Understandings & Commitments

Are there any agreements (Memorandums of Understanding [MOUs]) between your local government and other local governments, organisations or industries in relation to the provision of assistance during times of need?

As per comments above

**Table 1.3**

Parties to the Agreement		Summary of the Agreement	Special Considerations
DCP	Coles Supermarkets	Opening up after hours to provide food for the welfare centre	Please contact the Manager. Purchase order required.

## 1.9 Additional Support

Table 1.4

Organisation	Description	Comments	Contacts

## 1.10 Special Considerations

Specific any special considerations that are likely to impact on the implementation of the arrangements in times of emergency in the Shire of Menzies such events of activities and varied population due to

- Major influxes of tourists in the cooler months
- Large public events (June Menzies Classic)
- Seasonal conditions eh Bushfires, cyclones, Road closure due to flood

## 1.11 Resources

The HMA is responsible for the determination of resources require for the hazards for which they have responsibility. Local government resources should be identified and listed in a local government Asset Register. In the event of an emergency, these resources may be made available upon request.

Refer to resources tab

## 1.12 Financial Arrangements

### Combined LEMC's

Not applicable

### ERM Process

Not applicable ERM process (AWARE funding) finished as per Brian Willoughby

### Response

The Shire of Menzies recognized State Emergency Management Policy 4.2 "Funding for Emergencies" which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

### Funding & Grants

## 1.13 Roles & Responsibilities

### Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

### Chair person Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. *Who is the chair (position) of your LEMC?*

### Local Emergency Management Committee

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Within two weeks of the end of the financial year, the Lemc is to prepare and submit to the DEMC, an annual report on activities undertaken during the financial year.

### Local Government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

## Hazard Management Agency

A hazard management agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

## Combat Agencies

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

## Support Organisation

A support organisation *'provides essential services, personal or material support'* (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

## Public Authorities & Others

*In some cases a public authority may not have representation within a town or a particular service has been contracted out. It is very important to capture these local arrangements.*

# PART 2 PLANNING

## **PART 2 – PLANNING (LEMC ADMINISTRATION)**

The Shire of Menzies has established a LEMC to oversee, plan and test the local emergency management arrangements. The LEMC includes representatives from agencies, organizations and community groups relevant to the identified community risks and emergency management arrangement.

### **2.1 LEMC Membership (positions)**

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organization of the members.

A LEMC is to consist of either a) council members, employees or other persons: b) council members and other persons: or c) employees and other persons. The LEMC should be comprised of:

- Chairperson, as appointed by the Shire of Menzies
- A Local Emergency Coordinator, as appointed by the State Emergency Coordinator
- A Local Government representative
- Representatives from Local Emergency Management Agencies in the Shire of Menzies
- Any other representatives as determined by the Shire of Menzies (e.g. community champions).

Secretariat and administration support will be provided by the Shire of Menzies.

- A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

### **2.2 Meeting Schedule**

*The Shire of Menzies LEMC meet on the 2<sup>nd</sup> Friday of the months of February, May, August, November, in the Shire of Menzies.*

### **2.3 LEMC Constitution & Procedures**

The Constitution and Procedures for the LEMC has been determined by the SEMC. SEMP 2.5 provides some basic discussion points for each meeting.

### **2.4 Annual Reports Annual Business Plan**

The Shire of Menzies LEMC develops annual business plans and annual reports each financial year. Contact the Shire Office for a copy of the plans or reports.

## 2.5 Emergency Risk Management

*In order to determine the emergencies that are likely to occur in its district, the Shire of Menzies should undertake a risk assessment of the area utilizing ERM models based on the Australian/New Zealand Standard for Risk Management 4360:2004*

*Be sure to include documents like the risk evaluation criteria, risk register with assigned level of risk for each risk statement, risk treatment schedules (as appendices).*

*Describe the ERM process you went through – when it was done, how it was done.*

The emergency Risk Management Plan was finalized in May 2009 this report was prepared by Brian Willoughby.

Refer to the risk register tab for a copy of the risk register as developed by Brian Willoughby.

# PART 3 RESPONSE

## PART 3 – RESPONSE

### 3.1 Risks – Emergencies Likely to Occur

*The following is a table of emergencies that are likely to occur within the Local Government area;*

**Table 3.1**

Hazard	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Road Transport Emergency	WA Police	Leonora/Kalgoorlie FRS	St.John's Menzies Bushfire Brigade	Traffic Crash	Required
Rural Fire	SOM	DEC, FESA, SOM	Menzies Bush Fire Brigade	Bushfire (2009)	Required
Lost Person	WA Police	SES Kalgoorlie	SOM, Local Volunteers	Land search	Required WA Police
Mining Accident	Risk owned by Mine	MOUs with local emergency services?	Internal St. John's Menzies Health Centre	Nil	MOU?
Urban Fire	FESA Leonora / Kalgoorlie	Menzies Bushfire Brigade	SOM, Local Volunteers	Urban Fire	Standard operating procedures
Hazardous materials	FESA	FRS Leonora & Kalgoorlie	SOM, St. Johns, SOL, Menzies Bushfire Brigade	Hazmat	SOP

‘These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans’...

‘It is recognised that the HMA’s and Combat agencies may require Shire of Menzies resources and assistance in emergency management. The Shire of Menzies is committed to providing assistance/support if the required resources are available’.

### 3.2 Activation of Local Arrangements

The Hazard Management Agency or the Local Emergency Coordinator (LEC) in consultation with the Hazard Management Agency is responsible for the implementation of the Arrangements and for activating the required organisations in accordance with these Arrangements.

### **Incident Support Group (ISG)**

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

### **Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

### **Triggers for the activation of an ISG**

The activation of an ISG should be considered when the following occur;

- a. For a level 3 incident;
- b. Requirement for possible or actual evacuation;
- c. A need to coordinate warning/information to community during a multi agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);

Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and

- e. Where there is a need for regional support beyond that of a single agency.

### **Membership of an ISG**

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

### **Frequency of Meetings**

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per or incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.



## Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

### Location One

#### Town Hall administration

#### Address

Shenton Street

**Table 3.2**

	Name	Phone	Mobile/Satellite
1 <sup>st</sup> Contact	Brian Seale	9024 2041	0409 114 509 (M)
2 <sup>nd</sup> Contact	Work Supervisor	9024 2041	0448 242 040 (M) 0147 146 471 (Sat)

### Location Two

#### St. John Ambulance Centre

#### Address

	Name	Phone	Phone
1 <sup>st</sup> Contact	Debbie Pianto	9024 2041	0410 766 076
2 <sup>nd</sup> Contact	Janet Mazza	9024 2044 9024 2489 (A/H)	0417 955 042

**Location Three**  
**Menzies Remote Community School**  
**Address**  
**Gregory Street**

	Name	Phone	Phone
1 <sup>st</sup> Contact	Susan Oliver	9024 2049	9024 2313 0427 999 158
2 <sup>nd</sup> Contact	Peter Prugnoli	9024 2049	9024 2313 0427 999 158

**Media Management and Public Information.**

*Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.*

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

### **3.3 Public Warning Systems**

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

#### **Local Systems**

Do you have any local systems in place, such as basic SMS or pager, what is the extent of this service, what are its benefits and limitations?

- Siren???
- SMS???
- Bush telegraph???

### SEWS

To have a siren place onto the back of the Fire Shed also have speaker placed in Fire Truck.

### FESA Public Info Line

### ABC Radio

Contact and number local ABC radio  
Contact and number local Radiowest  
State Alert System

# EVACUATION

### 3.4.1 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

**The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.**

#### 3.4.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

**State Emergency Management Policy 4.7 ‘Community Evacuation’ should be consulted when planning evacuation.**

#### Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the ‘combat agency’ for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

**Whenever evacuation is being considered the Department for Child Protection must be consulted during the planning stages.** This is because DCP have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

#### Special Needs Groups

This section should list an ‘at risk’ groups within your community. Examples may be schools, nursing homes, child care centres. The purpose behind this is so that a HMA planning evacuation will be able to identify locations that require special attention or resources.

#### 3.4.2 Demographics

Refer to tab ‘Demographics’

## Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres see tab 'Evacuation Centres'.

### 3.4.3 Matrix

The purpose of the following matrix is to outline the length of time and number of people the welfare centre can facilitate. Full details on each centre are under tab 'Evacuation Centres'

Define locations for Evacuation

- North side: Nursing Post
- South side: Town Hall & oval
- Other: School

Outside of Town: Morapoi Station, Goongarrie Cottages, Leonora/Kalgoorlie

**Table 3.3**

No. of People	Duration				
	0-8 Hrs	8 Hrs - 1 Day	1-3 Days	3-7 Days	1 Week +
1-10	<i>Nursing Post School</i>	Nursing Post School	School	School	School
10-100	Town Hall MAC	Town Hall MAC	Town Hall MAC	Town Hall MAC	Town Hall MAC
100-500	Town Hall	Town Hall	Town Hall	<i>Leonora/ Kalgoorlie</i>	<i>Leonora/ Kalgoorlie</i>
500+	N/A	N/A	N/A	N/A	N/A

### Routes & Maps

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

### Animals (including assistance animals)

*This section details how animals would be dealt with during evacuation. An example may be the Shire will open and staff the pound.*

????????????????

# WELFARE

### 3.5 Welfare

“The Shire of Menzies is supported by the Department for Child Protection (DCP) based in . It take the DCP staff 1.15hrs to drive from to Menzies, plus the time it takes to prepare the welfare centre. In this case DCP require about hours lead time to prepare, mobilize, arrive and set up. Recognising this The Shire has made arrangements to staff the Welfare Centre until the arrival of DCP and will manage the National Registration and enquiry process”

#### Local Welfare Coordinator

Identify and list name and contact. (This individual will be appointed by DCP)  
Libby Huel

#### Local Welfare Liaison Officer

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centers such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCP to arrive.

?? Defined person

#### District Emergency Services Officer

The Department for Child Protection shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Menzies is contained in Contacts Register.

### 3.6 State & National Registration & Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCP) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DCP have reciprocal arrangements with the Red Cross to assist with the registration process.

Identify if a Red Cross unit operates in your community and if they are able to conduct the registration process.

## **Welfare Centres**

See evacuation centres

# PART 4 RECOVERY

## **PART 4 – RECOVERY**

### **4.1 The Recovery Process**

### **4.2 General Information**

(LG Management process)

### **4.3 Aim of Recovery**

### **4.4 Planning for Recovery during Operations**

### **4.5 Transition from Response to Recovery**

### **4.6 Local Recovery Coordinator**

### **4.7 Recovery Committee**

### **4.8 Function of the Recovery Committee**

### **4.9 Recovery Committee Composition**

### **4.10 Priorities for Recovery**

### **4.11 Financial Management in Recovery**

Who, how, Lord Mayors, WANDRRA

Or

If the Local Governments Recovery Management plan is complete, include here.  
Prepare plan at another workshop. Model available from FESA.

## **PART 5 – Emergency Contacts Directory**

‘Local units, brigades and police stations should not be phoned in emergencies. The emergency number ‘000’ should be used for life threatening emergencies therefore, if local resources are not available, the respective agency communications centre’s can mobilize the next closest resources or redirect the local resources if appropriate’.

See tab ‘Contacts’

## **PART 6 – EXERCISING & REVIEWING**

### **Exercising**

#### **Aim**

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

#### **Frequency**

The LEMC will hold an exercise on an annual basis  
To have a desktop exercise at each quarterly meeting. And to have a hands exercise on annually.

#### **Types**

Exercises may be either

- a) Discussion quarterly
- b) Field annually

#### **Reporting of Exercises**

Exercises should be reported to the DEMC as per SEMP 2.5

### **Review**

Table to include, extinction dates, resources and contact lists updates etc...

#### **Who**

#### **When**

## Appendices

### Contacts

Name (Incl. email address)	Organisation	Address	Phone (w)	Phone (a/h)	Fax
Brian Seale	CEO Shire of Menzies	Shenton Street Menzies	08 9024 2041	08 9024 2051 0409 114 509	08 9024 2110
Greg Dwyer	Shire President	Niagara	08 9031 3031	0429 313 031	08 9031 3081
Carol McAllan	DCEO Shire of Menzies	Shenton Street Menzies	08 9024 2041	08 9024 2157 0427 242 157	08 9024 2110
Work Supervisor	Shire of Menzies	Shenton Street Menzies	08 9024 2041	0448 242 040 08 9024 2783	
Janet Mazza	Menzies Health Centre	Sandstone Road Menzies	08 9024 2044	08 9024 2489	
Debbie Pianto	St John Ambulance	Archibald Street Menzies	08 9024 2041	0410 766 076	
Sue Oliver	Menzies Remote Community School	Gregory Street Menzies	08 9024 2049	08	
Alana Cameron	Menzies Aboriginal Community Centre	Walsh St Menzies	08 9024 2020		
Stephen Epis	FESA				
Yvette Griggs	FESA				
Neil Gordon	Police Leonora				
	Kalgoorlie Police				
	DCP				
	Shire of Leonora				

## Risk Register Schedule

AWARE

## Resources

The Shire of Menzies

Resources Schedule

Name of Organization

Plant and equipment resources

Location:	Menzies Shire Depot	
Contact/s	CEO Brian Seale	Mob: 0409 114 509
	Work Supervisor	Mob: 0448 242 040

Item description		Number of items
Graders		
Backhoe		
Forklift		
Trucks		
Water Truck		
Location:	Reid Street Menzies	
Contact/s	Jim Pianto	
Item description		Number of items
Trucks		
Location:	Onslow Street Menzies	
Contact/s	John McCarthy	
Item description		Number of items
Backhoe		
Location:	Onslow Street Menzies	
Contact/s	Garry Miller	
Item description		Number of items
Graders		
Trucks		
Forklift		
Location:	Shenton Street Menzies	
Contact/s	Dave McKenna	
Item description		Number of items
Forklift		
Truck		

## Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	
Physical Address	
Telephone No	
Fax No	
Email Address	

Insert photo

### Contacts

Name	Position	Work contact	A/hrs contact

### Access Details

	Details
Keys	
Alarm	
Security	
Universal Access	

**Accommodation Numbers – as per Health Regulations**

	Details
Sitting / Standing	
Sleeping	
Duration	

**Amenities**

Item	Yes/No	Notes
<b><u>Toilet/Washing Facilities:</u></b>		
Toilets/Showers – Male		
Toilets/Showers – Female		
Toilets/Showers – Universal Access		
Toilets/Showers –Unisex		
Laundry Facilities		
Baby Changing Facilities		
<b><u>Kitchen Facilities:</u></b>		
Stoves (types)		
Refrigeration		
Microwave		
Urn / Boiling Water Unit		
<b><u>Dining Facilities:</u></b>		
Tables		
Chairs		
Cutlery and Crockery		
<b><u>General Facilities:</u></b>		
Rooms		
RCD Protected		
Power Points		
Generator Port		
Fire Equipment		
Air Conditioning (type)		
Heating		
Ceiling Fans		

Lighting (internal)		
Lighting (external)		
Telephone Lines		
Internet Access		
Hot Water System (type)		
Bins		
Deep Sewer/Septic		
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas		
Outside Children's Play Area		
Recreation Rooms		
BBQs		
Conference Rooms		
Meeting Rooms		
Swimming Pool		
Oval		
<b><u>External Facilities:</u></b>		
Power Outlets		
Water		
Parking		
Area for Tents		
Toilets		
Caravan/Articulated Vehicles		

**Other:**

Identify possible hazards:

- a. Surrounded by bush;
- b. Built on flood plain;
- c. Positioned on coast; and
- d. Access

Include any other relevant information, such as:

- a. Mobile phone coverage;

- b. Storage;
- c. Pet friendly;
- d. Main powerboard location;
- e. Water stop cock location; and
- f. What time frame before septic tank will require pumping?

## Map of the District

Demographics (refer to Census figures online)

Categories	Geographical Areas (Day / Night)				
	CBD	East Corridor	West Corridor	North Corridor	South Corridor
Adults	<i>N<sup>o</sup> by day/N<sup>o</sup> by night</i>	/	/	/	/
Secondary School age	/	/	/	/	/
Primary School age	/	/	/	/	/
Pre-school age	/	/	/	/	/
Hospital patients	/	/	/	/	/
Resident homes for the aged	/	/	/	/	/
People with disabilities	/	/	/	/	/
People needing electricity for medical reasons	/	/	/	/	/
Etc	/	/	/	/	/
<b>Total population by area</b>					

## FEEDBACK FROM COMMUNITY MEMBERS AND STAKEHOLDERS

Suggestions and comments from the community and stakeholders can help improve this plan.

Feedback can include:

- What you like and dislike about the plan;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; or
- Errors, omissions or suggested improvements.

Forward any feedback to:

Chairperson  
Local Emergency Management Committee  
Shire of Menzies  
Shenton Street  
MENZIES WA 6436

## 12.5.7 Appointment of Representation on Regional Road Group Committee (RRG)

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 096
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	12.5.7-1 Election of Committee RRG Committee.

### ELECTION OF REGIONAL ROAD GROUP COMMITTEE

The President called for nominations for representatives of Council for the Regional Road Group (Goldfields – Esperance)

<b>COUNCIL RESOLUTION:</b>	<b>No.1300</b>
----------------------------	----------------

**Moved:** Cr Jill Dwyer

**Seconded:** Cr Ian Baird

*That Council appointment of one member and a proxy as representatives on the Regional Road Group Committee for the next two years be endorsed:*

- |                                   |                 |
|-----------------------------------|-----------------|
| • <i>Councillor Gregory Dwyer</i> | <i>Delegate</i> |
| • <i>Councillor Ian Baird</i>     | <i>Proxy</i>    |
| • <i>Chief Executive Officer</i>  | <i>Proxy</i>    |

**Carried 7/0**

### OFFICER RECOMMENDATION:

That Council appointment of one member and a proxy as representatives on the Regional Road Group Committee for the next two years be endorsed:

- |                           |          |
|---------------------------|----------|
| • Councillor              | Delegate |
| • Councillor              | Proxy    |
| • Chief Executive Officer | Proxy    |

### VOTING REQUIREMENTS:

Simple Majority

### IN BRIEF:

The Local Government Regional Road Group for the Goldfields Esperance Region (RRG) meets about three times each year. Meetings alternate between Technical Officer's meeting and Committee meetings. The group makes recommendations to Main Roads WA regarding the funding of projects for roads on the Roads 2030 register. Recommendations for other funding for Commodity Route Funding and State Black Spot are considered.

### RELEVANT TO STRATEGIC PLAN:

#### 14.2 Strong sense of community maintained

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

### *14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

**STATUTORY AUTHORITY:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

Budgeted expenditure for meeting fees and cost associated with committees

**RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

**BACKGROUND:**

Council is requested to appoint representatives to various local and regional committees, boards etc. The Shire President has the right to be represented on any Council committee. The Shire President is to call for nominations for each of the above committees and preside over any required ballot to determine appointment(s) to the committees.

Payment for attendance at any meeting/workshop/conferences by duly authorized Members is included in the annual payments to Members. Travel costs associated will however be approved by the Chief Executive Officer subject to the Member being authorized to attend such events.

**COMMENT:**

The Regional Road Group is extremely important to the Shire of Menzies with \$921,000 being allocated for the 2017/2018 year. Funding is subject to one third of total expenditure being provide by the Shire. Submissions are made directly to Main Roads WA must meet primary selection criteria to be included for consideration. Currently the following roads are attracting significant funding from this group.

- Evanston-Menzies Road
- Menzies North West Road
- Yarri Road
- Pinjin road
- Tjuntjuntjara Road

## State Road Funds to Local Government Agreement 2011/12 to 2015/16

### Roles and Responsibilities of Regional Road Group Members



## Introduction

This brochure is designed to guide and assist Local Government Elected Members to understand their roles and responsibilities as members of a Regional Road Group (RRG).

Through RRGs the State Government provides Local Government with a voice in how the State's contribution to local roads is spent. This organisational structure and regional framework recognises the understanding of the local community's road needs that Local Government elected representatives have.

The delegation of responsibility provided to RRGs should be seen in the context of the statutory powers of the Commissioner of Main Roads WA (MRWA) to provide local road funding, with the required recommendation to the Hon Minister for Transport, from a state-wide perspective.

With limited funding and ever increasing demands on road assets, there is a need for Elected Members of Local Government to think beyond local boundaries in order to maximize community benefits and preserve and improve the road system through co-operative arrangements with neighbouring communities.

Elected Members, through processes contained in this brochure, are able to influence road funding decisions and make recommendations that are of direct benefit to local communities and the Western Australian road user.

## State Road Funds to Local Government Agreement 2011/12 to 2015/16

The State Road Funds to Local Government Agreement 2011/12 to 2015/16, signed by the Premier of Western Australia, Minister for Transport, Western Australian Local Government Association (WALGA) President and Chief Executive Officer reinforces the partnership between State and Local Government and sets out funding levels and processes to meet the needs of the local road network.

The Agreement is projected to produce annual allocations, based on estimated licence fee revenue, for specific funding categories under an annual Local Roads Program. The Agreement is accompanied by a Procedures Manual which primarily outlines the Terms of Reference of the State Road Funds to Local Government Advisory Committee ("Advisory Committee"), RRGs and Sub-groups as well as detailing the requirements for administering, distributing and accounting for the funds provided under the Agreement.

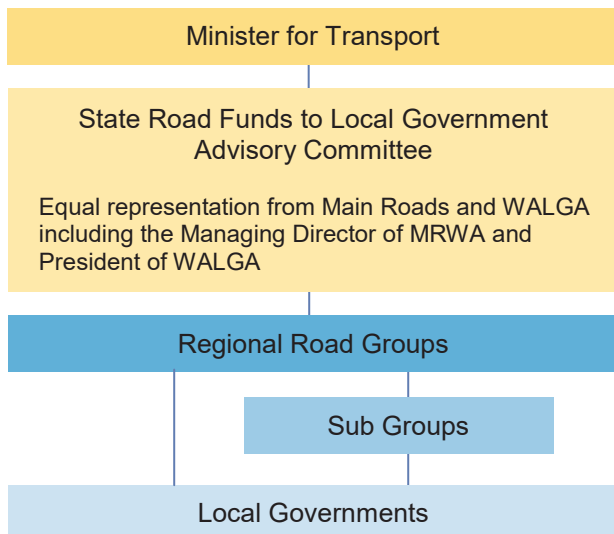
The Agreement also recognises ongoing issues that need long term solutions in cooperation by State and Local Government.

Under the Agreement there are procedures which detail the organisational structure for the allocation of State Government road expenditure on Local Government Roads. These procedures and the Agreement are accessible online at <http://www.mainroads.wa.gov.au>



*Signing of the State Road Funds to Local Government Agreement, June 2011  
Left to right: WALGA President, Mayor Troy Pickard, WALGA CEO Ricky Burges,  
Hon Minister for Transport, Troy Buswell, MLA and MRWA Managing Director Menno Henneveld*

## State Road Funds to Local Government Management Structure



### State Road Funds to Local Government Advisory Committee

The role of the Advisory Committee is to oversee, monitor and recommend the distribution of State funds for local roads to the Minister for Transport.

The Committee comprises of the Managing Director of MRWA (Chairman), the Chief Executive Officer of WALGA, four elected State Councillors (appointed by WALGA) and four senior MRWA officers appointed.

The Advisory Committee reports to the Minister for Transport through the Managing Director of MRWA.

Responsibilities include:

- Assessing Local Government road funding needs;
- Distribution of the State Road Funds to Local Government;
- The division of State funds between Regions and Program categories;
- Monitoring and reporting on the Local Roads Programs; and
- Development of performance indicators and an improved open and accountable process.

## Regional Road Groups

Within policies and guidelines established by the State Road Funds to Local Government Advisory Committee, the RRG is responsible for the assessment of road funding needs, the annual distribution of State funds to Local Government roads and monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region.

The RRG ensures that funds made available by the State are applied to the road network to:

- Maximise benefits to the community;
- Preserve, improve and extend the road system;
- Maximise capacity and resources through joint purchasing and resource sharing; and
- Comply with the obligations of the Managing Director of MRWA under legislation.

The role of RRGs is to recommend Local Government road funding priorities to the Advisory Committee and to monitor the implementation of the Local Roads Program in their own Regions.

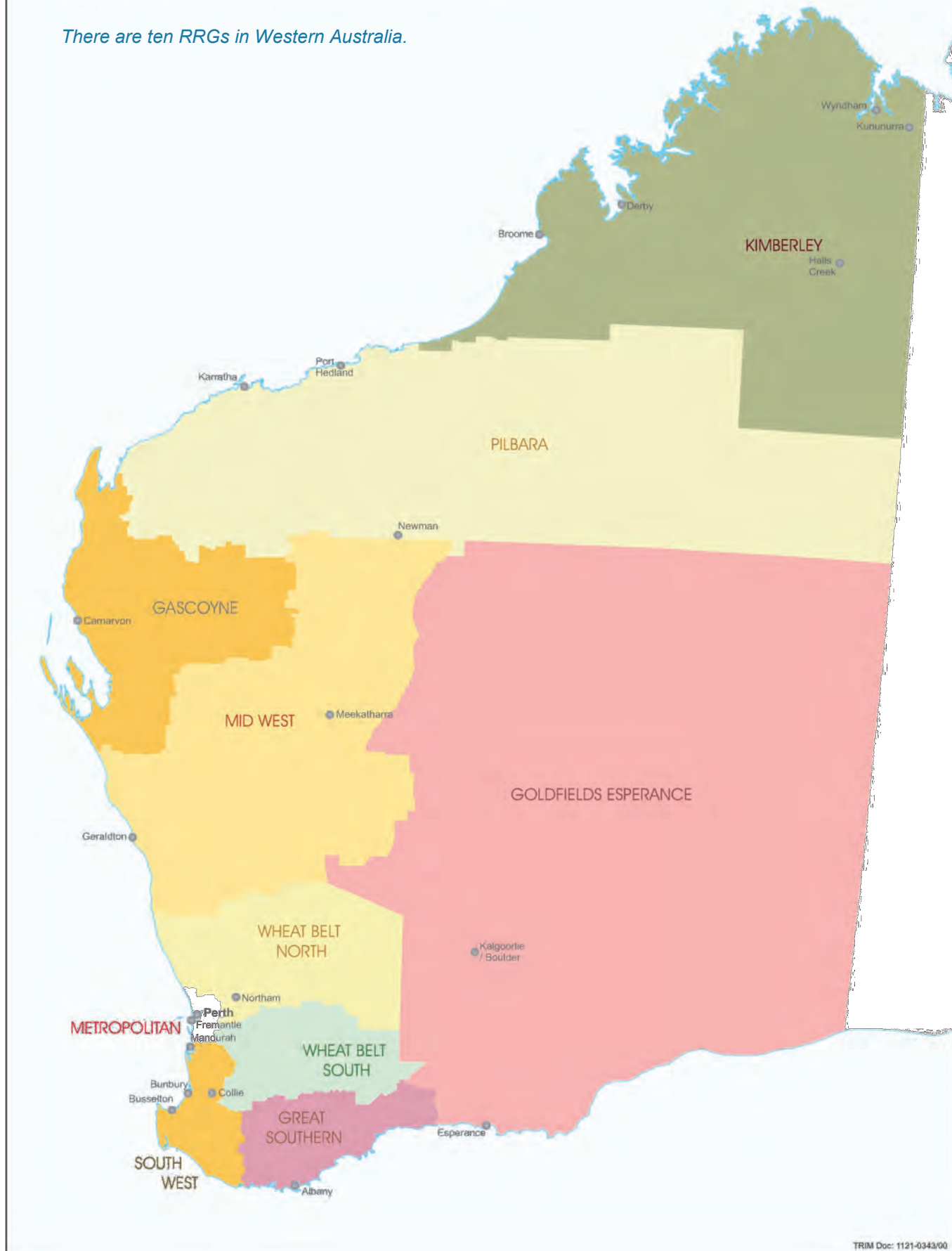
At the Regional level RRGs are responsible for:

- Assessing Local Government road funding needs;
- Prioritising Road Projects, Black Spot and Commodity Route funded Projects;
- Development of a long term plan (5 years) to distribute Road Projects and Black Spot Grants;
- Developing and improving methodology for the prioritization of projects and the distribution of State funds;
- Monitoring and reporting on program effectiveness;
- Implementing Performance Indicators and open and accountable processes;
- Ensuring grants are expended in the year of allocation;
- Monitoring Local Government expenditure on approved local roads projects;
- Recommending improved procedures to the Advisory Committee;
- Raising relevant issues on the Local Roads Program and the overall road needs of the Region with the Advisory Committee; and Providing advice to member Local Governments.

The RRG may delegate certain functions and tasks to Regional Sub Groups, provided that all Regional Sub Groups have the same delegated responsibilities, as outlined in the Procedures.

# Regional Road Group Areas

*There are ten RRGs in Western Australia.*



## Funding through the State Road Funds to Local Government Agreement

The share of State Road Funds to be allocated to Local Government roads is 27% of the estimated vehicle licence fees for that year. Funding is distributed under three categories:

### Category 1

#### i. Direct Grants

Direct Grants are provided annually to all Local Governments. The Advisory Committee review the amount available for Direct Grants annually, using the Asset Preservation Model provided by the Western Australian Local Government Grants Commission.

Direct Grants are adjusted annually (positive only) by the movement in the Consumer Price Index to 31 December in the year preceding the budget year or the increase in Vehicle Licence Fee Revenue, whichever is greatest.

#### Timetable

Jun	Advisory Committee formally advises RRGs of annual Direct Grant allocations for the next financial year
Jul	Local Governments provide a Certificate of Completion for all Direct Grant distributions from previous financial year
Jul	MRWA Regional Managers arrange payment of Direct Grants to Local Governments on receipt of Certificate of Completion
Dec	RRGs monitor flow of funding to Local Governments and notify Advisory Committee of likely under-expenditure

#### ii. Road Project Grants

The Advisory Committee allocates funds for road projects to each RRG. Allocations are based on a five year program.

Road Project Grants may be used for road related works (e.g. street lighting) that the RRG wishes to undertake, provided it is assessed and prioritised against other road projects in the region and the State Road Funds to Local Government Advisory Committee approval is given.

#### Timetable

Mar	Projects recommended to Ministerial approval
Jun	Local Governments formally advised of approved applications for the financial year commencing July
Aug	Indicative Road Project Grants funding allocation for following financial years provided to RRGs
Sep	Local Governments apply to RRG for project funds for following financial year
Nov	RRGs provide project recommendations for following financial years to the Advisory Committee
Dec	Advisory Committee provides project recommendations for following financial year to the Managing Director of MRWA
Dec	RRGs advise Advisory Committee of likely under-expenditure of allocated project funds in the current financial year

#### iii. Supplementary Fund

The Advisory Committee ensures a minimum balance of \$4 million is in a supplementary fund at the commencement of each financial year. Funds are made available from the Rural RRG's Road Project Grant pool to ensure that this balance is maintained each year.

The Supplementary Fund is available to:

- Provide funds to assist Local Governments repairing roads affected by flood and fire damage; and
- Provide the State Road Funds to Local Government Advisory Committee with the flexibility to direct funds to strategic projects.

#### iv. Commodity Routes

\$2.5 million per year will be set aside from the total Road Project Grant allocation for a Commodity Route Fund. The Commodity Route Fund will be applied to projects not eligible or not prioritised for Road Project Grant Funding. The State Advisory Committee will review all applications for Commodity route funding and select successful projects for funding.

### Timetable

Mar	Projects recommended for funding subject to Ministerial approval
Jun	Local Governments formally advised of approved applications
Sep	Local Governments apply to RRG for Commodity Route Fund projects for following financial year
Nov	RRGs provide project recommendations for the following financial year to the Technical Assessment Committee
Dec	Technical Assessment Committee provides project recommendations to Advisory Committee. Advisory Committee endorses project recommendations to the Managing Director of MRWA.
Dec	RRGs advise Advisory Committee of likely under-expenditure of allocated Commodity Route funds in the current financial year

### v. Strategic and Technical Support

The Advisory Committee will annually determine funding for strategic and technical support projects. These funds are provided for activities such as Main Roads administrative and technical support to RRGs, Roads Forums, ROADS Foundation and funding to WALGA for the MINDER, RoadWise and ROMAN programs.

### Timetable

Oct	WA Local Government Association and Main Roads determine proposals for funding
Nov	WA Local Government Association and Main Roads submit proposals for funding with appropriate justification to the Advisory Committee
Nov	The Advisory Committee gives its recommendations to the Managing Director of Main Roads

## Category 2

Funding for State responsibilities on the Local Government road system is managed through Main Roads Western Australia programs. These include the following programs:

### i. Traffic Management and Road Safety

This program includes funding for road marking and pavement markers, signing, traffic signals, railway crossings, safety and traffic improvements and the Black Spot program. The State Black Spot Program on Local Roads is intended to target improving the safety of roads with a proven crash history or high risk locations with the likelihood of crashes occurring.

### ii. Bridgeworks and Inspections

Funding for bridge inspection and maintenance works. Funding is also provided for emerging bridge repair work.

### iii. Remote Aboriginal Community Access Roads

Funding for access roads servicing remote Aboriginal communities.

## Category 3

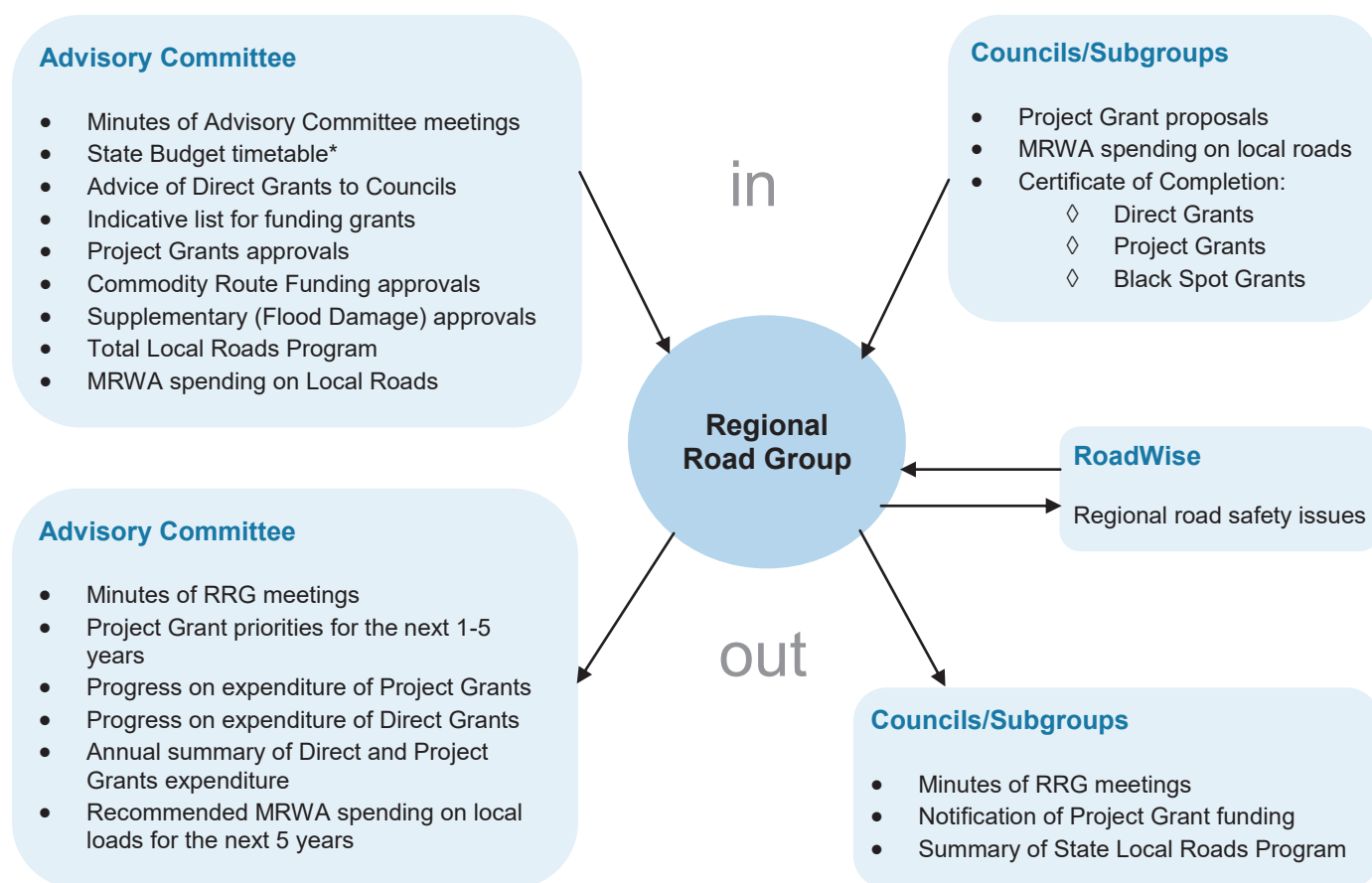
### State Initiatives on Local Roads

Projects in this category are generally State-initiated projects. These projects can comprise both road and bridgeworks on urban and rural roads. As a result of their size and or complexity, projects are generally undertaken by Main Roads Western Australia on behalf of Local Governments.

### Timetable

Nov	Proposed program of works prepared
May	Funded projects included in State Budget announcements
June	Local Governments formally advised of approved funding allocations

## Communication Flows



*\* Note: Timetables must be advised by the Advisory Committee and RRGs to dovetail with the State Budgetary process and State Treasury Requirements*

## More Information

The *State Road Funds to Local Government Agreement* is available on WALGA's and Main Road's website. Contact your Local Government for copies of the following:

- Procedures Manual
- Road Projects Evaluation Guidelines

or contact

**Western Australian  
Local Government Association**  
15 Altona street  
West Perth WA 6872  
Phone (08) 9213 2031  
Email : [info@walga.asn.au](mailto:info@walga.asn.au)  
[www.walga.asn.au](http://www.walga.asn.au)

**Main Roads Western Australia**  
Don Aitken Centre  
Waterloo Crescent  
East Perth 6004  
Phone 13 81 38  
Email : [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)  
[www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)



## 12.5.8 Appointment of Councillors and Staff as Delegates to Represent Council on Local and Regional Committees

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 096
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.1301</b>
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**Moved:** Cr Jill Dwyer

**Seconded:** Cr Justin Lee

*Council resolved to move En Bloc the following*

*That Council appointment of two members and proxy delegate as representatives on the Goldfields-Esperance Voluntary Regional Organisation of Councils for the next two years be endorsed:*

*Goldfields Esperance Zone (GEDZ) or WALGA – (GVROC)*

- *Councillor Gregory Dwyer* *Delegate*
- *Councillor Jill Dwyer* *Delegate*
- *Chief Executive Officer* *Proxy Delegate*

*That Council appointment of two members and proxy delegate as representatives on the Goldfields-Esperance Regional Collaborative Group for the next two years be endorsed:*

*Goldfields Esperance Regional Collaborative Group (GERCG)*

- *Councillor Gregory Dwyer* *Delegate*
- *Councillor Jill Dwyer* *Delegate*
- *Chief Executive Officer* *Proxy Delegate*

*That Council appointment of two members and proxy delegate as representatives on the Goldfields-Esperance Tourism Network for the next two years be endorsed:*

*Goldfields Esperance Tourism Network (GTNA)*

- *Councillor Jill Dwyer* *Delegate*
- *Councillor Justin Lee* *Delegate*
- *Chief Executive Officer* *Proxy Delegate*

**Carried 7/0**

## **ELECTION OF DELEGATES**

The President called for nominations for representatives of Council for the Goldfields-Esperance Voluntary Regional Organisation of Councils

### **OFFICER RECOMMENDATION 1:**

That Council appointment of two members and proxy delegates as representatives on the Goldfields-Esperance Voluntary Regional Organisation of Councils for the next two years be endorsed:

#### **Goldfields Esperance Zone (GEDZ) or WALGA – (GVROC)**

- |                           |                |
|---------------------------|----------------|
| • Councillor              | Delegate       |
| • Councillor              | Delegate       |
| • Councillor              | Proxy Delegate |
| • Chief Executive Officer | Proxy Delegate |

### **ELECTION OF DELEGATES**

The President called for nominations for representatives of Council for the Goldfields Esperance Collaborative Group (GERCG)

### **OFFICER RECOMMENDATION 2:**

That Council appointment of two members and proxy delegates as representatives on the Goldfields-Esperance Regional Collaborative Group for the next two years be endorsed:

#### **Goldfields Esperance Regional Collaborative Group (GERCG)**

- |                           |                |
|---------------------------|----------------|
| • Councillor              | Delegate       |
| • Councillor              | Delegate       |
| • Councillor              | Proxy Delegate |
| • Chief Executive Officer | Proxy Delegate |

### **ELECTION OF DELEGATES**

The President called for nominations for representatives of Council for the Goldfields Tourism Network Association

### **OFFICER RECOMMENDATION 3:**

That Council appointment of two members and proxy delegates as representatives on the Goldfields-Esperance Tourism Network for the next two years be endorsed:

#### **Goldfields Esperance Tourism Network (GTNA)**

- |                           |                |
|---------------------------|----------------|
| • Councillor              | Delegate       |
| • Councillor              | Delegate       |
| • Councillor              | Proxy Delegate |
| • Chief Executive Officer | Proxy Delegate |

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

GVROC, GERCG and GTNA Committees are regional committees important to each of the member Councils. Together, access is gained to State and Federal Government Agencies and Departments that would otherwise prove difficult.

## **RELEVANT TO STRATEGIC PLAN:**

### *14.2 Strong sense of community maintained*

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

### *14.3 Active civic leadership achieved*

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

## **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 5.8*

**POLICY IMPLICATIONS:** Nil

## **FINANCIAL IMPLICATIONS:**

Budgeted expenditure for meeting fees and cost associated with committees

## **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

## **BACKGROUND:**

Council is requested to appoint representatives to s local and regional committees, boards etc. The Shire President has the right to be represented on any Council committee. The Shire President is to call for nominations for each of the above committees and preside over any required ballot to determine appointment(s) to the committees. Should the Shire President not wish to be a member of a committee, Council may need to appoint an additional Councillor, depending on the respective Instrument of Appointment and Delegation.

Payment for attendance at any meeting/workshop/conferences by duly authorized Members is included in the annual payments to Members. Travel costs associated will however be approved by the Chief Executive Officer subject to the Member being authorized to attend such events.

## **COMMENT:**

Attendance at each of these groups is important to all members of the groups ensuring that small Councils have a voice. The groups are also important in providing a venue where as a group access if gained to Western Australian Local Government Association and the Department for Local Government on a regular basis.

## 12.5.9 Appointment of Councillors and Staff as Delegates to Represent Council on Council Committees

<b>LOCATION:</b>	N/A
<b>APPLICANT:</b>	N/A
<b>DOCUMENT REF:</b>	EDM 096
<b>DISCLOSURE OF INTEREST:</b>	The Author has no interest to disclose
<b>DATE:</b>	19 October 2017
<b>AUTHOR:</b>	Rhonda Evans, Chief Executive Officer
<b>ATTACHMENT:</b>	Nil

<b>COUNCIL RESOLUTION:</b>	<b>No.1302</b>
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**Moved: Cr Ian Tucker**

**Seconded: Cr Keith Mader**

*Council resolved En Bloc*

*That Council appointment of three members on the Lake Ballard Management Advisory Committee for the next two years be endorsed:*

*Shire of Menzies – Lake Ballard Management Advisory Committee*

- *Councillor Gregory Dwyer*                      *Member*
- *Councillor Jill Dwyer*                      *Member*
- *Councillor Justin Lee*                      *Member*

1. *That Council appointment of two members on the Youth Advisory Committee for the next two years be endorsed:*

*Shire of Menzies - Youth Services Committee*

- *Councillor Justin Lee*                      *Member*
- *Councillor Ian Tucker*                      *Member*

2. *That Council invite the three community members currently appointed to the Youth Services Committee to continue their role until the commissioning of the Youth Centre.*

*That Council appointment of two members on the Niagara Dam Working Party Committee for the next two years be endorsed:*

*Shire of Menzies – Niagara Dam Working Group*

- *Councillor Gregory Dwyer*                      *Member*
- *Councillor Jill Dwyer*                      *Member*
- *Chief Executive Officer*                      *Member*

1. *That Council advertise for one community member to be a member of the Niagara Dam Working Party, applications to be presented to Council at the November 2017 ordinary meeting of Council.*

1. *That Council appointment of members on the Tree Policy Working Group be endorsed:*

***Shire of Menzies – Tree Policy Working Group***

- ***Councillor Justin Lee***                      ***Member***
- ***Councillor Ian Tucker***                      ***Member***
- ***Chief Executive Officer***                      ***Member***

2. *That Council advertise for one community member to be a member of the Menzies Tree Policy Working Group, applications to be presented to Council at the November 2017 ordinary meeting of Council.*

***Carried by Absolute Majority 7/0***

**ELECTION OF DELEGATES**

The President called for nominations for representatives Lake Ballard Management Advisory Committee

**OFFICER RECOMMENDATION 1:**

That Council appointment of three members on the Lake Ballard Management Advisory Committee for the next two years be endorsed:

**Shire of Menzies – Lake Ballard Management Advisory Committee**

- Councillor                                      Member
- Councillor                                      Member
- Councillor                                      Member

The President called for nominations for three representatives to the Youth Advisory Committee

**OFFICER RECOMMENDATION 2:**

1. That Council appointment of two members on the Youth Advisory Committee for the next two years be endorsed:

**Shire of Menzies - Youth Services Committee**

- Councillor                                      Member
- Councillor                                      Member

2. That Council invite the three community members currently appointed to the Youth Services Committee to continue their role until the commissioning of the Youth Centre.

The President called for nominations for two representatives to the Niagara Dam Working Party Committee

**OFFICERS RECOMMENDATION 3:**

1. That Council appointment of two members on the Niagara Dam Working Party Committee for the next two years be endorsed:

### **Shire of Menzies – Niagara Dam Working Group**

- Councillor Member
- Councillor Member
- Chief Executive Officer Member

2. That Council advertise for one community member to be a member of the Niagara Dam Working Party, applications to be presented to Council at the November 2017 ordinary meeting of Council.

The President called for nominations for up to three representatives to the Tree Policy Working Group

### **OFFICERS RECOMMENDATION 4:**

1. That Council appointment of members on the Tree Policy Working Group be endorsed:

### **Shire of Menzies – Tree Policy Working Group**

- Councillor Member
- Councillor Member
- Chief Executive Officer Member

2. That Council advertise for one community member to be a member of the Menzies Tree Policy Working Group, applications to be presented to Council at the November 2017 ordinary meeting of Council.

### **VOTING REQUIREMENTS:**

Simple Majority

### **IN BRIEF:**

Committees and Working Groups play an important role in the functioning of Local Government and assisting administration to formulate policy. The groups are

- Lake Ballard Management Advisory Committee
- Menzies Youth Services Committee
- Niagara Dam Working Group
- Menzies Tree Policy Working Group

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

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

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

#### *14.3 Active civic leadership achieved*

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

- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.

#### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 5.8*

**POLICY IMPLICATIONS:** Nil

#### **FINANCIAL IMPLICATIONS:**

Budgeted expenditure for meeting fees and cost associated with committees

#### **RISK ASSESSMENTS:**

No Risk Assessment has been undertaken relating to this item.

#### **BACKGROUND:**

Council is requested to appoint representatives to various local and regional committees, boards etc. The Shire President has the right to be represented on any Council committee. The Shire President is to call for nominations for each of the above committees and preside over any required ballot to determine appointment(s) to the committees. Should the Shire President not wish to be a member of a committee, Council may need to appoint an additional Councillor, depending on the respective Instrument of Appointment and Delegation.

Payment for attendance at any meeting/workshop/conferences by duly authorized Members is included in the annual payments to Members. Travel costs associated will however be approved by the Chief Executive Officer subject to the Member being authorized to attend such events.

#### **COMMENT:**

Committees, advisory groups, and working groups provide an important opportunity for discussion or matters that may not be adequately managed by the formal debate based protocol of Council meetings.

None of the committees of the Shire of Menzies has delegated authority. Recommendations of meetings are referred to full Council for decision.

The groups provide for special interests of individual members to be addressed, and members who have no or little interest in specific matters have the opportunity to access the minutes of the meetings which provide a greater range of information than may otherwise be available.

It should be noted that the Interagency Meetings held every second month in Leonora have not been included in this list. These meetings are for the sharing of information, and do not take motions or make recommendations. They are open to any member of Council or the Community.

2.55pm Rhonda Evans left the meeting  
2.56pm Dave Hadden, Environmental Health Officer entered the meeting  
2.56pm Rhonda Evans re-entered the meeting

<b>COUNCIL RESOLUTION:</b>
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<b>No.1303</b>
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**Moved: Cr Justin Lee**

**Seconded: Cr Ian Tucker**

*That the meeting be adjourned at 2.57pm.*

*Carried 7/0*

<b>COUNCIL RESOLUTION:</b>
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<b>No.1304</b>
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**Moved: Cr Ian Tucker**

**Seconded: Cr Jill Dwyer**

*That the meeting be reopened to the public at 3.41pm.*

*Carried 7/0*

3.57pm Dave Hadden, Environmental Health Officer left the meeting

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

There were no Elected Members motions of which previous notice had been given.

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

**14.1 LOCAL GOVERNMENT ELECTION – 21 OCTOBER 2017**

<b>COUNCIL RESOLUTION:</b>	<b>No.1305</b>
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**Moved: Cr Jill Dwyer**

**Seconded: Cr Ian Baird**

*That Council introduce new business of an urgent nature.*

**Carried 7/0**

Council discussed several areas of concern relating to the recent elections. Chief Executive Officer to request a partial refund of fees from Western Australian Electoral Commission.

Council agreed it had made the decision to put the election into the hands of the Western Australian Electoral Commission.

Some Councillors raised issues and stated they were not entirely happy with some of the processes during the election.

A matter of concern was how the voting process occurred at Tjuntjuntjara and restricted access to that area during the election period.

**15 ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS**

<b>COUNCIL RESOLUTION:</b>	<b>No.1306</b>
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**Moved: Cr Jill Dwyer**

**Seconded: Cr Ian Baird**

*That Council go behind closed doors to consider an item.*

**Carried 7/0**

4.21pm Mrs Rhonda Evans left the meeting  
4.21pm Mrs Jeanette Taylor left the meeting  
4.21pm Mrs Deborah Whitehead left the meeting  
4.50pm Cr Keith Mader left the meeting

*Note: There is no record of re-opening of the meeting to the public recorded.*

<b>COUNCIL RESOLUTION:</b>	<b>No.1307</b>
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**Moved: Cr Ian Tucker**

**Seconded: Cr Justin Lee**

*That Council discussed a staff matter. Council is satisfied no further action is required.*

**Carried 6/0**

## **16 NEXT MEETING**

The next Ordinary Meeting of Council will be held on Thursday 30 November 2017 commencing at 1pm.

## **17 CLOSURE OF MEETING**

There being no further business the Chairperson closed the meeting at 4.52 pm.

**I, \_\_\_\_\_ hereby certify that the Minutes of the Ordinary Meeting of Council held 10 November 2017 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 30 November 2017.**

**Signed: \_\_\_\_\_**

**Dated: 30 November 2017**