



SHIRE OF MENZIES

Agenda

**FOR THE ORDINARY MEETING OF COUNCIL
TO BE HELD ON**

28 OCTOBER 2021

Commencing at 1.00 pm

**At the Council Chambers
124 Shenton Street, Menzies**

DISCLAIMER

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

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

FINANCIAL INTEREST

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

Councillor Attendance
Shire of Menzies Council Meetings

Council Meeting Date	Attended in Person	Electronic Attendance	Leave of Absence	Apologies	Absent
28 January 2021	Cr G Dwyer Cr K Mader Cr S Baird	Cr J Dwyer (Kambalda) Cr J Lee (MAC) Cr I Baird (Wongary)	Cr J Dwyer Cr V Ashwin		
25 February 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader	Cr J Lee (MAC Office)	Cr V Ashwin	Cr S Baird	
25 March 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader Cr S Baird	Cr I Baird Cr J Lee	Cr V Ashwin		
29 April 2021	Cr G Dwyer Cr J Dwyer Cr K Mader	Cr I Baird (PT) Cr J Lee (MAC)		Cr S Baird	
27 May 2021	Cr G Dwyer Cr K Mader Cr I Baird Cr S Baird	Cr J Dwyer (Kambalda East)		Cr J Lee	
24 June 2021	Cr G Dwyer Cr J Dwyer Cr K Mader Cr I Baird Cr S Baird	Cr J Lee (MAC)			
29 July 2021	Cr G Dwyer Cr K Mader Cr J Lee Cr J Dwyer	Cr I Baird (Wongary) Cr S Baird (Wongary)			
26 August 2021	Cr G Dwyer Cr K Mader	Cr J Dwyer (Southern Cross) Cr I Baird (Wongary) Cr S Baird (Wongary)			
30 September 2021	Cr G Dwyer Cr J Dwyer Cr K Mader Cr I Baird Cr S Baird			Cr J Lee	

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1 DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at _____pm.

In accordance with the *Local Government Act 1995* s2.29, the Chief Executive Officer advises that the following declarations of office have been made prior to the meeting commencing:

1.1 Election of Shire President

In accordance with Division 1 of Schedule 2.3 of the *Local Government Act 1995* the election of the Shire President will be undertaken by the Chief Executive Officer.

1.2 Election of Deputy Shire President

In accordance with Division 2 of Schedule 2.3 of the *Local Government Act 1995* the election of the Deputy Shire President will be undertaken by the newly elected Shire President.

1.3 Seating of the Councillors

At the first meeting held after an election day, Council will, by consensus, determine a position at the Council table for each member.

Each member is to occupy his or her allocated position at each Council meeting until otherwise agreed by Council.

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

Councillors: Cr G Dwyer, Shire President
Cr I Baird
Cr J Dwyer
Cr S Baird
Cr P Warner
Cr A Tucker
Cr S Sudhir

Staff: Mr B Joiner, Chief Executive Officer
Ms E Reitmajer, Executive Officer (Minutes)

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5 PUBLIC QUESTION TIME

6 APPLICATION BY MEMBERS

7 DECLARATIONS OF INTEREST

The CEO declares an impartiality interest in Item 12.2.8 as it relates to a condition of his employment.

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

9 CONFIRMATION/RECEIVAL OF MINUTES

CONFIRMATION of the Minutes of the Ordinary Council Meeting held on 30 September 2021.

(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 30 September 2021 be confirmed as a true and correct record.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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10 PETITIONS/DEPUTATIONS/PRESENTATIONS

11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

OFFICER RECOMMENDATION

That the President’s Report for the month of October 2021 be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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12 REPORTS OF OFFICERS

12.1 Finance Reports

12.1.1	Finance Report - September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM494
DATE OF REPORT	September 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none">1. Monthly Financial Reports September 2021 [12.1.1.1 - 20 pages]2. FIS - Financial Information Schedule September 2021 [12.1.1.2 - 16 pages]

SUMMARY:

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 30 September 2021.

BACKGROUND:

The *Local Government (Financial Management) Regulations 1996 r34* requires Local Government entities to prepare each month a Statement of Financial Activity reporting on the sources and application of funds, as set out in the Annual Budget under *Regulation 22(1)(d)*:

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

COMMENT:

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

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act 1995 s6.4

Local Government (Financial Management) Regulations 1996, r34

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As detailed in the Attachment.

RISK ASSESSMENT:

Nil.

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the Statement of Financial Activity for the period ending 30 September 2021 as attached and notes any material differences.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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SHIRE OF MENZIES

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2021**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**Shire of Menzies
Information Summary
For the Period Ended 30 September 2021**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 September 2021 of \$6,868,824.

Items of Significance

The material variance adopted by the Shire of Menzies for the 2020/21 year is plus (+) or minus (-) of 10% for items greater than \$25,000 variance. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Income & Expenditure		Annual Budget	YTD Budget	YTD Actual
Operating Grants, Subsidies and Contributions	31%	\$ 1,646,099	\$ 200,947	\$ 504,853
Non-operating Grants, Subsidies and Contributions	5%	\$ 3,485,806	\$ 580,966	\$ 190,000
	14%	\$ 5,131,905	\$ 781,913	\$ 694,853
Rates Levied	100%	\$ 3,556,470	\$ 3,553,558	\$ 3,552,921
Materials & Contracts	32%	(\$1,492,882)	(\$372,813)	(\$472,337)
Capital Projects				
Infrastructure Assets - Roads	0%	(\$50,000)	(\$12,495)	\$0
Infrastructure Assets - Other	0%	(\$226,078)	(\$56,514)	\$0

% Compares current ytd actuals to annual budget

Financial Position		This Time Last Year	30 Sep 2021
Adjusted Net Current Assets	155%	\$ 4,425,110	\$ 6,868,824
Cash and Equivalent - Unrestricted	168%	\$ 3,569,257	\$ 5,984,603
Cash and Equivalent - Restricted	104%	\$ 11,866,216	\$ 12,303,244
Receivables - Rates	86%	\$ 1,432,943	\$ 1,227,452
Receivables - Other	18%	-\$ 295,117	-\$ 54,423
Payables	96%	\$ 316,175	\$ 304,019

% Compares current ytd actuals to prior year actuals at the same time

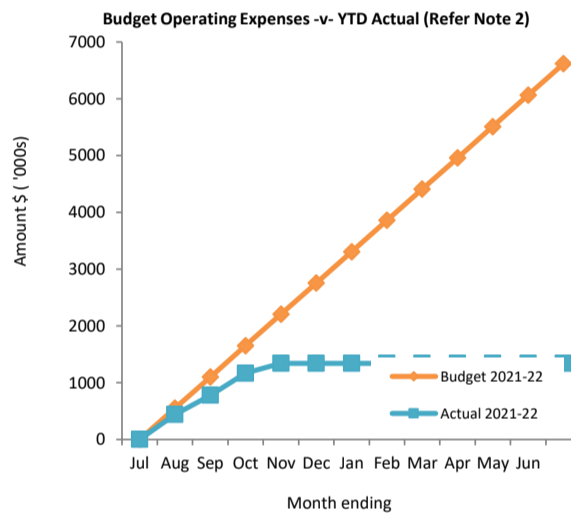
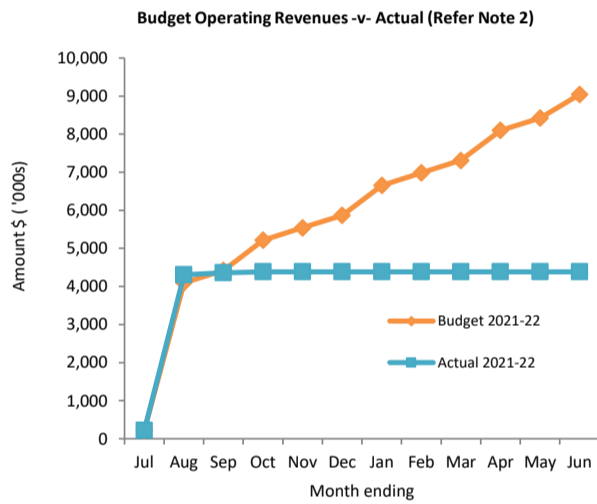
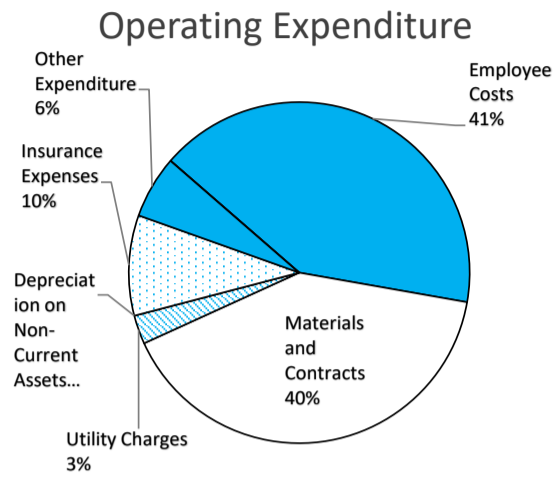
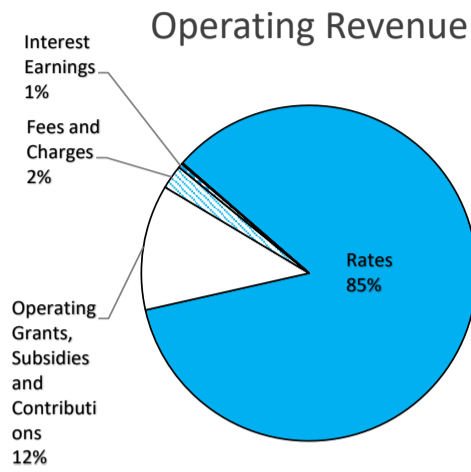
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

Prepared by: Antonio Giometti

Date Prepared: 18 Oct 2021

**Shire of Menzies
Information Summary
For the Period Ended 30 September 2021**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2021

	Note	Amended Annual Budget	YTD Amended Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	3,418,114	3,418,114	3,883,756	465,642	14%	
Revenue from operating activities							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	3,556,470	3,553,558	3,552,921	(638)	(0%)	
General Purpose Funding - Other		1,498,385	29,841	326,515	296,674	994%	▲
Law, Order and Public Safety		14,650	3,657	3,721	64	2%	
Health		300	75	0	(75)	(100%)	
Education and Welfare		0	0	0	0		
Housing		37,880	9,468	7,067	(2,401)	(25%)	
Community Amenities		25,885	6,468	9,872	3,404	53%	
Recreation and Culture		700	168	218	50	30%	
Transport		182,613	179,824	191,747	11,923	7%	
Economic Services		212,150	53,022	79,246	26,224	49%	▲
Other Property and Services		28,435	7,104	(4,264)	(11,368)	(160%)	
		5,557,468	3,843,185	4,167,041	323,856	8%	
Expenditure from operating activities							
Governance		(1,018,986)	(254,715)	(133,137)	121,578	48%	▲
General Purpose Funding		(412,190)	(103,026)	(21,421)	81,605	79%	▲
Law, Order and Public Safety		(135,188)	(33,768)	(10,130)	23,638	70%	
Health		(42,592)	(10,644)	(6,615)	4,029	38%	
Education and Welfare		0	0	0	0		
Housing		(204,819)	(51,087)	(38,740)	12,347	24%	
Community Amenities		(375,724)	(93,810)	(47,768)	46,042	49%	▲
Recreation and Culture		(854,772)	(213,576)	(49,369)	164,207	77%	▲
Transport		(2,261,383)	(564,732)	(209,955)	354,777	63%	▲
Economic Services		(1,309,610)	(327,237)	(122,725)	204,512	62%	▲
Other Property and Services		(3,069)	(663)	(528,580)	(527,917)	(79625%)	▼
		(6,618,332)	(1,653,258)	(1,168,440)	484,818	29%	▲
Operating activities excluded from budget							
Add back Depreciation		2,032,027	507,969	0	(507,969)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	2,140	534	0	(534)	(100%)	
Adjust Provisions and Accruals			0	0	0		
Amount attributable to operating activities		973,303	2,698,430	2,998,601			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	3,485,806	580,966	190,000	(390,966)	(67%)	▼
Proceeds from Disposal of Assets	8	25,000	6,249	0	(6,249)	(100%)	
Land and Buildings	13	(5,116,900)	(1,279,176)	(189,503)	1,089,673	85%	▲
Plant and Equipment	13	(260,000)	(64,998)	0	64,998	100%	▲
Infrastructure Assets - Roads	13	(5,590,189)	(1,397,535)	(14,030)	1,383,505	99%	▲
Infrastructure Assets - Drainage	13	0	0	0	0		
Infrastructure Assets - Bridges	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	(50,000)	(12,495)	0	12,495	100%	
Infrastructure Assets - Parks and Ovals	13	(226,078)	(56,514)	0	56,514	100%	▲
Infrastructure Assets - Airports	13	0	0	0	0		
Infrastructure Assets - Sewerage	13	0	0	0	0		
Infrastructure Assets - Other	13	(1,930,000)	(482,478)	0	482,478	100%	▲
Amount attributable to investing activities		(9,662,361)	(2,705,981)	(13,533)	2,692,448	99%	▲
Financing Activities							
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	5,835,821	1,458,939	0	(1,458,939)	(100%)	▼
Transfer from Restricted Cash		0	0	0	0		
Repayment of Debentures	10	(2,363)	0	0	0		
Transfer to Reserves	7	(610,000)	(152,475)	0	152,475	100%	▲
Amount attributable to financing activities		5,223,458	1,306,464	0	(1,306,464)	100%	
Closing Funding Surplus(Deficit)	3	(47,486)	4,717,027	6,868,824			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2021

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	3,418,114	3,418,114	3,883,756	465,642	14%	▲
Revenue from operating activities							
Rates	9	3,556,470	3,553,558	3,552,921	(638)	(0%)	
Operating Grants, Subsidies and Contributions	11	1,646,099	200,947	504,853	303,906	151%	▲
Fees and Charges		207,265	51,786	96,574	44,788	86%	▲
Interest Earnings		112,500	28,122	17,043	(11,080)	(39%)	
Other Revenue		35,135	8,772	-4,348	(13,120)	(150%)	
Profit on Disposal of Assets	8	0	0	0	0		
		5,557,469	3,843,185	4,167,041	323,856	8%	
Expenditure from operating activities							
Employee Costs		(2,442,899)	(610,527)	(483,559)	126,968	21%	▲
Materials and Contracts		(1,492,882)	(372,813)	(472,337)	(99,524)	(27%)	▼
Utility Charges		(88,150)	(21,984)	(31,957)	(9,973)	(45%)	
Depreciation on Non-Current Assets		(2,032,027)	(507,969)	0	507,969	100%	▲
Insurance Expenses		(135,382)	(33,771)	(111,156)	(77,385)	(229%)	▼
Other Expenditure		(422,601)	(105,633)	(69,431)	36,202	34%	▲
Loss on Disposal of Assets	8	(2,140)	(534)	0			
		(6,616,080)	(1,653,231)	(1,168,440)	484,791	29%	▲
Operating activities excluded from budget							
Add back Depreciation		2,032,027	507,969	0	(507,969)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	2,140	534	0	(534)	(100%)	
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		975,556	2,698,457	2,998,601	300,144		
Investing activities							
Grants, Subsidies and Contributions	11	3,485,806	580,966	190,000	(390,966)	(67%)	▼
Proceeds from Disposal of Assets	8	25,000	6,249	0	(6,249)	(100%)	
Land and Buildings	13	(5,116,900)	(1,279,176)	(189,503)	1,089,673	(85%)	
Plant and Equipment	13	(260,000)	(64,998)	0	64,998	(100%)	
Infrastructure Assets - Roads	13	(5,590,189)	(1,397,535)	(14,030)	1,383,505	(99%)	
Infrastructure Assets - Drainage	13	0	0	0	0		
Infrastructure Assets - Bridges	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	(50,000)	(12,495)	0	12,495	(100%)	
Infrastructure Assets - Parks and Ovals	13	(226,078)	(56,514)	0	56,514	(100%)	
Infrastructure Assets - Airports	13	0	0	0	0		
Infrastructure Assets - Sewerage	13	0	0	0	0		
Infrastructure Assets - Other	13	(1,930,000)	(482,478)	0	482,478	(100%)	
Amount attributable to investing activities		(9,662,361)	(2,705,981)	(13,533)	2,692,448	99%	
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Advances to Community Groups		0	0	0	0		
Transfer from Reserves	7	5,835,821	1,458,939	0	(1,458,939)	(100%)	▼
Repayment of Debentures	10	(2,363)	0	0	0		
Transfer to Reserves	7	(610,000)	(152,475)	0	152,475	100%	▲
Amount attributable to financing activities		5,223,458	1,306,464	0	(1,306,464)	100%	
Closing Funding Surplus (Deficit)	3	(45,233)	4,717,054	6,868,824			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF MENZIES
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2021

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Budget YTD Budget (d)	Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	189,503	0	1,279,176	5,116,900	189,503	(1,089,673)
Plant and Equipment	13	0	0	64,998	260,000	0	(64,998)
Infrastructure Assets - Roads	13	14,030	0	1,397,535	5,590,189	14,030	(1,383,505)
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Infrastructure Assets - Bridges	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	0	0	12,495	50,000	0	(12,495)
Infrastructure Assets - Parks and Ovals	13	0	0	56,514	226,078	0	(56,514)
Infrastructure Assets - Airports	13	0	0	0	0	0	0
Infrastructure Assets - Sewerage	13	0	0	0	0	0	0
Infrastructure Assets - Other	13	0	0	482,478	1,930,000	0	(482,478)
Capital Expenditure Totals		203,533	0	3,293,196	13,173,167	203,533	(3,089,663)
Capital acquisitions funded by:							
Capital Grants and Contributions				580,966	3,485,806	190,000	
Other (Disposals & C/Fwd)				6,249	25,000	0	
Council contribution - Cash Backed Reserves							
Building Reserve Accumulation				0	(2,055,725)	0	
Plant Reserve Accumulation				0	(180,000)	0	
Roads Reserve Accumulation				0	(1,290,000)	0	
Main Street Reserve Accumulation				0	0	0	
Staff Amenities Reserve Accumulation				0	(398,160)	0	
Caravan Park Reserve Accumulation				0	(400,000)	0	
Bitumen Reserve Accumulation				0	0	0	
Niagara Dam Reserve Accumulation				0	(1,000,000)	0	
Waste Management Reserve Accumulation				0	0	0	
Former Post Office Reserve Accumulation				0	(410,000)	0	
Council contribution - operations				2,705,981	15,396,246	13,533	
Capital Funding Total				3,293,196	13,173,167	203,533	

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 1: Significant Accounting Policies

The Shire of Menzies adopts its significant accounting policies at the time of adopting its annual budget. Significant accounting policies are set in relation to the following:

- a) Basis of preparation
- b) Prior year actual balances
- c) Rounding off figures
- d) Comparative figures
- e) Budget comparative figures
- f) Forecast fair value adjustments
- g) Rates, grants, donations & other contributions
- h) Goods and services tax (GST)
- i) Superannuation
- j) Cash and cash equivalents
- k) Trade and other payables
- l) Inventories
- m) Fixed assets
- n) Fair value of assets and liabilities
- o) Financial instruments
- p) Impairment of assets
- q) Trade and other payables
- r) Employee benefits
- s) Borrowing costs
- t) Provisions
- u) Leases
- v) Investments in associates
- x) Interests in joint arrangements
- y) Current and non-current classification

There have been no changes to the Shire of Menzies significant accounting policies since adopting the 2021/22 Annual Budget.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2021/22 year is plus (+) or minus (-) of 10% for items greater than \$25,000 variance. Year to date (YTD) Budgets have not been amended during the Budget Review process therefore Timing issues will occur.

Reporting Program	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues			\$	%			
Governance	0	0	0		▲		
General Purpose Funding- Rates	3,553,558	3,552,921	(638)	(0%)	▲		
General Purpose Funding- Other	29,841	326,515	296,674	994%	▲		
Law, Order and Public Safety	3,657	3,721	64	2%	▲		
Health	75	0	(75)	(100%)	▲		
Education and Welfare	0	0	0		▲		
Housing	9,468	7,067	(2,401)	(25%)	▲		
Community Amenities	6,468	9,872	3,404	53%	▲		
Recreation and Culture	168	218	50	30%	▲		
Transport	179,824	191,747	11,923	7%	▲		
Economic Services	53,022	79,246	26,224	49%	▲		
Other Property and Services	7,104	(4,264)	(11,368)	(160%)	▲		
Operating Expense							
Governance	(254,715)	(133,137)	121,578	48%	▲		
General Purpose Funding	(103,026)	(21,421)	81,605	79%	▲		
Law, Order and Public Safety	(33,768)	(10,130)	23,638	70%	▲		
Health	(10,644)	(6,615)	4,029	38%	▲		
Education and Welfare	0	0	0		▲		
Housing	(51,087)	(38,740)	12,347	24%	▲		
Community Amenities	(93,810)	(47,768)	46,042	49%	▲		
Recreation and Culture	(213,576)	(49,369)	164,207	77%	▲		
Transport	(564,732)	(209,955)	354,777	63%	▲		
Economic Services	(327,237)	(122,725)	204,512	62%	▲		
Other Property and Services	(663)	(528,580)	(527,917)	(79625%)	▲		
Capital Revenues							

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2021/22 year is plus (+) or minus (-) of 10% for items greater than \$25,000 variance. Year to date (YTD) Budgets have not been amended during the Budget Review process therefore Timing issues will occur.

Reporting Program	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Grants, Subsidies and Contributions	580,966	190,000	(390,966)	(67%)	▲		
Proceeds from Disposal of Assets	6,249	0	(6,249)	(100%)	▲		
Capital Expenses							
Land and Buildings	(1,279,176)	(189,503)	1,089,673	85%	▲		
Plant and Equipment	(64,998)	0	64,998	100%	▲		
Infrastructure Assets - Roads	(1,397,535)	(14,030)	1,383,505	99%	▲		
Infrastructure Assets - Drainage	0	0	0		▲		
Infrastructure Assets - Bridges	0	0	0		▲		
Infrastructure Assets - Footpaths	(12,495)	0	12,495	100%	▲		
Infrastructure Assets - Parks and Ovals	(56,514)	0	56,514	100%	▲		
Infrastructure Assets - Airports	0	0	0		▲		
Infrastructure Assets - Sewerage	0	0	0		▲		
Infrastructure Assets - Other	(482,478)	0	482,478	100%	▲		
Financing							
Transfer from Reserves	-	-	1,458,939	(100%)	▲		

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2021	30 Sep 2020	30 Sep 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,535,481	3,569,257	5,984,603
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	12,303,244	11,866,216	12,303,244
Receivables - Rates	6	663,136	1,432,943	1,227,452
Receivables - Other	6	(194,707)	(295,117)	(54,423)
Interest / ATO Receivable/Trust				0
Inventories		15,211	34,202	15,211
		16,322,365	16,607,501	19,476,087
Less: Current Liabilities				
Payables		(135,366)	(316,175)	(304,019)
Provisions Leases		(2,363)	(3,985)	(2,363)
Provisions Leave		(192,238)	(197,106)	(192,238)
		(329,967)	(517,266)	(498,620)
Less: Cash Reserves	7	(12,303,244)	(11,866,216)	(12,303,244)
Less: Unspent Grants			0	0
Add: Loan Current		0	0	0
Add: Lease Current		2,363	3,985	2,363
Less: SSL Repayments		0	0	0
Add Back : Component of Leave Liability not Required to be Funded		192,238	197,106	192,238
Adjustment				
Net Current Funding Position		3,883,756	4,425,110	6,868,824

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution
	\$	\$	\$	\$	
(a) Cash Deposits					
Cash At Bank	5,953,887			5,953,887	NAB
Cash At Call - Bank	29,397			29,397	NAB
Municipal Fund Term Deposits	0			0	NAB
Cash at Reserve - Bank		12,303,244		12,303,244	NAB
Reserve Fund Term Deposits		0		0	NAB
Trust Fund Bank			0	0	NAB
Petty Cash Float	1,320			1,320	
Total	5,984,603	12,303,244	0	18,287,847	

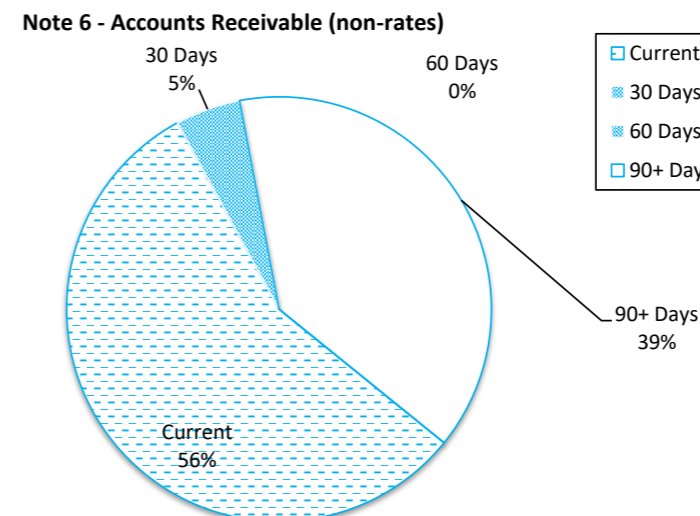
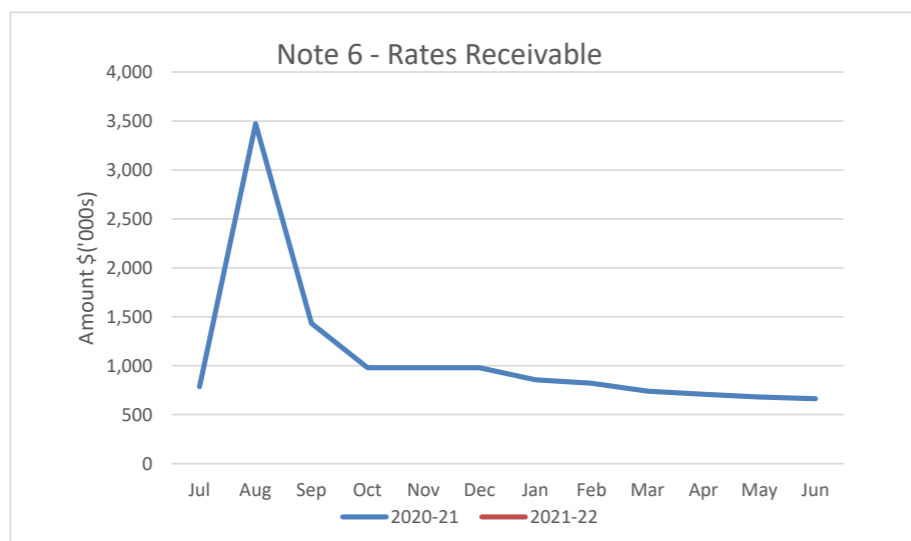
SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 6: Receivables

Receivables - Rates Receivable	30 Sep 2021	30 June 2020
	\$	\$
Opening Arrears Previous Years	863,375	794,305
Levied this year	3,599,610	3,476,331
Less Collections to date	3,235,533	3,407,262
Equals Current Outstanding	1,227,452	863,375
Net Rates Collectable	1,227,452	863,375
% Collected	72.50%	79.78%

Receivables - General	Current	30 Days	60 Days	90+ Days	Totals
	\$	\$	\$	\$	\$
Sundry Debtors	5,621	495	0	3,881	9,997
Rates - Pensioner Rebate Claimed					855
Balance per Trial Balance					
Sundry Debtors					10,852
Total Receivables General Outstanding					10,852

Amounts shown above include GST (where applicable)



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 7: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve - Accumulation	206,067		0.00	502	0	0	0	206,569	206,067
Building Reserve Accumulation	3,462,259		0.00	588,442	0	(2,055,725)	0	1,994,976	3,462,259
Plant Reserve Accumulation	1,922,975		0.00	4,689	0	(180,000)	0	1,747,664	1,922,975
Roads Reserve Accumulation	2,732,648		0.00	6,663	0	(1,290,000)	0	1,449,311	2,732,648
Main Street Reserve Accumulation	141,133		0.00	344	0	0	0	141,477	141,133
Staff Amenities Reserve Accumulation	397,246		0.00	969	0	(398,160)	0	55	397,246
TV Reserve Accumulation	17,976		0.00	44	0	0	0	18,020	17,976
Caravan Park Reserve Accumulation	429,505		0.00	1,047	0	(400,000)	0	30,552	429,505
Bitumen Reserve Accumulation	606,768		0.00	1,480	0	0	0	608,248	606,768
Rates Creditors Reserve Accumulation	51,391		0.00	125	0	0	0	51,516	51,391
Niagara Dam Reserve Accumulation	1,248,675		0.00	3,045	0	(1,000,000)	0	251,720	1,248,675
Water Park Reserve Accumulation	301,266		0.00	735	0	0	0	302,001	301,266
Waste Management Reserve Accumulation	59,802		0.00	146	0	0	0	59,948	59,802
Former Post Office Reserve Accumulation	420,432		0.00	1,025	0	(410,000)	0	11,457	420,432
Commercial Enterprise Reserve - Accumulation	101,698		0.00	248	0	(101,936)	0	10	101,698
Land Purchase Reserve - Accumulation	203,402		0.00	496	0	0	0	203,898	203,402
	12,303,243.64	0	0.00	610,000	0	(5,835,821)	0	7,077,423	12,303,244

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
321	P0160 Komatsu WB93R-5EO Backhoe Loader MN960					27,140	25,000		(2,140)
		0	0	0	0	27,140	25,000	0	(2,140)

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross rental valuations											
GRV - Vacant	0.0864	4	20,956				0	215,537	0	0	215,537
GRV - General	0.0862	32	2,500,428				0	1,811	0	0	1,811
Unimproved valuations											
UV - Mining	0.1655	230	15,652,482				0	2,590,486	0	0	2,590,486
UV - Exploration	0.1500	334	3,244,695				0	486,704	0	0	486,704
UV - Prospecting	0.1477	211	510,594				0	75,415			75,415
UV - Pastoral	0.0829	23	826,983				0	56,592	0	0	56,592
UV - Other	0.0829	63	307,900				0	25,525	0	0	25,525
Sub-Totals		897	23,064,038	0	0	0	0	3,452,070	0	0	3,452,070
Minimum Payment	Minimum										
	\$										
Gross rental valuations											
GRV - Vacant	200.00	198	40,769		0	0	0	39,600	0	0	39,600
GRV - General	200.00	8	5,537		0	0	0	1,600	0	0	1,600
Unimproved valuations											
UV - Mining	200.00	55	41,119		0	0	0	11,000	0	0	11,000
UV - Pastoral	200.00	4	129,365		0	0	0	32,800	0	0	32,800
UV - Other	200.00	1	50,421		0	0	0	18,400	0	0	18,400
UV - Exploration	200.00	164	4,638		0	0	0	800	0	0	800
UV - Prospecting	200.00	92	100		0	0	0	200	0	0	200
											0
Sub-Totals		522	271,949	0	0	0	0	104,400	0	0	104,400
		1,419	23,335,987	0	0	0	0	3,556,470	0	0	3,556,470
Movement in Excess Rates											0
Discounts											0
Amount from General Rates											3,556,470
Write Offs											0
Ex-Gratia Rates											0
Specified Area Rates											0
Totals							0				3,556,470

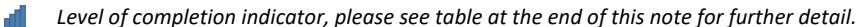











Comments - Rating Information

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

Note 11: Grants and Contributions

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	
				\$	\$	\$				\$	
General Purpose Funding											
	GEN PUR - Financial Assistance Grant - General	WALGGC	Operating	0	890,340	0	0	890,340	890,340	225,227	
	GEN PUR - Financial Assistance Grant - Roads	WALGGC	Operating	0	488,646	0	0	488,646	488,646	75,384	
	GEN PUR - Grant Funding	LRCI	Non-operating	0	0	1,531,180	255,196	1,531,180	1,531,180	0	
	GEN PUR - Contributions & Donations		Operating	0	0	0	0	0	0	0	
	GEN PUR - Other Income	Landgate	Operating	0	0	0	0	0	0	0	
Governance											
	OTH GOV - Reimbursements		Operating	0	0	0	0	0	0	0	
Law, Order and Public Safety											
	ESL BFB - Operating Grant	Dept. of Fire & Emergency Serv.	Operating	0	6,500	0	1,623	6,500	6,500	0	
	FIRE - Grants	Dept. of Fire & Emergency Serv.	Operating	0	0	0	0	0	0	2,953	
Community Amenities											
	COM AMEN - Grants		Non-operating	0	0	0	0	0	0	0	
Recreation and Culture											
	REC - Grants		Non-operating	0	0	0	0	0	0	0	
	OTH CUL - Grants - Other Culture		Non-operating	0	0	0	0	0	0	0	
Transport											
	ROADC - Regional Road Group Grants (MRWA)	Main Roads WA	Non-operating	0	0	1,014,000	169,000	1,014,000	1,014,000	0	
	ROADC - Roads to Recovery Grant	Commonwealth Gvt	Non-operating	0	0	700,626	116,770	700,626	700,626	190,000	
	ROADC - Other Grants - Roads/Streets	Main Roads WA	Non-operating	0	0	0	0	0	0	0	
	ROADM - Street Lighting Subsidy		Operating	0	1,713	0	426	1,713	1,713	1,713	
	ROADM - Direct Road Grant (MRWA)	Main Roads WA	Operating	0	178,900	0	178,900	178,900	178,900	190,034	
Economic Services											
	TOUR - Grants	Main Roads WA	Non-operating	0	0	0	0	0	0	0	
	OTH ECON - Community Resource Centre Income		Operating	0	0	0	0	0	0	18	
	OTH ECON - Community Resource Centre Grant		Operating	0	80,000	0	19,998	80,000	80,000	0	
	OTH ECON - Grants	Indue, DPIRD	Operating	0	0	0	0	0	0	9,524	
Other Property & Services											
	ADMIN - Reimbursements	DFES	Operating	0	0	0	0	0	0	0	
TOTALS				0	1,646,099	3,485,806	781,913	5,131,905	0	5,131,905	694,853
SUMMARY											
	Operating	Operating Grants, Subsidies and Contributions		0	1,646,099	0	200,947	1,646,099	0	1,646,099	504,853
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0
	Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	3,485,806	580,966	3,485,806	0	3,485,806	190,000
TOTALS				0	1,646,099	3,485,806	781,913	5,131,905	0	5,131,905	694,853

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

% of Completion	Note 13: Capital Acquisitions		YTD Actual			Budget			
	Assets	Job	New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
			\$	\$	\$	\$	\$	\$	
									
	Buildings								
	Education & Welfare								
0.00		Arts Centre	BC060	0	0	0	149,000	37,248	(37,248)
0.00		Men's Shed	BC060A	0	0	0	200,000	49,998	(49,998)
		Education & Welfare Total		0	0	0	349,000	87,246	(87,246)
	Housing								
1.00		MWS House Lot 165 (25) Onslow St - Building (Capital)	BC003	460	0	460	0	0	460
1.00		New Staff House 2020 - Building (Capital)	BC009	10,197	0	10,197	0	0	10,197
0.00		New 2x1 Staff House - Building (Capital)	BC010	0	0	0	238,900	59,721	(59,721)
0.00		New 2x1 Staff House (21-22)	BC011	0	0	0	520,000	129,996	(129,996)
1.00		Teachers Unit Lot 1090 (53a) (14a) Walsh St - Building (Capital)	BC015	2,623	0	2,623	0	0	2,623
1.00		Unit Lot 45 (29a) Shenton (Front) - Building (Capital)	BC017	47	0	47	0	0	47
0.00		Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	BC020	0	0	0	1,000,000	249,993	(249,993)
		Housing Total		13,326	0	13,326	1,758,900	439,710	(426,384)
	Recreation And Culture								
0.00		Town Hall (Hall) - Building (Capital)	BC026	0	0	0	110,000	27,498	(27,498)
0.69		Old Butcher Shop Lot 1094 (53) Shenton St - Building (Capital)	BC029	137,118	0	137,118	200,000	49,995	87,123
		Recreation And Culture Total		137,118	0	137,118	310,000	77,493	59,625

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

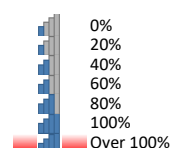
		YTD Actual			Budget				
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance		
% of Completion	Assets	Job	\$	\$	\$	\$	\$		
	Note 13: Capital Acquisitions								
	Transport								
0.02		Depot - Building (Capital)	BC037	6,138	0	6,138	250,000	62,496	(56,358)
0.00		Workshop - Chemical Storage	BC037A	0	0	0	50,000	12,495	(12,495)
1.00		Depot Office (Capital)	BC037B	756	0	756	0	0	756
		Transport Total		6,893	0	6,893	300,000	74,991	(68,098)
	Economic Services								
		Building not specified	BC000	0	0	0	100,000	24,999	(24,999)
		Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	BC028	0	0	0	299,000	74,748	(74,748)
		Church Hall Lot 8 (50) Shenton St - Building (Capital)	BC030	0	0	0	50,000	12,498	(12,498)
		Ex Police Station 8 Wilson (56 Shenton) - Building (Capital)	BC034	635	0	635	0	0	635
		Mercer Street Caravan Park Infrastructure	BC050	31,530	0	31,530	1,800,000	449,994	(418,464)
		Economic Services Total		32,165	0	32,165	2,249,000	562,239	(530,074)
	Other Property & Services								
0.00		Town Hall (Admin) - Building (Capital)	BC027	0	0	0	150,000	37,497	(37,497)
		Other Property & Services Total		0	0	0	150,000	37,497	(37,497)
0.04		Buildings Total		189,503	0	189,503	5,116,900	1,279,176	(1,089,673)
	Plant & Equipment (inc Furniture)								
	Governance								
0.00		Administration Communications Equipment	C0141	0	0	0	10,000	2,499	(2,499)
		Governance Total		0	0	0	10,000	2,499	(2,499)
	Law Order & Public Safety								
0.00		Tjunjuntjara CCTV	PE113	0	0	0	70,000	17,499	(17,499)
		Law Order & Public Safety Total		0	0	0	70,000	17,499	(17,499)
	Transport								
0.00		Backhoe Replacement	PA160	0	0	0	180,000	45,000	(45,000)
1.00		Steel Drum Roller Replacement	PA161	0	0	0	0	0	0
		Transport Total		0	0	0	180,000	45,000	(45,000)
0.00		Plant & Equipment Total		0	0	0	260,000	47,499	(47,499)

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

		Assets	Job	YTD Actual			Budget		
				New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
% of Completion			\$	\$	\$	\$	\$	\$	
		Infrastructure Assets - Roads							
		Transport							
0.00		Program Reseal	C1213	0	0	0	200,000	49,998	(49,998)
0.00		Kookynie Malcom Rd (Capital)	RC038	0	0	0	300,000	75,000	(75,000)
0.00		Tjuntjunjarra Access Rd (Capital) 20-21	RC049	0	0	0	231,327	57,831	(57,831)
0.00		Tjuntjunjarra Internal Roads Program (20-21)	RC249	0	0	0	100,000	24,999	(24,999)
0.00		Menzies North West Road Improvements (RRG 20-21)	RRG007A	0	0	0	510,000	127,500	(127,500)
0.00		Menzies North West Road Improvements (RRG 21-22)	RRG007B	0	0	0	142,500	35,625	(35,625)
0.00		Menzies North West Road Improvements (RRG 21-22)	RRG007C	0	0	0	510,000	127,500	(127,500)
0.00		Evanston Menzies Road (RRG 21-22)	RRG008A	0	0	0	300,000	75,000	(75,000)
0.00		Yarri Road (RRG 21-22)	RRG039A	0	0	0	142,500	35,625	(35,625)
0.00		Tjuntjunjarra Access Rd (RRG)	RRG049	0	0	0	80,000		0
0.01		Menzies North West Rd (R2R)	R2R007	3,000	0	3,000	510,628		3,000
0.01		Tjuntjunjarra Access Rd (R2R)	R2R049	864	0	864	88,443		864
0.00		Tjunjuntjara Access Road (R2R 20-21)	R2R049A	0	0	0	499,901	124,974	(124,974)
0.00		Tjunjuntjara Access Road (R2R 21-22)	R2R049B	0	0	0	190,000	47,499	(47,499)
0.00		LRCI Projects Phase 3 - Budgeting Purposes Only	LRC000A	0	0	0	1,094,890	273,720	(273,720)
0.00		Evanston Road (LRCI 20-21)	LRC008	0	0	0	450,000	112,500	(112,500)
0.00		Tjuntjunjarra Access Road (Indigenous Community Access Rd)	ICA049	0	0	0	240,000	60,000	(60,000)
1.00		Kookynie Rd - Flood Damage	RFD025	227	0	227	0	0	227
1.00		Pianto Rd - Flood Damage	RFD036	9,939	0	9,939	0	0	9,939
		Transport Total		14,030	0	14,030	5,590,189	1,227,771	(1,213,741)
0.00		Infrastructure Roads Total		14,030	0	14,030	5,590,189	1,227,771	(1,213,741)
		Footpaths							
		Transport							
0.00		Footpath Construction General (Budgeting Only)	FC000	0	0	0	50,000	12,495	(12,495)
		Transport Total		0	0	0	50,000	12,495	(12,495)
0.00		Footpaths Total		0	0	0	50,000	12,495	(12,495)

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2021

% of Completion	Assets	Job	YTD Actual			Budget		
			New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
			\$	\$	\$	\$	\$	\$
	Infrastructure Assets - Parks and Ovals							
	Recreation and Culture							
0.00	Marmion Village Reserve Improvements	PC005	0	0	0	90,000	22,500	(22,500)
0.00	Marmion Village - Outdoor Exercise Equip	PC005A	0	0	0	18,633	4,656	(4,656)
0.00	Drink Fountain in Park	PC036	0	0	0	10,000	2,499	(2,499)
0.00	Hand Wash at BBQ Area Water Park	PC112	0	0	0	10,000	2,499	(2,499)
0.00	Tjuntjunjarra Playground	PC113	0	0	0	97,445	24,360	(24,360)
	Recreation and Culture Total		0	0	0	226,078	56,514	(56,514)
0.00	Infrastructure Parks and Ovals Total		0	0	0	226,078	56,514	(56,514)
	Other Infrastructure							
	Community Amenities							
0.00	Tjuntjunjarra Cemetery Shade	C0104	0	0	0	50,000	12,498	(12,498)
	Community Amenities Total		0	0	0	50,000	12,498	(12,498)
	Recreation And Culture							
0.00	Marmion Village - Access Road	IO005	0	0	0	200,000	49,998	(49,998)
0.00	Kookynie Fencing	IO040	0	0	0	500,000	124,998	(124,998)
0.00	Niagra Dam Capital Works	C0131	0	0	0	1,000,000	249,993	(249,993)
	Recreation And Culture Total		0	0	0	1,700,000	424,989	(424,989)
	Transport							
0.00	Bores to Support Road Works	C0123	0	0	0	50,000	12,498	(12,498)
0.00	Grids Capital	GRIDCAP	0	0	0	60,000	14,997	(14,997)
0.00	Pilot Activated Lighting - Tjunjuntjara	IO12601	0	0	0	50,000	12,498	(12,498)
0.00	Town Dam Upgrade	C0121	0	0	0	20,000	4,998	(4,998)
	Transport Total		0	0	0	180,000	44,991	(44,991)
0.00	Other Infrastructure Total		0	0	0	1,930,000	482,478	(482,478)
0.02	Capital Expenditure Total		203,533	0	203,533	13,173,167	3,105,933	(2,902,400)



Percentage YTD Actual to Annual Budget
 Expenditure over budget highlighted in red.

SHIRE OF MENZIES
F.I.S
FINANCIAL INFORMATION
SCHEDULE AS
@ 30/09/2021



PURPOSE OF DOCUMENT - The Financial Information Schedule has been developed so that Councillors can have a more detailed breakdown of operating expenses and income. The document should be read in conjunction with the Monthly Financial Report as it is a useful tool in understanding variances to the budget.

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
General Purpose Funding							
Rates							
Operating Income							
3030120	RATES - Instalment Admin Fee Received		\$0.00	-\$1,374.00	-\$6,480.00	-\$5,106.00	371.62%
3030121	RATES - Account Enquiry Charges		\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
3030122	RATES - Reimbursement of Debt Collection Costs		\$0.00	-\$1,248.00	-\$1,330.34	-\$82.34	6.60%
3030130	RATES - Rates Levied - Synergy		\$0.00	-\$3,553,558.40	-\$3,552,920.65	\$637.75	-0.02%
3030145	RATES - Penalty Interest Received		\$0.00	-\$16,749.00	-\$9,162.83	\$7,586.17	-45.29%
3030146	RATES - Instalment Interest Received		\$0.00	-\$1,374.00	-\$7,006.81	-\$5,632.81	409.96%
Operating Income Total			\$0.00	-\$3,574,327.40	-\$3,576,900.63	-\$2,573.23	642.86%
General Purpose							
Operating Income							
3030201	GEN PUR - Reimbursements		\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
3030210	GEN PUR - Financial Assistance Grant - General		\$0.00	\$0.00	-\$225,227.00	-\$225,227.00	
3030211	GEN PUR - Financial Assistance Grant - Roads		\$0.00	\$0.00	-\$75,384.25	-\$75,384.25	
3030214	GEN PUR - Grant Funding		\$0.00	-\$255,196.00	\$0.00	\$255,196.00	-100.00%
3030220	GEN PUR - Charges - Photocopying / Faxing		\$0.00	-\$48.00	\$0.00	\$48.00	-100.00%
3030235	GEN PUR - Other Income		\$0.00	\$0.00	-\$1,818.43	-\$1,818.43	
3030245	GEN PUR - Interest Earned - Reserve Funds		\$0.00	-\$7,500.00	\$0.00	\$7,500.00	-100.00%
3030246	GEN PUR - Interest Earned - Municipal Funds		\$0.00	-\$1,500.00	-\$105.29	\$1,394.71	-92.98%
Operating Income Total			\$0.00	-\$264,268.00	-\$302,534.97	-\$38,266.97	-492.98%
Rates							
Operating Expenditure							
2030100	RATES - Employee Costs		\$0.00	\$14,601.00	\$8,398.19	-\$6,202.81	-42.48%
2030100	RATES - Employee Costs		\$0.00	\$2,682.00	\$1,394.40	-\$1,287.60	-48.01%
2030100	RATES - Employee Costs		\$0.00	\$168.00	\$0.00	-\$168.00	-100.00%
2030104	RATES - Training & Development		\$0.00	\$624.00	\$0.00	-\$624.00	-100.00%
2030112	RATES - Valuation Expenses		\$0.00	\$2,499.00	\$164.00	-\$2,335.00	-93.44%
2030113	RATES - Title/Company Searches		\$0.00	\$24.00	\$0.00	-\$24.00	-100.00%
2030114	RATES - Debt Collection Expenses		\$0.00	\$3,249.00	\$0.00	-\$3,249.00	-100.00%
2030114	RATES - Debt Collection Expenses		\$0.00	\$0.00	\$635.49	\$635.49	
2030115	RATES - Printing and Stationery		\$0.00	\$123.00	\$0.00	-\$123.00	-100.00%
2030116	RATES - Postage and Freight		\$0.00	\$249.00	\$0.00	-\$249.00	-100.00%
2030116	RATES - Postage and Freight		\$0.00	\$0.00	\$646.43	\$646.43	
2030118	RATES - Rates Write Off		\$0.00	\$50,295.00	\$776.57	-\$49,518.43	-98.46%
2030119	RATES - Seizure of Land		\$0.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2030119	RATES - Seizure of Land		\$0.00	\$0.00	\$422.50	\$422.50	
2030152	RATES - Consultants		\$0.00	\$2,187.00	\$8,750.00	\$6,563.00	300.09%
2030199	RATES - Administration Allocated		\$0.00	\$14,298.00	\$0.00	-\$14,298.00	-100.00%
Operating Expenditure Total			\$0.00	\$92,247.00	\$21,187.58	-\$71,059.42	-782.29%
General Purpose							
Operating Expenditure							
2030211	GEN PUR - Bank Fees & Charges		\$0.00	\$0.00	\$217.33	\$217.33	
2030211	GEN PUR - Bank Fees & Charges		\$0.00	\$0.00	\$16.55	\$16.55	
2030211	GEN PUR - Bank Fees & Charges		\$0.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2030299	GEN PUR - Administration Allocated		\$0.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
Operating Expenditure Total			\$0.00	\$10,779.00	\$233.88	-\$10,545.12	-200.00%
General Purpose Funding Total Income			\$0.00	-\$3,838,595.40	-\$3,879,435.60	-\$40,840.20	1.06%
General Purpose Funding Total Expenditure			\$0.00	\$103,026.00	\$21,421.46	-\$81,604.54	-79.21%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Governance							
Members of Council							
Operating Income							
Operating Income Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Members of Council							
Operating Expenditure							
2040104	MEMBERS - Training & Development		\$0.00	\$0.00	\$709.08	\$709.08	
2040104	MEMBERS - Training & Development		\$45,000.00	\$11,250.00	\$0.00	-\$11,250.00	-100.00%
2040109	MEMBERS - Members Travel and Accommodation		\$0.00	\$0.00	\$1,471.50	\$1,471.50	
2040109	MEMBERS - Members Travel and Accommodation		\$25,000.00	\$6,249.00	\$177.29	-\$6,071.71	-97.16%
2040111	MEMBERS - Mayors/Presidents Allowance		\$0.00	\$0.00	\$3,310.66	\$3,310.66	
2040111	MEMBERS - Mayors/Presidents Allowance		\$19,864.00	\$4,965.00	\$0.00	-\$4,965.00	-100.00%
2040112	MEMBERS - Deputy Mayors/Presidents Allowance		\$0.00	\$0.00	\$1,241.52	\$1,241.52	
2040112	MEMBERS - Deputy Mayors/Presidents Allowance		\$4,966.00	\$1,239.00	\$0.00	-\$1,239.00	-100.00%
2040113	MEMBERS - Members Sitting Fees		\$0.00	\$0.00	\$14,997.55	\$14,997.55	
2040113	MEMBERS - Members Sitting Fees		\$75,870.00	\$18,966.00	\$3,364.49	-\$15,601.51	-82.26%
2040114	MEMBERS - Communications Allowance		\$0.00	\$0.00	\$1,558.22	\$1,558.22	
2040114	MEMBERS - Communications Allowance		\$7,700.00	\$1,923.00	\$0.00	-\$1,923.00	-100.00%
2040115	MEMBERS - Printing and Stationery		\$400.00	\$99.00	\$0.00	-\$99.00	-100.00%
2040116	MEMBERS - Election Expenses		\$22,000.00	\$5,499.00	\$0.00	-\$5,499.00	-100.00%
2040121	MEMBERS - Information Systems		\$3,000.00	\$750.00	\$0.00	-\$750.00	-100.00%
2040129	MEMBERS - Donations to Community Groups		\$30,000.00	\$7,500.00	\$4,842.73	-\$2,657.27	-35.43%
2040130	MEMBERS - Insurance Expenses		\$10,212.00	\$2,553.00	\$1,175.00	-\$1,378.00	-53.98%
2040186	MEMBERS - Expensed Minor Asset Purchases		\$5,000.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2040187	MEMBERS - Other Expenses		\$0.00	\$0.00	\$95.98	\$95.98	
2040199	MEMBERS - Administration Allocated		\$381,297.00	\$95,322.00	\$0.00	-\$95,322.00	-100.00%
Operating Expenditure Total			\$630,309.00	\$157,563.00	\$32,944.02	-\$124,618.98	-1168.83%
Other Governance							
Operating Expenditure							
2040200	OTH GOV - Employee Costs		\$195,893.72	\$48,972.00	\$57,876.09	\$8,904.09	18.18%
2040200	OTH GOV - Employee Costs		\$35,796.00	\$8,949.00	\$7,804.19	-\$1,144.81	-12.79%
2040200	OTH GOV - Employee Costs		\$2,278.00	\$567.00	\$0.00	-\$567.00	-100.00%
2040204	OTH GOV - Training & Development		\$0.00	\$0.00	\$2,290.00	\$2,290.00	
2040205	OTH GOV - Recruitment		\$0.00	\$0.00	\$3,249.77	\$3,249.77	
2040206	OTH GOV - Fringe Benefits Tax (FBT)		\$0.00	\$0.00	-\$4,355.00	-\$4,355.00	
2040208	OTH GOV - Other Employee Expenses		\$0.00	\$0.00	\$250.00	\$250.00	
2040210	OTH GOV - Motor Vehicle Expenses		\$18,232.00	\$4,557.00	\$0.00	-\$4,557.00	-100.00%
2040211	OTH GOV - Civic Functions, Refreshments & Receptions		\$0.00	\$0.00	\$177.90	\$177.90	
2040211	OTH GOV - Civic Functions, Refreshments & Receptions		\$4,000.00	\$999.00	\$158.10	-\$840.90	-84.17%
2040220	OTH GOV - Communication Expenses		\$0.00	\$0.00	\$50.90	\$50.90	
2040221	OTH GOV - Information Systems		\$4,080.00	\$1,020.00	\$2,800.00	\$1,780.00	174.51%
2040221	OTH GOV - Information Systems		\$0.00	\$0.00	\$680.00	\$680.00	
2040240	OTH GOV - Advertising & Promotion		\$600.00	\$150.00	\$0.00	-\$150.00	-100.00%
2040241	OTH GOV - Subscriptions & Memberships		\$37,549.00	\$9,387.00	\$15,452.63	\$6,065.63	64.62%
2040241	OTH GOV - Subscriptions & Memberships		\$0.00	\$0.00	\$71.73	\$71.73	
2040250	OTH GOV - Consultancy - Statutory		\$11,000.00	\$2,748.00	\$0.00	-\$2,748.00	-100.00%
2040251	OTH GOV - Consultancy - Strategic		\$1,000.00	\$249.00	\$0.00	-\$249.00	-100.00%
2040252	OTH GOV - Other Consultancy		\$5,000.00	\$1,248.00	\$13,410.00	\$12,162.00	974.52%
2040285	OTH GOV - Legal Expenses		\$20,000.00	\$4,998.00	\$277.00	-\$4,721.00	-94.46%
2040286	OTH GOV - Expensed Minor Asset Purchases		\$5,000.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2040298	OTH GOV - Staff Housing Allocated		\$10,119.00	\$2,529.00	\$0.00	-\$2,529.00	-100.00%
2040299	OTH GOV - Administration Allocated		\$38,130.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
4040230	OTH GOV - Plant & Equipment (Capital)		\$10,000.00	\$2,499.00	\$0.00	-\$2,499.00	-100.00%
4040281	OTH GOV - Transfers to Reserve		\$502.00	\$123.00	\$0.00	-\$123.00	-100.00%
Operating Expenditure Total			\$399,179.72	\$99,774.00	\$100,193.31	\$419.31	40.40%
Governance Total Income			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Governance Total Expenditure			\$1,029,488.72	\$257,337.00	\$133,137.33	-\$124,199.67	-48.26%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Law, Order & Public Safety							
Fire Prevention							
Operating Income							
3050110	FIRE - Grants		\$0.00	\$0.00	-\$2,953.00	-\$2,953.00	
Operating Income Total			\$0.00	\$0.00	-\$2,953.00	-\$2,953.00	0.00%
Animal Control							
Operating Income							
3050220	ANIMAL - Pound Fees		-\$50.00	-\$12.00	\$0.00	\$12.00	-100.00%
3050221	ANIMAL - Animal Registration Fees		-\$100.00	-\$24.00	\$0.00	\$24.00	-100.00%
Operating Income Total			-\$150.00	-\$36.00	\$0.00	\$36.00	-200.00%
Emergency Services Levy - Bush Fire Brigade							
Operating Income							
3050502	ESL BFB - Admin Fee/Commission		-\$4,000.00	-\$999.00	\$0.00	\$999.00	-100.00%
3050510	ESL BFB - Operating Grant		-\$6,500.00	-\$1,623.00	\$0.00	\$1,623.00	-100.00%
3050545	ESL BFB - Non-Payment Penalty Interest		-\$4,000.00	-\$999.00	-\$767.57	\$231.43	-23.17%
Operating Income Total			-\$14,500.00	-\$3,621.00	-\$767.57	\$2,853.43	-223.17%
Fire Prevention							
Operating Expenditure							
2050113	FIRE - Fire Prevention and Planning		\$500.00	\$123.00	\$0.00	-\$123.00	-100.00%
2050188	FIRE - Building Operations		\$550.00	\$135.00	\$204.59	\$69.59	51.55%
2050188	FIRE - Building Operations		\$238.00	\$57.00	\$124.27	\$67.27	118.02%
2050189	FIRE - Building Maintenance		\$208.00	\$51.00	\$0.00	-\$51.00	-100.00%
2050189	FIRE - Building Maintenance		\$300.00	\$75.00	\$0.00	-\$75.00	-100.00%
2050189	FIRE - Building Maintenance		\$394.00	\$96.00	\$0.00	-\$96.00	-100.00%
2050192	FIRE - Depreciation		\$3,250.00	\$810.00	\$0.00	-\$810.00	-100.00%
Operating Expenditure Total			\$5,440.00	\$1,347.00	\$328.86	-\$1,018.14	-330.43%
Animal Control							
Operating Expenditure							
2050252	ANIMAL - Consultants		\$0.00	\$0.00	\$7,275.00	\$7,275.00	
2050253	ANIMAL - Contract Services		\$30,000.00	\$7,500.00	\$0.00	-\$7,500.00	-100.00%
2050265	ANIMAL - Animal Care Day Menzies		\$5,000.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2050288	ANIMAL - Animal Pound Operations		\$100.00	\$24.00	\$0.00	-\$24.00	-100.00%
2050289	ANIMAL - Animal Pound Maintenance		\$100.00	\$24.00	\$0.00	-\$24.00	-100.00%
2050292	ANIMAL - Depreciation		\$1,252.00	\$312.00	\$0.00	-\$312.00	-100.00%
2050299	ANIMAL - Administration Allocated		\$38,130.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
Operating Expenditure Total			\$74,582.00	\$18,639.00	\$7,275.00	-\$11,364.00	-600.00%
Other Law, Order & Public Safety							
Operating Expenditure							
2050312	OLOPS - LEMC Support		\$10,000.00	\$2,499.00	\$0.00	-\$2,499.00	-100.00%
2050313	OLOPS - Community Emergency Services		\$3,113.00	\$777.00	\$655.38	-\$121.62	-15.65%
2050313	OLOPS - Community Emergency Services		-\$49.00	-\$12.00	\$0.00	\$12.00	-100.00%
2050313	OLOPS - Community Emergency Services		\$5,911.00	\$1,476.00	\$270.51	-\$1,205.49	-81.67%
2050399	OLOPS - Administration Allocated		\$9,532.00	\$2,382.00	\$0.00	-\$2,382.00	-100.00%
Operating Expenditure Total			\$28,507.00	\$7,122.00	\$925.89	-\$6,196.11	-397.33%
Emergency Services Levy - Bush Fire Brigade							
Operating Expenditure							
2050530	ESL BFB - Insurance Expenses		\$1,500.00	\$375.00	\$1,600.00	\$1,225.00	326.67%
2050565	ESL BFB - Maintenance Plant & Equipment		\$8,403.00	\$2,100.00	\$0.00	-\$2,100.00	-100.00%
2050589	ESL BFB - Maintenance Land & Buildings		\$2,159.00	\$537.00	\$0.00	-\$537.00	-100.00%
2050589	ESL BFB - Maintenance Land & Buildings		-\$34.00	-\$6.00	\$0.00	\$6.00	-100.00%
2050589	ESL BFB - Maintenance Land & Buildings		\$1,000.00	\$249.00	\$0.00	-\$249.00	-100.00%
2050589	ESL BFB - Maintenance Land & Buildings		\$4,098.00	\$1,023.00	\$0.00	-\$1,023.00	-100.00%
2050599	ESL BFB - Administration Allocated		\$9,532.00	\$2,382.00	\$0.00	-\$2,382.00	-100.00%
Operating Expenditure Total			\$26,658.00	\$6,660.00	\$1,600.00	-\$5,060.00	-273.33%
Law, Order & Public Safety Total Income			-\$14,650.00	-\$3,657.00	-\$3,720.57	-\$63.57	1.74%
Law, Order & Public Safety Total Expenditure			\$135,187.00	\$33,768.00	\$10,129.75	-\$23,638.25	-70.00%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Health							
Health							
Operating Income							
3070420		HEALTH - Health Regulatory Fees & Charges	-\$300.00	-\$75.00	\$0.00	\$75.00	-100.00%
Operating Income Total			-\$300.00	-\$75.00	\$0.00	\$75.00	-100.00%
Health							
Operating Expenses							
2070411		HEALTH - Contract EHO	\$22,000.00	\$5,499.00	\$6,255.04	\$756.04	13.75%
2070412		HEALTH - Analytical Expenses	\$360.00	\$90.00	\$360.00	\$270.00	300.00%
2070485		HEALTH - Legal Expenses	\$3,000.00	\$750.00	\$0.00	-\$750.00	-100.00%
2070499		HEALTH - Administration Allocated	\$9,532.00	\$2,382.00	\$0.00	-\$2,382.00	-100.00%
Operating Expenditure Total			\$34,892.00	\$8,721.00	\$6,615.04	-\$2,105.96	113.75%
Other Health							
Operating Expenses							
2070750		OTH HEALTH - Nurse Expenses	\$7,700.00	\$1,923.00	\$0.00	-\$1,923.00	-100.00%
Operating Expenditure Total			\$7,700.00	\$1,923.00	\$0.00	-\$1,923.00	-100.00%
Health Total Income			-\$300.00	-\$75.00	\$0.00	\$75.00	-100.00%
Health Total Expenditure			\$42,592.00	\$10,644.00	\$6,615.04	-\$4,028.96	-37.85%
Housing							
Staff Housing							
Operating Income							
3090101		STF HOUSE - Staff Rental Reimbursements	\$0.00	\$0.00	-\$2,890.00	-\$2,890.00	
3090120		STF HOUSE - Fees & Charges	-\$13,500.00	-\$3,375.00	\$0.00	\$3,375.00	-100.00%
Operating Income Total			-\$13,500.00	-\$3,375.00	-\$2,890.00	\$485.00	-100.00%
Other Housing							
Operating Income							
3090201		OTH HOUSE - Rental Reimbursements	\$0.00	\$0.00	-\$4,176.98	-\$4,176.98	
3090220		OTH HOUSE - Fees & Charges	-\$24,180.00	-\$6,045.00	\$0.00	\$6,045.00	-100.00%
3090235		OTH HOUSE - Other Income	-\$200.00	-\$48.00	\$0.00	\$48.00	-100.00%
Operating Income Total			-\$24,380.00	-\$6,093.00	-\$4,176.98	\$1,916.02	-200.00%
Staff Housing							
Operating Expenditure							
2090186		STF HOUSE - Expensed Minor Asset Purchases	\$0.00	\$0.00	\$2,263.00	\$2,263.00	
2090188		STF HOUSE - Staff Housing Building Operations	\$0.00	\$0.00	\$413.31	\$413.31	
2090188		STF HOUSE - Staff Housing Building Operations	\$0.00	\$0.00	\$433.43	\$433.43	
2090188		STF HOUSE - Staff Housing Building Operations	\$600.00	\$150.00	\$0.00	-\$150.00	-100.00%
2090188		STF HOUSE - Staff Housing Building Operations	\$4,550.00	\$1,134.00	\$2,627.47	\$1,493.47	131.70%
2090188		STF HOUSE - Staff Housing Building Operations	\$2,200.00	\$546.00	\$61.50	-\$484.50	-88.74%
2090188		STF HOUSE - Staff Housing Building Operations	\$3,960.00	\$984.00	\$634.08	-\$349.92	-35.56%
2090188		STF HOUSE - Staff Housing Building Operations	\$7,339.00	\$1,830.00	\$4,212.44	\$2,382.44	130.19%
2090188		STF HOUSE - Staff Housing Building Operations	\$0.00	\$0.00	\$743.81	\$743.81	
2090189		STF HOUSE - Staff Housing Building Maintenance	\$10,172.00	\$2,529.00	\$1,342.34	-\$1,186.66	-46.92%
2090189		STF HOUSE - Staff Housing Building Maintenance	\$0.00	\$0.00	\$500.00	\$500.00	
2090189		STF HOUSE - Staff Housing Building Maintenance	\$17,361.00	\$4,320.00	\$4,404.59	\$84.59	1.96%
2090189		STF HOUSE - Staff Housing Building Maintenance	\$19,306.00	\$4,821.00	\$2,499.67	-\$2,321.33	-48.15%
2090192		STF HOUSE - Depreciation	\$57,150.00	\$14,286.00	\$0.00	-\$14,286.00	-100.00%
2090198		STF HOUSE - Staff Housing Costs Recovered	-\$73,838.00	-\$18,459.00	\$0.00	\$18,459.00	-100.00%
Operating Expenditure Total			\$48,800.00	\$12,141.00	\$20,135.64	\$7,994.64	-255.52%
Other Housing							
Operating Expenditure							
2090285		OTH HOUSE - Legal Expenses	\$0.00	\$0.00	\$2,300.00	\$2,300.00	
2090288		OTH HOUSE - Building Operations	\$0.00	\$0.00	\$1,855.63	\$1,855.63	
2090288		OTH HOUSE - Building Operations	\$0.00	\$0.00	\$453.64	\$453.64	
2090288		OTH HOUSE - Building Operations	\$1,800.00	\$447.00	\$1,203.45	\$756.45	169.23%
2090288		OTH HOUSE - Building Operations	\$2,450.00	\$609.00	\$181.50	-\$427.50	-70.20%
2090288		OTH HOUSE - Building Operations	\$5,000.00	\$1,239.00	\$644.69	-\$594.31	-47.97%
2090288		OTH HOUSE - Building Operations	\$5,356.00	\$1,329.00	\$2,794.14	\$1,465.14	110.24%
2090288		OTH HOUSE - Building Operations	\$0.00	\$0.00	\$3,214.87	\$3,214.87	
2090289		OTH HOUSE - Building Maintenance	\$5,667.00	\$1,407.00	\$1,522.73	\$115.73	8.23%
2090289		OTH HOUSE - Building Maintenance	\$13,230.00	\$3,297.00	\$1,587.78	-\$1,709.22	-51.84%
2090289		OTH HOUSE - Building Maintenance	\$10,756.00	\$2,682.00	\$2,846.38	\$164.38	6.13%
2090292		OTH HOUSE - Depreciation	\$35,500.00	\$8,874.00	\$0.00	-\$8,874.00	-100.00%
2090299		OTH HOUSE - Administration Allocated	\$76,259.00	\$19,062.00	\$0.00	-\$19,062.00	-100.00%
Operating Expenditure Total			\$156,018.00	\$38,946.00	\$18,604.81	-\$20,341.19	-76.18%
Housing Total Income			-\$37,880.00	-\$9,468.00	-\$7,066.98	\$2,401.02	-25.36%
Housing Total Expenditure			\$204,818.00	\$51,087.00	\$38,740.45	-\$12,346.55	-24.17%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Community Amenities							
Sanitation General							
Operating Income							
3100120		SAN - Domestic Refuse Collection Charges	\$0.00	-\$2,421.00	-\$9,545.00	-\$7,124.00	294.26%
Operating Income Total			\$0.00	-\$2,421.00	-\$9,545.00	-\$7,124.00	294.26%
Sanitation Other							
Operating Income							
3100200		SAN OTH - Commercial Collection Charge	\$0.00	-\$3,750.00	\$0.00	\$3,750.00	-100.00%
Operating Income Total			\$0.00	-\$3,750.00	\$0.00	\$3,750.00	-100.00%
Sanitation Other							
Operating Income							
3100321		SEW - Septic Tank Inspection Fees	\$0.00	-\$174.00	\$0.00	\$174.00	-100.00%
3100335		SEW - Other Income	\$0.00	\$0.00	-\$236.00	-\$236.00	
Operating Income Total			\$0.00	-\$174.00	-\$236.00	-\$62.00	-100.00%
Sewerage							
Operating Income							
3100620		PLAN - Planning Application Fees	\$0.00	-\$123.00	\$0.00	\$123.00	-100.00%
Operating Income Total			\$0.00	-\$123.00	\$0.00	\$123.00	-100.00%
Other Community Amenities							
Operating Income							
3100735		COM AMEN - Other Income	\$0.00	\$0.00	-\$90.91	-\$90.91	
Operating Income Total			\$0.00	\$0.00	-\$90.91	-\$90.91	0.00%
Sanitation General							
Operating Expenditure							
2100111		SAN - Waste Collection	\$0.00	\$4,854.00	\$5,184.88	\$330.88	6.82%
2100111		SAN - Waste Collection	\$0.00	\$9,216.00	\$9,535.77	\$319.77	3.47%
2100111		SAN - Waste Collection	\$0.00	\$7,797.00	\$6,600.00	-\$1,197.00	-15.35%
2100117		SAN - General Tip Maintenance	\$0.00	\$2,592.00	\$2,047.39	-\$544.61	-21.01%
2100117		SAN - General Tip Maintenance	\$0.00	\$48.00	\$105.89	\$57.89	120.60%
2100117		SAN - General Tip Maintenance	\$0.00	\$4,923.00	\$3,703.64	-\$1,219.36	-24.77%
2100117		SAN - General Tip Maintenance	\$0.00	\$11,466.00	\$3,541.25	-\$7,924.75	-69.12%
2100118		SAN - Purchase of Bins (Sulo and Other)	\$0.00	\$498.00	\$0.00	-\$498.00	-100.00%
2100192		SAN - Depreciation	\$0.00	\$2,154.00	\$0.00	-\$2,154.00	-100.00%
2100199		SAN - Administration Allocated	\$0.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
Operating Expenditure Total			\$0.00	\$53,079.00	\$30,718.82	-\$22,360.18	-299.36%
Sanitation Other							
Operating Expenditure							
2100211		SAN OTH - Waste Collection	\$0.00	\$153.00	\$0.00	-\$153.00	-100.00%
2100211		SAN OTH - Waste Collection	\$0.00	\$294.00	\$0.00	-\$294.00	-100.00%
2100211		SAN OTH - Waste Collection	\$0.00	\$228.00	\$0.00	-\$228.00	-100.00%
2100212		SAN OTH - Waste Disposal	\$0.00	\$276.00	\$0.00	-\$276.00	-100.00%
2100214		SAN OTH - Purchase of Street Bins	\$0.00	\$123.00	\$0.00	-\$123.00	-100.00%
Operating Expenditure Total			\$0.00	\$1,074.00	\$0.00	-\$1,074.00	-500.00%
Sewerage							
Operating Expenditure							
2100365		SEW - Maintenance/Operations	\$0.00	\$498.00	\$0.00	-\$498.00	-100.00%
2100365		SEW - Maintenance/Operations	\$0.00	\$942.00	\$0.00	-\$942.00	-100.00%
2100399		SEW - Administration Allocated	\$0.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
Operating Expenditure Total			\$0.00	\$10,971.00	\$0.00	-\$10,971.00	-300.00%
Town Planning & Regional Development							
Operating Expenditure							
2100615		PLAN - Printing and Stationery	\$0.00	\$249.00	\$0.00	-\$249.00	-100.00%
2100640		PLAN - Advertising & Promotion	\$0.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2100650		PLAN - Contract Town Planning	\$0.00	\$720.00	\$0.00	-\$720.00	-100.00%
2100652		PLAN - Consultants	\$0.00	\$4,998.00	\$0.00	-\$4,998.00	-100.00%
2100653		PLAN - Scheme Amendments	\$0.00	\$249.00	\$0.00	-\$249.00	-100.00%
2100699		PLAN - Administration Allocated	\$0.00	\$2,382.00	\$0.00	-\$2,382.00	-100.00%
Operating Expenditure Total			\$0.00	\$9,846.00	\$0.00	-\$9,846.00	-600.00%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Other Community Amenities							
Operating Expenditure							
		2100711 COM AMEN - Cemetery Maintenance/Operations	\$0.00	\$498.00	\$0.00	-\$498.00	-100.00%
		2100711 COM AMEN - Cemetery Maintenance/Operations	\$0.00	\$33.00	\$73.51	\$40.51	122.76%
		2100711 COM AMEN - Cemetery Maintenance/Operations	\$0.00	\$942.00	\$0.00	-\$942.00	-100.00%
		2100788 COM AMEN - Public Conveniences Operations	\$0.00	\$0.00	\$3,615.55	\$3,615.55	
		2100788 COM AMEN - Public Conveniences Operations	\$0.00	\$0.00	\$1,156.07	\$1,156.07	
		2100788 COM AMEN - Public Conveniences Operations	\$0.00	\$0.00	\$2,292.24	\$2,292.24	
		2100788 COM AMEN - Public Conveniences Operations	\$0.00	\$174.00	\$222.10	\$48.10	27.64%
		2100788 COM AMEN - Public Conveniences Operations	\$0.00	\$195.00	\$368.67	\$173.67	89.06%
		2100788 COM AMEN - Public Conveniences Operations	\$0.00	\$0.00	\$5,066.92	\$5,066.92	
		2100789 COM AMEN - Public Conveniences Maintenance	\$0.00	\$3,678.00	\$675.27	-\$3,002.73	-81.64%
		2100789 COM AMEN - Public Conveniences Maintenance	\$0.00	\$0.00	\$2,405.31	\$2,405.31	
		2100789 COM AMEN - Public Conveniences Maintenance	\$0.00	\$984.00	-\$65.30	-\$1,049.30	-106.64%
		2100789 COM AMEN - Public Conveniences Maintenance	\$0.00	\$624.00	\$0.00	-\$624.00	-100.00%
		2100789 COM AMEN - Public Conveniences Maintenance	\$0.00	\$7,002.00	\$1,238.35	-\$5,763.65	-82.31%
		2100789 COM AMEN - Public Conveniences Maintenance	\$0.00	\$1,704.00	\$0.00	-\$1,704.00	-100.00%
		2100792 COM AMEN - Depreciation	\$0.00	\$624.00	\$0.00	-\$624.00	-100.00%
		2100799 COM AMEN - Administration Allocated	\$0.00	\$2,382.00	\$0.00	-\$2,382.00	-100.00%
		Operating Expenditure Total	\$0.00	\$18,840.00	\$17,048.69	-\$1,791.31	-631.13%
		Community Amenities Total Income	\$0.00	-\$6,468.00	-\$9,871.91	-\$3,403.91	52.63%
		Community Amenities Total Expenditure	\$0.00	\$93,810.00	\$47,767.51	-\$46,042.49	-49.08%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Recreation & Culture							
Public Halls & Civic Centres							
Operating Income							
3110120		HALLS - Town Hall Hire	\$0.00	\$0.00	-\$72.73	-\$72.73	
3110120		HALLS - Town Hall Hire	\$0.00	-\$48.00	-\$145.46	-\$97.46	203.04%
3110135		HALLS - Other Income	\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
Operating Income Total			\$0.00	-\$72.00	-\$218.19	-\$146.19	103.04%
Other Recreation And Sport							
Operating Income							
3110320		REC - Fees & Charges	\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
3110335		REC - Other Income	\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
Operating Income Total			\$0.00	-\$48.00	\$0.00	\$48.00	-200.00%
Libraries							
Operating Income							
3110501		LIBRARY - Reimbursements Lost Books	\$0.00	\$24.00	\$0.00	-\$24.00	-100.00%
3110540		LIBRARY - Fines & Penalties	\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
Operating Income Total			\$0.00	\$0.00	\$0.00	\$0.00	-200.00%
Other Culture							
Operating Income							
3110720		OTH CUL - Fees & Charges	\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
3110735		OTH CUL - Other Income	\$0.00	-\$24.00	\$0.00	\$24.00	-100.00%
Operating Income Total			\$0.00	-\$48.00	\$0.00	\$48.00	-200.00%
Public Halls And Civic Centres							
Operating Expenditure							
2110186		HALLS - Expensed Minor Asset Purchases	\$0.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2110188		HALLS - Town Halls and Public Bldg Operations	\$0.00	\$0.00	\$4,576.81	\$4,576.81	
2110189		HALLS - Town Halls and Public Bldg Maintenance	\$0.00	\$0.00	\$141.16	\$141.16	
2110199		HALLS - Administration Allocated	\$0.00	\$23,829.00	\$0.00	-\$23,829.00	-100.00%
Operating Expenditure Total			\$0.00	\$25,077.00	\$4,717.97	-\$20,359.03	-200.00%
Other Recreation And Sport							
Operating Expenditure							
2110300		REC - Employee Costs	\$0.00	\$9,795.00	\$0.00	-\$9,795.00	-100.00%
2110300		REC - Employee Costs	\$0.00	\$1,020.00	\$0.00	-\$1,020.00	-100.00%
2110300		REC - Employee Costs	\$0.00	\$105.00	\$0.00	-\$105.00	-100.00%
2110353		REC - Sports Courts Maintenance/Operations	\$0.00	\$309.00	\$0.00	-\$309.00	-100.00%
2110353		REC - Sports Courts Maintenance/Operations	\$0.00	\$873.00	\$1,673.16	\$800.16	91.66%
2110353		REC - Sports Courts Maintenance/Operations	\$0.00	\$159.00	\$336.37	\$177.37	111.55%
2110353		REC - Sports Courts Maintenance/Operations	\$0.00	\$591.00	\$0.00	-\$591.00	-100.00%
2110355		REC - Water Park Maintenance/Operations	\$0.00	\$3,630.00	\$1,986.45	-\$1,643.55	-45.28%
2110355		REC - Water Park Maintenance/Operations	\$0.00	\$2,100.00	\$0.00	-\$2,100.00	-100.00%
2110355		REC - Water Park Maintenance/Operations	\$0.00	\$2,250.00	\$477.27	-\$1,772.73	-78.79%
2110355		REC - Water Park Maintenance/Operations	\$0.00	\$225.00	\$471.85	\$246.85	109.71%
2110355		REC - Water Park Maintenance/Operations	\$0.00	\$6,894.00	\$3,680.33	-\$3,213.67	-46.62%
2110365		REC - Parks & Gardens Maintenance/Operations	\$0.00	\$10,680.00	\$3,429.26	-\$7,250.74	-67.89%
2110365		REC - Parks & Gardens Maintenance/Operations	\$0.00	\$123.00	\$234.36	\$111.36	90.54%
2110365		REC - Parks & Gardens Maintenance/Operations	\$0.00	\$20,286.00	\$6,327.58	-\$13,958.42	-68.81%
2110365		REC - Parks & Gardens Maintenance/Operations	\$0.00	\$11,439.00	\$0.00	-\$11,439.00	-100.00%
2110366		REC - Town Sports Oval Maintenance/Operations	\$0.00	\$414.00	\$365.67	-\$48.33	-11.67%
2110366		REC - Town Sports Oval Maintenance/Operations	\$0.00	\$174.00	\$0.00	-\$174.00	-100.00%
2110366		REC - Town Sports Oval Maintenance/Operations	\$0.00	\$90.00	\$102.15	\$12.15	13.50%
2110366		REC - Town Sports Oval Maintenance/Operations	\$0.00	\$786.00	\$694.28	-\$91.72	-11.67%
2110366		REC - Town Sports Oval Maintenance/Operations	\$0.00	\$99.00	\$0.00	-\$99.00	-100.00%
2110367		REC - Rodeo Grounds Maintenance/Operations	\$0.00	\$102.00	\$0.00	-\$102.00	-100.00%
2110367		REC - Rodeo Grounds Maintenance/Operations	\$0.00	\$195.00	\$0.00	-\$195.00	-100.00%
2110367		REC - Rodeo Grounds Maintenance/Operations	\$0.00	\$162.00	\$0.00	-\$162.00	-100.00%
2110368		REC - Playground Equipment Mtce	\$0.00	\$519.00	\$278.82	-\$240.18	-46.28%
2110368		REC - Playground Equipment Mtce	\$0.00	\$984.00	\$509.18	-\$474.82	-48.25%
2110368		REC - Playground Equipment Mtce	\$0.00	\$81.00	\$0.00	-\$81.00	-100.00%
2110386		REC - Expensed Minor Asset Purchases	\$0.00	\$123.00	\$0.00	-\$123.00	-100.00%
2110388		REC - Youth Centre Building Operations	\$0.00	\$0.00	\$9,313.94	\$9,313.94	
2110388		REC - Youth Centre Building Operations	\$0.00	\$0.00	\$777.47	\$777.47	
2110388		REC - Youth Centre Building Operations	\$0.00	\$0.00	\$125.00	\$125.00	
2110388		REC - Youth Centre Building Operations	\$0.00	\$0.00	-\$137.33	-\$137.33	
2110388		REC - Youth Centre Building Operations	\$0.00	\$321.00	\$453.02	\$132.02	41.13%
2110389		REC - Youth Centre Building Maintenance	\$0.00	\$1,233.00	\$0.00	-\$1,233.00	-100.00%
2110389		REC - Youth Centre Building Maintenance	\$0.00	\$123.00	\$0.00	-\$123.00	-100.00%
2110389		REC - Youth Centre Building Maintenance	\$0.00	\$2,343.00	\$0.00	-\$2,343.00	-100.00%
2110392		REC - Depreciation	\$0.00	\$3,750.00	\$0.00	-\$3,750.00	-100.00%
2110392		REC - Depreciation	\$0.00	\$219.00	\$0.00	-\$219.00	-100.00%
2110392		REC - Depreciation	\$0.00	\$1,926.00	\$0.00	-\$1,926.00	-100.00%
2110392		REC - Depreciation	\$0.00	\$2,784.00	\$0.00	-\$2,784.00	-100.00%
2110399		REC - Administration Allocated	\$0.00	\$38,127.00	\$0.00	-\$38,127.00	-100.00%
Operating Expenditure Total			\$0.00	\$125,034.00	\$31,098.83	-\$93,935.17	-2167.17%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
		Television & Rebroadcasting					
		Operating Expenditure					
		2110465 TV RADIO - Re-Broadcasting Maintenance/Operations	\$0.00	\$1,374.00	\$0.00	-\$1,374.00	-100.00%
		2110465 TV RADIO - Re-Broadcasting Maintenance/Operations	\$0.00	\$435.00	\$3,363.50	\$2,928.50	673.22%
		2110465 TV RADIO - Re-Broadcasting Maintenance/Operations	\$0.00	\$15.00	\$0.00	-\$15.00	-100.00%
		2110492 TV RADIO - Depreciation	\$0.00	\$16,455.00	\$0.00	-\$16,455.00	-100.00%
		2110499 TV RADIO - Administration Allocated	\$0.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
		Operating Expenditure Total	\$0.00	\$27,810.00	\$3,363.50	-\$24,446.50	273.22%
		Libraries					
		Operating Expenditure					
		2110512 LIBRARY - Book Purchases	\$0.00	\$249.00	\$0.00	-\$249.00	-100.00%
		2110515 LIBRARY - Printing and Stationery	\$0.00	\$48.00	\$0.00	-\$48.00	-100.00%
		2110516 LIBRARY - Postage and Freight	\$0.00	\$48.00	\$0.00	-\$48.00	-100.00%
		2110516 LIBRARY - Postage and Freight	\$0.00	\$0.00	\$70.50	\$70.50	
		2110541 LIBRARY - Subscriptions & Memberships	\$0.00	\$363.00	\$0.00	-\$363.00	-100.00%
		2110586 LIBRARY - Expensed Minor Asset Purchases	\$0.00	\$24.00	\$0.00	-\$24.00	-100.00%
		2110588 LIBRARY - Library Building Operations	\$0.00	\$0.00	\$15.57	\$15.57	
		2110599 LIBRARY - Administration Allocated	\$0.00	\$2,382.00	\$0.00	-\$2,382.00	-100.00%
		Operating Expenditure Total	\$0.00	\$3,114.00	\$86.07	-\$3,027.93	-600.00%
		Heritage					
		Operating Expenditure					
		2110688 HERITAGE - Building Operations	\$0.00	\$0.00	\$351.79	\$351.79	
		2110688 HERITAGE - Building Operations	\$0.00	\$282.00	\$219.66	-\$62.34	-22.11%
		2110688 HERITAGE - Building Operations	\$0.00	\$450.00	\$943.71	\$493.71	109.71%
		2110688 HERITAGE - Building Operations	\$0.00	\$0.00	\$667.94	\$667.94	
		2110689 HERITAGE - Building Maintenance	\$0.00	\$1,086.00	\$2,108.22	\$1,022.22	94.13%
		2110689 HERITAGE - Building Maintenance	\$0.00	\$123.00	\$0.00	-\$123.00	-100.00%
		2110689 HERITAGE - Building Maintenance	\$0.00	\$54.00	\$113.25	\$59.25	109.72%
		2110689 HERITAGE - Building Maintenance	\$0.00	\$2,064.00	\$4,002.89	\$1,938.89	93.94%
		2110689 HERITAGE - Building Maintenance	\$0.00	\$120.00	\$1,695.00	\$1,575.00	1312.50%
		Operating Expenditure Total	\$0.00	\$4,179.00	\$10,102.46	\$5,923.46	1597.89%
		Other Culture					
		Operating Expenditure					
		2110711 OTH CUL - Australia Day	\$0.00	\$30.00	\$0.00	-\$30.00	-100.00%
		2110711 OTH CUL - Australia Day	\$0.00	\$225.00	\$0.00	-\$225.00	-100.00%
		2110711 OTH CUL - Australia Day	\$0.00	\$57.00	\$0.00	-\$57.00	-100.00%
		2110712 OTH CUL - ANZAC Day	\$0.00	\$135.00	\$0.00	-\$135.00	-100.00%
		2110714 OTH CUL - Christmas Events	\$0.00	\$1,125.00	\$0.00	-\$1,125.00	-100.00%
		2110716 OTH CUL - Postage and Freight	\$0.00	\$12.00	\$0.00	-\$12.00	-100.00%
		2110719 OTH CUL - Menzies School Programs	\$0.00	\$624.00	\$0.00	-\$624.00	-100.00%
		2110723 OTH CUL - Outback Graves	\$0.00	\$3,750.00	\$0.00	-\$3,750.00	-100.00%
		2110760 OTH CUL - Tjuntjunjara Community Programs & Events	\$0.00	\$375.00	\$0.00	-\$375.00	-100.00%
		2110760 OTH CUL - Tjuntjunjara Community Programs & Events	\$0.00	\$12,498.00	\$0.00	-\$12,498.00	-100.00%
		2110799 OTH CUL - Administration Allocated	\$0.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
		Operating Expenditure Total	\$0.00	\$28,362.00	\$0.00	-\$28,362.00	-1100.00%
		Recreation & Culture Amenities Total Income	\$0.00	-\$168.00	-\$218.19	-\$50.19	29.88%
		Recreation & Culture Amenities Total Expenditure	\$0.00	\$213,576.00	\$49,368.83	-\$164,207.17	-76.88%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Transport							
Construction - Streets, Roads, Bridges							
Operating Income							
3120110	ROADC	Regional Road Group Grants (MRWA)	-\$1,014,000.00	-\$169,000.00	\$0.00	\$169,000.00	-100.00%
3120111	ROADC	Roads to Recovery Grant	-\$700,626.00	-\$116,770.00	-\$190,000.00	-\$73,230.00	62.71%
3120117	ROADC	Other Grants - Aboriginal Roads	-\$240,000.00	-\$40,000.00	\$0.00	\$40,000.00	-100.00%
Operating Income Total			-\$1,954,626.00	-\$325,770.00	-\$190,000.00	\$135,770.00	-137.29%
Maintenance - Streets, Roads, Bridges							
Operating Income							
3120200	ROADM	Street Lighting Subsidy	-\$1,713.00	-\$426.00	-\$1,712.57	-\$1,286.57	302.01%
3120210	ROADM	Direct Road Grant (MRWA)	-\$178,900.00	-\$178,900.00	-\$190,034.00	-\$11,134.00	6.22%
3120235	ROADM	Other Income	-\$2,000.00	-\$498.00	\$0.00	\$498.00	-100.00%
Operating Income Total			-\$182,613.00	-\$179,824.00	-\$191,746.57	-\$11,922.57	208.24%
Maintenance - Streets, Roads, Bridges							
Operating Expenditure							
2120211	ROADM	Road Maintenance - Built Up Areas	\$14,902.00	\$3,723.00	\$80.73	-\$3,642.27	-97.83%
2120211	ROADM	Road Maintenance - Built Up Areas	\$28,293.00	\$7,071.00	\$153.28	-\$6,917.72	-97.83%
2120211	ROADM	Road Maintenance - Built Up Areas	\$94,932.00	\$23,733.00	\$0.00	-\$23,733.00	-100.00%
2120212	ROADM	Road Maintenance - Sealed Outside BUA	\$4,317.00	\$1,077.00	\$0.00	-\$1,077.00	-100.00%
2120212	ROADM	Road Maintenance - Sealed Outside BUA	-\$68.00	-\$15.00	\$0.00	\$15.00	-100.00%
2120212	ROADM	Road Maintenance - Sealed Outside BUA	\$8,196.00	\$2,049.00	\$0.00	-\$2,049.00	-100.00%
2120213	ROADM	Road Maintenance - Gravel Outside BUA	\$26,566.00	\$6,639.00	\$8,864.26	\$2,225.26	33.52%
2120213	ROADM	Road Maintenance - Gravel Outside BUA	\$0.00	\$0.00	\$58,236.35	\$58,236.35	
2120213	ROADM	Road Maintenance - Gravel Outside BUA	\$50,438.00	\$12,606.00	\$16,830.75	\$4,224.75	33.51%
2120213	ROADM	Road Maintenance - Gravel Outside BUA	\$163,361.00	\$40,836.00	\$20,985.00	-\$19,851.00	-48.61%
2120214	ROADM	Road Maintenance - Formed Outside BUA	\$84,971.00	\$21,240.00	\$14,091.97	-\$7,148.03	-33.65%
2120214	ROADM	Road Maintenance - Formed Outside BUA	\$161,324.00	\$40,329.00	\$25,886.83	-\$14,442.17	-35.81%
2120214	ROADM	Road Maintenance - Formed Outside BUA	\$69,982.00	\$17,493.00	\$33,442.50	\$15,949.50	91.18%
2120217	ROADM	Ancillary Maintenance - Built Up Areas	\$46,076.00	\$11,511.00	\$3,403.06	-\$8,107.94	-70.44%
2120217	ROADM	Ancillary Maintenance - Built Up Areas	\$0.00	\$0.00	\$46.55	\$46.55	
2120217	ROADM	Ancillary Maintenance - Built Up Areas	\$87,479.00	\$21,867.00	\$6,287.75	-\$15,579.25	-71.25%
2120217	ROADM	Ancillary Maintenance - Built Up Areas	\$21,070.00	\$5,265.00	\$840.00	-\$4,425.00	-84.05%
2120232	ROADM	Crossover Council Contribution	\$3,113.00	\$777.00	\$0.00	-\$777.00	-100.00%
2120232	ROADM	Crossover Council Contribution	-\$49.00	-\$12.00	\$0.00	\$12.00	-100.00%
2120232	ROADM	Crossover Council Contribution	\$10,000.00	\$2,499.00	\$0.00	-\$2,499.00	-100.00%
2120232	ROADM	Crossover Council Contribution	\$5,911.00	\$1,476.00	\$0.00	-\$1,476.00	-100.00%
2120234	ROADM	Street Lighting	\$8,360.00	\$2,088.00	\$2,484.36	\$396.36	18.98%
2120235	ROADM	Traffic Signs/Equipment (Safety)	\$500.00	\$123.00	\$0.00	-\$123.00	-100.00%
2120236	ROADM	Bores for Roadworks Maintenance/Operations	\$125.00	\$30.00	\$0.00	-\$30.00	-100.00%
2120236	ROADM	Bores for Roadworks Maintenance/Operations	\$236.00	\$57.00	\$0.00	-\$57.00	-100.00%
2120237	ROADM	Road Grids Maintenance	\$1,992.00	\$498.00	\$0.00	-\$498.00	-100.00%
2120237	ROADM	Road Grids Maintenance	\$15,000.00	\$3,750.00	\$0.00	-\$3,750.00	-100.00%
2120237	ROADM	Road Grids Maintenance	\$3,783.00	\$945.00	\$0.00	-\$945.00	-100.00%
2120252	ROADM	Consultants	\$10,000.00	\$2,499.00	\$0.00	-\$2,499.00	-100.00%
2120285	ROADM	Legal Expenses	\$5,000.00	\$1,248.00	\$0.00	-\$1,248.00	-100.00%
2120286	ROADM	Workshop/Depot Expensed Equipment	\$15,000.00	\$3,750.00	\$0.00	-\$3,750.00	-100.00%
2120287	ROADM	Other Expenses	\$0.00	\$0.00	\$161.51	\$161.51	
2120287	ROADM	Other Expenses	\$0.00	\$0.00	\$282.64	\$282.64	
2120288	ROADM	Depot Building Operations	\$0.00	\$0.00	\$185.00	\$185.00	
2120288	ROADM	Depot Building Operations	\$0.00	\$0.00	\$23.63	\$23.63	
2120288	ROADM	Depot Building Operations	\$3,150.00	\$786.00	\$1,592.85	\$806.85	102.65%
2120289	ROADM	Depot Building Maintenance	\$8,344.00	\$2,085.00	\$3,277.93	\$1,192.93	57.21%
2120289	ROADM	Depot Building Maintenance	\$500.00	\$123.00	\$4,182.06	\$4,059.06	3300.05%
2120289	ROADM	Depot Building Maintenance	\$15,841.00	\$3,960.00	\$6,223.89	\$2,263.89	57.17%
2120289	ROADM	Depot Building Maintenance	\$0.00	\$0.00	\$660.00	\$660.00	
2120292	ROADM	Depreciation	\$440.00	\$108.00	\$0.00	-\$108.00	-100.00%
2120292	ROADM	Depreciation	\$1,146,291.00	\$286,572.00	\$0.00	-\$286,572.00	-100.00%
2120292	ROADM	Depreciation	\$21,608.00	\$5,400.00	\$0.00	-\$5,400.00	-100.00%
2120292	ROADM	Depreciation	\$28,048.00	\$7,011.00	\$0.00	-\$7,011.00	-100.00%
2120299	ROADM	Administration Allocated	\$76,259.00	\$19,062.00	\$0.00	-\$19,062.00	-100.00%
Operating Expenditure Total			\$2,241,291.00	\$560,259.00	\$208,222.90	-\$352,036.10	954.81%
Road Plant Purchases							
Operating Expenditure							
2120391	PLANT	Loss on Disposal of Assets	\$2,140.00	\$534.00	\$0.00	-\$534.00	-100.00%
Operating Expenditure Total			\$2,140.00	\$534.00	\$0.00	-\$534.00	-100.00%
Aerodromes							
Operating Expenditure							
2120665	AERO	Airstrip & Grounds Maintenance/Operations	\$2,490.00	\$621.00	\$257.76	-\$363.24	-58.49%
2120665	AERO	Airstrip & Grounds Maintenance/Operations	\$4,728.00	\$1,179.00	\$473.12	-\$705.88	-59.87%
Operating Expenditure Total			\$7,218.00	\$1,800.00	\$730.88	-\$1,069.12	-118.36%

SHIRE OF MENZIES
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30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Water Transport Facilities							
Operating Expenditure							
			\$415.00	\$102.00	\$0.00	-\$102.00	-100.00%
2120765		WATER - Town Dam Maintenance/Operations	\$550.00	\$135.00	\$204.59	\$69.59	51.55%
2120765		WATER - Town Dam Maintenance/Operations	\$6,550.00	\$1,635.00	\$715.93	-\$919.07	-56.21%
2120765		WATER - Town Dam Maintenance/Operations	\$291.00	\$72.00	\$80.98	\$8.98	12.47%
2120765		WATER - Town Dam Maintenance/Operations	\$788.00	\$195.00	\$0.00	-\$195.00	-100.00%
Operating Expenditure Total			\$8,594.00	\$2,139.00	\$1,001.50	-\$1,137.50	-192.19%
Transport Total Income			-\$2,137,239.00	-\$505,594.00	-\$381,746.57	\$123,847.43	-24.50%
Transport Total Expenditure			\$2,259,243.00	\$564,732.00	\$209,955.28	-\$354,776.72	-62.82%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Economic Services							
Tourism & Area Promotion							
Operating Income							
3130202		TOUR - Commission	-\$500.00	-\$123.00	\$0.00	\$123.00	-100.00%
3130221		TOUR - Caravan Park Fees	-\$80,000.00	-\$19,998.00	-\$52,489.83	-\$32,491.83	162.48%
3130222		TOUR - Caravan Park Laundry Fees	-\$3,500.00	-\$873.00	-\$2,145.45	-\$1,272.45	145.76%
3130225		TOUR - Visitors Centre Lady Shenton Income	-\$30,000.00	-\$7,500.00	-\$8,679.87	-\$1,179.87	15.73%
3130235		TOUR - Other Income Relating to Tourism & Area Promotion	-\$500.00	-\$123.00	-\$73.64	\$49.36	-40.13%
Operating Income Total			-\$114,500.00	-\$28,617.00	-\$63,388.79	-\$34,771.79	183.83%
Building Control							
Operating Income							
3130302		BUILD - Commission - BSL & CTF	-\$150.00	-\$36.00	\$0.00	\$36.00	-100.00%
3130320		BUILD - Fees & Charges (including Licences)	-\$5,000.00	-\$1,248.00	\$0.00	\$1,248.00	-100.00%
3130320		BUILD - Fees & Charges (including Licences)	\$0.00	\$0.00	-\$3,106.52	-\$3,106.52	
Operating Income Total			-\$5,150.00	-\$1,284.00	-\$3,106.52	-\$1,822.52	-200.00%
Other Economic Services							
Operating Income							
3130810		OTH ECON - Grants	\$0.00	\$0.00	-\$9,523.62	-\$9,523.62	
3130821		OTH ECON - Standpipe Income	-\$3,500.00	-\$873.00	-\$1,208.40	-\$335.40	38.42%
3130824		OTH ECON - Community Resource Centre Grant	-\$80,000.00	-\$19,998.00	\$0.00	\$19,998.00	-100.00%
3130825		OTH ECON - Community Resource Centre Income	\$0.00	\$0.00	-\$18.18	-\$18.18	
3130826		OTH ECON - Post Office Income	-\$9,000.00	-\$2,250.00	-\$2,000.08	\$249.92	-11.11%
Operating Income Total			-\$92,500.00	-\$23,121.00	-\$12,750.28	\$10,370.72	-72.69%
Rural Services							
Operating Expenditure							
2130111		RURAL - Noxious Weed Control	\$830.00	\$204.00	\$0.00	-\$204.00	-100.00%
2130111		RURAL - Noxious Weed Control	\$28,800.00	\$7,197.00	\$0.00	-\$7,197.00	-100.00%
2130111		RURAL - Noxious Weed Control	\$1,576.00	\$390.00	\$0.00	-\$390.00	-100.00%
2130160		RURAL - Dog Health Program Tjuntjunjara	\$20,000.00	\$4,998.00	\$0.00	-\$4,998.00	-100.00%
Operating Expenditure Total			\$51,206.00	\$12,789.00	\$0.00	-\$12,789.00	-400.00%
Tourism & Area Promotion							
Operating Expenditure							
2130200		TOUR - Employee Costs	\$62,443.50	\$15,609.00	\$0.00	-\$15,609.00	-100.00%
2130200		TOUR - Employee Costs	\$6,244.50	\$1,560.00	\$0.00	-\$1,560.00	-100.00%
2130200		TOUR - Employee Costs	\$675.50	\$168.00	\$0.00	-\$168.00	-100.00%
2130211		TOUR - Visitor Centre Operations	\$37,789.04	\$9,447.00	\$7,465.88	-\$1,981.12	-20.97%
2130211		TOUR - Visitor Centre Operations	\$6,233.14	\$1,557.00	\$2,243.08	\$686.08	44.06%
2130211		TOUR - Visitor Centre Operations	\$432.82	\$108.00	\$0.00	-\$108.00	-100.00%
2130211		TOUR - Visitor Centre Operations	\$0.00	\$0.00	\$62.59	\$62.59	
2130211		TOUR - Visitor Centre Operations	\$26,400.00	\$6,600.00	\$8,212.36	\$1,612.36	24.43%
2130230		TOUR - Insurance Expenses	\$45.00	\$9.00	\$0.00	-\$9.00	-100.00%
2130235		TOUR - Signage	\$10,000.00	\$2,499.00	\$0.00	-\$2,499.00	-100.00%
2130236		TOUR - Tour Guide	\$100.00	\$24.00	\$0.00	-\$24.00	-100.00%
2130240		TOUR - Public Relations & Area Promotion	\$3,500.00	\$873.00	\$313.23	-\$559.77	-64.12%
2130241		TOUR - Subscriptions & Memberships	\$0.00	\$0.00	\$11,784.08	\$11,784.08	
2130241		TOUR - Subscriptions & Memberships	\$12,845.00	\$3,210.00	\$0.00	-\$3,210.00	-100.00%
2130242		TOUR - Events Other	\$11,000.00	\$2,748.00	\$0.00	-\$2,748.00	-100.00%
2130242		TOUR - Events Other	\$3,000.00	\$750.00	\$0.00	-\$750.00	-100.00%
2130243		TOUR - Cyclclassic Event	\$75,000.00	\$18,750.00	\$363.64	-\$18,386.36	-98.06%
2130245		TOUR - Astrotourism & Black Sky Projects	\$20,000.00	\$4,998.00	\$0.00	-\$4,998.00	-100.00%
2130258		TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$623.00	\$153.00	\$45.82	-\$107.18	-70.05%
2130258		TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$2,000.00	\$498.00	\$0.00	-\$498.00	-100.00%
2130258		TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$0.00	\$0.00	\$81.79	\$81.79	
2130258		TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$1,182.00	\$294.00	\$87.00	-\$207.00	-70.41%
2130258		TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$3,408.00	\$852.00	\$0.00	-\$852.00	-100.00%
2130259		TOUR - Goongarrie Cottages Maintenance/Operations	\$2,490.00	\$621.00	\$0.00	-\$621.00	-100.00%
2130259		TOUR - Goongarrie Cottages Maintenance/Operations	\$5,670.00	\$1,413.00	\$0.00	-\$1,413.00	-100.00%
2130259		TOUR - Goongarrie Cottages Maintenance/Operations	\$3,961.00	\$987.00	\$2,067.31	\$1,080.31	109.45%
2130259		TOUR - Goongarrie Cottages Maintenance/Operations	\$4,728.00	\$1,179.00	\$0.00	-\$1,179.00	-100.00%
2130260		TOUR - Niagra Dam Maintenance/Operations	\$1,245.00	\$309.00	\$906.74	\$597.74	193.44%
2130260		TOUR - Niagra Dam Maintenance/Operations	\$0.00	\$0.00	\$2,835.00	\$2,835.00	
2130260		TOUR - Niagra Dam Maintenance/Operations	\$0.00	\$0.00	\$76.15	\$76.15	
2130260		TOUR - Niagra Dam Maintenance/Operations	\$2,364.00	\$591.00	\$1,654.44	\$1,063.44	179.94%
2130260		TOUR - Niagra Dam Maintenance/Operations	\$791.00	\$195.00	\$315.00	\$120.00	61.54%
2130265		TOUR - Lake Ballard Maintenance/Operations	\$208.00	\$51.00	\$0.00	-\$51.00	-100.00%
2130265		TOUR - Lake Ballard Maintenance/Operations	\$0.00	\$0.00	\$640.00	\$640.00	
2130265		TOUR - Lake Ballard Maintenance/Operations	\$143.00	\$33.00	\$79.23	\$46.23	140.09%
2130265		TOUR - Lake Ballard Maintenance/Operations	\$394.00	\$96.00	\$0.00	-\$96.00	-100.00%
2130266		TOUR - Caravan Park General Maintenance/Operations	\$106,841.60	\$26,703.00	\$8,376.91	-\$18,326.09	-68.63%
2130266		TOUR - Caravan Park General Maintenance/Operations	\$5,199.37	\$1,299.00	\$0.00	-\$1,299.00	-100.00%
2130266		TOUR - Caravan Park General Maintenance/Operations	\$488.63	\$120.00	\$0.00	-\$120.00	-100.00%
2130266		TOUR - Caravan Park General Maintenance/Operations	\$0.00	\$0.00	\$286.96	\$286.96	
2130266		TOUR - Caravan Park General Maintenance/Operations	\$0.00	\$0.00	\$5,710.26	\$5,710.26	
2130266		TOUR - Caravan Park General Maintenance/Operations	\$11,429.00	\$2,853.00	\$3,690.64	\$837.64	29.36%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
2130266	TOUR - Caravan Park General Maintenance/Operations		\$600.00	\$150.00	\$109.08	-\$40.92	-27.28%
2130266	TOUR - Caravan Park General Maintenance/Operations		\$18,000.00	\$4,500.00	\$12,715.07	\$8,215.07	182.56%
2130266	TOUR - Caravan Park General Maintenance/Operations		\$300.00	\$75.00	\$165.00	\$90.00	120.00%
2130266	TOUR - Caravan Park General Maintenance/Operations		\$3,300.00	\$822.00	\$1,287.01	\$465.01	56.57%
2130266	TOUR - Caravan Park General Maintenance/Operations		\$4,110.63	\$1,023.00	\$2,062.71	\$1,039.71	101.63%
2130266	TOUR - Caravan Park General Maintenance/Operations		\$118,412.00	\$29,598.00	\$7,556.03	-\$22,041.97	-74.47%
2130286	TOUR - Expensed Minor Asset Purchases		\$10,000.00	\$2,499.00	\$0.00	-\$2,499.00	-100.00%
2130287	TOUR - Other Expenses		\$47,500.00	\$11,874.00	\$0.00	-\$11,874.00	-100.00%
2130288	TOUR - Building Operations		\$0.00	\$0.00	\$2,151.34	\$2,151.34	
2130288	TOUR - Building Operations		\$0.00	\$0.00	\$2,444.64	\$2,444.64	
2130288	TOUR - Building Operations		\$0.00	\$0.00	\$969.64	\$969.64	
2130288	TOUR - Building Operations		\$350.00	\$87.00	\$0.00	-\$87.00	-100.00%
2130288	TOUR - Building Operations		\$3,000.00	\$750.00	\$1,016.77	\$266.77	35.57%
2130288	TOUR - Building Operations		\$850.00	\$207.00	\$82.96	-\$124.04	-59.92%
2130288	TOUR - Building Operations		\$6,254.00	\$1,560.00	\$3,265.41	\$1,705.41	109.32%
2130288	TOUR - Building Operations		\$0.00	\$0.00	\$1,894.24	\$1,894.24	
2130289	TOUR - Building Maintenance		\$23,371.00	\$5,835.00	\$363.18	-\$5,471.82	-93.78%
2130289	TOUR - Building Maintenance		\$6,670.00	\$1,659.00	\$470.37	-\$1,188.63	-71.65%
2130289	TOUR - Building Maintenance		\$50,000.00	\$12,501.00	\$0.00	-\$12,501.00	-100.00%
2130289	TOUR - Building Maintenance		\$44,369.00	\$11,085.00	\$673.22	-\$10,411.78	-93.93%
2130292	TOUR - Depreciation		\$67,999.00	\$16,998.00	\$0.00	-\$16,998.00	-100.00%
2130292	TOUR - Depreciation		\$430.00	\$105.00	\$0.00	-\$105.00	-100.00%
2130292	TOUR - Depreciation		\$38,095.00	\$9,522.00	\$0.00	-\$9,522.00	-100.00%
2130299	TOUR - Administration Allocated		\$181,116.00	\$45,279.00	\$0.00	-\$45,279.00	-100.00%
	Operating Expenditure Total		\$1,053,600.73	\$263,286.00	\$94,524.78	-\$168,761.22	-2225.29%
	Building Control						
	Operating Expenditure						
2130350	BUILD - Contract Building Services		\$18,000.00	\$4,500.00	\$0.00	-\$4,500.00	-100.00%
2130385	BUILD - Legal Expenses		\$5,000.00	\$1,248.00	\$1,813.78	\$565.78	45.33%
2130399	BUILD - Administration Allocated		\$38,130.00	\$9,531.00	\$0.00	-\$9,531.00	-100.00%
	Operating Expenditure Total		\$61,130.00	\$15,279.00	\$1,813.78	-\$13,465.22	-154.67%
	Economic Development						
	Operating Expenditure						
2130630	ECON DEV - Insurance Expenses		\$1,204.00	\$300.00	\$0.00	-\$300.00	-100.00%
2130651	ECON DEV - NGWG		\$20,000.00	\$4,998.00	\$0.00	-\$4,998.00	-100.00%
	Operating Expenditure Total		\$21,204.00	\$5,298.00	\$0.00	-\$5,298.00	-200.00%
	Other Economic Services						
	Operating Expenditure						
2130855	OTH ECON - Community Bus		\$5,332.00	\$1,332.00	\$0.00	-\$1,332.00	-100.00%
2130860	OTH ECON - Community Resource Centre Operations		\$75,437.03	\$18,855.00	\$18,865.84	\$10.84	0.06%
2130860	OTH ECON - Community Resource Centre Operations		\$12,053.04	\$3,012.00	\$0.00	-\$3,012.00	-100.00%
2130860	OTH ECON - Community Resource Centre Operations		\$860.16	\$210.00	\$0.00	-\$210.00	-100.00%
2130860	OTH ECON - Community Resource Centre Operations		\$0.00	\$0.00	\$1,615.03	\$1,615.03	
2130860	OTH ECON - Community Resource Centre Operations		\$600.00	\$150.00	\$0.00	-\$150.00	-100.00%
2130860	OTH ECON - Community Resource Centre Operations		\$250.00	\$60.00	-\$272.32	-\$332.32	-553.87%
2130860	OTH ECON - Community Resource Centre Operations		\$400.00	\$99.00	\$32.73	-\$66.27	-66.94%
2130860	OTH ECON - Community Resource Centre Operations		\$0.00	\$0.00	\$1,203.74	\$1,203.74	
2130863	OTH ECON - Post Office Operations		\$5,038.80	\$1,257.00	\$836.44	-\$420.56	-33.46%
2130863	OTH ECON - Post Office Operations		\$924.11	\$231.00	\$106.82	-\$124.18	-53.76%
2130863	OTH ECON - Post Office Operations		\$58.63	\$12.00	\$0.00	-\$12.00	-100.00%
2130863	OTH ECON - Post Office Operations		\$600.00	\$150.00	\$0.00	-\$150.00	-100.00%
2130863	OTH ECON - Post Office Operations		\$2,000.00	\$498.00	\$1,086.60	\$588.60	118.19%
2130886	OTH ECON - Expensed Minor Asset Purchases		\$4,000.00	\$999.00	\$0.00	-\$999.00	-100.00%
2130888	OTH ECON - Building Operations		\$0.00	\$0.00	\$244.32	\$244.32	
2130888	OTH ECON - Building Operations		\$1,688.00	\$420.00	\$880.80	\$460.80	109.71%
2130888	OTH ECON - Building Operations		\$0.00	\$0.00	\$463.89	\$463.89	
2130889	OTH ECON - Building Maintenance		\$623.00	\$153.00	\$456.16	\$303.16	198.14%
2130889	OTH ECON - Building Maintenance		\$1,890.00	\$471.00	\$0.00	-\$471.00	-100.00%
2130889	OTH ECON - Building Maintenance		\$1,182.00	\$294.00	\$866.11	\$572.11	194.60%
2130899	OTH ECON - Administration Allocated		\$9,532.00	\$2,382.00	\$0.00	-\$2,382.00	-100.00%
	Operating Expenditure Total		\$122,468.77	\$30,585.00	\$26,386.16	-\$4,198.84	-987.32%
	Economic Services Total Income		-\$212,150.00	-\$53,022.00	-\$79,245.59	-\$26,223.59	49.46%
	Economic Services Total Expenditure		\$1,309,609.50	\$327,237.00	\$122,724.72	-\$204,512.28	-62.50%

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
Other Property & Services							
Private Works							
Operating Income							
3140120	PRIVATE	PRIVATE - Private Works Income	\$0.00	\$0.00	-\$175.00	-\$175.00	
Operating Income Total			\$0.00	\$0.00	-\$175.00	-\$175.00	0.00%
Administration costs							
Operating Income							
3140220	ADMIN	ADMIN - Fees & Charges	-\$250.00	-\$60.00	\$0.00	\$60.00	-100.00%
3140235	ADMIN	ADMIN - Other Income Relating to Administration	-\$3,185.00	-\$795.00	\$0.00	\$795.00	-100.00%
Operating Income Total			-\$3,435.00	-\$855.00	\$0.00	\$855.00	-200.00%
Plant Operations							
Operating Income							
3140410	POC	POC - Fuel Tax Credits Grant Scheme	-\$25,000.00	-\$6,249.00	\$4,439.00	\$10,688.00	-171.04%
Operating Income Total			-\$25,000.00	-\$6,249.00	\$4,439.00	\$10,688.00	-171.04%
Private Works							
Operating Expenditure							
2140187	PRIVATE	PRIVATE - Private Works Expenses	\$830.00	\$207.00	\$0.00	-\$207.00	-100.00%
2140187	PRIVATE	PRIVATE - Private Works Expenses	\$500.00	\$123.00	\$0.00	-\$123.00	-100.00%
2140187	PRIVATE	PRIVATE - Private Works Expenses	\$1,576.00	\$393.00	\$0.00	-\$393.00	-100.00%
Operating Expenditure Total			\$2,906.00	\$723.00	\$0.00	-\$723.00	-300.00%
Administration costs							
Operating Expenditure							
2140200	ADMIN	ADMIN - Employee Costs	\$0.00	\$0.00	\$2,215.19	\$2,215.19	
2140200	ADMIN	ADMIN - Employee Costs	\$745,866.00	\$186,465.00	\$105,978.53	-\$80,486.47	-43.16%
2140200	ADMIN	ADMIN - Employee Costs	\$94,960.00	\$23,739.00	\$17,068.96	-\$6,670.04	-28.10%
2140200	ADMIN	ADMIN - Employee Costs	\$8,267.00	\$2,064.00	\$0.00	-\$2,064.00	-100.00%
2140200	ADMIN	ADMIN - Employee Costs	\$0.00	\$0.00	\$26,814.03	\$26,814.03	
2140200	ADMIN	ADMIN - Employee Costs	\$0.00	\$0.00	\$18,460.00	\$18,460.00	
2140200	ADMIN	ADMIN - Employee Costs	\$0.00	\$0.00	\$12,041.15	\$12,041.15	
2140200	ADMIN	ADMIN - Employee Costs	\$0.00	\$0.00	-\$16.05	-\$16.05	
2140203	ADMIN	ADMIN - Uniforms	\$6,250.00	\$1,560.00	\$0.00	-\$1,560.00	-100.00%
2140204	ADMIN	ADMIN - Training & Development	\$21,000.00	\$5,250.00	\$2,075.51	-\$3,174.49	-60.47%
2140204	ADMIN	ADMIN - Training & Development	\$0.00	\$0.00	\$2,396.27	\$2,396.27	
2140204	ADMIN	ADMIN - Training & Development	\$0.00	\$0.00	\$763.65	\$763.65	
2140205	ADMIN	ADMIN - Recruitment	\$0.00	\$0.00	\$7,127.27	\$7,127.27	
2140205	ADMIN	ADMIN - Recruitment	\$10,000.00	\$2,499.00	\$120.00	-\$2,379.00	-95.20%
2140205	ADMIN	ADMIN - Recruitment	\$0.00	\$0.00	\$3,874.97	\$3,874.97	
2140206	ADMIN	ADMIN - Fringe Benefits Tax (FBT)	\$9,656.00	\$2,412.00	\$0.00	-\$2,412.00	-100.00%
2140208	ADMIN	ADMIN - Other Employee Expenses	\$1,000.00	\$249.00	\$0.00	-\$249.00	-100.00%
2140208	ADMIN	ADMIN - Other Employee Expenses	\$0.00	\$0.00	\$65.34	\$65.34	
2140209	ADMIN	ADMIN - Travel & Accommodation	\$10,000.00	\$2,499.00	\$1,163.61	-\$1,335.39	-53.44%
2140209	ADMIN	ADMIN - Travel & Accommodation	\$0.00	\$0.00	\$1,056.03	\$1,056.03	
2140210	ADMIN	ADMIN - Motor Vehicle Expenses	\$25,925.00	\$6,480.00	\$0.00	-\$6,480.00	-100.00%
2140215	ADMIN	ADMIN - Printing and Stationery	\$38,000.00	\$9,498.00	\$12,820.90	\$3,322.90	34.99%
2140216	ADMIN	ADMIN - Postage and Freight	\$2,500.00	\$624.00	\$153.27	-\$470.73	-75.44%
2140220	ADMIN	ADMIN - Communication Expenses	\$76,000.00	\$18,999.00	\$6,819.38	-\$12,179.62	-64.11%
2140221	ADMIN	ADMIN - Information Technology	\$54,700.00	\$13,674.00	\$10,869.84	-\$2,804.16	-20.51%
2140221	ADMIN	ADMIN - Information Technology	\$0.00	\$0.00	\$361.05	\$361.05	
2140226	ADMIN	ADMIN - Office Equipment Mtce	\$1,000.00	\$249.00	\$0.00	-\$249.00	-100.00%
2140227	ADMIN	ADMIN - Records Management	\$0.00	\$0.00	\$159.07	\$159.07	
2140227	ADMIN	ADMIN - Records Management	\$2,600.00	\$648.00	\$0.00	-\$648.00	-100.00%
2140228	ADMIN	ADMIN - Title Searches	\$100.00	\$24.00	\$0.00	-\$24.00	-100.00%
2140230	ADMIN	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	\$34,435.00	\$8,607.00	\$42,753.68	\$34,146.68	396.73%
2140240	ADMIN	ADMIN - Advertising and Promotion	\$12,400.00	\$3,099.00	\$2,267.72	-\$831.28	-26.82%
2140241	ADMIN	ADMIN - Subscriptions and Memberships	\$1,000.00	\$249.00	\$5,172.73	\$4,923.73	1977.40%
2140241	ADMIN	ADMIN - Subscriptions and Memberships	\$0.00	\$0.00	\$4,145.45	\$4,145.45	
2140252	ADMIN	ADMIN - Consultants	\$205,000.00	\$51,249.00	\$86,185.64	\$34,936.64	68.17%
2140252	ADMIN	ADMIN - Consultants	\$0.00	\$0.00	\$6,786.18	\$6,786.18	
2140265	ADMIN	ADMIN - Software Licences/Upgrades	\$0.00	\$0.00	\$34,884.38	\$34,884.38	
2140265	ADMIN	ADMIN - Software Licences/Upgrades	\$94,243.00	\$23,559.00	\$2,772.64	-\$20,786.36	-88.23%
2140271	ADMIN	ADMIN - Lease Interest Repayments	\$112.00	\$27.00	\$0.00	-\$27.00	-100.00%
2140284	ADMIN	ADMIN - Audit Fees	\$0.00	\$0.00	\$48,000.00	\$48,000.00	
2140285	ADMIN	ADMIN - Legal Expenses	\$55,000.00	\$13,749.00	\$548.95	-\$13,200.05	-96.01%
2140286	ADMIN	ADMIN - Expensed Minor Asset Purchases	\$10,000.00	\$2,499.00	\$3,762.70	\$1,263.70	50.57%
2140287	ADMIN	ADMIN - Other Expenses	\$0.00	\$0.00	\$3,512.49	\$3,512.49	
2140287	ADMIN	ADMIN - Other Expenses	\$1,000.00	\$249.00	\$1,259.99	\$1,010.99	406.02%
2140288	ADMIN	ADMIN - Building Operations	\$21,585.00	\$5,394.00	\$57.56	-\$5,336.44	-98.93%
2140288	ADMIN	ADMIN - Building Operations	\$0.00	\$0.00	\$1,938.22	\$1,938.22	
2140288	ADMIN	ADMIN - Building Operations	\$0.00	\$0.00	\$1,534.73	\$1,534.73	
2140288	ADMIN	ADMIN - Building Operations	\$18,600.00	\$4,650.00	\$0.00	-\$4,650.00	-100.00%
2140288	ADMIN	ADMIN - Building Operations	\$2,100.00	\$525.00	\$328.69	-\$196.31	-37.39%
2140288	ADMIN	ADMIN - Building Operations	\$12,063.00	\$3,015.00	\$6,433.56	\$3,418.56	113.39%
2140288	ADMIN	ADMIN - Building Operations	\$40,981.00	\$10,245.00	\$109.29	-\$10,135.71	-98.93%
2140288	ADMIN	ADMIN - Building Operations	\$0.00	\$0.00	\$120.00	\$120.00	

30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
		2140289 ADMIN - Building Maintenance	\$29,057.00	\$7,263.00	\$270.39	-\$6,992.61	-96.28%
		2140289 ADMIN - Building Maintenance	\$0.00	\$0.00	\$454.55	\$454.55	
		2140289 ADMIN - Building Maintenance	\$2,390.00	\$594.00	\$20.01	-\$573.99	-96.63%
		2140289 ADMIN - Building Maintenance	\$55,167.00	\$13,788.00	\$497.11	-\$13,290.89	-96.39%
		2140292 ADMIN - Depreciation	\$124,000.00	\$30,999.00	\$0.00	-\$30,999.00	-100.00%
		2140292 ADMIN - Depreciation	\$26,036.00	\$6,507.00	\$0.00	-\$6,507.00	-100.00%
		2140292 ADMIN - Depreciation	\$223.00	\$54.00	\$0.00	-\$54.00	-100.00%
		2140298 ADMIN - Admin Staff Housing Costs Allocated	\$53,363.00	\$13,338.00	\$0.00	-\$13,338.00	-100.00%
		2140299 ADMIN - Administration Overheads Recovered	-\$1,906,484.00	-\$476,619.00	\$0.00	\$476,619.00	-100.00%
		Operating Expenditure Total	\$95.00	-\$27.00	\$486,204.63	\$486,231.63	371.22%
		PWOH Costs					
		Operating Expenditure					
		2140300 PWO - Employee Costs	\$130,000.00	\$32,499.00	\$91,864.96	\$59,365.96	182.67%
		2140300 PWO - Employee Costs	\$70,557.00	\$17,637.00	\$10,054.02	-\$7,582.98	-42.99%
		2140300 PWO - Employee Costs	\$8,049.00	\$2,010.00	\$0.00	-\$2,010.00	-100.00%
		2140300 PWO - Employee Costs	\$0.00	\$0.00	\$62,798.05	\$62,798.05	
		2140300 PWO - Employee Costs	\$0.00	\$0.00	\$210.00	\$210.00	
		2140303 PWO - Uniforms	\$6,000.00	\$1,500.00	\$2,015.92	\$515.92	34.39%
		2140304 PWO - Training & Development	\$0.00	\$0.00	\$244.31	\$244.31	
		2140304 PWO - Training & Development	\$15,000.00	\$3,750.00	\$0.00	-\$3,750.00	-100.00%
		2140304 PWO - Training & Development	\$0.00	\$0.00	\$463.87	\$463.87	
		2140305 PWO - Recruitment	\$4,000.00	\$999.00	\$0.00	-\$999.00	-100.00%
		2140307 PWO - Protective Clothing	\$2,000.00	\$498.00	\$122.37	-\$375.63	-75.43%
		2140307 PWO - Protective Clothing	\$0.00	\$0.00	\$522.02	\$522.02	
		2140308 PWO - Other Employee Expenses	\$750.00	\$186.00	\$0.00	-\$186.00	-100.00%
		2140309 PWO - Travel & Accommodation	\$0.00	\$0.00	\$213.86	\$213.86	
		2140310 PWO - Motor Vehicle Expenses	\$85,067.00	\$21,264.00	\$0.00	-\$21,264.00	-100.00%
		2140315 PWO - Printing and Stationery	\$0.00	\$0.00	\$1,142.71	\$1,142.71	
		2140316 PWO - Postage and Freight	\$2,000.00	\$498.00	\$0.00	-\$498.00	-100.00%
		2140320 PWO - Communication Expenses	\$8,000.00	\$1,998.00	\$1,994.51	-\$3.49	-0.17%
		2140321 PWO - Information Technology	\$8,000.00	\$1,998.00	\$0.00	-\$1,998.00	-100.00%
		2140323 PWO - Sick Pay	\$21,038.00	\$5,259.00	\$2,167.29	-\$3,091.71	-58.79%
		2140324 PWO - Annual Leave	\$49,438.00	\$12,357.00	\$7,603.88	-\$4,753.12	-38.46%
		2140324 PWO - Annual Leave	\$0.00	\$0.00	\$1,648.92	\$1,648.92	
		2140325 PWO - Public Holidays	\$25,246.00	\$6,309.00	\$0.00	-\$6,309.00	-100.00%
		2140329 PWO - Insurance Expenses (Except Workers Comp)	\$16,217.00	\$4,053.00	\$0.00	-\$4,053.00	-100.00%
		2140330 PWO - OHS and Toolbox Meetings	\$0.00	\$0.00	\$3,349.92	\$3,349.92	
		2140330 PWO - OHS and Toolbox Meetings	\$0.00	\$0.00	\$6,211.31	\$6,211.31	
		2140341 PWO - Subscriptions & Memberships	\$0.00	\$0.00	\$136.35	\$136.35	
		2140352 PWO - Consultants	\$10,000.00	\$2,499.00	\$0.00	-\$2,499.00	-100.00%
		2140365 PWO - Maintenance/Operations	\$49,812.00	\$12,453.00	\$23,016.42	\$10,563.42	84.83%
		2140365 PWO - Maintenance/Operations	\$0.00	\$0.00	\$2,744.25	\$2,744.25	
		2140365 PWO - Maintenance/Operations	\$0.00	\$0.00	\$19.69	\$19.69	
		2140365 PWO - Maintenance/Operations	\$0.00	\$0.00	\$708.02	\$708.02	
		2140365 PWO - Maintenance/Operations	\$15,905.00	\$3,975.00	\$4,637.50	\$662.50	16.67%
		2140371 PWO Bldg Mtce - Employee Costs	\$0.00	\$0.00	\$11,452.06	\$11,452.06	
		2140371 PWO Bldg Mtce - Employee Costs	\$19,609.00	\$4,902.00	\$2,869.20	-\$2,032.80	-41.47%
		2140371 PWO Bldg Mtce - Employee Costs	\$1,309.00	\$327.00	\$0.00	-\$327.00	-100.00%
		2140371 PWO Bldg Mtce - Employee Costs	\$0.00	\$0.00	\$0.97	\$0.97	
		2140371 PWO Bldg Mtce - Employee Costs	\$0.00	\$0.00	\$120.00	\$120.00	
		2140372 PWO Bldg Mtce - Uniforms	\$500.00	\$123.00	\$246.39	\$123.39	100.32%
		2140373 PWO Bldg Mtce - Training & Development	\$1,000.00	\$249.00	\$0.00	-\$249.00	-100.00%
		2140376 PWO Bldg Mtce - Protective Clothing	\$1,000.00	\$249.00	\$0.00	-\$249.00	-100.00%
		2140380 PWO Bldg Mtce - Expendable Tools	\$1,000.00	\$249.00	\$0.00	-\$249.00	-100.00%
		2140381 PWO Bldg Mtce - Minor Expenses	\$0.00	\$0.00	\$172.73	\$172.73	
		2140386 PWO - Expensed Minor Asset Purchases	\$20,000.00	\$4,998.00	\$5,990.00	\$992.00	19.85%
		2140392 PWO - Depreciation	\$10,050.00	\$2,511.00	\$0.00	-\$2,511.00	-100.00%
		2140392 PWO - Depreciation	\$5,963.00	\$1,488.00	\$0.00	-\$1,488.00	-100.00%
		2140393 PWO - LESS Allocated to Works (PWO's)	-\$1,112,549.00	-\$278,136.00	-\$204,833.53	\$73,302.47	-26.35%
		2140398 PWO - Staff Housing Costs Allocated	\$10,356.00	\$2,589.00	\$0.00	-\$2,589.00	-100.00%
		2140399 PWO - Administration Allocated	\$514,751.00	\$128,685.00	\$0.00	-\$128,685.00	-100.00%
		Operating Expenditure Total	\$68.00	-\$24.00	\$39,907.97	\$39,931.97	-1644.95%
		Plant Operations					
		Operating Expenditure					
		2140400 POC - Internal Plant Repairs - Wages & O/Head	\$70,611.00	\$17,652.00	\$6,116.46	-\$11,535.54	-65.35%
		2140400 POC - Internal Plant Repairs - Wages & O/Head	\$134,052.00	\$33,513.00	\$11,402.58	-\$22,110.42	-65.98%
		2140411 POC - External Parts & Repairs	\$0.00	\$0.00	\$2,016.48	\$2,016.48	
		2140411 POC - External Parts & Repairs	\$55,000.00	\$13,749.00	\$5,757.81	-\$7,991.19	-58.12%
		2140411 POC - External Parts & Repairs	\$0.00	\$0.00	\$688.75	\$688.75	
		2140412 POC - Fuels and Oils	\$98,735.00	\$24,681.00	\$22,470.20	-\$2,210.80	-8.96%
		2140413 POC - Tyres and Tubes	\$23,600.00	\$5,898.00	\$0.00	-\$5,898.00	-100.00%
		2140416 POC - Licences/Registrations	\$6,735.00	\$1,683.00	\$6,842.41	\$5,159.41	306.56%
		2140417 POC - Insurance Expenses	\$20,689.00	\$5,172.00	\$25,600.23	\$20,428.23	394.98%
		2140492 POC - Depreciation	\$299,516.00	\$74,877.00	\$0.00	-\$74,877.00	-100.00%
		2140494 POC - LESS Plant Operation Costs Allocated to Works	-\$708,938.00	-\$177,234.00	-\$78,427.50	\$98,806.50	-55.75%
		Operating Expenditure Total	\$0.00	-\$9.00	\$2,467.42	\$2,476.42	247.38%

SHIRE OF MENZIES
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as at 30/09/2021

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30/09/2021	COA	Description	Budget Amendments	30/09/2021 YTD Budget	30/09/2021 YTD Actual	Variance (\$)	Variance (%)
		Salaries and Wages					
		Operating Expenditure					
	2140500	SAL - Gross Salary and Wages	\$2,126,078.68	\$531,519.00	\$380,882.23	-\$150,636.77	-28.34%
	2140501	SAL - LESS Salaries & Wages Allocated	-\$2,126,078.68	-\$531,519.00	-\$380,882.23	\$150,636.77	-28.34%
		Operating Expenditure Total	\$0.00	\$0.00	\$0.00	\$0.00	-56.68%
		Other Property & Services Total Income	-\$28,435.00	-\$7,104.00	\$4,264.00	\$11,368.00	-160.02%
		Other Property & Services Total Expenditure	\$3,069.00	\$663.00	\$528,580.02	\$527,917.02	79625.49%
		Total Income	-\$2,430,654.00	-\$4,424,151.40	-\$4,357,041.41	\$67,109.99	-1.52%
		Total Expenditure	\$4,984,007.22	\$1,655,880.00	\$1,168,440.39	-\$487,439.61	-29.44%

12.1.2	Payments for the Month of September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM478
DATE OF REPORT	September 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. List of Payments - September 2021 [12.1.2.1 - 5 pages]

SUMMARY:

The list of payments made for the month of September 2021 be received by Council.

BACKGROUND:

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

COMMENT:

The EFT, Direct Debit, Credit Card and Payroll payments that have been made for the month of September 2021 are attached.

CONSULTATION:

Antonio Giometti – Chief Financial Officer.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 r13.

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for Payment.

FINANCIAL IMPLICATIONS:

\$468,457.73 withdrawn from Municipal Bank Account.

RISK ASSESSMENT:

Nil.

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the list of payments for the month of September 2021 totaling \$468,457.73 being:

- 1. Electronic Funds Transfer EFT 6258 – 6332, payments from Municipal Fund totaling \$304,650.22.
- 2. Direct Debit payments from the Municipal Fund totaling \$68,486.34.
- 3. Payroll payments from the Municipal Fund totaling \$95,321.17.
- 4. Credit Card payments of \$12,128.89 for the Statement Month of September are included in Direct Debits of \$68,486.34.

COUNCIL DECISION:

Council Resolution Number

Moved	<input type="text"/>	Seconded	<input type="text"/>
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Carried

**Shire of Menzies
Payments for the Month of September 2021**

Payments Summary

Cheques	<u>\$0.00</u>
EFT	<u>\$304,650.22</u>
Direct Debit	<u>\$68,486.34</u>
Payroll	<u>\$95,321.17</u>
Total Payments	<u>\$468,457.73</u>
Credit Card Payments (included in Direct Debit)	<u>\$12,128.89</u>

Shire of Menzies
Payments for the Month of September 2021

EFT Payments

Chq/EFT	Date	Name	Description	Amount
EFT6258	10/09/2021	Canine Control	ANIMAL CONSULTANTS Ranger services	\$1,600.50
EFT6259	10/09/2021	Leonora Pharmacy	PHARMACY CONTROL ACCOUNT Pharmacy items on consignment	\$1,136.20
EFT6260	10/09/2021	3E Advantage	PRINTING & STATIONERY Photocopier charges	\$4,529.58
EFT6261	10/09/2021	Riklan Emergency Management Services	training & development Fire extinguisher training J. Warner, C Johnston	\$400.00
EFT6262	10/09/2021	Lgiswa	EMPLOYEE COSTS 2019/20 Wages adjustment	\$2,077.49
EFT6263	10/09/2021	Cloud Collections Pty Ltd	RATES EXPENSES Debt collection	\$233.01
EFT6264	10/09/2021	LG Best Practices	ADMIN CONSULTANTS Rhona Hawkins	\$4,125.00
EFT6265	10/09/2021	Kalgoorlie Case & Drill Pty Ltd	DEPOT BUILDING Brushless combo kit	\$2,439.00
EFT6266	10/09/2021	Steven Tweedie	GOVERNANCE Governance support	\$385.00
EFT6267	10/09/2021	Elite Compliance	MERCER ST CARAVAN PARK Design development, bca design review	\$34,683.00
EFT6268	10/09/2021	Golden Mile Cleaning Services	EMPLOYEE COSTS Relief cleaner	\$5,492.50
EFT6269	10/09/2021	Integrity Staffing	ADMIN EMPLOYEE COSTS Relief EA	\$3,189.29
EFT6270	10/09/2021	Shane Russell Hearn	PWOH UNIFORMS Reimburse work boots and trousers S. Hearn	\$252.68
EFT6271	10/09/2021	Spartan First Pty Ltd	ADMIN RECRUITMENT Pre employment medical A. Bethlehem	\$682.00
EFT6272	10/09/2021	Kristy Van Kuyl	ADMIN RECRUITMENT Reimburse pre employment medical K. Van Kuyl	\$110.00
EFT6273	10/09/2021	WA Local Govt Association	GOVERNANCE Subscriptions and memberships	\$25,766.89
EFT6274	10/09/2021	Air Liquide Australia Ltd	DEPOT CONSUMABLES Oxy tank hire	\$28.16
EFT6275	10/09/2021	Australian Taxation Office	INSTALMENT ACTIVITY STATEMENT August	\$28,816.00
EFT6276	10/09/2021	Bunnings	DEPOT CONSUMABLES Cargo case, cable protector, hose reel, tape, taps, fire blanket,	\$1,155.18
EFT6277	10/09/2021	Conway Highbury	GOVERNANCE CONSULTANT Local Laws	\$6,734.75
EFT6278	10/09/2021	Core Business Australia Pty Ltd	WHS ADVISORY SUPPORT remote support	\$11,127.63
EFT6279	10/09/2021	Toll Transport Pty Ltd	POSTAGE AND FREIGHT Library books, tourist brochures	\$148.42
EFT6280	10/09/2021	Eagle Petroleum (W.A) Pty Ltd	PLANT EXPENSES Fuel for month of August	\$8,212.42
EFT6281	10/09/2021	Department of Fire And Emergency Services	ESL LIABILITY Quarter 1 payment	\$15,919.20
EFT6282	10/09/2021	Flex Industries	P199 FLAT TOP TRAILER LED Beacon	\$250.80
EFT6283	10/09/2021	Goldline Distributors	TOURISM CARAVAN PARK Water, biscuits,milk, gloves, juice, potato chips	\$642.70
EFT6284	10/09/2021	Goldfields Locksmiths	COUNCIL BUILDINGS New keys	\$232.92
EFT6285	10/09/2021	Goldfields Records Storage	RECORDS MANAGEMENT Records storage	\$86.78
EFT6286	10/09/2021	Goldfields Toyota	P0230 1MN - CEO vehicle service	\$757.12
EFT6287	10/09/2021	Heatleys safety and Industrial	PWOH UNIFORMS S. Hearn	\$61.82
EFT6288	10/09/2021	Harvey Norman Electrical - Computers	BC034 OLD POLICE STATION New stove	\$699.00
EFT6289	10/09/2021	IT Vision	RATES EXPENSES End of year processes, raise current rates	\$10,505.00
EFT6290	10/09/2021	Shire of Menzies Social Club	Payroll deductions	\$130.00
EFT6291	10/09/2021	Netlogic Information Technology	INFORMATION TECHNOLOGY 4 x monitors, 2 x Monitor stands	\$3,203.50
EFT6292	10/09/2021	Office National	ADMIN MINOR ASSESTS Office furniture,	\$1,732.81
EFT6293	10/09/2021	Reynolds Graphics	PRINTING & STATIONERY Business cards CFO	\$217.25
EFT6294	10/09/2021	Shire Of Leonora	HEALT Health building officer services	\$1,642.80
EFT6295	10/09/2021	Moore Australia	ADMIN CONSULTANTS Compliance group expenses	\$5,351.84
EFT6296	10/09/2021	Verlinden's Electrical Service	COUNCIL PROPERTIES Electrical repairs	\$1,173.70
EFT6297	24/09/2021	Canine Control	ANIMAL CONSULTANTS Ranger services	\$1,600.50
EFT6298	24/09/2021	Rentokil Initial Group	COUNCIL BUILDINGS Hygiene contract to 24 August 2022	\$2,238.68
EFT6299	24/09/2021	Aruma Exploration Pty Ltd	Rates refund for assessment A5638 E31/01165 MINING TENEMENT	\$443.81
EFT6300	24/09/2021	Batteries N More	P0233 3MN Battery	\$315.00
EFT6301	24/09/2021	Xstra Global IT and Communication Solutions	ADMIN COMMUNICATION EXPENSES PABX Rental	\$307.86
EFT6302	24/09/2021	Eastern Goldfields Historical Society	VISITOR CENTRE OPERATIONS History books for resale	\$3,236.33
EFT6303	24/09/2021	Llew Withers	HEALTH Public Health Plan Claim 3	\$3,430.67
EFT6304	24/09/2021	Emyjor Services	BUILDING MAINTENANCE Gas compliance plates various houses	\$3,433.10
EFT6305	24/09/2021	Lgiswa	INSURANCE EXPENSES Motor Vehicle	\$3,514.98
EFT6306	24/09/2021	Anne Lake Consultancy	GOVERNANCE CONSULTANT CEO Review	\$5,120.00
EFT6307	24/09/2021	LG Best Practices	ADMIN CONSULTANT Contract DCEO	\$594.00
EFT6308	24/09/2021	Integrity Fluid Power	DEPOT MAINTENANCE Fuel and air hoses	\$294.31
EFT6309	24/09/2021	Golden Mile Cleaning Services	EMPLOYEE COSTS Contract cleaner	\$8,830.25
EFT6310	24/09/2021	Integrity Staffing	ADMIN EMPLOYEE COSTS Relief EA	\$3,779.90
EFT6311	24/09/2021	Almetra Bethlehem	ADMIN EXPENSES Food and gift for farewell lunch	\$148.00
EFT6312	24/09/2021	Spartan First Pty Ltd	ADMIN RECRUITMENT Drug and alcohol test	\$66.00
EFT6313	24/09/2021	Australian Communications & Media Auth	TV BROADCASTING Licence renewal	\$180.00

Shire of Menzies
Payments for the Month of September 2021

EFT6314	24/09/2021	Bunnings	BM9 23 ONSLOW STREET Building Repairs	\$3,612.11
EFT6315	24/09/2021	C Direct	VISITOR CENTRE OPERATIONS Telstra prepaid cards for resale	\$3,318.81
EFT6316	24/09/2021	Core Business Australia Pty Ltd	ADMIN CONSULTANTS Health and safety advisor	\$10,824.43
EFT6317	24/09/2021	Toll Transport Pty Ltd	ADMIN POSTAGE AND FREIGHT Freight	\$153.69
EFT6318	24/09/2021	Cybersecure	INFORMATION TECHNOLOGY Backup service	\$309.38
EFT6319	24/09/2021	Eagle Petroleum (W.A) Pty Ltd	MINOR ASSEST PURCHASE New fuel bowser	\$6,589.00
EFT6320	24/09/2021	Goldline Distributors	ADMIN CRC PUBLIC TOILETS Toilet paper	\$1,883.56
EFT6321	24/09/2021	Goldfields Records Storage	RECORDS MANAGEMENT Archive storage	\$88.20
EFT6322	24/09/2021	Goldrush Tours	TOURISM Bus tickets on consignment	\$22.95
EFT6323	24/09/2021	Heatleys safety and Industrial	BUILDING MAINTENANCE Uniforms S. Hearn.	\$659.30
EFT6324	24/09/2021	Harvey Norman Electrical - Computers	29a SHENTON STREET Vacuum cleaner	\$978.00
EFT6325	24/09/2021	Marketforce	RECRUITMENT Advertise community development specialist west australian	\$5,843.96
EFT6326	24/09/2021	Mcleods Barristers & Solicitors	BUILDING LEGAL ADVICE Gopel building prosecution	\$1,056.17
EFT6327	24/09/2021	Shire of Menzies Social Club	Payroll deductions	\$130.00
EFT6328	24/09/2021	MLG OZ Pty Ltd	OLD BUTCHER SHOP Aggregate for leech drain	\$4,322.27
EFT6329	24/09/2021	Netlogic Information Technology	INFORMATION TECHNOLOGY SUPPORT Setup emails, setup new users, assist Brian home internet	\$1,095.00
EFT6330	24/09/2021	Office National	MINOR ASSEST PURCHASE Office filing unit	\$3,706.00
EFT6331	24/09/2021	Paupiyala Tjarutja Aboriginal Corporation	RM049 ROAD MAINTENANCE Tjuntjuntjara access road	\$33,000.00
EFT6332	24/09/2021	Moore Australia	FOR EXTRA WORK INVOLVED TO COMPLETE 2020 AUDIT	\$3,592.06
				<u>\$ 304,650.22</u>

Shire of Menzies
Payments for the Month of September 2021

Direct Debit Payments

DD	Date	Name	Description	Amount
DD4194.1	07/09/2021	IOOF Essential Super	Superannuation contributions	\$644.23
DD4194.2	07/09/2021	Cbus	Superannuation contributions	\$789.12
DD4194.3	07/09/2021	Australian Super	Payroll deductions	\$2,356.19
DD4194.4	07/09/2021	Sunsuper	Superannuation contributions	\$500.00
DD4194.5	07/09/2021	Aware Super Pty Ltd	Payroll deductions	\$5,685.98
DD4214.1	21/09/2021	IOOF Essential Super	Superannuation contributions	\$644.23
DD4214.2	21/09/2021	Cbus	Superannuation contributions	\$789.11
DD4214.3	21/09/2021	Australian Super	Payroll deductions	\$2,710.88
DD4214.4	21/09/2021	Sunsuper	Superannuation contributions	\$500.00
DD4214.5	21/09/2021	Aware Super Pty Ltd	Payroll deductions	\$5,976.65
DD4222.1	02/09/2021	Water Corporation	CARAVAN PARK Water charges and usage	\$2,488.69
DD4224.1	07/09/2021	Horizon Power	CARAVAN PARK Power charges and usage	\$7,498.28
DD4226.1	08/09/2021	Telstra - DIRECT DEBIT ONLY	CRC Power charges and usage	\$3,992.56
DD4228.1	08/09/2021	Telstra - DIRECT DEBIT ONLY	PWO COMMUNICATION EXPENSES Satellite phones	\$570.79
DD4230.1	13/09/2021	Telstra - DIRECT DEBIT ONLY	ADMIN COMMUNICATION EXPENSES Phone, internet, data	\$1,535.99
DD4232.1	01/09/2021	NAB	ADMIN EXPENSES Bank Charges	\$201.82
DD4234.1	01/09/2021	WESTNET	VISITOR CENTRE Internet access	\$54.99
DD4236.1	07/09/2021	Power ICT Pty Ltd	COMMUNICATION EXPENSES Messages on hold	\$75.90
DD4238.1	17/09/2021	Horizon Power	ROAD MAINTENANCE Street lights	\$946.84
DD4240.1	27/09/2021	Australia Post	RATES EXPENSES Postage of annual rates	\$1,906.33
DD4246.1	28/09/2021	Gregory Dwyer	MEMBERS SITTING FEES Pres.	\$3,364.49
DD4246.2	28/09/2021	Ian Baird	MEMBERS SITTING FEES Dep Pres	\$1,289.67
DD4246.3	28/09/2021	Cr Justin Lee	MEMBERS SITTING FEES Cr. JL	\$875.83
DD4246.4	28/09/2021	Jillian Dwyer	MEMBERS SITTING FEES Cr. JD	\$875.83
DD4246.5	28/09/2021	Rohan S Baird	MEMBERS SITTING FEES Cr. RB	\$875.83
DD4246.6	28/09/2021	Cr Keith Mader	MEMBERS SITTING FEES Cr. KM	\$875.83
DD4248.1	30/09/2021	NAB	ADMIN EXPENSES Bank Fees NAB Connect	\$504.55
DD4250.1	29/09/2021	Wright Express Australia Pty Ltd	PLANT MAINTENANCE Fuel Cards	\$1,350.47
DD4266.1	11/09/2021	NAB	ADMIN EXPENSES Credit card	\$12,128.89
DD4268.1	14/09/2021	Horizon Power	BO018 29b SHENTON STREET Power charges and usage	\$481.25
DD4270.1	14/09/2021	Horizon Power	BO003 25 ONSLOW STREET Power charges and charges	\$5,624.86
DD4270.2	10/09/2021	Horizon Power	BO017 29A SHENTON STREET Power charges and usage	\$81.43
DD4274.1	29/09/2021	Horizon Power	BO015 14A WALSH STREET Power charges and usage	\$288.83
				<u>\$ 68,486.34</u>

Shire of Menzies
Payments for the Month of September 2021

Credit Card Payments

Date	Name	Description	Amount
Card No: **** * 2831			
02/08/2021	The Plaza Hotel Kalgoorlie	Food and drink - Cr. KM	\$ 58.00
02/08/2021	Leonora Motor Inn	Accommodation Cr. KM and CEO	\$ 274.05
02/08/2021	The Plaza Hotel Kalgoorlie	Accommodation - Cr. KM.	\$ 164.00
02/08/2021	The Plaza Hotel Kalgoorlie	Accommodation - CEO	\$ 164.00
2/08/2021	The Plaza Hotel Kalgoorlie	Food and drink - CEO - To be Invoiced.	\$ 142.50
5/08/2021	Department of Transport	Fleet licensing	\$ 7,526.65
6/08/2021	Office National	Weather resistant outdoor labels	\$ 56.69
11/08/2021	Crown Perth	Accommodation - Canceled late - Cr. JL	\$ 789.36
12/08/2021	Virgin Australia	Credit Card surcharge on flight	\$ 4.51
12/08/2021	Virgin Australia	Flight Perth return - DB	\$ 443.99
18/08/2021	WA Newspapers	Newspaper subscription	\$ 28.00
20/08/2021	Office National	Stationery needed urgently	\$ 222.77
23/08/2021	Office National	Stationery - Credit on 27 August	\$ 97.50
23/08/2021	Dropbox	Internet Dropbox	\$ 306.90
23/08/2021	Adobe Acrobat Pro	Monthly subscription	\$ 299.90
25/08/2021	Crown Perth	Members accom - LG week	\$ 789.36
26/08/2021	Local Govt Managers	Admin - LG Forum -AG	\$ 280.00
26/08/2021	Local Govt Managers	Admin- LG Forum - AB	\$ 280.00
26/08/2021	Local Govt Managers	Admin - LG Forum - JH	\$ 280.00
27/08/2021	Office National	Credit fo stationery 23/8/2021	-\$ 97.50
27/08/2021	National Bank	Card Fee	\$ 9.00
23/08/2021	National Bank	Internal transaction fee	\$ 9.21
TOTAL			<u>\$ 12,128.89</u>

Payrol Payments

08/09/2021	Automatic Drawing	Payroll	\$ 45,983.83
22/09/2021	Automatic Drawing	Payroll	\$ 49,337.34
TOTAL			<u>\$ 95,321.17</u>

12.1.3	Investment report for September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM479
DATE OF REPORT	30 September 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

This item recommends Council receives the investment report for the month of September 2021.

BACKGROUND:

The Chief Executive Officer has delegated authority to invest funds into interest bearing accounts under Delegation 2.5 – Investment of Surplus Funds.

COMMENT:

Below are the current investments for the Shire of Menzies as at 30/09/2021:

INSTITUTION / ACCOUNT TYPE	SUM	TERM	DATE OF MATURITY	INTEREST RATE	RISK ASSESSMENT
NAB – Municipal	\$5,942,574.73	Open	Open		Medium
NAB – Reserve Fund – Cash Maximiser	\$12,303,547.36	Open	Open	0.010%	Medium
NAB – Cash Maximiser	\$29,473.33	Open	Open	0.010%	Medium

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act 1995

- 2.7 (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government’s finances and resources; and
- (b) determine the local government’s policies.

3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.

6.14 Power to invest

Local Government (Administration) Regulations 1996

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —
- authorised institution** means —
- (a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 3 years;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

POLICY IMPLICATIONS:

Council Policy 4.9 - Investments
Delegation 2.5 – Investment of Surplus Funds

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
There is always a certain risk in investment of funds as banking institutions are no longer the stable and unfailing institutions	Medium	Close management of investment. Close attention to financial

<p>they once were.</p> <p>The proposal is to closely manage the Shire's investments and avoid the possibility of loss on the investment.</p> <p>At the same time this proposal still seeks the safest and not necessarily the most profitable return on investments.</p>		<p>markets and information.</p> <p>Diversity of investments as much as possible.</p>
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STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the investment report for the month of September 2021.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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12.2 Administration Reports

12.2.1	Appointments to committees
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM481
DATE OF REPORT	07 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

This paper is provided to fulfill the statutory requirement for Council to make appointments to Committees after each election.

BACKGROUND:

Council is required to make appointments to Committees following each ordinary election. This process also gives Council an opportunity to review each Committee in regard to their make-up or whether they are no longer required.

Council has one (1) internal Committee and is represented on six (6) external Committees and Working Groups.

The Shire President may be a member of any Committee that they wish to be a member. Each Council member is entitled to be a member of at least one (1) Committee. The CEO or their nominated representative may be a member of any Committee having an employee representation.

COMMENT:

Councilors should note that attendance on external committees obligates the Member to represent the Council's view on matters, not their own personal view.

If there are more nominees than available Committee positions, then a vote is used to decide membership of the Committee.

The Lake Ballard Management Advisory Committee has not met in recent times however it is expected that this group will be reconstituted in the future.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act 1995

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

(a) council members only; or

(b) council members and employees; or

(c) council members, employees and other persons; or

(d) council members and other persons; or

(e) employees and other persons; or

(f) other persons only.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

*** Absolute majority required.**

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to nominate Councilors to each Committee would be a breach of the <i>Local Government Act 1995</i> .	Low.	Ensure all Committees have a nominee.

STRATEGIC IMPLICATIONS:

- 4.1 A strategically focused Council, leading our community.
- 4.1.1 Provide strategic leadership and governance.
- 4.1.2 Effectively represent, promote and advocate for the community and district.
- 4.1.3 Encourage and support community engagement and collaboration.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council endorses the following Committee appointments:

1. Audit and Risk Committee – Cr____, Cr____, and Cr_____.
2. GVROC – Cr____(primary), Cr____(deputy) and the CEO (proxy).
3. Regional Roads Group – Cr____(primary), Cr____(deputy) and the CEO.
4. Niagara Dam Working Party – Cr____(primary) and Cr____(deputy).
5. Local Emergency Management Committee – Cr____(primary), Cr____(deputy) and the CEO.

6. Lake Ballard Management Advisory Committee – Cr____(primary), Cr____(deputy) and the CEO.
7. Northern Goldfields Working Group – Cr____(primary), Cr____(deputy) and the CEO.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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12.2.2	Public Places and Local Government Property Local Law
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM486
DATE OF REPORT	14 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. 211014 Places Property 2021 v 5 [12.2.2.1 - 28 pages]

SUMMARY:

This matter was considered as part of the 2021 Local Laws Review presented and adopted by Council at the Ordinary Council Meeting held 27 May 2021.

BACKGROUND:

This local law is to repeal the Activities in Thoroughfares and Public Places Local Law 2007, and adopt a new Public Places and Local Government Property Local Law.

This agenda item is the commencement of the statutory process to do so.

COMMENT:

The *Local Government Act 1995* requires the following statements:

Purpose – to make provisions for the management of public places, thoroughfares and all local government property.

Effect – to repeal an existing local law, establish necessary controls for public places, thoroughfares and local government property, provide for permitted and prohibited use and activities, and create offences for non-compliance.

The draft local law repeals the Activities in Thoroughfares and Public Places Local Law 2007. This local law adopted a 2000 local law from Shire of Kojonup and now is quite out of date.

The proposed local law:

- complies with legislative changes made over the past 14 years;

- clearly extends Council’s legal capacity to control and manage to buildings, housing, etc, and specifically includes buildings and structures owned by the Shire which are on non-Shire lands, such as the signs and toilets on the Lake Ballard Reserve which is not vested in Council;
- provides for Council control over public places not owned or vested in the Shire, but accessible to the public, such as Lake Ballard Reserve; and
- Allows for the installation of signs to control activities on lands under Shire control. For instance, the placement of a sign at the entry to Niagara Dam Reserve or Lake Ballard Reserve limiting vehicles to roadways or made access routes is legally enforceable.

The local law also makes provisions for “restricted local government property” which includes the depot, housing etc. Under the provision of this local law, access to these areas is permitted only by invitation of the tenant, with the permission of the CEO or by emergency personnel in pursuit of their duties or other lawful purpose (eg Western Power or Water Corporation meter readers).

Several things to note:

- As with all local laws, the definitions of person or position are very specific – reference to Council, CEO etc, specifically means the Council in session, or the CEO and the function prescribed cannot be further delegated. If flexibility is required, the provisions need to refer to “local government” for the ability to delegate, or to “authorised person” if a broader implantation is appropriate;
- Definitions for “public place”, “thoroughfare” and “local government property” etc are also very specific; and
- “shall” is mandatory, whereas “may is discretionary”.

The statutory process is the same for making, amending or revoking a local law:

- Local public notice inviting public comment – minimum of 6 weeks;
- During this time, submit to Department of Local Government;
- At the end of public comment, summary of public comments and any changes recommended by the departments to Council for decision regarding those comments, and consideration of any changes to the draft local law;
- final adoption of the amendment local law by Council;
- publication in the Government Gazette;
- local public notice to be given of the adoption, publication and commencement date of the local law; and
- submission of all necessary documents to Parliamentary Joint Standing Committee on Delegated Legislation for its review.

The JSCDL reviews the local law, its effects and may recommend to Parliament that it be amended and request an undertaking, or that it be disallowed. The JSCDL will not review the draft until after it has been formally adopted, Gazetted etc.

CONSULTATION:

Niel Mitchell, Consultant.

STATUTORY AUTHORITY:

Local Government Act 1995 –
- s.3.12 – *Procedure for making local laws*

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Minor costs associated with advertising for public submissions.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Outdated requirements potentially resulting in enforcement being inconsistent with legislation or inability to adequately exercise controls over local government property.	Medium	Staff awareness of resulting changes in the new local law.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. In accordance with section 3.12 (2) and (3) of the *Local Government Act 1995*, and all other legislation enabling it, give local public notice, inviting submissions during a minimum 6-week time frame, that it intends to make a Public Places and Local Government Property Local Law–

Purpose – to make provisions for the management of public places, thoroughfares and all local government property

Effect – to repeal an existing local law, establish necessary controls for public places, thoroughfares and local government property, provide for permitted and prohibited use and activities, and create offences for non-compliance.

- 2. Provide copies, in accordance with section 3.12 (3) of the *Local Government Act 1995*, to the Minister for Local Government and any other person requesting it, of the proposed Public Places and Local Government Property Local Law.

COUNCIL DECISION:

Council Resolution Number

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Carried

LOCAL GOVERNMENT ACT 1995

SHIRE OF MENZIES

PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW 2021

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SCHEDULE 1 – PRESCRIBED OFFENCES

LOCAL GOVERNMENT ACT 1995

SHIRE OF MENZIES

PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the Shire of Menzies resolved on _____ to adopt the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Menzies Public Places and Local Government Property Local Law 2021*.

1.2 Commencement

The local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Shire of Menzies Activities in Thoroughfares and Public Places Local Law 2007* is repealed.

1.5 Transitional provisions

- (1) An application for, or the renewal of a licence, permit or other authorisation made under a repealed local law that has not been finally determined before the commencement day is to be dealt with and determined as if it were an application under this local law.
- (2) A licence, permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a licence under this local law and may be dealt with accordingly.

1.6 Definitions

- (1) In this local law –

Act means the *Local Government Act 1995*;

applicant means a person who applies for a licence;

application means an application for a licence;

authorised person means a person appointed by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

building means any building or structure which is local government property and includes any –

- (a) hall or room; and
- (b) corridor, stairway or annexe of any hall or room; and
- (c) the immediate environs of the building if the context requires, but does not include an open space, a carpark or a similar.

building permit means a permit granted under section 20 of the *Building Act 2011*;

bulk rubbish container means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

carriageway has the meaning given to it in the *Road Traffic Code 2000*;

CEO means the Chief Executive Officer of the local government;

children's playground means an area set aside for use by children and noted by the presence of any of the following –

- (a) dedicated children's playground equipment,

- (b) the presence of either sand or other form of soft fall surface; or
 - (c) a sign indicating the area is a children's playground;
- closed thoroughfare** means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act;
- commencement day** means the day on which this local law comes into operation;
- costs** means all expenses directly associated with reinstatement or replacement, and includes administrative expenses associated with reinstatement or replacement;
- Council** means the council of the local government;
- crossover** means a crossing giving access from a public thoroughfare to –
- (a) private land; or
 - (b) a private thoroughfare serving private land;
- determination** means a determination made under clause 2.1;
- district** means the district of the local government;
- entertainment** means –
- (a) the action of providing or being provided with amusement or enjoyment; or
 - (b) an event, performance, or activity designed to entertain others;
- firearm** has the same meaning as in section 4 of the *Firearms Act 1973*;
- footpath** has the meaning given to it in the *Road Traffic Code 2000*;
- function** means an event or activity characterised by all or any of the following –
- (a) formal organisation and preparation;
 - (b) its occurrence is generally advertised or notified in writing to particular persons;
 - (c) organisation by or on behalf of a club;
 - (d) payment of a fee to attend it; and
 - (e) systematic recurrence in relation to the day, time and place;
- garden** means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;
- hire** includes offer to hire and expose for hire;
- intersection** has the meaning given to it in the *Road Traffic Code 2000*;
- kerb** includes the edge of a carriageway;
- lawn** means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;
- licence** means a licence, permit or approval issued under this local law;
- licence document** means a licence document issued under this local law;
- licensed premises** has the same meaning as is given to it in section 3 of the Liquor Control Act;
- licence holder** means a person who holds a licence;
- liquor** has the meaning given to it in section 3 of the Liquor Control Act;
- Liquor Control Act** means the *Liquor Control Act 1988*;
- local government** means the Shire of Menzies;
- local government property** means anything except a thoroughfare –
- (a) which belongs to or is leased by the local government;
 - (b) of which the local government is the management body under the *Land Administration Act 1997*; or
 - (c) which is an otherwise unvested facility within section 3.53 of the Act;
- local public notice** has the meaning given to it in section 1.7 of the Act;
- lot** has the meaning given to it in the *Planning and Development Act 2005*;
- market** means a collection of stalls, stands or displays erected for the purpose of selling or hiring goods or services or carrying out any other transaction;
- missile** has the same meaning as in section 4 of the *Firearms Act 1973*;
- nuisance** means any activity, thing, condition, circumstance or state of affairs caused or contributed to by a person which –
- (a) is injurious or dangerous to the health or safety of another person of normal susceptibility; or
 - (b) which has a disturbing effect on the state of reasonable physical, mental or social well being of another person;
- owner or occupier**, in relation to land, does not include the local government;

permitted verge treatment means any one of the treatments described in clause 6.7(3), and includes any reticulation pipes and sprinklers;

person does not include the local government;

public place means –

- (a) a thoroughfare;
- (b) any local government property; or
- (c) a place to which the public have access;

repealed local law means a local law repealed under clause 1.4;

restricted local government property means local government property which by its nature or by sign erected by the local government property does not have public access, and includes –

- (a) a building used as a residence and the whole of the land on which it is situated;
- (b) a non-residential building occupied under an agreement with the local government and the whole of the land on which it is situated;
- (c) land occupied under an agreement with the local government; and
- (d) buildings or land restricted by the local government for municipal purposes to ensure public safety, or for community interest or benefit;

Schedule means a schedule to this local law;

sell includes –

- (a) offer or attempt to sell;
- (b) display for sale;
- (c) send, forward or deliver for sale or on sale;
- (d) barter or exchange;
- (e) dispose, by lot or chance or by auction;
- (f) supply, or offer, agree or attempt to supply –
 - (i) in circumstances which the supplier derives or would be likely to derive a direct or indirect pecuniary benefit; or
 - (ii) gratuitously, but with a view to gaining or maintaining custom or other commercial advantage; or
- (g) authorise, direct, cause or permit to be done any act referred to in this definition;

set fee refers to fees and charges imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act;

sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

stall means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold and includes a vehicle;

street tree means any tree planted or self sown in a thoroughfare, of an appropriate species and in an appropriate location, for the purposes of contributing to the appearance of the thoroughfare;

thoroughfare has the meaning given to it by the Act;

townsite means the townsites of Menzies and Kookynie, which are –

- (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
- (b) referred to in clause 37 of Schedule 9.3 of the Act;

trading means selling or hiring goods or services and includes the setting up of a stall and conducting business at a stall;

UAV means unmanned aircraft, other than a balloon or kite;

vehicle includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
 - (b) where the context permits, an animal being ridden or driven,
- but excludes –
- (c) a wheelchair or any device designed for use by a physically impaired person on a footpath; and
 - (d) a pram, stroller or similar device;

verge means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath; and

waste includes matter –

- (a) whether liquid, solid, gaseous or radioactive and whether useful or useless, which is discharged into the environment; or
- (b) prescribed by regulations under the *Waste Avoidance and Resource Recovery Act 2007* to be waste.

1.7 Interpretation

In this local law, a reference to local government property includes a reference to any part of local government property.

1.8 Assistance animals

This local law is subject to any written law and any law of the Commonwealth about assistance animals as defined in section 9(2) of the *Disability Discrimination Act 1992 (Commonwealth)*.

1.9 Overriding power to hire and agree

Despite anything to the contrary in this local law, the CEO or an authorised person, on behalf of the local government, may –

- (a) hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

PART 2 - DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

2.1 Determinations as to use of local government property

The Council may make a determination in accordance with clause 2.2 –

- (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
- (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
- (c) as to the matters in clauses 2.7(2) and 2.8(2); and
- (d) as to any matter ancillary or necessary to give effect to a determination.

2.2 Procedure for making a determination

- (1) The local government is to give local public notice of the intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that –
 - (a) the Council intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to –
 - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) is to apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c), the Council is to –
 - (a) consider those submissions; and
 - (b) decide –
 - (i) whether or not to amend the proposed determination; or
 - (ii) whether or not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, local public notice is to be given –
 - (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, local public notice is to be given that the proposed determination has effect as a determination on and from the date of publication.

- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).

2.3 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

2.4 Determination to be complied with

A person shall comply with a determination.

2.5 Register of determinations

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

2.6 Amendment or revocation of a determination

- (1) The Council may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the Council revokes a determination local public notice is to be given of the revocation and the determination is to cease to have effect on the date of publication.

2.7 Activities which may be pursued on specified local government property

- (1) A determination may provide that specified local government property is set aside as an area on which a person may –
- (a) take, ride or drive a vehicle, or a particular class of vehicle;
 - (b) use a UAV;
 - (c) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
 - (d) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
 - (e) play or practise –
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*;
or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property; and
 - (f) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular –
- (a) the days and times during which the activity may be pursued;
 - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
 - (d) may limit the activity to a class of vehicles, equipment or things, or may extend it to all vehicles, equipment or things;
 - (e) may specify that the activity can be pursued by a class of persons or all persons; and
 - (f) may distinguish between different classes of the activity.

2.8 Activities which may be prohibited on specified local government property

- (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property –

- (a) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
 - (b) taking, riding or driving a vehicle on the property or a particular class of vehicle;
 - (c) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
 - (d) the playing or practice of –
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (e) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
 - (f) the traversing of land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.
- (2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular –
- (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, equipment or things, or all vehicles, equipment or things;
 - (d) that an activity is prohibited in respect of a class of persons or all persons; and
 - (e) may distinguish between different classes of the activity.

2.9 Sign under repealed local law taken to be determination

- (1) Where a sign erected on local government property has been erected under a repealed local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3 - ACTIVITIES ON LOCAL GOVERNMENT PROPERTY REQUIRING A LICENCE

3.1 Activities requiring a licence

- (1) A person shall not without a licence –
 - (a) subject to subclause (3) hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect, on local government property a structure for public amusement or for any performance, whether for gain or otherwise;
 - (d) teach, coach or train, for profit, any person in any facility which is local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted –
 - (i) with the consent of a person who holds a licence to conduct a function, and where the trading is carried on under and in accordance with the licence; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
 - (g) conduct or set up a market on local government property or public place;
 - (h) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose –
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
 - (i) conduct a function or entertainment event on local government property;
 - (j) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (k) light a fire on local government property except in a facility provided for that purpose;
 - (l) parachute, hang glide, abseil or base jump from or on to local government property;
 - (m) erect a building or a refuelling site on local government property;
 - (n) make any excavation on or erect or remove any fence on local government property;

- (o) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
 - (p) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property;
 - (q) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly;
 - (r) erect, install, operate or use any broadcasting, public address system, loudspeaker or other device for the amplification of sound on local government property;
 - (s) conduct an entertainment event on local government property; or
 - (t) film or make a recording as part of or for commercial gain on local government property.
- (2) The CEO or an authorised person may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The CEO or an authorised person may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

3.2 Licence to erect structures or camp

- (1) In this clause—
- camp** unless the context requires otherwise has the same meaning as given to it in section 5 of the *Caravan Parks and Camping Grounds Act 1995*;
- caravan** has the same meaning as given to it in section 5 of the *Caravan Parks and Camping Grounds Act 1995*;
- facility** has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*;
- park home** has the same meaning as given to it in section 5 of the *Caravan Parks and Camping Grounds Act 1995*; and
- structure** includes a caravan, park home, or camp.
- (2) This clause does not apply to a caravan park or camping ground operated by the local government.
- (3) A person shall not without a licence –
- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property;
 - (b) erect any tent, camp, hut or similar structure on local government property other than a shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day; or
 - (c) park a vehicle on local government property, thoroughfare or public place for the purpose of sleeping in the vehicle.
- (4) The maximum period for which the local government may approve an application for a licence in respect of paragraph (a) or (b) of subclause (2) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

3.3 Licence required for possession and consumption of liquor

- (1) A person shall not offer for sale, consume, have in her or his possession or under her or his control on local government property, any liquor unless –
- (a) permitted under the Liquor Control Act; and
 - (b) a licence has been obtained for that purpose from the local government.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

PART 4 - BEHAVIOUR ON LOCAL GOVERNMENT PROPERTY

4.1 Application

In this Part –

local government property includes any structure, facility or item constructed or owned by the local government which may be situated on land not under the local government's management.

4.2 Restricted local government property

Nothing in this local law is to be construed as –

- (a) permitting access to or activities by the public on restricted local government property without the

express approval –

- (i) in the case of a building used as a residence and the whole of the land on which it is situated, by the occupier or authorised representative of the occupier;
 - (ii) in the case of a non-residential building occupied under an agreement with the local government, the building and the whole of the land on which it is situated, by the person occupying the building;
 - (iii) in the case of land occupied under an agreement with the local government, by the person occupying the land; and
 - (iv) in the case of a building or land restricted by the local government for municipal purposes to ensure public safety, or for community interest or benefit, by the CEO or an authorised person;
- (b) limiting –
- (i) the right of the occupier of restricted local government property to full use of that property for their private enjoyment as permitted by law or by agreement with the local government; or
 - (ii) access by emergency personnel in the course of her or his duties.

4.3 Behaviour which interferes with others

In or on any local government property, a person shall not behave in a manner which –

- (a) is likely to interfere with the enjoyment of a person who might use or who might be on the property; or
- (b) interferes with the enjoyment of a person using the property.

4.4 Behaviour detrimental to property

A person shall not behave in or on local government property in a way which is or might be detrimental to the property, including but not limited to –

- (a) removing any thing from the local government property including a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, including a rock, a plant, a seat provided for the use of any person or a building.

4.5 No unauthorised entry to function

- (1) A person shall not enter local government property on such days or during such times as the property is set aside for a function, except –
 - (a) through the proper entrance for that purpose; and
 - (b) on payment of any fee chargeable for admission as determined by the hirer at the time.
- (2) The CEO or an authorised person may exempt a person from compliance with subclause (1)(b).

4.6 Taking or injuring fauna

- (1) In this clause –
 - animal** means any living thing that is not a human being or plant;
 - fauna** means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal –
 - (a) any class of animal or individual member;
 - (b) the eggs or larvae; or
 - (c) the carcass, skin, plumage or fur unless it has been shed or discarded by the fauna in a normal or natural manner.
- (2) A person shall not take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised under a written law to do so.

4.7 Flora

- (1) In this clause –
 - flora** means all vascular plants, seeds and other flora, whether living or dead.
- (2) On or above any local government property unless authorised to do so under a written law or with the written approval of the CEO or an authorised person, a person shall not –
 - (a) remove, damage or interfere with any flora; or

- (b) plant or deposit any flora.

4.8 Animals

Unless otherwise approved by the CEO, an authorised person or authorised by other written law, a person shall not on any local government property –

- (a) tether any animal other than a dog, to an object or tree; or
- (b) permit any animal other than a dog, to enter unless authorised by a licence.

4.9 Waste

A person shall not deposit or discard waste on local government property except –

- (a) in a place or receptacle set aside by an authorised person for that purpose; and
- (b) in accordance with any conditions that may be specified on the receptacle or a sign.

4.10 Vehicles on local government property

- (1) Unless authorised by a licence or determination, a person shall not take or cause a vehicle to be taken onto or driven on local government property unless –
 - (a) subject to subclause (3), the local government property is clearly designated as a road, access way, or car park;
 - (b) the vehicle is driven by a local government employee, authorised person or contractor engaged by the local government, who is engaged in –
 - (i) providing a service or making a delivery in connection with the local government property; or
 - (ii) maintaining the local government property;
 - (c) the person is driving an emergency vehicle in the course of her or his duties;
 - (d) the vehicle is –
 - (i) used in accordance with the conditions set down by the local government or an authorised person; and
 - (ii) of a type allowed to be taken onto the local government property by the local government or an authorised person; or
 - (e) the vehicle is a motorised wheelchair or similar, and the driver of that vehicle is a person with a disability.
- (2) A person shall not drive a vehicle or allow a vehicle to be driven on local government property at a speed exceeding 20 kilometres per hour or as otherwise indicated by a sign, or in such a manner as to cause danger to any person.
- (3) Other than in accordance with subclause (1)(b), (c), (d) or (e), a person shall not drive a vehicle on local government property or part of it that is being used for a function for which a licence has been obtained unless permitted to do so by the licence holder or an authorised person.

4.11 UAVs

A person shall not use a UAV on or from local government property except where a licence or determination specifies a particular local government property.

4.12 Archery, pistol or rifle shooting

A person shall not play or practise archery, pistol or rifle shooting on local government property except on land which is reserved by the local government for that purpose, or as otherwise provided by a determination or licence.

4.13 Playing or practising golf

A person shall not play or practise golf on local government property except where a licence or determination specifies a particular local government property.

4.14 Prohibition relating to bicycles, skateboards etc. on local government property

Unless the local government property is clearly identified for the purpose, a person shall not use or ride a bicycle or wheeled recreational device, skateboard or roller-blades, or sand board or similar devices on any local government property –

- (a) inside, or on the curtilage to, a building; or

- (b) in or on a lakebed or waterway.

PART 5 - MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

5.1 No entry to fenced, closed or restricted local government property

- (1) Unless that person is authorised to do so by the CEO or an authorised person, a person shall not enter onto –
 - (a) local government property which has been fenced off or closed to the public by a sign or otherwise, or
 - (b) restricted local government property except in accordance with clause 4.2.
- (2) Nothing in this local law is to be construed as preventing the access necessary by persons empowered to do so under a written law.

5.2 Only specified gender to use entry of toilet block or change room

- (1) Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by –
 - (a) females – then a person of the male gender shall not use that entry of the toilet block or change room;
 - (b) males – then a person of the female gender shall not use that entry of the toilet block or change room; or
 - (c) families – then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that entry of the toilet block or change room.
- (2) Subclause (1)(a) and (b) does not apply to a child, when accompanied by a parent, guardian or caregiver, where the child is –
 - (a) under the age of 8 years; or
 - (b) otherwise permitted by an authorised person to use the relevant entry.

5.3 Use of shower or bath facilities

A person may use a shower or bath facility in change rooms only on conditions that –

- (a) the facilities shall be used by the person only for the purpose of cleansing, bathing and washing themselves; and
- (b) the facilities shall not be used for the purpose of laundering of clothing or washing of other articles.

PART 6 - ACTIVITIES IN THOROUGHFARES

Division 1 – General

6.1 General prohibitions

A person shall not –

- (a) plant, or allow to remain, in a thoroughfare a plant that is or may become an obstruction to a reasonable sight line for a driver of any vehicle negotiating or using the thoroughfare;
- (b) damage a lawn or a garden, or remove any plant or part of a plant from a lawn or a garden, in a thoroughfare unless –
 - (i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
 - (ii) the person is acting under the authority of a written law;
- (c) damage, or remove a street tree, or part of a street tree, irrespective of whether it was planted by the owner or occupier of the lot abutting the thoroughfare or by the local government, unless –
 - (i) the damage to, or removal of, the street tree is authorised by an authorised person in writing; or
 - (ii) the person is acting under authority of written law;
- (d) except as permitted by this local law place, or allow to be planted, placed or remain, on a thoroughfare any thing (except water) that –
 - (i) obstructs the thoroughfare; or

- (ii) results in a hazard for any person using the thoroughfare;
- (e) unless at the direction of an authorised person, damage, remove or interfere with any part of a thoroughfare, or any structure erected on a thoroughfare, by the local government or a person acting under the authority of a written law; or
- (f) play or participate in any game or sport so as to cause danger to any person or thing or unreasonably impede the movement of vehicles or persons on a thoroughfare.

6.2 Activities allowed with a licence

- (1) A person shall not without a licence –
- (a) dig or otherwise create a trench through or under a kerb or footpath;
 - (b) throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;
 - (c) cause any obstruction to a vehicle or a person using a thoroughfare;
 - (d) cause any obstruction to a water channel or a water course in a thoroughfare;
 - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
 - (f) damage a thoroughfare;
 - (g) fell or damage any street tree;
 - (h) fell any tree onto a thoroughfare;
 - (i) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose;
 - (j) unless installing, or in order to maintain, a permitted verge treatment –
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install, on any part of a thoroughfare, any thing such as gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
 - (k) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - (l) on a thoroughfare use anything or do anything so as to create a nuisance;
 - (m) place or cause to be placed on a thoroughfare a bulk rubbish container;
 - (n) interfere with the soil of, or anything in, a thoroughfare or take anything from a thoroughfare;
 - (o) conduct or carry on any trading on a thoroughfare;
 - (p) conduct, carry on or set up a market on a thoroughfare; or
 - (q) conduct or carry on an entertainment event on a thoroughfare.
- (2) An authorised person may exempt a person from compliance with subclause (1) on the application of that person.

6.3 Assignment of numbers

- (1) In this clause –
number means a number with or without an alphabetical suffix indicating the street address of land as assigned by the local government from time to time, in accordance with this local law.
- (2) The CEO or an authorised person may assign a number to a lot in the district and may assign another number to the lot instead of that previously assigned.

6.4 No driving on closed thoroughfare

A person shall not drive or take a vehicle on a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act unless –

- (a) it is in accordance with any limit or exception specified in the order made under section 3.50 of the Act; or
- (b) the person has first obtained a licence.

6.5 Fencing of public place – Item 4(1) of Division 1, Schedule 3.1 of Act

A public place, as that term is defined in clause 1.6, is specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act.

*Division 2 – Permitted verge treatments***6.6 Application**

This Division only applies to the townsites of Menzies and Kookynie.

6.7 Permitted verge treatments

- (1) A person shall not install or maintain a verge treatment which is not a permitted verge treatment.
- (2) An owner or occupier of land which abuts on a verge may install a permitted verge treatment, on that part of the verge directly in front of her or his land.
- (3) A permitted verge treatment is–
 - (a) the planting and maintenance of a lawn;
 - (b) the planting and maintenance of a garden provided that –
 - (i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare;
 - (ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;
 - (iii) it does not include a wall or built structure; and
 - (iv) is not of a thorny, poisonous or hazardous nature; and
 - (c) subject to subclause (4), the installation of material which does not detract from the amenity of the area, including but not limited to –
 - (i) bituminous surface or in-situ concrete, subject to reduction of area shedding of storm water or flooding;
 - (ii) use of paving bricks or concrete slabs; and
 - (iii) all forms of loose aggregate materials such as pebbles, stones and gravel, not larger than 50mm and contained within the verge area at all times; and
 - (d) other treatment approved by the local government.
- (4) Where installation of material which would create a hard surface has been installed or is intended, an authorised person may by written notice, require –
 - (a) a reduction of area covered or to be covered, if shedding of storm water or flooding is likely to cause a nuisance to neighbours or users of a thoroughfare; and
 - (b) an area of open space to a maximum of 1m from the edge of a street tree.
- (5) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 6.9.

6.8 Obligations of owner or occupier

An owner or occupier who installs or maintains a permitted verge treatment shall –

- (a) keep the permitted verge treatment in a good and tidy condition and, where the verge treatment is a garden or lawn, ensure that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;
- (b) ensure that clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in a carriageway, or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare;
- (c) not place any obstruction on or around the verge treatment;
- (d) not disturb a footpath on the verge;
- (e) ensure that the verge treatment does not damage or obstruct a drain, manhole, galley, inspection pit, channel, kerb or tree planted by the local government; and
- (f) ensure that any sprinklers or pipes installed to irrigate a verge treatment –
 - (i) do not protrude above the level of the lawn or verge treatment when not in use;
 - (ii) are not used at such times so as to cause unreasonable inconvenience to pedestrians or other persons; and
 - (iii) do not otherwise present a hazard to pedestrians or other persons.

6.9 Transitional provision

- (1) In this clause –
former provisions means the provisions of the repealed local laws which permitted certain types of verge treatments, whether with or without the consent of the local government.
- (2) A verge treatment is to be taken to be a permitted verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions which –
- was installed prior to the commencement day; and
 - on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions.

6.10 Power to carry out public works on verge

Where the local government or an authority is empowered to do so under a written law disturbs a verge, the local government or the authority –

- is not liable to compensate any person for that disturbance;
- may backfill with sand, if necessary, any garden or lawn; and
- is not liable to replace or restore any –
 - verge treatment and, in particular, any plant or any material or other hard surface; or
 - sprinklers, pipes or other reticulation equipment.

Division 3 – Vehicle crossovers

6.11 Temporary crossovers

- (1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a licence for the construction of a temporary crossover to protect the existing carriageway, kerb, drains, footpath, existing materials and street trees, where –
- a crossover does not exist; or
 - a crossover does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossover.
- (2) The person responsible for the works in subclause (1) is to be taken to be –
- the builder named on the building permit issued under the *Building Act 2011*, if one has been issued in relation to the works; or
 - the owner of the lot, if no building permit has been issued under the *Building Act 2011* in relation to the works.
- (3) If the CEO or an authorised person approves an application for a licence for the purpose of subclause (1), the licence is taken to be issued on the condition that until such time as the temporary crossover is removed, the licence holder shall keep the temporary crossover in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

6.12 Removal of redundant crossover

- (1) Where works on a lot will result in a crossover no longer giving access to a lot, the crossover is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of an authorised person.
- (2) The CEO or an authorised person may give written notice to the owner or occupier of a lot requiring her or him within the period of time stated in the notice to –
- remove any part of or all of a crossover which does not give access to the lot; and
 - reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal.

6.13 Crossovers in unsafe locations

- (1) Where a crossover is in an unsafe location, the local government may give notice to the owner or occupier to –
- remove the crossover; or
 - make the crossover safe.
- (2) In determining whether the crossover is in an unsafe location, the local government shall have regard to –
- any guidelines or advice Main Roads Western Australia sought or published from time to time;

- (b) the usage of the thoroughfare; and
 - (c) alternative treatments available to make the crossover safe.
- (3) Any notice issued under subclause (1) is to give a minimum period of 28 days to remove or make the crossover safe, provided immediate measures are taken to advise users of the thoroughfare of the circumstances deemed unsafe.

PART 7 - ACTIVITIES IN PUBLIC PLACES

7.1 Leaving animal or vehicle in public place

- (1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place, unless that person has first obtained a licence or is authorised to do so under a written law.
- (2) A person does not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.
- (3) A person does not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

7.2 Prohibitions relating to animals

- (1) In this clause, **owner** in relation to an animal includes –
- (a) an owner of it;
 - (b) a person in possession of it;
 - (c) a person who has control of it; and
 - (d) a person who ordinarily occupies the premises where the animal is permitted to stay.
- (2) An owner of an animal shall not –
- (a) allow the animal to enter or remain for any time on any public place except for the use of the public place as a thoroughfare and unless it is led, ridden or driven;
 - (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or
 - (c) train or race the animal in a public place.
- (3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare, unless that person does so under a licence or under the authority of a written law.

PART 8 - TEMPORARY SIGNS

8.1 Definitions

In this Part, unless the context otherwise requires –

advertising sign means a temporary sign or poster which advertises a business, products or services for commercial gain;

election sign means a temporary sign or poster which advertises any aspect of a forthcoming Federal, State or local government election;

event sign means a temporary sign or poster which advertises an event, function or activity;

temporary sign means a sign used for the purpose of advertisement or notification, whether free standing or requiring to be affixed to a structure of any type, and includes –

- (a) a bill, poster and the like;
- (b) a banner or flag;
- (c) an advertising sign;
- (d) an event sign;
- (e) an election or political sign; and
- (f) a direction sign to a place or event.

8.2 Application

Any sign that is to be a permanent structure or fixture is to comply with –

- (a) the Building Code as defined in section 3 of the *Building Regulations 2012*;
- (b) any local planning scheme of the local government made under the *Planning and Development Act 2005*; and

- (c) any other written law regulating of signs within the district.

8.3 Temporary signs

- (1) On local government property or in a thoroughfare, a person shall not without a licence –
 - (a) place a temporary sign; or
 - (b) post any bill or paint, place or affix any advertisement.
- (2) Notwithstanding subclause (1), a licence is not required for a temporary sign that is –
 - (a) otherwise compliant with clauses 8.5, 8.6, 8.7, 8.8 and 8.9;
 - (b) placed flat against a wall or constructed fence for the full length and height of the sign;
 - (c) for the purposes of a sporting, charitable or not for profit organisation; and
 - (d) does not exceed a number of signs considered reasonable at the discretion of the CEO.

8.4 Matters to be considered in determining application for licence

In determining an application for a licence for the purpose of clause 8.3(1), matters the local government is to have regard to include –

- (a) any other written law regulating the construction or placement of signs within the district;
- (b) the dimensions of the sign;
- (c) whether or not the sign may create a hazard to persons using a thoroughfare;
- (d) other signs already approved or erected in the vicinity of the proposed location of the sign;
- (e) any other condition that may be imposed; and
- (f) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

8.5 Conditions for temporary signs

Unless otherwise approved by the local government, temporary signs shall –

- (a) be portable and free-standing or temporarily affixed so as there is no resulting damage to any thing;
- (b) be secured in position in accordance with any requirements of the local government;
- (c) be placed so as not to impede or obstruct either vehicle or pedestrian traffic, or access to a place by any person;
- (d) be placed so as not to obstruct lines of sight for vehicle traffic;
- (e) not be unduly distracting, in the opinion of an authorised person, if illuminated or incorporating reflective or fluorescent materials;
- (f) not contain any offensive wording, symbols or images in the opinion of an authorised person;
- (g) not display only part of a message which is to be read with other separate signs in order to obtain the whole message;
- (h) be maintained in good condition;
- (i) be in compliance with any limitation of the number of signs notified in writing by the local government; and
- (j) unless flat against a wall or fence not exceed –
 - (i) 0.75 square metres in area; and
 - (ii) not exceed 750mm horizontally.

8.6 Prohibition on placement of temporary signs

Unless otherwise approved by the local government a temporary sign shall not be placed –

- (a) on any natural feature, including a rock or tree, on local government property or a thoroughfare;
- (b) on any bridge or the structural approaches to a bridge.

8.7 Additional conditions for advertising signs

Unless otherwise approved by the local government an advertising sign shall –

- (a) relate only to the business activity, or be placed with the consent of the owner or occupier of the adjoining premises; and
- (b) be in place only during the hours of the business activity or the event being advertised.

8.8 Additional conditions for event signs

Unless otherwise approved by the local government an event sign shall –

- (a) relate only to the event, function or activity advertised; and
- (b) not be placed more than 28 days prior to the event, function or activity being advertised.

8.9 Additional conditions for election signs

An election sign shall not be erected until the election to which it relates has been officially announced.

8.10 Removal of temporary signs

- (1) Unless otherwise specified a temporary sign is to be removed within 10 working days of the event or activity.
- (2) The local government may remove non-complying signs without notice and recover costs from the person placing the sign or named as beneficiary on the sign.

PART 9 - SIGNS AND POWERS TO GIVE DIRECTIONS

9.1 Signs installed by the local government

- (1) The local government may install a sign in public places specifying any conditions of use which apply to that public place, local government property or thoroughfare.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.
- (4) Clause 2.5 does not apply to a sign referred to in subclause (1);

9.2 Transitional provision

Where a sign in a public place, on local government property or on a thoroughfare or has been erected under a repealed local law then, on and from the commencement day, it is to be taken to be a sign erected under clause 9.1 if –

- (a) the sign specifies a condition of use relating to the thoroughfare which gives notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.

9.3 Authorised person to be obeyed

- (1) A person on or in local government property that is given a lawful direction by the CEO or an authorised person shall comply with that direction.
- (2) A person shall not obstruct or hinder an authorised person in the performance of that person's duties.

9.4 Refusal of entry and removal

- (1) If the CEO or an authorised person reasonably suspects that a person is breaching, or has just breached, a provision of this local law or any other written law, the CEO or authorised person may –
 - (a) refuse to allow that person to enter local government property;
 - (b) if the person is on local government property, direct the person to leave the local government property; and
 - (c) specify a period of up to 30 calendar days within which the person is not to re-enter the local government property.
- (2) A person who has been refused entry or who has been directed to leave under subclause (1) shall immediately leave the local government property quickly and peaceably.
- (3) If a person fails to comply with subclause (2), the CEO or an authorised person may remove the person, or arrange for the person to be removed, from the local government property.
- (4) The CEO or an authorised person may reduce the period specified in subclause (1)(c) on application of the person who has been directed not to re-enter local government property.

9.5 Disposal of lost property

An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the CEO or an authorised person –

- (a) if the value of the property is reasonably believed to exceed the amount prescribed by regulation 30(3) of the *Local Government (Functions and General) Regulations 1996*, using the process

- under section 3.58 of the Act for the sale of the article as if it was property referred to in that section;
- (b) if the article is reasonably believed to be of a negligible or little value or likely to be of no interest to a not for profit body, in any manner she or he thinks fit; or
 - (c) in any other case, by donation to a not for profit body incorporated under the *Associations Incorporations Act 2015*.

PART 10 - LICENCES

Division 1 – Applying for a licence

10.1 Application for licence

- (1) Where a person is required to obtain a licence under this local law, that person shall apply for the licence in accordance with subclause (2).
- (2) An application for a licence under this local law shall –
 - (a) be in the form determined by the CEO or an authorised person;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the local government together with any set fee.
- (3) The CEO or an authorised person may require an applicant to provide additional information reasonably related to an application before determining an application for a licence.
- (4) The CEO or an authorised person may require an applicant to give local public notice of the application for a licence.
- (5) The CEO or an authorised person may refuse to consider an application for a licence which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

10.2 Decision on application for licence

- (1) The CEO or an authorised person may –
 - (a) approve an application for a licence unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a licence.
- (2) If the CEO or an authorised person approves an application for a licence, written notice of approval is to be issued to the applicant.
- (3) If an authorised person refuses to approve an application for a licence, written notice of that refusal is to be given to the applicant.
- (4) The CEO or an authorised person may, at any time, amend a condition of approval and the amended condition takes effect when written notice of it is given to the licence holder.

10.3 General restrictions on grant of licence

- (1) The CEO or an authorised person shall not grant a licence if there are reasonable grounds for believing that the carrying on of the activity to which the application relates would constitute an unacceptable risk to the safety of the public.
- (2) The CEO or an authorised person shall not grant a licence unless satisfied that –
 - (a) the applicant is capable of carrying on the activity in accordance with this local law and the terms and conditions of the licence;
 - (b) the public place at which the activity is to be provided is suitable for that purpose;
 - (c) a licence or similar authority granted or issued to the applicant has not been cancelled in the period of 5 years before the application is made; and
 - (d) the applicant is a fit and proper person to carry on the activity.

10.4 Amendment of licence

- (1) The CEO or an authorised person may, by written notice given to the licence holder, amend a licence –
 - (a) imposing any new condition; or
 - (b) change or remove any existing condition.

- (2) An amendment may be made on application made by the licence holder or on the initiative of the CEO or an authorised person.
- (3) An amendment will come into effect on the day that written notice is given to the licence holder, or some other date as specified in the notice.

10.5 False or misleading statement

A person shall not make a false or misleading statement in connection with an application in respect of a licence under this local law.

Division 2 – Conditions of licences

10.6 Examples of conditions

- (1) Examples of the conditions that an authorised person may impose on a licence under clause 10.2(1)(a) or 10.4(1)(a) are conditions relating to –
 - (a) the payment of a set fee;
 - (b) compliance with a standard or a policy adopted by the local government;
 - (c) the duration and commencement of the licence;
 - (d) the commencement of the licence being contingent on the happening of an event;
 - (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
 - (f) the approval of another application for a licence which may be required by the local government under any written law;
 - (g) the area of the district to which the licence applies;
 - (h) where a licence is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
 - (i) the obtaining of public risk insurance in an amount and on terms reasonably required by an authorised person.
- (2) Examples of the type and content of the conditions on which a licence to hire local government property may be issued include –
 - (a) when set fees and charges are to be paid;
 - (b) payment of a bond against possible damage or cleaning expenses or both;
 - (c) restrictions on the erection of material or external decorations;
 - (d) rules about the use of furniture, plant and effects;
 - (e) limitations on the number of persons who may attend any function in or on local government property;
 - (f) the duration of the hire;
 - (g) the right of an authorised person to cancel a booking during the course of an annual or seasonal booking, if an authorised person sees fit;
 - (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the Liquor Control Act;
 - (i) whether or not the hire is for the exclusive use of the local government property;
 - (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
 - (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

10.7 Imposing conditions under a policy

- (1) In this clause –

policy means a local government policy adopted by the Council under section 2.7(2)(b) of the Act containing conditions subject to which an application for a licence may be approved under clause 10.2(1)(a).

- (2) Under clause 10.2(1)(a) the CEO or an authorised person may approve an application subject to conditions by reference to a policy.
- (3) The CEO or an authorised person shall give to the licence holder a copy of the policy or, at the discretion of the CEO or the authorised person, the part of the policy which is relevant to the application for a licence, with the written notice of approval referred to in clause 10.2(2).
- (4) An application for a licence is not to be taken to have been approved subject to the conditions contained in a policy until the CEO or an authorised person gives the licence holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act apply to a policy and, for that purpose, a policy is deemed to be information within section 5.94(u)(i) of the Act.

10.8 Compliance with conditions

Where an application for a licence has been approved subject to conditions, the licence holder shall comply with each of those conditions, as amended.

Division 3 – Duration of licences

10.9 Duration of licence

A licence is valid for one year from the date on which it is issued, unless it is –

- (a) otherwise stated in this local law or in the licence; or
- (b) suspended or cancelled under this Division.

10.10 Renewal of licence

- (1) A licence holder may apply to the local government for the renewal of a licence.
- (2) An application for renewal shall –
 - (a) be in the form determined by the local government;
 - (b) be signed by the licence holder;
 - (c) provide the information required by the form;
 - (d) be forwarded to the local government no later than 28 days before the expiry of the licence, or within a shorter period that the local government in a particular case permits; and
 - (e) be accompanied by any set fee.
- (3) The provisions of this Part that apply to an application for a licence also apply to an application for the renewal of a licence as though it were an application for a licence.

10.11 Transfer of licence

- (1) An application for the transfer of a valid licence is –
 - (a) to be made in writing;
 - (b) to be signed by the licence holder and the proposed transferee of the licence;
 - (c) to include such information as the CEO or an authorised person may require to enable the application to be determined; and
 - (d) to be forwarded to the local government together with any set fee.
- (2) The CEO or an authorised person may –
 - (a) approve an application for the transfer of a licence;
 - (b) approve the application subject to any conditions; or
 - (c) refuse to approve the application.
- (3) Where the CEO or an authorised person approves an application for the transfer of a licence, the transfer may be effected by an endorsement on the licence signed by the CEO or the authorised person.
- (4) Where an authorised person approves the transfer of a licence, the local government is not required to refund any part of any set fee paid by the former licence holder.

10.12 Suspension of licence

- (1) The CEO or an authorised person may, subject to clause 10.13, by written notice given to the licence holder, suspend a licence if there are reasonable grounds for believing that –
 - (a) the licence holder has contravened a term or condition of a licence;

- (b) the licence holder has contravened a provision of this local law; or
 - (c) the continued provision of the activity authorised by the licence constitutes or will constitute an unacceptable risk to the safety, health or welfare of the public.
- (2) The suspension notice shall –
- (a) state the day, or the day and time, on or at which the suspension takes effect;
 - (b) state the reasons for the CEO or authorised person's decision to suspend the licence; and
 - (c) where appropriate, indicate what steps need to be taken to ensure that there is compliance with the relevant provision, term or condition or that there is no longer a risk as described in subclause (1)(c); and
 - (d) inform the licence holder that the licence holder has a right to apply under the Act for a review of the decision to suspend the licence.

10.13 Proposed suspension

- (1) If the CEO or an authorised person proposes to suspend a licence under clause 10.12(1)(a), the CEO or authorised person shall give written notice to the licence holder of the proposed suspension.
- (2) The notice shall –
- (a) state that the CEO or authorised person proposes to suspend the licence;
 - (b) state the reasons for the proposed suspension; and
 - (c) inform the licence holder that the licence holder is entitled to make representation to the CEO or authorised person in respect of the proposed suspension within 7 days after the day on which the licence holder is given the notice.
- (3) In considering whether to suspend the licence, the CEO or authorised person shall have regard to any representations made by the licence holder within the period referred to in subclause (2)(c).

10.14 Revocation of suspension

- (1) The CEO or an authorised person shall, by written notice given to the licence holder revoke the suspension of a licence if the CEO or authorised person is satisfied that the steps specified in the suspension notice have been taken.
- (2) The CEO or an authorised person may, by written notice given to the licence holder, revoke the suspension of the licence if it is appropriate to do so in the circumstances of a particular case.

10.15 Period of suspension

The suspension of a licence has effect on the day, or the day and time, specified in the suspension notice until one of the following happens –

- (a) the suspension is revoked under clause 10.14;
- (b) the licence is cancelled under clause 10.16 or expires; or
- (c) the licence is surrendered in accordance with the provisions of this local law.

10.16 Cancellation of licence

A licence may be cancelled by the CEO or an authorised person if –

- (a) the licence was obtained improperly;
- (b) the licence holder has persistently or frequently contravened a term or condition of the licence, or a provision of this local law, whether or not the licence is or has been suspended on the grounds of a contravention; or
- (c) there are reasonable grounds for believing that the continued provision of the activity constitutes or would constitute an unacceptable risk to the safety of the public, whether or not the licence has been suspended on the grounds of that risk.

10.17 Surrender of licence

A licence holder may, at any time by notice in writing to the local government, surrender the licence.

Division 4 – Responsibilities of licence holders and others

10.18 Production of licence

A licence holder shall produce to an authorised person her or his licence immediately after being required to do so by that authorised person.

10.19 Production of licence document for amendment

If the CEO or an authorised person amends or renews a licence, the licence holder shall, if required by the CEO or an authorised person, produce the licence document to the CEO or authorised person for amendment within the period specified by the CEO or authorised person.

10.20 Return of licence document if licence no longer in effect

- (1) The person who was the licence holder shall, as soon as practicable return the licence document to the local government if a licence –
 - (a) has expired or has not been renewed;
 - (b) has been suspended or cancelled; or
 - (c) has been surrendered.
- (2) On the cancellation of a licence under clause 10.16 the licence holder is to be taken to have forfeited any fees paid in respect of the licence.

10.21 Other responsibilities of licence holder

A licence holder shall, in respect of local government property to which the licence relates –

- (a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (b) comply with an instruction from the CEO or an authorised person to take the action specified in the instruction for the purpose of maintaining public safety;
- (c) leave the local government property in a clean and tidy condition after its use;
- (d) report any damage or defacement of the local government property to the CEO or an authorised person; and
- (e) take all reasonable action to prevent the consumption of any liquor on the local government property unless the licence allows it and a licence has been obtained under the Liquor Control Act for that purpose.

10.22 Advertising

A person shall not advertise, or otherwise hold out in any way, that the person conducts a commercial activity in any public place unless that person holds a licence authorising that commercial activity.

PART 11 - NOTICES

11.1 Notice to remedy non-compliance

Where any thing is required to be done or not permitted to be done by this local law, the CEO or an authorised person may give a notice in writing –

- (a) to the owner or the occupier of the property which abuts that portion of the thoroughfare where the thing has been done or not done; or
- (b) to any other person who may be responsible for the thing done or not done, requiring the person to comply with the requirements of this local law.

11.2 Notice regarding damage

A person who unlawfully removes, damages or interferes with local government property or portion of a thoroughfare commits an offence and may be given a notice in accordance with clause 11.3.

11.3 Notice requirements

- (1) A notice given under this Part shall –
 - (a) be in writing;
 - (b) be given to the person referred to in clause 11.1 or 11.2 as the case may be.
 - (c) specify the reason for giving the notice,
 - (d) specify the action that is required to be undertaken; and
 - (e) specify the time within which the work or action is to be undertaken.

- (2) At the local government's discretion, the action that may be required to be undertaken is –
- (a) to take or cease such action as may be required for compliance with this local law;
 - (b) to reinstate the property to the state it was in before the removal, damage or interference;
 - (c) replace that property; or
 - (d) pay for the costs of reinstatement or replacement.

11.4 Offence to fail to comply with notice

A person who fails to comply with a notice given to her or him under this local law commits an offence.

11.5 Local government may undertake requirements of notice

If a person fails to comply with a notice referred to in clauses 11.1 or 11.2, the local government may –

- (a) do the thing specified in the notice, including replace the property, or reinstate the property to the state it was in before the removal, damage or interference;
- (a) take whatever remedial action it considers appropriate to put the local government in the position it would have been in if the breach or failure had not occurred; and
- (b) recover all costs from the person, as a debt.

PART 12 - OBJECTIONS AND REVIEW

12.1 Objection and review rights

Division 1 of Part 9 of the Act applies to a decision under this local law in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a licence or consent.

PART 13 - OFFENCES AND PENALTIES

13.1 Offences and general penalty

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

13.2 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of a modified penalty for a prescribed offence is the number specified adjacent to the clause in Schedule 1.

13.3 Form of notices

- (1) For the purposes of this local law –
 - (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
 - (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

13.4 Evidence of a determination

- (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) Unless the contrary is proved, it is to be presumed that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.

(3) Subclause (2) does not make valid a determination that has not been properly made.

SCHEDULE 1 – PRESCRIBED OFFENCES

[clause.13.2]

Item	Clause	Nature of offence	Modified penalty \$
Part 2 – Determination in respect of local government property			
1	2.4	Failure to comply with a determination	100
Part 3 – Activities on local government property			
2	3.1	Undertaking activity on local government property without a licence	100
3	3.2(3)	Camping on local government property or erecting an unauthorised structure	100
4	3.3(1)	Failure to obtain licence to possess, consume or sell liquor	100
Part 4 – Behaviour on local government property and thoroughfares			
5	4.3	Behaviour interfering with others	100
6	4.4	Behaviour detrimental to property	200
7	4.5	Unauthorised entry to function	100
8	4.6(2)	Taking or injuring fauna without authorisation	200
9	4.7(2)	Removing, damaging or depositing flora without authorisation	200
10	4.8	Animal on local government property without a licence	100
11	4.9	Improper disposal of waste on local government property	100
12	4.10(1)	Unauthorised vehicle on local government property	100
13	4.10(2)	Unauthorised driving of a vehicle at more than 20km/hr on local government property	100
14	4.10(3)	Unauthorised driving of a vehicle on local government property during a function	100
15	4.11	Unauthorised use of a UAV	50
16	4.12	Unauthorised archery, pistol or rifle shooting on local government property	200
17	4.13	Unauthorised playing or practising golf on local government property	100
18	4.14	Unauthorised use of bicycle, skateboard etc. on local government property	50
Part 5 – Matter relating to particular local government property			
19	5.1	Unauthorised entry to fenced, closed or restricted local government property	100
20	5.2(1)	Unauthorised entry to gender specific toilet block or change room	100
21	5.3	Unauthorised use of toilet block or change room	100
Part 6 – Activities in thoroughfares			
22	6.1(a)	Planting or allowing plant or verge treatment in thoroughfare to become a sightline hazard	100
23	6.1(b)	Damaging a lawn or garden in a thoroughfare	100

24	6.1(c)	Damaging or removing whole or part of a street tree without authorisation	200
25	6.1(d)	Obstruction of or permitting a hazard in a thoroughfare	100
26	6.1(e)	Damaging, removing or interfering with thoroughfare, part of thoroughfare, sign or structure in a thoroughfare without authorisation	100
27	6.1(f)	Playing games in thoroughfare so as to impede vehicles or persons	100
28	6.2(1) (a), (d), (e), (f), (g), (j)	Unauthorised activity in a thoroughfare causing damage	200
29	6.2(1) (b), (c), (h), (i), (k), (l), (m), (n), (o), (p), (q)	Unauthorised activity in a thoroughfare causing inconvenience	100
30	6.4	Driving on a closed thoroughfare	100
31	6.7(1)	Unauthorised verge treatment	100
32	6.8 (a), (b), (d), (e)	Failure to keep permitted verge treatment in good and tidy condition, obstruct a thoroughfare, footpath, drain, or driveway	100
33	6.8(c)	Placing an obstruction on or around a verge treatment	50
34	6.8(f)	Failure to ensure sprinklers or reticulation pipes do not protrude, do not cause inconvenience to pedestrians, or present a hazard	100
35	6.11(1)	Failure to obtain licence for a temporary crossover	200
36	6.12	Failure to remove redundant crossover or reinstate kerb, drain, footpath, verge or thoroughfare	200
37	6.13	Failure to remove crossover in unsafe location	500
Part 7 – Activities in public places			
38	7.1(1)	Animal or vehicle obstructing public place without authorisation	100
39	7.2(2)	Animal in public place when not led, ridden or driven	100
40	7.2(3)	Horse being led, ridden or driven in a thoroughfare without authorisation	100
Part 8 – Temporary signs			
41	8.3(1)	Placement of non-compliant temporary sign, or posting a bill or painting, or placing an advertisement without authorisation	100
Part 9 – Signs and powers to give directions			
42	9.1(2)	Failure to comply with condition of use indicated by a sign	100
43	9.3(1)	Failure to comply with direction of authorised person	100
44	9.3(2)	Obstruction or hindrance of an authorised person	100
45	9.4(1)(c)	Failure to comply with period of refusal or suspension	200
46	9.4(2)	Failure to leave a venue when instructed by an authorised person	200
Part 10 – Licencing			

47	10.1	Failure to obtain a licence when required	100
48	10.5	False or misleading statement in application for a licence	200
49	10.8	Failure to comply with licence condition	100
50	10.18	Failure to produce licence for inspection when required	100
51	10.19	Failure to produce licence for amendment when required	100
52	10.20	Failure to return licence when no longer in effect	100
53	10.21	Failure to comply with other responsibilities of licence holder	100
54	10.22	Advertising of commercial activity in a public space without holding a licence	200
Part 11 – Notices			
55	11.4	Failure to comply with notice	100
Part 13 – Offences and penalties			
56	13.2	Offence not elsewhere specified	100

Dated _____

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

{NAME}, President

B. JOINER, Chief Executive Officer.

12.2.3	Health Local Law
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM487
DATE OF REPORT	14 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. 211014 Health Local Law v 4 [12.2.3.1 - 45 pages]

SUMMARY:

This matter was considered as part of the 2021 Local Laws Review presented and adopted by Council at the Ordinary Council Meeting held 27 May 2021.

BACKGROUND:

This local law is to adopt a Health Local Law.

This agenda item is the commencement of the statutory process to do so.

COMMENT:

The *Local Government Act 1995* requires the following statements:

Purpose – to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community.

Effect – to allow health related issues to be controlled so as to provide an acceptable standard for the maintenance of public health in the community, and create remedies and offences for non-compliance.

Origins

The proposed Health Local Law uses the Health Local Law originally developed by the former City of Perth in the early 1990's and successively updated by local governments to suit changing legislation and their individual circumstances as its historical basis.

WA Local Government Association does not have a model Health Local Law, so each local government must develop its own using others as the basis and for guidance. The proposed Health Local Law draws extensively on several recently Gazetted Health Local Laws including the Shire of Murray and the City of Greater Geraldton which both use City of Perth's Health Local Law as the foundation, through various iterations and local governments.

Initial work towards a new Health Local Law commenced in 2002 but was never Gazetted, and accordingly had no force in law. A proposed Health Local Law was also considered a number of years ago prior to the commencement of the Public Health Act 2016, as it was known that there would be significant changes to processes and provisions.

Prominent changes from health local laws made under the former *Health Act 1911* include:

- The almost full implementation of the *Public Health Act 2016*, but without the intended revised and updated Regulations that may impact health local laws;
- As there is no provision for local laws in the *Public Health Act 2016*, health local laws are now to be made using the authority and processes of the *Local Government Act 1995*, although standards and requirements may be set by the *Public Health Act 2016* and Regulations; and
- The *Local Government Act 1995* processes allow for infringements, broadened delegations subject to holding appropriate qualifications where necessary, and other flexibilities not possible under the former *Health Act 1911*. In particular, the only remedy for non-compliance under the former Health Act was to initiate legal action through the court system.

Effects

The core of the proposed Health Local Law is very similar to many others in the industry, but time has been taken to:

- remove matters not relevant, are duplicated, are superfluous or can be dealt with under other provisions of the local law or legislation;
- remove potentially conflicting provisions regarding giving notice of non-compliance or required works and placement of conditions on discretionary approvals, that are usually scattered throughout a Health Local Law implying that the conditions or actions may only be taken on that particular matter. Consolidation of these issues gives clear guidance to relevant persons that the matters apply to the whole of the local law, and prescribe the process necessary;
- ability to determine fees and charges in the annual budget in accordance with the *Local Government Act 1996* section 6.16 in the same manner and process

as other fees and charges imposed, rather than specifying them in the local law;

- provide for a range of remedies other than being limited to prosecution. These include –
 - o provisions for infringements,
 - o issue of formal notice requiring works to be done,
 - o for the Shire to enter and carry out the works and recover as a debt if non-compliant (similar to section 3.26 of the *Local Government Act 1995*),
 - o possible suspension of licence for non-compliance,
 - o if still not compliant then termination of licence, and ultimately prosecution;
- ensure appropriate use of terms such as Council, local government, authorised person etc. In general, the ability to delegate to CEO and therefore subsequent further delegation has been used where appropriate, in preference to limiting a decision or action to Council or a specified role. And further, if it is appropriate for an authorised person to undertake the task, this has been used in preference to delegation -
 - o Please note that many matters may still only be undertaken by an appropriately qualified person, being an environmental health officer or building surveyor;
- accordingly, dependant on the severity or potential public health risk or the non-compliance, a scaled response from the Shire is possible, and in a much more timely fashion than the months and costs needed for legal action to be undertaken.

Public Health Act 2016

The *Public Health Act 2016* has not yet been proclaimed in full, although the parts that remain unproclaimed are limited.

The 32 regulations made under the *Health Act 1911* remain in force. It is intended that these be substantially reviewed and then consolidated to about 18 regulations under the *Public Health Act 2016*. Expanded application of the new regulations is also anticipated. Some of these are expected to impact on the proposed Health Local Law 2021, which once proclaimed will over-ride Local Law provisions and necessitate amendment of the relevant clauses. Impact is expected to include but are not limited to:

- housing
- lodging houses
- offensive trades

It is not known when draft regulations will be available for comment, and it would be some time after that before they are proclaimed and in force.

Notes

Some particular matters for noting:

- Australian Standards - references are made to Australian Standards. These do not have to be held by the Shire at time of Gazettal, but will have to be obtained if any resident wants to see what the AS contains, and must be made available to the person free of charge;
- the term EHO is not used in the local law. Appointment as an EHO means the person is automatically an authorised person under the *Public Health Act 2016*, and there may be occasions where a person who is not an EHO can be appointed to act, for example, it doesn't require an EHO to count the number of sheep being kept in a back yard or the number of cats at a residence;
- Parts 8 to 13 – modified from usual to remove gaps, repetition, inconsistency of wording or implied requirements;
- Part 13 allows for a response to non-compliance to be progressively implemented;
- Schedule – rather than specify every penalty for non-compliance, only lists those that are not standard under the local law. Item 11 of the Local Law stipulates a standard penalty for non-compliance of \$200;
- As with all local laws, the definitions of person or position are very specific – reference to Council, CEO etc, specifically means the Council in session, or the CEO and the function prescribed cannot be further delegated. If flexibility is required, the provisions needs to refer to “local government” for the ability to delegate, or to “authorised person” if a broader implantation is appropriate;
- In this local law, “authorised person” automatically includes an environmental health officer appointed to the Shire. It may also mean other person appointed by the Council or by CEO under delegated powers where specialist qualifications are not required; and
- “shall” is mandatory, whereas “may” is discretionary.

Process

The statutory process is the same for making, amending or revoking a local law:

- Local public notice inviting public comment – minimum of 6 weeks;
- During this time, submit to Department of Local Government;
- At the end of public comment, summary of public comments and any changes recommended by the departments to Council for decision regarding those comments, and consideration of any changes to the draft local law;
- final adoption of the amendment local law by Council;
- publication in the Government Gazette;
- local public notice to be given of the adoption, publication and commencement date of the local law; and
- submission of all necessary documents to Parliamentary Joint Standing Committee on Delegated Legislation for its review.

The JSCDL reviews the local law, its effects and may recommend to Parliament that it be amended and request an undertaking, or that it be disallowed. The JSCDL will not review the draft until after it has been formally adopted, Gazetted etc.

CONSULTATION:

Niel Mitchell, Consultant.

STATUTORY AUTHORITY:

*Local Government Act 1995 –
- s.3.12 – Procedure for making local laws*

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Minor costs associated with advertising for public comment.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Inadequate means of control of local public health and building matters.	Medium	Staff awareness of resulting changes in the new local law.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. In accordance with section 3.12 (2) and (3) of the *Local Government Act 1995*, and all other legislation enabling it, give local public notice, inviting submissions during a minimum 6-week time frame, that it intends to make a Health Local Law:

Purpose – to provide a statutory means of effectively controlling issues which have the potential to adversely impact on the health and well-being of the community

Effect – to allow health related issues to be controlled so as to provide an acceptable standard for the maintenance of public health in the community, and create remedies and offences for non-compliance.

- 2. Provide copies, in accordance with section 3.12 (3) of the *Local Government Act 1995*, to the Minister for Local Government and any other person requesting it, of the proposed Health Local Law.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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SHIRE OF MENZIES
HEALTH LOCAL LAW 2021
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DRAFT

LOCAL GOVERNMENT ACT 1995

SHIRE OF MENZIES

HEALTH LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Shire of Menzies resolved on _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Menzies Health Local Law 2021*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district of the local government.

1.4 Terms used

(1) In this local law, unless the context otherwise requires –

Act means the *Health (Miscellaneous Provisions) Act 1911*;

adequate means satisfactory or fit for purpose or, if there is any doubt, at the discretion of an authorised person;

adequate supply of water means a flow of water of not less than five litres per minute;

apparatus for the treatment of sewage has the same meaning as in section 3 of the Act;

AS or AS/NZS means an Australian Standard or Australian/New Zealand Standard published by Standards Australia, as amended from time to time;

AS 1530.2:1993 means Australian Standard for Methods for fire tests on building materials, components and structures – Test for flammability of materials;

AS 1530.3:1999 means Australian Standard for Methods for fire tests on building materials, components and structures – Simultaneous determination of ignitability, flame propagation, heat release and smoke release;

AS 1668.2: 2012 means Australian Standard for the use of ventilation and air conditioning in buildings – Mechanical ventilation in building;

AS 2001.5.4:2005 means Australian Standard for Methods of test for textiles – Dimensional change – Domestic washing and drying procedures for textile testing (ISO 6330:2000, MOD);

AS 2293.1:2018 means Australian Standard for Emergency escape lighting and exit signs for buildings – System design, installation and operation;

AS 3786:2014 means Australian Standard for Smoke alarms using scattered light, transmitted light or ionization;

AS/NZS ISO 717.1:2013 means Australian Standard for Acoustics – Rating of sound insulation in buildings and of building elements – Airborne sound insulation;

authorised person means a person appointed under –

(a) the provisions of the *Public Health Act 2016* as an authorised person; or

(b) the *Local Government Act 1995*; and

(c) includes a person appointed by the local government as an Environmental Health Officer;

bed means a piece of furniture on which to sleep;

bedding includes beds, mattresses, pillows and bed heads as well as bed linen;

bed linen includes sheets, blankets, pillow cases, quilts and doona covers, and mattress covers;

builder means the holder of a building permit issued in respect of building works on a building site or a person in control of a building site;

building permit means a permit granted under section 20 of the *Building Act 2011*;

- building site** means any lot for which a building permit is current;
- Chief Health Officer** means a person appointed to this position under the provisions of the *Public Health Act 2016*;
- Council** means the Council of the local government;
- district** means the district of the local government and includes any area placed under the jurisdiction of the local government pursuant to section 22 of the Act;
- drinking water** means drinking water as defined in the Australian Drinking Water Guidelines developed by the National Health and Medical Research Council;
- dwelling house** means a place of residence, whether temporary or permanent, containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;
- habitable room** means a room used for normal domestic activities; and
- (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room; but
 - (b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;
- hot water** means water at a temperature of at least 65 degrees Celsius;
- infectious disease** has the meaning given to it by –
- (a) section 3(1) of the Act; and
 - (b) includes a notifiable infectious disease;
- land** has the meaning given to it by the *Planning and Development Act 2005*;
- licence** means a licence, permit, registration or approval issued by the local government under this local law;
- local government** means the Shire of Menzies;
- local planning scheme** has the meaning given to it by the *Planning and Development Act 2005*;
- lot** has the meaning given to it by the *Planning and Development Act 2005*;
- morgue** means a place for the temporary reception and keeping of the bodies of the dead awaiting burial or cremation;
- NCC** means the latest edition of the *National Construction Code* published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;
- nuisance** includes the meaning given to it in section 182 of the Act;
- noise** has the meaning given to it by section 3 of the *Environmental Protection Act 1986*;
- occupier** has the meaning given to it in section 3 of the Act and includes a builder or contractor on land where the context permits;
- owner** has the meaning given to it in section 3 of the Act;
- public place** includes every place to which the public ordinarily have access, whether by payment of a fee or not;
- refuse** means any waste material including bricks, lime, cement, concrete, rubble, stones, iron, timber, tiles, bags, plastics, ashes, vegetation, timber, wood or metal shavings, sawdust, and waste food, and includes any broken, used, derelict or discarded matter;
- sanitary convenience** includes urinals, toilets, sinks, baths, wash troughs, apparatus for the treatment of sewage, or other receptacle for the deposit of faecal matter, or refuse, and all similar conveniences;
- Schedule** means a Schedule to this local law;
- set fee** means a fee –
- (a) as prescribed by legislation; or
 - (b) in any other instance, as fixed by the local government from time to time under sections 6.16 to 6.19 of the *Local Government Act 1995*;
- sewage** means any kind of sewage, faecal matter or urine, and any waste composed wholly or in part of liquid;
- sewer** includes sewers and drains of every description, except drains to which the word “drain” as defined in the Act applies, also water channels constructed of stone, brick, concrete, or any other material, including the property of the local government;

- stormwater** means any naturally occurring water that results from rainfall on or around a site, or water flowing onto the site;
- street** includes any highway, and any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;
- thoroughfare** has the meaning given to it by section 1.4 of the *Local Government Act 1995*;
- toilet** means a toilet bowl, or urinal and includes a room or cubicle in which one or more of these are located;
- townsite** means the townsites of Menzies and Kookynie, which are –
- (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
 - (b) referred to in section 37 of Schedule 9.3 of the *Local Government Act 1995*;
- urinal** may be –
- (a) an individual stall or wall hung urinal;
 - (b) each 600 millimetres length of a continuous urinal trough; or
 - (c) a toilet bowl used in place of a urinal;
- vectors of disease** means those pests as defined in clause 8.1;
- vermin** includes rats, mice, flies, fleas, mites, lice, cockroaches and any other animal, whether vertebrate or invertebrate, which is known to be a vector of disease or likely to cause damage to human food, habitation or possessions;
- window** includes a glass panel, roof light, glass brick, glass louvre, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position; and
- written notice** means a notice issued in accordance with Part 14.

PART 2 - SANITATION

Division 1 – Sanitary conveniences

2.1 Interpretation

In this Part, unless the context otherwise requires –

- event** includes a fair, function or festival;
- organiser** means a person –
- (a) to whom approval has been granted by an authorised person to conduct the event; or
 - (b) responsible for the conduct of the event;
- public sanitary convenience** means a sanitary convenience to which the public ordinarily have access;
- receptacle for drainage** has the same meaning as in the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and includes the irrigation effluent disposal area of an aerobic treatment system; and
- temporary sanitary convenience** means a sanitary convenience, temporarily placed for use by –
- (a) patrons in conjunction with an event; or
 - (b) employees at construction sites or the like.

2.2 Dwelling house

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.
- (2) A room in which a toilet is located shall have adequate lighting and ventilation.

2.3 Premises other than a dwelling house

- (1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house unless –
 - (a) the premises have sanitary conveniences in accordance with the NCC and this Part;
 - (b) the toilets required by this local law are situated within 90 metres and are easily accessible to the persons for whom they are provided; and
 - (c) the premises have hand wash basins –
 - (i) in accordance with the NCC;

- (ii) for the use of persons employed or engaged on the premises;
 - (iii) provided with an adequate supply of water supplied by taps located over each hand wash basin;
 - (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
 - (v) situated within a reasonable distance of the sanitary conveniences and easily accessible to the person for whom they are provided.
- (2) The occupier of premises other than a dwelling house shall ensure that –
- (a) clean toilet paper is available at all times in each cubicle;
 - (b) a sanitary napkin disposal facility is provided in each toilet provided for the use of females; and
 - (c) each hand wash basin is provided with –
 - (i) an adequate supply of soap or other hand cleaning substances; and
 - (ii) hand drying facilities, situated adjacent to and visible from the hand wash basin.

2.4 Events

The organiser of an outdoor event shall provide sanitary conveniences in accordance with the recommendations contained within the Department of Health's '*Guidelines for concerts, events and organised gatherings*'.

2.5 Toilets

- (1) Toilets on premises shall be maintained in accordance with the following requirements –
- (a) the door to a toilet, other than an internal door, shall be properly screened to a continuous height of 1.8 metres from the floor;
 - (b) a toilet or its entrance, which is visible from overlooking windows, shall be properly screened;
 - (c) unless otherwise approved by an authorised person, a toilet shall not be directly accessible from a kitchen or a room where food is stored, prepared, served or consumed;
 - (d) the floor of any internal toilet shall be –
 - (i) of concrete or of other approved impervious material of an approved thickness; and
 - (ii) unless otherwise approved graded to a floor waste outlet and proper discharge pipe with flap valve fitted and, where necessary, protected by an approved sump; and
 - (e) the floor of any external toilet shall be –
 - (i) of concrete or of other approved impervious material of an approved thickness; and
 - (ii) graded to the door or alternatively an approved outlet.
- (2) Toilets on premises other than a dwelling house shall be maintained in accordance with the following additional requirements –
- (a) toilet for the exclusive use of males shall not adjoin any toilet for the exclusive use of females unless the toilets are separated by a wall extending from floor to ceiling and of sufficient density to have a sound transmission class of not less than 50 as required by AS/NZS ISO 717.1:2004; and
 - (b) where more than one toilet is provided on the premises, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

2.6 Temporary sanitary conveniences at temporary work sites

A person who undertakes temporary work at any place shall ensure that every temporary sanitary convenience is –

- (a) installed and maintained in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*; and
- (b) removed within 48 hours of completion of works.

2.7 Maintenance of sanitary conveniences and fittings

- (1) The occupier of premises shall –
- (a) keep clean, in good condition and repair; and
 - (b) whenever required by an authorised person, effectively disinfect and clean; all sanitary conveniences and sanitary fittings in or on the premises.
- (2) The owner of premises shall –
- (a) keep or cause to be kept in good repair; and

- (b) maintain an adequate supply of water to all sanitary conveniences including sanitary fittings in or on the premises.

2.8 Ventilation of toilets

- (1) A toilet in any premises shall be ventilated in accordance with the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the NCC.
- (2) A mechanical ventilation system provided under subclause (1) shall be maintained in good working order and condition.

2.9 Public sanitary conveniences

- (1) A person shall not –
 - (a) foul;
 - (b) damage or vandalise; or
 - (c) write on or otherwise deface a public sanitary convenience or sanitary fittings on the premises in which the public sanitary convenience is located.
- (2) A person shall not live or sleep in the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

2.10 Lighting

The owner and occupier of premises in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate lighting for persons using the convenience.

2.11 Installation

Every sanitary convenience shall –

- (a) be installed in accordance with the requirements of –
 - (i) the *Country Areas Water Supply Act 1947*; and
 - (ii) the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Wastes) Regulations 1974*; and
 - (iii) the *Water Services Act 2012*; and
- (b) have an adequate supply of water.

Division 2 – Bathrooms, laundries and kitchens

2.12 Bathrooms

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that –
 - (a) is adequately lined with an impervious material and has a ceiling complying with the NCC;
 - (b) complies with the *Health Act (Laundries and Bathrooms) Regulations* and the NCC; and
 - (c) is equipped with –
 - (i) a hand wash basin; and
 - (ii) either a shower in a shower recess or a bath.
- (2) All baths, showers, hand wash basins and similar fittings shall be provided with an adequate supply of hot and cold water.
- (3) The floor of the bathroom shall be properly surfaced with an even fall to a floor waste unless otherwise approved, suitably trapped and discharging to –
 - (a) the sewer of a licensed water service operator; or
 - (b) an apparatus for the treatment of sewage approved by an authorised person.

2.13 Laundries

- (1) A laundry shall comply with the requirements of the *Health Act (Laundries and Bathrooms) Regulations* and the NCC.
- (2) Where, in any building, a laundry is situated adjacent to a kitchen or a room where food is stored, prepared, served or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling unless otherwise approved.

- (3) Where there is an opening between a laundry and a kitchen or other room where food is stored, prepared, served or consumed, the opening shall –
 - (a) not be more than 1220 millimetres wide; and
 - (b) have a door, which when closed shall completely fill the opening.
- (4) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a laundry that –
 - (a) is properly enclosed and roofed;
 - (b) is adequately lined with an impervious material;
 - (c) has a floor of concrete or other approved impervious material of an approved thickness;
 - (d) is properly surfaced, with an even fall to a floor waste unless otherwise approved, suitably trapped and discharging to –
 - (i) the sewer of a licensed water service operator; or
 - (ii) an on-site waste water disposal system of a type approved as approved by an authorised person; and
 - (e) is provided with adequate ventilation.
- (5) In the case of a single occupancy dwelling house, the laundry referred to in subclause (1) shall have –
 - (a) either –
 - (i) two wash troughs; or
 - (ii) a washing machine and either a wash trough or a sink; and
 - (b) a clothes drying facility comprising either –
 - (i) a mechanical clothes dryer; or
 - (ii) not less than 20 metres of clothes line erected externally.
- (6) All wash troughs, sinks and washing machines shall be –
 - (a) in a laundry and connected to an adequate supply of hot and cold water; and
 - (b) installed to manufacturer's specifications, and all wash troughs shall have a capacity of at least 36 litres.
- (7) Sole or multiple occupancy units, each being a separate dwelling house, shall have –
 - (a) laundry facilities for the exclusive use of the occupants of each unit; or
 - (b) a separate laundry, with communal laundry facilities for up to four sole occupancy units that do not have their own laundry facilities.

2.14 Washing or keeping of clothes in kitchens

A person shall not in any kitchen or other place where food is kept –

- (a) wash or permit to be washed any clothing or bedding; or
- (b) keep or permit to be kept any soiled clothing or bedding.

2.15 Kitchens

- (1) In this clause –

cooking facility includes a stove, oven, facility or appliance used for or in connection with the cooking of food.
- (2) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen which complies with the requirements of the NCC and which is equipped with –
 - (a) a cooking facility which is adequate in the opinion of an authorised person; and
 - (b) a sink which is adequate in the opinion of an authorised person and which has an adequate supply of hot and cold water.
- (3) The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.
- (4) A cooking facility shall –
 - (a) be installed in accordance with the requirements of –
 - (i) the Department of Mines, Industry Regulation and Safety; and
 - (ii) the manufacturer's specifications; and
 - (b) not be installed or used in any room other than a kitchen.
- (5) Mechanical ventilation that is installed in a kitchen, shall be –
 - (a) carried to the outside air as directly as practicable unless adequately filtered for recirculation; and
 - (b) boxed throughout.

- (6) Mechanical ventilation shall be maintained in good working order and condition.

PART 3 - HOUSING AND GENERAL

Division 1 – Maintenance of dwelling houses

3.1 Dwelling house maintenance

The owner or occupier of a dwelling house shall maintain the dwelling house and any appurtenant buildings, in sound condition and fit for use and, in particular, shall –

- (a) maintain all roofs, guttering and downpipes in a good state of repair, clean and free from obstructions;
- (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;
- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any verandah, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with any direction in writing given by an authorised person to treat the premises for the purpose of destroying any termites;
- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings, damp proof course or ant caps, which are missing or defective;
- (g) maintain all ventilators in good order and repair;
- (h) maintain all floors even and level in surface and free from cracks and gaps;
- (i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (j) maintain all doors and windows in good working order and weatherproof condition;
- (k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewerage so that they comply in all respects with –
 - (i) the provisions of the *Water Services Act 2012*;
 - (ii) the NCC with regards to plumbing and relevant associated standards; and
 - (iii) any other legal requirements to which they are subject;
- (m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of all relevant public authorities.

Division 2 – Ventilation of Dwelling houses

3.2 Exemption for short term hostels and recreational campsites

This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 10.

3.3 Overcrowding

The owner or occupier of a dwelling house shall not permit –

- (a) a room in the dwelling house that is not a habitable room to be used for sleeping purposes;
- (b) a habitable room in the dwelling house to be used for sleeping purposes unless –
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - (ii) for every person between the ages of one and ten years there is at least eight cubic metres of air space per person; or
- (c) any structure classified as Class 10(a) under the NCC, including but not limited to a garage, shed or area under a verandah or patio to be used for sleeping purposes.

3.4 Calculated sufficient space

For the purpose of clause 3.5, in calculating the space required for each person –

- (a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time;

- (b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room; and
- (c) the space required includes ceilings measured to up to a height of 2700 millimetres.

3.5 Ventilation

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless the dwelling house is properly ventilated.
- (2) For the purpose of subclause (1) a dwelling house shall be deemed to be properly ventilated if it complies with the NCC, including the provision of –
 - (a) natural ventilation; or
 - (b) a mechanical ventilation or air-conditioning system.
- (3) The owner of a dwelling house provided with a mechanical ventilation or air-conditioning system as its only or prime means of ventilation shall ensure that the system is –
 - (a) maintained in good working order and condition; and
 - (b) in use at all times the building is occupied.
- (4) If a dwelling house is not properly ventilated, the owner of the dwelling house may be required by written notice given by an authorised person to undertake remedial actions including but not limited to –
 - (a) providing a different, or additional method of ventilation; or
 - (b) ceasing to use the dwelling house until it is properly ventilated.

3.6 Sub-floor ventilation

The owner or occupier of a dwelling house shall make provision for any sub-floor ventilation by ensuring that air bricks and other openings are kept clear of refuse, vegetation, building materials, dirt and the like.

Division 3 – Water supply

3.7 Water supply

- (1) The owner of every dwelling house shall provide a continuous supply of drinking water, reticulated for use and obtained from –
 - (a) a licensed water service operator;
 - (b) an underground bore;
 - (c) a rainwater storage system; or
 - (d) an alternative supply approved by the Chief Health Officer.
- (2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.
- (3) The water supply to toilets or for garden use may be from an alternative source that is not necessarily drinking water but shall comply with the requirements of relevant legislation, codes of practice or guidelines where applicable.

3.8 Rain water tanks

- (1) The owner or occupier of a dwelling house for which part of the drinking water supply is drawn from a rain water tank shall –
 - (a) ensure that it is managed and maintained so as to meet the relevant standards in the *Australian Drinking Water Guidelines* developed by the National Health and Medical Research Council;
 - (b) maintain in a clean condition –
 - (i) the roof forming the catchment for the tank; and
 - (ii) the guttering and downpipes appurtenant to the roof; and
 - (c) ensure that each rain water tank is fitted with a tight fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank.
- (2) The owner or occupier of a dwelling house for which its entire water supply is drawn from a rain water tank or tanks shall ensure that the storage capacity of the tank or tanks is not less than 120,000 litres.

3.9 Bores and wells

The owner or occupier of any premises shall not use or permit for human consumption the use of the water of any bore or well unless the bore or well is –

- (a) at least 30 metres from any soak well or other possible source of pollution unless otherwise approved by the Chief Health Officer; and
- (b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump; and
- (c) compliant with the requirements of the *Health Act (Underground Water Supply) Regulations 1959*.

3.10 Pollution

A person shall not deposit on or under any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

Division 4 – Second-hand furniture, bedding and clothing

3.11 Prohibition on sale

A person shall not offer for sale or sell any second-hand furniture, bedding or clothing, which is filthy or infested with vectors of disease.

3.12 Prohibition of possession

A dealer in second-hand furniture, bedding or clothing shall not have on any premises used for the operation of the business any second-hand furniture, bedding or clothing which is filthy or infested with vectors of disease.

PART 4 - LIQUID REFUSE AND LIQUID WASTE

4.1 Interpretation

In this division, unless the context otherwise requires –

liquid refuse includes all washings from the commercial cleaning of vehicles, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes and swimming pool discharges;

liquid waste means –

- (a) wastewater or any other waste in liquid form from domestic, industrial or commercial activities, other than effluent;
- (b) includes bathroom, kitchen, scullery and laundry wastes, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage; and
- (c) includes waste from any process or activity, whether useful or useless, that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser, solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater; and

receptacle for drainage has the same meaning as in the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

4.2 Deposit of liquid refuse

- (1) A person shall not deposit or cause or permit to be deposited liquid refuse –
 - (a) on a street;
 - (b) in a stormwater disposal system; or
 - (c) on any land or place other than a place or depot duly authorised for that purpose.
- (2) Notwithstanding subclause (1), in the case of swimming pool back wash water, discharge is permitted –
 - (a) into soak wells of adequate capacity; or
 - (b) onto a road verge for the purpose of watering gardens or vegetation, without discharge onto a road or into a stormwater drain.
- (3) The owner or occupier of land on which a swimming pool is constructed shall ensure that backwash water is not permitted to discharge onto or run-off onto adjacent land or so as to cause a nuisance, or cause damage to any structures situated on adjacent land.

4.3 Disposal of liquid waste

- (1) The owner or occupier of premises shall –
 - (a) provide, by one of the methods prescribed in this clause, for the disposal of all liquid waste produced on the premises; and
 - (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.
- (2) Liquid waste shall be disposed of by one of the following methods –
 - (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
 - (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Chief Health Officer or an authorised person; or
 - (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Chief Health Officer.

PART 5 - NUISANCES AND GENERAL

Division 1 – Nuisances

5.1 Interpretation

In this division, unless the context otherwise requires –

car park means premises, or any part of premises, set aside for parking of 3 or more motor vehicles;

dust means any visible granular or particulate material which has or has the potential to become airborne and includes organic and non-organic matter and sand, but does not include smoke;

fertiliser includes manure;

liquid waste has the same meaning as in clause 4.1; and

public vehicle includes bus, taxi or any other public transport.

5.2 Transportation, use and storage of offal, blood or other offensive material

A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by –

- (a) steam, and properly dried; or
- (b) some other effective method approved by an authorised person.

5.3 Use or storage of fertiliser

An owner or occupier of premises shall not use or keep for the purpose of use, as fertiliser any –

- (a) pig manure;
- (b) human faeces; or
- (c) urine.

5.4 Storage and dispatch of artificial fertiliser

An owner or occupier of premises where artificial fertiliser is stored in bulk for sale shall –

- (a) keep all artificial fertiliser in a building –
 - (i) of which all internal surfaces are constructed of durable and non-absorbent materials; finished internally with a smooth surface;
 - (ii) that protects it from the absorption of moisture; and
 - (iii) that is adequately ventilated;
- (b) take adequate measures to prevent the emission of dust or offensive effluvia from the building; and
- (c) ensure that all artificial fertiliser dispatched from the premises is handled and loaded in such a manner as to prevent any nuisance arising during transit.

5.5 Storage of fertiliser and compost

- (1) Subject to subclause (2) fertiliser and compost is not to be stored inside a dwelling house in a habitable room, kitchen, laundry, bathroom, living area, passage way or bedroom.
- (2) Fertiliser and compost may be stored –
 - (a) in a non-habitable building such as a shed, garage or storage room which is fully enclosed, well ventilated and separated from the habitable areas of the dwelling house; or

- (b) in an outside area.
- (3) The owner or occupier of premises where fertiliser or compost is stored or used shall –
 - (a) take reasonable steps to prevent the escape of odours, dust or particles of fertiliser or compost;
 - (b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for vermin; and
 - (c) store only such amounts of fertiliser or compost –
 - (i) as can be readily used within a reasonable period; or
 - (ii) as may be directed by written notice given by an authorised person.

5.6 Movement of commercial vehicles

- (1) In this clause –

light commercial vehicle –

- (a) means a vehicle with a gross vehicle mass not greater than 4500 kg, constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a vehicle for the conveyance of passengers; and
- (b) includes any vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

commercial vehicle means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4500 kg including –

- (a) a utility, van, truck, tractor, bus or earthmoving equipment; and
 - (b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a).
- (2) A person shall not park a light commercial vehicle or commercial vehicle containing animals in a townsite for a period in excess of one hour, unless –
- (a) on land zoned as farming, rural residential, rural, special rural, industrial, light industry or general industry; and
 - (b) the vehicle is parked on that land more than 100 metres from any dwelling house.
- (3) A person shall not park a light commercial vehicle or commercial vehicle so as to create or be a nuisance to any person, by reason of the odour emanating from the vehicle where that vehicle contains or has been used for –
- (a) the carriage of animals;
 - (b) the transport of chemicals; or
 - (c) collection or disposal of any waste.
- (4) If a person parks a light commercial vehicle or commercial vehicle containing animals in a townsite in accordance with subclause (2) or with the approval of an authorised person, then the person does not contravene subclause (3).
- (5) A person shall not start or drive a commercial vehicle on land zoned, approved or used for residential purposes between the hours of 10.30 pm and 6.30 am on the following day without first obtaining the written consent of an authorised person.

5.7 Footpaths etc, to be kept clean

An owner or occupier of premises shall take reasonable steps to maintain any footpath, pavement, area or right of way immediately adjacent to the premises clear of any rubbish, matter or things coming from or belonging to the premises.

5.8 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice chest, ice box, trunk, chest or other similar article having a compartment with a capacity of 0.04 cubic metres or more, on any land unless –

- (a) every door and lid and every lock, catch and hinge attached to a door or lid has been removed;
- (b) rendering every door and lid incapable of being fastened; and
- (c) refrigerant gas has been removed in accordance with the *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (Commonwealth).

5.9 Storage of vehicles, vessels and machinery

- (1) In this clause –
machinery includes disused equipment;
vehicle means any motor vehicle, or part of a motor vehicle in a state of disrepair or in the process of being wrecked whether licensed or not;
vessel means any kind of vessel intended for navigation by water, or part of a vessel in a state of disrepair or in the process of being wrecked whether licensed or not; and
wreck includes the dismantling, breaking up, storage and disposal of vehicles.
- (2) The owner or occupier of land in a townsite shall not –
- (a) store, or allow to remain, in public view on any lot more than one vehicle, vessel or machinery (whether licensed or not) in a state of disrepair;
 - (b) store, or allow to remain, in public view on any lot any vehicle, vessel or machinery in a state of disrepair for a period in excess of one month;
 - (c) store, or allow to remain, in public view on any lot any vehicle, vessel or machinery parts (including tyres);
 - (d) wreck, dismantle or break up any vehicle, part or body of a vehicle, vessel or machinery except where performed –
 - (i) inside a building; or
 - (ii) within an area enclosed by a fence or wall of not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts or bodies of vehicles, vessels or machinery from the street and from adjoining properties; or
 - (e) wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance.
- (3) Subclause (2)(a) to (d) does not apply –
- (a) where the approval of an authorised person has been obtained; or
 - (b) on land that is zoned appropriately.

Division 2 – Slaughter and disposal of dead animals

5.10 Slaughter of animals

- (1) Subject to subclause (2) a person, shall not slaughter any animal within the district.
- (2) Subclause (1) does not apply to –
- (a) euthanasia of animals by veterinarians or other duly authorised persons;
 - (b) persons who slaughter stock for their own consumption and who are exempted under Regulation 20 (2) of the *Food Regulations 2009*;
 - (c) slaughter of animals for the purposes of pet meat and game meat operations in accordance with Part 5 of the *Food Regulations 2009*; and
 - (d) slaughter of animals for human consumption in abattoirs, operating in accordance with clause 11.37.

5.11 Disposal of dead animals

- (1) An owner or operator of a veterinary practice where dead animals are kept for more than 12 hours, shall refrigerate the carcass prior to its removal and disposal, at an approved disposal site.
- (2) An owner or occupier of premises, other than a veterinary practice, on which there is a dead animal shall without delay remove the carcass for its disposal at an approved disposal site.
- (3) An owner, or a person having the care, of any animal that dies or is killed in a public or private place shall without delay remove the carcass and arrange for its disposal at an approved disposal site.
- (4) The requirements of subclauses (1), (2) and (3) shall not limit the practice by farmers, pastoralists and the like of disposing of carcasses on rural land in a manner that is not likely to pollute or be dangerous or injurious to health.

PART 6 - ENVIRONMENT

Division 1 – Dust, Smoke, Fumes and Odours

6.1 Interpretation

In this division, unless the context otherwise requires –

dust means any visible granular or particulate material which has or has the potential to become airborne and includes organic and non-organic matter and sand, but does not include smoke; and **liquid waste** means –

- (a) wastewater or any other liquid waste from domestic, industrial or commercial activities, other than effluent;
- (b) includes bathroom, kitchen, scullery and laundry wastes, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage; and
- (c) includes waste from any process or activity, whether useful or useless, that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser, solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater.

6.2 Dust management

- (1) An authorised person may require an owner or occupier of land undertaking or intending to undertake any work involving the clearing of land, from which any sand or dust is likely to be released whether by means of wind, water or any other cause, to –
 - (a) submit to an authorised person a Dust Management Plan in accordance with “A guideline for managing the impacts of dust and associated contaminants from land development sites, remediation and other related activities (2011)” as produced by the Department of Water and Environmental Regulation, and amended from time to time; and
 - (b) obtain written approval of the Dust Management Plan from an authorised person before commencement of any work.
- (2) An owner and or occupier of land may be required by written notice to take effective measures including but not limited to –
 - (a) stabilise dust on the land;
 - (b) contain all liquid waste on the land;
 - (c) ensure no dust or liquid waste is released or escapes from the land whether by means of wind, water or any other cause; and
 - (d) notify the owners or occupiers of adjoining land in writing at least 48 hours prior to the commencement of any activity that has the potential to cause the release or escape from the land of dust or liquid waste giving details of –
 - (i) the nature of the activity;
 - (ii) the proposed commencement time, frequency, duration time and location of the activity; and
 - (iii) the name of the person responsible for carrying out the activity and how and where that person may be contacted.
- (3) Where an authorised person is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried on from any land, the authorised person may give to the owner or occupier written notice that the activity may only be carried on subject to conditions specified in the notice.

6.3 Burning of cleared vegetation on building or development site prohibited

An owner or occupier of any building site or development site within a townsite shall ensure that no vegetation or other material cleared from the site is burnt on the site unless authorisation in writing is given by an authorised person.

6.4 Burning of rubbish, refuse or other material

- (1) A person shall not on any land having an area of 4000 square metres or less within a townsite, set fire to rubbish, refuse or other materials unless –
 - (a) the material does not include any plastic, rubber, food scraps, green garden materials or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons;
 - (b) a haze alert has not been issued by the Bureau of Meteorology for the period during which burning is to take place; and
 - (c) the burning complies with the *Bush Fires Act 1954*, any annual fire hazard reduction notice issued

by an authorised person under that Act and any conditions of approval as determined by an authorised person.

- (2) Subclause (1) shall not apply to any barbeque, solid fuel water heater, space heater or ovens fired with dry paper, dry wood, synthetic char or charcoal type fuel.
- (3) Subclause (1) is subject to any fire danger rating as determined by the Bureau of Meteorology.

6.5 Escape of dust, smoke, fumes or odours

An owner or occupier of land or premises shall not cause or permit the escape of dust, smoke, fumes or odours from the land so as to cause or to be a nuisance to any person.

Division 2 – Stormwater Management

6.6 Containment and disposal of stormwater

- (1) The owner or occupier of a lot shall ensure that all stormwater received by any building, house, or other structure or any paved or sealed or other surfaced areas including any vehicle access ways on the lot is contained within the lot and is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.
- (2) Subclause (1) shall not prevent the discharge of stormwater from a lot into a local government approved stormwater drain or road.
- (3) The owner or occupier of a lot shall ensure that all stormwater drainage systems on the lot are maintained in a good state of repair and free from obstruction.

Division 3 – Light

6.7 Use of exterior lights

An owner and or occupier of land on which floodlights, lighting installations or other exterior lights are erected or used shall not allow the floodlights or other exterior lights to shine directly onto an adjoining lot.

6.8 Emission or reflection of light

An owner or occupier of land shall ensure that –

- (a) artificial light is not emitted or reflected from anything on the land so as to illuminate premises outside the land at a level that interferes unreasonably with normal daily activities; and
- (b) natural light is not reflected from anything on the land so as to create or cause a nuisance to –
 - (i) the owner or occupier of any other premises; or
 - (ii) person lawfully using a street or thoroughfare.

PART 7 - ANIMALS AND BIRDS

Division 1 – Keeping of animals and birds

7.1 Cleanliness

An owner or occupier of premises in or on which a dog, cat or other animal or bird is kept shall –

- (a) maintain the premises free from excrement, filth, food waste and all other matters which is or is likely to become offensive or injurious to health or to attract rats or other vermin;
- (b) when so directed by written notice given by an authorised person, clean and disinfect the premises; and
- (c) keep the premises, so far as possible, free from flies or other vermin by spraying with a residual insecticide or other effective means.

7.2 Nuisance caused by animals or birds

An owner or occupier of land shall not keep any animal or bird which –

- (a) is or creates a nuisance; or
- (b) emits an unreasonable or constant noise.

7.3 Animal and bird enclosures

- (1) A person shall not keep or cause or permit to be kept any animals or birds on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.
- (2) An authorised person may give written notice to the owner or occupier of premises where animals or birds are kept to pave, grade and drain floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.

7.4 Keeping of fauna

- (1) In this clause –

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal –

- (a) any class of animal or individual member;
 - (b) the eggs or larvae; or
 - (c) the carcass, skin, plumage or fur unless it has been shed or discarded by the fauna in a normal or natural manner.
- (2) Notwithstanding the provisions of Division 2 and Division 3 of this Part, a person may keep fauna for the period and under such conditions as may be authorised by the department of the Public Service principally assisting in the administration of the *Conservation and Land Management Act 1984*.

Division 2 – Keeping of Animals

7.5 Interpretation

In this division, unless the context otherwise requires –

approved animal means a farm animal the subject of an approval by an authorised person;

cow includes an ox, calf or bull;

farm animal includes a horse, cow, pig, sheep, camel, alpaca, llama, deer, goat or other large animal;
and

horse includes an ass, mule, donkey or pony.

7.6 Cats

- (1) A person shall not, without an exemption in writing from the local government, keep more than 3 cats over the age of 6 months on premises on any land within the district.
- (2) Upon payment of the set fee, an owner or occupier of premises may apply in writing to the local government for exemption from the requirements of subclause (1).
- (3) The local government shall not grant an exemption under subclause (2) unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.
- (4) An exemption granted under this clause shall specify –
 - (a) the owner or occupier to whom the exemption applies;
 - (b) the premises to which the exemption applies; and
 - (c) the maximum number of cats which may be kept on the premises.
- (5) A person who is granted an exemption under subclause (3) may be required by an authorised person to –
 - (a) provide for each cat kept at or on the premises, a properly constructed shelter with an enclosure complying with the following –
 - (i) each shelter must have a floor area of not less than .5 square metres for each cat over the age of 3 months kept or to be kept therein; and
 - (ii) the area of the enclosure appurtenant to each shelter shall be not less than 3 times the area of the shelter;
 - (b) ensure every shelter and enclosure is situated at a distance of not less than –
 - (i) 2 metres from the boundary of any lot not owned or occupied by the person by whom the cats are kept; and
 - (ii) 10 metres from any dwelling, church, school room, hall or premises in which food is manufactured, packed or prepared for human consumption; and
 - (c) keep all shelters, enclosures, yards and grounds in which cats are kept in a clean condition and free from vectors of disease at all times and clean, disinfect or otherwise as directed by an

authorised person from time to time.

- (6) Notwithstanding subclause (1), a person may keep more than 3 cats over the age of 6 months on premises used for veterinary purposes or as a pet shop.
- (7) A person shall not breed cats on any premises unless the person is an approved cat breeder under the *Cat Act 2011*.

7.7 Requirements for keeping approved animals

- (1) An owner or occupier of premises within a townsite shall not keep a farm animal without approval of an authorised person.
- (2) An owner or occupier of premises who has an approved animal shall ensure the premises has an area of not less than 2000 square metres for the exclusive use of the approved animal.
- (3) A person who keeps an approved animal or permits an approved animal to be kept shall ensure that –
 - (a) all approved animals are to be kept in a properly constructed and securely fastened structure or enclosure; and
 - (b) no approved animal is able to encroach within 15 metres of a dwelling house, public building, or premises where people are employed or premises where food is stored, prepared, manufactured or sold.
- (4) Subclauses (1) and (2) do not apply to premises used –
 - (a) for veterinary purposes;
 - (b) as a pet shop; or
 - (c) in accordance with clause 7.4(2).

7.8 Limitation on numbers of other animals

- (1) This clause does not apply to the keeping of –
 - (a) dogs;
 - (b) cats; or
 - (c) farm animals as defined by clause 7.5.
- (2) Without the approval of an authorised person, an owner or occupier of land in a townsite shall not keep more than 20 animals, including dogs and cats.
- (3) Notwithstanding subclause (2) an authorised person may require a reduction of the approved number of animals on premises within the district, or alternatively prohibit the keeping of animals on particular premises, if unreasonable noise or a nuisance is being caused.
- (4) Subclauses (2) and (3) do not apply to premises used –
 - (a) for veterinary purposes;
 - (b) as a pet shop; or
 - (c) in accordance with clause 7.4(2).

Division 3 – Keeping of Birds

7.9 Interpretation

In this division, unless the context otherwise requires –

poultry includes fowls, peafowls, guinea fowls, turkeys, geese, ducks, chickens, bantams and other domestic fowls;

pigeons are birds that are classified within the family Columbidae and includes doves; and

miscellaneous birds means birds other than poultry and pigeons.

7.10 Commercial poultry establishments

Commercial poultry establishments are to manage operations in accordance with the *Environmental Code of Practice for Poultry Farms in Western Australia 2004* produced by the Western Australian Broilers Growers Association and Poultry Farmers Association of Western Australia.

7.11 Limitation on numbers of pigeons, poultry and miscellaneous birds

- (1) Without the approval of an authorised person, an owner or occupier of land in a townsite shall not keep a combined total of more than 20 poultry, pigeons and miscellaneous birds.
- (2) Notwithstanding subclause (1) an authorised person may require a reduction of the approved number

of poultry, pigeons, or miscellaneous birds on premises within the district, or alternatively prohibit the keeping of poultry, pigeons, or miscellaneous birds on particular premises, if unreasonable noise or a nuisance is being caused.

- (3) Subclauses (1) and (2) do not apply to premises used –
- (a) for veterinary purposes;
 - (b) as a pet shop; or
 - (c) in accordance with clause 7.4(2).

7.12 Requirements for keeping poultry

- (1) A person who keeps poultry or permits poultry to be kept on land within a townsite shall ensure that –
- (a) all poultry is kept in a properly constructed and securely fastened structure or enclosure;
 - (b) the structure or enclosure is in a yard having an otherwise unobstructed area of at least 15 square metres; and
 - (c) no poultry is able to approach within 15 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, an authorised person has approved a lesser distance.
- (2) A person who keeps poultry or permits poultry to be kept shall ensure no poultry is able to encroach –
- (i) within 5 metres of any dwelling house on the land; or
 - (ii) within 15 metres of a neighbouring dwelling house, public building, or premises where people are employed or premises where food is stored, prepared, manufactured or sold.

7.13 Roosters, geese, turkeys, peafowl, emu and ostrich

Without the approval of an authorised person, an owner or occupier of premises in a townsite shall not keep on those premises –

- (a) a rooster;
- (b) a goose or gander;
- (c) a turkey;
- (d) a peacock or peahen;
- (e) guinea fowl;
- (f) an emu; or
- (g) an ostrich.

PART 8 - PEST CONTROL

8.1 Interpretation

In this Part, unless the context otherwise requires –

Argentine ant means an ant belonging to the species *Linepithema humile* (formerly *Iridomyrmex humilis*);

arthropod vectors of disease includes –

- (a) fleas (*Siphonaptera*);
- (b) bedbugs (*Cimex lectularius*);
- (c) crab lice (*Phthirus pubis*);
- (d) body lice (*Pediculus humanus var. corporis*); and
- (e) head lice (*Pediculus humanus var. capitis*);

cockroach means any of the various orthopterous insects commonly known as cockroaches;

European wasp means a wasp *Vespula germanica*;

flies means any of the two-winged insects constituting the order *Diptera* commonly known as flies;

mosquitoes means any of the two-winged insects constituting the family *Diptera Culicidae* commonly known as mosquitoes;

rodents means those animals belonging to the order *Rodentia* and includes rats and mice but does not include native rodents, laboratory bred rats and mice or animals (other than rats) kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

8.2 Measures to be taken for control of flies

Owners and occupiers of any land within the district that is breeding flies, or that is likely to breed flies, are

to comply with the requirements of the *Fly Eradication Regulations*.

8.3 Measures to be taken to prevent breeding of mosquitoes

- (1) An owner or occupier of premises shall take effective measures to ensure that the premises are kept free from possible mosquito breeding sites and shall –
 - (a) take all reasonable steps to –
 - (i) control the prevalence of mosquitoes;
 - (ii) eradicate mosquitos; and
 - (iii) effectively prevent the breeding of mosquitoes.
 - (b) assist an authorised person to locate any possible mosquito breeding sites that may be present in or about the premises.
- (2) An owner or occupier of premises shall –
 - (a) where water is kept in a horse trough, poultry drinking container or other receptacle –
 - (i) frequently change the water; and
 - (ii) keep the water clean and free from vegetable matter and slime;
 - (b) where a septic tank is installed shall ensure the fixture is in sound condition at all times, and mesh having openings not larger than 1.2 millimetres covers any vent to the tank;
 - (c) cause all drains and channels in or on the land to be kept in good order and free from obstruction;
 - (d) where any activity is undertaken on any land which creates an excavation likely to hold water and cause mosquito breeding shall as soon as practicable following the completion of the activity, and taking into consideration the purpose of the excavation, ensure that –
 - (i) the excavation is filled in with clean material and made level with the surrounding surface; or
 - (ii) alternatively treated with an approved pesticide to control mosquito breeding.
- (3) Where it appears to an authorised person that there is, on any premises, undergrowth or vegetation likely to harbour mosquitoes, the owner or occupier of the premises may be required by direction in writing given by an authorised person to cut down and remove within a specified time the undergrowth or vegetation.

8.4 Measures to be taken to eradicate rodents

- (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.
- (2) An owner or occupier of premises who keeps rodents shall –
 - (a) at all times ensure that all live rodents are kept in the effective control of a person or in locked cages; and
 - (b) if a rodent escapes, ensure that all reasonable steps are taken to destroy or recapture the rodent.
- (3) A person shall not store, or allow to be stored, on any premises, any food, refuse or other waste matter unless it is contained in a rodent proof receptacle or compartment.

8.5 Measures to be taken to eradicate cockroaches

An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

8.6 Measures to be taken to keep premises free from Argentine ants

An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

8.7 Measures to be taken to keep premises free from European wasp nests

An owner or occupier of premises shall –

- (a) ensure that the premises are kept free from European wasp nests;
- (b) without delay notify the local government of any wasp nest in, on or about the premises that is suspected to be a European wasp nest;
- (c) assist an authorised person, or his or her representative, to trace any nest that may be present in, on or about the premises.

8.8 Measures to be taken to keep premises free from arthropod vectors of disease

The owner or occupier of premises shall keep the premises and any person residing in or on the premises free from any arthropod vectors of disease.

PART 9 - INFECTIOUS DISEASES

9.1 Requirements for an owner or occupier to clean, disinfect and disinfect

An authorised person may, by written notice, require an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfect –

- (a) the premises; or
- (b) such things in or on the premises as are specified in the notice.

9.2 Authorised person may disinfect or disinfect premises

- (1) Where an authorised person is satisfied that any case of infectious disease has occurred on any premises, the authorised person may give written notice to disinfect or disinfect premises or any part of the premises and anything in or on the premises.
- (2) An owner or occupier of premises shall permit, and provide access to enable, an authorised person or other person to carry out the written notice given under subclause (1).

9.3 Insanitary dwelling houses, premises and things

- (1) An owner or occupier of any dwelling house or premises shall maintain the dwelling house or premises free from any insanitary condition or thing.
- (2) Where the Council resolves that a dwelling house is insanitary, an authorised person may give written notice to an owner of the dwelling house to destroy or amend the dwelling house.
- (3) Where an authorised person considers that a dwelling house or premises is not being maintained in a sanitary condition or any thing is insanitary, direction in writing may be given requiring –
 - (a) the owner or occupier of the dwelling house or premises to amend any insanitary condition; or
 - (b) the owner or occupier of the insanitary thing to destroy or amend it.

9.4 Persons in contact with an infectious disease sufferer

If a person in any dwelling house is, or is suspected of, suffering from an infectious disease, any occupant of the dwelling house or any person who enters or leaves the dwelling house may by direction in writing –

- (a) be removed to isolation in an appropriate place to prevent or minimise the risk of the infection spreading; and
- (b) if so removed, shall remain in that place until the authorised person otherwise directs in writing.

9.5 Declaration of infected dwelling house or premises

- (1) To prevent or check the spread of infectious disease, an authorised person may from time to time declare any dwelling house or premises to be infected.
- (2) A person shall not enter or leave any dwelling house or premises declared to be infected without the written consent of an authorised person.

9.6 Destruction of infected animals

An authorised person, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by written notice require –

- (a) that the animal be examined by a registered veterinary officer; and
- (b) all steps taken to enable the condition to be controlled or eradicated; or
- (c) the animal be destroyed and disposed of.

9.7 Disposal of a body

- (1) An occupier of premises in or on which is located the body of a person who has died of an infectious disease shall, subject to subclause (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by written notice given by an authorised person.
- (2) A body shall not be removed from premises where death occurred except to a cemetery or morgue.

9.8 Disposal of used condoms

- (1) An occupier of premises on or from which used condoms are produced shall ensure that the condoms are –
- (a) placed in a sealed impervious container and disposed of in a sanitary manner; or
 - (b) disposed of in such a manner as may be directed by written notice given by an authorised person.
- (2) A person shall not dispose of a used condom in a public place except in accordance with subclause (1).

9.9 Disposal of used needles

A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak-proof container deposited in a refuse receptacle.

PART 10 - LODGING HOUSES*Division 1 – Registration***10.1 Interpretation**

- (1) In this Part, unless the context otherwise requires –
- accommodation** means one or more buildings used for boarding purposes referred to in this Part;
 - bed and breakfast** means a dwelling house used by a resident of the dwelling house to provide short-term accommodation on a commercial basis for not more than four adults or one family, and contains not more than two guest bedrooms;
 - bunk** means a sleeping berth comprising one of two arranged vertically;
 - dormitory** means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;
 - Food Standards Code** means the Australian New Zealand Food Standards Code as defined in the Commonwealth *Food Standards Australia New Zealand Act 1991*;
 - holiday accommodation** excludes buildings on a caravan park, excludes a lodging house, and means a building where the period of occupancy of any lodger is not more than 14 consecutive days and includes a bed and breakfast, chalet, cottage or holiday house;
 - keeper** means a person whose name appears on the register of keepers, in respect of accommodation, as the keeper of that accommodation;
 - lodger** means a person who obtains, for hire or reward, board or lodging in accommodation;
 - lodging house** includes a recreational campsite, a serviced apartment and a short term hostel and has the same meaning as defined in Section 3 of the Act;
 - manager** means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of accommodation;
 - manufacturer's specifications** means a data sheet describing the technical characteristics of a product which is published by a manufacturer to help consumers use the product;
 - recreational campsite** means a lodging house, including youth camps, youth education camps, church camps and riding schools but excluding a camp or caravan within the meaning of the *Caravan Parks and Camping Grounds Act 1995* –
 - (a) situated on a campsite principally used for –
 - (i) recreational, sporting, religious, ethnic or educational pursuits; or
 - (ii) conferences or conventions; and
 - (b) where the period of occupancy of any lodger is not more than 14 consecutive days;
 - register of lodgers** means the register kept in accordance with section 157 of the Act and this Part;
 - register of keepers** means a register by the local government in which is registered the names and residences of the keepers of all accommodation within its district and the situation of every such accommodation and the number of persons authorised to be resident therein;
 - resident** means a person, other than a lodger, who resides in accommodation;
 - serviced apartment** means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;
 - short term hostel** means a lodging house where the period of occupancy of any lodger is not more

than 14 consecutive days and shall include youth hostels and backpacker hostels; and **sleeping apartment** means a room for lodgers to sleep in.

- (2) In this Part, where an act is required to be done or forbidden to be done in relation to any lodging house, unless the contrary intention appears, the keeper of the lodging house has, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

10.2 Accommodation not to be kept unless registered

A person shall not keep, cause or permit to be kept accommodation unless –

- (a) the accommodation is constructed in accordance with the requirements of this Part;
- (b) the accommodation is registered by the local government under clause 10(4)(1);
- (c) the names of the persons keeping or proposing to keep, and managing the accommodation is entered in the register of keepers in accordance with section 147 of the Act; and
- (d) in the case of holiday accommodation, when required by an authorised person, a management plan is approved by an authorised person that includes –
 - (i) a code of conduct detailing the expected behaviour and obligations of lodgers, which is also to be displayed within the premises;
 - (ii) details of lodger check-in and check-out procedures;
 - (iii) details of waste management procedures;
 - (iv) an emergency management plan; and
 - (v) the keeper and manager's mobile telephone numbers.

10.3 Application for registration

In addition to clause 12.1 an application for registration of accommodation shall contain the following details –

- (a) if the applicant is a body corporate, the name and position of the person having principal responsibility for the premises to be registered;
- (b) contact details of the applicant including –
 - (i) business, residential and email addresses; and
 - (ii) business, residential and mobile telephone numbers;
- (c) if the keeper is not to be resident at the lodging house, proposed arrangements for manager;
- (d) proposed classification as –
 - (i) a lodging house;
 - (ii) a short term hostel;
 - (iii) serviced apartments;
 - (iv) recreational campsite; or
 - (v) other classification;
- (e) type and number of rooms and facilities for private use;
- (f) type, number and area of rooms and facilities for use by lodger;
- (g) type, number and area of sanitary conveniences and facilities for each of male and female lodgers;
- (h) number, areas and details of equipment for laundry facilities;
- (i) if meals are to be provided by the manager; and
- (j) be accompanied by detailed plans and specifications of the lodging house.

10.4 Determination of application

- (1) An authorised person may approve, with or without conditions, an application under clause 10.3 by issuing to the applicant a certificate of registration of a lodging house in the form determined by the local government from time to time.
- (2) The certificate of registration is to include –
 - (a) classification as per clause 10.3(d);
 - (b) name of resident manager;
 - (c) name of owner if not resident;
 - (d) number of rooms for lodgers, and the number of lodgers permitted to in each sleeping apartment;
 - (e) number / type of rooms for lodger's use;
 - (f) conditions imposed, if any; and

- (g) approved number of rooms and approved number of lodgers per room listed according to room.
- (3) The certificate of registration is to be displayed in the reception area accessible by lodgers.
- (4) The licence for a lodging house shall expire on 30 June following the date of its issue.

10.5 Suspension or revocation of registration of a lodging house

In accordance with Part 14, an authorised person may suspend or revoke a registration, including but not limited to the following grounds –

- (a) that the lodging house has not, to the satisfaction of an authorised person, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
- (b) that the keeper has –
 - (i) been convicted of an offence against this local law in respect of the accommodation;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
- (c) that the local government, having regard to a report from the Police, is satisfied that the keeper or manager is not a fit and proper person; and
- (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the accommodation is such as to render it, in the opinion of an authorised person, unfit to remain registered.

Division 2 – Construction and Use Requirements

10.6 General construction requirements

The general construction requirements of accommodation shall comply with the NCC.

10.7 Insect screening

The keeper shall provide and maintain in good working order and condition on the premises windows and external doors that are screened with mesh having openings no larger than 1.2 millimetres.

10.8 Sanitary conveniences

- (1) A keeper of accommodation shall maintain in good working order and condition and in convenient positions on the premises –
 - (a) toilets; and
 - (b) bathrooms, each fitted with shower or a bath (or both) and hand wash basin and in accordance with the requirements of the NCC.
- (2) A bathroom or toilet, which is used as a private bathroom or toilet to the exclusion of other lodgers or residents, shall not be counted for the purposes of subclause (1).
- (3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.
- (4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.
- (5) Each toilet and bathroom shall –
 - (a) be situated, separated and screened as to ensure privacy;
 - (b) be apportioned as to each sex;
 - (c) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and
 - (d) be provided with adequate lighting.
- (6) Subclauses (5)(b) and (c) do not apply to a serviced apartment.

10.9 Laundry unit

- (1) A laundry unit shall consist of –
 - (a) a washing machine with a capacity of not less than four kilograms of dry clothing;
 - (b) either an electric drying cabinet or not less than 30 metres of clothes line;
 - (c) one wash trough of not less than 45 litres capacity, connected to both hot and cold water; and
 - (d) A hot water system that –
 - (i) is capable of delivering an adequate supply of water at a temperature of at least 65 degrees

- Celsius for each washing machine and wash trough provided with the communal facilities; and
- (ii) has a delivery rate of not less than five litres per minute for each washing machine or a higher delivery rate according to the manufacturer's specifications.
- (2) A keeper of a lodging house shall, subject to the satisfaction of an authorised person –
- (a) provide on the premises a laundry unit for each 15 lodgers;
 - (b) at all times maintain each laundry unit in a proper sanitary condition and in good repair;
 - (c) provide an adequate supply of hot and cold water to each wash trough, sink and washing machine; and
 - (d) ensure that the floor area of each laundry unit is properly surfaced with an even fall to a floor waste.
- (3) An authorised person may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.

10.10 Kitchen

The keeper of a lodging house shall provide in that lodging house a kitchen which complies with the relevant requirements of –

- (a) the *Food Act 2008*;
- (b) the *Food Regulations 2009*; and
- (c) *Standards 3.1.1, 3.2.2, and 3.2.3 of the Food Standards Code* as determined by an authorised person.

10.11 Cooking facilities

The keeper of accommodation where meals are prepared shall provide a kitchen with cooking appliances of a number and type approved by an authorised person.

10.12 Dining room

The keeper of a lodging house shall provide in that lodging house a dining room which –

- (a) is located in close proximity to, or combined with, the kitchen;
- (b) has a floor area of which shall not be less than the greater of –
 - (i) 0.5 square metres per person; or
 - (ii) 10 square metres;
- (c) is adequately furnished to accommodate, at any one time, half of the number of lodgers; and
- (d) has a suitable floor covering.

10.13 Lounge room

The keeper of a lodging house shall provide in that lodging house a lounge room which –

- (a) has a floor area with a minimum of 13 square metres, and –
 - (i) where the lounge room is not combined with a dining room, is not less than 0.6 square metres per person; or
 - (ii) where the lounge room is combined with a dining room, is not less 1.2 metres per person; and
- (b) is adequately furnished to accommodate at any one time, half of the number of lodgers; and
- (c) has a suitable floor covering.

10.14 Fire prevention and control

(1) A keeper shall—

- (a) ensure smoke alarms complying with *AS 3786:2014* are installed on or near the ceiling in every bedroom and in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building as required by the NCC;
- (b) ensure that there is installed in each passage or corridor in the lodging house a smoke alarm incorporating evacuation lighting which is activated by the smoke alarm as required by the NCC;
- (c) provide evacuation lighting if required by the NCC to be kept separate from the general lighting system and kept illuminated during the hours of darkness;
- (d) provide an approved fire blanket positioned within two metres of the cooking area in each kitchen;
- (e) if required by the NCC, ensure that illuminated exit signs are installed above exit doorways which

- comply with AS 2293.1:2018 and which are maintained in good working order at all times; and
- (f) provide firefighting equipment in accordance with the requirements of the NCC and ensure that the equipment is clearly visible, accessible and maintained in good working order at all times.
- (2) No person shall smoke in any dormitory, kitchen or dining room or other enclosed public place within a lodging house.
- (3) A keeper shall ensure that any items which are likely to cause a fire hazard are not located within bedrooms or dormitories of a lodging house.
- (4) The keeper of a lodging house which is a recreational campsite or short term hostel, but not a serviced apartment, shall ensure that –
- (a) materials used in bedrooms and dormitory area comply with AS 1530.2:1993 and AS 1530.3:1999 as follows –
- (i) drapes, curtains and blinds – a maximum flammability index of 6;
- (ii) flammable furniture, upholstery and beds –
- (A) a maximum spread of flame index of 6; and
- (B) a maximum smoke developed index of 5; and
- (iii) floor coverings –
- (A) a maximum spread of flame index of 7; and
- (B) a maximum smoke developed index of 5; and
- (b) fire retardant coatings used to make a material comply with these indices shall be –
- (i) certified by the manufacturer as approved for used with the fabric to achieve the required indices;
- (ii) certified by the manufacturer to retain its fire retardancy effect after a minimum of five commercial dry cleaning or laundering operations carried out in accordance with AS 2001.5.4:2005; and
- (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specifications.

10.15 Obstruction of passages and stairways

A keeper of a lodging house shall not place or permit to be placed furniture, fittings or other things in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house, either temporarily or permanently, in or on –

- (a) a stairway, stair landing, fire-escape, window or common passageway; or
- (b) part of the lodging house in common use or intended or adapted for common use.

10.16 Fitting of locks

A person shall not fit, cause or permit to be fitted, to an exit door a lock or other device which prevents the door being opened from within a lodging house.

10.17 Restriction on use of rooms for sleeping

- (1) Subject to subclause (3) and clause 10.31, a keeper of a lodging house shall not use or permit to be used as a sleeping apartment a room in a lodging house –
- (a) which contains food;
- (b) which contains or is fitted with a cooking appliance or kitchen sink;
- (c) which is used as a kitchen, scullery, store room, dining room, general sitting room, lounge room or for the preparation or storage of food;
- (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) which, except in the case of a short term hostel or a recreational campsite, contains less than five square metres of clear space for each lodger occupying the room;
- (f) which is not naturally illuminated in accordance with the requirements of the NCC;
- (g) which is not ventilated in accordance with the requirements of the NCC;
- (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) which is not free from internal dampness;
- (j) of which any part of the floor is below the level of the adjoining ground; or

- (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an authorised person.
- (2) For the purposes of this clause, two children under the age of 10 years shall be counted as one lodger.
- (3) Subclauses (1)(a), (b) and (c) shall not apply to a serviced apartment.

10.18 Sleeping accommodation, short term hostels and recreational campsites

- (1) A keeper of a short term hostel or recreational campsite shall provide clear floor space of not less than –
 - (a) 4 square metres per person in each dormitory utilising beds; or
 - (b) 2.5 square metres per person in dormitories utilising bunks.
- (2) The calculation of floor space in subclause (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.
- (3) The minimum height of any ceiling in a short term hostel or recreational campsite shall be –
 - (a) 2.4 metres in any dormitory utilising beds; or
 - (b) 2.7 metres in any dormitory utilising bunks.
- (4) The minimum floor area requirements in subclause (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the NCC.
- (5) The keeper of any short term hostel or recreational campsite shall provide –
 - (a) fixed outlet ventilation at a ratio of 0.15 square metre to each 10 square metres of floor area of the dormitories;
 - (b) each dormitory with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable; or
 - (c) mechanical ventilation in lieu of fixed ventilation.
- (6) The keeper of any short term hostel or recreational campsite shall provide –
 - (a) beds with a minimum size of –
 - (i) in short term hostels – 800 millimetres x 1.9 metres; or
 - (ii) in recreational campsites – 750 millimetres x 1.85 metres; and
 - (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.
- (7) The keeper of any short term hostel or recreational campsite shall –
 - (a) ensure at all times there is a distance of 750 millimetres between beds and a distance of 900 millimetres between bunks;
 - (b) ensure that where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least two metres between each row of bunks and the passageway is kept clear of obstruction at all times;
 - (c) ensure all light fittings and other ceiling and wall projections (including ceiling and wall fans) are provided with safety guards or positioned so as not to be a danger to any occupants to the satisfaction of an authorised person; and
 - (d) ensure all doors, windows and ventilators are kept free from obstruction.

10.19 Furnishing etc. of sleeping apartments

A keeper of a lodging house shall, unless otherwise approved by an authorised person –

- (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bed linen of good quality;
- (b) ensure that each bed –
 - (i) has a mattress and pillow;
 - (ii) is provided with a pillow case, two sheets, a blanket or rug and, in cold weather, not less than one additional blanket or rug; and
 - (iii) has a mattress and pillow protectors fitted;
- (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room; and
- (d) not cause or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging house used exclusively as a short term hostel or recreational campsite.

10.20 Ventilation

If, in the opinion of an authorised person, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, the authorised person may give written notice to the keeper to provide a different or additional method of ventilation.

10.21 Room identification

- (1) A keeper shall number each room available to a lodger in a lodging house or provide an alternative means of identification approved by an authorised person.
- (2) The numbering system or alternative means of room identification is to be –
 - (a) legible and easily identified; and
 - (b) placed on or adjacent to each door to a habitable room.

Division 3 – Management and Care

10.22 Duties of keeper

Whenever there are one or more lodgers in a lodging house, a keeper or manager shall –

- (a) reside continuously in the lodging house; and
- (b) not be absent from the lodging house unless arrangements for a reputable person to have the care and management of the lodging house have been made.

10.23 Register of lodgers

- (1) A register of lodgers shall be kept in accordance with section 157 of the Act and this clause.
- (2) A keeper shall keep a register of lodgers recording the following details –
 - (a) date of arrival;
 - (b) name;
 - (c) details sufficient to trace and contact each lodger should the need arise;
 - (d) room number; and
 - (e) date of departure.
- (3) The register of lodgers shall be –
 - (a) kept in the lodging house; and
 - (b) open to inspection at any time on demand by a police officer or by an authorised person.
- (4) The register shall be kept for a minimum of 3 years.

10.24 Keeper report

A keeper shall, whenever required by a police officer or an authorised person, provide a report containing the details of clause 10.23(2).

10.25 Certificate in respect of sleeping accommodation

- (1) An authorised person may issue to a keeper a certificate of sleeping accommodation, in respect of each room, which shall be in the form determined by the local government from time to time.
- (2) The certificate issued under subclause (1) shall specify the maximum number of persons who shall be permitted to occupy each room as a sleeping apartment at any one time.
- (3) The certificate of registration shall be displayed in the reception area accessible by those visiting the premises.
- (4) When required by an authorised person, a keeper shall exhibit the certificate issued under this clause in a conspicuous place in the room to which it refers.
- (5) A person shall not permit or allow to be permitted a greater number of persons than is specified on a certificate issued under this clause to occupy the room to which it refers.

10.26 Duplicate keys and inspection

A keeper and manager of accommodation shall –

- (a) retain possession of a duplicate key to the door of each room; and
- (b) when required by an authorised person, open the door of any room for the purposes of inspection by the authorised person.

10.27 Room occupancy

- (1) A keeper shall not –
 - (a) permit or allow to be permitted more than the maximum number of persons permitted by the certificate of registration of a lodging house issued under clause 10.4(1) to be lodged at any one time in the accommodation;
 - (b) place or permit to be placed or kept in any sleeping apartments –
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bedding,than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
 - (c) use or permit to be used for sleeping purposes a room that –
 - (i) has not been certified for that purpose; or
 - (ii) an authorised person has forbidden to be used as a sleeping apartment.
- (2) For the purpose of this clause, two children under 10 years of age shall be counted as one lodger.

10.28 Maintenance of a room by a lodger or resident

- (1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.
- (2) Where permission is given or a contract entered into under subclause (1), the keeper of a lodging house shall –
 - (a) inspect each room the subject of the permission or agreement at least once a week; and
 - (b) ensure that each room is being maintained in a clean and sanitary condition.
- (3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean and sanitary condition.

10.29 Cleaning and maintenance requirements

A keeper shall –

- (a) maintain in a clean, sound and undamaged condition –
 - (i) the floor, walls, ceilings, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilets, including toilet seats, cisterns and associated plumbing;
- (b) maintain in a clean condition and in good working order –
 - (i) all fixtures and fittings; and
 - (ii) windows, doors and door furniture;
- (c) ensure that the internal walls of each bathroom and toilet are painted so as to maintain a smooth, impervious washable surface;
- (d) ensure that all floors are kept clean at all times;
- (e) ensure that –
 - (i) all bed linen, towels and house linen in use is washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed, which has been used by another person, unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
 - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, effective action is taken to eradicate the vectors of disease without delay; and
 - (vi) a room, which is not free from vectors of disease, is not used as a sleeping apartment;
- (f) when so directed by written notice given by an authorised person, ensure that –
 - (i) a room, together with its contents and any other part of the lodging house, is cleaned and disinfected; and
 - (ii) a bed or other article of furniture is removed from the lodging house and properly disposed of;
- (g) ensure that the yard is kept clean at all times; and
- (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate

lighting.

10.30 Responsibilities of lodgers and residents

A lodger or resident shall not –

- (a) use any room available to lodgers –
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging house any goods or materials which are inflammable or offensive;
- (c) use a bath or hand wash basin other than for ablutionary purposes;
- (d) use a bathroom facility or fitting for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware or culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept –
 - (i) wash or permit the washing of clothing or bedding; or
 - (ii) keep or permit to be kept any soiled clothing or bedding;
- (h) subject to clause 10.31 –
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging house, any luggage, clothing, bedding or furniture that is infested with vectors of disease;
- (j) store or keep items other than personal effects –
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

10.31 Approval for storage and consumption of food

- (1) An authorised person may –
 - (a) upon written application from a keeper of a lodging house, approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
 - (b) withdraw the approval if a nuisance, vector of disease, vermin or infestation is found to exist in the lodging house.
- (2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

10.32 Infectious disease

A keeper shall without delay after becoming aware that a lodger or resident is suffering from a notifiable infectious disease notify an authorised person.

PART 11 - OFFENSIVE TRADES

Division 1 – General

11.1 Interpretation

In this Part, unless the context otherwise requires –

offensive trade means any trades as defined by section 186 of the Act, and includes –

- (a) establishments carrying out gut scraping or preparation of sausage skins;
- (b) knackereries;
- (c) laundromats and dry cleaning premises;

- (d) livestock saleyards;
- (e) establishments for caged poultry farming or poultry processing;
- (f) establishments for caged rabbit farming; and
- (g) establishments for shellfish and crustacean processing, excluding retail fish shop; and

premises means those premises in or upon which an offensive trade is carried on.

11.2 Application to establish an offensive trade

- (1) A person seeking the consent of the local government under section 187 of the Act to establish an offensive trade shall –
 - (a) advertise notice of his or her intention to apply for consent in accordance with clause 11.3; and
 - (b) lodge an application with the local government.
- (2) In addition to clause 12.1 an application for registration to establish an offensive trade shall include but is not limited to the addition following details –
 - (a) description of proposed offensive trade;
 - (b) details of operations –
 - (i) days and times of operation;
 - (ii) quantities of materials – received and dispatched;
 - (iii) quantities of waste materials or products;
 - (iv) arrangements for disposal of waste materials or products;
 - (c) plans and specifications of the buildings proposed to be erected or used in connection with the proposed offensive trade are attached;
 - (d) details of advertising, notification to adjoining properties; and
 - (e) accompanied by the fee prescribed in the *Health (Offensive Trades Fees) Regulations 1976* as amended from time to time.

11.3 Notice of application

A notice required under subclause 11.2(1)(a) shall –

- (a) contain the name and address of the person who intends to make the application;
- (b) contain a description of the nature of the offensive trade;
- (c) contain details of the premises in or upon which it is proposed to carry on the proposed trade; and
- (d) appear in a local newspaper at least two weeks but not more than one month before the application under clause 11.2(1)(b) is lodged with the local government.

11.4 Registration of premises

Registration of premises for an offensive trade is to be in accordance with section 191 of the Act.

11.5 Certificate of registration of premises for offensive trade

- (1) In addition to clause 12.2(3) a certificate of registration of premises for an offensive trade is to include the –
 - (a) name of business;
 - (b) address of approved offensive trade premises;
 - (c) type of offensive trade;
 - (d) name of owner;
 - (e) name of manager if the manager is not the owner;
 - (f) period of licence;
 - (g) conditions imposed, if any; and
 - (h) approved times of operation.
- (2) The certificate of registration shall be displayed in the reception area accessible by those visiting the premises.

11.6 Transfer of business premises

- (1) Transfer of an offensive trade to alternative premises is subject to clauses 11.2 and 11.4.
- (2) For avoidance of doubt, registration of premises is specific to the premises registered, and is non-transferable.

11.7 Alterations to premises

While any premises remain registered under this Division, a person shall not, without the written permission of an authorised person, make or permit any change or alteration to the premises, other than minor repairs, installations or interior refurbishment.

Division 2 – General duties of an occupier

11.8 Interpretation

In this Division, unless the context otherwise requires –

premises means those premises in or upon which an offensive trade is carried on; and

vectors of disease has the meaning given to it in clause 8.1.

11.9 Cleanliness of premises etc.

The occupier shall –

- (a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;
- (b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, equipment, implements, shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, containers and other things used on or in connection with the premises;
- (c) keep the premises free from any unwholesome or offensive odour arising from the premises;
- (d) maintain in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and
- (e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

11.10 Sanitary conveniences and hand wash basins

The occupier shall provide on the premises in an approved position sufficient sanitary conveniences and hand wash basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

11.11 Painting of walls etc.

The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings in and on the premises to be cleaned and painted when directed by written notice given by an authorised person.

11.12 Effluvia, odours, gases or dust

The occupier shall –

- (a) provide, use and maintain in a state of good repair and working order, appliances and preventive measures capable of effectively destroying or of rendering harmless all offensive effluvia, odours, dust or gases arising in any process of his or her business or from any material, residue or other substance which may be kept or stored upon the premises; and
- (b) manage and operate the premises such that odours emanating from the premises do not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person.

11.13 Receptacles for disposal of offensive material

The occupier shall –

- (a) provide on the premises impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep airtight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed in the receptacles without delay;
- (d) cause the contents of the receptacles to be removed from the premises at least once per week or as directed by written notice given by an authorised person; and
- (e) cause all receptacles after being emptied to be cleaned with an efficient disinfectant without delay.

11.14 Storage of materials

The occupier shall cause all material on the premises to be stored so as not to be offensive or injurious to health whether by inhalation or otherwise and so as to prevent the creation of a nuisance.

11.15 Sleeping on premises

A person shall not use or permit any room in premises used for an offensive trade to be used for sleeping purposes.

11.16 Written notice

An authorised person may give to the occupier written notice to prevent or diminish the offensiveness of a trade or to safeguard the public health.

Division 3 – Fat Rendering Establishments

11.17 Interpretation

In this Division, unless the context otherwise requires –

fat rendering establishments means premises where edible fats including suet, dripping or premier jus are rendered down by any heat processing method.

11.18 Ventilation

The occupier shall provide and maintain –

- (a) a hood which shall –
 - (i) be of an approved design and construction;
 - (ii) be situated so as to arrest all effluvia, odours and smoke from the process of fat rendering; and
 - (iii) extend a minimum of 150 millimetres beyond the length of each appliance; and
- (b) an exhaust ventilation system –
 - (i) the point of discharge of which shall be at least one metre above the ridge of a pitched roof or three metres above a flat roof and shall not be located within six metres of an adjoining property or any fresh air intake; and
 - (ii) which shall discharge in such manner and in such a position that no nuisance is created.

11.19 Covering of apparatus

External parts of the fat rendering apparatus shall be constructed or covered with smooth, noncorrosive and impervious material, devoid of holes, cracks and crevices.

11.20 Walls to be impervious

The occupier shall cause walls and ceiling within three metres of the rendering apparatus or equipment to be a smooth, impervious surface to ceiling height, devoid of holes, cracks and crevices.

Division 4 – Fish Premises

11.21 Interpretation

In this Division, unless the context otherwise requires –

appliance includes a utensil, an instrument, a cover, a container or apparatus;

fish means fresh fish, frozen fish, chilled fish and cooked fish, whether cleaned, uncleaned or part cleaned and includes crustaceans and molluscs but does not include –

- (a) fish which has been cured, preserved, hermetically canned or treated to prevent putrefaction; or
- (b) cleaned fish supplied in cartons or packets by a packer and sold in such cartons or packets if they are at all times kept in a deep freeze refrigeration unit at a temperature not exceeding minus 15 degrees Celsius;

fish premises includes fish processing establishments, fish curing establishments and shellfish and crustacean processing establishments but does not include retail fish shops in which no significant fish processing occurs;

fish transport vehicle includes –

- (a) an appliance attached to, carried in or used in connection with a vehicle; and
- (b) a trailer and a portable box, used or designed to be used for the transport or storage of fish; and

portable box means a box for the transport or storage of fish and includes a fish transport vehicle.

11.22 Fish preparation room

- (1) The occupier of a fish premises which requires a fish processing or preparation room shall ensure that this room complies with the following requirements –
 - (a) the walls shall be a smooth, impervious surface to ceiling height, devoid of holes, cracks and crevices;
 - (b) the floor shall be a smooth, impervious and durable surface;
 - (c) the minimum floor area shall be nine square metres;
 - (d) the room shall be furnished with a hand wash basin connected to a piped supply of hot and cold water; and
 - (e) the room shall be fly-proofed and provided with adequate light and ventilation.
- (2) The occupier shall ensure that all fish are prepared in the fish processing or preparation room and that room shall be used solely for that purpose.
- (3) The occupier of a fish premises shall provide, in or easily accessible from each fish preparation room, cleaning facilities consisting of a double bowl stainless steel wash trough of adequate size to accommodate the equipment and utensils used on the premises, connected to a piped supply of hot and cold water.

11.23 Bench

The occupier of a fish premises shall provide and maintain on the premises a separate stainless steel bench for the handling of fish.

11.24 Disposal of waste

The occupier of a fish premises shall cause all offal and wastes, all rejected and unsaleable fish and any rubbish or refuse which is likely to be offensive or a nuisance to be –

- (a) placed in the receptacles referred to in clause 11.13 and disposed of in accordance with that clause; or
- (b) kept in a frozen state in an approved enclosure before its removal from the premises.

11.25 Fish containers

The occupier of a fish premises shall not allow any box, basket or other container used for the transport of fish to –

- (a) remain on the premises longer than is necessary for it to be emptied; or
- (b) be kept so as to cause a nuisance or to attract flies.

11.26 Cooking of fish

Where cooking of fish is carried out in a fish premises, the occupier shall provide and maintain –

- (a) a hood, which shall be of an approved design and construction in accordance with the requirements of AS 1668.2:2012 and so situated as to capture and remove all effluvia, odours and smoke from the process of cooking;
- (b) an exhaust ventilation system –
 - (i) the point of discharge of which shall be at least one metre above the ridge of a pitched roof or three metres above a flat roof and shall not be located within six metres of an adjoining property or any fresh air intakes; and
 - (ii) which shall discharge in such manner and in such a position that no nuisance is created.

11.27 Use of an approved portable box

An authorised person may permit an approved portable box to be used for the transport or storage of fish.

11.28 Fish transport vehicle

A person shall not use a fish transport vehicle for the transport or storage of fish unless it is so constructed, equipped and maintained that –

- (a) the frame is made of metal or other approved material;
- (b) all internal surfaces—
 - (i) are made of metal or approved impervious plastic substance, which may include stainless steel, aluminium, galvanised iron, fibreglass, or other material of similar strength and impermeable qualities;
 - (ii) are smoothly finished;
 - (iii) are rigidly secured with a solid backing; and
 - (iv) have floor and vertical angles coved with not less than a 9.5 millimetre radius, but, if all necessary floor joints are effectively sealed, the surface of the floor, or part of it, may be of an approved tread type track material;
- (c) internal horizontal joints made between metal sheeting are lapped from top to bottom and either—
 - (i) continuously welded; or
 - (ii) lapped with a minimum of 40 millimetres cover secured with blind rivets and sealed with a durable, non-absorbent sealing material;
- (d) the vehicle is effectively insulated with a stable insulating material;
- (e) the vehicle has, at the rear or side, doors that are made in the manner provided by paragraphs (a), (b), (c) and (d) of this clause, are close fitting, and have a suitable locking device fitted;
- (f) the vehicle is fitted with shelves and grids, made of impervious material, in such a manner that the shelves and grids may be easily removed;
- (g) any containers used in the vehicle for fish are made of stainless steel, fibreglass or approved impervious plastic; and
- (h) the vehicle is in good repair and condition and is thoroughly clean.

Division 5 – Laundries, dry cleaning establishments and dye works

11.29 Interpretation

In this Division, unless the context otherwise requires –

dry cleaning establishment –

- (a) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (b) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a fully enclosed machine operating on a full cycle;

dye works means a place where articles are commercially dyed; but does not include dye works in which provision is made for the discharge of all liquid waste there from, into a public sewer;

exempt laundromat means premises in which –

- (a) laundering is carried out by members of the public using, machines or equipment provided by the owners or occupiers of those establishments;
- (b) laundering is not carried out by those owners or occupiers for or on behalf of other persons;
- (c) provision is made for the discharge of all liquid waste therefrom into a public sewer;

laundromat means a public place with coin operated washing machines, spin dryers or dry cleaning machines; and

laundry means any place where articles are laundered for the purpose of trade but does not include an exempt laundromat; and

liquid waste has the same meaning as in clause 4.1.

11.30 Receiving depot

An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of an authorised person who may at any time withdraw such permission in writing.

11.31 Reception room

- (1) The occupier of a laundry, dry cleaning establishment or dye works shall –
 - (a) provide a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and
 - (b) cause such articles as may be directed by written notice given by an authorised person to be

thoroughly disinfected.

(2) A person shall not bring or permit food to be brought into the reception room referred to in this clause.

11.32 Walls and floors

The occupier of a laundry, dry cleaning establishment or dye works shall cause –

- (a) the internal surfaces of all walls shall be a smooth, impervious surface to ceiling height;
- (b) the floor to be impervious, constructed of concrete or other material approved by an authorised person and finished to a smooth surface; and
- (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

11.33 Laundry floor

The occupier of a laundry shall provide in front of each washing machine a non-corrosive grating, at least 910 millimetres in width, so constructed as to prevent any person from standing in water on the floor.

11.34 Escape of dust

The occupier of a dry cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

11.35 Precautions against combustion

The occupier of a dry cleaning establishment where volatile liquids are used shall take all proper precautions against combustion and shall comply with any written notice given by an authorised person for that purpose.

11.36 Trolleys

The occupier of a dry cleaning establishment shall –

- (a) provide trolleys for the use of transporting dirty and clean linen; and
- (b) ensure that each trolley is –
 - (i) clearly designated to indicate the use for which it is intended;
 - (ii) lined internally with a smooth impervious non-absorbent material that is easily cleaned; and
 - (iii) thoroughly cleaned and disinfected on a regular basis.

Division 6 – Abattoirs

11.37 Construction of abattoirs

An abattoir shall conform to relevant standards as adopted under the *Food Act 2008* section 144(6) and the requirements of the *Food Regulations 2009*.

PART 12 - LICENCING

Division 1 – Applying for a licence

12.1 Application for licence

- (1) Where a person is required to obtain a licence under this local law, that person shall apply for the licence in accordance with subclause (2).
- (2) An application for a licence under this local law shall –
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form;
 - (d) include full name, contact details and residential address of owner;
 - (e) include where appropriate, if owner is not to be the manager, proposed arrangements for manager;
 - (f) include where appropriate, the address of premises to be registered; and
 - (g) be forwarded to the local government together with any set fee.

- (3) An authorised person may require an applicant to provide additional information reasonably related to an application before determining an application for a licence.
- (4) An authorised person may require an applicant to give local public notice of the application for a licence.
- (5) An authorised person may refuse to consider an application for a licence which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

12.2 Decision on application for licence

- (1) An application not complying with the local planning scheme will not be approved.
- (2) An authorised person may –
 - (a) approve an application for a licence unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a licence.
- (3) If an authorised person approves an application for a licence, the licence is to be issued to the applicant in the form determined by the local government.
- (4) If an authorised person refuses to approve an application for a licence, written advice of that refusal is to be given to the applicant.
- (5) An authorised person may, at any time, amend a condition of approval and the amended condition takes effect when written advice of it is given to the licensee.

12.3 General restrictions on grant of licence

- (1) An authorised person shall not grant a licence if there are reasonable grounds for believing that the provision of the activity to which the application relates would constitute a nuisance or unacceptable risk to the health or safety of the public.
- (2) An authorised person shall not grant a licence unless an authorised person is satisfied that –
 - (a) the applicant is capable of carrying on the activity in accordance with this local law and the terms and conditions of the licence;
 - (b) a licence or similar authority granted or issued to the applicant has not been revoked in the period of 5 years before the application is made; and
 - (c) the applicant is a fit and proper person to carry on the activity.

12.4 Examples of conditions

Examples of conditions that an authorised person may impose on a licence under clause 12.2(2)(a) or 13.7(1)(a) include but are not limited to –

- (a) the payment of a set fee;
- (b) compliance with a standard or a policy adopted by the local government;
- (c) restrictions on the erection or use of materials, external signs or decorations;
- (d) the duration and commencement of the licence;
- (e) the commencement of the licence being contingent on the occurrence of an event;
- (f) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (g) the approval of another application for a licence which may be required by the local government under any written law;
- (h) the area of the district to which the licence applies;
- (i) the obtaining of public risk insurance in an amount and on terms reasonably required by an authorised person.

12.5 Imposing conditions under a policy

- (1) In this clause –

policy means a policy made under section 2.7(2)(b) of the *Local Government Act 1995* containing conditions subject to which an application for a licence may be approved or varied under clauses 12.2(2)(a) or 12.7(1)(a).
- (2) Under clauses 12.2(2)(a) or 12.7(1)(a) an authorised person may approve an application subject to conditions by reference to a policy.

- (3) An authorised person is to give to the licensee a copy of the policy or the part of the policy which is relevant to the application for a licence, with the form of licence referred to in clauses 12.2(3) or 12.7(2).
- (4) An application for a licence is not to be taken to have been approved subject to the conditions contained in a policy until an authorised person gives the licensee a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act apply to a policy and, for that purpose, a policy is deemed to be information within section 5.94(u)(i) of the Act.

12.6 Compliance with conditions

Where an application for a licence has been approved or varied subject to conditions, the licensee shall comply with each of those conditions, as amended.

12.7 Variation of licence

- (1) An authorised person may, by written advice given to the licensee, vary a licence –
 - (a) imposing any new condition; or
 - (b) change or remove any existing condition.
- (2) An amendment may be made on application made by the licensee or at the initiative of an authorised person.
- (3) An amendment will come into effect on the day that written advice is given to the licensee, or other date as specified in the notice.

Division 2 – Duration of licences

12.8 Duration of licence

- (1) A licence is valid for one year from the date on which it is issued, unless it is –
 - (a) otherwise stated in this local law or in the licence; or
 - (b) suspended or revoked under this Division.
- (2) Where a licence requires annual approval, a licensee shall pay to the local government the set fee for the annual licence on or before 30 June in each year.

12.9 Renewal of licence

- (1) A licensee may apply to an authorised person for the renewal of a licence.
- (2) An application for renewal shall –
 - (a) be in the form determined by the local government;
 - (b) be signed by the licensee;
 - (c) provide the information required by the form;
 - (d) be forwarded to the local government no later than 28 days before the expiry of the licence, or within a shorter period that an authorised person in a particular case permits; and
 - (e) be accompanied by any set fee.
- (3) The provisions of this Part that apply to an application for a licence also apply to an application for the renewal of a licence as though it were an application for a licence.

12.10 Transfer of licence

- (1) An application for the transfer of a valid licence is to –
 - (a) be made in writing;
 - (b) be signed by the licensee and the proposed transferee of the licence;
 - (c) include such information as an authorised person may require to enable the application to be determined;
 - (d) be forwarded to the local government no later than 28 days before the intended transfer of the licence, or within a shorter period that an authorised person in a particular case permits; and
 - (e) be forwarded to the local government together with any set fee.
- (2) An authorised person may approve an application for the transfer of a licence, refuse to approve it or approve it subject to any conditions.

- (3) Where an authorised person approves an application for the transfer of a licence, the transfer may be effected by an endorsement on the licence signed by an authorised person.
- (4) Where an authorised person approves the transfer of a licence, the local government is not required to refund any part of any set fee paid by the former licensee.

12.11 Surrender of licence

A licensee may surrender the licence at any time by written advice to an authorised person.

Division 3 – Responsibilities of licensees and others

12.12 Production of licence

A licensee shall produce to an authorised person his or her licence when required to do so by that authorised person without delay.

12.13 Production of licence document for amendment

If an authorised person amends or renews a licence, the licensee shall, if required by the authorised person, produce the licence document to the authorised person for amendment within the period specified by the authorised person.

12.14 False or misleading statement

A person shall not make a false or misleading statement in connection with an application in respect of a licence under this local law.

PART 13 - GIVING OF NOTICE

13.1 Notice to remedy non-compliance

- (1) Where a breach of any provision of this local law has occurred, an authorised person may give written notice to the person alleged to be responsible for such breach.
- (2) A notice issued pursuant to subclause (1) shall –
 - (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach;
 - (c) specify the manner in which the recipient is required to remedy the breach to the satisfaction of the authorised person; and
 - (d) specify the time period within which the work or action is to be undertaken.

13.2 Notice of proposed suspension of licence

- (1) If an authorised person proposes to suspend a licence under clause 13.3(1), the authorised person is to give written notice to the licensee of the proposed suspension.
- (2) The notice shall –
 - (a) state that the authorised person proposes to suspend the licence;
 - (b) state the reasons for the proposed suspension; and
 - (c) inform the licensee that the licensee is entitled to make representation to the authorised person in respect of the proposed suspension within 7 days after the day on which the licensee is given the notice.
- (3) In considering whether to suspend the licence, the authorised person is to have regard to any representations made by the licensee within the period referred to in subclause (2)(c).
- (4) Notwithstanding subclause (2)(c) and (3) a suspension of a licence under clause 13.3(1)(c) may have immediate effect.

13.3 Notice of suspension of licence

- (1) Subject to clause 13.2 an authorised person may by written notice to the licensee, suspend a licence if there are reasonable grounds for believing that –
 - (a) the licensee has contravened a term or condition of a licence;
 - (b) the licensee has contravened a provision of this local law; or
 - (c) the continued provision of the activity authorised by the licence constitutes or will constitute –

- (i) a nuisance; or
 - (ii) an unacceptable risk to the safety, health or welfare of the public.
- (2) The suspension notice is to –
- (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach;
 - (c) specify the day, or the day and time, on or at which the suspension takes effect;
 - (d) specify the manner in which the recipient is required to remedy the breach to the satisfaction of an authorised person;
 - (e) specify the time period within which the work or action is to be undertaken; and
 - (f) inform the licensee that the licensee has a right to object or appeal the decision to suspend the licence.
- (3) The suspension of a licence has effect on the day, or the day and time, specified in the suspension notice until one of the following happens –
- (a) the licence expires;
 - (b) the suspension is cancelled under clause 13.4;
 - (c) the licence is revoked under clause 13.6; or
 - (d) the licence is surrendered in accordance with the provisions of this local law.
- (4) Notwithstanding clause 13.2(c) a suspension of a licence under subclause (1)(c) may have immediate effect.

13.4 Notice of cancellation of suspension of licence

The authorised person is to by written notice given to the licensee cancel the suspension of a licence if the authorised person is satisfied that –

- (a) the steps specified in the suspension notice have been taken; or
- (b) it is appropriate to do so in the circumstances of a particular case.

13.5 Notice of proposed revocation of licence

- (1) If an authorised person proposes to revoke a licence under clause 13.6(1), the authorised person is to give written notice to the licensee of the proposed revocation.
- (2) The notice shall –
- (a) state that the authorised person proposes to revoke the licence;
 - (b) state the reasons for the proposed revocation; and
 - (c) inform the licensee that the licensee is entitled to make representation to the authorised person in respect of the proposed revocation within 7 days after the day on which the licensee is given the notice.
- (3) In considering whether to suspend the licence, the authorised person is to have regard to any representations made by the licensee within the period referred to in subclause (2)(c).
- (4) Notwithstanding subclause (2)(c) and (3) a revocation of a licence under clause 13.6(1)(c) may have immediate effect.

13.6 Notice of revocation of licence

- (1) Subject to clause 13.5 an authorised person may by written notice to the licensee, revoke a licence if there are reasonable grounds for believing that –
- (a) the licence was obtained improperly;
 - (b) the licensee has persistently or frequently contravened, whether or not the licence is or has been suspended on the grounds of a contravention of –
 - (i) a term or condition of the licence; or
 - (ii) a provision of this local law; or
 - (c) the continued provision of the activity authorised by the licence constitutes or will constitute –
 - (i) a nuisance; or
 - (ii) an unacceptable risk to the safety, health or welfare of the public.
- (2) The notice of revocation shall –
- (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach;
 - (c) specify the day, or the day and time, on or at which the revocation takes effect; and

- (d) inform the licensee that the licensee has a right to object or appeal the decision to suspend the licence.
- (3) Notwithstanding clause 13.5(2)(c) revocation of a licence under subclause (1)(c) may have immediate effect.

13.7 Local government may undertake requirements of notice

- (1) If a person fails to comply with a written notice referred to in clauses 13.1 or 13.3(2)(d) or (e) the local government may –
 - (a) do or cause to be done, the thing specified in the written notice, including replace the property, or reinstate the property to the state it was in before the removal, damage or interference;
 - (b) execute the work required by the written notice; and
 - (c) recover all costs from the person, as a debt, in addition to any penalty for which that person may be liable under this local law.
- (2) The local government is not liable to pay compensation or damages of any kind to the person referred to in subclause (1) in relation to any action taken by the local government under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.
- (3) The provisions of this clause are subject to –
 - (a) section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995*; and
 - (b) any power of entry exercised by the local government under this local law is subject to Part 3, Division 3 of the *Local Government Act 1995*.

PART 14 - OBJECTIONS AND APPEALS

14.1 Objections and appeals

Division 1 of Part 9 of the *Local Government Act 1995* applies to a decision under this local law to grant, renew, vary, suspend or revoke a licence.

PART 15 - ENFORCEMENT

15.1 Offences

A person commits an offence who –

- (a) fails to do anything required or directed by written notice given by an authorised person to be done under this local law; or
- (b) fails to comply with a direction in writing given under this local law by an authorised person; or
- (c) fails to comply with the requirements of a written notice issued under this local law by an authorised person; or
- (d) does anything which under this local law that person is prohibited from doing.

15.2 General penalty

- (1) A person who commits an offence under clause 15.1 is liable to a penalty which is not more than \$5000 and not less than \$1000.
- (2) If the offence is a continuing offence, an additional penalty not more than \$500 and not less than \$250 for each day or part of a day during which the offence has continued.

15.3 Modified penalties

- (1) An offence against a clause specified in the Schedule is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in the Schedule.

15.4 Form of infringement notices

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the *Local Government Act 1995* is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;

- (2) The form of the infringement notice referred to in section 9.16 of the *Local Government Act 1995* is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (3) The form of the infringement withdrawal given under section 9.20 of the *Local Government Act 1995* is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

SCHEDULE – MODIFIED PENALTIES

[cl.15.3]

Item	Clause No.	Nature of offence	Modified penalty \$
1	2.4	Failure to provide sanitary conveniences in accordance with the relevant Code	500
2	4.3(2)	Unauthorised disposal of liquid waste	500
3	6.2(1)	Failure to provide a dust management plan when required	500
4	7.1(b)	Failure to keep premises clean and disinfected when directed by an authorised person	500
5	7.4(2)	Keeping of fauna without approval of the relevant department	500
6	7.10	Failure to keep a commercial poultry establishment in accordance with the relevant Code	500
7	12.14	Providing false or misleading information	500
8	13.1(1)	Failure to comply with requirements of written notice	500
9	13.3(1)	Failure to comply with requirements of notice of suspension of licence	500
10	13.6(1)	Failure to comply with requirements of notice of revocation of licence	500
11	15.1(a), (b) (c) or (d)	All other offences not specified	200

Dated _____

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

{NAME}, President

B. JOINER, Chief Executive Officer

12.2.4	Amendment to Policy – 3.6 – Information Technology – Access and Use
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM488
DATE OF REPORT	15 October 2021
AUTHOR	Executive Officer, Eve Reitmajer
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. DRAFT Policy 3.6 Information Technology - Access and Use - Amended 28 October 2021 - with mark up [12.2.4.1 - 13 pages]

SUMMARY:

This item recommends adoption of the amended Policy – 3.6 - Information Technology Access and Use.

BACKGROUND:

The current policy includes a schedule (d) on email use, however it does not define the type of email accounts that are to be used for Council business. Further, the current policy references Shire of Menzies employees only.

Proposed amendments include a requirement to use Shire email accounts only for Council business, and inclusion of Elected Members throughout the policy statement and schedules where appropriate.

COMMENT:

The objectives of the amendments to this policy are to assist statutory compliance, support transparent, open and accountable government and improve IT security in the context of intensifying cyber-attacks and vulnerability.

Currently, employees use official Shire email accounts, however Elected Members are not required to. WALGA recommends that Council Members use Local Government email accounts, primarily as it assists in ensuring Council Members comply with their responsibilities to keep Local Government records, in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan, and to comply with FOI requests under the *Freedom of Information Act 1992*.

It should be noted, these statutory obligations apply to all Council Member communications that relate to their role, regardless of whether they are using a personal email account or a Local Government account. If Council Members use their

personal account for Local Government business, they risk their personal emails being subject to a search as a result of an FOI request.

Keeping a separation between their personal account (used for personal matters), and Local Government account (used for Council business), is also beneficial for Council Members. It allows them to maintain some privacy, and, in the unfortunate circumstance that they become the target of negative correspondence from the community, quarantines this to their official Local Government account.

While this is WALGA’s recommendation, it is not a mandatory requirement and it is open to individual Local Governments to adopt policies in this area.

From an IT perspective, the use of official email addresses would allow for greater levels of security and data retention. It would assist in preventing business email compromise (BEC) by allowing for two factor authentication on emails and email security to pick up attempted BEC attacks and alert the email recipient before any action was taken.

CONSULTATION:

Chief Executive Officer.
WALGA.
IT consultant.

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

Amendment to the current Policy 3.6 - Information Technology Access and Use

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Implement and maintain risk management strategies through policies, procedures, processes and controls to protect Shire assets	Medium	Implementation of appropriate and effective internal controls to assist in legislative compliance, minimise the risk of fraudulent transactions and embody a culture of

		integrity
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STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council adopt the amended Policy 3.6 - Information Technology Access and Use.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 3.6 – Information Technology – Access and Use

Relevant Delegation

N/A

1. Objective

This Policy deals with the provision of information technology resources by the Shire and the associated responsibilities of authorised users when accessing these resources.

2. Policy Statement

This Policy outlines the conditions governing use of all IT (Information Technology) facilities provided by the Shire of Menzies.

Information technology resources are provided to support the Shire's administrative and operation activities. These resources include the Shire's network, desktop, computer systems and software, internet access, electronic mail (email), mobile devices and related services.

Users of these systems are expected to comply with the following Policy Schedule which is written with the intent of protecting the integrity of these systems so as to provide reliable IT services to users, and also to protect the right of each Elected Member and employee to work in a healthy and safe environment.

2.1. The following Schedule/s are adopted, and form part of this Statement –

- Policy Schedule 3.6 (a) – Principles of Access and Use of Information Technology
- Policy Schedule 3.6 (b) – Control, Management and Security
- Policy Schedule 3.6 (c) – Internet Access
- Policy Schedule 3.6 (d) – Email Use
- Policy Schedule 3.6 (e) – Internet and Email Record Keeping

~~2.2. This Policy and its Schedules are to be provided to all staff having access to information technology, as part of their induction and employment information provided.~~

~~2.3. Policy acceptance by Employee – I have received and read the Policy and associated Schedules and agree to comply with the requirements.~~

<u>Name</u> _____	<u>Received by</u> _____
<u>Date</u> _____	<u>Date</u> _____

– End of Policy

COMMENT

Refer to Schedule 3.6(a) – Principles of Access and Use of Information Technology – attached to this Policy

Formerly		
Last Reviewed	30 August 2018 28 October 2021	
Next Review Date	February 2023	
Amended		
Adopted	29 November 2012 30 August 2018	25 June 2015 28 October 2021
Version	23	

Policy Schedule 3.6 (a) – Principles of Access and Use of Information Technology

1. Introduction

Information technology resources are provided to support the Shire's administrative and operational activities. These resources include the Shire's network (desktop, notebook and tablet computer systems and mobile phones) and software, internet access, electronic mail (email) and related services.

Users of these systems are expected to comply with the policy which is intended to protect–

- the integrity of these systems so as to provide reliable IT services to users, and
- the right of each Elected Member and employee to work in a healthy and safe environment.

2. Ethics

Respect the rights of others, and comply with other policies regarding occupational health and safety, harassment, equal opportunity etc. Do not engage in behaviour, which violates —these policies.

Personal use must not interfere with or detract from work purposes, activity or employee time.

3. Legislation

a) Occupational Safety and Health

Employees have a duty not to adversely affect their own or any other person's health and safety at work. Distribution of offensive material through the Shire's IT systems that may cause trauma or distress to other employees, or the use of these systems to bully or intimidate other employees may be construed as a breach of the Occupational Safety and Health legislation.

b) Equal Opportunity

The Equal Opportunity Act 1984 WA prohibits discrimination (on grounds including gender, race and religion etc) and sexual harassment. Examples of discrimination and harassment include but are not limited to the following–

- reference to a particular class of persons based on their race,
- sending of pornographic material to a fellow employee,
- annoyance of others, interference or attempt to modify or destroy their work or data,
- behaviour that may be construed as intimidating or bullying.

c) Freedom of Information

Computer records including internet usage and emails are subject to FOI obligations.

d) Copyright

Respect the legal copyright rules. Copyright provisions also relate to downloading of software and documents. Do not distribute or install software without first obtaining approval from the Chief Executive Officer. Always assume website content to be subject to copyright unless stated otherwise.

e) Council Policy

Council Policies and instructions issued by senior staff apply. These include–

- Equal Employment Opportunity
- Occupational Health and Safety
- Harassment and Grievances
- Records Keeping Plan

f) Records Management

Respect the need to maintain other internal systems. Use of internet and email is subject to the State Records Act, and the requirements of the Shire's Record Keeping Plan.

4. Defamation

A person defames another if they publish a statement or comment (written or verbal) which is likely to cause an ordinary, reasonable member of the community to think less of that other or to shun or avoid that other. Generally, any comments which disparage another person's business or professional acumen, suggest that a person may have committed a crime or refer in a disparaging way to a person's personal attributes would be considered to be seriously defamatory. Any person who is party to the publication of defamation may be liable for payment of substantial damages.

5. Personal Use

Reasonable personal use of Shire IT resources may be permitted (in the user's own time) provided that it does not –

- negatively impact upon the user's work performance, hinder the work of others nor make any modification to any IT resource,
- result in additional cost to the Shire.

Reasonable use in a particular circumstance will be a matter to be determined by the Chief Executive Officer.

6. Restrictions

Prohibited uses of Shire IT resources are –

- any illegal purpose,
- transmission or access to any material in violation of any Commonwealth or State legislation, including copyright material, threatening or obscene material, or information protected by trade secret.
- conduct private commercial activities including eBay and similar online auction sites.
- access, create, store or distribute pornographic material of anytype.
- to gamble or play games.

Users found to have breached this policy may be subject to disciplinary action under law or adopted Council policies.

Criminal offences will be reported to the Police. Penalties that may result can be substantial, e.g. up to \$10,000 under the Occupational Health and Safety Act for some offences.

7. Mobile communications

In so far as is applicable, this policy applies to mobile phones, tablets etc provided for Shire purposes.

– End of Schedule

Policy Schedule 3.6 (b) – Control, Management and Security**1. Access Control**

- a) On-site and remote access to information systems is controlled by the Chief Executive Officer. Users are granted access on the basis that their use of IT resources shall be responsible, ethical and lawful at all times.
- b) When a new employee commences, the Chief Executive Officer is to determine the level of system access required.
- ~~c) As a condition of employment all new employees who have access to Internet and/or email are required to complete the policy acceptance form.~~
- ~~d)c) The Shire may modify, upgrade, withdraw or otherwise alter any IT facilities without notice.~~
- e)d) The Shire has ownership of all files and e-mail messages stored on Shire computers and may examine and/or monitor without notice, all computer data and software on its facilities.

2. Computer Systems

- a) Work Purpose – Computer systems are provided as a tool to support the operations of the Shire. Each computer is installed with a standard operating environment plus additional user specific tools.
- b) Personal Use – Limited personal use of computer systems is allowed provided such use is reasonable in terms of time and cost.
- c) Prohibited Use – Under no circumstance are users to install –
 - software or utilities on Shire computers that are not licensed, and work related. Permission must be obtained from the Chief Executive Officer before installing applications on Shire computers.
 - software or utilities sourced from the internet. This includes but not limited to ICQ, Gator, Neopets, Bonzibuddy, Internet flowers, Web shots and other screensavers.
 - any software on Shire computers without the prior permission of the Chief Executive Officer.
- d) Monitoring – The Shire reserves the right to monitor email, internet activity, logs and any electronic files for any reason, including but not limited to, suspected breaches by the user of their duties, Council policy, or unlawful activities.
- e) Maintenance of hardware and software – Maintenance of the Shire's IT systems is the responsibility of the Chief Executive Officer. Under no circumstance should any ~~Elected Member~~ or employee attempt to repair hardware or software faults without the permission of the Chief Executive Officer or by their instruction.

3. Security

- a) Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person, but precaution taken to ensure that their passwords, accounts, software and data are adequately protected.
- b) Passwords should contain at least 8 characters and a mix of upper and lowercase alpha, and numbers.
- c) Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from the Chief Executive Officer.
- d) Regardless of the prevailing security, users shall not access any data or software except data or software that belongs to the user or has been provided for their use or is stored on a shared medium for which they have been granted access.
- e) Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Chief Executive Officer, except in the following circumstances –

- data or files stored on a shared network facility or transferred in/out via a shared network facility.
 - under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- f) Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus it should be reported immediately to the Chief Executive Officer.
- g) Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by the Chief Executive Officer.
- h) Users must report to the Chief Executive Officer, without delay, any breaches (either real or perceived) of security.

– End of Schedule

Policy Schedule 3.6 (c) – Internet Access

1. Internet provision

Internet costs are incurred based upon the amount of data that is received from the internet and can be significant. The internet also presents a security risk to the Shire's operations. The following points are aimed at reducing the cost and risk of providing internet access.

It should be noted that downloading does not mean only copying a file or document over the internet to a computer – it is **all** information coming into the system from another computer, even if only viewed. The Shire is charged for all data received.

2. Internet Use

- a) **Work Purpose**
Users are permitted to access the internet for work related purposes as outlined in each user's internet usage application.
- b) **Personal Use**
Limited personal use of internet facilities is allowed, such as online banking, travel bookings, browsing, provided such use is reasonable in terms of time and cost.
- c) **Prohibited Uses**
Use of internet must comply with the Principles outlined in Schedule 3.6 (a). Specifically prohibited is –
 - streaming voice and video media unless work related – e.g.: on-line radio
 - online games.
 - use of chat rooms/channels or instant messaging applications,
 - subscription services, unless approved by the Chief Executive Officer.
 - use MP3 or MP4 download sites (predominantly music and movies),
 - interfering or disrupting to any network, information service, equipment or any user,
 - causing any person to view content which could expose the Shire to prosecution.
- d) **User responsibility**
It is the user's responsibility to ensure that any internet site they access is within the bounds of acceptable and appropriate usage, legal and does not pose a risk to the security of the Shire's operations.

Web based applications must be approved by the Chief Executive Officer and the Chief Executive Officer informed of the intended use of the application so that appropriate security measures are taken.

– End of Schedule

Policy Schedule 3.6 (d) – Email Use

1. Legal Obligations

Users should be aware that email from the Shire is the same as a letter printed on Shire letterhead, and is therefore subject to the same legal, privacy and records management obligations as paper records and letters.

2. Email Facilities

- a) **Work Purpose**
Email is provided to allow electronic communication with the Shire's partners, clients and staff.
- b) **Personal Use**
Limited personal use is allowed provided such use is reasonable in terms of time and cost and does not interfere with Shire business or present a security risk.
- c) **Prohibited Uses**
Use of email must comply with the Principles outlined in Schedule 3.6 (a), and in addition, specifically prohibited is –
 - circulate personal contact information of employees of the Shire without their consent;
 - disseminate any information that is confidential to Shire;
 - subscribe to any subscription service, unless approved by the Chief Executive Officer.
 - send forged messages.
 - use someone else's mail address without authorisation.
 - send aggressive, rude or defamatory messages.
 - send unsolicited emails (SPAM) or distribute junk emails
 - broadcast messages, regardless of interest, with the exception of urgent messages
- d) **User Responsibilities** Users are required to –
 - protect their email address as able to avoid inclusion in mass mailing lists (SPAM).
 - correspondence via email should be of the same standard for written communication.
 - report emails which contains anything controversial, offensive or discriminatory, to the Chief Executive Officer.
 - treat email attachments with caution due to their susceptibility to viruses, malware etc. Discretion must be exercised, particularly where the email is from an unknown source.
 - maintain compliance with any records procedures regarding email.

3. Email Accounts

- a) Shire emails accounts (name@menzies.wa.gov.au) may only be created by the Chief Executive Officer.
- a)b) Elected Members and employees are not to use private email accounts to conduct business associated with the role and purpose of Council. Elected Members and employees who receive an inquiry from a community member, contractor, developer or other agency via their personal email should immediately direct the sender to forward that inquiry to their official Shire of Menzies address.
- b)c) users should check their e-mail frequently, respond, or archive messages, delete any ephemeral messages promptly and manage their e-mail files wisely.
- e)d) When absent for an extended period (training, conferences, leave etc), users should utilise the ability of the email software to –
 - forward incoming mail to the person acting in/for the position during

- their absence, or
create an automated message advising of absence, and the appropriate contact person.

|

4. **Email Disclaimer to be used**

When an email is sent having a Shire logo or email address a suitable disclaimer is to be used, such as –

This e-mail message, including any attached files, is private and may contain information that is confidential. Only the intended recipient may access or use it. If you are not the intended recipient, please delete this e-mail and notify the sender promptly. The views of this sender may not represent those of the Shire of Menzies. The Shire uses virus- scanning software but exclude all liability for viruses or similar defects in any attachment.

– End of Schedule

Policy Schedule 3.6 (e) – Internet and Email Record Keeping

1. Shire of Menzies Record Keeping Plan

- a) The principles and procedures of the Shire's Records Keeping Plan apply to documents downloaded from the internet, or received / sent as emails.
- b) All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the shared server . This is consistent with the legislative requirements of the State Records Act 2000.
- c) E-mails and faxes, sent and received, of a corporate nature must be captured and stored in the shared server. This is consistent with the legislative requirements of the State Records Act 2000.
- d) Corporate documents must not be stored on desktop computers or on portable media (e.g. thumb drives, CD's). There are appropriate methods for storing draft and 'working' documents within the shared server. Network drives are provided for non-corporate documents only and only limited quotas are allowed.
- e) Only the network drives and corporate systems are backed up. 'C' drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.
- f) Duplication of data is to be avoided. Any documents stored in the shared server should not be stored elsewhere unless access to the shared server is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

2. Internet documents

Due to the dynamic nature of the internet, information at a particular date that may be subject to change and which will have relied on in decision making should be copied either by printing and filing or creating a PDF of the page referenced.

Where the information will not change, there is no need to print or retain an e-copy, but reference to the data should be made.

3. Emails received and sent

Since multiple emails may be required to finalise a matter, progressive exchanges do not need to be printed and filed. Once the matter is concluded, if it is a significant matter that a hard copy is considered appropriate, it may then be printed and filed, particularly if–

- a) it documents the actions of the Shire in some way
- b) plays a significant part in making a decision, or
- c) is annotated or has major alterations made by the Shire in some way.

Due to the dynamic nature of the internet, information that may be subject to change which may be relied on at a particular date in decision making should be copied either by printing and filing, or creating a PDF of the final email, including exchange and any final attachments.

Emails considered to be day to day administrative or relating to the progression of a task do not require printing and filing, however the electronic copies of all emails sent and received relating to a matter must be electronically retained in compliance with the State Records Act.

Emails that are ephemeral may be deleted.

– End of Schedule

12.2.5	Regional Economic Development (RED) grant submission
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM485
DATE OF REPORT	11 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

This report seeks Council approval for submission of a Regional Economic Development (RED) grant application for building a business incubator project in the town of Menzies.

BACKGROUND:

The business incubator project is a concept that will provide premises for small businesses to operate within the town of Menzies and service the local area. The project provides a facility that will allow up to four (4) businesses to conduct operations in a cost-effective manner to test demand for services/product.

The building concept involves a facility with workshop space and self-contained accommodation:

Figure 1 – Building Front.



Figure 2 – Building Rear.



The project is estimated to cost \$633,643 ex GST based on preliminary estimations. Budget has not been allocated within FY 2021/22 however the building reserve is forecast to have a \$1.994M balance at the end of the financial year.

A RED grant application has been developed requesting a grant of \$250,000 towards the project. If the grant was successful, the Shire would contribute \$383,643 ex GST toward the project.

The Regional Economic Development (RED) Grants Program is a \$40.8 million over seven years State Government initiative that invests in local projects to stimulate economic growth and development in regional Western Australia. It is part of the State Government's job-creating investment across regional WA.

Delivered locally by the State's nine Regional Development Commissions, up to \$250,000 is available for individual projects that promote sustainable jobs, partnerships, productivity, skills and capability, as well as stimulate new investment and industry diversification.

The grants will boost investment in local regional projects that contribute to population and economic growth initiatives and innovation pilots, and importantly, are driven by the community.

COMMENT:

Consultation with local businesses has found a high level of support for the business incubator project.

Several trade providers were sounded out about whether they would be interested in the project. All of them thought it was a project they would be interested in being involved in as a concept. There is potential for at least half of the building having tenants in the first year.

The business incubator would provide sustainable jobs in the town of Menzies and provide industry that does not exist at this time. This would also provide capability in support of the mining sector in the Shire.

As the aims of the business incubator closely align with the purpose of the RED grant it is considered appropriate to submit a grant application. Whitney Consulting will be completing the application on behalf of the Shire.

CONSULTATION:

Justin Lee, Menzies Aboriginal Corporation.
Megan Irving, Menzies Community School.
Tara Whitney, Consultant.
Various businesses.

STATUTORY AUTHORITY:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The grant application will cost \$5980 to prepare and submit. Budget for the project is yet to be allocated.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Grant is successful but Council decides not to proceed.	Low.	Prior Council approval for grant submission.

STRATEGIC IMPLICATIONS:

1.1 An engaged and inclusive community.

1.1.3 Provide, maintain and improve community facilities.

2.1 An innovative, diverse and prosperous economy.

2.1.1 Support local business and encourage further investment in the district.

2.1.2 Continue to work with industry and stakeholders for the economic development of the district.

2.1.3 Advocate for reliable essential utility services to the district.

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council endorses the submission of an application for RED grant funding for the business incubator project.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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12.2.6	LRCI Phase 2 - Tjuntjuntjara CCTV
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM495
DATE OF REPORT	19 October 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

The Tjuntjuntjara provision of CCTV under the Local Roads and Community Infrastructure Program (LRCI) Phase 2 has a budget of \$70,000 allocated, which will need to be increased to \$110,000.

BACKGROUND:

The Department of Infrastructure, Transport, Regional Development and Communications under its LRCI Phase 2 funding has provided a grant of \$378,633 to the Shire of Menzies allocated to the following projects:

- Tjuntjuntjara CCTV (PE113) - \$70,000
- Marmion Village Access Road (IO005) - \$200,000
- Marmion Village Reserve Improvements (PC005) - \$90,000
- Recreation Reserve R17455 Outdoor Exercise Equipment (PC005A) - \$18,633

The cost to complete the Tjuntjuntjara CCTV has been investigated through a site visit to be approximately \$110,000. The shortfall of \$40,000 can be covered from the re-allocation of the \$18,633 from PC005A and the balance \$21,367 allocated from the PC005. Projects PC005 and PC005A could have the funds reallocated through LRCI Phase 3.

COMMENT:

The Tjuntjuntjara CCTV project is important to the community providing a significant benefit to security. The community school will also purchase equipment to add to the Shire installed system. WA Police are highly supportive of the project.

LRCI Phase 3 has not been allocated and there is sufficient funding to reinstate PC005A and top up PC005 if required.

The deadline for completion of LRCI Phase 2 projects has been extended until 30 June 2022.

CONSULTATION:

Chief Executive Officer.
External Consultant.

STATUTORY AUTHORITY:

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS:

N/A

FINANCIAL IMPLICATIONS:

As discussed with no net impact to financial position.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

- 1.2 A healthy and safe community.
 - 1.2.1 Support provision of emergency and essential services.

- 4.2 An efficient and effective organisation.
 - 4.2.1 Maintain a high level of corporate governance, responsibility and accountability.
 - 4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council approves an increase in funding for the Tjuntjuntjara CCTV Project (PE113) by \$40,000 to a total of \$110,000 with the additional funds transferred from Marmion Village Reserve Improvements (PC005) \$21,367 and Recreation Reserve R17455 Outdoor Exercise Equipment (PC005A) \$18,633.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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12.2.7	Old Post Office project
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM497
DATE OF REPORT	19 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Old Post Office Building - Council Discussion Report [12.2.7.1 - 13 pages]

SUMMARY:

This paper provides an options report so Council can provide direction on proposals for restoration of the Old Post Office building.

BACKGROUND:

There has been numerous reports and discussion on what to do with the Old Post Office and the attached paper is for Council to review high-level options and the CEO to obtain Council guidance on the direction it wishes to take with the facility.

The Old Post Office has been subject to numerous historical papers and investigations. The latest being:

- a Council Report in November 2019 that identified potential costs exceeding \$1m plus GST.
- a Conservation Management Strategy in April 2021.

COMMENT:

The attached report provides several options for Council to consider. A 'do nothing' option has not been provided as the building requires repairs to maintain the integrity of the structure. Further delays are a safety risk to the Shire and will increase the cost of repairs.

The Shire will provide accommodation for the current tenant under any of the options at the same rental rate that is in place.

CONSULTATION:

Nil. Community consultation may be undertaken after a full investigation is completed.

STATUTORY AUTHORITY:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The financial implications are estimated on the various options; however, it should be noted that any approach is going to require the pursuit of additional grants to complete the project.

Council has budgeted funds in FY 2021/22 as project BC020 that could be used for the completion of investigations on the desired future use.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure of the structure.	Medium.	Timely completion of restoration work.

STRATEGIC IMPLICATIONS:

3.1 A well maintained, attractive built environment servicing the needs of the community.

3.1.1 Maintain the integrity of our cultural and heritage assets and places.

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council endorses further work on Option ____ with a full investigation and cost report to be prepared for this option.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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Directions Discussion

The Old Post Office



Old Post Office

A State Registered Historic Building

1. **DATA BASE** No.01554
2. **NAME** *Menzies Post Office (fmr) (1896, 1903)*
3. **LOCATION** Cnr Shenton & Brown Streets, Menzies
4. **DESCRIPTION OF PLACE INCLUDED IN THIS ENTRY**
Portion of Lot 102 on Deposited Plan 222795 and being part of the land contained in Certificate of Title Volume 1176 Folio 674 as shown on Heritage Council of Western Australia Survey drawing No. 1554 prepared by Steffanoni Ewing & Cruickshank Pty Ltd

HERITAGE LISTINGS

Register of Heritage Places: Permanent Entry 30/06/2009



Statement of Significance

Historic Register

Menzies Post Office (fmr), a single-storey corrugated iron clad building, has cultural heritage

significance for the following reasons:

- the place is rare as a corrugated iron clad post office building from the turn of the 20th century.
- the place was designed under the direction of Public Works Chief Architect, George Temple Poole, and is rare as an iron-clad example of the PWD's work under his direction.
- the place has aesthetic significance as a fine representative example of Goldfields vernacular architecture and contributes to the main street character of Menzies; and,
- the place is associated with those post office employees who worked in harsh conditions and represents the rapid growth in demand for government services associated with the gold rush population and its later decline.

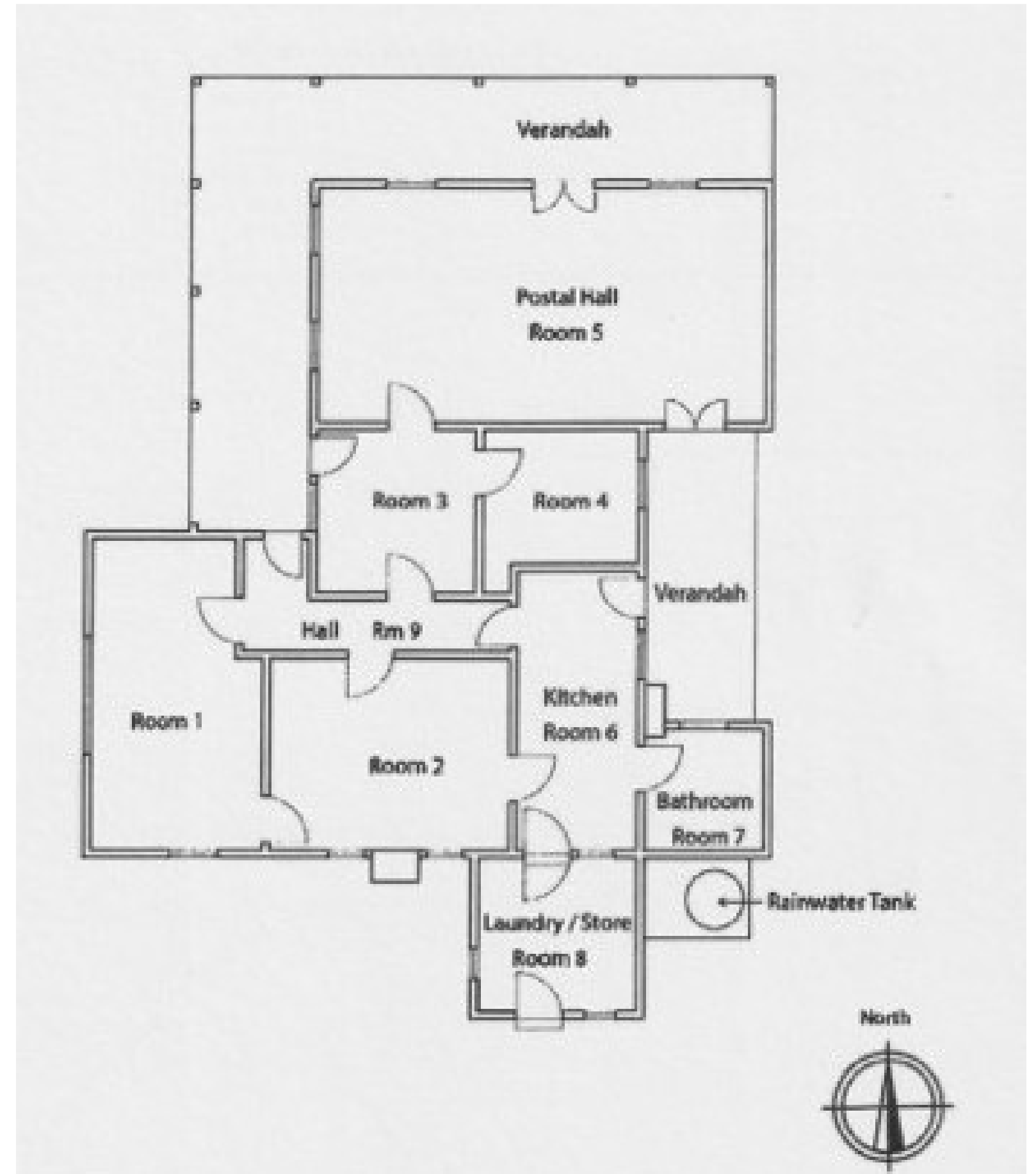


The Floorplan

Extract Plan from May 2021 Conservation Mgt Strategy

It should be noted

- That all rooms are not currently habitable.
- All reports since 2009 note that asbestos is likely present in the building and any thorough investigation of building requirements will involve the likely disturbance of asbestos, making the building uninhabitable until removal and rectification has occurred.
- That it is unlikely that the Heritage Council will support demolition of the structure.



Recent History

Key Previous Points

28th November 2019

- Council Paper noted estimated costs to be a minimum of \$924,000 ex gst. (Various exclusions mean this is likely to be much higher cost)

2019 Triton Building report

- This added numerous items that required attention.
- Asbestos noted throughout

2021 (May) Conservation Management Strategy

- Recommended obtaining a specialist building contractor to complete a full assessment before costs could be known, (Costs then known would just be to repair and maintain the property).

Current

- Core Business Australia retained to propose next steps,



Base Requirements

Council to Provide CEO with Preferred Direction

Council needs to decide on the future of the Old Post Office and supply the CEO with a preferred direction. The CEO will then carry out the initial steps of the following:

Prepare a general tender specification dictating the required option to obtain the following:

- A heritage specialist architect and builder to prepare a detailed assessment of all work required, including estimated costs and architect drawings of the proposed solution.
 - This full report and architect drawings to be agreed by Council
- Full agreement of all plans by the Heritage Council.
- Preparation of grant submissions to carry out the work (as any option will be costly).
- Relocation of the current resident until such time as works can be completed.

Timescales

Whichever option is preferred the timescales involved may mean a project would take **two years to complete**.



CONSERVATION MANAGEMENT STRATEGY
Menzies Post Office (former)

HERITAGE INTELLIGENCE (WA)
Leanne Gray
Heritage & Conservation Consultant

May 2021



The Options

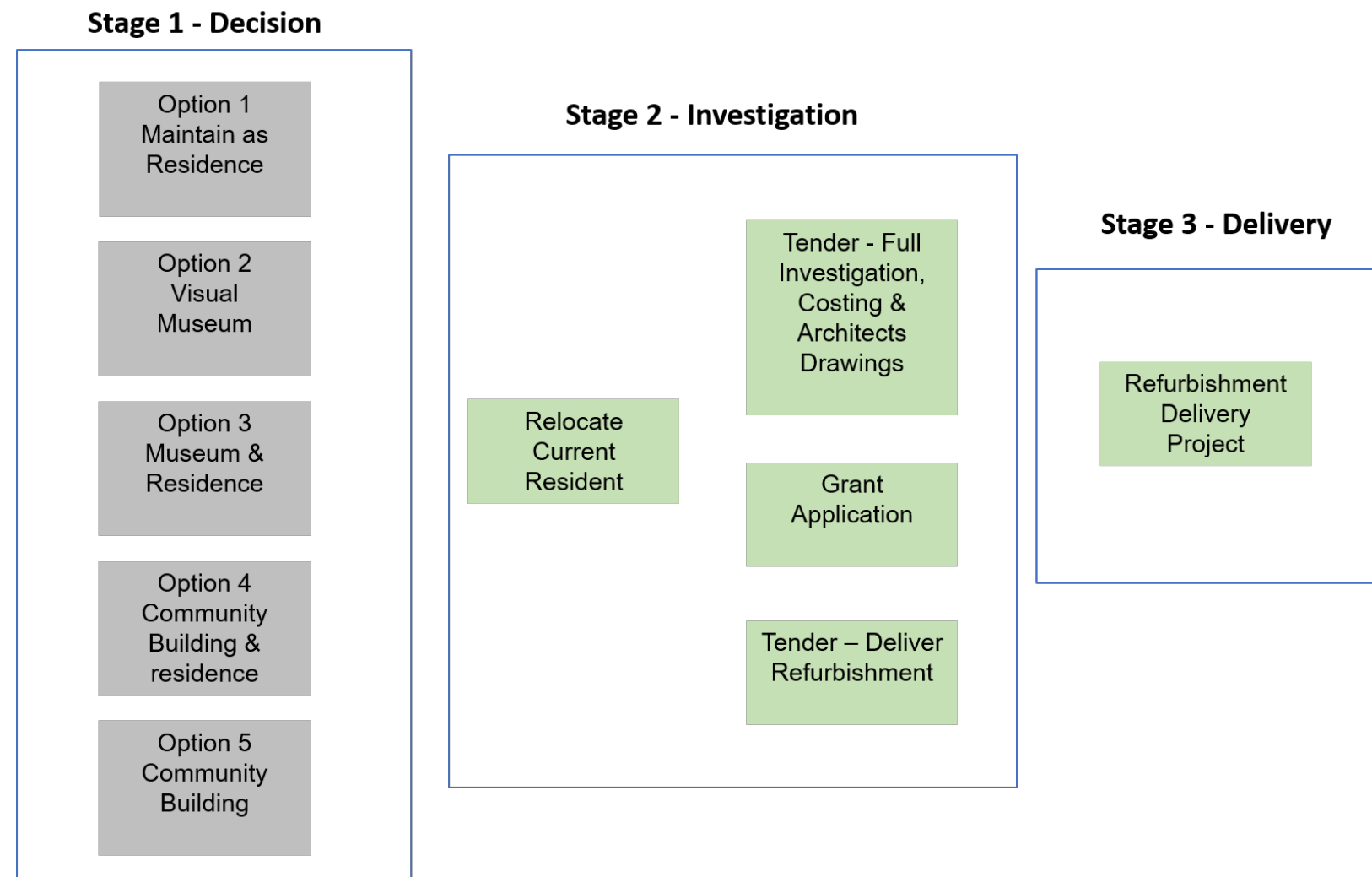
Council Options

Key Decision

- Council to supply desired direction for the Old Post Office

Options

1. Maintain as a residence
2. Refurbish & restore as a visual museum with resident relocated
3. Refurbish & restore as a museum in the front half with the rear element as a residential space.
4. Refurbish & restore as a functioning community building in the front half and the rear element as a residential place.
5. Refurbish & restore as a functioning community building with resident relocated.



Option 1

Maintain as a residence

Repair and maintaining the Old Post Office

- Current resident will need relocated while full investigations are undertaken.
- Investigations may involve removal/ disturbance of asbestos making the facility uninhabitable until works are completed. This means Council may need to consider long term re-housing of the current resident.
- Work to complete repairs and maintenance are likely to exceed Council budget capacity and will require additional grants to be pursued, adding to timescales.
- Initial estimates of the work based on Councils previous estimates mean this will significantly exceed \$1-\$1.5m.
- Although this investment will retain the property it would still be a private residence with no public access.



Option 2

Refurbish & restore as a visual museum with resident relocated

A Visual Museum

- Current resident will need permanently relocated.
- Work to complete repairs and maintenance are likely to exceed Council budget capacity and will require additional grants to be pursued, adding to timescales.
- Initial estimates are the work may take up to two years and based on Councils own estimates this will significantly exceed \$1-\$1.5m.
- This would require relocating some exhibits from the CRC to create an unattended walk through experience for the community and visitors.
- Security could be monitored from the CRC.
- Allows the full history of the building to be open to the public.
- Creates no additional community use.



Option 3

Refurbish & restore as a museum in the front half with the rear element as a residential space.

Refurbish as Museum and Residence

- Current resident will need relocated while full investigations are undertaken.
- Work is likely to exceed Council budget capacity and will require additional grants to be pursued, adding to timescales.
- Initial estimates are the work may take up to two years and based on Councils own estimates this will significantly exceed \$1-\$2m.
- This option allow public access to the front half as a museum but retain a small residential dwelling at the rear.
- This would require relocating some exhibits from the CRC to create an unattended walk through experience for the community and visitors.
- Security could be monitored from the CRC.
- Creates no additional community use.



Option 4

Refurbish & restore as a functioning community building in the front half and the rear element as a residential place.

Refurbish as Community Building plus Residence

- Current resident will need relocated while full investigations are undertaken.
- Work is likely to exceed Council budget capacity and will require additional grants to be pursued, adding to timescales.
- Initial estimates are the work may take up to two years and based on Councils own estimates this will significantly exceed \$1-\$2m.
- Would allow the CRC office to be relocated to the front half of the building, allowing the existing CRC to be developed into an alternative Community use such as a Senior Citizen's Centre or similar (Please note this would be a separate project and require further grant applications).
- Some parts of the CRC will need to remain as a museum.



Option 5

Refurbish & restore as a functioning community building with resident relocated.

Refurbish as Community Building

- Current resident will need permanently relocated,
- Work is likely to exceed Council budget capacity and will require additional grants to be pursued, adding to timescales.
- Initial estimates are the work may take up to two years and based on Councils own estimates this will significantly exceed \$1-\$2m.
- Could allow the CRC office and museum pieces to be relocated, allowing the maximum space in the existing CRC to be developed into an alternative Community use such as a Senior Citizen's Centre or similar (Please note this would be a separate project and require further grant applications).



Decision Criteria/Key Points

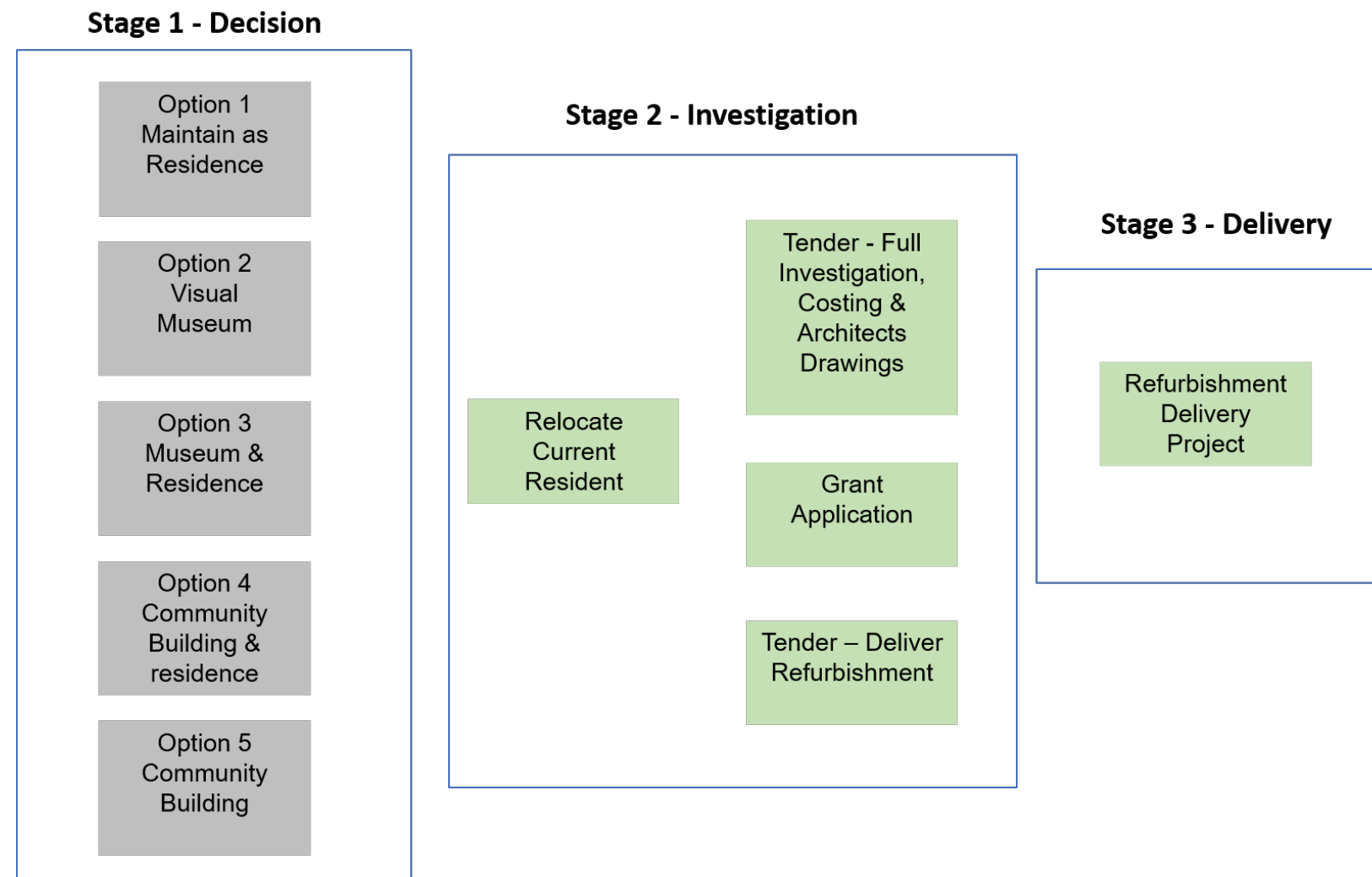
The following suggested decision criteria could be used to determine the preferred option

Key Point

Any option requires Council to consider relocating the current resident. (Either for approximately two years or permanently).

Criteria

- Which option gives maximum access to a historically significant property?
- Which option will encourage both community and visitor use?
- Which option fits in with Council plans for creating additional community facilities?
- Which option fits with retaining the historic nature of the Town Centre?



12.2.8	Stock grid replacement - Mt Celia Road
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM496
DATE OF REPORT	20 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Stock Grid Review - East 2021 [12.2.8.1 - 2 pages]

SUMMARY:

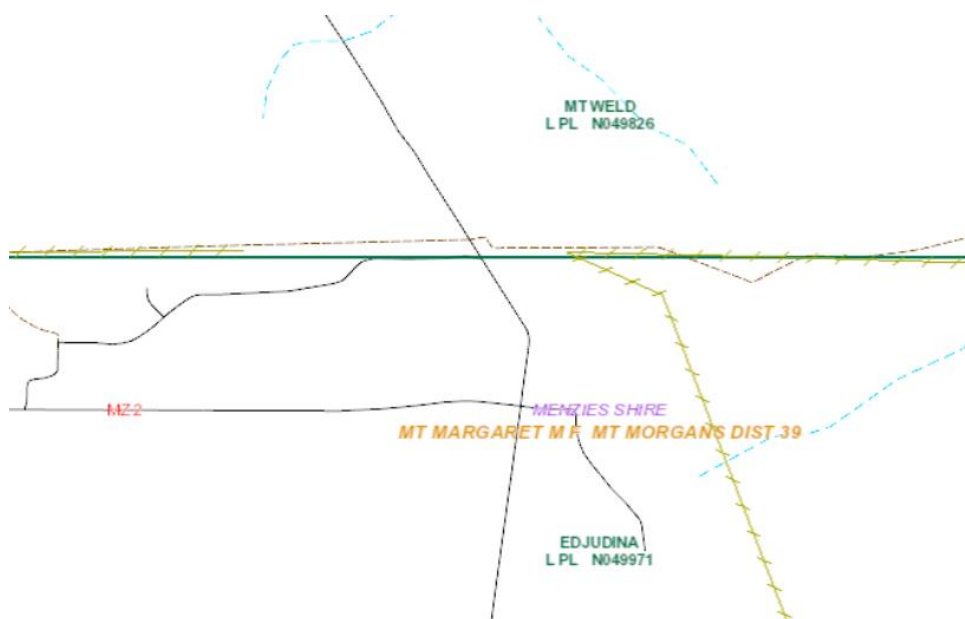
This report is a request for Council approval to replace a stock grid on Mt Celia Road.

BACKGROUND:

Council Policy 12.6 requires the CEO to prepare a report to Council for the retention and removal of stock grids.

The Works Manager has completed a review of all stock grids to the East of the Goldfields Highway (Attached as 12.2.8.1) and has recommended the immediate replacement of the stock grid at SLK 28.80 on Mt Celia Road which is the entrance to Mt Celia Station (border with Eadjudina Station).





The stock grid to be replaced has a grid that is badly rusted and the concrete is badly broken. Fences on either side of the grid are of a good standard and maintained.

The Shire has been discussing a replacement policy for stock grids but this still requires community consultation.

COMMENT:

Although consultation on a new stock grid policy may result in changes to the policy it is considered a safety issue to keep the existing grid at SLK 28.80 on Mt Celia Road. This grid requires immediate replacement and is therefore covered by the existing Policy 12.6.

Approximately 50% of the grids assessed are recommended for removal. Under Policy 12.6 the CEO will now write to the station owners advising of the Shire's intention to remove these stock grids.

With Council elections completed the consultation session for a new stock grid policy will be scheduled in Menzies for 08 November 2021.

CONSULTATION:

Garth Marland, Works Manager.

STATUTORY AUTHORITY:

Local Government Act 1995

POLICY IMPLICATIONS:

Policy 12.6 - Retention of Stock Grids.

FINANCIAL IMPLICATIONS:

The FY 2021/22 Budget has \$60,000 allocated for grids under GRIDCAP. The replacement of one (1) grid would require most of that allocated with the Shire providing a grid and base that is currently on inventory.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Damage to vehicles as the grid deteriorates.	Medium.	Replacement of failed grid.

STRATEGIC IMPLICATIONS:

3.1 A well maintained, attractive built environment servicing the needs of the community.

3.1.2 Maintain and enhance our roads, built infrastructure, parks and reserves.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Approves replacement of the stock grid at SLK 28.80 on Mt Celia Road.
2. Notes the intention to write to station owners regarding removal of multiple stock grids noted within the attached report.
3. Notes the date for consultation on a replacement stock grid policy.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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CATTLE GRIDS.

Number	EAST OF HIGHWAY		Suggested Action
Cranky Jack Road			
1	SLK 4.03	Completely buried. Fences reasonably good.	Clean
2	SLK 6.58	Filled in. Fences good	Clean
3	SLK 29.44	Completely filled in. Fences good	Clean
Kookynie Rd			
4	SLK 6.46	Large amount of grass, grid good, fences reasonable, gate at left.	Clean
5	SLK 14.03	Grid in poor condition, Full of gravel and bitumen, fences down (stops before railway track)	Remove
6	SLK 24.27	Grid OK but does not reach edge of bitumen. Fence finishes short bth sides. Grid full of gravel	Remove
Kookynie Mt Remarkable Road			
7	SLK 6.80	Completely full. Fences down	Remove
8	SLK 12.6	Concrete badly broken. Grid clean. Fences new. Appears to be Property Boundary	Replace (Priority 3)
9	SLK 19.42	Filled with gravel. Fences good	Clean
10	SLK 24.87	Filled in. Fences down	Remove
11	SLK 39.73	Partly full. Fences good	No action yet
12	SLK 44.00	Partly filled. Concrete cracked. Fences good. Appears to be Property Boundary	Replace (Priority 4)
13	SLK 48.15	Filled in., Fences fair.	Clean
14	SLK 52.54	Clean. Concrete cracked. No fences	Remove
Kookynie Yarri Road			
15	SLK 1.62	Filled in. Fences down	Remove
16	SLK 4.36	Filled in. Fences down	Remove
17	SLK 9.76	Filled in. Fences down	Remove
18	SLK 16.66	Good. Approaches sealed. Fences OK	No action
19	SLK 28.01	OK. Clean. Fences good	No action
20	SLK 34.35	Completely filled in. No fence	Remove
21	SLK 37.41	OK. Clean. Fences OK	No action
22	SLK 60.67	Good Fences good. Edjudina Boundary.	No action
23	SLK 71.00	Largely filled in. Fences down	Remove
24	SLK 74.39	Grid not visible. Fences Good	Clean
25	SLK 78.61	Partly filled in. Fences down.	Remove
26	SLK 87.64	Filled in. Fences down	Remove
27	SLK 89.18	Filled in. Fences down	Remove
28	SLK 93.05	Partly filled in. Fences fair	No action yet
Mt Celia Road			
29	SLK 3.41	Filled in. Fences good to poor.	Clean
30	SLK 5.97	Clean. Poor condition Fences poor.	No action yet
31	SLK 16.18	Filled in. Fences down	Remove
32	SLK 26.11	Good condition. Partly filled in. Fenced new.	No action yet
33	SLK 28.80	Grid badly rusted. Concrete broken Filled in. Fences new. Mt Celia Station entrance.	Replace (Priority 1)
34	SLK 40.71	Largely filled in. Fences down.	Remove
Pinjin Road			
35	SLK 10.10	Clean. Broken. Fences good	Investgate further
36	SLK 10.33	Concrete broken. Clean. Fences fair. On Haul Road Boundary	Replace (Priority 2)
37	SLK 17.25	Fair condition. Partly filled in. Fences poor to fair	No action yet
38	SLK 25.01	Fair condition. Partly filled in. Fences down	Remove
39	SLK 32.53	Good condition. Partly filled, Fences fair.	Clean
40	SLK 36.35	Good condition. Partly filled, Fences very poor.	Remove
41	SLK 48.32	New grid. Fences good.	No action
42	SLK 58.38	Very bad condition. Full, Fences down.	Remove
Pianto Road			
43	SLK 72.06	Old Grid, Full of sand, sand road, partial fence.	Remove
Yarri Road			
44	SLK 28.27	New Grid, Bitumen approaches, Fences OK.	No action
45	SLK 34.53	New Grid, Bitumen approaches, Fences good. Some fill	No action
46	SLK 38.85	New Grid, Bitumen approaches, Fences good. Some fill	No action
47	SLK 54.87	New Grid, Bitumen approaches, Fences good. Partly filled. Menanjina Bdry	No action
48	SLK 61.73	Completely filled in. Fences down	Remove
49	SLK 71.28	Old. Completely filled in. Fences fair.	Investigate further
50	Just East Kookynie Road	Newish Grid. Partly filled in. Fences good	No action
Yerilla Lake Raeside Road			
51	SLK 34.31	Completely full. Fences down. By-passed	Remove
52	SLK 39.64	Filled in. Fences good.	Clean
Yerilla Mt Remarkable Road			

53	SLK 3.62	Completely full. Fences good	Clean
54	SLK 8.43	Clean. Fences fair to good.	No action
55	SLK 19.91	Broken (loose rail) Fences new.	Weld rail
56	SLK 26.05	Partly filled. Average condition. Fences good	No action

12.2.9	Chief Executive Officer leave
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM498
DATE OF REPORT	11 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	The CEO declares an impartiality interest as the item deals with a condition of his employment.
ATTACHMENT	Nil

SUMMARY:

This item requests Council to approve leave for the Chief Executive Officer (CEO) and appoint an Acting CEO for the leave period.

BACKGROUND:

The CEO is requesting leave from 24 December 2021 to 07 January 2022 inclusive which comprises eight (8) working days. The officer has sufficient leave credits to cover the requested period.

COMMENT:

Policy 5.1 requires Council approval for CEO leave that exceeds one (1) week.

As the Shire has no nominated DCEO or Council approved officer for CEO leave replacement, Council will need to appoint an Acting CEO for the period of leave.

Council policy 5.1, under the Model Standards, was adopted 27 May 2021. This allows any employee to be appointed as Acting CEO provided Council deems them to be suitably qualified and experienced.

Appointments by Council to act as Chief Executive Officer will have delegations in accordance with the Council resolution.

Officers acting in the role of Chief Executive Officer, for periods longer than 5 working days, will be eligible to be paid higher duties for the period of acting.

The Works Manager, Mr Garth Marland, will be remaining in Menzies over the Christmas period.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government Act (1995).

POLICY IMPLICATIONS:

Policy 5.1 Acting Chief Executive Officer.

FINANCIAL IMPLICATIONS:

Nil – higher duties allowances were included within the budget.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.3 Provide a positive and safe workplace.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Authorises the Chief Executive Officer's leave between 24 December 2021 and 07 January 2022 inclusive.
2. Appoints _____ as Acting Chief Executive Officer, deemed to be suitably qualified and experienced person, for the period of the Chief Executive Officer's leave with full delegations of the position.

3. Notes that a higher duties allowance of 10% above current salary will be paid to _____ while acting as Chief Executive Officer which is within the SAT Band 4 range.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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12.2.10	Christmas shutdown
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM484
DATE OF REPORT	11 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil.
ATTACHMENT	Nil

SUMMARY:

This item recommends the dates for the closure of the Shire office, Visitors Centre and Depot during the Christmas / New Year period.

BACKGROUND:

It is normal practice for local governments to close for business over the Christmas / New Year period with minimal staff either working or on call to attend to urgent business.

Due to travel restrictions over the past two (2) years, many staff have excess annual leave credits. A shut down reduces the annual leave liability for the Shire. Staff will utilise annual leave credits for the shutdown period.

COMMENT:

The requirements for Shire services reduce over the Christmas period as people leave the district for holidays. Many of the businesses in the Goldfields also have a shutdown period over Christmas.

Minor maintenance, watering and rubbish collection is still required, and this will result in one works crew member being rostered for the period.

The caravan park is expected to be busier than in previous years with travel restrictions still in place. A staff member will be rostered 'on call' for any bookings or support required.

Closing at 5pm Thursday 23 December 2021 allows staff to travel on Friday if they are going out of the district for Christmas day.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The shutdown improves the financial position of the Shire by reducing liability for annual leave.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

4.2.3 Provide a positive and safe workplace.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Authorises a Christmas shutdown period between Friday 24 December 2021 and Monday 03 January 2022 inclusive.
2. Notes that some staff will be rostered to cover essential works and visitor services.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13 INFORMATION REPORTS

OFFICER RECOMMENDATION:

That Council receive the information reports en bloc.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.1	Actions performed under delegation for September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM490
DATE OF REPORT	07 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. MGK Resources Pty Ltd L 29 157 160 [13.1.1 - 10 pages] 2. Ardea Exploration Pty Ltd M 39 1147 [13.1.2 - 4 pages]

SUMMARY:

To report to the Council actions performed under delegated authority for the month of September 2021.

COMMENT:

To increase transparency this report has been prepared for the Council to identify all actions performed under delegated authority for:

- Bushfire
- Common Seal

- Planning Approvals
- Building Permits
- Health Approvals
- Ranger Related Issues
- Mining / Exploration / Miscellaneous Applications

Bushfire

The following decisions were undertaken by the Shire of Menzies pursuant to the Bushfire matters for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Common Seal

The following decisions were undertaken by the Shire of Menzies pursuant to the Common Seal for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Planning Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to the Planning applications for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Health Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to Health approvals for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Building Permits (including Septic Tank approvals)

The following decisions were undertaken by the Shire of Menzies pursuant to Building Permits (including Septic Tank approvals) for the month.

Date of decision	Decision ref:	Decision details	Applicant	Other affected person(s)

Ranger Related Dog Issues

The following decisions were undertaken by the Shire of Menzies pursuant to Ranger related dog issues for the month.

<i>Date of decision</i>	<i>Decision ref:</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>

Applications

The following Mining/Prospecting/Exploration/Miscellaneous Applications were made for the month of August 2021.

Applicant Name	Application Type	Application Details
MGK Resources Pty Ltd	Miscellaneous	L29/157-160
Ardea Exploration Pty Ltd	Mining	M39/1147

RECEIVED
O 7 OCT 2021
BY:

STS
STRATEGIC TENEMENT SERVICES PTY LTD

24 September 2021

Chief Executive Officer
Shire of Menzies
PO Box 4
MENZIES WA 6436

REG'D POST ID: 63800 09400 32069 40602

Dear Sir/Madam,

**APPLICATIONS FOR MISCELLANEOUS LICENCES 29/157-160
BY MGK RESOURCES PTY LTD**

Strategic Tenement Services act on behalf of MGK Resources Pty Ltd ("**Applicant**") in respect of applications for Miscellaneous Licences L29/157, L29/158, L29/159 and L29/160 ("**Applications**").

The Applications affect the Shire of Menzies.

On behalf of the Applicant, by way of notice, a copy of the Application and a map are enclosed as required by the Mining Act 1978 (as amended).

If you have queries do not hesitate to contact myself.

Yours Faithfully,



Jim Hawtin
Director

PO BOX 1340 WEST PERTH WA 6872

Tel : +61 (0) 422 755 036

Email : jim@strategictenements.com

ACN : 167 441 116

Online Lodgement - Submission: 21/09/2021 11:21:08; Receipt: 21/09/2021 11:21:08

Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Miscellaneous Licence		No. L 29/157
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /		
(c) Mineral Field	(c) NORTH COOLGARDIE		
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	MGK RESOURCES PTY LTD (ACN: 611 002 709)		100
(e) Address	C/- STS, PO BOX 1340, WEST PERTH, WA, 6872		
(f) No. of shares			
(g) Total No. of shares			(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) SE BOTTLE CREEK		
(h) Locality	(i) Datum is located in MGA Zone 51 at 253364.133mE 6765887.729mN		
(i) Datum Peg	(i) Thence to 251621 mE 6766210 mN		
(j) Boundaries	Thence to 251650.162 mE 6768560.182 mN		
	Thence to 251654.302 mE 6768567.342 mN		
	Thence to 251662.981 mE 6768985.37 mN		
	Thence to 251655.767 mE 6769011.274 mN		
	Thence to 251656 mE 6769030 mN		
	Thence to 251442.525 mE 6769809.076 mN		
	Thence to 251583.863 mE 6769844.788 mN		
	Thence to 251643.047 mE 6769664.948 mN		
	Thence to 251682.254 mE 6769551.886 mN		
	Thence to 251730.554 mE 6769420.724 mN		
	Thence to 251813.402 mE 6769195.738 mN		
	Thence to 252103.387 mE 6769303.146 mN		
	Thence to 252402.772 mE 6768169.831 mN		
	Thence to 253364.133 mE 6765887.729 mN BTD		
	All coordinates located in MGA Zone 51		
	Purposes: A Minesite Administration Facility , A Tunnel , A bore , A bore field , A bridge , A communication facility , A drainage channel , A meteorological station , A minesite Accommodation Facility , A pipeline , A power generation and transmission facility , A power line , A pump station , A road , A search for groundwater , A water management facility , A workshop and storage facility , An aerodrome and Taking water.		
(k) Area (ha or km ²)	(k) 334.00000 HA		
(l) Signature of applicant or agent (if agent state full name and address)	(l) Jim HAWTIN PO BOX 1340, WEST PERTH, WA, 6872		Date: 21/09/2021

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 26th day of October 2021 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	11:21:08	on 21 September	2021	with fees of
Application	\$579.00			
Rent	\$6,579.80			
TOTAL	\$7,158.80			
Receipt No:	17104779419			

V Wright
Mining Registrar

Online Lodgement - Submission: 21/09/2021 11:21:08; Receipt: 21/09/2021 11:21:08

NOTES

Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
 - (a) public plan search; (b) register search; (c) ground inspection.

Note 4: ALL APPLICATIONS OVER PRIVATE LAND

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



Government of Western Australia
Department of Mines, Industry Regulation and Safety

GDA 1994 MGA Zone 51

- Pending Application
- Live Tenement
- Application over Live Tenement

TENGRAPH (c) 2014

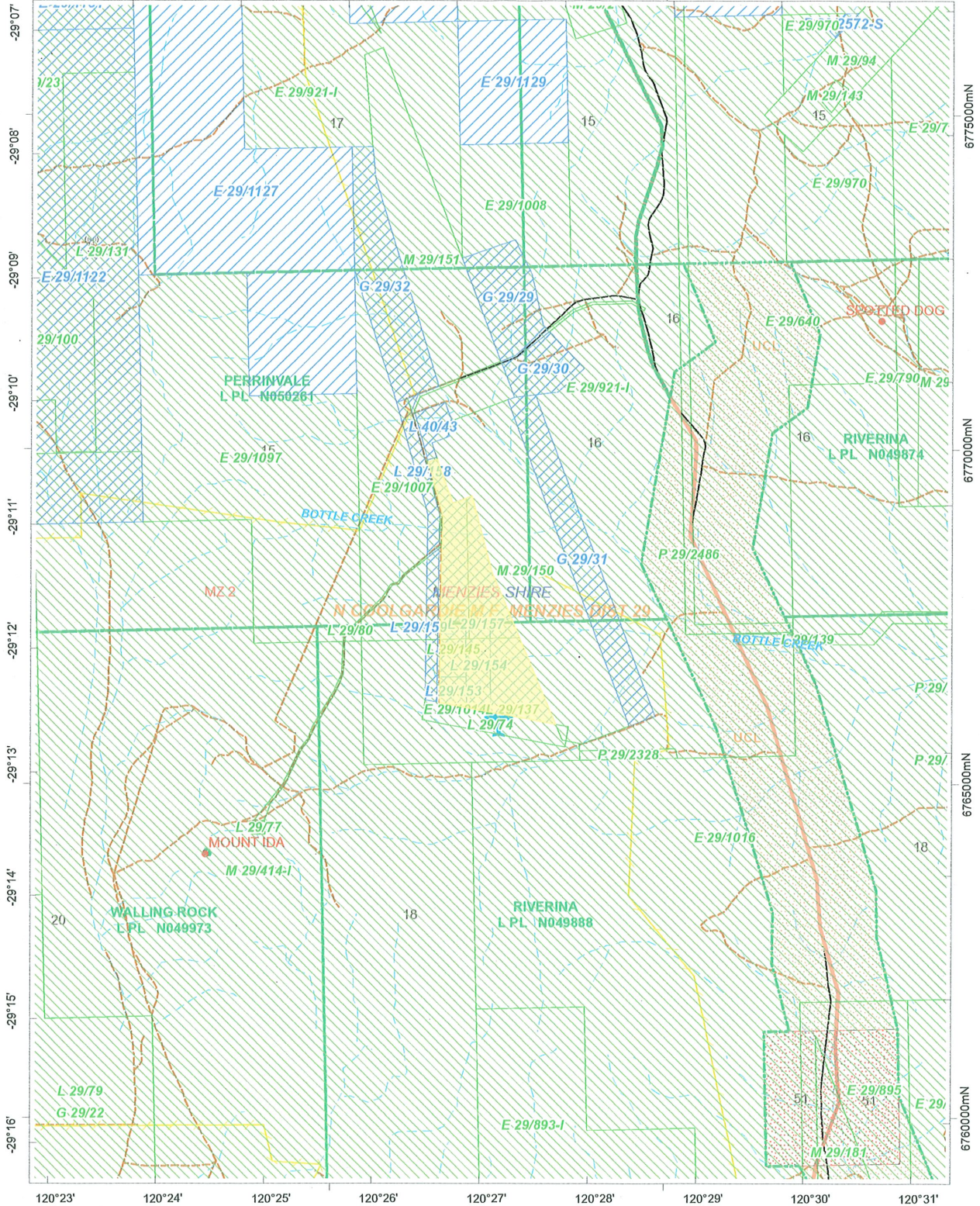
03:12 PM, 21/09/2021

MHLADI

L 29/157 , Quick Appraisal Plan

250000mE

255000mE



This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over those parts of the topographic data it has provided for display in TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Services Landgate Enclosed Pastoral Lease land and the 1984 mining contract to Kharawungga Wajant and Ngarrinwanga KUA Native Title determination boundary.

Scale: 1:72,224



Online Lodgement - Submission: 21/09/2021 11:21:08; Receipt: 21/09/2021 11:21:08

Form 21

WESTERN AUSTRALIA
Mining Act 1978
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Miscellaneous Licence	No. L 29/158
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) NORTH COOLGARDIE
(c) Mineral Field		
For each applicant:	(d) and (e)	(f) Shares
(d) Full Name and ACN/ABN	MGK RESOURCES PTY LTD (ACN: 611 002 709) C/- STS, PO BOX 1340, WEST PERTH, WA, 6872	100
(e) Address		
(f) No. of shares		
(g) Total No. of shares		(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) NW BOTTLE CREEK (i) Datum is located in MGA Zone 51 at 250966.159 mE 6770691.428 mN (j) Thence to 251399.352 mE 6770855.249 mN Thence to 251290 mE 6770811 mN Thence to 251192 mE 6770573 mN Thence to 251397.231 mE 6769823.756 mN Thence to 251394.745 mE 6769823.049 mN Thence to 251416.084 mE 6769754.925 mN Thence to 251616 mE 6769025 mN Thence to 251610.196 mE 6768546.422 mN Thence to 251433.415 mE 6768408.066 mN Thence to 251440.091 mE 6769020.769 mN Thence to 250966.159 mE 6770691.428 mN BTD All coordinates located in MGA Zone 51 Purposes: A bore , A communication facility , A drainage channel , A meteorological station , A pipeline , A power generation and transmission facility , A power line , A pump station , A road , A search for groundwater , A water management facility , A workshop and storage facility and Taking water.	
(k) Area (ha or km ²)	(k) 43.00000 HA	
(l) Signature of applicant or agent (if agent state full name and address)	(l) Jim HAWTIN PO BOX 1340, WEST PERTH, WA, 6872	Date: 21/09/2021

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 26th day of October 2021 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	11:21:08	on 21 September 2021	with fees of
Application	\$579.00		
Rent	\$847.10		
TOTAL	\$1,426.10		
Receipt No:	17104779419		

V Wright
Mining Registrar

NOTES**Note 1: EXPLORATION LICENCE**

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- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
(a) public plan search; (b) register search; (c) ground inspection.

Note 4: ALL APPLICATIONS OVER PRIVATE LAND

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Government of Western Australia
Department of Mines, Industry Regulation and Safety

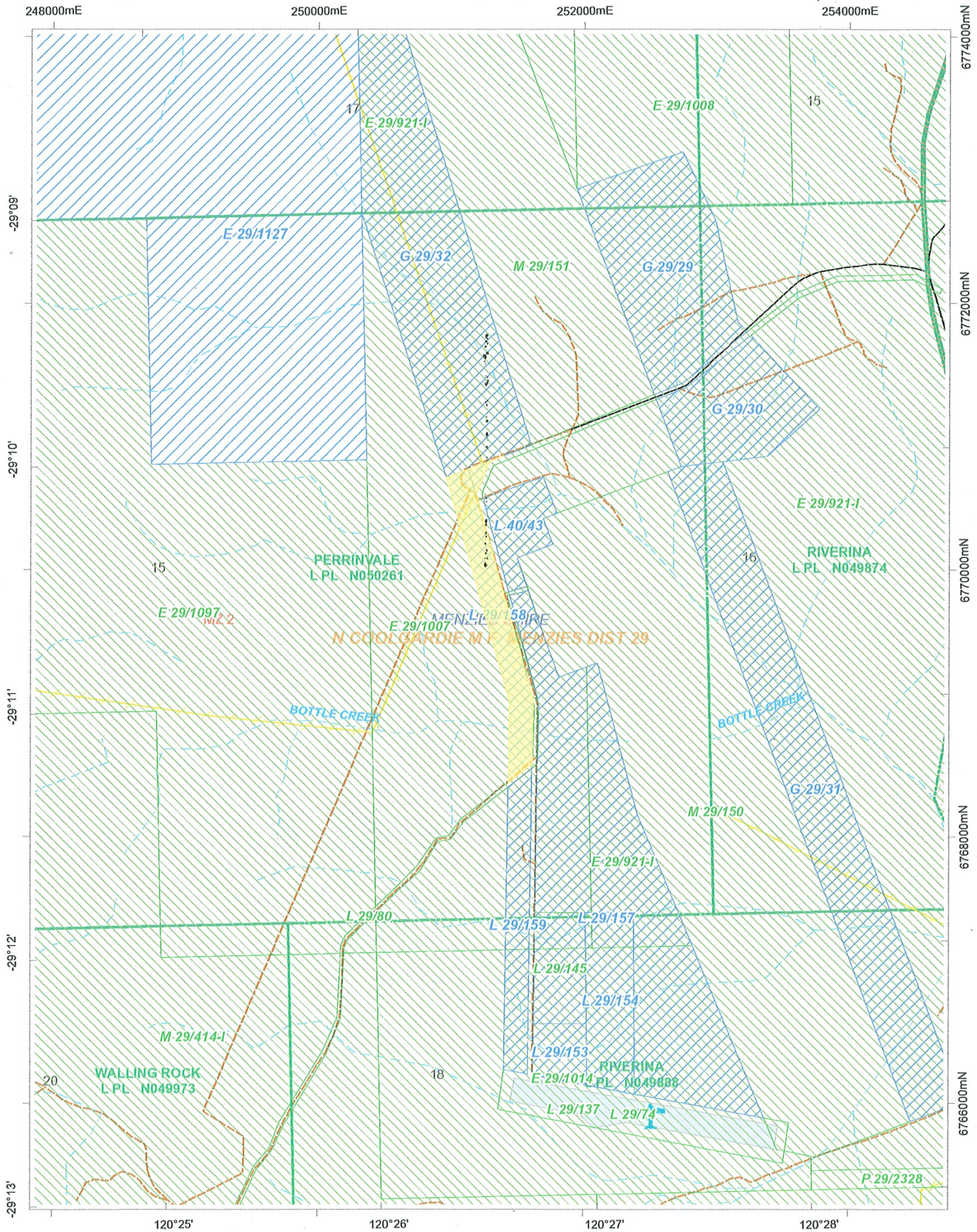
GDA 1994 MGA Zone 51

- Pending Application
- Live Tenement
- Application over Live Tenement

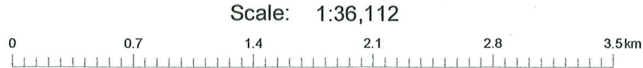
TENGRAPH (c) 2014
03:16 PM, 21/09/2021

MH/LADI

L 29/158 , Quick Appraisal Plan



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Online Lodgement - Submission: 21/09/2021 11:21:08; Receipt: 21/09/2021 11:21:08

Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Miscellaneous Licence	No. L 29/159
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) NORTH COOLGARDIE
(c) Mineral Field		
For each applicant:	(d) and (e)	(f) Shares
(d) Full Name and ACN/ABN	MGK RESOURCES PTY LTD (ACN: 611 002 709) C/- STS, PO BOX 1340, WEST PERTH, WA, 6872	100
(e) Address		
(f) No. of shares		
(g) Total No. of shares		(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) SW BOTTLE CREEK (i) Datum is located in MGA Zone 51 at 251582 mE 6766218 mN (j) Thence to 251404 mE 6766250 mN Thence to 251431.73 mE 6768371.238 mN Thence to 251609.753 mE 6768509.807 mN Thence to 251582 mE 6766218 mN BTD All coordinates located in MGA Zone 51 Purposes: A Tunnel , A bore , A borefield , A bridge , A communication facility , A drainage channel , A meteorological station , A minesite Accommodation Facility , A minesite Administration Facility , A pipeline , A power generation and transmission facility , A power line , A pump station , A road , A search for groundwater , A water management facility , A workshop and storage facility , An Aerodrome and Taking water.	
(h) Locality		
(i) Datum Peg		
(j) Boundaries		
(k) Area (ha or km ²)	(k) 40.00000 HA	
(l) Signature of applicant or agent (if agent state full name and address)	(l) <i>Jim HAWTIN</i> PO BOX 1340, WEST PERTH, WA, 6872	Date: 21/09/2021

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 26th day of October 2021 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	11:21:08	on 21 September 2021	with fees of
Application	\$579.00		
Rent	\$788.00		
TOTAL	\$1,367.00		
Receipt No:	17104779419		

V Wright
Mining Registrar

NOTES

Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

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- (ii) The following action should be taken to ascertain ground availability:
(a) public plan search; (b) register search; (c) ground inspection.

Note 4: ALL APPLICATIONS OVER PRIVATE LAND

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Government of Western Australia
Department of Mines, Industry Regulation and Safety

GDA 1994 MGA Zone 51

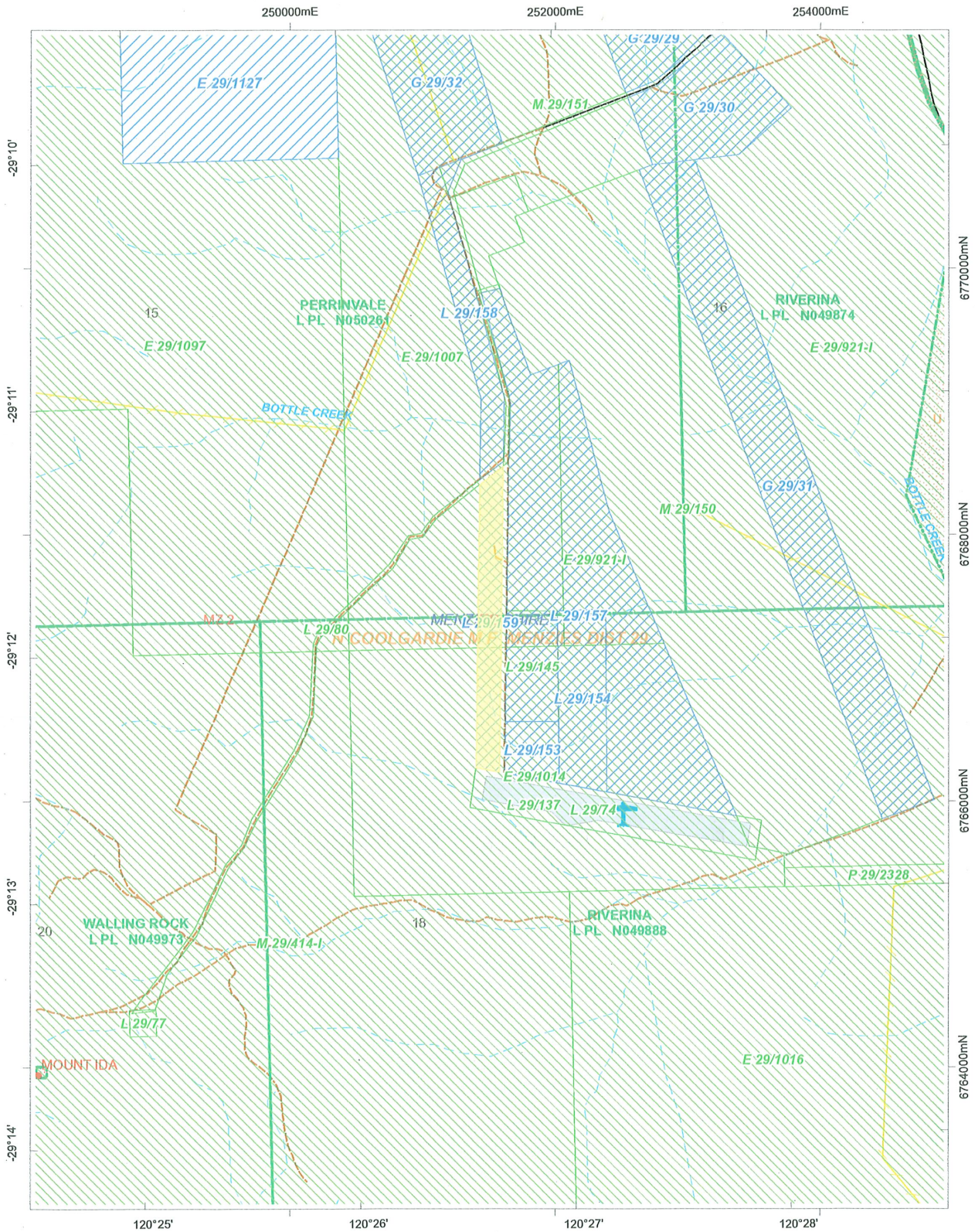
- Pending Application
- Live Tenement
- Application over Live Tenement

TENGRAPH (c) 2014

03:24 PM, 21/09/2021

MIHLADI

L 29/159 , Quick Appraisal Plan



Scale: 1:36,112



Online Lodgement - Submission: 21/09/2021 11:21:08; Receipt: 21/09/2021 11:21:08

Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement marked out (where applicable)	(a) Miscellaneous Licence	No. L 40743 L 29/160
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) NORTH COOLGARDIE
(c) Mineral Field		
For each applicant:	(d) and (e) MGK RESOURCES PTY LTD (ACN: 611 002 709) C/- STS, PO BOX 1340, WEST PERTH, WA, 6872	(f) Shares 100
(d) Full Name and ACN/ABN		
(e) Address		
(f) No. of shares		
(g) Total No. of shares		(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR:	(h) NE Bottle Creek	
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(i) Datum is located in MGA Zone 51 at 251692.933 mE 6770695.243 mN Thence to 251795.266 mE 6770422.496 mN Thence to 251693.761 mE 6770383.82 mN Thence to 251766.23 mE 6770191.17 mN Thence to 251498.604 mE 6770089.369 mN Thence to 251573.168 mE 6769876.234 mN Thence to 251435.161 mE 6769835.948 mN Thence to 251243.46 mE 6770535.482 mN Thence to 251692.933 mE 6770695.243 mN BTD	
(h) Locality	All coordinates located in MGA Zone 51	
(i) Datum Peg	Purposes: A bore , A communication facility , A drainage channel , A meteorological station , A pipeline , A power generation and transmission facility , A power line , A pump station , A road , A search for groundwater , A water management facility , A workshop and storage facility and Taking water.	
(j) Boundaries		
(k) Area (ha or km ²)	(k) 26.00000 HA	
(l) Signature of applicant or agent (if agent state full name and address)	(l) Jim HAWTIN PO BOX 1340, WEST PERTH, WA, 6872	Date: 21/09/2021

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 26th day of October 2021 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	11:21:08	on 21 September	2021	with fees of
Application	\$579.00			
Rent	\$512.20			
TOTAL	\$1,091.20			
Receipt No:	17104779419			

L 29/160
Lodge Office: ONLINE
Lodge Date: 21/09/2021 11:21:08
Fees: \$579.00(A) \$512.20(R)
em-L 2900160



V Wright
Mining Registrar

NOTES

Note 1: EXPLORATION LICENCE

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- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

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Government of Western Australia
Department of Mines, Industry Regulation and Safety

GDA 1994 MGA Zone 51

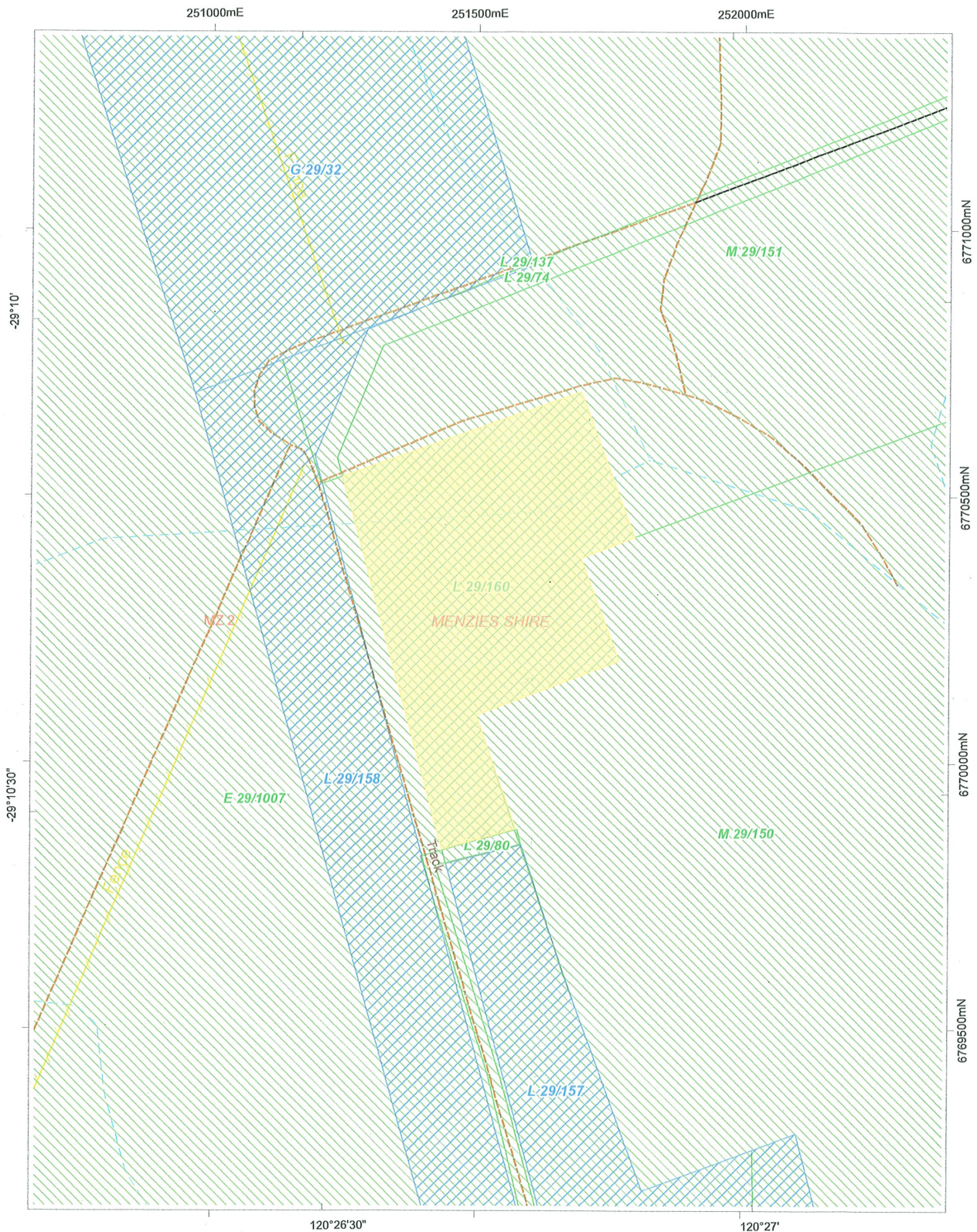
- Pending Application
- Live Tenement
- Application over Live Tenement

TENGRAPH (c) 2014

01:26 PM, 24/09/2021

ex21371

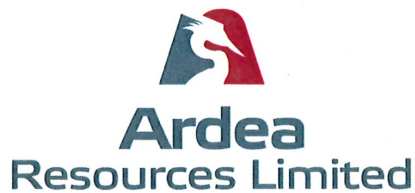
L 29/160, Quick Appraisal Plan



This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over those parts of the topographic data it has provided for display in TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title District Services Language Enclosed Pastoral Lease land and Pie 1994 mining confined to Iharnuwangga Wajami and Ngartawungga ILUA Native Title determination boundary.

Scale: 1:9,028





ABN: 30 614 289 342
Registered and Business Office
Suite 2, 45 Ord Street
West Perth WA 6005 Australia
Tel: +61 8 6244 5136
Email: ardea@ardearesources.com.au

22 September 2021

BY REGISTERED POST #44 63800 09400 32379 30603

The Chief Executive Officer
Shire of Menzies
PO Box 4

MENZIES WA 6436

Dear Sir/Madam

APPLICATION FOR MINING LEASE 39/1147

Ardea Exploration Pty Ltd ("**Applicant**"), a wholly owned subsidiary of Ardea Resources Limited, wishes to advise that on the 21 September 2021 Mining Lease 39/1147 was applied for located within the Mt Margaret Mineral Field.

This notice is to inform you that the area of the Mining Lease application falls within the Shire of Menzies local government area.

Please find enclosed a copy of the Form 21 application together with a map detailing the location of the licence.

This notice is served pursuant to the *Mining Act 1978* and *Mining Regulations 1981*.

If you have any queries in relation to this application or require further information, please do not hesitate to contact me on (08) 6244 5136.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Mukherji'.

Alex Mukherji (Ms)
Manager Land Access
Ardea Resources Limited

Encls.

Online Lodgement - Submission: 21/09/2021 14:12:46; Receipt: 21/09/2021 14:12:46

Form 21

WESTERN AUSTRALIA
Mining Act 1978
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Mining Lease	No. M 39/1147
(b) Time & Date marked out (where applicable)	(b) 17/09/2021 10:30:00	(c) MT MARGARET
(c) Mineral Field		
For each applicant:	(d) and (e) ARDEA EXPLORATION PTY LTD (ACN: 137 889 279) C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX 592, MAYLANDS, WA, 6931	(f) Shares 100
(d) Full Name and ACN/ABN		
(e) Address		
(f) No. of shares		
(g) Total No. of shares	(g) Total 100	
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) Aubilis (i) MGA94 z51 6758289.39 mN and 394786.24 mE (j) Thence to 6758258.98 mN and 391548.68 mE; Thence to 6760105.76 mN and 391531.06 mE; Thence to 6760090.21 mN and 389912.02 mE; Thence to 6761937.00 mN and 389894.15 mE; Thence to 6761921.23 mN and 388274.83 mE; Thence to 6763768.02 mN and 388256.71 mE; Thence to 6763752.02 mN and 386637.13 mE; Thence to 6765598.81 mN and 386618.76 mE Thence to 6765582.58 mN and 384998.90 mE Thence to 6767564.06 mN and 384994.69 mE Thence to 6767536.62 mN and 391460.02 mE Thence to 6763799.33 mN and 391495.87 mE Thence to 6763814.64 mN and 393115.44 mE Thence to 6761967.86 mN and 393132.77 mE Thence to 6761982.95 mN and 394752.07 mE and Back to Datum Being: Section 67 part conversion of Exploration Licence 39/1954 The application is a Conversion of E 39/1954 . Minerals: Cobalt Nickel	
(h) Locality		
(i) Datum Peg		
(j) Boundaries		
(k) Area (ha or km ²)	(k) 4,513.00000 HA	
(l) Signature of applicant or agent (if agent state full name and address)	(l) Alex Mukherji	Date: 21/09/2021

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 26th day of October 2021 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	14:12:46	on 21 September	2021	with fees of
Application	\$579.00			
Rent	\$99,286.00			
TOTAL	\$99,865.00			
Receipt No:	17107987580			

Mining Registrar

Online Lodgement - Submission: 21/09/2021 14:12:46; Receipt: 21/09/2021 14:12:46

NOTES

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Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

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Government of Western Australia
Department of Mines, Industry Regulation and Safety

GDA 1994 MGA Zone 51

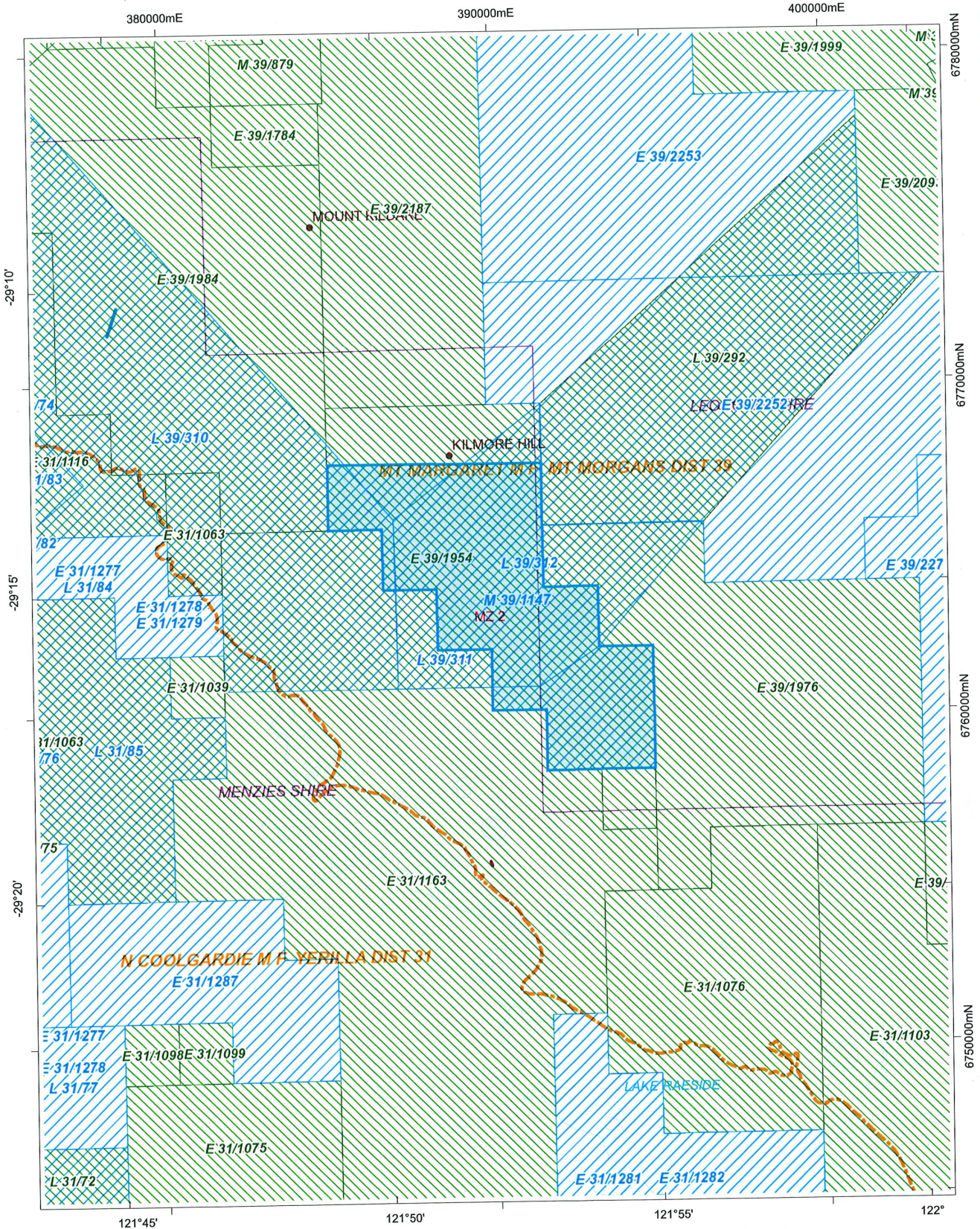
- Pending Application
- Live Tenement
- Application over Live Tenement

TENGRAPH (c) 2014

11:31 AM, 22/09/2021

ex5484c

[Tenement Status (Public)]



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Scale: 1:144,448



13.2	EHO report for September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM492
DATE OF REPORT	11 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To advise the council of the activities of the Environmental Health Officer / Building Surveyor for the month of September 2021.

BACKGROUND:

The Environmental Health Officer / Building Surveyor undertakes inspections in the Shire of Menzies in relation to legislative requirements as set out in the *Public Health Act 2016*, *Building Act 2011* and associated regulations.

COMMENT:

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

Building

No building permits were processed during the month.

Reported to DMIRS on number of private pool barriers inspected in the last financial year in accordance with requirements created by the State Ombudsman.

Health

Processed two applications for installation of waste water treatment systems (septic systems) at Anglo Gold Ashanti Tropicana mine site.

Inspected a hotel kitchen and spoke with the manager who has advised that the hotel kitchen will be closed from the 13 July to 31 July 2021 to enable renovation of the

kitchen facilities to be carried out. A further inspection of the kitchen facilities will be carried out when renovation works have been completed.

Carried out an inspection of the Davyhurst and Riverina village camp kitchens and followed up with correspondence requesting listed items to be repaired. A follow up inspection of both camps will be carried out later.

The Health Department of WA is inviting local authorities to sign up to a Mobile Food Vendor Centralised Register. The Register allows essential information on temporary and mobile food businesses to be stored in a centralised location that can be accessed by participating local government enforcement agencies. The ability to access essential information on such registered and notified food businesses will help achieve compliance with *Food Act 2008* section 109 - conduct of an unregistered food business and advances the health objectives of the Act. Environmental Health staff support the initiative but will confirm with individual local authorities before signing up to the register.

Dealt with many various enquiries relating to health services.

13.3	Works report for August/September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM493
DATE OF REPORT	18 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Manager Works, Garth Marland
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

This report provides a summary of works conducted by the Shire of Menzies.

BACKGROUND:

The Shire's works crew conducts and supervises a range of works. This report provides visibility in regard to the works program and issues arising through the works section.

COMMENT:

Maintenance Grading

Maintenance Grading has continued to be carried out west of the Goldfields Highway. This included work on Snake Hill Road, Evanston Menzies Road and Davyhurst Road. Grading has now moved to the western end of Evanston Menzies Road including branch roads in that area.

Tender Works

Following an inspection of the Cut Road, the Connie Sue Highway and the Tjunjuntjara Access Road by Katie Hall, Fraser Range Contractors and myself, work has commenced on these roads commencing with the Cut Road which needed work to enable access to the Connie Sue Highway.

Gravel pits and water bores were located, and a camp site determined for the contracting crew.

Work is now progressing on the Tjunjuntjara Access Road and to a bore in Hidden Valley.

Work has commenced on both Evanston Menzies Road (first 5km of seal) and Menzies North West Road (next 10 kms of seal).

Town Work and Garbage Runs

We continued to be short staffed for much of the month of August, but we are now back to a full contingent of outside staff.

Garbage runs have been carried out diligently. It has been necessary to push up rubbish at both tips on a regular basis as we are receiving more rubbish from outside sources than usual.

A proposal will be put to Council during October concerning the placement of a suitable machine at Kookynie waste facility for the purpose of maintaining cleaner conditions at the site.

Weeding and weed spraying has been carried out in town.

As the warmer weather approaches more watering of plants is required.

Land Fills

As mentioned above, Land Fills have received excessive amounts of rubbish from outside sources.

A request was received to place sleepers at both landfills by railway contractors. The request was refused.

Strong winds have caused rubbish to be strewn around the outskirts of the landfills, but at present I do not have sufficient personnel to rectify this.

We will soon need to extend the Menzies tip. The necessary preliminary works for this have been commenced.

Airstrips

Both Menzies and Kookynie airstrips have been regularly inspected.

Work is required to remove vegetation from both strips. This is not interfering with the operation capabilities of the strips but does need attending to.

Depot

Clean up at depot is continuing. Hazard reduction is on-going. Fencing has been carried out around the new office area and will soon be extended down beside the old post office yard. The large Peppercorn tree which was damaging the old post office building has been removed and the yard tidied.

A supplier has been selected for the offices and an order placed.

Tourist Sites and Truck Bay

This year has seen an increase in tourists visiting Lake Ballard and Niagara Dam. This has resulted in increased usage of toilet facilities, and we have had to clear the storage tanks on several occasions.

Dump points are often reported as being full, but usually prove to be blocked by persons placing items which are too large to pass through the entry grate or by excess paper.

The truck bay has proved popular with truck drivers and good comments are often heard on two-way radio. The shower has been improved and is a popular feature. The Caravan Park continues to be very well utilised.

Some gardening work is required at the Caravan Park.

Other Works

Staff are often asked to carry out extra works such as setting up tables, moving furniture, etc and they fit this into their time in a satisfactory manner.

We now have a considerable length of sealed road under our control and maintenance of this requires the purchase of an emulsion sprayer. A proposal and costing for this will be prepared for Council during October.

13.4	WHS update for September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM491
DATE OF REPORT	11 October 2021
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To report to Council on the WHS actions undertaken to improve safety and reduce organisational risk during the month of September 2021.

BACKGROUND:

WHS Committee meetings are now being held quarterly to align with reporting to the Audit Committee.

COMMENT:

To ensure that Council has appropriate oversight of safety management activities this information report is produced with key activities undertaken.

Replacing the majority of Fire Extinguishers and Fire Blankets (ordered and received). Cost effective to purchase new ones rather than have the old ones being hydrostatic tested every 5 years – Purchase new (9kg DCP) \$102 vs Hydrostatic Tested \$270. An additional 16 Fire Blankets will be provided to all shire employees renting shire properties.

Dangerous goods and hazardous chemical storage cabinets have been received (50%).

Mandatory signs for the depot have been ordered.

Supplies for the Electrical Test & Tag instrument have been ordered and received.

COVID-19 approved masks have been received for Shire employees for a possible lockdown/mask up situation. Disposable masks have been received for visitors.

Completed a monthly Workplace inspection audit, focusing on the Lady Shenton and Caravan Park this month. No significant issues arising.

Reviewing possible training organisations to provide on-site training for:

- Manual Handling;
- Fire Extinguisher training and
- Fire Warden training.

Completed additional Property Condition Reports for the former Police Station and Butcher's Shop.

Data entry of Hazard Reports, resolving some hazards that have been reported.

13.5	Community Services Report for September 2021
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM480
DATE OF REPORT	13 September 2021
AUTHOR	Chief Financial Officer, Antonio Giometti
RESPONSIBLE OFFICER	Chief Financial Officer, Antonio Giometti
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

The purpose of this report is to advise Council of Community Service activities for the month of September 2021.

BACKGROUND:

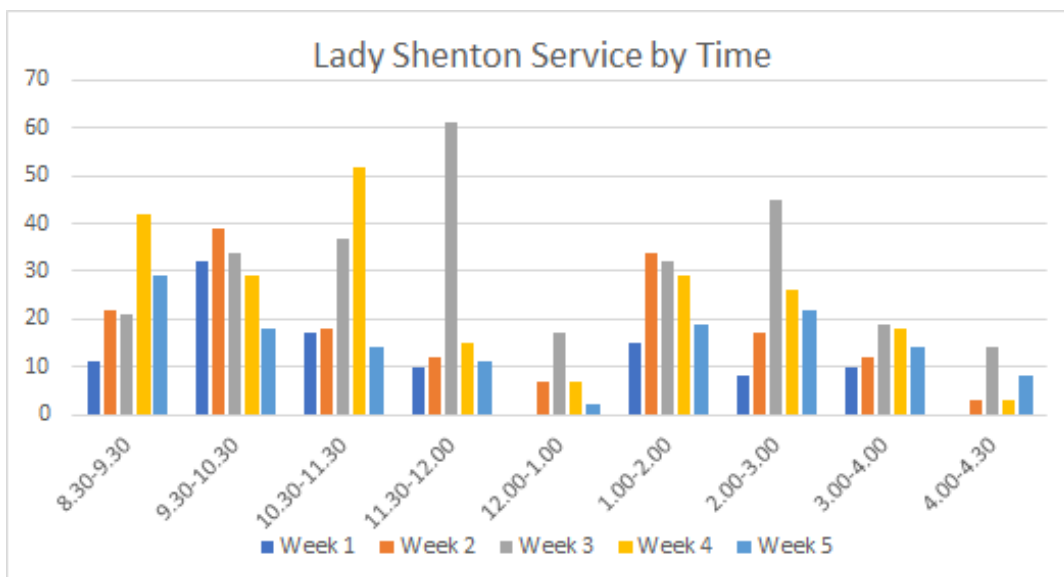
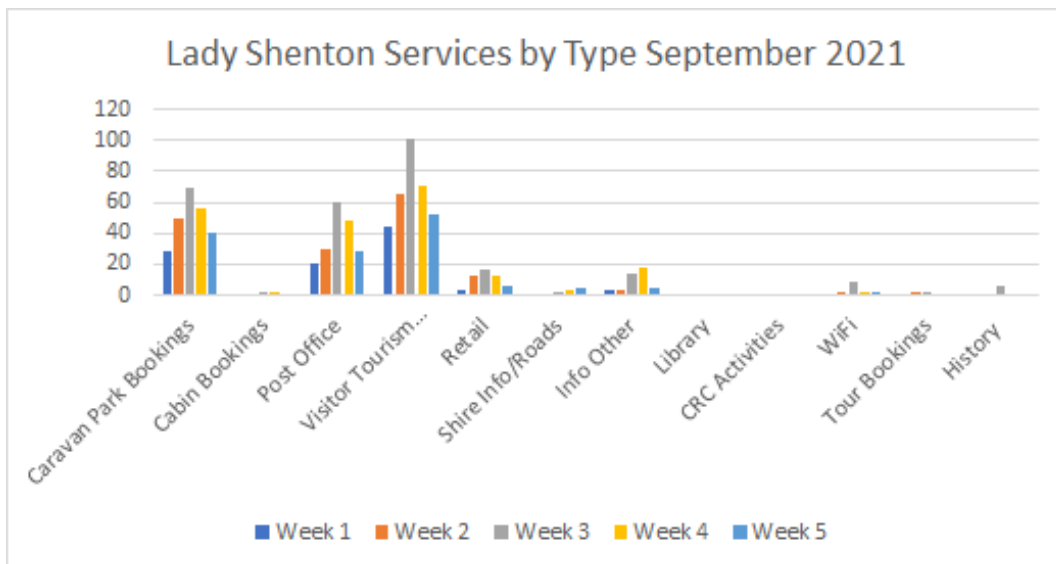
The Lady Shenton Building accommodates the Community Resource Centre, Menzies Visitor Centre and the Menzies Caravan Park management.

The Youth Centre Ngalipaku Building forms a key part of the Menzies Youth and Community Precinct and operates as a space to host youth and community events.

COMMENT:

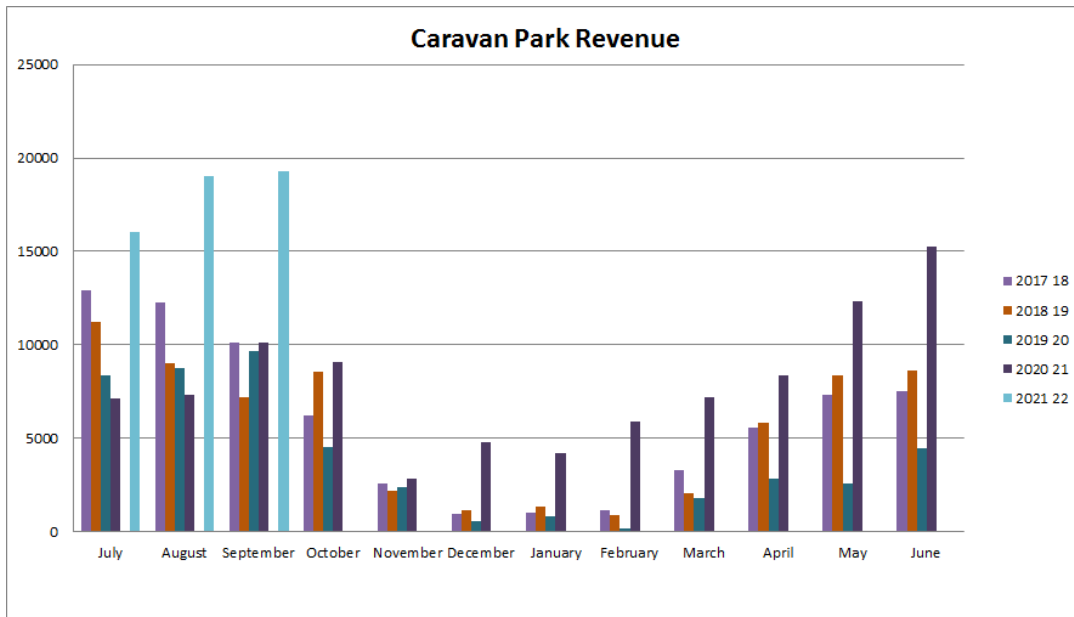
Lady Shenton

The Lady Shenton received 905 visitors in September 2021.



Caravan Park

Caravan Park booking was popular in September 2021 due to the two weeks school holidays and revenue increased from August 2021 to September 2021.



Annual takings for the Menzies Caravan Park Year 2020-21:

	Cabin A	Cabin B	Accounts	
Jul-21	\$ 1,440.00	\$ 2,380.00	\$ 3,062.41	\$ 6,882.41
Aug-21	\$ 1,000.00	\$ 2,580.00	\$ 2,782.02	\$ 6,362.02
Sep-21	\$ 1,920.00	\$ 3,180.00	\$ 1,486.36	\$ 6,586.36
Oct-21				\$ -
Nov-21				\$ -
Dec-21				\$ -
Jan-22				\$ -
Feb-22				\$ -
Mar-22				\$ -
Apr-22				\$ -
May-22				\$ -
Jun-22				\$ -
Total	\$ 4,360.00	\$ 8,140.00	\$7,330.79	\$ 19,830.79

	Caravan Park					
Jul-21	\$ 11,446.25	\$ 11,446.25				
Aug-21	\$ 14,330.91	\$ 25,777.16	26 Powered Sites			
Sep-21	\$ 12,389.04	\$ 38,166.20	6 Unpowered Sites			
Oct-21		\$ -	A Block 3 male and 3 Female Toilet and shower 1 Disabled			
Nov-21		\$ -	B Block 3 male and 3 Female Toilet and shower 1 Disabled			
Dec-21		\$ -	2 Washing machine & Dryers			
Jan-22		\$ -				
Feb-22		\$ -				
Mar-22		\$ -				
Apr-22		\$ -				
May-22		\$ -				
Jun-22		\$ -				
Total	\$ 38,166.20	\$ 75,389.61				

Youth Centre and General Community Services

After school youth engagement activities have been on hold, pending commencement of the new Community Engagement Officer, commencing mid-October 2021.

CONSULTATION

Community Development Specialist and Lady Shenton Visitors Centre & Community Resource Acting Centre Officer (whilst Centre Officer on leave).
Chief Financial Officer.

**14 ELECTED MEMBER MOTION OF WHICH PREVIOUS
NOTICE HAS BEEN GIVEN**

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

16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

17 NEXT MEETING

The next meeting is to be held on 25 November 2021 at the Shire Offices in Menzies commencing at 1.00pm.

18 CLOSURE OF MEETING