



SHIRE OF MENZIES

MINUTES

**OF THE ORDINARY MEETING OF COUNCIL
HELD**

Thursday 24 September 2015

Tjuntjuntjara

Commencing at 10:28am

DISCLAIMER

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

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

FINANCIAL INTEREST (EFFECTIVE 1 JULY 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

1. DECLARATION OF OPENING

The Shire President, Cr Greg Dwyer, opened the meeting at 10:28am, welcomed the attendees, visitors, guests and proceeded with the Agenda as planned.

2. ANNOUNCEMENT OF VISITORS

3. RECORD OF ATTENDANCE

3.1 PRESENT:

Councillors:	Cr G Dwyer	President
	Cr J Dwyer	Councillor
	Cr I Tucker	Councillor (by Skype)
	Cr J Mazza	Councillor (by telephone)
	Cr J Lee	Councillor (by Skype)
Staff:	P Durtanovich	A/CEO
	R Pepper	MWS (by Skype)
	L Downie	Minutes (by Skype)
Observers:	E Bond	Dept Sport & Rec
	I Baird	Manager, PTAC
	I Duncan	

3.2 APOLOGIES

Councillors:	Cr Peter Twigg	Deputy President
Staff:	Nil	

3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. DECLARATIONS OF INTEREST

Item 12.5.7 EOI CRC and Caravan Park

Cr Jill Dwyer declared an impartiality interest in Item 12.5.7

Cr Greg Dwyer declared an impartiality interest in Item 12.5.7

Cr Justin Lee declared a financial interest in Item 12.5.7

8. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

9. CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THURSDAY 27 AUGUST 2015

VOTING REQUIREMENTS:
Simple Majority Decision required

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0865

Moved: Cr J Dwyer

Seconded: Cr Mazza

That the Minutes of the Ordinary Meeting of Council held on 27 August 2015 be confirmed as a true and accurate record.

10:42am

CARRIED 5/0

10. PETITIONS/DEPUTATIONS/PRESENTATIONS
Nil

11. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
Nil

11.1 PRESIDENT'S REPORT

Nil

12. REPORTS OF COMMITTEES AND OFFICERS

12.1 HEALTH, BUILDING & TOWN PLANNING BUSINESS

Nil

12. REPORTS OF COMMITTEES AND OFFICERS

12.2 FINANCE AND ADMINISTRATION BUSINESS

12.2.1 MONTHLY FINANCIAL REPORT – AUGUST 2015

SUBMISSION TO:	Ordinary Meeting of Council, 24 September 2015
LOCATION:	Shire of Menzies
APPLICANT:	N/A
FILE REF:	ADM052
DISCLOSURE OF INTEREST:	None
DATE:	2 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.2.1 Attachment #1 Monthly Statement of Financial Activity and associated reports for August 2015

SUMMARY:

Statutory Financial Reports are submitted to Council for receipt as a record of financial activity during the reporting month.

BACKGROUND:

The monthly reports have been prepared by Shire Officers to reflect revenue and expenditure transactions for the period to 31 July 2015.

COMMENT:

The Shire of Menzies is now using Synergy to compile the Monthly Financial reports.

CONSULTATION: N/A

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations – Regulation 34

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATION: Nil

STRATEGIC IMPLICATIONS:

14.3.5 Sustainable Resource Management

Ensure resources are managed effectively

Prepare timely accurate reports on the Shire's activities, budgets, plans and performance

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0866

Moved: Cr Lee

Seconded: Cr J Dwyer

That Council receive the Financial Reports, Statement of Financial Activity and associated reports for the period to 31 August 2015.

10:45am

CARRIED 5/0



SHIRE OF MENZIES

MONTHLY FINANCIAL REPORT

For the Period Ended 31st Aug 2015

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

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Statement of Financial Activity
Budget vs. Actual - graphs
Net Current Funding Position
Cash and Investments
Receivables
Cash Backed Reserves
Grants & Contributions
Trust
Major Variation Notes
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includes

Grants and Contributions
Capital Expenditure
EOFY / Budget Predictions
Financial Overview for the EOFY

Prepared By: Karen Oborn, Deputy CEO

Date: 14/09/2015

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31st Aug 2015

	Annual Budget 2015-16	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues	\$	\$	\$	\$	%	
Governance	2,500	417	0	(417)	(100.00%)	
General Purpose Funding	1,381,426	230,238	516,077	285,839	55.39%	▲
Law, Order and Public Safety	7,450	1,242	0	(1,242)	(100.00%)	
Health	500	83	0	(83)	(100.00%)	
Housing	57,508	9,585	6,183	(3,401)	(55.01%)	
Community Amenities	6,350	1,058	6,345	5,287	83.32%	
Recreation and Culture	22,125	3,688	19,624	15,937	81.21%	▲
Transport	950	158	61,200	61,042	99.74%	▲
Economic Services	209,820	34,937	50,023	15,086	30.16%	▲
Other Property and Services	41,200	6,867	160,403	153,536	95.72%	▲
Total (Ex. Rates)	1,729,629	288,272	819,855	531,583		
Operating Expense						
Governance	(738,405)	(122,734)	(137,287)	(14,553)	(10.60%)	▼
General Purpose Funding	(244,613)	(40,793)	(42,764)	(1,995)	(4.67%)	
Law, Order and Public Safety	(178,333)	(20,722)	(27,537)	2,185	7.94%	
Health	(183,348)	(30,555)	(3,347)	27,211	813.02%	▲
Education and Welfare	(9,500)	(1,303)	0	1,583	100.00%	
Housing	(136,916)	(22,018)	(24,815)	(1,995)	(8.04%)	
Community Amenities	(129,578)	(21,894)	(12,595)	9,002	71.47%	
Recreation and Culture	(430,462)	(71,744)	(33,307)	38,436	115.40%	▲
Transport	(6,150,718)	(1,025,120)	(1,226,024)	(200,905)	(16.39%)	▼
Economic Services	(1,274,921)	(212,447)	(229,279)	(16,792)	(7.32%)	
Other Property and Services	(4,999)	(833)	(96,619)	(95,786)	(99.14%)	▼
Total	(9,479,793)	(1,579,968)	(1,833,574)	(253,609)		
Funding Balance Adjustment						
Add back Depreciation	3,270,289	545,045	892,435	347,391	38.93%	▲
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0		
Adjust Provisions and Accruals	0	0	0	0		
Net Operating (Ex. Rates)	(4,479,895)	(746,649)	(121,284)	625,365		
Capital Revenues						
Grants, Subsidies and Contributions	4,324,873	720,812	220,602	(500,210)	(22.675%)	
Proceeds from Disposal of Assets	0	0	0	0		
Transfer from Reserves	0	0	0	0		
Total	4,324,873	720,812	220,602	(500,210)		
Capital Expenses						
Land and Buildings	(731,220)	(121,070)	(53,382)	68,488	128.30%	▲
Plant and Equipment	(696,700)	(118,117)	0	116,127	106.00%	▲
Furniture and Equipment	(44,500)	(1,417)	0	7,417	100.00%	
Infrastructure Assets - Roads	(3,386,228)	(584,371)	(571,431)	(7,060)	(1.24%)	
Infrastructure Assets - Other	(328,000)	(54,867)	0	54,667	100.00%	▲
Loan Principal	0	0	0	0		
Transfer to Reserves	(1,671,856)	(278,643)	0	278,643	100.00%	▲
Total	(6,858,504)	(1,143,084)	(624,813)	518,271		
Net Capital	(2,533,631)	(422,272)	(404,211)	18,060		
Total Net Operating + Capital	(7,013,526)	(1,168,921)	(525,495)	643,426		
Opening Funding Surplus(Deficit)	4,225,446	4,225,446	4,225,446	0	0.00%	
Rate Revenue	2,788,081	232,340	2,827,247	2,594,907	91.78%	▲
Closing Funding Surplus(Deficit)	1	3,288,865	6,527,198	3,238,333		

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

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

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

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

(j) Depreciation of Non-Current Assets

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

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

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

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

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

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

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

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various by-laws, fire prevention and animal control.

HEALTH

Monitor and control health standards within the community, provide support and assistance with airstrips to enable all residents access to the Royal Flying Doctor for regular and emergency health services. Analytical services.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

EDUCATION AND WELFARE

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

HOUSING

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

Maintain a refuse site for the settlement.

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

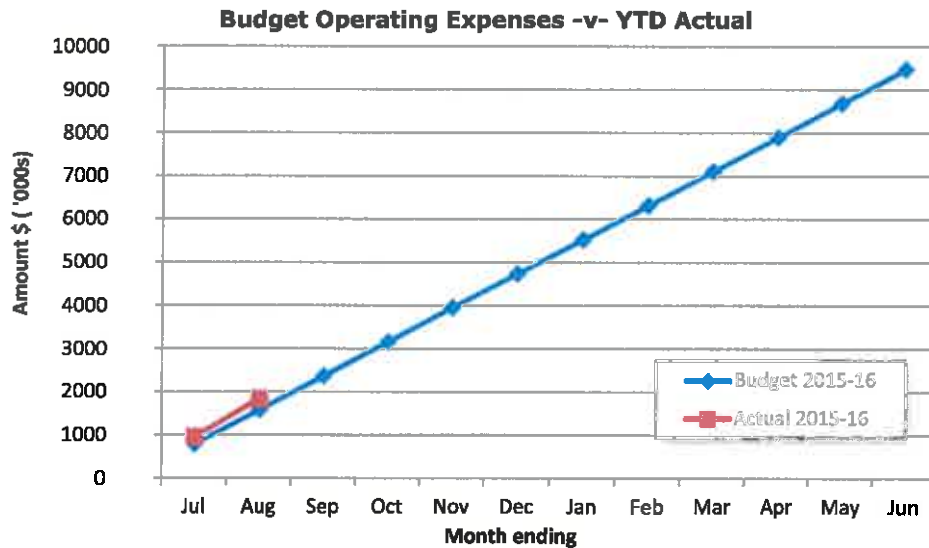
Building control, provision of power and water supplies. Supply and maintenance of television re-broadcast installation. Provision of radio communication. Maintenance of caravan park. Vermin control and area promotion.

OTHER PROPERTY & SERVICES

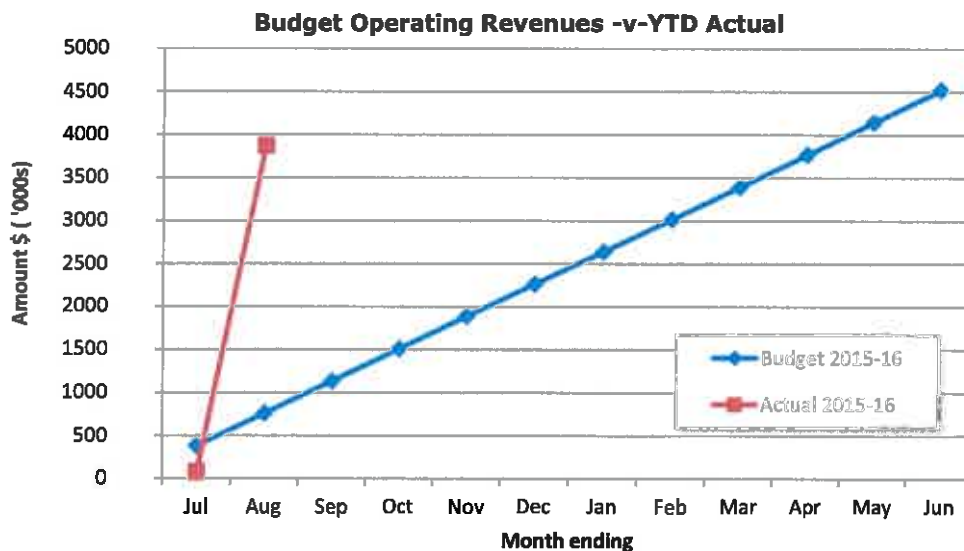
Private works operations, plant repairs and operations costs.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

Graphical Representation - Source Statement of Financial Activity

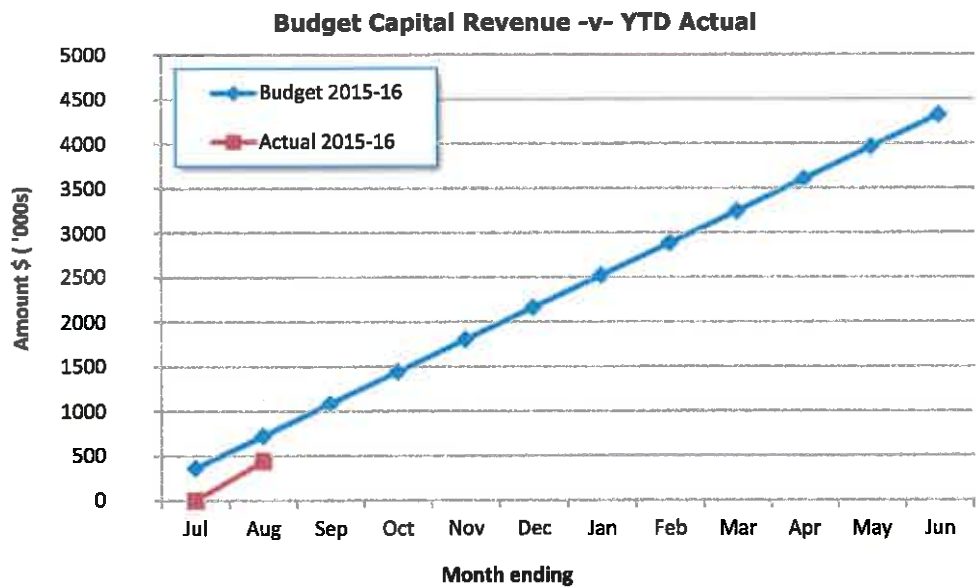
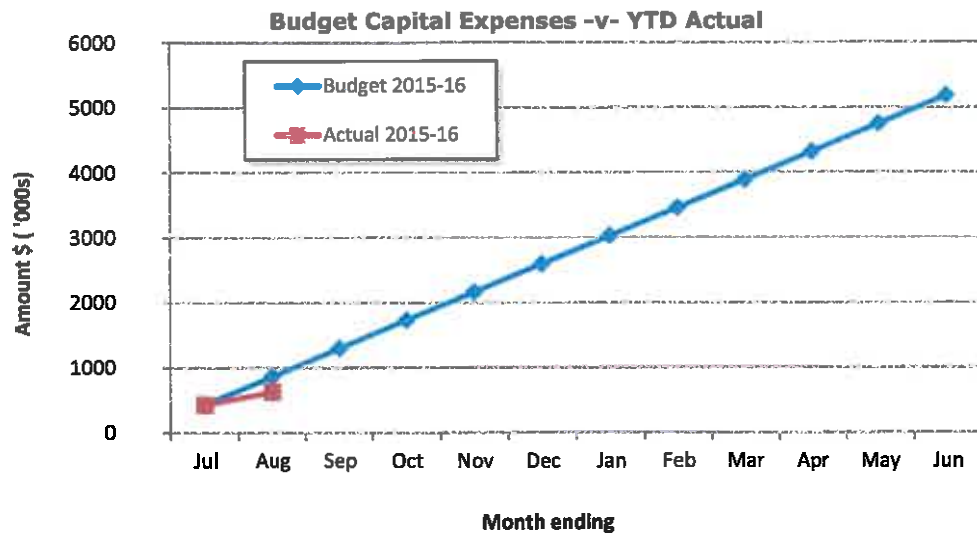


Road Depreciation was corrected in MAY 2015



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

Graphical Representation - Source Statement of Financial Activity



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31st Aug 2015

NET CURRENT FUNDING POSTION

Current Assets

Cash Unrestricted
Cash Restricted
Receivables - Rates
Receivables -Other
Provision for Doubtful Debts
Inventories
timing

Less: Current Liabilities

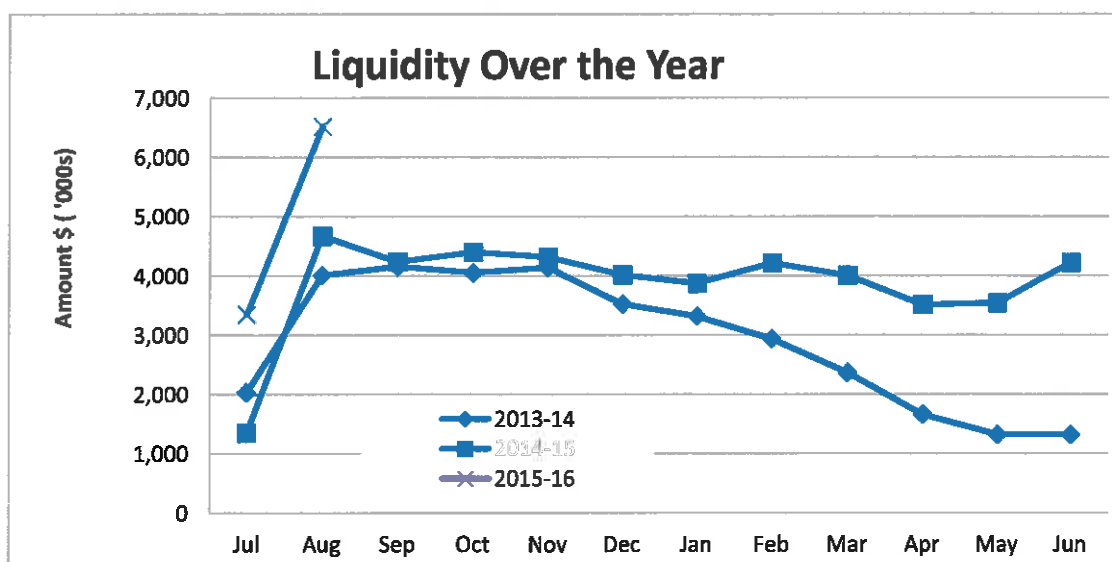
Payables
Income in Advance
Provisions

Less: Cash Reserves

Add: Cash Backed Leave Provisions

Net Current Funding Position

Positive=Surplus (Negative=Deficit)		
YTD	B/F	YTD
For the Period Ended 31st Aug 2015	30th June 2015	Same Period Previous Year
\$	\$	\$
2,638,462	3,296,976	1,140,123
2,590,905	2,590,905	2,590,905
3,688,662	902,001	524,474
727,613	491,753	305,436
(200,000)	(200,000)	(200,000)
(167)	7,204	4,587
9,445,476	7,088,840	4,365,525
(304,286)	(153,213)	(445,734)
(26,321)	0	0
(89,873)	(89,873)	(89,873)
(420,480)	(243,086)	(535,607)
(2,590,905)	(2,590,905)	(2,590,905)
89,873	89,873	89,873
6,523,963	4,344,721	1,328,886



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 31st Aug 2015

CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	Variable	728,397			728,397	NAB	Cheque Acc.
Cash Maximiser Account	Variable	93,678			93,678	NAB	Cheque Acc.
Trust	Nil			4,400	4,400	NAB	Cheque Acc.
Cash On Hand		580			580	N/A	On Hand
(b) Term Deposits							
Municipal Investment		1,837,739			1,837,739	NAB	Various
Reserves			2,590,905		2,590,905	NAB	Various
(c) Other Investments							
N/A					0		
Total		2,660,394	2,590,905	4,400	5,255,700		

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Surplus/(Deficit) on Budget Adoption			\$	\$	\$	\$
03201	Grants Commission Grant Received - General		Opening Surplus(Deficit)	(862,171)		(862,171)	(862,171)
03202	Grant Commission - Ops Road Component		Opening Surplus(Deficit)	(405,665)		(405,665)	(1,267,836)
1404000	Income in Advance		Opening Surplus(Deficit)	1,267,836		1,267,836	0
13701	Community Develop Manager		Operating Expenses			(15,812)	(15,812)
13310	BCITF Levy due from 14/15		Operating Expenses			(2,488)	(18,300)
							(18,300)
							(18,300)
							(18,300)
	Closing Funding Surplus (Deficit)			0	0	(18,300)	(18,300)

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

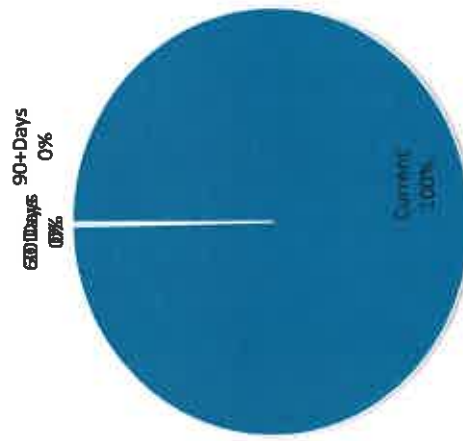
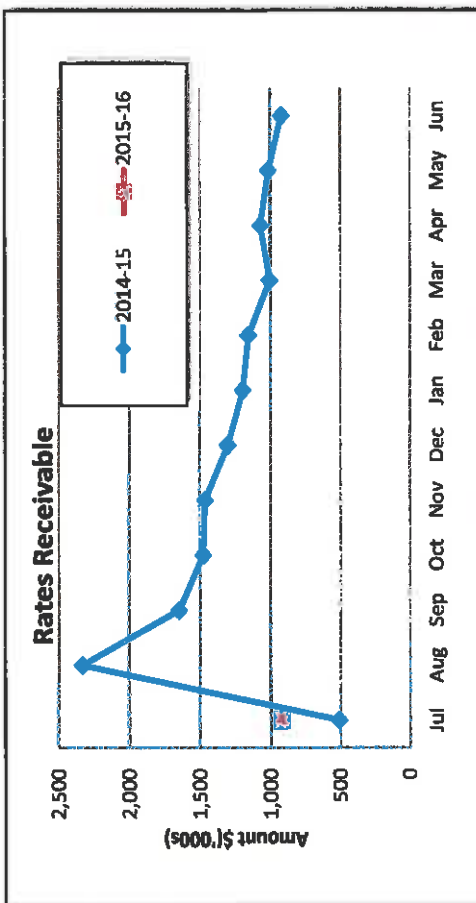
RECEIVABLES

	For the Period Ended 31st Aug 2015	YTD 30th June 2015
	\$	\$
Opening Arrears Previous Years	922,220	524,474
Levied this year	2,827,247	2,850,046
Less Collections to date	(60,805)	(1,927,826)
Equals Current Outstanding	3,688,662	922,220
Net Rates Collectable	3,688,662	922,220
% Collected	1.62%	57.13%

	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 616,294	\$ 0	\$ 0	\$ 1,838
Total Receivables General Outstanding	MRD			618,132

Amounts shown above include GST (where applicable)

Accounts Receivable (non-rates)

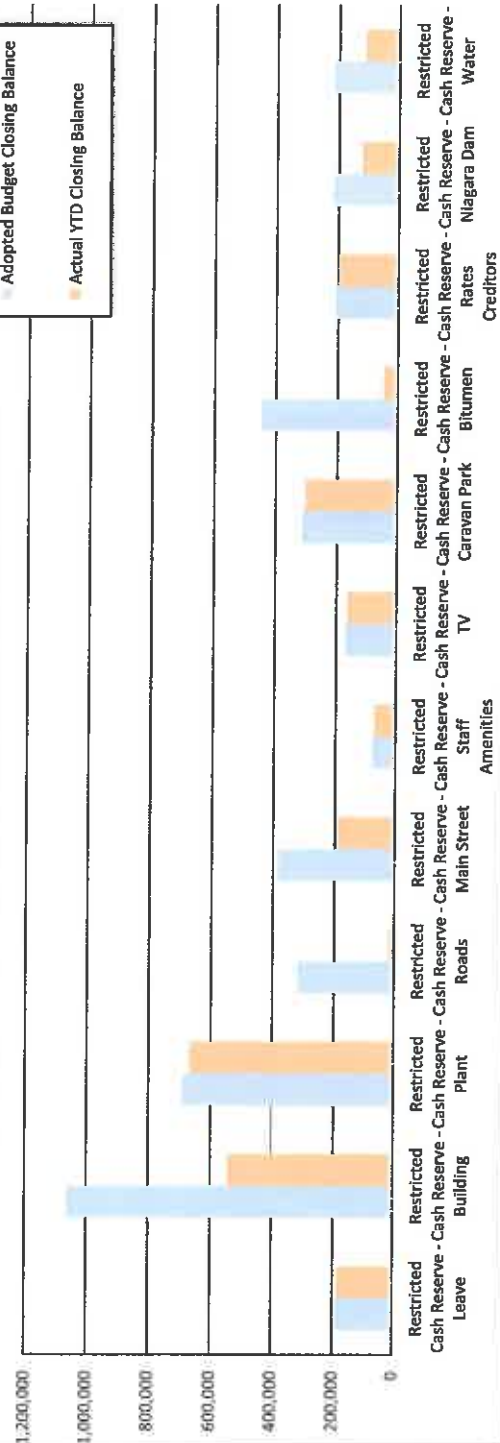


SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

Cash Backed Reserves

2015-16 Name	Opening Balance	Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
Restricted Cash Reserve - Leave	\$ 182,552	\$ 6,341	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 188,893	\$ 182,552
Restricted Cash Reserve - Building	541,383	18,806	0	500,000	0	0	0	1,060,189	541,383
Restricted Cash Reserve - Plant	665,689	23,124	0	0	0	0	0	688,813	665,689
Restricted Cash Reserve - Roads	14,911	518	0	300,000	0	0	0	315,429	14,911
Restricted Cash Reserve - Main Street	187,858	6,526	0	188,000	0	0	0	382,384	187,858
Restricted Cash Reserve - Staff Amenities	67,265	2,337	0	3,856	0	0	0	73,458	67,265
Restricted Cash Reserve - TV	160,395	5,572	0	0	0	0	0	165,967	160,395
Restricted Cash Reserve - Caravan Park	300,436	10,436	0	400,000	0	0	0	310,872	300,436
Restricted Cash Reserve - Bitumen	43,916	1,526	0	0	0	0	0	445,442	43,916
Restricted Cash Reserve - Rates Creditors	199,054	6,915	0	0	0	0	0	205,969	199,054
Restricted Cash Reserve - Niagara Dam	119,578	4,154	0	90,000	0	0	0	213,732	119,578
Restricted Cash Reserve - Water	107,868	3,747	0	100,000	0	0	0	211,615	107,868
	2,590,905	90,000	0	1,581,856	0	0	0	4,262,761	2,590,905

Year To Date Reserve Balance to End of Year Estimate



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Actual YTD Profit/(Loss) of Asset Disposal				Adopted Budget For the Period Ended 31st Aug 2015			
Cost	Accum Depr	Proceeds	Profit (Loss)	Disposals	Adopted Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				Plant and Equipment			
			0	CEOs Car asset 342	2,333	0	(2,333)
			0	Rubbish Truck asset 297	1,000	0	(1,000)
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
			0			0	0
0	0	0	0		3,333	0	(3,333)

Comments - Capital Disposal/Replacements

		Adopted Budget For the Period Ended 31st Aug 2015		
Comments	Summary Acquisitions	Amended Budget	Actual	Variance
		\$	\$	\$
	Land and Buildings	739,220	53,382	(685,838)
	Plant and Equipment	696,700	0	(696,700)
	Furniture and Equipment	44,500	0	(44,500)
	Infrastructure - Roads	3,386,229	571,431	(2,814,798)
	Infrastructure - Other	320,000	0	(320,000)
	Capital Totals	5,186,649	624,813	(4,561,836)

Comments - Capital Acquisitions

SHIRE OF MENZIES

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015**

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Land and Buildings	Adopted Budget For the Period Ended 31st Aug 2015		
		Adopted Budget	Actual	Variance
		\$	\$	\$
	Installation of Solar Panels New Houses	50,000	0	(50,000)
	Installation Landscaping New Houses	60,000	216	(59,784)
	Installation of Sheds for New Houses	52,653	41,369	(11,284)
	Installation landscaping - Shenton St Units	20,000	6,862	(13,138)
	CEO House Renewal	25,000	1,252	(23,748)
	Construction Project Shire Hall Toilets	69,567	2,883	(66,684)
	Upgrade of Old Church Menzies	50,000	0	(50,000)
	Stone Restoration & Repairs Historic Buildings	120,000	0	(120,000)
	Minor building renewals	10,000	0	(10,000)
	Depot Extension -Asset Upgrade	150,000	0	(150,000)
	TJTJ Capital Items Purchased	10,000	0	(10,000)
	Solar Power Units - GVROC Project	50,000	800	(49,200)
	Electrical Upgrades to Admin	52,000	0	(52,000)
	Purchase of land lots for town development	20,000	0	(20,000)
	Capital Totals	739,220	53,382	(685,838)

Comments	Plant & Equipment	Adopted Budget For the Period Ended 31st Aug 2015		
		Adopted Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Purchase Vibrating Roller	219,100	0	(219,100)
	Purchase Small Tipper	80,800	0	(80,800)
	Purchase Rubbish Truck	191,500	0	(191,500)
	Purchase Pedestrian Roller	11,500	0	(11,500)
	Purchase Jacking Beam for Hoist	29,000	0	(29,000)
	Minor Plant Purchases	4,300	0	(4,300)
	Mtce. Grader Accommodation	90,500	0	(90,500)
	CEOs Vehicle Replacement	70,000	0	(70,000)
	Capital Totals	696,700	0	(696,700)

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31st Aug 2015

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Furniture & Equipment	Adopted Budget For the Period Ended 31st Aug 2015		
		Adopted Budget	Actual	Variance (Under)Over
		\$	\$	\$
	New Locking System	10,000	0	(10,000)
	Admin Phone System Upgrade	10,000	0	(10,000)
	Replacement Conference Phone System for Cham	10,000	0	(10,000)
	dishwashers for the 3 staff houses	3,000	0	(3,000)
	Water Tanks for 4 staff houses	11,500	0	(11,500)
	Capital Totals	44,500	0	(44,500)

Comments	Roads	Adopted Budget For the Period Ended 31st Aug 2015		
		Adopted Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Evanstone Menzies Rd CRSF	360,009	21,956	(338,053)
	Evanstone Menzies Rd BST	143,190	0	(143,190)
	Menzies NW Rd BST	77,691	0	(77,691)
	Menzies NW Rd MUNI	350,000	76,276	(273,724)
	Menzies NW Rd MUNI 14/15	241,000	0	(241,000)
	TjTj Rd MUNI 14/15	60,302	0	(60,302)
	Main Street MUNI	203,919	0	(203,919)
	Connie Sue Rd MUNI	31,000	0	(31,000)
	Kookynle rd MUNI	205,033	0	(205,033)
	Kingsington St MUNI	78,425	0	(78,425)
	Evanstone Menzies Rd RRG	150,000	0	(150,000)
	Yarri Rd RRG	135,000	0	(135,000)
	Menzies NW Rd RRG	300,000	202,298	(97,702)
	Menzies NW Rd R2R	659,000	262,492	(396,508)
	Connie Sue RdR2R	50,000	0	(50,000)
	Shire House - Crossover Construction	152,012	0	(152,012)
	Footpath Construction	93,648	8,409	(85,239)
	Bicycle Path Construction	96,000	0	(96,000)
	Capital Totals	3,386,229	571,431	(2,814,798)

Comments	Other Infrastructure	Adopted Budget For the Period Ended 31st Aug 2015		
		Adopted Budget	Actual	Variance (Under)Over
		\$	\$	\$
	New Pound	10,000	0	(10,000)
	Waste Refuse Site Renewal Project	65,000	0	(65,000)
	Aunty Nelly Water Reclaim Project	120,000	0	(120,000)
	Play Ground Equipe Upgrade Project	30,000	0	(30,000)
	Tourism Signage & events Board	15,000	0	(15,000)
	Town Street Trees Planting & Care Program	50,000	0	(50,000)
	Caravan Park Landscaping Project	30,000	0	(30,000)
	Capital Totals	320,000	0	(320,000)

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

Note 9: RATING INFORMATION												
RATE TYPE												
Differential General Rate												
	GRV	0.07887	24	173,940	13,719	0	0	13,719	13,719			13,719
	GRV	0.07999	1	4,420	354	0	0	354	354			354
	UV	0.03747	17	1,067,719	40,007	0	0	40,007	40,007			40,007
	UV	0.02685	0	0	0	0	0	0	0		0	0
	UV	0.07887	5	22,600	1,782	0	0	1,782	1,782			1,782
	UV	0.14411	274	13,514,700	1,947,603	0	0	1,947,603	1,951,702	40,000		1,991,702
	UV	0.14205	260	4,515,792	641,468	0	0	641,468	641,468	0		641,468
	UV	0.13999	231	493,202	69,043	0	0	69,043	69,043			69,043
Sub-Totals			812	19,792,373	2,713,977	0	0	2,713,977	2,718,076	40,000	0	2,758,076
Minimum Rates		Minimum \$										
	GRV	300	13	25,036	3,900	0	0	3,900	3,900	0	0	3,900
	GRV	300	222	30,945	66,600	0	0	66,600	66,600	0	0	66,600
	UV	300	9	35,384	2,700	0	0	2,700	2,700	0	0	2,700
	UV	300	0	0	0	0	0	0	0	0	0	0
	UV	300	119	321,280	35,700	0	0	35,700	35,700	0	0	35,700
	UV	300	63	48,560	18,900	0	0	18,900	18,900	0	0	18,900
	UV	265	169	152,075	44,785	0	0	44,785	44,785	0	0	44,785
	UV	235	211	176,801	49,585	0	0	49,585	49,585	0	0	49,585
Sub-Totals			806	790,081	113,270	0	0	113,270	222,170	0	0	222,170
Write offs		1,618										
Totals								2,827,247	2,980,246			
								0	(192,165)			
								2,827,247	2,788,081			

Comments - Rating Information

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

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

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

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Council has no borrowings.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Adopted Budget	Variations Additions (Deletions)	Operating	Capital	Reoup Status Received Not Received
GENERAL PURPOSE GRANTS							
03201-Grants Commission	WALGGC	(Y/N)	1,714,415				\$
03202-Federal Roads	WALGGC	Y	759,021	(862,171)	0		852,244
HOUSING							
LAW, ORDER, PUBLIC SAFETY							
05107-Fire Prevention Grant	DFES	Y	2,000	(2,000)	0		0
RECREATION AND CULTURE							
11799-War Memorial Grants	Lotterywest	TBA	50,000	0	0		50,000
11799-War Memorial Grants	Dept of Veteran's Affairs	TBA	0	0	0		0
11799-War Memorial Grants	Minara	TBA	0	0	0		0
TRANSPORT							
MRWA ROAD FUNDING							
12226-Direct Grants	MRWA Direct	Y	148,800				148,800
12227-MRWA Subsidies	MRWA	Y	1,200				1,200
12225-Commodity Route Evanston-Menzies	MRWA	Y	360,009				360,009
12228 - R2R Grant	R2R	Y	659,000				659,000
12232 - RRG Grant	MRDWA	Y	390,000				390,000
12236 - Black Spot Funding	MRDWA	Y	147,254				147,254
OTHER ROAD /STREET'S GRANTS							
12242-Flood Damage WANDRRA	DFES	Y	2,568,610				2,568,610
ECONOMIC SERVICES							
13750-Grant Income CRC	CRC	Y	111,000				111,000
TOTALS			6,911,309	(1,269,836)	0	0	5,641,473
Operating			2,586,436				0
Non-operating			4,324,873				0
			<u>6,911,309</u>				<u>0</u>

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1-Jul-14	Amount Received	Amount Paid	Closing Balance 30-Sep-14
	\$	\$	\$	\$
Nomination Fees	0	160	(160)	0
Housing Bonds	3,600	0	(400)	3,200
Pet Bonds	1,400	0	(200)	1,200
	5,000	160	(760)	4,400

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st Aug 2015

MAJOR VARIANCES - reasons

OPERATING REVENUES

SCH

3 Part of FAGs 15/16 was paid 30.06.2015 in 14/15

4

5 All of FESA ops grant 15/16 was paid 30.06.2015 in 14/15

7

8

9

10

11

12

13

14

OPERATING EXPENSE

SCH

3

4

5

7

8

9

10

11

12

13 Paid out pro rata LSL to retired CD Manager

14 A budget amend / correction - will be required for expenses in Schedule 14 as it is showing as being over allocated

CAPITAL REVENUE

- > Part of the 15/16 FAGs funding has been paid 30.06.2015 in 14/15
- > All of the 15/16 FESA operational funding has been paid 30.06.2015 in 14/15

CAPITAL EXPENSES

OTHER ITEMS



SHIRE OF MENZIES
PROFIT & LOSS Budget Performance BY PROGRAM
For the Reporting Period ended
31/03/2015

GL NUMBER	PARTICULARS DESCRIPTION	REVIEWED BUDGET		ACTUAL TO 31/03/2015		CURRENT YEAR ACTUALS PROJECTED to The EOY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
SCHEDULE 3									
GENERAL PURPOSE INCOME									
Rates Income									
03100	Rates Accounting Expense		500		0		500	0	
03101	Rates Notice Stationary expense		1,800		144		1,800	0	
03102	Valuation Expenses and Title Searches Expense		14,000		12,159		14,000	0	
03103	Dalit CoSession Expenses		15,000		3,721		15,000	0	
03106	General Rates Levied	2,768,081		2,830,898		2,830,898		-32,817	
03107	General Rates Levied UV Mining	0		0		0		0	all in GL 03106
03108	General Rates Levied UV Pastoral	0		0		0		0	all in GL 03106
03109	General Rates Levied GRV Residential	0		0		0		0	all in GL 03106
03110	General Rates Levied GRV Commercial	0		0		0		0	all in GL 03106
03111	General Rates Levied GRV Vacant	0		0		0		0	all in GL 03106
03112	General Rates Levied UV Mining - Min Rates	0		0		0		0	all in GL 03106
03113	General Rates Levied UV Pastoral - Min Rate	0		0		0		0	all in GL 03106
03114	General Rates Levied UV Other - Min Rates	0		0		0		0	all in GL 03106
03115	Interim Rates	40,000		(0)		40,000		0	Maybe subject to refund (DM)
03116	Interim Rates GRV	0		0		0		0	all in GL 03106
03117	Interim Rates UV Mining	0		0		0		0	all in GL 03106
03118	GRV Minimum Rates Raised	0		0		0		0	all in GL 03106
03119	GRV	0		0		0		0	all in GL 03106
03121	Rates Written-off & Adjustments	(50,000)		(3,651)		(50,000)	0	0	
03130	Rates Suspense Account	0		0		0		0	
03199	Admin Allocated to Rates		211,313		26,271		211,313	0	Non cash admin account
		2,768,081	242,613	2,827,247	42,284	2,820,898	242,613	(32,817)	
Other General Purpose Funding									
03120	Penalty Interest Raised on Rates	40,000		7,488		40,000		0	
03123	Insolvent Interest Received	0		153		153		-153	
03125	Pure Deferred Rates Interest Grant	0		0		0		0	
03126	Legal Charges recovered	0		0		0		0	
03127	ESL Penalty levied	0		202		202		-202	
03200	Expenses relating to Other General Purpose Funding		2,000		470		2,000	0	
03201	Grants Commission Grant Received - General	863,370		328,005		863,370		0	
03202	Grant Commission - Ops Road Component	353,358		0		353,358		0	
03203	Grants Commission Grants Received - Special	0		0		0		0	
03204	ESL Penalty Interest	1,200		0		1,200		0	
03205	Interest Received - Municipal	33,000		84		33,000		0	
03206	Interest Received - Reserves	80,000		0		80,000		0	
03207	Other General Purpose funding received	500		180,188		500		0	to be reforecasted to correct GL
		1,381,428	2,000	516,877	470	1,381,781	2,000	(365)	
3 TOTAL GENERAL PURPOSE INCOME		4,169,607	244,613	3,343,324	42,754	4,202,679	244,613		

SCHEDULE 4									
GENERAL ADMINISTRATION									
Members of Council									
04100	Members Travelling Expenses paid		27,145		2,323		27,145	0	
04101	Members Conference Expenses		11,112		2,182		11,112	0	
04102	Council Election Expenses		5,482		0		5,482	0	
04103	President's Allowance paid		16,395		1,748		16,395	0	
04104	Members Meeting Expenses		81,010		10,901		81,010	0	
04105	Members -Donations		2,575		2,000		2,575	0	
04106	Members - Subscriptions		1,500		0		1,500	0	
04107	Deputy President's Allowance paid		3,174		437		3,174	0	
04108	Members Communication Allowance		8,685		1,200		8,685	0	
04110	Civic Receptions & Functions Expense		3,343		520		3,343	0	
04113	Members Printing		100		0		100	0	
04114	Members Advertising		380		0		380	0	
04115	Members Citizenship Award		500		0		500	0	
04116	Insurance Reimbursements	2,500		0		2,500		0	
04117	Members - Depreciation of Fixed Assets		1,282		0		1,282	0	depr non cash asset
04119	Other Income Relating to Members	0		0		0		0	
04199	Admin Allocated to Members		528,282		66,677		528,282	0	Non cash admin account
		2,500	668,955	0	68,999	2,500	668,955	0	
Other Governance									
04201	Travel Expenses		2,000		0		2,000	0	
04202	Printing & Stationary		400		0		400	0	
04203	Legal Expenses Governance		5,800		4,384		5,800	0	
04204	Subscription Expenses Governance		33,750		27,388		33,750	0	LGA & Goldfields Assoc
04205	Advertising Expenses Governance		7,800		575		7,800	0	
04206	Meeting Expenses Governance		1,350		410		1,350	0	
04207	Refreshment Expenses Governance		2,080		892		2,080	0	
04208	Communication Expenses Governance		500		0		500	0	
04209	Bad & Doubtful Debt		1,000		0		1,000	0	
04210	Records Expenses Governance		10,000		0		10,000	0	
04215	Other Expenses Governance		3,000		16,880		3,000	0	LGIS & Land Purchase legal costs
		0	87,485	0	50,289	0	87,485	0	
4 TOTAL GOVERNANCE		2,500	756,468	0	137,287	2,500	756,465		

SCHEDULE 6							
LAW, ORDER & PUBLIC SAFETY							
Fire Prevention							
05100 Fire Advertising		900		705		900	0
05101 Fire Prevention - Utilities		150		25		150	0
05102 Fire Prevention - Insurance		4,350		0		4,350	0
05103 Fire Fighting Expenses		12,100		859		12,100	0
05104 ESL Levy Council Property		15,341		12,397		15,341	0
05106 Fire Prevention - Other Revenue & Admin Fe	7,000		0		7,000		0
05107 FESA Operating Grant Income	0		0		0		0
05120 FESA Capital Grant	0		0		0		0
05177 Loss on Disposal of Assets		0		0		0	0
05188 Fire Prevention - Depreciation		47,260		6,231		47,260	deprn non cash acct
05189 Admin Allocated to Fire Prevention		10,568		1,314		10,568	Non cash admin account
	7,000	99,667	0	23,530	7,000	99,667	0
Animal Control							
05201 Ranger Consultant		30,000		0		30,000	0
05202 Wild Dog Control		0		0		0	0
05203 Cactus Control		30,000		448		30,000	0
05204 Dog Expenses		300		41		300	0
05205 Cat Expenses		500		0		500	0
05206 Ranger Expenses		5,000		0		5,000	0
05207 Fines and Penalties - Animal Control	0		0		0		0
05208 Dog Registration Fees	350		0		350		0
05209 Cat Registration Fees	100		0		100		0
05299 Admin Allocated to Animal Control		10,568		0		10,568	Non cash admin account
	450	78,368	0	487	450	78,368	0
Emergency Services							
05301 Emergency Services Programs Expenses		1,800		1,217		1,800	0
05307 Police Station Costs		2,500		989		2,500	0
05399 Other Expenses Related to Law Order Safety		7,000		1,314		7,000	0
	0	11,300	0	3,520	0	11,300	0
6 TOTAL LAW ORDER & PUBLIC SAFETY	7,450	178,333	0	27,537	7,450	178,333	

SCHEDULE 7							
HEALTH							
Health Expenses							
07700 EHO Contract		17,500		1,027		17,500	0
07701 Nurse Expenses		150,000		0		150,000	0
07702 Other Expenses Relating to Health		0		350		0	0
07704 Income Relating to Health	0		0		0		0
07705 Septic Tank Application fees collected	500		0		500		0
07706 Purchase Furniture & Equipment - Health		0		0		0	0
07799 Admin Allocation - Health		15,848		1,970		15,848	Non cash admin account
	500	183,348	0	3,347	500	183,348	0
7 TOTAL HEALTH	500	183,348	0	3,347	500	183,348	

SCHEDULE 8							
EDUCATION AND WELFARE							
Welfare & Education							
08200 Other Expenses Relating to Welfare & Education		0		0		0	0
08201 Menzies School - Donations Paid		9,500		0		9,500	0
08204 Collections Goldfields Care Donations		0		0		0	0
	0	9,500	0	0	0	9,500	0
8 TOTAL EDUCATION AND WELFARE	0	9,500	0	0	0	9,500	

SCHEDULE 9							
HOUSING							
Staff Housing							
09101 Maintenance Staff Housing		100,000		13,557		100,000	0
09102 Staff Housing Furniture - non capital		8,500		0		8,500	0
09105 Staff House Costs Allocated to Services		(94,622)		(13,557)		(94,622)	Non cash admin account
09121 Staff Housing Rent Income	14,800		2,320		14,800		0
09122 Staff Housing Grants	0		0		0		0
09123 Staff Housing Reimbursements	750		0		750		0
09124 Staff Housing Other Revenue	250		0		250		0
09188 Depn Staff Housing		92,038		15,510		92,038	Depn non cash account
	15,600	105,916	2,320	15,510	15,600	105,916	0
Other Housing							
09201 Maintenance Non Staff Housing		15,000		9,305		15,000	0
09202 Interest Paid on Loans #17		0		0		0	0
09203 Interest Paid on Loans #Other		0		0		0	0
09204 Housing Lease Payments		16,000		0		16,000	0
09206 Other Housing Rental Fees	9,716		0		9,716		0
09207 Dept of Housing Leases - Teachers	32,182		3,983		32,182		0
	41,988	31,000	3,983	9,305	41,988	31,000	0
9 TOTAL HOUSING	67,588	136,916	6,103	24,815	67,588	136,916	

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SCHEDULE 10 COMMUNITY AMENITIES							
<u>Domestic Refuse</u>							
10100 Domestic Refuse Expenses		21,273		4,158		21,273	0
10101 Income Relating to Sanitation - Household Bin	6,350		6,345		6,350	0	0
10188 Refuse Collection - Depreciation		9,463		1,026		9,463	0
10199 Overheads Allocated to Sanitation		0		0		0	0
	6,350	30,736	6,345	5,184	6,350	30,736	0
<u>Other Sanitation</u>							
10200 Maintenance Tip Site		50,000		4,647		50,000	0
10201 Litter & Graffiti Control Expenses		1,000		765		1,000	0
10204 Purchase Rubbish Bins - Sanitation - Other		2,500		0		2,500	0
	0	53,500	0	5,413	0	53,500	0
<u>Protection of the Environment</u>							
10500 Expenses Relating to Protection of Environment		0		0		0	0
10501 Income Relating to Protection Of Environment	0		0		0		0
	0	0	0	0	0	0	0
<u>Regional Development</u>							
10600 Costs Relating to Town Planning & Regional Development		2,500		0		2,500	0
10601 Income Relating to Town Planning & Regional Development	0		0		0		0
	0	2,500	0	0	0	2,500	0
<u>Community Amenities</u>							
10700 Expenses Relating to Other Community Amenities		2,500		0		2,500	0
10701 Menzies Public Conveniences		20,000		1,851		20,000	0
10702 Maintenance - Cemetery		10,000		0		10,000	0
10704 Public Conveniences Kookynie		10,000		147		10,000	0
10799 Depn		342		0		342	0
10706 Grants for Other Community Amenities	0		0		0		0
	0	42,842	0	1,998	0	42,842	0
10 TOTAL COMMUNITY AMENITIES	6,350	129,578	6,345	12,595	6,350	129,578	
SCHEDULE 11 RECREATION & CULTURE							
<u>Public Halls and Civic Centres</u>							
11101 Maintenance - Hall		35,000		0		35,000	0
11103 Hall Hire Fees	100		0		0	0	100
11104 CLGF Grant - Toilet Upgrade - Halls	0		0		0	0	0
11105 Hire Fees - Chairs & Tables	25		0		0	0	25
11107 Supply of Water from Hall Standpipe	350		(26)		-26	0	376
	475	35,000	(26)	0	(26)	35,000	501
<u>Recreation & Sports</u>							
11300 Sports Courts Utilities		5,500		669		5,500	0
11301 Other Recreation Expenses		15,000		3,335		15,000	0
11303 Parks & Gardens - Jobs		95,000		2,553		95,000	0
11304 Playground Equipment Maintenance		7,000		0		7,000	0
11306 Golf Club Expenses		20,000		0		20,000	0
11307 Water Park Operations		50,000		3,086		50,000	0
11308 Grant Received- Menzies Water Park	0		0		0	0	0
11309 DSR Grant Water Park Lights	0		0		0	0	0
11388 Depreciation Other Sport & Recreation		60,240		0		60,240	0
11399 Other Expenses - Other Sport & Recreation		105,658		13,135		105,658	0
	0	358,398	0	22,778	0	358,398	0
<u>Recreationcasting</u>							
11400 Expenses Relating to Television Radio		2,500		7,904		2,500	0
11402 SBS TV Digital Service Subsidy Received	21,650		19,650		19,650		2,000
	21,650	2,500	19,650	7,904	19,650	2,500	2,000
<u>Libraries</u>							
11500 Training Libraries		1,500		0		1,500	0
11501 Postage & Freight Libraries		1,000		70		1,000	0
11502 Printing Libraries		500		0		500	0
11503 AMLIB Fees Libraries		1,500		0		1,500	0
11505 Books & Programs Libraries		500		195		500	0
11599 Admin Allocated Libraries		10,566		1,314		10,566	0
	0	15,566	0	1,488	0	15,566	0
<u>Heritage & Culture</u>							
11600 Heritage Consultants Costs		2,500		0		2,500	0
11601 Heritage Utilities Costs		0		0		0	0
11602 Niagara Dam Review		0		0		0	0
11603 Old Post Office Maintenance		1,500		1,102		1,500	0
11605 Old Butcher Shop Maintenance		2,500		0		2,500	0
11606 Museum Shed Maintenance		2,500		0		2,500	0
11608 Art & Culture Initiatives		5,000		0		5,000	0
11618 CLGF Grants - Other Culture	0		0		0		0
11619 Lottery West Grants- Other Culture	0		0		0		0
	0	14,000	0	1,102	0	14,000	0
<u>Museum</u>							
11701 Anzac War Memorial Maintenance		3,200		0		3,200	0
11702 Anzac War Memorial Utilities		300		35		300	0
11703 Anzac War Memorial Events		1,500		0		1,500	0
11799 Anzac War Memorial Grant	50,000		0		50,000		0
	50,000	5,000	0	35	50,000	5,000	0
11 TOTAL RECREATION & CULTURE	72,125	430,482	19,824	33,307	69,624	430,482	

TRANSPORT						
Maintenance Streets, Roads, Bridges, Depots						
12102 Contract Grading	200,000		0		200,000	0
12115 ROMAN II Subscription	7,000		8,028		7,000	0
12103 Fuel for Reale	0		0		0	0
12107 Drainage Construction	0		0		0	0
12111 Town Dam Menzies	10,000		118		10,000	0
12200 Maintenance - Muni Fund Roads - Jobs	550,000		57,638		550,000	0
12201 Maintenance - Depot	22,000		151		22,000	0
12202 Maintenance - Footpaths & Kerbs	40,000		0		40,000	0
12203 Ablution Blocks Removal	0		0		0	0
12204 Town Streets Clean Up & Sweeping	25,000		34		25,000	0
12205 Bashing - Town Streets	10,000		34		10,000	0
12207 Main Street Development - non capital	15,000		0		15,000	0
12208 Insulation for Records Sea Container	4,000		0		4,000	0
12209 Street Lighting	7,200		703		7,200	0
12210 Street Furniture	10,000		48		10,000	0
12211 Street Trees Gardens & Watering	10,000		570		10,000	0
12212 Sundry Tools & Materials	20,000		2,094		20,000	0
12213 Maintenance - Sewer Ponds	5,000		0		5,000	0
12214 Rehabilitation of Gravel & Sand Pit (s)	30,000		0		30,000	0
12216 Road Repairs Flood & Storm Damage MUNI	4,000		2,580		4,000	0
12220 Fuel Sales	50		0		50	0
12221 Income Relating to Streets, Roads, Bridges &	0		0		0	0
12223 Roadside Furniture and Signage	5,000		110		5,000	0
12224 Misc Permit Fees	900		0		900	0
12226 Grant - MRWA Direct Grant	148,800		161,700		148,800	0
12227 Grant - MRWA Subsidies	1,200		0		1,200	0
12230 Grant - Roadwise	0		0		0	0
12222 Bluesteel Grants - Dual Use Paths	0		0		0	0
12225 Grant - MRWA Projects - Evansdale Menzies	360,009		0		360,009	0
12228 Grant - Roads to Recovery	659,000		0		659,000	0
12232 Grant - RRG	390,000		0		390,000	0
12236 Grant - MRWA Blackspot	147,254		58,902		147,254	0
12237 Grant - WALGGC Local Roads	0		0		0	0
12238 Grant - Other: TJM Access Indigenous Access	0		61,200		0	0
12242 WANDRRA Flood Damage Grant	2,568,610		0		2,568,610	0
12215 WANDRRA Repairs - Floods Storms etc.	2,214,867		313,631		2,214,867	0
12277 Loss on Sale of Asset	50,000		0		50,000	0
12278 Profit on Sale of Asset - Transport	0		0		0	0
12288 Depreciation Transport	2,626,662		776,579		2,626,662	0 Depn Non cash admin account
12289 Admin Allocated - Transport	279,989		34,809		279,989	0 Non cash admin account
	4,275,823	6,146,718	281,962	1,228,024	4,275,823	6,146,718
12640 Menzies Airstrip Maintenance	5,000		0		5,000	0
12641 Koolyine Airstrip Maintenance	0		0		0	0
	5,000	0	0	0	5,000	0
12 TOTAL TRANSPORT	4,275,823	6,150,718	281,962	1,228,024	4,275,823	6,150,718

SCHEDULE 13 ECONOMIC SERVICES						
Rural Services						
13100 Expenses Relating to Rural Services & Pest Control	50		0		50	0
13101 Income Relating to Rural Services	0		0		0	0
	50	0	0	0	50	0
Tourism & Area Promotion						
13241 Events - Cyclesic	85,000		18,000		85,000	0
13242 Events - Menzies Awareness Day	5,000		0		5,000	0
13243 Events - Holiday Programs	30,000		0		30,000	0
13244 Events - Community	10,000		0		10,000	0
13250 Promotional Materials Advertising & Marketing Costs	6,000		902		6,000	0
13251 Goldfields Network Tourism Expenses	37,500		38,600		37,500	0
13252 Golden Quest Vehicle Lease	7,500		902		7,500	0
13253 Old Butcher Shop Utilities and Insurance	250		35		250	0
13254 Koolyine Info Bay & Townsails	2,050		0		2,050	0
13256 Koolyine Walk Trail	350		0		350	0
13258 Warring Tourist Facility	1,800		1,219		1,800	0
13257 Lake Ballard	22,800		4,539		22,800	0
13258 Niagara Dam	20,500		5,304		20,500	0
13259 Goongarrie Cottages	50,000		0		50,000	0
13280 Tourism Signage	1,000		0		1,000	0
13281 Lady Shenton Maintenance	15,000		669		15,000	0
13282 Tourism Advertising	5,000		0		5,000	0
13271 Grants - Tourism	0		0		0	0
13272 Tourism Reimbursements	500		0		500	0
13273 Tourism Lease Income	5,500		0		5,500	0
13275 Tourism Other Income	120		0		120	0
13288 Depreciation - Tourism and Area Promotion	84,692		13,188		84,692	0 Depn Non cash admin account
13299 Admin Allocated- Tourism and Area Promotion	211,313		26,271		211,313	0 Non cash admin account
	6,120	575,756	0	167,906	6,120	575,756
Building Control						
13300 Building Surveyor Costs	15,000		1,027		15,000	0
13301 Building Licence Fees	4,500		454		4,500	0
13310 Other Expenses Relating to Building Control	1,500		3,988		1,500	0 BCITF 14/15
13399 Admin Allocation - Building	52,829		8,588		52,829	0 Non cash admin account
	4,500	69,326	454	11,592	4,500	69,326

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<u>Tjuntjuntjara</u>							
13400 Tjuntjuntjara Sculpture Course		15,000		0		15,000	0
13404 Tjuntjuntjara Consultants		14,600		0		14,600	0
13405 Tjuntjuntjara Holiday Program		52,000		189		52,000	0
13406 Tjuntjuntjara Research Costs		0		0		0	0
13407 Tjuntjuntjara Football Carnival		12,000		5,864		12,000	0
13408 Tjuntjuntjara Dog Health Program		4,500		0		4,500	0
13499 Admin Allocation - Tjuntjuntjara		105,656		13,135		105,656	0
	0	203,756	0	19,188	0	203,756	0

Non cash admin account

<u>Nursery</u>							
13501 Nursery Operational Expenses		10,000		0		10,000	0
	0	10,000	0	0	0	10,000	0
13630 Purchase Furniture & Equipment - Other Economic Services		0		0		0	0
	0	0	0	0	0	0	0

<u>CRC</u>							
13701 Community Development Manager		0		15,612		0	0
13702 CRC Salaries & Wages		158,503		32,410		158,503	0
13703 CRC Insurances		6,000		0		6,000	0
13704 CRC Maintenance		6,000		365		6,000	0
13705 CRC Travel Expenses		500		0		500	0
13706 CRC Postage & Freight		500		0		500	0
13707 CRC Print & Stationary		8,000		217		8,000	0
13708 CRC Other admin expenses		500		515		500	0
13709 CRC Membership Fees		1,000		0		1,000	0
13710 CRC Computing Costs		6,500		164		6,500	0
13711 CRC Furniture NON Capital		5,000		862		5,000	0
13712 CRC Uniforms		500		0		500	0
13713 CRC Telephone Card Purchases		5,000		7,244		5,000	0
13714 CRC Cost of Goods For Re-sale		17,000		1,967		17,000	0
13715 CRC Marketing & Promotion		6,000		283		6,000	0
13716 CRC Utilities		6,400		831		6,400	0
13717 CRC Refreshments		400		67		400	0
13718 CRC Cleaning		25,000		0		25,000	0
13719 CRC Training & Conference Expenses		1,500		0		1,500	0
13720 CRC Programs		2,500		0		2,500	0
13721 CRC Reimbursements	1,500		0		1,500		0
13722 CRC superannuation		23,709		3,826		23,709	0
13750 CRC Operating Grant	111,000		28,610		111,000		0
13751 CRC Ali Sales	30,000		6,794		30,000		0
13752 CRC Phone Card Sales	6,000		0		6,000		0
13753 CRC Room Hire	0		0		0		0
13754 Cost of Phone Cards for resale		500		0		500	0
	148,500	279,012	36,406	64,363	148,500	279,012	0

LSL to Retired CDMgr.

<u>Caravan Park</u>							
13801 Caravan Park Grants		0		0		0	0
13802 Caravan Park Income from Charges	49,000		13,366		49,000		0
13803 Caravan Park Income from Washer & Dryers	1,500		799		1,500		0
13810 Caravan Park Salaries & Wages		64,676		13,014		64,676	0
13811 Caravan Park Maintenance		15,784		2,758		15,784	0
13812 Caravan Park Landscaping and Gardening		28,667		3,090		28,667	0
13813 Caravan Park Other Costs		2,647		1,356		2,647	0
13814 Caravan Park Insurance		2,270		0		2,270	0
13815 Caravan Park Utilities		21,475		5,494		21,475	0
13816 Caravan Park Superannuation		1,481		828		1,481	0
	50,500	137,020	14,165	26,838	50,500	137,020	0
13 TOTAL ECONOMIC SERVICES	209,820	1,274,921	50,023	229,279	209,820	1,274,921	0

SCHEDULE 14 OTHER PROPERTY AND SERVICES							
Private Works							
14100 Private Works Expenses		5,000		753		5,000	0
14101 Private Works Income	5,000		558		5,000		0
	5,000	5,000	558	753	5,000	5,000	0
Public Works Overheads							
14200 Supervision Wages - Public Works Overheads		353,721		39,808		353,721	0 allocations see 14800
14201 Superannuation - Public Works Overheads		90,985		14,893		90,985	0
14202 Reimbursements PWOH		950		0		950	0
14203 Leave Annual - Public Works Overheads		7,938		963		7,938	0
14204 Leave Personal - Public Works Overheads		4,493		0		4,493	0
14205 Long Service Leave - Public Works Overheads		0		0		0	0
14206 Public Holidays - Public Works Overheads		1,619		0		1,619	0
14207 Leave Accruals - Public Works Overheads		119,940		0		119,940	0
14208 Allowances - Public Works Overheads		19,064		0		19,064	0
14209 Protective Clothing & PPE - Public Works Overheads		2,500		3,408		2,500	0
14210 Training & Conferences - Public Works Overheads		22,700		1,958		22,700	0
14211 Recruitment Costs - Public Works Overheads		2,400		1,135		2,400	0
14212 Meeting Expenses - Public Works Overheads		2,250		53		2,250	0
14213 Workers Comp - Public Works Overheads		0		0		0	0
14214 Depot Insurance - Public Works Overheads		3,800		0		3,800	0
14215 Other Exps - Public Works Overheads		1,495		64		1,495	0
14216 Staff Housing Allocated - Public Works Overheads		24,493		0		24,493	0
14217 Depot Mice (to be allocated as PWOH)		2,401		0		2,401	0
14218 MWS vehicle exps		717		9		717	0
14219 Telephone - Public Works Overheads		7,630		903		7,630	0
14220 Utilities - Public Works Overheads		1,000		0		1,000	0
14221 PWOH Allocated to Works and Services		(1,115,022)		(203,471)		(1,115,022)	0 Non cash admin account
14225 Depn - Public Works Overheads		14,353		828		14,353	0 Depn Non cash admin account
14228 Depot Operational & Misc Tasks - Labour Costs		7,948		4,104		7,948	0
14299 Admin Allocated to Works - Public Works Overheads		422,625		52,542		422,625	0 Non cash admin account
	0	0	0	(82,804)	0	0	0 auto allocated by System

Plant Operations							
14301 Mech's Wages - Internal Repairs to P&E		119,851		42,187		119,851	0 new acct for clarity in GL postings
14302 Other Plant Costs		25,574		335		25,574	0
14303 Fuel & Oils - Plant Operations		176,295		33,980		176,295	0
14304 Tyres and Tubes - Plant Operations		25,301		5,955		25,301	0
14305 Parts & Repairs - Plant Operations		201,828		23,162		201,828	0
14307 Vehicle Registrations & Insurance - Plant Operations		22,291		0		22,291	0
14308 Plant Operations Reimbursements	18,500		0		18,500		0
14309 Less Plant Costs Allocated		(1,016,797)		(163,145)		(1,016,797)	0 Non cash admin account
14370 Loss on Asset Sale		0		0		0	0 Non cash admin account
14386 Depreciation - Plant Operations		297,737		58,290		297,737	0 Depn Non cash admin account
14399 Admin Allocated - Plant Operations		147,919		18,390		147,919	0 Non cash admin account
	18,500	(1)	0	18,163	18,500	(1)	0 auto allocated by System

Confirmed Minutes
Ordinary Council Meeting 24 September 2015

Administration							
14501 Admin Memberships		1,800		1,745		1,745	145
14502 Clearing acct - Social Club Contributions	C		330		0		0
14507 Employee Contributions - Sal. Sac. Superannuation		0		0		0	0
14508 Allowances		15,897		61		15,897	C
14509 Records Mgt Costs		9,352		424		9,352	C
14510 Admin Salaries & Wages		948,826		208,519		948,826	0
14511 Superannuation		101,844		15,308		101,844	0
14512 Reimbursements	17,700		159,517		17,700	0	0
14513 Other Admin Costs		7,985		1,157		7,985	C
14514 Admin FBT		21,524		7,691		21,524	0
14515 Audit Fees		38,385		0		38,385	0
14516 Admin Travel Costs		2,345		28		2,345	C
14518 Admin Uniforms		3,577		71		3,577	0
14519 Housing Allowance		7,123		0		7,123	0
14524 Admin Other Employee Costs		435		0		435	0
14525 Leave Accrual		137,020		0		137,020	C Non cash admin account
14526 Workers Compensation Premiums		45,588		0		45,588	C
14527 Professional Development Study - Administration		12,000		0		12,000	C
14530 Recruitment Costs		5,000		11,656		5,000	0
14532 Recruitment Relocation		10,000		2,864		10,000	0
14533 Legal Fees		7,500		3,779		7,500	0
14534 Fair Value Valuations & Revaluations		23,000		0		23,000	C
14535 Accounting Services		115,000		1,850		115,000	C
14536 Contractors & Consultants		115,000		3,037		115,000	0
14537 Admin Printing & Stationery		33,080		9,327		33,080	C
14538 Bank Charges		3,936		152		3,936	0
14539 Insurance		72,853		80,618		72,853	0
14540 Internet		12,947		0		12,947	C
14541 Utilities		30,993		4,075		30,993	0
14542 Phones / Mobiles		16,716		2,540		16,716	0
14544 Computing Costs & Support - Administration		85,307		20,268		85,307	0
14548 Training Expenses - Administration		2,357		0		2,357	0
14555 Postage & Freight - General Administration		2,136		173		2,136	0
14557 Meeting Costs - Administration		1,300		0		1,000	C
14558 Advertising - Administration		2,500		0		2,500	C
14559 Newspapers & Periodicals		1,000		146		1,000	C
14560 Admin Vehicle Expenses		28,500		6,677		28,500	0
14561 Office Maintenance		70,000		6,407		70,000	0
14562 Staff Housing Expense - Administration		45,000		0		45,000	0
14573 Purchase Plant & Equip - Administration		10,000		0		10,000	0
14574 Purchase Furniture & Equipment Administration		10,000		235		10,000	0
14588 Depn Admin		56,200		17,860		56,200	C Depn Non cash admin account
14599 Administration Costs Allocated to Other Programs		(2,113,126)		(249,151)		-2,113,126	0 Non cash admin account
	17,700	0	159,847	159,517	17,700	145	145 auto allocated by System

Salaries & Wages							
14600 Gross Salaries & Wages		1,852,877		377,829		1,852,877	0
14601 Workers Compensation Paid		0		0		0	C
14602 Workers Compensation Received	0		0		0	0	0
14603 Less Sal & Wages Allocated		(1,852,877)		(377,829)		(1,852,877)	0
14699 Admin Allocated to Salaries & Wages		0		0		0	0 Non cash admin account
	0	0	0	0	0	0	0
Unclassified							
14700 Expenses Relating to Unclassified		0		0		0	0
14701 Income Relating to Unclassified	C		0		0		0
	0	0	0	0	0	0	0
Town Planning							
14800 Expenses Relating to Town Planning Schemes		0		0		0	0
14801 Income Relating to Town Planning Schemes	0		0		0		0
	0	0	0	0	0	0	0
14 TOTAL OTHER PROPERTY AND SERVICE	41,200	4,999	160,403	98,619	41,200	5,144	

Totals	8,842,683	9,479,793	3,867,704	1,833,574	8,873,284	9,479,938
Operating (Surplus) / Deficit	637,210	(2,034,130)	606,685			
2015-16		YTD (Surplus) / Deficit	Projected (Surplus) / Deficit			

SHIRE OF MENZIES CAPITAL TRANSACTIONS									
GL NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		ACTUAL TO 31/03/2015		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
Capital Grants									
11799	Arzoo War Memorial Grant	50,000		0		50,000		0	Possibly 15/16
12222	Blackswet Grants - Dual Use Paths	0		0		0		0	Not awarded
12225	Grant - MRWA Projects - Evanstone Mar	360,009		0		360,009		0	
12228	Grant - Roads to Recovery	659,000		0		659,000		0	
12232	Grant - RRG	390,000		0		390,000		0	
12236	Grant - MRWA Blackspot	147,254		58,902		147,254		0	
12228	Grant - MRWA Direct Grant	148,800		161,700		148,800		0	
12227	Grant - MRWA Subsidies	1,200		0		1,200		0	
12242	WANDRRA Flood Damage Grant	2,568,610		0		2,568,610		0	Timing of MRD payments
		4,324,873	0	220,602	0	4,324,873	0	0	
Capital Expenses									
Land & Buildings									
09192	Installation of Solar Panels New Houses		50,000		0		50,000	0	
09193	Installation Landscaping New Houses		60,000		216		60,000	0	
09194	Installation of Sheds for New Houses		52,653		41,369		52,653	0	
09195	Installation Landscaping - Shenton St Units		20,000		6,862		20,000	0	
09197	CEO House Renewal		25,000		1,252		25,000	0	
11150	Construction Project Shire Hall Toilets		69,667		2,883		69,667	0	
11660	Upgrade of Old Church Menzies		50,000		0		50,000	0	
11651	Stone Restoration & Repairs Historic Buildings		120,000		0		120,000	0	
11652	Minor building renewals		10,000		0		10,000	0	
12120	Depot Extension -Asset Upgrade		150,000		0		150,000	0	
13498	TJIT Capital Items Purchased		10,000		0		10,000	0	
14575	Solar Power Units - GVRCC Project		50,000		800		50,000	0	
14578	Electrical Upgrades to Admin		52,000		0		52,000	0	
14710	Purchase of land lots for town development		20,000		0		20,000	0	
							0		739,220
Furniture & Equipment									
04241	New Locking System		10,000		0		10,000	0	
04242	Admin Phone System Upgrade		10,000		0		10,000	0	
04243	Replacement Conference Phone System for Chambers		10,000		0		10,000	0	
09198	dishwashers for the 3 staff houses		3,000		0		3,000	0	
09199	Water Tanks for 4 staff houses		11,500		0		11,500	0	
							0		44,500
Infrastructure Other									
05501	New Pound		10,000		0		10,000	0	
10205	Waste Refuse Site Renewal Project		85,000		0		85,000	0	
11350	Aunty Nelly Water Reclaim Project		120,000		0		120,000	0	
11351	Play Ground Equipre Upgrade Project		30,000		0		30,000	0	
13270	Tourism Signage & events Board		15,000		0		15,000	0	
13280	Town Street Trees Planting & Care Program		50,000		0		50,000	0	
13620	Caravan Park Landscaping Project		30,000		0		30,000	0	
									320,000
Infrastructure Roads									
12101	Road Construction CRSF - Jobs		360,009		21,956		131,739	-228,270	
CR0902	\$21,956.40								Evanstone Menzies Rd CRSF
12105	Blackspot funding Construction				0				
CR0916	\$0.00		143,190				143,190	0	Evanstone Menzies Rd DST
CR0914	\$0.00		77,891				77,891	0	Menzies HW Rd DST
									0
12106	Road Construction Muni - Jobs				76,276				
CR0907	\$0.00		369,000				350,000	0	Menzies HW Rd MUM
CR0907	\$0.00		241,000				241,000	0	Menzies HW Rd MUM 14/15
CR0909	\$0.00		60,302				60,302	0	TJIT Rd MUM 14/15
CR0919	\$0.00		203,919				203,919	0	State Street MUM
CR0911	\$0.00		31,000				31,000	0	Conale Bus Rd MUM
CR0918	\$0.00		205,033				205,033	0	Kookynie rd MUM
CR0903	\$0.00		78,425				78,425	0	Kangalong St MUM
12109	Road Construction RRG - Jobs				202,296				
CR0904	\$0.00		198,000				150,000	0	Evanstone Menzies Rd RRG
CR0905	\$0.00		135,000				135,000	0	Yarri Rd RRG
CR0913	\$0.00		309,000				300,000	0	Menzies HW Rd RRG
12110	Shire House - Crossover Construction		152,012		0		0	-152,012	
12104	Roads to Recovery Construction -Jobs				262,492				
CR0901	\$0.00		659,000				659,000	0	Menzies HW Rd R2R
CR0912	\$0.00		50,000				50,000	0	Conale See RdR2R
12108	Footpath Construction		93,648		8,409		93,648	0	
12112	Bicycle Path Construction		96,000		0		96,000	0	
									3,385,229
Plant & Equipment									
12311	Purchase Vibrating Roller		219,100		0		219,100	0	
12312	Purchase Small Tipper		80,800		0		80,800	0	
12313	Purchase Rubbish Truck		191,500		0		191,500	0	
12314	Purchase Pedestrian Roller		11,500		0		11,500	0	
12315	Purchase Jacking Beam for Hoist		29,000		0		29,000	0	
12310	Minor Plant Purchases		4,300		0		4,300	0	
12308	Mice. Grader Accommodation		90,500		0		90,500	0	
14577	CEOs Vehicle Replacement		70,000		0		70,000	0	
		0	5,186,849	0	824,813	0	4,896,367	-380,282	699,700

OVERVIEW 2015 / 2016

	BUDGET	31/08/2015	PROJECTED to The EOFY
EXPENDITURE			
Total Operating Expenditure	9,479,793	1,833,574	9,479,938
Total Capital Expenditure	5,186,849	624,813	4,806,367
	<u>14,666,442</u>	<u>2,458,388</u>	<u>14,286,305</u>
LESS			
Depreciation	3,270,269	892,435	3,271,212
	<u>11,396,173</u>	<u>1,565,952</u>	<u>11,015,093</u>
PLUS			
Transfer to Reserves	90,000 Interest rec	0 Interest rec	90,000 Interest rec
	<u>1,581,856</u>		
TOTAL CASH EXPENDITURE	<u>13,068,029</u>	<u>1,565,952</u>	<u>11,105,093</u>
INCOME			
Balance B/F	4,225,446	4,225,446	4,225,446
Total Operating Revenue excluding Rates	1,729,629	819,855	1,727,483
Rates Revenue	2,788,081	2,827,247	2,820,898
Proceeds from Sale of assets	0	0	0
NON operating Capital Revenue	4,324,873	220,802	4,324,873
	<u>13,068,029</u>	<u>8,093,150</u>	<u>13,098,700</u>
PLUS			
Transfer from Reserves	0	0	0
TOTAL CASH EXPENDITURE	<u>13,068,029</u>	<u>8,093,150</u>	<u>13,098,700</u>
(Surplus) /Deficit	<u>0</u>	<u>(8,527,188)</u>	<u>(1,993,606)</u>

SUMMARY

	Revised BUDGET	YTD	PREDICTED PA
Operating Expenditure	9,479,793	1,833,574	9,479,938
Capital Expenditure	5,186,849	624,813	4,806,367
SUB	<u>14,666,442</u>	<u>2,458,388</u>	<u>14,286,305</u>
Operating Revenue	(4,517,710)	(3,847,102)	(4,548,381)
Sale of asset	0	0	29,000
Capital Revenue	(4,324,873)	(220,802)	(4,324,873)
SUB	<u>(8,842,583)</u>	<u>(3,967,704)</u>	<u>(8,844,254)</u>
(Surplus) /Deficit	<u>5,823,859</u>	<u>(1,409,316)</u>	<u>5,442,052</u>
Transfer to Reserves	1,671,856	0	90,000
Transfer from Reserves	0	0	0
Add back DEPN	(3,270,269)	(892,435)	(3,271,212)
Surplus B/F	(4,225,446)	(4,225,446)	(4,225,446)
Cash and Cash Equivalents	<u>0</u>	<u>(8,527,188)</u>	<u>(1,994,606)</u>

12.2 FINANCE AND ADMINISTRATION BUSINESS

12.2.2 LISTING OF PAYMENTS MADE IN AUGUST 2015

SUBMISSION TO:	Ordinary Meeting of Council, 24 September 2015
LOCATION	Shire of Menzies
APPLICANT:	N/A
FILE REF:	ADM017
DISCLOSURE OF INTEREST:	None
DATE:	15 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

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

SUMMARY:

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

BACKGROUND:

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

COMMENT:

Payments made in July 2015 include cheques numbered 10289 to 10314 and direct transactions totalling \$672,972.51. The list of payments is submitted to each member of the Council on Thursday 27 August 2015.

CONSULTATION: Nil

STATUTORY ENVIRONMENT:

Local Government Act 1995

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

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for payment

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

14.3.5 Sustainable Resource Management

Ensure resources are managed effectively

Prepare timely accurate reports on the Shire's activities, budgets, plans and performance

VOTING REQUIREMENTS:
Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0867

Moved: Cr J Dywer

Seconded: Cr J Lee

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations, 1996 the payment of accounts for the month of August, be noted.

10:47am

CARRIED 5/0

SHIRE OF MENZIES					
LIST OF PAYMENTS AUGUST 2015					
Ref No.	Cheque /EFT No	Date	Name	Invoice Description	Amount
1		28/08/2015	NAB	Fees and Charges	\$54.74
2		31/08/2015	NAB	Fees and Charges	\$56.00
3	EFT570	04/08/2015	S R W Sheds & Rigging	Supply & erect 3 x suburban & 1 country classic garages	\$43,562.00
4	EFT571	04/08/2015	WA Local Govt Association	Annual Subscription 1/7/15-30/6/2016	\$8,114.35
5	EFT572	04/08/2015	Aquarius Technologies Pty Ltd	Roman II Subscripion 2015-/16	\$6,830.86
6	EFT573	04/08/2015	Construction Training Fund (B C I T F)	Sim card & annual contract for WEB	\$198.00
7	EFT574	04/08/2015	Beaurepairs	Levy Collection Fees	\$4,386.72
8	EFT575	04/08/2015	Bergies	Tyres	\$1,073.24
9	EFT576	04/08/2015	Blackwoods	24.12ton Screened Gravel	\$1,432.73
10	EFT577	04/08/2015	BOC limited	Beacon, cable blk & red , grease gun	\$382.80
11	EFT578	04/08/2015	Built By Geoff Fencing	Oxygen Indust E Size	\$214.10
12	EFT579	04/08/2015	Bunnings	Supply 1500mm high gate	\$553.30
13	EFT580	04/08/2015	Cabcharge Australia Limited	Door int ext Flush Solid	\$94.39
14	EFT581	04/08/2015	Coates Hire	Taxi Fare - Ray Pepper	\$19.20
15	EFT582	04/08/2015	Conway Highbury	Hire Pump & Pump hose	\$4,832.14
16	EFT583	04/08/2015	Courier Australia	Local laws Stage 2 , DLG survey , DAIP -2015 Progress report	\$1,457.50
17	EFT584	04/08/2015	Cybersecure	Freight	\$1,656.44
18	EFT585	04/08/2015	Daimler Trucks Perth	Back up June 2015	\$129.00
19	EFT586	04/08/2015	Debbie Pianto	Base Module	\$3,724.56
20	EFT587	04/08/2015	Eagle Petroleum (W.A) Pty Ltd	Reimburse items for Admin & 12a Walsh	\$115.40
21	EFT588	04/08/2015	Exteria Street & Park Outfitters	Bulk Fuel	\$11,100.98
22	EFT589	04/08/2015	FitzGerald Strategies	Driftwood 240L Bins	\$18,084.00
23	EFT590	04/08/2015	Goldline Distributors	\$1500 allowance to cover cost of demobilisation	\$1,500.00
24	EFT591	04/08/2015	Goldfields Institute Of Technology	Cleaning product, milk & sugar	\$552.23
25	EFT592	04/08/2015	Heatley's safety and industrial	MEM30205 Certificate III in engineering-mechanical trade	\$605.05
26	EFT593	04/08/2015	Menzies Hotel	Dylan Maynard	\$2,723.92
27	EFT594	04/08/2015	Itv/ision	Uniforms Outside Staff and Works Supervisor	\$678.00
28	EFT595	04/08/2015	local government managers Australia	Gas Bottles	\$17,881.60
29	EFT596	04/08/2015	LMW Hegney	Renew Lic Fees 30/6/2015	\$1,920.00
30	EFT597	04/08/2015	shire of Menzies social club	2015-2016 Council Corporate Membership	\$2,200.00
31	EFT598	04/08/2015	Netlogic Information Technology	Valuation Report Lot 301 & 302 Brown St Menzies	\$370.00
32	EFT599	04/08/2015	Titan Australia Pty Ltd	Social Club Contributions July 15	\$262.50
33	EFT600	04/08/2015	Oborn Mining And Electrical Consultants	Remote consulting - Amlib login Bev, Set up old MCD PC, Set up Cisco as WAP in Chambers	\$5,874.00
34	EFT601	04/08/2015	Office National	Tyres for Mack Truck, Mercedes Truck and Tri-axle Dolley	\$825.00
35	EFT602	04/08/2015	Onsite Rental Group	Replace security lights & lights in Admin Office	\$2,149.37
36	EFT603	04/08/2015	Peter Twigg	2 x workstations Debbie Pianto & Carol McAllan & 1 full door stationery cupboard Reception	\$2,399.38
37	EFT604	04/08/2015	SNAP	Hire of Multi Tyre Roller RETURNED	\$1,091.08
38	EFT605	04/08/2015	Snap Kalgoorlie	Meeting fees June 2015	\$1,356.00
39	EFT606	04/08/2015	Squire Patton Boggs	Caravan Park Receipt Books	\$517.27
40	EFT607	04/08/2015	Truck Centre (WA) PTY.LTD	2 x Maps printed in full colour	\$1,823.21
41	EFT608	04/08/2015	Moore Stephens	Native Title Watching Brief: Badimia	\$395.67
42	EFT609	04/08/2015	WesTrac Pty Ltd	Shock absorber & wiper blades	\$1,045.00
43	EFT610	10/08/2015	Peter Crawford	Accounting services June 2015	\$456.19
44	EFT611	10/08/2015	Debbie Pianto	Various parts	\$400.00
45	EFT612	10/08/2015	Rikki Golding	Refund of Pet Bond \$200.00 & Housing Bond \$200.00	\$200.00
46	EFT613	12/08/2015	WA Local Govt Association	Refund of Pet Bond \$200.00	\$700.00
47	EFT614	12/08/2015	Air Liquide WA Pty Ltd	Refund of Pet Bond \$200.00 & Housing Bond \$500.00	\$4,500.00
48	EFT615	12/08/2015	Australian Taxation Office	Council Connect Subscription 1/7/15-30/6/16	\$74.54
49	EFT616	12/08/2015	Blackwoods	Monthly rental on cylinders	\$46,505.00
50	EFT617	12/08/2015	BOC limited	July 2015 IAS	\$3,049.20
51	EFT618	12/08/2015	Brad Pepper	Asphalt Mix cold	\$54.30
52	EFT619	12/08/2015	Cardie International Fireworks Pty Ltd	Various items	\$35,392.50
53	EFT620	12/08/2015	Castledex	Grader hire 7/7-4/8/2015 Flood Damage	\$19,800.00
54	EFT621	12/08/2015	Courier Australia	Fireworks for Cyclastic 2015	\$383.01
55	EFT622	12/08/2015	Cybersecure	Expanding files	\$1,405.01
56	EFT623	12/08/2015	Daimler Trucks Perth	Freight	\$129.00
57	EFT624	12/08/2015	D & B Solutions	Back up service July 2015	\$4,617.92
58	EFT625	12/08/2015	Debbie Pianto	Various parts	\$4,156.60
59	EFT626	12/08/2015	Greg Cr Dwyer	Solicitors Fees Carnegie Gold	\$47.81
60	EFT627	12/08/2015	Jillian Dwyer	Snacks for Mike Fitzgerald's farewell	\$3,832.53
61	EFT628	12/08/2015	Eagle Petroleum (W.A) Pty Ltd	Meeting fees July 2015	\$872.50
62	EFT629	12/08/2015	Forman bros	Meeting fees July 2015	\$8,797.59
63	EFT630	12/08/2015	Goldline Distributors	Bulk Diesel 6500lts	\$3,636.25
64	EFT631	12/08/2015	Goldfields Locksmiths	Pump out Niagara Dam, Lake Ballard, Caravan Park	\$415.71
65	EFT632	12/08/2015	Goldfields Tourism Network Assoc Inc	Refreshments	\$706.10
66	EFT633	12/08/2015	Goldfields Truck Power	Change barrels, supply new keys	\$40,150.00
67	EFT634	12/08/2015	Tucker, Ian Cr	2015-2016 Contribution to Goldfields Tourism Network	\$1,819.40
68	EFT635	12/08/2015	Jamie Mazza	Mudflap & kit tri axle	\$872.50
69	EFT636	12/08/2015	JR & A Hersey	Meeting fees July 2015	\$872.50
				Amber beacon	\$866.80

SHIRE OF MENZIES					
LIST OF PAYMENTS AUGUST 2015					
Ref No.	Cheque /EFT No	Date	Name	Invoice Description	Amount
70	EFT637	12/08/2015	Breakaway C/O Key Factors	Dozer Hire 19/7-28/7/2015 Flood Damage	\$73,101.05
71	EFT638	12/08/2015	Kooda Contracting Pty Ltd	Plant Hire 1/7-31/7/2015 Flood Damage	\$107,728.50
72	EFT639	12/08/2015	Landgate	Mining Tenements chargeable schedule NO M2015/7	\$1,005.00
73	EFT640	12/08/2015	Justin Lee	Meeting fees July 2015	\$872.50
74	EFT641	12/08/2015	Marketforce	Advertising CEO	\$2,790.45
75	EFT642	12/08/2015	Netlogic Information Technology	Preparation & lodgement June 2015 BAS	\$720.00
76	EFT643	12/08/2015	Titan Australia Pty Ltd	Techking tyres	\$876.50
77	EFT644	12/08/2015	Office National	Stationery	\$371.39
78	EFT645	12/08/2015	Peter Twigg	Meeting fees July 2015	\$1,091.08
79	EFT646	12/08/2015	Save Energy Aus Pty Ltd	Solar powered floodlighting for Water Park	\$8,085.00
80	EFT647	12/08/2015	Statewest Group	Alternator	\$408.84
81	EFT648	12/08/2015	Moore Stephens	Preparation & lodgement June 2015 BAS	\$990.00
82	EFT649	12/08/2015	WesTrac Pty Ltd	Filters	\$1,857.10
83	EFT650	31/08/2015	WA Local Govt Association	WALG Convention	\$2,400.01
84	EFT651	31/08/2015	Bunnings	Plants for landscaping	\$1,164.26
85	EFT652	31/08/2015	Cabcharge Australia Limited	Account keeping fees July 2015	\$6.00
86	EFT653	31/08/2015	C Direct	Pre paid Telstra mobile phone cards	\$3,744.00
87	EFT654	31/08/2015	Courier Australia	Freight	\$943.59
88	EFT655	31/08/2015	Cutting Edges Equipment Parts	Nuts, bolts & washers	\$489.08
89	EFT656	31/08/2015	Department Of The Premier And Cabinet State Law Publisher	Government Gazette Advertising	\$142.50
90	EFT657	31/08/2015	Pascoe Durtanovich	\$1500.00 Allowance to cover cost of Mobilisation	\$1,978.05
91	EFT658	31/08/2015	Jillian Dwyer	Monthly meeting fees August 15	\$1,132.10
92	EFT659	31/08/2015	Eagle Petroleum (W.A) Pty Ltd	Grease, add blue & oil	\$902.00
93	EFT660	31/08/2015	Eastern Hills Saws & Mowers	Clamp & Fuel hose	\$54.60
94	EFT661	31/08/2015	Fire And Emergency Services Authority	2015/16 ESL Quarter 1	\$12,396.60
95	EFT662	31/08/2015	Flex Industries	Various parts	\$1,216.97
96	EFT663	31/08/2015	Forman Bros	Pump out Niagara Dam, Lake Ballard, Menzies Townsite	\$1,972.30
97	EFT664	31/08/2015	Goldline Distributors	Refreshments	\$73.45
98	EFT665	31/08/2015	Goldfields Toyota	Battery Transmitter	\$17.27
99	EFT666	31/08/2015	Hitachi	Steer Cushion	\$379.19
100	EFT667	31/08/2015	Menzies Hotel	Papers	\$88.50
101	EFT668	31/08/2015	Tucker, Ian Cr	Monthly meeting fees August 15	\$872.50
102	EFT669	31/08/2015	IT Vision	Rates Modelling 2015/16	\$1,883.20
103	EFT670	31/08/2015	Jason Signmakers	Signs	\$191.40
104	EFT671	31/08/2015	Jamie Mazza	Monthly meeting fees August 15	\$872.50
105	EFT672	31/08/2015	Kal Tel Co Services	Service call out	\$335.00
106	EFT673	31/08/2015	Breakaway C/O Key Factors	Dozer Hire 7/8 - 12/8/2015 Flood Damage	\$22,634.70
107	EFT674	31/08/2015	K-Mac Powerheads Pty Ltd	PE Cell	\$188.65
108	EFT675	31/08/2015	Landgate	Consolidated Mining Tenement Roll	\$1,206.85
109	EFT676	31/08/2015	Justin Lee	Monthly meeting fees August 15	\$872.50
110	EFT677	31/08/2015	Local Health Authorities Analytical Committee	Analytical Services	\$385.00
111	EFT678	31/08/2015	Macarthur Minerals	Meals, accommodation, water 4 people 27/7-31/7/2015	\$2,200.00
112	EFT679	31/08/2015	Netlogic Information Technology	Remote consulting Trend WFB	\$1,200.00
113	EFT680	31/08/2015	Obom Mining And Electrical Consultants	Caravan Park bollards	\$770.00
114	EFT681	31/08/2015	Office National	Monthly Service charge	\$541.37
115	EFT682	31/08/2015	Paupiyala Tjarutja Aboriginal Council	Desert Hawk Trip April 2015	\$6,658.29
116	EFT683	31/08/2015	Stephen Rowling	Reimbursement for attending interview for CEO	\$1,556.93
117	EFT684	31/08/2015	Satellite Television & Radio Australia	50% balance for relocation of DTV & Radio & supply & install FM antenna combiner into new building	\$6,834.30
118	EFT685	31/08/2015	WesTrac Pty Ltd	Various Parts	\$1,496.26
119	DD314.1	04/08/2015	WA Local Govt Superannuation Plan	Payroll deductions	\$5,147.13
120	DD314.2	04/08/2015	Australian Super	Superannuation contributions	\$1,004.89
121	DD314.3	04/08/2015	BT Financial Group Superannuation	Superannuation contributions	\$517.64
122	DD314.4	04/08/2015	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,933.77
123	DD314.5	04/08/2015	Australian Ethical	Superannuation contributions	\$280.92
124	DD319.1	18/08/2015	NAB	Direct Debit M/card Payments - incs \$4084.80 Dept Mines for Caveats	\$6,053.25
125	DD321.1	04/08/2015	Westnet	Auto deduction Aug 2015	\$90.45
126	DD323.1	18/08/2015	WA Local Govt Superannuation Plan	Superannuation contributions	\$6,109.81
127	DD323.2	18/08/2015	Australian Super	Superannuation contributions	\$953.31
128	DD323.3	18/08/2015	BT Financial Group Superannuation	Superannuation contributions	\$519.34
129	DD323.4	18/08/2015	WA Local Govt Superannuation Plan	Payroll deductions	\$6,822.00
130	DD323.5	18/08/2015	Australian Ethical	Superannuation contributions	\$280.91
131	DD325.1	17/08/2015	BOQ Finance	Copier charges July 2015	\$1,617.42
132	DD325.2	17/08/2015	Goldfields Toyota	Direct Debit Vehicle Sub Lease Golden Quest	\$991.90
133	10289	04/08/2015	Western Diagnostic	Perform Drug & Alcohol Tests	\$827.75
134	10290	04/08/2015	Resource Centre Shire Of Menzies	Stamps	\$15.70
135	10291	04/08/2015	Alu Glass	Remove & install etched glass and install polycarbonate	\$4,545.00
136	10292	04/08/2015	Dept Of Transport & Licensing	Registration 1DZJ130	\$228.40
137	10293	04/08/2015	Horizon Power	Lot 886 Shenton 30/4-26/6/2015	\$1,476.01
138	10294	04/08/2015	Local Government Supervisors Association	LGSA registration Glenn Casley	\$1,003.50
139	10295	04/08/2015	Telstra	0488242047	\$109.98
140	10296	04/08/2015	Pacific Brands Workwear	Uniform Carol McAllan	\$80.50
141	10297	04/08/2015	Water Corporation	Stationery	\$133.65

SHIRE OF MENZIES					
LIST OF PAYMENTS AUGUST 2015					
Ref No.	Cheque /EFT No	Date	Name	Invoice Description	Amount
142	10298	12/08/2015	Resource Centre Shire Of Menzies	Stamps	\$18.50
143	10299	12/08/2015	City Of Kalgoorlie - Boulder	GVROC Reimbursements Perth GVROC Dinner	\$286.94
144	10300	12/08/2015	M Hanks	Rates refund for assessment A1132 M40/00294 MINING TENEMENT	\$484.40
145	10301	12/08/2015	Harvey Noman	Dyson Vacuum	\$569.00
146	10302	12/08/2015	Refresh Water	4 x 15 lt Water	\$44.00
147	10303	12/08/2015	R J Young	One months water for road construction	\$450.00
148	10304	12/08/2015	Telstra	3671243388 July 15	\$1,666.28
149	10305	31/08/2015	Resource Centre Shire Of Menzies	Stamps	\$290.20
150	10306	31/08/2015	Australian Nickel Mines NL	Rates refund for assessment A1321 P31/01589 MINING TENEMENT	\$39.98
151	10307	31/08/2015	Harvey Noman	2 x Single Beds & Mattresses	\$1,298.00
152	10308	31/08/2015	J M L Resource Pty Ltd	Rates refund for assessment A4576 E29/00841 MINING TENEMENT	\$17.16
153	10309	31/08/2015	Minerals Investco Pty Ltd	Rates refund for assessment A4867 E77/02114 MINING TENEMENT	\$865.24
154	10310	31/08/2015	Norlisk Nickel Cawse Pty Ltd	Rates refund for assessment A3618 P29/02044 MINING TENEMENT	\$156.16
155	10311	31/08/2015	Teakdale Nominees Pty Ltd	Rates refund for assessment A2744 E29/00597 MINING TENEMENT	\$415.73
156	10312	31/08/2015	Telstra	0488 242 047	\$109.98
157	10313	31/08/2015	Water Corporation	Water Consumption 8/6-5/8/2015	\$1,780.62
158	10314	31/08/2015	Western Resources Pty Ltd	Rates refund for assessment A3595 E29/00701 MINING TENEMENT	\$743.26
					\$672,972.51

12.2 FINANCE & ADMINISTRATION BUSINESS

12.2.3 APPOINTMENT OF THE AUDITOR – AUDIT COMMITTEE RECOMMENDATION

SUBMISSION TO:	Ordinary Meeting of Council, 24 September 2015
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM456
DISCLOSURE OF INTEREST:	None
DATE:	14 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.2.3 Attachment #1 – Unconfirmed Minutes of Audit Committee Meeting 10 September 2015

SUMMARY:

To consider the Audit Committee recommendation for the appointment of the Auditor.

BACKGROUND:

At the Ordinary meeting of Council held Thursday, 30 July 2015, Council resolved to approve the calling of tenders for audit services for the Shire from 1 July 2015 to 30 June 2017.

COMMENT:

Tender 03/15 Audit Services 2015-2017 was advertised in the West Australian Newspaper on Saturday, 15 August 2015 and closed at 4:00pm on Monday, 31 August 2015.

Tenders were received as detailed in the Audit Committee Minutes attached.

CONSULTATION:

Not applicable

STATUTORY ENVIRONMENT:

Local Government Act 1995

Section 7.3 Appointment of auditors

- (1) A local government is to, from time to time whenever such as appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

* Absolute majority required.

- (2) The local government may appoint one or more persons as its auditor.
(3) The local government's auditor is to be a person who is –
(a) a registered company auditor; or
(b) an approved auditor.

POLICY IMPLICATIONS:

Council has no policy in relation to this matter.

FINANCIAL IMPLICATIONS:

Provision for audit services is included in the Budget

STRATEGIC IMPLICATIONS:

14.3 Active Civic Leadership Achieved

14.3.5 Annual external audit results

VOTING REQUIREMENTS:

Absolute majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:	No: 0868
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Moved: Cr Lee

Seconded: Cr J Dwyer

That Council:

1. **Accept the tender from Butler Settineri for the provision of Audit Services for the 2015/2016 and 2016/2017 financial years as recommended by the Audit Committee on 10 September 2015; and**
2. **Appoint Marius Van Der Merwe as Auditor for the Shire of Menzies for the 2015/2016 and 2016/2017 financial years.**

10:48am

CARRIED BY ABSOLUTE MAJORITY 5/0



SHIRE OF MENZIES

MINUTES

**OF THE AUDIT COMMITTEE MEETING
HELD**

Thursday 10 September, 2015

Shire of Menzies

Commencing at 4:31pm

DISCLAIMER

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

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

FINANCIAL INTEREST (EFFECTIVE 1 JULY 1996)

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

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

TERMS OF REFERENCE

Objectives of the Audit Committee

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the Shire's Auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies and overseeing the allocation of the Shire's finances and resources. The Audit Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems and compliance with legislation.

The Audit Committee is to facilitate:

- The enhancement of the credibility and objectivity of external financial reporting;
- Effective management of financial and other risks and the protection of Shire assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- The provision of an effective means of communication between the external auditor, the CEO and the Council.

Powers of the Audit Committee

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the Shire that have not been delegated to the CEO.

The Audit Committee is a formally appointed Committee of Council and is responsible to that body. The Audit Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Audit Committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The Audit Committee will consist of four members with full voting rights and a quorum shall be two members.

The CEO and employees are not members of the Audit Committee.

The CEO and Deputy CEO are to be available to attend meetings to provide advice and guidance to the Audit Committee.

The Shire shall provide secretarial and administrative support to the Audit Committee.

Meetings

The Audit Committee shall meet at least annually. Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each Audit committee meeting shall be presented to the next Ordinary Meeting of Council.

Duties and Responsibilities

The duties and responsibilities of the Audit Committee will be:

- a) Provide guidance and assistance to Council as to the carrying out of the functions of the Shire in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's Auditor;

- c) Develop and recommend to Council:
- A list of those matters to be audited; and
 - The scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as Auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:
- The objectives of the audit;
 - The scope of the audit;
 - A plan of the audit;
 - Details of the remuneration and expenses to be paid to the Auditor; and
 - The method to be used by the Shire to communicate with, and supply information to, the Auditor;
- f) Meet with the Auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the Shire does everything in its power to:
- Assist the Audit to conduct the audit and carry out their other duties under the *Local Government Act 1995*; and
 - Ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the Auditor after receiving a report from the CEO on the matters to:
- Determine if any matters raised require action to be taken by the Shire; and
 - Ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO, any actions taken in respect of any matters raised in the report of the Auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the Auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Audit Committee's Terms of Reference following authorisation from the Council;
- l) Review the annual Compliance Audit Return and report to Council the results of that review; and
- m) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Audit Committee, and report to Council the results of those reviews.

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MINUTES OF AUDIT COMMITTEE MEETING

1. DECLARATION OF OPENING

The Chairperson, Cr Greg Dwyer, declared the meeting open at 4:31pm, welcomed the attendees, and proceeded with the Agenda as planned.

2. ANNOUNCEMENT OF VISITORS

Nil

3. RECORD OF ATTENDANCE

3.1 PRESENT:

Councillors:	Cr G Dwyer	President
	Cr J Mazza	Councillor

Staff:	P Durtanovich	A/CEO
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Observers:	Nil
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3.2 APOLOGIES

Councillors:	Cr I R Tucker	Councillor
	Cr J Lee	Councillor

Staff:	Nil
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4. DECLARATIONS OF INTEREST

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PUBLIC QUESTION TIME

Nil

7. CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY 30 JULY 2015

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COMMITTEE DECISION

Moved: Cr Mazza

Seconded: Cr G Dwyer

That the Minutes of the Audit Committee Meeting held on 30 July 2015 as presented, be adopted.

4:32pm

CARRIED 2/0

8. REPORTS OF COMMITTEES AND OFFICERS

8.1 TENDER 03/15 AUDIT SERVICES 2015-2017

SUBMISSION TO:	Audit Committee Meeting, 10 September 2015
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM456
DISCLOSURE OF INTEREST:	None
DATE:	8 September 2015
SENIOR OFFICER:	Pascoe Durtanovich, Acting Chief Executive Officer
SIGNATURE OF SENIOR OFFICER:	
PREVIOUS MEETING REFERENCE:	Item 14.2 Ordinary Council Meeting 30 July 2015

ATTACHMENT:

None

SUMMARY

The Audit Committee is requested to consider tenders received for the provision of audit services and recommend to Council the appointment of an Auditor.

BACKGROUND:

The Shire of Menzies audit services have been provided by RSM Bird Cameron, under a contract of service which concluded on 30 June 2015. RSM Bird Cameron will undertake the end of year audit, as part of their existing commitment.

At the Ordinary Council Meeting held on 30 July 2015, Council resolved that tenders be invited for the provision of audit services for 2015/16 and 2016/2017.

COMMENT:

Tenders were advertised on 15 August 2015, at the close of the tender period the following tenders were received:

• William Buck	\$39,600
• Audit Plus Solutions	\$42,430
• Anderson Munro Wyllie	\$31,350 + Travel and Accommodation
• Byfields Business Advisers	\$39,820
• RSM Bird Cameron	\$44,805
• AMD Chartered Accountants	\$60,780
• Butler Settineri	\$21,985 + Travel costs (klms)

One tender was received after the closing time and determined non-conforming. The non-conforming tender was received from Moore Stephens.

Tenders were evaluated by the Acting Chief Executive Officer based on the following selection criteria set in the tender document.

Methodology

Good understanding of the facilitation services to be provided.

Experience on Similar Work

Details of similar works provided by the Tenderer within the past two years.

Capacity to Undertake this Contract

Qualifications, experience, availability and capability of personnel committed to the contract.

Management Systems

Stated organisational values, methodology used to manage relationships with customers, methodology used to measure organisational and personnel performance from a non-financial aspect, company continuous improvement methodology.

Value for Money

Assessment of tenders, based on the above selection criteria resulted in the following outcome:

COMPANY	METHODOLOGY	EXPERIENCE ON SIMILAR WORK	CAPACITY	MANAGEMENT SYSTEM	FEE PROPOSAL (PRICE)	SCORE
	10%	5%	15%	10%	50%	100%
William Buck	10%	2%	15%	9%	24.5%	60.5%
Audit Plus Solutions	8%	3%	10%	2%	22%	45%
Anderson Munro & Wyllie	8%	5%	13%	8%	35%	69%
Byfields Business Advisers	10%	5%	12%	2%	24.5%	53.5%
RSM Bird Cameron	10%	5%	15%	10%	21%	61%
AMD Chartered Accountants	8%	5%	14%	7%	15.7%	49.7%
Butler Settineri	10%	5%	12%	8%	50%	85%

The tender from Butler Settineri is considered to be the most advantageous to the Shire of Menzies, scoring high on all weighted criteria, particularly price.

It is therefore recommended that the Audit Committee recommend to Council that the tender from Butler Settineri be accepted and Marius Van Der Merwe be appointed Auditor for 2015/2016 and 2016/2017.

CONSULTATION:

Not applicable

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

There are no policy implications

FINANCIAL IMPLICATIONS:

Audit fees have been included in the current budget.

STRATEGIC IMPLICATIONS:

There are no strategic implications resulting from this item.

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COMMITTEE DECISION
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Moved: Cr Mazza

Seconded: Cr G Dwyer

That the Audit Committee recommend to Council that the tender of \$21,985 received from Butler Settineri for the provision of Audit Services for 2015/2016 and 2016/2017 be accepted and Marius Van Der Merwe be appointed as Auditor for the Shire of Menzies for 2015/2016 and 2016/2017 financial years.

4:45pm

CARRIED 2/0

9. NEXT MEETING

The next Audit Committee Meeting will be held when requested by the Chairperson.

10. CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting at 4:58pm.

I, _____ hereby certify that the Minutes of the Audit Committee Meeting of Council held 10 September 2015 are confirmed as a true and correct record, as per the Resolution of the Audit Committee Meeting of Council held on 2015.

Signed _____

Dated: _____ 2015

UNCONFIRMED COPY

12.3 WORKS AND SERVICES BUSINESS

12.3.1 DOMESTIC KERBSIDE WASTE COLLECTION – FEE IMPOSITION

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM431
DISCLOSURE OF INTEREST:	None
DATE:	5 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.3.1 Attachment #1 Draft Policy 8.1 Compulsory Waste Collection Service

SUMMARY:

Currently Council does not have a policy in place in regards to service levies for kerbside waste collection. This report recommends that the draft policy attached be adopted.

BACKGROUND:

A kerbside waste collection service is currently provided to the townsites of Menzies and Kookynie on a weekly basis. The majority of households use the service and a minority elect not to.

Those households that choose not to have waste collected by the Council service are not charged for the service.

Many local governments charge an annual fee, in residential areas if the service passes a property, irrespective of whether bins are collected or not.

Generally commercial kerbside waste collection is optional and if the service is not utilised a fee is not charged. In most situations the reason for the non-compulsory service fee is that commercial areas generate considerably more waste and property owners make their own arrangements for the removal of the waste.

COMMENT:

As indicated above the current practice in the Shire of Menzies is to charge an annual waste collection fee only if the service is utilised.

Administration believes a "compulsory" charge should apply irrespective if a household is utilising the service or not, the reason being that landfill sites in the Shire are open at all times but not manned, therefore a fee is not paid for the disposal of waste at these landfills.

It may be that those households not currently utilising the kerbside collection service are disposing waste into landfill at no charge. In addition to this there is no reliable method to determine if all kerbside bins collected are subject to a paid service.

Whether Council chooses to impose a "compulsory" service charge or not a policy reflecting Council's decision should be in place.

CONSULTATION:

Nil

STATUTORY ENVIRONMENT:

Previously the Health Act 1911 provided Council the power to set waste collection fees for the purpose of providing for the proper performance of all or any of the waste services it provides. In 2007 the Waste Avoidance and Resource Recovery Act was implemented by the WA Government which now provides the power for Council to impose a waste collection rate across the Shire and/or townsites.

The WARR Act 2007 allows Council to impose a waste collection rate as follows:

- 1) A local government may impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.

POLICY IMPLICATIONS:

Council currently has no policy in relation to this matter.

FINANCIAL IMPLICATIONS:

The current budget includes income of \$6,350 from kerbside waste collection and expenditure of \$30,736.

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0869

Moved: Cr Lee

Seconded: Cr J Dwyer

That Council:

1. **Impose a waste collection charge against all properties in the Menzies and Kookynie townsites, used for residential purposes, commencing 1 July 2016; and**
2. **Adopt the attached draft policy – 8.1 Compulsory Waste Collection Service.**

10:53am

CARRIED 5/0

8.1 Compulsory Waste Collection Service

Introduction

Objective To provide an equitable and financially sustainable waste collection service

History New Policy 24 September 2015

Policy Statement

1. In accordance with the Waste Avoidance and Resource Recovery Act 2007, Section 66(1), Council will impose a compulsory annual waste collection charge for all properties used for residential purposes in the Menzies and Kookynie townsites.

– End of Policy

COMMENT

12.4 COMMUNITY DEVELOPMENT BUSINESS

12.4.1 MENZIES MATTERS – COST OF PRODUCTION

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM079
DISCLOSURE OF INTEREST:	None
DATE:	16 September 2015
AUTHOR:	Pascoe Durtanovich, Acting CEO
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	Ordinary Council Meeting August 2014 and April 2015

ATTACHMENTS:

A copy of the Menzies Matters will be tabled.

SUMMARY:

Council has previously resolved to review the cost of printing the Menzies Matters. This report recommends the production of the Menzies Matters continue and be printed in colour, as required.

BACKGROUND:

This matter was first raised with Council in August 2014 regarding the actual cost of producing the Menzies Matters (MM) in full colour.

Actual costs per copy to produce were estimated to be in the vicinity of \$5.00-\$6.00 each.

A decision was made by Council in August 2014 to begin a three month trial period during which the MM would be produced in black and white as a free copy but all coloured copies would be charged for at a cost of \$1.00 each.

When the matter came up for consideration again in December 2014, Council extended the trial period until April 2015 to further evaluate the trial.

The charge of \$1.00 per copy did not meet with the public's approval and as a result, very few coloured copies sold. The black and white copies also received some disparaging remarks regarding its appearance and appeal.

Attempts to direct the public to the Shire website or email list to obtain a coloured copy were not successful.

In essence, the public would read the MM if it is in colour but do not like it in black and white and do not want to pay for a copy.

The matter was again considered at the 30 April 2015 Council Meeting and it was resolved that the matter be deferred until the May 2015 Ordinary Council Meeting for further consideration of the trial.

COMMENT:

For the last few months the Community Resource Centre has been producing the MM in black and white apart from the front and back cover plus the pages with photos. Over 100 copies are printed. These are distributed to the Menzies Hotel, the Outback Café, Grant Hotel Kookynie and the rest are available on the counter at the CRC. They are received very well and go very quickly. Usually more are printed during the month. At present the CRC produces the MM with funding from the Department of Regional Development.

At approximately 30 to 40 pages per edition the printing costs are in the vicinity of \$6.00 per copy or up to \$600.00 per 100 copies.

Given the popularity of the publication it is recommended that it continue.

It is more cost effective to print it all in colour when the time taken to sort black and white and colour is taken into account. If Council wishes to reduce the printing costs, this can be achieved by reducing the content, particularly the number of photographs and some of the unnecessary information.

CONSULTATION:
CRC staff

STATUTORY ENVIRONMENT:
Local Government Act, 1995

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

POLICY IMPLICATIONS:
Council has no policies in relation to this matter.

FINANCIAL IMPLICATIONS:
The cost of producing the MM is allowed for in the current CRC budget.

STRATEGIC IMPLICATIONS:
None

VOTING REQUIREMENTS:
Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:	No: 0870
---	-----------------

Moved: Cr J Dwyer

Seconded: Cr Tucker

That Council continue to support the Community Resource Centre producing the Menzies Matters in colour and distributing the paper free of charge to the public.

10:54am

CARRIED 5/0

12.5 MANAGEMENT AND POLICY BUSINESS

12.5.1 MIINUTES OF GVROC MEETINGS – JULY / AUGUST 2015

SUBMISSION TO:	Ordinary Meeting of Council, 24 September 2015
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	ADM126
DISCLOSURE OF INTEREST:	None
DATE:	2 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	Item 12.5.1 Ordinary Council Meeting 30 July 2015

ATTACHMENTS:

- 12.5.1 Attachment #1 – Minutes of GVROC Meeting 5 August 2015
- 12.5.1 Attachment #2 – Minutes of GVROC Technical Officers Meeting 28 July 2015
- 12.5.1 Attachment #3 – Minutes of GVROC Technical Officers Meeting 4 September 2015

SUMMARY:

For Council to receive the Minutes of the GVROC In Person Meeting held in Perth on Wednesday 5 August 2015 (See 12.5.1 Attachment #1), the GVROC Technical Officers Meeting Teleconference on 28 July 2015 (See 12.5.1 Attachment #2) and the GVROC Technical Officers Meeting on 4 September 2015 (See 12.5.1 Attachment #3).

BACKGROUND:

The subject meetings of the GVROC Group was held in Perth on Wednesday 5 August 2015, by teleconference on 28 July 2015 and in person at Norseman on 4 September 2015.

COMMENT:

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

CONSULTATION:

None

STATUTORY ENVIRONMENT:

Local Government Act 1995

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

POLICY IMPLICATIONS:

Council has no Policies in relation to this matter

FINANCIAL IMPLICATIONS:

None

STRATEGIC IMPLICATIONS:

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

VOTING REQUIREMENTS:
Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0871

Moved: Cr Lee

Seconded: Cr Tucker

That Council receive:

1. Minutes of the GVROC Officers Group meeting held on Wednesday 5 August 2015;
2. Minutes of the GVROC Technical Officers Group meeting held by teleconference on Tuesday 28 July 2015; and
3. Minutes of the GVROC Technical Officers Group meeting held in person on Friday 4 September 2015.

10:55am

CARRIED 5/0



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

GVROC Council Meeting

Wednesday 5 August 2015
In-Person Meeting
Meeting Room 11, Perth Convention and Exhibition Centre
commencing at 8.35am

MINUTES

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GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC)

**An in-person meeting of the GVROC Council held Wednesday 5 August 2015
commencing at 8.35am**

MINUTES

1. DECLARATION OF INTEREST

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

BHW Consulting declare an interest with respect to Agenda Item 8.1

2. OPENING AND ANNOUNCEMENTS

The Acting Chair, Cr Cullen opened the meeting at 8.35am welcoming all in attendance.

3. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

3.1 Attendance

Cr Mal Cullen (Acting Chair)
Mr Paul Webb
Cr Jacquie Best
Mr Doug Stead
Cr Malcolm Heasman
Cr Kevin Hall
Cr Nathalie Bowman
Cr Rob Horan
Cr Basil Parker
Cr Suzie Williams
Mr Don Burnett
Cr Patrick Hill
Cr Shaneane Weldon
Cr Beatrice Fuamatu
Cr Geoff Walder
Mr Steve Deckert
Cr Peter Craig
Mr Jim Epis
Cr Greg Dwyer
Cr Jill Dwyer
Mr Pascoe Durtanovich
Cr Beverley Thomas
Cr Preston Thomas
Mr Chris Paget

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

Cr Keith Dunlop
Mr Ian Fitzgerald
Cr Ian Goldfinch
Cr Jim Quadrio
Ms Andrea Nunan

President, Shire of Ravensthorpe
CEO, Shire of Ravensthorpe
Councillor, Shire of Ravensthorpe
President Shire of Wiluna
CEO Shire of Wiluna

Ms Helen Westcott
Mr Bruce Wittber, Joint Executive Officer

3.2 Apologies

Cr Beverley Stewart, Councillor Shire of Esperance
Mr Richard Brookes, CEO Shire of Dundas
Mayor Ron Yuryevich (Chair), Mayor, City of Kalgoorlie-Boulder
Cr Damian McLean, President Shire of Ngaanyatjaraku
Cr Graham Harris, Deputy President Shire of Wiluna

Mr Tony Crook, Chair Goldfields Esperance Development Commission

Ms Jodie Holbrook, Policy Manager Community

3.3 Guests

Ms Jessica Machin, Chief Executive Office Country Arts WA
Mr Shayne Flanagan, CEO Goldfields Esperance Development Commission (left the meeting at 9.25am)
Mr John D'Arcy, Regional Stakeholder Manager Goldfields and Agricultural Region Water Corporation (left the meeting at 9.40am)
Mr Shayne Flanagan, CEO Goldfields Esperance Development Commission
Ms Carey Hobson, Livestock Biosecurity Network Regional Officer (entered the meeting at 9.45am and left at 11.07am)
Mr Tim McNaught, A/Director Office of Bushfire Risk Management (OBRM) Department of Fire and Emergency Services

3.4 WALGA Representative

Mr Mark Batty, Executive Manager Environment and Waste (left the meeting at 9.15am)
Mr John Lane, Emergency Management Coordinator

4. GUEST SPEAKERS/PRESENTATIONS

4.1 Mr Mark Batty, Executive Manager Environment and Waste (8.45am)

At the GVROC Council Meeting held Friday 19 June 2015 following discussion of WALGA's response to Strategy 4.4.1 of the Draft State Biosecurity Strategy it was resolved as follows:

RESOLUTION:

Moved: Cr Williams

Seconded: Cr Cullen

- 1. That the Goldfields Voluntary Regional Organisation of Councils endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.*
- 2. That the Goldfields Voluntary Regional Organisation of Councils seeking further information from WALGA on the response to Strategy 4.4.1 of the Draft State Biosecurity Strategy.*

CARRIED

In addition to the above it was also resolved as follows:

RESOLUTION:

Moved: Cr Goldfinch

Seconded: Cr Hill

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

CARRIED

The issue of dog control was again considered by the GVROC Technical Officers Working Group when it met on Tuesday 28 July 2015. This discussion became one that looked at biosecurity generally, with agreement from the meeting there could be benefit in the conduct of a State-wide forum to enable a discussion on how biosecurity is impacting local governments across the State. This discussion resulted in the meeting resolve as follows:

RESOLUTION:

Moved: Matthew Scott

Seconded: Paul Webb

That the GVROC Technical Officers Working Group recommend to the GVROC Council that WALGA be requested to hold a State-wide forum on issues around biosecurity and its likely impact on local governments across the State.

CARRIED

Whilst this matter has still to be considered by the GVROC Council, Member Councils might wish to seek Mr Batty's view on the suggestion put forward by the Technical Officers Working Group.

A copy of the Power Point presentation given by Mark Batty forms an attachment to the minutes of the meeting.

4.2 Ms Jessica Machin, CEO Country Arts WA (9.15am)

Ms Jessica Machin, Chief Executive Office Country Arts WA, has requested an opportunity to meet with GVROC's Member Councils to provide an update on the work being undertaken by Country arts WA.

4.3 Mr John D'Arcy, Regional Stakeholder Manager Goldfields and Agricultural Region Water Corporation (9.30am)

Mr John D'Arcy, Regional Stakeholder Manager Goldfields and Agricultural Region Water Corporation, has requested an opportunity to meet with GVROC's Member Councils to provide an overview of some of the upgrades the Water Corporation is planning. He is also happy to answer any questions or

concerns and provide attendees with a single point of contact for Water Corporation related issues within the Goldfields.

Mr D'Arcy has responsibilities for the following Goldfields local governments:

Shire of Coolgardie;
Shire of Dundas;
Shire of Esperance;
City of Kalgoorlie-Boulder;
Shire of Laverton;
Shire of Leonora;
Shire of Menzies; and
Shire of Wiluna.

4.4 Mr Shayne Flanagan, CEO Goldfield Esperance Development Commission (9.40am)

In early July the Goldfields Esperance Development Commission (GEDC) requested time to meet with GVROC's Member Councils to discuss priorities for the region and the draft regional blueprint.

An invitation was extended to both the Chair and CEO of the GEDC to meet with Member Councils at the GVROC Council Meeting to be held in Perth on Wednesday 5 August 2015. The GEDC's CEO will be attending but the GEDC's Chair, Mr Tony Crook, is unable to attend due to a prior commitment.

At the GVROC Technical Officers Working Group Meeting held on Tuesday 28 July 2015 the lack of progress in announcements of funding for projects through the Goldfields Esperance Revitalisation Fund (GERF) was discussed. Concern was expressed by Member Councils at this lack of progress, with the meeting resolving as follows:

RESOLUTION: *Moved: Ian Fitzgerald Seconded: Steve Deckert*

That the Goldfields Esperance Development Commission be requested to provide a written protocol for funding applications received for the Goldfields Esperance Revitalisation Fund (GERF), including a timeframe for the distribution of the GERF's remaining funds.

CARRIED

It is hoped this matter can also be discussed.

The meeting adjourned for morning tea at 10.15am

The meeting resumed at 10.45am

4.5 Ms Carey Hobson Livestock Biosecurity Network Regional Officer (10.45am)

The Livestock Biosecurity Network (LBN) is a national independent industry initiative established by the Cattle Council of Australia, Sheepmeat Council of Australia and Wool Producers Australia. There is one LBN Officer in each State and Territory. LBN's purpose is to provide livestock producers with the necessary tools and useful information to manage disease (endemic and exotic), pest and weed events on their farms.

The pilot project commenced in 2013 and will be reviewed in February 2016, to identify if further funding will be provided after June 2016.

Although the LBN's charter is directly to livestock producers, pests, disease and weeds have no boundaries and effect all land users and the environment as a whole.

The LBN has requested an opportunity to meet with Member Councils to connect with the local governments and to identify resources available in relation to biosecurity, to work with these resources and to value add or plug gaps as and if necessary.

Mr Tim McNaught, A/Director Office of Bushfire Risk Management (OBRM) Department of Fire and Emergency Services (12.00noon)

As Member Councils are aware, the Office of Bushfire Risk Management (OBRM) sought an opportunity to meet with Member Councils to discuss its Permit to Burn Project. This request was considered when GVROC Council met on Friday 19 June, with GVROC Council resolving as follows:

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

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

CARRIED

Mr Tim McNaught, A/Director OBRM, will make a presentation to Member Councils on the Permit to Burn Project.

A copy of the Power Point presentation given by Tim McNaught forms an attachment to the minutes of the meeting.

5. MINUTES OF MEETINGS

5.1 Minutes of a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) Council held Friday 19 June 2015 (Attachment)

Minutes of the GVROC Council Meeting held Friday 19 June 2015 have previously been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the GVROC Council Meeting held Friday 19 June 2015 be confirmed as a true and correct record of proceedings.

EN BLOC

RESOLUTION: **Moved: Cr Hill** **Seconded: Cr Williams**

That the Minutes of the GVROC Council Meeting held Friday 19 June 2015 be confirmed as a true and correct record of proceedings.

CARRIED

5.2 Minutes of a Meeting of the Goldfields Voluntary Regional Organisation of Councils Technical Officers Working Group held Tuesday 28 July 2015

A meeting of the GVROC Technical Officers Working Group was held on Tuesday 28 July 2015. Whilst the minutes have yet to be completed all resolutions from the meeting have been actioned in terms of the meeting agenda for today's GVROC Council Meeting.

5.3 Business Arising from a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) held Friday 19 June 2015 – Status Report

The Executive Officer will provide a verbal report.

RECOMMENDATION:

That the Executive Officer's report be received.

EN BLOC

RESOLUTION: **Moved: Cr Hill** **Seconded: Cr Williams**

That the Executive Officer's report be received.

CARRIED

5.4 Matters for Noting

1. Correspondence from the Department of Planning re restriction to town development; and
2. Correspondence from the Minister for Transport re the State Government's response to the Economic and Industry Standing Committee's report into the Management of Western Australia Grain Freight Network.

RECOMMENDATION:

That the correspondence listed in Item 5.4 be received.

EN BLOC

RESOLUTION: **Moved: Cr Hill** **Seconded: Cr Williams**

That the correspondence listed in Item 5.4 be received.

CARRIED

6. GVROC FINANCE

6.1 Financial Statements for 30 June 2015 and Accounts for Payment (Attachment)

From Executive Officer

Background:

Presenting the unaudited financial statement for the period 1 July 2014 to 30 June 2015 and the accounts for payment for the period 6 June 2015 to 31 July 2015

Financial Statement:

The Executive Officer provides the following comment:

1. Account 501 - Members subscriptions;
2. Account 502 – Members subscriptions Goldfields District Display – see previous note;
3. Accounts 1513 and 1514 – Executive Officer Services – there has been a delay in the Executive Officer forwarding accounts for payment during the current financial year however the accounts have been brought up to date during July 2015 with payment being made in August 2015.
4. Account 512 - Project General Contributions;
5. Account 515 - DLG Grant Asset Management – these funds have been transferred from the City of Kalgoorlie-Boulder.
6. Account 1836 – Sponsorship Goldfields District Display – expenditure to assist the preparation of the Royal Show District Display; and
7. Account 1848 – DLG Asset Management Business Case – this project is being managed by the City of Kalgoorlie-Boulder and the payment is a reimbursement of expenses incurred by the City in undertaking the project. Recently the Executive Officer had discussion with the City staff and Department of Local Government and Communities to progress this project.

Accounts Paid:

Cheque	Date	Payee	For	Amount incl GST
EFT	110615	UHY Haines Norton	Additional Audit CLGF 2010/2011 Project	1,650.00
EFT	110615	Goldfields Tourism Network Association	Attendance at CMCA 2015 Rally Murray Bridge SA	9,996.15
EFT	110615	Up To Date Accounting	Accounting Services May 2015	158.40
EFT	130715	Up To Date Accounting	Accounting Services June 2015	198.00
EFT	170815	BHW Consulting	Professional Services and Reimbursements	9,603.24
EFT	300715	Goldfields Tourism Network Association	50% Contribution to Royal Show District Display	13,200.00
EFT	300715	City of Kalgoorlie-Boulder	Reimbursement of Refund to DRD for CLGF Funds 2010/2011 Project – Records Facility	18,261.10
				TOTAL \$53,066.89

RECOMMENDATION:

1. That the Statement of Financial Position for the period ending 30 June 2015, as attached, be received.
2. That the Accounts Paid for the period 6 June 2015 to 31 July 2015 totalling \$53,066.89 be approved.

RESOLUTION:

Moved: Cr Hill

Seconded: Mr Fitzgerald

1. That the Statement of Financial Position for the period ending 30 June 2015, as attached, be received.
2. That the Accounts Paid for the period 6 June 2015 to 31 July 2015 totalling \$53,066.89 be approved.

CARRIED

7. GOLDFIELDS RECORDS STORAGE FACILITY - FINANCE AND OTHER MATTERS

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

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

Disclosure of Interest: No interest to disclose

Date: 14 July 2015

Attachments: Provisional 30 June 2015 Financial Statement for the Goldfields Records Storage Facility

Background:

The CEO City of Kalgoorlie-Boulder will provide comment on the financial statement for the Goldfields Records Storage Facility.

Executive Officer Comment:

No further comment required.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That the Provisional Financial Statement for period ending 30 June 2015 for the Goldfields Records Storage Facility, as attached, be received.

RESOLUTION: **Moved: Cr Craig** **Seconded: Mr Epis**

That the Provisional Financial Statement for period ending 30 June 2015 for the Goldfields Records Storage Facility, as attached, be received.

CARRIED

7.2 Revised 2015/2016 Budget for the Goldfields Records Storage Facility (Attachment)

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

Disclosure of Interest: No interest to disclose

Date: 29 July 2015/2016

Attachments: Revised 2015/2016 Budget for the Goldfields Records Storage Facility

Background:

The CEO City of Kalgoorlie-Boulder will provide comment on the revised budget and an update on the operations of the Facility.

Executive Officer Comment:

No further comment required.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That the revised 2015/2016 Budget for the Goldfields Records Storage Facility be received.

RESOLUTION: Moved: Cr Craig Seconded: Mr Fitzgerald

That the revised 2015/2016 Budget for the Goldfields Records Storage Facility be received.

CARRIED

8. GVROC BUSINESS

8.1 Contract Executive Officer Services to Goldfields Voluntary Regional Organisation of Councils

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: BHW Consulting provides Executive Services to Goldfields Voluntary Regional Organisation of Councils

Date: 3 August 2015

Attachments: Nil

Background:

BHW Consulting (BHW) has been providing Executive Officer Services to the Goldfields Voluntary Regional Organisation of Councils (GVROC) since July 2008.

The contract for the provision of the service has been reviewed from time to time together with a review of the rate of remuneration during the period since.

The broad contractual arrangements include the following:

- Arranging all meetings (GVROC Council and Technical Officers Working Group), including attendance of visitors;
- Preparation of agendas and minutes for all GVROC Meetings;
- Attendance at all GVROC Meetings;
- Follow up and correspondence from GVROC Meetings;
- General day to day administrative support;
- Financial management of GVROC Accounts, including preparation of financial statements and annual budget;
- Project work as directed by GVROC; and
- Project management of specific projects (eg. GERCG)

It should be noted that the GVROC also includes the functions of the Goldfields Esperance Country Zone of WALGA.

The matter of BHW's contract was considered at the GVROC Technical Officers Working Group Meeting held on Tuesday 28 July 2015, with the meeting resolving as follows:

RESOLUTION: *Moved: Richard Brookes Seconded: Steve Deckert*

That the GVROC Technical Officers Working Group recommend to the GVROC Council that:

- 1. BHW Consulting be offered an extension of their contract, for a period until the 30 June 2017;*
- 2. the GVROC Chair, Mayor Ron Yuryevich, and CEO, Don Burnett, be authorised to negotiate new terms and conditions in respect to the contract with such changes effective from the 1 July 2015;*
- 3. compliance with the Local Government tender regulations be reviewed prior to the expiration of the executive services contract in June 2017 and before any further awarding of executive services contracts; and*
- 4. GVROC acknowledge the good work of BHW Consulting.*

CARRIED

Executive Officer Comment:

No further comment.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

1. That BHW Consulting be offered an extension of their contract, for a period until the 30 June 2017;
2. That the GVROC Chair, Mayor Ron Yuryevich, and CEO, Don Burnett, be authorised to negotiate new terms and conditions in respect to the contract with such changes effective from the 1 July 2015;
3. That compliance with the Local Government tender regulations be reviewed prior to the expiration of the executive services contract in June 2017 and before any further awarding of executive services contracts; and
4. That GVROC acknowledge the good work of BHW Consulting.

RESOLUTION:

Moved: Cr Hill

Seconded: Mr Epis

1. That BHW Consulting be offered an extension of their contract, for a period until the 30 June 2017;
2. That the GVROC Chair, Mayor Ron Yuryevich, and CEO, Don Burnett, be authorised to negotiate new terms and conditions in respect to the contract with such changes effective from the 1 July 2015;
3. That compliance with the Local Government tender regulations be reviewed prior to the expiration of the executive services contract in June 2017 and before any further awarding of executive services contracts; and
4. That GVROC acknowledge the good work of BHW Consulting.

CARRIED

8.2 2015 Proposed Electoral Boundary Changes

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 2 August 2015

Attachments: Nil

Background:

As Members Councils will be aware, the WA Electoral Commission has released the draft electorate boundaries for the next State election. The Commission has proposed significant changes that will impact on representation for regional WA. A number of the proposed changes impact upon the boundaries for Councils within GVROC.

More information on the proposed changes, including the Commission's approach taken during this review and how the proposed boundaries were determined, can be found by following the link shown below.

<http://www.boundaries.wa.gov.au/boundaries/2015-proposed>

Objections and comments to the 2015 proposed boundaries are invited from 24 July 2015 until 5.00 pm, 24 August 2015.

The matter was considered by the GVROC Technical Officers Working Group when it met on Tuesday 28 July 2015. The proposed changes were of concern to Member Councils, with the meeting resolving as follows:

RESOLUTION: *Moved: Richard Brookes Seconded: Ian Fitzgerald*

That the GVROC Technical Officers Working Group recommend to the GVROC Council that a submission be made to the WA Electoral Commission on its recently released draft electorate boundaries for the next State election, with the submission to highlight the need to ensure adequate electoral representation for residents of regional and remote Western Australia.

CARRIED

Executive Officer Comment:

No further comment.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That the GVROC Council make a submission to the WA Electoral Commission on its recently released draft electorate boundaries for the next State election, with the submission to highlight the need to ensure adequate electoral representation for residents of regional and remote Western Australia.

RESOLUTION: *Moved: Cr Hill Seconded: Cr Heasman*

That the GVROC Council make a submission to the WA Electoral Commission on its recently released draft electorate boundaries for the next State election, with the submission to highlight the need to ensure adequate electoral representation for residents of regional and remote Western Australia.

CARRIED

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

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

Disclosure of Interest: Nil

Date: 3 August 2015

Attachments: Nil

Background:

The need to develop renewable energy and energy efficient projects was recognised by Member Councils as early as 2012. At the GVROC Council Meeting held on Wednesday 1 August 2012 Member Councils resolved as follows:

RESOLUTION: Moved: Cr Cullen Seconded: Cr Petz
That for the 2012/2013 round of regional CLGF funding, the Goldfields Voluntary Regional Organisation of Councils:

- 1. Submit an alternate energy project for the region with the pool of funding for the project to be determined by Member Councils, with Member Councils notifying the Executive Officer of their intention to participate in the project no later than Friday 31 August 2012;*
 - 2. That the City of Kalgoorlie-Boulder be given delegate authority to commence preparation of a business case for the alternate energy project, with the business case to look at participating Member Councils using funds from both the 2012/2013 and 2013/2014 allocations of regional CLGF funds;*
 - 3. Request the Goldfields Esperance Development Commission provide funding for the preparation of a business cases for GVROC Member Councils for the following projects in the 2012/2013 regional CLGF round of funding:*
 - a) Retro-fitting of lighting and renewable energy power generation;*
 - b) Regional waste management;*
 - c) Norseman gateway project; and*
 - d) A project for the Shires of Laverton and Ngaanyatjaraku (still to be determined);*
- and*
- 1. Give delegated authority to the GVROC Technical Officers Working Group to prepare and submit business cases for projects, other than the alternate energy project, agreed to for the 2012/2013 round of regional CLGF funds.*

CARRIED

Since that time GVROC has worked on finalising its applications for funding for what has become known as GVROC's "renewable energy and energy efficient projects".

The City of Kalgoorlie-Boulder has been the Lead Council for the projects developed.

At the GVROC Technical Officers Working Group Meeting held on Tuesday 28 July 2015 the City of Kalgoorlie-Boulder's Sustainability Officer, Ryan Wilson, provided Member Councils with updates on both the LED Streetlights and Solar PV projects.

Following discussion the meeting resolved as follows:

RESOLUTION: *Moved: Richard Brookes Seconded: Ian Fitzgerald*

That the GVROC Technical Officers Working Group recommend to the GVROC Council that:

- 1. GVROC write to the Economic Regulation Authority to request more information on the latest LED lighting tariffs;*
- 2. The Project's media consultants, Mango Leadership, be asked to undertake a broader range of media coverage for the LED lighting project;*
- 3. Further financial modelling be undertaken in order that GVROC can look at expanding the Solar PV project; and*
- 4. That GVROC write to the Treasurer and Minister for Energy, Hon Mike Nahan MLA, seeking resolution to the issue of the imposition of a "gift tax" on the City of Kalgoorlie-Boulder and the Shire of Ravensthorpe on the installation of LED lighting within their communities by Western Power, requesting that the "gift tax" be waived as was done for the installation of LED lighting in Member Councils where Horizon Power is the electricity service provider.*

CARRIED

Executive Officer Comment:

The City of Kalgoorlie-Boulder's CEO will answer any questions Member Councils may have on either the LED Streetlights or Solar PV projects.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

1. That GVROC write to the Economic Regulation Authority to request more information on the latest LED lighting tariffs;
2. The Project's media consultants, Mango Leadership, be asked to undertake a broader range of media coverage for the LED lighting project;
3. Further financial modelling be undertaken in order that GVROC can look at expanding the Solar PV project; and
4. That GVROC write to the Treasurer and Minister for Energy, Hon Mike Nahan MLA, seeking resolution to the issue of the imposition of a "gift tax" on the City of Kalgoorlie-Boulder and the Shire of Ravensthorpe on the installation of LED lighting within their communities by Western Power, requesting that the "gift tax" be waived as was done for the installation of LED lighting in Member Councils where Horizon Power is the electricity service provider.

RESOLUTION: **Moved: Cr Quadrio Seconded: Cr Best**

- 1. That GVROC write to the Economic Regulation Authority to request more information on the latest LED lighting tariffs;**
- 2. The Project's media consultants, Mango Leadership, be asked to undertake a broader range of media coverage for the LED lighting project;**
- 3. Further financial modelling be undertaken in order that GVROC can look at expanding the Solar PV project; and**
- 4. That GVROC write to the Treasurer and Minister for Energy, Hon Mike Nahan MLA, seeking resolution to the issue of the imposition of a "gift tax" on the City of Kalgoorlie-Boulder and the Shire of Ravensthorpe on the installation of LED lighting within their communities by Western Power, requesting that the "gift tax" be waived as was done for the installation of LED lighting in Member Councils where Horizon Power is the electricity service provider.**

CARRIED

8.4 GERCG Implementation (Asset Management) Project

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

Disclosure of Interest: Nil

Date: 29 July 2015

Attachments: Updated NAF-Report for the Goldfields Esperance Regional Collaborative Group's Asset Management Project
Current Project Program for the Goldfields Esperance Regional Collaborative Group's Asset Management Project

Background:

At the GVROC Technical Officers Working Group meeting held on Tuesday 28 July 2015, John O'Sullivan, the City of Kalgoorlie-Boulder's Manager Assets and Procurement, provided an update on the GERCG's asset management project. At the meeting he also provided Member Councils with an updated NAF-Report. A copy of this report forms an attachment to this meeting agenda.

A copy of the current project program for the project is also attached for Member Councils information. It should be noted that discussions are currently underway with the Department of Local Government and Communities to revise and extend the project.

Executive Officer Comment:

No further comment.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That the reports presented be noted.

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

That the reports presented be noted.

CARRIED

8.5 Wild Dog Control across the GVROC Region

Reporting Officer: Helen Westcott, Executive Officer
Disclosure of Interest: Nil
Date: 13 July 2015
Attachments: Media Release from Hon Mark Lewis

Background:

Councils across the GVROC region are all, though to varying degrees, impacted by the problem of wild dogs.

Following discussion on the issue at the GVROC Council Meeting held Friday 19 June 2015, Member Councils resolved as follows:

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

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

CARRIED

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

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

CARRIED

An invitation has been extended to Hon Liz Behjat MLC, Chair Standing Committee on Public Administration, to meet with GVROC Council on Wednesday 5 August 2015. At the time of compiling this agenda item for the GVROC Council Meeting a response had not been received from Ms Behjat's office.

The matter of wild dog control was further discussed by the GVROC Technical Officers Working Group on Tuesday 28 July 2015 with discussion centred around a recent press release by Hon Mark Lewis MLC, Member for Mining and Pastoral Region, on the establishment of a working group to develop an action plan for wild dog control in Western Australia. Following discussion it was resolved as follows:

RESOLUTION: *Moved: Matthew Scott* *Seconded: Paul Webb*

That the GVROC Technical Officers Working Group recommend to the GVROC Council that WALGA be requested to hold a State-wide forum on issues around biosecurity and its likely impact on local governments across the State.

CARRIED

Discussion on wild dog control and other issues around biosecurity have formed a major component of the meeting agenda (refer also to Agenda Items 4.1 and 4.5).

Executive Officer Comment:

No further comment.

Executive Officer Further Comment:

During discussion on Agenda Item 8.5 Member Councils were advised that the Shire of Murray had put forward an item related to matters of biosecurity up for discussion at the WALGA AGM to be conducted later that day.

On this advice consideration was given to seeking amendment to the Shire of Murray's motion to include the call for a State-wide forum on issues around biosecurity.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That GVROC request that hold a State-wide forum on issues around biosecurity and its likely impact on local governments across the State.

RESOLUTION: Moved: Cr Heasman Seconded: Cr Hill

That GVROC seek to amend the Shire of Murray's motion with respect to the management and control of narrow leafed Cotton Bush at the WALGA Annual General Meeting to be held on Wednesday 5 August 2015 to include the following:

"That WALGA be requested to conduct a State-wide forum on issues around, biosecurity, including the management of Narrow Leafed Cotton Bush, and the impact on local governments across the State with all key stakeholders to be invited."

CARRIED

8.6 Review of the Governance Arrangements for the WALGA State Council and Zones

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 2 August 2015

Attachments: Discussion Paper
WALGA Constitution
WALGA Corporate Governance Charter
WALGA State Council Standing Orders

Background:

As the Member Councils will be aware, a review of the governance arrangements for the WALGA State Council and Zones commenced in late June, with a discussion paper prepared and emailed to all Councils to facilitate the review. A copy of the discussion paper forms an attachment to the meeting agenda.

The review focuses on WALGA's three key governance documents – the Constitution, Corporate Governance Charter and Standing Orders – as well as the effectiveness of the relationship between Zones and State Council.

Feedback on the issues explored in the discussion paper, as well as any other relevant matter, is sought by **Wednesday 16 September 2015**.

Executive Officer Comment:

The Executive Officer believes that given one of the purposes of the review is to review the effectiveness of the relationship between each of the 12 Zones and State Council the GVROC should prepare a submission for consideration by the WALGA State Council. This submission could and should include comment from the Zone's Member Councils.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

1. That GVROC's Member Councils be requested to consider the review at their August round of Ordinary Council Meetings and provide comment to the Executive Officer prior to the finalisation of the Zone Meeting agenda for inclusion in a Zone submission.
2. That the GVROC Technical Officers Working Group be given delegated authority to complete a submission on the review of the governance arrangements for the WALGA State Council and Zones for consideration by the WALGA State Council; and
3. That the Executive Officer prepare a draft submission for consideration by the GVROC Technical Officers Working Group when it meets on Friday 5 September 2015.

RESOLUTION: **Moved: Mr Epis** **Seconded: Cr Greg Dwyer**

1. That GVROC's Member Councils be requested to consider the review at their August round of Ordinary Council Meetings and provide comment to the Executive Officer prior to the finalisation of the Zone Meeting agenda for inclusion in a Zone submission.
2. That the GVROC Technical Officers Working Group be given delegated authority to complete a submission on the review of the governance arrangements for the WALGA State Council and Zones for consideration by the WALGA State Council; and
3. That the Executive Officer prepare a draft submission for consideration by the GVROC Technical Officers Working Group when it meets on Friday 5 September 2015.

CARRIED

8.7 Actions Arising from Presentations given at the GVROC Council Meeting held Wednesday 5 August 2015

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 3 August 2015

Attachments: Nil

Background:

Following on the various presentations given at today's GVROC Council Meeting, Member Councils need to determine further action on any or all of the issues is required.

Executive Officer Comment:

No further comment required.

Consultation: Nil

Voting Requirement: Simple majority

The matter is presented for decision.

RESOLUTION: Moved: Mr Burnett Seconded: Cr Hill

That GVROC write to the Minister for Regional Development to:

1. seek the release of the Goldfields Esperance Economic Blueprint as a matter of urgency; and
2. request that the Goldfields Esperance Development Commission be resourced similarly, including sufficient funding, to that of other Development Commissions to ensure the full implementation of the Goldfields Esperance Economic Blueprint.

CARRIED

9. LATE ITEMS as notified, introduced by decision of the Meeting

9.1 Loss of Nursing Staff

The Shire of Laverton raised the issue of loss of funding for a nursing position at the Laverton Hospital.

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

That GVROC write to both the State and Federal Ministers for Health seeking the reinstatement of a nursing position recently lost due to funding cuts and seek a commitment from government that the community is consulted before changes are implemented.

CARRIED

10. FUTURE MEETINGS/FUNCTIONS

Friday 28 August 2015 – a teleconference to consider the WALGA State Council agenda for the State Council meeting to be held 3-4 September 2015

Friday 4 September 2015 – an in-person meeting of the GVROC Technical Officers Working Group in Norseman;

Thursday 8 October 2015 - an in-person meeting of the GVROC Council in Kalgoorlie

Friday 27 November 2015 – an in-person meeting of the GVROC Council at which the WALGA State Council Agenda for the State Council meeting to be held Wednesday 3 December 2015 will also be considered. Elections must also be held at this time (in Kalgoorlie unless otherwise determined);

Friday 4 December 2015 – an in-person meeting of the GVROC Technical Officers Working Group (in Kalgoorlie unless otherwise determined)

Friday 29 January 2016 – an in-person meeting of the GVROC Council in Esperance

11. CLOSURE OF MEETING

RESOLUTION: **Moved: Mr Fitzgerald** **Seconded: Mr Epis**

That GVROC extends a vote of thanks to Don Burnett for all his work for GVROC during his time as the CEO at the City of Kalgoorlie-Boulder

CARRIED

There being no further business the Chair declared the meeting closed at 12.15pm

DECLARATION

These minutes were confirmed by the Goldfields Voluntary Regional Organisation of Councils at the meeting held Thursday 8 October 2015

Signed _____
Person presiding at the meeting at which these minutes were confirmed



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

Technical Officers Working Group Meeting

Tuesday 28 July 2015
In-Person Meeting
Councillors Conference Room, City of Kalgoorlie-Boulder

MINUTES

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GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC)

**An in-person meeting of the GVROC Technical Officers Working Group held
Tuesday 28 July 2015 commencing at 8.10am**

MINUTES

1. DECLARATION OF INTEREST

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

BHW Consulting declare an interest with respect to Agenda Item 6.6

2. OPENING AND ANNOUNCEMENTS

The Chair, Don Burnett opened the meeting at 8.10am welcoming everyone in attendances.

3. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

3.1 Attendance

Mr Don Burnett (Chair)	CEO, City of Kalgoorlie-Boulder
Mr John O'Sullivan	Manager Assets and Procurement, City of Kalgoorlie-Boulder (joined the meeting at 8.24am and left at 9.10am)
Mr Ryan Wilson	Sustainability Officer, City of Kalgoorlie-Boulder (joined the meeting at 9.40am and left at 10.19am)
Mr Paul Webb	CEO, Shire of Coolgardie
Mr Robert Connor	Manager Technical Services, Shire of Coolgardie
Mr Richard Brookes	CEO, Shire of Dundas
Mr Matthew Scott	CEO, Shire of Esperance
Mr Steve Deckert	CEO, Shire of Laverton
Mr Jim Epis	CEO, Shire of Leonora
Mr Pascoe Durtanovich	A/CEO, Shire of Menzies
Ms Andrea Nunan	CEO, Shire of Wiluna (via teleconference)

3.2 Apologies

Mr B Wittber, Joint Executive Officer

3.3 Guests

Mr Fabian Vleer, go2 GUIDES

4. GUEST SPEAKERS/PRESENTATIONS

4.1 Mr Fabian Vleer, go2 GUIDES (10.35am)

Member Councils will talk via videoconference with Mr Fabian Vleer from go2 GUIDES on the benefits of using mobile phone apps to improve local government operations and communications with their residents.

Of interest to the discussion is that through go2 GUIDES the Local Government Association of Queensland has recently launched the LG App store. It works by curating a catalogue of apps that can be useful to local authorities, apps that, for example, help them communicate better with the public. The new store is essentially a way to assist councils to sift more effectively through the millions of apps available.

5. MINUTES OF MEETINGS

5.1 Minutes of a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) Technical Officers Working Group held Friday 6 March 2015 (Attachment)

Minutes of the GVROC Technical Officers Working Group Meeting held Friday 6 March 2015 have been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Meeting of the GVROC Technical Officers Working Group held Friday 6 March 2015 be confirmed as a true and correct record of proceedings.

RESOLUTION: **Moved: Paul Webb** **Seconded: Jim Epis**

That the Minutes of the Meeting of the GVROC Technical Officers Working Group held Friday 6 March 2015 be confirmed as a true and correct record of proceedings.

CARRIED

5.2 Business Arising from a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) Technical Officers Working Group held Friday 6 March 2015

Nil

6. GVROC BUSINESS

6.1 Goldfields Esperance Regional Blueprint

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

Disclosure of Interest: Nil

Date: 7 July 2015

Attachments: Nil

Background:

In early July the Goldfields Esperance Development Commission (GEDC) requested time to meet with GVROC's Member Councils to discuss priorities for the region and the draft regional blueprint.

An invitation has been extended to both the Chair and CEO of the GEDC to meet with Member Councils at the GVROC Council Meeting to be held in Perth on Wednesday 5 August 2015. The GEDC's CEO will be attending but as yet the GEDC has yet to confirm whether its Chair is available to attend.

Executive Officer Comment:

Whilst the draft of the regional blueprint has yet to be released for public comment, Don Burnett, CEO City of Kalgoorlie-Boulder, has requested the matter be listed for discussion at the GVROC Technical Officers Working Group Meeting.

Consultation: Nil

Voting Requirement: Simple majority

The matter is presented for consideration by Member Councils.

RESOLUTION: **Moved: Ian Fitzgerald** **Seconded: Steve Deckert**

That GVROC request that the Goldfields Esperance Development Commission provides a written protocol on how funding applications for the remaining funds from the Goldfields Esperance Revitalisations Fund will be assessed and the funds distributed.

CARRIED

6.2 Regional Road Group Funding

Reporting Officer: Don Burnett, CEO City of Kalgoorlie-Boulder
Darren Wallace, Manager Engineering City of Kalgoorlie-Boulder
Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 10 July 2015

Attachments: Nil

Background:

At the GVROC Technical Officers Working Group Meeting held Friday 6 March 2015 Member Councils considered the problems associated with the pending cuts to regional road group funding. At this time there was general agreement that the figures provided by Main Roads WA were incorrect and required further investigation, with the matter being resolved as follows:

RESOLUTION: *Moved: Peter Crawford Seconded: Jim Epis*
That GVROC write to the State Advisory Committee to:

- 1. Advise that the figures used to calculate cuts to the Goldfield Esperance Region's regional road group funding were inaccurate and request their urgent review; and*
- 2. Request that a review of and improvement to the process for showing actual expenditure for road works be undertaken.*

CARRIED

Executive Officer Comment:

In liaising with Darren Wallace, Manager Engineering City of Kalgoorlie-Boulder, the Executive Officer has been advised that a request to the review the data used to calculate regional road group funding would not be agreed to as all funding allocations have been determined and there will be no changes.

Darren Wallace also advised that there has been a remarkable improvement in the regions completion rate this year as evidenced figures provided by Main Roads WA. Below is the final breakdown of the outstanding funds breakdown from the Goldfields Esperance Regional Road Group 2014/2015 Report.

<i>13/14 Outstanding</i>	<i>233,767</i>
<i>Direct Grant Outstanding</i>	<i>0</i>
<i>RRG Projects</i>	<i>106,346</i>
<i>Remote Projects</i>	<i>23,100</i>
<i>Major Projects</i>	<i>200,000</i>
<i>State Black Spot Projects</i>	<i><u>28,110</u></i>
	<i>591,323</i>

This is considered the region's best completion rate for a number of years.

Given the above information the Executive Officer believes that no further action be taken on this matter.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That no further action be taken by GVROC with respect to its request to the State Advisory Council to review the data used to calculate regional road group funding for the Goldfields Esperance Regional Road Group.

RESOLUTION: **Moved: Matthew Scott** **Seconded: Paul Webb**

That:

- 1. Members of the Goldfields Esperance Regional Road Group be invited to meet with the GVROCF Technical Officers Working Group; and**
- 2. That GVROC write to the State Advisory Council requesting that in calculating regional road group funding that accrual accounting methods rather than cash accounting methods be used, as this reflects what is actually occurring with respect to roads expenditure.**

CARRIED

Ryan Wilson provided Member Councils with an update on both the GVROC Solar PV Project and the GVROC LED Streetlight Project.

He also provided an overview of a project being undertaken by the not-for-profit group Goldfields Environmental Management Group (GEMG).

GEMG have engaged Talis Consultants to complete a regional waste data study for the Goldfields region with the purpose of identifying opportunities for improving waste management practices. The area covered by the study is basically the same as that covered by GVROC.

Talis Consultants would like an opportunity to brief GVROC's Member Councils on the project. This would come at no direct cost to GVROC councils. GEMG hopes that Member Councils would be willing to participate in the study and do their best to provide the data that the consultants will be seeking over the coming months. The GVROC logo would appear on any communications to stakeholders involved in the study.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That the GVROC Regional Energy Project update be noted.

RESOLUTION: Moved: Richard Brookes Seconded: Ian Fitzgerald

That the GVROC Technical Officers Working Group recommend to the GVROC Council that:

1. GVROC write to the Economic Regulation Authority to request more information on the latest LED lighting tariffs;
2. The Project's media consultants, Mango Leadership, be asked to undertake a broader range of media coverage for the LED lighting project;
3. Further financial modelling be undertaken in order that GVROC can look at expanding the Solar PV project; and
4. That GVROC write to the Treasurer and Minister for Energy, Hon Mike Nahan MLA, seeking resolution to the issue of the imposition of a "gift tax" on the City of Kalgoorlie-Boulder and the Shire of Ravensthorpe on the installation of LED lighting within their communities by Western Power, requesting that the "gift tax" be waived as was done for the installation of LED lighting in Member Councils where Horizon Power is the electricity service provider.

CARRIED

It was also agreed that Talis Consultants would brief the GVROC Technical Officers Working Group on the project to complete a regional waste data study for the Goldfields region at the meeting to be held on Friday 4 September 2015.

6.4 GERCG Implementation (Asset Management) Project – 2014/2015 4th Quarterly Report

Reporting Officer: Don Burnett, CEO City of Kalgoorlie-Boulder
John O'Sullivan, Manager Assets and Procurement, City of Kalgoorlie-Boulder
Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 20 July 2015

Attachments: Asset Management Project 2014/2105 4th Quarterly Report

Background:

Following a request from the Shire of Ravensthorpe, John O'Sullivan, the City of Kalgoorlie-Boulder's Manager Assets and Procurement, will provide a report on the GERCG's asset management project.

A copy of the most recent quarterly report is also attached for Member Councils information.

Executive Officer Comment:

No further comment.

Executive Officer Additional Comment:

Mr John O'Sullivan, the City of Kalgoorlie-Boulder's Manager Assets and Procurement, provided Member Councils with an update on the GERG's asset management project, tabling a report for their interest.

A copy of the updated NAF-Report for 2015 forms an attachment to the minutes of the meeting, as does a PDF of the current project program. It should be noted, however, that following discussions with the Department of Local Government and Communities this will be revised and possibly extended in the next few months.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That the latest quarterly report for the GERCG Implementation (Asset Management) Project be noted.

RESOLUTION: Moved: Ian Fitzgerald Seconded: Richard Brookes

That the latest quarterly report for the GERCG Implementation (Asset Management) Project be noted.

CARRIED

6.5 Wild Dog Control across the GVROC Region

Reporting Officer: Matthew Scott, CEO Shire of Esperance
Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 13 July 2015

Attachments: Media Release from Hon Mark Lewis

Background:

Councils across the GVROC region are all, though to varying degrees, impacted by the problem of wild dogs.

Following discussion on the issue at the GVROC Council Meeting held Friday 19 June 2015, Member Councils resolved as follows:

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

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

CARRIED

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

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

CARRIED

Executive Officer Comment:

An invitation has been extended to Hon Liz Behjat MLC, Chair Standing Committee on Public Administration, to meet with GVROC Council on Wednesday 5 August 2015. At the time of compiling this agenda item for the GVROC Technical Officers Working Group Meeting a response had not been received from Ms Behjat's office.

Work on the second resolution has commenced.

Following the GVROC Council Meeting in June, Matthew Scott, CEO Shire of Esperance, drew the Executive Officer's attention to a recent press release by Hon Mark Lewis MLC, Member for Mining and Pastoral Region, on the establishment of a working group to develop an action plan for wild dog control in Western Australia.

The Shire of Esperance has requested that discussion be had as to whether it would be appropriate for GVROC to make a submission to this new working group.

The Executive Officer believes given the increasing concern around the control and/or eradication of feral animals, such as wild dogs, and declared weed species, such as "prickly pear", there may be value in making a submission to the working group as it looks to develop an action plan for wild dog control.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That the GVROC Technical Officers Working Group recommend to GVROC Council that a submission be made to the working group working on the development of an action plan for wild dog control in Western Australia.

RESOLUTION: **Moved: Matthew Scott** **Seconded: Paul Webb**

That the GVROC Technical Officers Working Group recommend to the GVROC Council that WALGA be requested to hold a State-wide forum on issues around biosecurity and its likely impact on local governments across the State.

CARRIED

6.6 Contract Executive Officer Services to Goldfields Voluntary Regional Organisation of Councils

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: BHW Consulting provides Executive Services to Goldfields Voluntary Regional Organisation of Councils

Date: 21 July 2015

Attachments: Nil

Background:

BHW Consulting (BHW) has been providing Executive Officer Services to the Goldfields Voluntary Regional Organisation of Councils (GVROC) since July 2008.

The contract for the provision of the service has been reviewed from time to time together with a review of the rate of remuneration during the period since.

The broad contractual arrangements include the following:

- Arranging all meetings (GVROC Council and Technical Officers Working Group), including attendance of visitors;
- Preparation of agendas and minutes for all GVROC Meetings;
- Attendance at all GVROC Meetings;
- Follow up and correspondence from GVROC Meetings;
- General day to day administrative support;
- Financial management of GVROC Accounts, including preparation of financial statements and annual budget;
- Project work as directed by GVROC; and
- Project management of specific projects (eg. GERCG)

It should be noted that the GVROC also includes the functions of the Goldfields Esperance Country Zone of WALGA.

Executive Officer Comment:

BHW would be pleased to continue to provide Executive Officer Services to the GVROC and to discuss the remuneration for the 24 month period to 30 June 2017.

The last time the contract was renewed and the GVROC agreed to extend the contract the GVROC Chair, Mayor Ron Yuryevich, and CEO, Don Burnett, were authorised to negotiate new terms and conditions. Any change in the terms and conditions would be effective from the 1 July 2015.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

1. That BHW Consulting be offered an extension of their contract, for a period until the 30 June 2017; and
2. That the GVROC Chair, Mayor Ron Yuryevich, and CEO, Don Burnett, be authorised to negotiate new terms and conditions in respect to the contract with such changes effective from the 1 July 2015.

Helen Westcott left the meeting at 9.34am

RESOLUTION: **Moved: Richard Brookes** **Seconded: Steve Deckert**

That the GVROC Technical Officers Working Group recommend to the GVROC Council that:

- 1. BHW Consulting be offered an extension of their contract, for a period until the 30 June 2017;**
- 2. the GVROC Chair, Mayor Ron Yuryevich, and CEO, Don Burnett, be authorised to negotiate new terms and conditions in respect to the contract with such changes effective from the 1 July 2015;**
- 3. compliance with the Local Government tender regulations be reviewed prior to the expiration of the executive services contract in June 2017 and before any further awarding of executive services contracts; and**
- 4. GVROC acknowledge the good work of BHW Consulting.**

CARRIED

Helen Westcott returned to the meeting at 9.40am

Ryan Wilson entered the meeting at 9.40am

Ryan Wilson left the meeting at 10.19am

Agenda Item 6.3 was covered at this point but is recorded in chronological order for ease of recording the minutes of the meeting.

The meeting adjourned for morning tea at 10.19am and recommenced at 10.35am.

7. LATE ITEMS as notified, introduced by decision of the Meeting

7.1 2015 Proposed Electoral Boundary Changes

Reporting Officer: Don Burnett, CEO City of Kalgoorlie-Boulder

Disclosure of Interest: Nil

Date: 28 July 2015

Attachments: Nil

Background:

Don Burnett drew Member Councils attention to the WA Electoral Commission's draft electorate boundaries for the next State election. The Commission has proposed significant changes that will impact on representation for regional WA. A number of the proposed changes impact upon the boundaries for Councils within GVROC.

Objections and comments to the 2015 proposed boundaries are invited from 24 July 2015 until 5.00pm on 24 August 2015.

Executive Officer Comment:

No further comment.

Consultation: Nil

Voting Requirement: Simple majority

RESOLUTION: Moved: Richard Brookes Seconded: Ian Fitzgerald

That the GVROC Technical Officers Working Group recommend to the GVROC Council that a submission be made to the WA Electoral Commission on its recently released draft electorate boundaries for the next State election, with the submission to highlight the need to ensure adequate electoral representation for residents of regional and remote Western Australia.

CARRIED

8. FUTURE MEETINGS/FUNCTIONS

Wednesday 5 August 2015 – an in-person meeting of the GVROC Council in Perth (venue to be determined)

Friday 28 August 2015 – a teleconference to consider the WALGA State Council agenda for the State Council meeting to be held 3-4 September 2015

Friday 4 September 2015 – an in-person meeting of the GVROC Technical Officers Working Group in Norseman

Thursday 8 October 2015 - an in-person meeting of the GVROC Council (in Kalgoorlie unless otherwise determined)

Friday 27 November 2015 – an in-person meeting of the GVROC Council at which the WALGA State Council Agenda for the State Council meeting to be held Wednesday 3 December 2015 will also be considered. Elections must also be held at this time (in Kalgoorlie unless otherwise determined);

Friday 4 December 2015 – an in-person meeting of the GVROC Technical Officers Working Group (in Kalgoorlie unless otherwise determined)

Friday 29 January 2016 – an in-person meeting of the GVROC Council in Esperance

RESOLUTION: **Moved: Paul Webb** **Seconded: Jim Epis**

1. That Ian Fitzgerald become a signatory for the GVROC bank accounts until a new Chair and CEO for GVROC are appointed following the October 2015 Local Government Elections.
2. That Matthew Scott assume the position of Acting CEO of GVROC until a new Chair and CEO for GVROC are appointed following the October 2015 Local Government Elections.
3. That GVROC acknowledge the service and leadership given by Don Burnett in his time as CEO at the City of Kalgoorlie-Boulder and as CEO of GVROC, wishing him well in all his future endeavours.

CARRIED

9. CLOSURE OF MEETING

There being no further business the Chair declared the meeting closed at 11.24am



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

Technical Officers Working Group Meeting

Friday 4 September 2015
In-Person Meeting
Shire of Dundas Council Chambers

MINUTES

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GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC)

**An in-person meeting of the GVROC Technical Officers Working Group held
Friday 4 September 2015 commencing at 8.14am**

MINUTES

1. DECLARATION OF INTEREST

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

2. OPENING AND ANNOUNCEMENTS

Matthew Scott in his capacity as Acting CEO GVROC opened the meeting at 8.14am, welcoming everyone in attendance.

3. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

3.1 Attendance

Mr Matthew Scott (Acting Chair)	CEO, Shire of Esperance
Mr Paul Webb	CEO, Shire of Coolgardie
Mr Richard Brookes	CEO, Shire of Dundas
Mr Doug Stead	Deputy CEO, Shire of Dundas
Mr Steve Deckert	CEO, Shire of Laverton
Mr Jim Epis	CEO, Shire of Leonora
Mr Pascoe Durtanovich	A/CEO, Shire of Menzies
Mr Chris Paget	CEO, Shire of Ngaanyatjaraku (via teleconference, left the meeting at 10.08am)
Mr Ian Fitzgerald	CEO, Shire of Ravensthorpe

3.2 Apologies

Mr Rob Radosevich, A/CEO City of Kalgoorlie-Boulder
Ms Andrea Nunan, CEO Shire of Wiluna
Mr Dean Taylor, A/CEO Shire of Wiluna

Mr B Wittber, Joint Executive Officer

3.3 Guests

Mr Paul O'Docherty, Senior Asset Management Consultant Talis Consultants
Mr Rohan Cullen, Director and Waste Section Leader Talis Consultants
Mr Andrew Mack, Associated Director and Environment Section Leader Talis Consultants

4. GUEST SPEAKERS/PRESENTATIONS

4.1 Mr Paul O'Docherty, Senior Asset Management Consultant, Talis Consultants – dTIMS Hosting and Support Proposal (10.20am)

Following discussions with the Shire of Esperance, Talis Consulting have been invited to meet with the GVROC Technical Officers to brief them on the dTIMS hosting and support proposal for the Goldfields Regional Roads Group.

It was agreed that a copy of the dTIMS hosting and support proposal would be circulated to all GVROC CEOs.

4.2 Mr Ronan Cullen, Director and Waste Section Leader and Mr Andrew Mack, Associated Director and Environment Section Leader, Talis Consultants – Regional Waste Data Study (11.05am) (Attachment)

As Member Councils are aware, at the last meeting of the GVROC Technical Officers Working Group held on Tuesday 28 July 2015, Ryan Wilson, the City of Kalgoorlie-Boulder's Sustainability Officer, provided an overview of a project being undertaken by the not-for-profit group Goldfields Environmental Management Group (GEMG). GEMG have engaged Talis Consultants to complete a regional waste data study for the Goldfields region with the purpose of identifying opportunities for improving waste management practices. The area covered by the study is basically the same as that covered by GVROC.

The objectives of the Study are to provide:

- A foundation for the collection of waste data; and
- Data that will assist waste infrastructure planning, policy development and improvement of waste management systems in the region.

It is considered critical to the study that Councils within the region are consulted, as it is common for them to be the largest managers and handlers of waste. A workshop on the project will take place in Kalgoorlie on the Friday 16 October 2015. Whilst GVROC's Member Councils will be invited to the workshop, Talis Consulting believe there is value in presenting to the GVROC prior to this workshop.

Talis Consultants requested an opportunity to brief GVROC's Member Councils on the project. Mr Paul O'Docherty, Senior Asset Management Consultant Talis Consultants will brief Member Councils on the project.

A copy of the PowerPoint presentation given by Ronan Cullen and Andrew mock forms an attachment to the minutes from the meeting.

5. MINUTES OF MEETINGS

5.1 Minutes of a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) Technical Officers Working Group held Tuesday 28 July 2015 (Attachment)

Minutes of the GVROC Technical Officers Working Group Meeting held Tuesday 28 July 2015 have been circulated to Member Councils.

RECOMMENDATION:

That the Minutes of the Meeting of the GVROC Technical Officers Working Group held Tuesday 28 July 2015 be confirmed as a true and correct record of proceedings.

RESOLUTION: Moved: Jim Epis Seconded: Ian Fitzgerald
That the Minutes of the Meeting of the GVROC Technical Officers Working Group held Tuesday 28 July 2015 be confirmed as a true and correct record of proceedings.

CARRIED

5.2 Business Arising from a Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) Technical Officers Working Group held Tuesday 28 July 2015

Nil

6. GVROC BUSINESS

6.1 2015 Proposed Electoral Boundary Changes

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 1 September 2015

Attachments: GVROC submission to the WA Electoral Commissioners

Background:

The draft electorate boundaries for the next State election were considered by the GVROC Council when it met on Wednesday 5 August 2015. If adopted the proposed changes would be significant and impact on representation for regional WA. A number of the proposed changes impact upon the boundaries for Councils within GVROC.

Following discussion on whether a submission should be prepared, GVROC Council resolved as follows:

RESOLUTION: *Moved: Cr Hill* *Seconded: Cr Heasman*

That the GVROC Council make a submission to the WA Electoral Commission on its recently released draft electorate boundaries for the next State election, with the submission to highlight the need to ensure adequate electoral representation for residents of regional and remote Western Australia.

CARRIED

Executive Officer Comment:

The Executive Officer prepared a submission, with the submission lodged before the submission period closed on 24 August 2015.

A copy of GVROC's submission forms an attachment to the meeting agenda.

Consultation: Nil

Voting Requirement: Simple majority

RECOMMENDATION:

That GVROC endorse the submission lodged with the WA Electoral Commission on its recently released draft electorate boundaries for the next State election.

RESOLUTION: **Moved: Richard Brookes** **Seconded: Ian Fitzgerald**

1. That GVROC endorse the submission lodged with the WA Electoral Commission on its recently released draft electorate boundaries for the next State election.
2. That copies of the GVROC submission be sent to all of the region's parliamentary representatives.

CARRIED

6.2 Goldfields Esperance Revitalisation Fund

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 1 September 2015

Attachments: Nil

Background:

The allocation of funding for projects through the Goldfields Esperance Revitalisation Fund (GERF) has been a topic of discussion and concern for much of the funding program's existence.

Executive Officer Comment:

The Executive Officer understands that Member Councils have ongoing concerns with the GERF seeks comment as to whether further action on the matter is required.

Consultation: Nil

Voting Requirement: Simple majority

The matter is presented for consideration by Member Councils.

RESOLUTION: **Moved: Jim Epis** **Seconded: Richard Brookes**

That the GVROC Technical Officers Working Group recommend to the GVROC Council that:

- 1. The GVROC Chair write to the Chair of the Goldfields Esperance Development Commission to seek both an update on every project that Member Councils have submitted for funding through the Goldfields Esperance Revitalisation Fund and the reasons why some projects have not met with success; and**
- 2. GVROC seek an urgent meeting with the Board of the Goldfields Esperance Development Commission to discuss the lack of progress in the allocation of funds from the Goldfields Esperance Revitalisation Fund and release of the region's economic blueprint.**

CARRIED

6.3 Controls over second hand transportable dwellings in town planning schemes

Reporting Officer: Matthew Scott, CEO Shire of Esperance
Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 1 September 2015

Attachments: Email from Gray and Lewis Land Use Planners to the Shire of Esperance and others

Background:

As can be seen in the email that forms an attachment to the meeting agenda, there is concern that the soon to be gazetted Town Planning Regulations 2015 will adversely impact upon a number of Councils throughout the State. This concern arises from verbal advice provided that a transportable dwelling is now included in the definition of a single house.

WALGA is aware of the concern that Councils have and is seeking comment from the Department of Planning (the Department).

Whilst there was consultation in the development of the new planning regulations, WALGA's advice is that there was consultation but was not as much as they would have liked. In terms of obtaining comment from individual local governments the Department only contacted the Cities of Perth, Rockingham and Wanneroo.

WALGA has also advised that the new regulations will result in many questions being raised. As such, the training sessions the Department are running will be important to go to or to email through specific queries to the Department, otherwise it will be unclear how the changes will affect each local governments local planning scheme.

Executive Officer Comment:

Member Councils might wish to discuss whether any further action on this matter is required.

Consultation: Nil

Voting Requirement: Simple majority

It was as agreed that the Executive Officer would circulate the new planning regulations, with Member Councils to provide feedback on how their Councils might be impacted by the new regulations to her no later than Monday 14 September 2015.

6.4 Guests at the GVROC Council Meeting to be held in Kalgoorlie on Thursday 8 October 2015

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 1 September 2015

Attachments: Nil

Background:

Over the past 6-12 months GVROC has invited a number of its parliamentary representatives and department heads to its meetings. The GVROC Meeting on Thursday 8 October 2015 is one where the efforts of this work bear fruit, with the following having accepted invitations to meet with GVROC's Member Councils:

- Hon Tony Simpson MLA, Minister for Local Government and Communities;
- Hon Ken Baston MLC Member for Pastoral Mining and Minister for Agriculture and Food; Fisheries. Mr Baston is attending in his capacity as the Member for Mining Pastoral Region and has indicated he is available to stay for the whole GVROC Meeting;
- Hon Mark Lewis MLC, Member for Pastoral Mining Region;
- Ms Gail McGowan, Director General Department of Planning; and
- Mr Richard Sellers, Director General Department of Mines and Petroleum.

In preparing for the meeting and ensuing discussions with each of those listed above, Member Councils need to consider the topics for discussion as each will require briefing notes on issues to be discussed prior to the GVROC Meeting on 8 October.

Executive Officer Comment:

Topics that could be listed for discussion include:

- Town Planning Regulations 2015;
- The Goldfields Esperance Economic Blueprint;
- The Goldfields Esperance Revitalisation Fund; and
- The inability of agencies such as the Department of Environment to provide advice as they have done in the past.

The matter is presented for discussion.

Consultation: Nil

Voting Requirement: Simple majority

In addition to the topics listed by the Executive Officer it was agreed that the following issues should also be raised by GVROC:

Hon Tony Simpson MLA, Minister for Local Government and Communities

- CEO's pay – re recent comments by the Premier;
- Level of rates charged by Local Government re recent comments by the Premier that Council rates are too high;
- Involvement of the Auditor General in the Local Government audit process;
- Compulsory elected member training;
- Ageing in the bush;
- Access to child care in regional and remote WA;
- Youth services in regional and remote WA;
- Declining numbers of volunteers; and
- Red tape.

Hon Ken Baston MLC, Minister for Agriculture and Food; Fisheries and Member for the Mining and Pastoral Region

- **Agriculturally based economic development for the region;**
- **Biosecurity; and**
- **Further information on the dissolution of the Pastoral Board and the establishment of an advisory board.**

Ms Gail McGowan, Director General Department of Planning, and Mr Richard Sellers, Director General Department of Mines and Petroleum

- **Town Planning Regulations 2015 and the potential adverse impact upon a number of Councils throughout the State now that a transportable dwelling is now included in the definition of a single house;**
- **Seek an update on mining rates in general, not just the issue of GRV rates on mining, petroleum and resource interests. An update on the review on the GRV rates issue should also be sought;**
- **Discuss Member Councils concern regarding the State Government's policy with respect to mineralisation and its negative impact on the towns with mineral claims across the townsite, in particular the ongoing negatives impact on their attempts to foster economic development initiatives within their communities.**

It was also agreed that Member Councils would provide any additional issues to be included in the notes to be sent through to each of GVROC's guests no later than Monday 14 September 2015.

6.5 Increase in the Emergency Services Levy

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 1 September 2015

Attachments: Nil

Background:

In the 2015/2016 State Budget the Emergency Services Levy (ESL) increased by 10.6%.

The increase was noted on the WALGA President's June Report as follows;

Increase to the Emergency Services Levy

The State budget has authorised an increase in the Emergency Services Levy (ESL) in the order of 10.8%. The Association is concerned that this represents an extraordinarily large increase when compared to rises in previous years.

WALGA understands that this substantial increase in the ESL is to offset a significant reduction in funding of the Department of Fire and Emergency Services (DFES) from consolidated revenue. This increase will see an additional \$31.3 million injected into the DFES budget via ESL funds, whilst the budget papers reflect a \$15.6 million reduction from consolidated revenue.

The Association has written to the Minister for Emergency Services, seeking clarification on the funding allocation via ESL as we understand the ESL budget increase is primarily due to an extension of activities funded by the ESL. The Association has requested a meeting with the Minister and the Fire Services Commissioner to clarify the additional activities and the impact these will have on funding for Local Governments in 2015/16.

Whilst the above comment was made no outcome of the correspondence and/or meeting with the Minister for Emergency Services has been provided to Member Councils.

In a recent article in the West Australian Newspaper (30 July 2015) it was commented that the ESL has increased by 81% in seven years but "that hadn't resulted in the same increase in funding for the frontline because the Government quietly halved its allocations".

The article also commented "Last financial year 78.6 per cent of DFES's total cost of services was met by property owners through the ESL. The Government is budgeting for that proportion to reach 91.2 percent by 2018/2019."

It would seem that the average household's ESL has risen from \$144 to \$266 since the Barnett Government came to office and based on forward estimates will increase further over the next several years.

Given the ongoing increases that are likely to occur the ESL should be an issue that is pursued by WALGA to ensure that future increases are limited to CPI and that the State Government does not continue to reduce the appropriation from consolidated revenue.

Both the Central and Great Eastern Country Zones considered the impact of the ongoing increase in the ESL at their recent round of meetings. The Great Eastern Country Zone resolved as follows when it met on Friday 28 August 2015:

RESOLUTION: Moved: Cr Hooper Seconded: Cr Strange

1. That the Great Eastern Country Zone note the continuing disproportionate increases in the Emergency Services Levy and request that WALGA develop a strategy to advocate to the

State Government for a return to the original intent of the funding arrangements including an increased allocation from consolidated revenue.

2. *That the Great Eastern Country Zone through its Member Councils prepares a petition to the President and Members of the Legislative Council of the Parliament of Western Australia seeking to have an inquiry into the disproportionate increases in the Emergency Services Levy and the decline in the proportion of funding from consolidated revenue.*

CARRIED

The Central Country Zone passed a similar motion.

Executive Officer Comment:

No further comment.

The matter is presented for discussion.

RESOLUTION: **Moved: Paul Webb** **Seconded: Jim Epis**

That the GVROC Technical Officers Working Group recommend to the GVROC Council that:

1. **GVROC note the continuing disproportionate increases in the Emergency Services Levy and request that WALGA develop a strategy to advocate to the State Government for a return to the original intent of the funding arrangements including an increased allocation from consolidated revenue.**
2. **GVROC through its Member Councils prepares a petition to the President and Members of the Legislative Council of the Parliament of Western Australia seeking to have an inquiry into the disproportionate increases in the Emergency Services Levy and the decline in the proportion of funding from consolidated revenue.**

CARRIED

6.6 Review of Local Government Water Services Licensing

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 1 September 2015

Attachments: Nil

Background:

Currently the Department of Water (DoW) is undertaking a review of Local Government Water Services Licensing. The aim of the review is to:

- Identify the extent and nature of any compliance issues in Local Government water services,
- Assess options for reducing the regulatory burden on Local Government, and
- Identify options for increasing the capacity of Local Government to provide the water services.

Twenty Councils across the State, including the Shire of Ravensthorpe, are currently licenced for water service provision, predominately the provision of waste water treatment (sewerage) and non-potable (re-use) water services. All of these have been contacted by the DoW and have had their issues and concerns noted as part of the review.

A major concern for some of these Councils is that the current levels of water licence and asset management systems compliance is disproportionate to the number of services that are provided with no consideration given to the administration burden it places on small local governments. The water licensing framework applies equally to all licence holders, regardless of the size and complexity of their water service.

The State Government determined in 2010 that small local government water service providers (with fewer than 1 000 connections) would not be required to pay the license fees. Instead, it was decided that these fees would be funded by the State Government. The Department of Treasury wrote to local governments on 11 July 2013 to confirm this arrangement.

The Executive Officer understands that affected Councils recognise they are exempt from the payment of fees but are more concerned at the cost of ensuring compliance with the water licensing framework being applied equally to all licence holders, regardless of the size and complexity of their water service.

WALGA Officers will be making a submission to the review and would appreciate the support of the Zones in bringing this issue to the notice of WALGA State Council before a recommendation is made to the Minister for Water.

Executive Officer Comment:

This matter was brought to the attention of the Central Country Zone by the Shire of Brookton when it met on Friday 28 August 2015, with the Central Country Zone resolving as follows:

RESOLUTION: *Moved: Cr Crute*

Seconded: Cr Lange

That the Central Country Zone advises WALGA State Council of its concerns and issues with the current regulatory and compliance burden imposed on Local Governments by the Economic Regulation Authority under the Water Services Act (2012) and seek for WALGA to advocate for a full exemption for non-metropolitan local governments with less than 1,000 connections.

CARRIED

WALGA Officers will be making a submission to the review and would appreciate the support of the Zones in bringing this issue to the notice of WALGA State Council before a recommendation is made to the Minister for Water.

Whilst too late for the September WALGA State Council Meeting if Member Councils were interested to contribute to the debate information could be sent directly through to WALGA or correspondence prepared and forwarded directly to the Minister for Water.

The matter is presented for decision.

RESOLUTION: Moved: Ian Fitzgerald Seconded: Paul Webb

That the GVROC Technical Officers Working Group recommend to GVROC Council that GVROC advise WALGA State Council of its concerns and issues with the current regulatory and compliance burden imposed on Local Governments by the Economic Regulation Authority under the Water Services Act (2012) and seek for WALGA to advocate for a full exemption for non-metropolitan local governments with less than 1,000 connections.

CARRIED

7.1 Application of the Gift Tax by Horizon Power and Western Power

It was agreed that an invitation should be extended to representatives from Horizon Power to meet with the GVROC Technical Officers Working Group to discuss this issue of the gift tax and its application.

That the GVROC Technical Officers Working Group recommend to GVROC Council that GVROC give considerations to developing a communications strategy to raise awareness of GVROC and its achievements and other matters that affect the GVROC region.

CARRIED

That the GVROC Technical Officers Working Group recommend to GVROC Council that GVROC discuss the current structure of the WALGA AGM and in particular the lack of time allowed for discussion of matters listed for decision.

CARRIED

The meeting resumed at 10.20am at which time representatives from Talls Consulting met with the GVROC Technical Officers Working Group.

Thursday 8 October 2015 - an in-person meeting of the GVROC Council in Kalgoorlie
 Thursday 27 November 2015 – an in-person meeting of the GVROC Council at which the WALGA State Council Agenda for the State Council meeting to be held Wednesday 3 December 2015 will also be considered. Elections must also be held at this time (in Kalgoorlie unless otherwise determined);
 Friday 4 December 2015 – an in-person meeting of the GVROC Technical Officers Working Group (in Kalgoorlie unless otherwise determined)
 Friday 29 January 2016 – an in-person meeting of the GVROC Council in Esperance

There being no further business the Acting Chair declared the meeting closed at 11.35am

12.5 MANAGEMENT AND POLICY BUSINESS

12.5.2 POLICY REVIEW

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM355
DISCLOSURE OF INTEREST:	None
DATE:	5 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.5.2 Attachment #1 Draft Policy – Staff Recruitment – Permanent, Part and Full Time

12.5.2 Attachment #2 Draft Policy – Investments

12.5.2 Attachment #3 Draft Policy – Financial Management – Payment of Accounts and Purchasing Authority Limits

SUMMARY:

Council is requested to adopt additional policies to enable effective and efficient management of Council resources and to assist staff in decision making.

BACKGROUND:

Nil

COMMENT:

Council has a number of Policies in place which give guidance to Administration in the management of Shire activities. Policy statements enable the day to day management of Council affairs to be undertaken by Administration, allowing Elected Members to concentrate on major strategic issues.

The three additional policies proposed are:

1. Staff Recruitment – Permanent, Part and Full Time

The policy statement is basically the procedure currently followed by administration. Adopting as policy for this purpose will ensure an ongoing, consistent approach to staff recruitment when senior management changes.

2. Investments

The Council does not have a policy on investments, however, the process is outlined in the delegation to the Chief Executive Officer.

The purpose of this policy is to clarify the process, with in affect only one significant change, that is, to ensure funds are only invested in the four major banks.

3. Financial Management – Payment of Accounts and Purchasing Authority

This policy provides a clearer direction on officer responsibilities and authority. It also gives tighter control of budget expenditure to the Chief Executive Officer.

CONSULTATION:

Public consultation is not required in respect to the policies proposed.

STATUTORY ENVIRONMENT:

There are no statutory obligations.

POLICY IMPLICATIONS:

If the proposed policies are adopted by Council the policies will be included in the Policy Manual.

FINANCIAL IMPLICATIONS:

There are no known financial implications.

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0872

Moved: Cr Tucker

Seconded: Cr J Dwyer

That draft policies:

3.7 Staff Recruitment – Permanent, Part and Full Time

4.9 Investments; and

4.10 Financial Management – Payment of Accounts and Purchasing Authority Limits

Identified as attachments 12.5.2 Attachments 1, 2 and 3 be adopted.

10:56am

CARRIED 5/0

3.7 Staff Recruitment – Permanent, Part and Full Time

Introduction

Objective

The Recruitment Policy has the following aims and objectives:

- To ensure all recruitment procedures comply with Council's equal opportunity policies and legislation;
- To ensure that all appointments are made on merit;
- To attract sufficient applicants, experience and qualifications deemed as being necessary for the job;
- To develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate;
- To ensure the recruitment procedures are clear, valid and consistently applied by those involved in recruitment and that they provide for fair and equitable treatment for those who apply for employment;
- To base selection decisions and criteria directly to the demands and requirements for the job and the competencies identified as necessary for satisfactory performance;
- To ensure that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met; and
- To observe any legal requirements which apply to the recruitment and selection process.

History

New Policy 24 September 2015

Policy Statement

The need to recruit

Generally, the need to recruit arises from either:

- A vacancy due to the departure of the incumbent; or
- The creation of a new position through organisational expansion or restructure.

Recruitment Sources

All positions created or becoming vacant shall be advertised, advertising will be internal and external.

Internal Advertising

May be noticeboards, email, memos or staff circulars, newsletters, word of mouth and shall be distributed so that all receive sufficient notice of vacancies.

External Advertising

Newspapers:

- The West Australian – Wednesdays and Saturdays
- Kalgoorlie Miner
- Internet, Shire website, LGNET

Employment Agencies

External advertising may also be through external agencies such as:

- Centrelink
- Local Government Workplace Solutions
- Schools, Colleges, Universities
- Other – tertiary graduates, traineeships, cadetships, apprentices

Council Discretion

The Chief Executive Officer has the direction to determine which recruitment advertising source is to be utilised for any available employment positions.

Appointment of Chief Executive Officer and Senior Staff

Vacant positions of Chief Executive Officer and senior employees shall be advertised as determined for individual vacancies. All details of the vacant position are to be advertised in accordance with the Local government Act and Local Government (Administration) Regulation 18A.

Advertisement details as presented in regulation 18A.

– End of Policy

COMMENT

4.9 Investments

Introduction

Objective • To document and provide the necessary information for the delegated officers to invest surplus funds.

History New Policy 24 September 2015

Policy Statement

1. Purpose of Policy

- 1.1 The purpose of this policy is to ensure that:
- The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18 (1)(a) of the Trustees Act 1962 (the 'Prudent Person' rule);
 - At all times, the Council has in place a current set of policies and delegations for its Investments Officers (Delegation Number 2.5); and
 - Adherence to the guidelines by all officers with delegated authority to invest / control surplus funds.
- 1.2 This Policy is to be made available to all employees involved in daily investment decisions.
- 1.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

2. Prudent Person Rule

- 2.1 the investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the Prudent Person rule.
- 2.2 the main features of the prudent person rule include:
- Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
 - A duty to invest funds in investments that are not speculative or hazardous.
- 2.3 In exercising powers of investment, there are important matters for consideration:
- The purpose of the investment and the needs and circumstances;
 - The desirability of diversifying investments and the nature of and risk associated with existing investments;
 - The need to maintain the real value of capital and income; the risk of capital or income loss or depreciation; the potential for capital appreciation;
 - The likely income return and timing of the income return; the length of the term of the proposed investment;
 - The liquidity and marketability of the proposed investment; the aggregate value of the investment;
 - The effect of the proposed investment in relation to the tax liability (if any);
 - The likelihood of inflation affecting the value of the proposed investment; and
 - The costs of making the proposed investment; the results of a review of existing investments.

3. Investment Objectives

3.1 To add value through prudent investment of funds.

3.2 To have ready access to funds for day-to-day requirements, without penalty.

4. Authority to Invest

4.1 The shire of Menzies' surplus funds are to be invested in term deposits or negotiable certificates of deposit with one of the "Big Four" Banks in Australia (listed below) and Bankwest. Any proposal to invest funds in another institution, for whatever reason, is to be referred to the Council:

- Commonwealth Bank of Australia
- National Australia Bank
- Westpac Bank
- ANZ Bank

4.2 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.

4.3 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.

4.4 The Council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available.

4.5 In accordance with Financial Management Regulation 19C the Shire of Menzies will not undertake any of the following investment activities:

- Lodge deposits with an institution except an authorised institution;
- Deposit funds for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

5. Delegation of Authority to Invest

The authority to make investment decisions is to be delegated to the Chief Executive Officer.

6. Review and Reporting

6.1 A cash flow report is to be monitored by the Manager Finance & Administration at least weekly to ensure cash funds are available to meet commitments.

6.2 Investments will be managed actively as they mature with reviews by the Manager Finance & Administration on a monthly basis.

6.3 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Council's behalf at 30 June each year.

6.4 A monthly report will be provided to Council on investments made.

6.5 Each investment and details thereof shall be maintained in an investment register.

– End of Policy

COMMENT

4.10 Financial Management – Payment of Accounts & Purchasing Authority Limits

Introduction

Objective To ensure that all payments made by the Council are in accordance with the Local Government (Financial Management) Regulations 1996.

History New Policy 24 September 2015

Policy Statement

The signing of official purchase orders and certification of invoices for payment can only be carried out by the following positions and in accordance with their respective purchasing limits.

1. Purpose of Policy

- 1.1 The purpose of this policy is to ensure that:
- The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18 (1)(a) of the Trustees Act 1962 (the 'Prudent Person' rule);
 - At all times, the Council has in place a current set of policies and delegations for its Investments Officers (Delegation Number 2.5); and
 - Adherence to the guidelines by all officers with delegated authority to invest / control surplus funds.
- 1.2 This Policy is to be made available to all employees involved in daily investment decisions.
- 1.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

2. Prudent Person Rule

- 2.1 the investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the Prudent Person rule.
- 2.2 the main features of the prudent person rule include:
- Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
 - A duty to invest funds in investments that are not speculative or hazardous.
- 2.3 In exercising powers of investment, there are important matters for consideration:
- The purpose of the investment and the needs and circumstances;
 - The desirability of diversifying investments and the nature of and risk associated with existing investments;
 - The need to maintain the real value of capital and income; the risk of capital or income loss or depreciation; the potential for capital appreciation;
 - The likely income return and timing of the income return; the length of the term of the proposed investment;

- The liquidity and marketability of the proposed investment; the aggregate value of the investment;
- The effect of the proposed investment in relation to the tax liability (if any);
- The likelihood of inflation affecting the value of the proposed investment; and
- The costs of making the proposed investment; the results of a review of existing investments.

3. Investment Objectives

3.1 To add value through prudent investment of funds.

3.2 To have ready access to funds for day-to-day requirements, without penalty.

4. Authority to Invest

4.1 The shire of Menzies' surplus funds are to be invested in term deposits or negotiable certificates of deposit with one of the "Big Four" Banks in Australia (listed below) and Bankwest. Any proposal to invest funds in another institution, for whatever reason, is to be referred to the Council:

- Commonwealth Bank of Australia
- National Australia Bank
- Westpac Bank
- ANZ Bank

4.2 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.

4.3 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.

4.4 The Council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available.

4.5 In accordance with Financial Management Regulation 19C the Shire of Menzies will not undertake any of the following investment activities:

- Lodge deposits with an institution except an authorised institution;
- Deposit funds for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

5. Delegation of Authority to Invest

The authority to make investment decisions is to be delegated to the Chief Executive Officer.

6. Review and Reporting

6.1 A cash flow report is to be monitored by the Manager Finance & Administration at least weekly to ensure cash funds are available to meet commitments.

6.2 Investments will be managed actively as they mature with reviews by the Manager Finance & Administration on a monthly basis.

6.3 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Council's behalf at 30 June each year.

6.4 A monthly report will be provided to Council on investments made.

6.5 Each investment and details thereof shall be maintained in an investment register.

– *End of Policy*

COMMENT

12.5 MANAGEMENT AND POLICY BUSINESS

12.5.3 REVIEW OF DELEGATIONS

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM046
DISCLOSURE OF INTEREST:	None
DATE:	5 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.5.3 Attachment #1 Delegation 2.2 – Tender for Providing Goods and Services
12.5.3 Attachment #2 Delegation 2.5 – Investment of Surplus Funds

SUMMARY:

The purpose of this item is to consider minor amendments to a number of delegations granted to the Chief Executive Officer.

BACKGROUND:

Nil

COMMENT:

It is assumed that Councillors have a copy of the Delegation Register, however, for the purpose of this exercise a copy of the affected delegations of authority are attached.

The Chief Executive Officer is not seeking additional delegation of authority, the purpose of this report is to seek amendments to existing delegations to clarify the extent of delegated authority.

It is proposed that Delegation 2.5 Investment of Surplus Funds be deleted and replaced with the following:

DELEGATION NUMBER 2.5

INVESTMENTS

The Chief Executive Officer is delegated authority to invest money held in the municipal, trust or reserves funds that are not required for the time being for any other purpose. The Chief Executive Officer, when exercising this delegation, shall do so in accordance with Shire of Menzies Investment Policy 4.9.

LEGISLATIVE POWER – Local Government Act, 1995 Section 5.42, 6.14 and 6.15.
Local Government (Financial Management) Regulation 19

RECORDING REQUIREMENTS

Section 5.46(3) – Local Government (Administration) Regulation No 19

Investment Register maintained by the Manager Finance and Administration
– *End of Delegation*

Currently there is a delegation for the provision of goods and services, Delegation 2.2. There is no delegation for the invitation of Expressions of Interest, therefore the following is proposed:

DELEGATION NUMBER 2.2

SEEKING EXPRESSIONS OF INTEREST

DELEGATION

The Chief Executive Officer is delegated authority to invite expressions of interest with respect to the supply of goods or services before entering the tender process.

LEGISLATIVE POWER - Local Government Act, 1995 Section 5.42
Local Government (Functions and General) Regulations 1996,
Regulation 21(1)

RECORDING REQUIREMENTS

Section 5.46(3) Local Government Administration Regulations No 19
Tender Register

It is proposed that Delegation No. 2.2 Acquisition of Assets and Goods/Services – Tender for Supply be amended by including the following under the Delegation Statement:

6. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
7. Unless otherwise specified by a Resolution of Council, the Chief Executive officer is delegated authority to accept a tender when the consideration involved does not exceed \$100,000 provided that appropriate provision is made in Council's Budget.

The purpose of Delegation 2.2 is to enable the Chief Executive Officer to invite tenders without having to first obtain Council approval to do so. Because Regulation 14 states the Council must determine the criteria for deciding which tender should be accepted the existing delegation is pointless unless the proposed delegation (6) above is granted.

CONSULTATION:

Not applicable

STATUTORY ENVIRONMENT:

Local Government Act, 1995
Section 3.57 Tenders for the Supply of Goods and Services
Local Government (Functions & General) Regulations
Part 4 Provision of Goods and Services

POLICY IMPLICATIONS:

Currently no Policy applies.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:
Absolute majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0873

Moved: Cr Lee

Seconded: Cr J Dwyer

That:

1. **Delegation 2.5 Investment of Surplus Funds, be withdrawn and the following Delegation of Authority be granted to the Chief Executive Officer:**

DELEGATION NUMBER 2.5

INVESTMENTS

The Chief Executive Officer is delegated authority to invest money held in the municipal, trust or reserves funds that are not required for the time being for any other purpose. The Chief Executive Officer, when exercising this delegation, shall do so in accordance with Shire of Menzies Investment Policy 4.9.

LEGISLATIVE POWER

Local Government Act, 1995 Section 5.42, 6.14 and 6.15.

Local Government (Financial Management) Regulation 19

RECORDING REQUIREMENTS

**Section 5.46(3) – Local Government (Administration) Regulation No 19
Investment Register maintained by the Manager Finance and Administration**

– End of Delegation

2. **The Chief Executive Officer be delegated authority to invite Expressions of Interest with respect to the supply of the good or services before entering the Tender process; and**
3. **The Chief Executive Officer be delegated authority to:**

Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14; and

Unless otherwise specified by a Resolution of Council, the Chief Executive Officer is delegated authority to accept a tender when the consideration involved does not exceed \$100,000 provided that appropriate provision is made in Council's Budget.

10:58am

CARRIED BY ABSOLUTE MAJORITY 5/0

2.2 Acquisition of Assets and Goods/Services – Tenders for supply

Introduction	Generally, tenders must be called for – <ul style="list-style-type: none">- provision of goods or services valued over \$100,000,- disposal of goods over \$20,000 although there is no prohibition on calling tenders under these thresholds.
Objective	To allow the calling of tenders at an appropriate time.
Statutory context	Local Government Act – <ul style="list-style-type: none">- s.3.57 – Tenders for providing goods or services- 3.58 – Disposing of property Functions and General Regulations – <ul style="list-style-type: none">- Part 4 – Provision of goods and services- r.11 (2) – exemption from calling tender for supply- r.12 – anti-avoidance provisions for acquisitions- r.30 – exemption from calling tenders for disposal- r.31 –anti-avoidance provisions for dispositions Council Policy – <ul style="list-style-type: none">- Purchasing and Tenders – Model Purchasing Policy
Formal record	Officer's report to Council
Delegation by CEO	Not permitted
History	Former Delegation 11 Adopted 26 June 2014 Adopted 25 June 2015

Delegation Statement

1. The CEO is authorised to call tenders for supply of goods or services where the total consideration is more than the \$100,000 threshold, at the appropriate time, subject to the intended transaction being disclosed in the Budget.
2. Where an item or service exceeds \$100,000 and is able to be obtained through Council Purchasing Service of WALGA (Preferred Supplier list), a formal tender process is not required, subject to compliance with the Act and Council's delegation 2.3 Disposal of Assets.
3. Rather than obtain quotes in accordance with Council Purchasing Policy, the CEO may exercise their discretion and call tenders for supply of an item or service less than the \$100,000 threshold.
4. All tenders called are to be dealt with according to the Act and Regulations, and referred to Council for decision, unless prior specific delegation has been given.
5. All matters dealing with purchase of land are to have the specific authorisation of Council.

– End of Delegation

COMMENT

Purchasing policy adopted by Council applies to all non-tender acquisitions.

While the Act stipulates \$100,000 as the maximum purchase before tendering, Council may resolve a lesser limit.

Note comments to Delegation 2.3 – trade in to a preferred supplier without public tender, does not comply with the Act.

2.5 Investment of surplus funds

Introduction	Much of Council's funding is non-regular, and is received in large amounts at various times during the year, being rates and grant payments.
Objective	To maximise the interest earnings of funds not otherwise in use
Statutory context	Local Government Act – <ul style="list-style-type: none">- Division 4 – General financial provisions- s.6.14 – Power to invest Trustees Act 1962 – <ul style="list-style-type: none">- Part 3 – Investments to be prudential Financial Management Regulations – <ul style="list-style-type: none">- r.12 – Payments from municipal fund or trust fund- r.17 – Reserve accounts- r.19 – Management of investments- r.19C – Investments restricted to authorised institutions and certain types of investments are prohibited
Formal record	Officer's report to Council – statement of investments held at previous month's end.
Delegation by CEO	To Deputy CEO
History	Former Delegations 18 (pt), 43, Policy 3.9 Adopted 26 June 2014 Adopted 25 June 2015

Delegation Statement

1. The CEO is authorised to invest money held in any Council fund that is not required for immediate use, provided that sufficient working funds are retained at all times.
2. The following Delegation Schedule 2.5 – Investments is adopted, and forms part of this Statement.
3. Details of each investment transaction are to be recorded in an Investment Register. It is sufficient that all notifications, instructions and confirmations are retained in a single file, in such a way that an unbroken history can be established.
4. The Investment Register is to be updated at least monthly.
5. When arranging investment of funds, the CEO is to have regard to Dept of Local Government and Regional Development, Guidelines No. 19 – Investments.
6. All investments are to be placed through reputable firms in stable, in highly secure financial instruments (bonds, term deposit etc). Investments in potentially unstable instruments (shares, property etc) are prohibited.
7. Electronic transfers to and from investments must be authorised jointly by secure password, at least one of whom must be either of the CEO or the DCEO.
8. Authorised persons are as per Delegation 2.4 Creditors – Payment of Accounts.
9. No payments of any kind are permitted to be made from an investment account. Funds may be transferred to and from investment accounts and the Municipal Fund or Trust Fund or Reserve Accounts only.

– End of Delegation

COMMENT

Delegation Schedule 2.5 – Investments

1. "Prudent Person" Rule

- a) The main features of the "Prudent Person" rule include:
 - exercising the care, diligence and skill that a "Prudent Person" would exercise in managing the affairs of other persons; and
 - a duty to invest funds in investments that are not speculative or hazardous.
- b) In exercising powers of investment, there are important matters for consideration, including the:
 - purpose of the investment and the needs and circumstances;
 - desirability of diversifying investments;
 - nature of and risk associated with existing investments;
 - need to maintain the real value of capital and income;
 - risk of capital or income loss or depreciation;
 - potential for capital appreciation;
 - likely income return and timing of the income return;
 - length of the term of the proposed investment;
 - liquidity and marketability of the proposed investment;
 - aggregate value of the investment;
 - effect of the proposed investment in relation to the tax liability (if any);
 - likelihood of inflation affecting the value of the proposed investment;
 - costs of making the proposed investment; and
 - results of a review of existing investments.

2. Liquidity

- a) Liquidity ratio – at least 50% of total investment portfolio must be liquefiable within 10 days.
- b) Cash flow report to be monitored at least weekly to ensure cash funds are available to meet commitments.
- c) Generally, investments should not exceed 3 months to ensure liquidity, subject to investment rates available, and the likelihood of funds being required.

3. Authorised Investments

- a) Institutions and minimum credit rating (Standard & Poor's) approved/required are –
 - All banks within the meaning of the Banking Act 1959. A-1 (Short) to A (Long)
(A minimum of 50% of total investments must remain with a Bank)
 - Commonwealth Government A-1 to AA
 - State Government A-1 to AA
 - Other Financial Institutions A-1 (Short) to A (Long)
- b) Maximum term of any investment is 1 year
- c) Cash / Bank Deposits / Securities –
 - At Call/Short-Dated deposits with a bank within the meaning of the Banking Act 1959 of the Commonwealth or a bank established by or under a law of a State or Territory of the Commonwealth.
 - Bills of exchange that have been accepted or endorsed by a bank.
 - Certificates of deposit and term deposits issued by a bank whether negotiable, convertible or not.
- d) Restrictions
 - Organisations with which deposits are placed must have a long-term credit rating of A (or equivalent or higher) as assessed by a recognised Ratings Agency.
 - All securities other than those guaranteed by the Commonwealth or a State Government must have a short-term domestic credit rating of A1 (or equivalent or higher) as assessed by a recognised Ratings Agency.

4. Management Reporting

Each month an investment report must be produced to Council. The report will summarise –

- institutions holding investments;
- amounts invested
- maturity details;
- current investment rate of return;
- any breaches of authority

– End of Schedule

12.5 MANAGEMENT & POLICY BUSINESS

12.5.4 SALE OF COUNCIL OWNED LAND

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	Menzies
APPLICANT:	Not applicable
FILE REF:	ASS8052
DISCLOSURE OF INTEREST:	None
DATE:	9 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

Nil

SUMMARY:

Council approval is requested for the sale of various Menzies residential lots by public tender.

BACKGROUND:

The Shire of Menzies has ownership of a number of residential lots in Menzies and Kookynie.

The initial allocation of lots was offered for sale in 2010. Some lots were disposed of at that time, leaving the following lots available:

Menzies	Kookynie
Lot 570 Suiter Street	Lot 68 Britannia Street
Lot 576 Suiter Street	Lot 69 Britannia Street
Lot 666 Suiter Street	Lot 70 Britannia Street
Lot 667 Suiter Street	Lot 71 Britannia Street
	Lot 25 Britannia Street
	Lot 27 Britannia Street
	Lot 30 Britannia Street
	Lot 31 Britannia Street
	Lot 32 Britannia Street
	Lot 303 Britannia Street
	Lot 304 Britannia Street
	Lot 79 Cumberland Street
	Lot 76 Cumberland Street
	Lot 75 Cumberland Street
	Lot 74 Cumberland Street
	Part 652 Cumberland Street
	Part 653 Cumberland Street
	Lot 3 Cumberland Street
	Lot 17 Cumberland Street

COMMENT:

An offer has been received for the purchase of Lot 666 Suiter Street, Menzies. The methods of disposal available to Council include public tender, auction or private treaty. The most cost effective method is public tender.

Whatever method is used for the disposal of Lot 666 it would be logical to make all remaining lots available for purchase.

CONSULTATION:

If the lots are offered for sale by public tender, tenders will be advertised statewide.

STATUTORY ENVIRONMENT:

Local Government Act, 1995

Section 3.58 Disposing of Property

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

There are no significant financial implications, given the expected value of the lots. There is no allowance in the current budget for income from sale of land.

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:	No: 0874
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Moved: Cr Tucker

Seconded: Cr J Dwyer

That the following properties be offered for sale by public tender:

Menzies	Kookynie
Lot 570 Suiter Street	Lot 68 Britannia Street
Lot 576 Suiter Street	Lot 69 Britannia Street
Lot 666 Suiter Street	Lot 70 Britannia Street
Lot 667 Suiter Street	Lot 71 Britannia Street
	Lot 25 Britannia Street
	Lot 27 Britannia Street
	Lot 30 Britannia Street
	Lot 31 Britannia Street
	Lot 32 Britannia Street
	Lot 303 Britannia Street
	Lot 304 Britannia Street
	Lot 79 Cumberland Street
	Lot 76 Cumberland Street
	Lot 75 Cumberland Street
	Lot 74 Cumberland Street
	Part 652 Cumberland Street
	Part 653 Cumberland Street
	Lot 3 Cumberland Street
	Lot 17 Cumberland Street

10:59am

CARRIED 5/0

12.5 MANAGEMENT & POLICY BUSINESS

12.5.5 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM107
DISCLOSURE OF INTEREST:	None
DATE:	9 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.5.5 Attachment #1 Congress program

SUMMARY:

The 2015 National Local Roads and Transport Congress will be held in Ballarat, Victoria on 17-19 November 2015.

This report recommends that the Shire of Menzies be represented at the Congress.

BACKGROUND:

The National Local Roads and Transport Congress is facilitated by the Australian Local Government Association. Over the years the Congress has had significant influence on the continuation of Federal Government road funding to Local Government.

COMMENT:

This year's Congress is likely to be the last before the expected 2016 Federal Election, it is therefore important that the Congress is well attended to demonstrate to both major political parties the importance of Federal road funding direct to Local Government.

CONSULTATION:

Not applicable

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Policy 3.2 refers to attendance at Conferences, Meetings & Training, however, it does not cover interstate conferences. Therefore specific Council approval is required for Councillors and/or staff to attend.

FINANCIAL IMPLICATIONS:

The cost, including registration, airfares etc is approximately \$2,500 per delegate.

STRATEGIC IMPLICATIONS:

The continuation of Federal Government funding for roads through the Roads to Recovery program and Grants Commission is vital to enable the Shire of Menzies to maintain its road

network at a satisfactory level. It is essential therefore that the Congress is well attended to demonstrate to the Government the importance of Federal road funding.

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0875

Moved: Cr Lee

Seconded: Cr Mazza

That Cr G Dywer and Cr J Dwyer represent the Shire of Menzies at the 2015 National Local Roads and Transport Congress.

11:06am

CARRIED 5/0

NATIONAL LOCAL ROADS & TRANSPORT CONGRESS

CONGRESS PROGRAM

Strategic Regional Infrastructure Investment

TUESDAY 17 NOVEMBER

5:00-7:00 pm Welcome Reception, Sovereign Hill Historic Park

WEDNESDAY 18 NOVEMBER

9:00 am OPENING ADDRESS ALGA President, Troy Pickard

9:30 am Deputy Prime Minister the Hon Warren Truss MP (Invited)

10:00 am KEYNOTE ADDRESS
 Progressing Productivity Reforms, Peter Harris, Chairman of the Productivity Commission (Invited)

10:30 am MORNING TEA

11:00 am PANEL SESSION Regional Council Groups

12:30 pm LUNCH

1:30 pm CONCURRENT SESSIONS
 • Regional Investment Strategies
 • Managing the Urban Transport Sprawl

3:00 pm AFTERNOON TEA

3:30 pm International Speaker

4:00 pm Discussion with key stakeholders on funding

5:00 pm DAY ONE CLOSE

6:30 pm OFFICIAL DINNER
 Pre-dinner drinks: Jackson's & Co
 Dinner: Mining Exchange

THURSDAY 19 NOVEMBER

9:00 am Shadow Minister for Infrastructure and Transport, The Hon Anthony Albanese MP (Invited)

9:30 am Launch of State of the Assets Reports - Roads and Community Infrastructure Assets, Jeff Roorda, JRA and Associates

10:15 am AccessCONNECT - Reform Progress

10:45 am MORNING TEA

11:15 am CONCURRENT SESSIONS
 • Defence's Land 121 Project
 • Road Safety

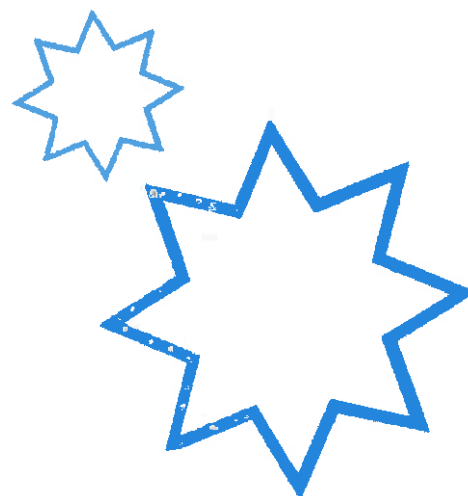
12:45 pm LUNCH

1:45 pm Regional Aviation

2:15 pm Election Advocacy Initiatives

3:15 pm President's Closing Address

3:30 pm CONGRESS CLOSE



12.5 MANAGEMENT & POLICY BUSINESS

12.5.6 ESTABLISHMENT OF LAKE BALLARD MANAGEMENT ADVISORY COMMITTEE

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM166
DISCLOSURE OF INTEREST:	None
DATE:	14 September 2015
AUTHOR:	Pascoe Durtanovich, Acting CEO
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	Ordinary Council Meetings 28/2/2013, 27/2/2014 and 25/9/2014

ATTACHMENTS:

None

SUMMARY:

Advice has been received from the Department of Lands that it is proposed to revoke the existing Management Order for Reserve 49153, issued to the Lake Ballard Association Inc and issue a new Management Order to the Shire of Menzies, subject to a Committee of Council being established for the management of the reserve.

This report recommends that an Advisory Committee be established in accordance with the Department's request.

BACKGROUND:

Reserve 39153 is vested in the Lake Ballard Association (Inc). For a number of years the reserve has been managed jointly by State and Local government through the Lake Ballard Association.

Over the past two years Council has pursued a change in the Management Order for Reserve 49153 to enable the Shire of Menzies to have more direct management control.

The most recent Council decision on this matter was on 25 September 2014, wherein it was resolved as follows:

That Council Resolve:

1. To write to the Minister for Lands seeking his approval to grant the Shire of Menzies a Management Order for the Lake Ballard site, with the following conditions being a commitment by the Shire of Menzies to that Management Order,
2. Should the Minister make a Management Order for the Lake Ballard site in the name of the Shire of Menzies, Council would establish a Committee of Council to make recommendations to Council regarding the Lake Ballard site;
3. The Committee would be known as the Lake Ballard Committee;
4. That the makeup of the Lake Ballard Committee would be as follows:

- a. Four members to be as determined by the Traditional Owners (in consultation with the Menzies Aboriginal Corporation);
 - b. Four current serving Members of the Shire of Menzies;
 - c. The Shire of Menzies Chief Executive Officer be appointed as support to that Committee; and
5. That other parties be permitted to attend the Lake Ballard Committee Meetings in the role of observers only, without voting rights.

COMMENT:

The issuing of a Management Order in favour of the Shire of Menzies is subject to the following:

- (i) The term of the Management Order to be ten (10) years
- (ii) A Committee of Council to be established to make recommendations to Council regarding the Lake Ballard site
- (iii) The Committee to be known as the Lake Ballard Committee; and
- (iv) The Lake Ballard Committee to be made up of the following:
 - a) Four members to be as determined by the Traditional Owners
 - b) Four current serving Members of the Shire of Menzies
 - c) One representative from the Goldfields Esperance Development Commission
 - d) One representative from Tourism Australia; and
 - e) One representative from the Art Gallery of Western Australia

Given Council initiated the request for a change in the Management Order it is appropriate that Council accept the conditions set by the Department of Lands despite the fact that composition of the proposed Committee does not totally reflect the Council decision of 25 September 2014.

The Committee proposed is in fact an Advisory Committee which can be established under Section 5.9 of the *Local Government Act, 1995*.

The following operational guidelines are recommended for the new Committee:

1. **Name**
Shire of Menzies Lake Ballard Management Advisory Committee.
2. **Governing Legislation**
The Committee is established under Section 5.9 of the Local Government Act, 1995.
3. **Membership**
 - Four members to be determined by the Traditional Owners
 - Four current serving Members of the Shire of Menzies
 - One representative from the Goldfields Esperance Development Commission
 - One representative from Tourism Australia
 - One representative from the Art Gallery of Western Australia
4. **Objective**
The objective is to maintain the sculptures and the landscape "canvas" in an environmentally, culturally, socially and economically sustainable manner.
5. **Terms of Reference**
To advise the Shire of Menzies on the management of Reserve 49153 and the assets thereon, in accordance with the Lake Ballard Management Plan.

6. Meetings

- **Committee Meetings**

The Committee shall meet as often as its Chairperson and/or the Council decides, but no less than two times per year, once in May and once in October.

- **Quorum**

The Quorum at any meeting shall be six members of the Committee

- **Voting**

Shall be in accordance with the *Local Government Act, 1995* Section 5.21.

Section 5.21 states:-

(1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.

(2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.

Note: The Shire of Menzies Lake Ballard Management Advisory Committee does not have delegation of a Local government power or duty therefore Section 5.21(2) does not apply.

(3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.

(4) If a member of a council or a committee specifically requests that there be recorded –

(a) his or her vote; or

(b) the vote of all members present on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

(5) A person who fails to comply with subsection (2) or (3) commits an offence.

- **Minutes**

Shall be in accordance with the *Local Government Act, 1995* Section 5.22.

- **Meetings**

Shall be generally open to the public.

- **Member's Interest to be Disclosed**

Members of the Committee are bound by the provisions of the *Local Government Act, 1995* Section 5.65 with respect to disclosure of interests.

- **Secretariat**

A Shire staff officer appointed by the Chief Executive Officer will fulfil the role of non-voting Secretary who will also be responsible for preparation and distribution of Agenda and Minutes.

- **Chairperson**

The Chairperson and Deputy Chairperson are to be elected by the Committee
The tenure for both positions will be two years.

- **Ex Officio Members**

The Committee is authorised to co-opt standing ex-officio members as non-voting members.

- **Meeting Attendance Fees**

Nil

- **Delegated Authority**

Nil

Note: The tenure of Committee Members will be determined by the individual represented organisations.

CONSULTATION:

Council records indicate that Lake Ballard Association Inc supports the change in management arrangements.

STATUTORY ENVIRONMENT:

Local Government Act, 1995 Sections 5.21 and 5.22.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

It is unlikely that any significant additional cost will be incurred by the Shire of Menzies because of the change in the Management Order.

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Absolute majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:	No: 0876
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Moved: Cr Mazza

Seconded: Cr J Dwyer

That in accordance with Section 5.9 of the Local Government Act, 1995 the following Committee be established:

- 1. Name**
Shire of Menzies Lake Ballard Management Advisory Committee.
- 2. Governing Legislation**
The Committee is established under Section 5.9 of the Local Government Act, 1995.
- 3. Membership**
 - **Four members to be determined by the Traditional Owners**
 - **Four current serving Members of the Shire of Menzies**
 - **One representative from the Goldfields Esperance Development Commission**
 - **One representative from Tourism Australia**
 - **One representative from the Art Gallery of Western Australia**
- 4. Objective**
The objective is to maintain the sculptures and the landscape "canvas" in an environmentally, culturally, socially and economically sustainable manner.
- 5. Terms of Reference**
To advise the Shire of Menzies on the management of Reserve 49153 and the assets thereon, in accordance with the Lake Ballard Management Plan.
- 6. Meetings**
 - **Committee Meetings**
The Committee shall meet as often as its Chairperson and/or the Council decides, but no less than two times per year, once in May and once in October.
 - **Quorum**
The Quorum at any meeting shall be six members of the Committee

- **Voting**
Shall be in accordance with the *Local Government Act, 1995* Section 5.21.
Section 5.21 states:-
 - (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
 - (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.

Note: The Shire of Menzies Lake Ballard Management Advisory Committee does not have delegation of a Local government power or duty therefore Section 5.21(2) does not apply.
 - (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
 - (4) If a member of a council or a committee specifically requests that there be recorded –
 - (a) his or her vote; or
 - (b) the vote of all members present,on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
 - (5) A person who fails to comply with subsection (2) or (3) commits an offence.
- **Minutes**
Shall be in accordance with the *Local Government Act, 1995* Section 5.22.
- **Meetings**
Shall be generally open to the public.
- **Member's Interest to be Disclosed**
Members of the Committee are bound by the provisions of the *Local Government Act, 1995* Section 5.65 with respect to disclosure of interests.
- **Secretariat**
A Shire staff officer appointed by the Chief Executive Officer will fulfil the role of non-voting Secretary who will also be responsible for preparation and distribution of Agenda and Minutes.
- **Chairperson**
The Chairperson and Deputy Chairperson are to be elected by the Committee
The tenure for both positions will be two years.
- **Ex Officio Members**
The Committee is authorised to co-opt standing ex-officio members as non-voting members.
- **Meeting Attendance Fees**
Nil
- **Delegated Authority**
Nil

Note: The tenure of Committee Members will be determined by the individual represented organisations.

11:07am

CARRIED BY ABSOLUTE MAJORITY 5/0

Prior to consideration of Item 12.5.7 the following declarations of interest were made:

Cr Jill Dwyer declared an impartiality interest in Item 12.5.7 Expression of Interest – CRC / Caravan Park and read aloud the nature and extent of the interest.

I disclose that I have an association with the applicant. As a consequence there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

Cr Greg Dwyer declared an impartiality interest in Item 12.5.7 Expression of Interest – CRC / Caravan Park and read aloud the nature and extent of the interest.

I disclose that I have an association with the applicant. As a consequence there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

Cr Justin Lee declared a financial interest in Item 12.5.7 Expression of Interest – CRC / Caravan Park on the basis that he is a food premises operator and the EOI proposes provision of a restaurant.

COUNCIL DECISION:

No: 0877

Moved: Cr Tucker

Seconded: Cr J Dwyer

That Cr Lee be permitted to remain in the meeting but not participate in discussion or voting.

11:15am

CARRIED 4/0

12.5 MANAGEMENT & POLICY BUSINESS

12.5.7 EXPRESSION OF INTEREST – CRC / CARAVAN PARK

SUBMISSION TO:	Ordinary Council Meeting, 24 September 2015
LOCATION:	37 Shenton Street Menzies / Reserve 32312
APPLICANT:	Not applicable
FILE REF:	ADM030; ADM069
DISCLOSURE OF INTEREST:	None
DATE:	16 September 2015
AUTHOR:	Pascoe Durtanovich, Acting CEO
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	Item 12.5.1 Ordinary Council Meeting 27 August 2015

ATTACHMENTS:
None

SUMMARY:

The purpose of this report is for Council to consider additional information in respect to the outsourcing of the CRC and Caravan Park operations.

BACKGROUND:

The operation of the CRC has been considered by Council on a number of occasions in the past twelve months. At the meeting on 26 March 2015 Council resolved as follows:

That Council:

- 1. Receive the report on the Review of Services for the Lady Shenton and Community Resource Centre; and*
- 2. Form a Committee of Council including interested community members to review the operation of the Community Resource Centre and set strategic direction for events, culture and tourism.*

It is understood that this decision was not acted on.

At the 25 June 2015 Ordinary Council Meeting Item 12.5.7 it was resolved as follows:

That:

- 1. Council seek expressions of interest for a contractor to be granted a lease of the Lady Shenton/CRC and caravan park;*
- 2. The lessee be provided opportunity to conduct a private business from the premises; and*
- 3. The lessee be required to operate the Freight Service, the Post Office, the CRC and Library as a part time contracted employee of the Shire, and the part time employment contract be subject to receipt of grant funding for the CRC.*

At the Ordinary Council Meeting held 27 August, 2015 Council resolved as follows:

That:

1. *The Expression of Interest for the operation of the Lady Shenton CRC and the Menzies Caravan Park, from Ms Laura Dwyer, be received; and*
2. *Prior to further consideration of invitation to tender the Acting Chief Executive Officer prepare a report on the operation / accountability of the CRC aspect of any contract arrangement, costs associated with any building upgrading requirements and Caravan park leasing arrangements.*

As further background the following information is noted. The content was provided to McLeods Barristers and Solicitors for advice on legal ramifications. McLeods have documented the information as the basis for their advice.

- (a) the Shire is vested with care, control and management of Crown land Reserve 32312 (Lot 555 on Deposited Plan 63650 being the whole of the land in Qualified Certificate of Title Volume LR 3156 Folio 761) for the purpose of Caravan Park (Reserve 32312).
- (b) the Menzies Caravan Park is located on Reserve 32312;
- (c) the Menzies Visitor Centre and the Community Resource Centre are situated together in the CRC building which is located next to the Menzies Caravan Park, on land owned in fee simple by the Shire known as Lot 41 on Deposited Plan 222795 being the whole of the land comprised in Certificate of Title Volume 599 Folio 198;
- (d) Council currently operates the Menzies Caravan Park, the Visitor Centre and the Community Resource Centre;
- (e) the Menzies Community Resource Centre delivers a number of community activities including providing postal and freight services;
- (e) the Shire receives a grant of \$100,000 per annum from the State Government for the operation of the Community Resource Centre;
- (f) to improve and increase the ongoing service delivery of the Menzies Caravan Park, Visitor Centre and Community Resource Centre, Council invited expressions of interest for the operation of the Menzies Caravan Park, Menzies Visitor Centre and the Menzies Community Resource Centre;
- (g) one expression of interest has been received, which proposes:
 - (h) the expansion of the Menzies Caravan Park, Visitor Centre and Community Resource Centre to include a commercial café to enhance the business and create a profitable venture that attracts people to the town and provides further services to the local community;

- (ii) the implementation of a healthy school lunch program; and
- (iii) an upgrade of the Community Resource Centre website and organisation of training courses to enhance the services offered;

COMMENT:

When considering this matter Council needs to be aware of additional information that was not available at the August 2015 Council Meeting.

Firstly, Council can contract out the CRC operation, the operator of the CRC does not have to be an employee of Council. This has been confirmed by the Department of Regional Development.

Secondly, the State Government grant for the operation of the CRC was not mentioned in the Expression of Interest, therefore if the operation of the CRC is undertaken by contract a new tender would be required because the contract would exceed \$100,000.

After considering the nature of the facilities and the issue of the grant funding for the CRC, McLeods have provided the following advice and recommendations.

“The most appropriate option to achieve the Shire’s objectives will depend on the level of involvement the Shire and the parties wish to have in the day to day operations of the site and services. The Shire has indicated that Council wishes to outsource the management of the site and functions.

Given the nature of cafes and Caravan Parks as commercial businesses, the operations can differ quite significantly from the operation of a visitor centre and community resource centre. It might be more appropriate to consider splitting the functions, with a Lease provided to the operator of the Caravan Park and Café contained in the CRC building, with the Shire engaging a third party operator to act as the Manager for the Visitor Centre and Community Resource Centre.

Under such an approach, the Shire could retain greater control over the Visitor Centre and Community Resource Centre whilst outsourcing the day-to-day management of the facilities. Ultimately, by entering into a Management Contract with the third party, the Shire will be able to set greater requirements for the operator to ensure that the grant conditions are met. If the Shire preferred for the site to be operated by one operator, this could still be achieved with the Shire entering into separate agreements with the same operator in respect of the different functional areas and services.

After considering the nature of the facilities and the provision of grant funding for the Community Resource Centre, we have set out our recommendations to achieve your stated key objectives for each facility below.

Visitor Centre and Community Resource Centre

The most appropriate agreement to achieve the Shire's objectives in outsourcing the management of the site whilst ensuring the ongoing satisfaction of the grant conditions and requirements would be for the Shire to engage an operator to act as the Manager and enter into a management contract with the provider.

Under this arrangement the Shire would have the care, control and management of the Visitor Centre and Community Resource Centre, however appoint a Contractor to manage the premises for the Contract Term, on the terms and conditions set out in a management contract.

This agreement will enable the precinct to be operated in accordance with strategic plans and the objectives set by Council and as determined by the State Government in the provision of funding.

The Shire will be able to set the customer service requirements, as well as ensuring that any planning, business management and financial reporting requirements include requirements for annual business plans to be developed for the Shire's approval, benchmarking and key performance indicators.

The Shire could also include terms relating to corporate identity, advertising and promotion to ensure that the precinct is operated in accordance with any strategic plans set by Council or upon the yearly objectives set as a requirement of the grant.

Cafe/Caravan Park

A lease may be a more appropriate form of agreement for commercial businesses such as a café and Caravan Park. As discussed above, a lease would enable the occupier to hold an exclusive right of continuous possession and the absolute right of control and occupancy during the term of the lease.

Although the Café is proposed to be contained in the CRC Building along with the Community Resource Centre and Visitor Centre, a Lease could be granted over a portion of the CRC Building.

The terms of any upgrade of the existing kitchen or refurbishment can be set out within the Lease along with the provision of accommodation for the caretaker of the Caravan Park.

As the Caravan Park is located on Crown Land, additional issues may arise if the Shire anticipates receiving a commercial return for the Lease of the Caravan Park. Where management bodies of Crown Land are leasing land to commercial operators on commercial terms and returns, the Department of Lands is increasingly requiring that land to be excised from the reserve and made the subject of a head lease from the State to the local government. The purpose of such an arrangement is to enable the State to charge a rent from the Local Government and thereby obtain a portion of the commercial return from the land. This may not be applicable depending on the proposed terms of the Lease, however is something which needs to be considered.

4. Benefits of implementing proposed option

The proposed agreement options can provide a contractual base to achieve an increase in service delivery and key objectives of the Shire. We have set out the benefits of implementing the proposed options below:

- (a) day to day management at the Community Resource Centre and Visitor Centre will be the responsibility of a third party provider;
- (b) the terms of all agreements will be set out in legally binding contracts;
- (c) clear requirements and objectives can be set for all stakeholders;
- (d) entry into a management contract can provide for performance standards and set KPIs to ensure that operations of the Community Resource Centre and Visitor Centre are run in accordance with precinct's strategic plans and grant conditions;
- (e) entry into a management contract can assist the Shire and operator to fairly and reasonably manage a change in scope, such as a change in business plan, strategy or grant requirements annually upon review and approval by both parties; and

- (f) the Caravan Park and proposed Café can be leased on commercial terms.

5. Commercial Tenancy Act

It is also important to note that the granting of a lease to the Café will be subject to the Commercial Tenancy Act and the following requirements should be noted:

- (a) if the term (plus) option is less than five years then the lessee automatically has an option to renew the lease for a term of up to five years;
- (b) Disclosure Statement and a tenant guide must be provided to the lessee prior to entry into the lease;
- (c) it is not possible to prescribe opening hours or minimum opening hours;
- (d) it is not possible to have an absolute prohibition on assignment;
- (e) any refurbishment or refit the leased premises will be void unless the clause provides sufficient detail of the refurbishment or refit to indicate its nature, extent and the timing; and
- (f) any contribution towards the cost of any of the landlord's finishes, fixtures, fittings, equipment or services is void unless the tenant is notified of these costs in the Disclosure Statement given to the tenant.

6. Caravan Parks and Camping Grounds Act 1995

If the Caravan Park is to be operated by an individual or a company, other than the Shire, the operator will be required to apply for and maintain a licence under the Caravan Parks and Camping Grounds Act 1995. Under section 13 of the Caravan Parks and Camping Grounds Act, a person licensed to operate a facility must ensure, amongst other things that —

- (a) *a manager or other responsible person —*
 - (i) *resides in or near the facility;*
 - (ii) *is responsible for the supervision of the facility;*
 - (iii) *is accessible at all times in case of an emergency; and*
 - (iv) *where the facility is a caravan park, is available at the office of the caravan park during normal office hours.'*

7. Actions required to implement new structure

It is also important to note the actions that will be required to implement the proposed new agreements.

7.1 Local Government Act 1995

Lease over CRC Building

The Shire will also need to comply with section 3.58(3) of the Local Government Act 1995 (dealing with disposal of local government property) prior to entry into any lease.

We note that the Shire has advertised for expressions of interest. However as the terms of the disposal of the site have not been agreed or the form of agreement, the Shire would still need to comply with section 3.58(3) of the Local Government Act, prior to entry into any lease for the CRC Building.

Management Contract

Pursuant to section 3.57 of the Local Government Act 1995 (Tenders for providing goods or services), the Shire may be required to tender for the

management contract unless the Shire can satisfy one of exemption requirements in part 4 of Local Government (Functions and General) Regulations 1996.

If the Management fee is to be the same as the current funds provided for the grant from the State government (\$100,000 per annum) and if the contract term is longer than 1 year, this amount will exceed \$100,000 and under Clause 11 of the regulations the Shire will be required to publicly invite tenders for the management services.

7.2 Commercial Tenancy Act (Retail Shops) Agreements Act 1985

The café will need to comply with the Commercial Tenancy Act. This means that the Shire will be required to provide a disclosure statement to the Lessee at least 7 days prior to entry into the lease."

Building Upgrade

The issue of building upgrade mainly relates to the existing kitchen area, insofar as it would have to be upgraded to comply with Health Regulations and to provide a suitable work space for a café / restaurant.

A detailed quote can be obtained when the extent of the café / restaurant is known, however, based on industry standards the cost is likely to be in the vicinity of \$30,000.

In summary, based on the legal advice received the best way forward is for the Caravan Park and café / restaurant area in the CRC building to be under separate lease with the proponent, under private treaty arrangements and either tenders be invited for the operation of the CRC, under a separate contract or the proponent be engaged as an employee.

CONSULTATION:

Not applicable

STATUTORY ENVIRONMENT:

As outlined in this report.

POLICY IMPLICATIONS:

Council does not have a policy in relation to this matter.

FINANCIAL IMPLICATIONS:

Disposing of property by private treaty will involve advertising costs, valuation expenses (current values would have to be obtained from a qualified Valuer for the Caravan Park and café / restaurant lease and staff time – cost estimate \$2,000.

Documentation preparation, contracts, leases etc would cost in the vicinity of \$5,000.

The kitchen upgrade costs would be subject to negotiations with the proponent.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2013-2023

Priority 14.2 Maintain a Strong Sense of Community

14.2.4 Connected Community

VOTING REQUIREMENTS:

Simple majority for Recommendations 1, 2 and 3

Absolute majority for Delegation of Authority

OFFICER'S RECOMMENDATION:

That:

1. The Acting Chief Executive Officer obtain a valuation for the disposal of the Menzies Caravan Park, Reserve 32312 Lot 555 on Deposited Plan 63650 being the whole of the land in Qualified Certificate of Title Volume LR 3156 Folio 761 by lease;
2. The Acting Chief Executive Officer obtain a valuation for the disposal of portion of the building situated on Lot 41 on Deposited Plan 222795 being the whole of the land comprised in Certificate of Title Volume 599 Folio 198 by lease;
3. The proposal to dispose of Reserve 32312, Menzies Caravan Park and Portion of Lot 41 Menzies CRC building by private treaty to Ms Laura Dwyer be advertised in accordance with Section 3.58 of the Local Government Act, 1995; and
4. Delegation of Authority
The Acting Chief Executive Officer be delegated authority to invite tenders for the operation of the Menzies Community Resource Centre and to determine the criteria for the selection of the successful tender.

COUNCIL DECISION:

No: 0878

Moved: Cr Mazza

Seconded: Cr Tucker

That:

1. The issue of the outsourcing of the CRC and Caravan Park be deferred to the October 2015 Ordinary Council Meeting; and
2. The Acting Chief Executive Officer prepare a report for the October meeting with a view to recalling tenders for the outsourcing of the CRC and Caravan Park operations.

11:28am

CARRIED 4/0

12.5 MANAGEMENT & POLICY BUSINESS

12.5.8 COUNCILLOR'S INFORMATION BULLETINS 08/15

SUBMISSION TO:	Ordinary Meeting of Council, 24 September 2015
LOCATION:	Shire of Menzies
APPLICANT:	N/A
FILE REF:	ADM029
DISCLOSURE OF INTEREST:	None
DATE:	16 September 2015
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	Item 12.5.5 Ordinary Council Meeting 27 August 2015

ATTACHMENTS:
None

SUMMARY:
For Council to receive the Information Bulletin.

BACKGROUND:
The Information Bulletin 08/15 containing general and confidential information was previously circulated to Councillors.

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

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

CONSULTATION: Nil

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

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

FINANCIAL IMPLICATIONS: Nil

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

VOTING REQUIREMENTS:
Simple Majority Decision required

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0879

Moved: Cr J Dwyer

Seconded: Cr Lee

That Council acknowledges receipt of Information Bulletin 08/15 for the period ended 31 August 2015.

11:27am

CARRIED 5/0

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

The next Ordinary Meeting of Council will be held on Thursday 29th October 2015 at the Shire of Menzies commencing at 10:00am.

17. **CLOSURE OF MEETING**

There being no further business the Shire President closed the meeting at 11:28am.

I, Cr G. J. Dwyer, hereby certify that the Minutes of the Ordinary Meeting of Council held 24 September 2015 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held on 29 October 2015.

Signed 

Dated: 29th October 2015