



SHIRE OF MENZIES

MINUTES

**OF THE ORDINARY MEETING OF COUNCIL
HELD**

Thursday 31 March 2016

Shire of Menzies

Commencing at 10:02am

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

In the absence of the Shire President and Deputy Shire President, the Acting CEO, declared the meeting open at 10:02am, welcomed the attendees and invited nominations for Acting Chairperson.

Cr Tucker nominated Cr Lee. As there were no further nominations the Acting CEO declared Cr Lee duly elected.

Cr Lee welcomed Jeanette Taylor in her role as Manager Finance & Administration and proceeded with the Agenda as planned.

2. ANNOUNCEMENT OF VISITORS

Nil

3. RECORD OF ATTENDANCE

3.1 PRESENT:

Councillors:

Cr J Mazza
Cr J Lee
Cr K Mader
Cr I Tucker

Staff:

P Durtanovich	A/CEO
J Taylor	Mgr Finance & Admin
L Downie	Minutes

Observers:

Nil

3.2 APOLOGIES

Councillors:

Cr J Dwyer

Shire President

Staff:

Cr I Baird
Cr D Hansen

Deputy President

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

Cr Lee declared an impartial interest in Items 12.4.1 and 12.4.2 Menzies Heritage Precinct Project – Funding Application (1) and (2) to the extent that he is an employee of the Menzies Aboriginal Corporation, the owner of the Pioneer Store.

Cr Tucker declared an impartial interest in Items 12.4.1 and 12.4.2 Menzies Heritage Precinct Project – Funding Application (1) and (2) to the extent that he is Chairman and Director of the Menzies Aboriginal Corporation, the owner of the Pioneer Store.

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 25 FEBRUARY 2016

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0958

Moved: Cr Mazza

Seconded: Cr Mader

That the Minutes of the Ordinary Meeting of Council held on 25 February 2016 be confirmed as a true and correct record of proceedings.

CARRIED 4/0

10. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

11. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11.1 PRESIDENT'S REPORT (to be tabled at the meeting)

Monday 14 March 2016

As I had been away for two weeks, visited A/CEO in Menzies for an update.

Thursday 17 March 2016

Attended a briefing session with available Councillors in Menzies.

Tuesday 29 March 2016

Along with the A/CEO attended the official opening of the Hopetoun Community Centre. Opened by Hon Terry Redman, Minister for Regional Development and Lands.

Wednesday 30 March 2016

Attended a telephone interview with A/CEO regarding Horizon Power.

I would like to take this opportunity to acknowledge the efforts of Cr Mazza, with his assistance and knowledge of Mining Tenements he was able to assist our staff to enable collection of a significant amount of outstanding rates.

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0959

Moved: Cr Mazza

Seconded: Cr Mader

That the President's Report as tabled, be received.

CARRIED 4/0

12. REPORTS OF COMMITTEES AND OFFICERS

12.1 HEALTH, BUILDING & TOWN PLANNING BUSINESS

Nil

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12. REPORTS OF COMMITTEES AND OFFICERS

12.2 FINANCE AND ADMINISTRATION BUSINESS

12.2.1 MONTHLY FINANCIAL REPORTS – FEBRUARY 2016

SUBMISSION TO:	Ordinary Meeting of Council, 31 March 2016
LOCATION:	N/A
APPLICANT:	N/A
FILE REF:	ADM052
DISCLOSURE OF INTEREST:	None
DATE:	22 March 2016
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.2.1 Attachment #1 Monthly Statement of Financial Activity and associated reports for February 2016

SUMMARY:

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

BACKGROUND:

The monthly reports have been prepared by Shire Officers to reflect revenue and expenditure transactions for the period to 29 February 2016.

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: 0960

Moved: Cr Mazza

Seconded: Cr Tucker

That Council receive the Financial Reports, Statement of Financial Activity and associated reports for the period to 29 February 2016.

CARRIED 4/0

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SHIRE OF MENZIES

MONTHLY FINANCIAL REPORT

For the Period Ended 29th Feb 2016

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

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Statement of Financial Activity
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Cash and Investments
Receivables
Cash Backed Reserves
Capital Disposals and Acquisitions
Grants & Contributions
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Major Variation Notes
Schedules 3 To 14 (By Program)

Prepared By: Bob Waddell, Consultant

Date: 18/03/2016

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 29th Feb 2016

	Adopted Annual Budget 2015-16	Current/Revised Annual Budget 2015-16	YTD Budget (a)	YTD Actual (b)	Projected Actual	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues	\$	\$	\$	\$	\$	\$	%	
Governance	2,500	2,500	1,664	16,959	16,959	15,295	90.19%	▲
General Purpose Funding	1,381,426	1,381,426	920,944	1,175,618	1,463,253	254,674	21.66%	▲
Law, Order and Public Safety	7,450	7,450	4,960	5,280	7,450	320	6.07%	
Health	500	500	328	0	500	(328)	(100.00%)	
Education and Welfare	0	0	0	0	0	0		
Housing	57,508	57,508	38,312	23,078	58,847	(15,234)	(66.01%)	▼
Community Amenities	8,683	8,683	4,232	6,345	6,350	2,113	33.30%	
Recreation and Culture	72,125	72,125	48,072	19,724	19,724	(28,348)	(143.72%)	▼
Transport	4,275,823	4,275,823	2,850,528	723,984	4,349,923	(2,126,544)	(293.73%)	▼
Economic Services	209,620	209,620	139,736	146,454	209,620	6,718	4.59%	
Other Property and Services	42,200	42,200	28,472	194,451	63,180	165,979	85.36%	▲
Total (Ex. Rates)	6,057,835	6,057,835	4,037,248	2,311,892	6,195,806	(1,725,356)		
Operating Expense								
Governance	(736,405)	(736,405)	(490,848)	(474,698)	(772,688)	16,150	3.40%	
General Purpose Funding	(294,613)	(294,613)	(196,392)	(208,465)	(304,162)	(12,073)	(5.79%)	
Law, Order and Public Safety	(178,333)	(178,333)	(118,848)	(115,847)	(159,319)	3,001	2.59%	
Health	(183,348)	(183,348)	(122,224)	(14,348)	(83,365)	107,876	751.88%	▲
Education and Welfare	(9,500)	(9,500)	(6,328)	0	(9,500)	6,328	100.00%	
Housing	(136,916)	(136,916)	(91,256)	(96,056)	(141,209)	(4,800)	(5.00%)	
Community Amenities	(129,578)	(129,578)	(86,344)	(60,299)	(132,277)	26,045	43.19%	▲
Recreation and Culture	(430,462)	(430,462)	(286,912)	(183,527)	(459,707)	103,385	56.33%	▲
Transport	(6,150,718)	(6,150,718)	(4,067,096)	(2,807,985)	(6,172,222)	1,259,111	44.84%	▲
Economic Services	(1,274,921)	(1,274,921)	(849,784)	(701,840)	(1,283,783)	147,944	21.08%	▲
Other Property and Services	(4,999)	(4,999)	(3,136)	29,736	(32,600)	32,872	(110.55%)	
Total	(9,529,793)	(9,529,793)	(6,319,168)	(4,633,328)	(9,550,832)	1,685,840		
Funding Balance Adjustment								
Add back Depreciation	3,270,269	3,270,269	2,180,144	1,684,556	3,270,269	(495,588)	(29.42%)	▼
Adjust (Profit)/Loss on Asset Disposal	(3,333)	(3,333)	(1,000)	9,846	0	10,846	110.16%	▲
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0	0		
Movement in Employee Benefit Provisions	0	0	0	0	0	0		
Rounding Adjustment	0	0	0	0	0	0		
Net Operating (Ex. Rates)	(205,022)	(205,022)	(102,776)	(627,033)	(84,757)	(524,257)		
Capital Revenues								
Proceeds from Disposal of Assets	93,003	93,003	49,598	38,645	144,418	(10,953)	(28.34%)	▼
Proceeds from New Debentures	0	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0	0		
Transfer from Reserves	0	0	0	0	0	0		
Total	93,003	93,003	49,598	38,645	144,418	(10,953)		
Capital Expenses								
Land Held for Resale	0	0	0	0	0	0		
Land and Buildings	(659,653)	(659,653)	(439,728)	(205,078)	(649,415)	234,650	114.42%	▲
Plant and Equipment	(799,703)	(799,703)	(416,374)	(165,580)	(484,218)	250,794	151.46%	▲
Furniture and Equipment	(44,500)	(44,500)	(29,656)	0	(24,500)	29,656	100.00%	▲
Infrastructure Assets - Roads	(3,044,569)	(3,044,569)	(2,029,712)	(1,214,968)	(3,044,569)	814,744	67.06%	▲
Infrastructure Assets - Footpaths	(189,648)	(189,648)	(126,432)	(72,551)	(176,000)	53,881	74.27%	▲
Infrastructure Assets - Parks & Ovals	0	0	0	0	0	0		
Infrastructure Assets - Other	(541,579)	(541,579)	(361,040)	(60,571)	(391,579)	300,469	496.06%	▲
Repayment of Debentures	0	0	0	0	0	0		
Advances to Community Groups	0	0	0	0	0	0		
Transfer to Reserves	(1,671,856)	(1,671,856)	(60,000)	(38,201)	(1,671,858)	21,799	57.07%	▲
Total	(6,951,508)	(6,951,508)	(3,462,942)	(1,756,949)	(6,442,139)	1,705,993		
Net Capital	(6,858,505)	(6,858,505)	(3,413,344)	(1,718,304)	(6,297,721)	1,695,040		
Total Net Operating + Capital	(7,063,527)	(7,063,527)	(3,516,120)	(2,345,336)	(6,382,478)	1,170,784		
Opening Funding Surplus(Deficit)	4,225,446	3,987,643	3,987,643	3,987,643	3,987,643	0	0.00%	
Rate Revenue	2,838,081	2,838,081	2,824,745	2,613,243	2,550,898	(211,502)	(8.09%)	
Closing Funding Surplus(Deficit)	0	(237,803)	3,296,268	4,255,550	156,063	959,282		

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 29th Feb 2016

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 29th Feb 2016

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 29th Feb 2016

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.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

(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 the These are 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.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

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.

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.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

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

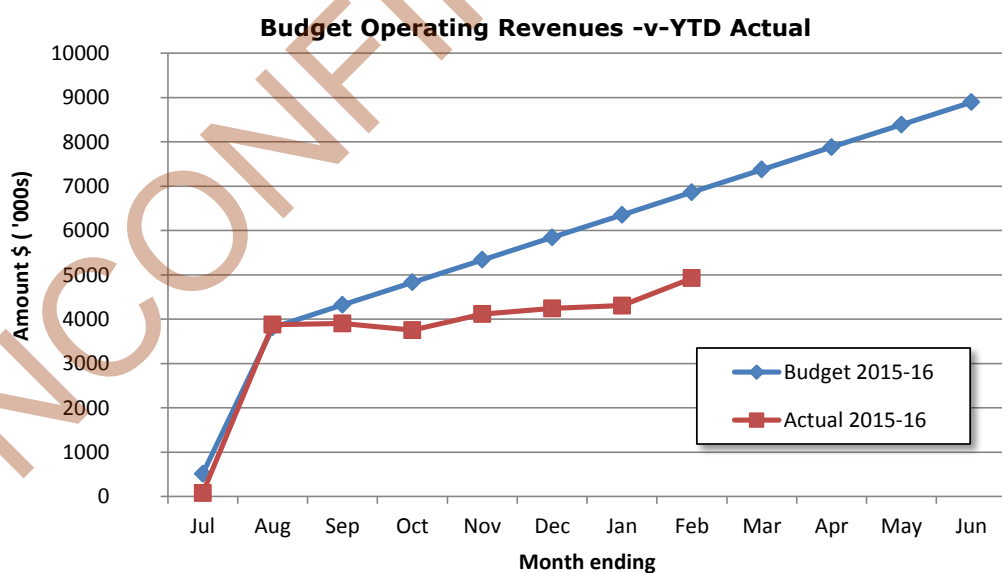
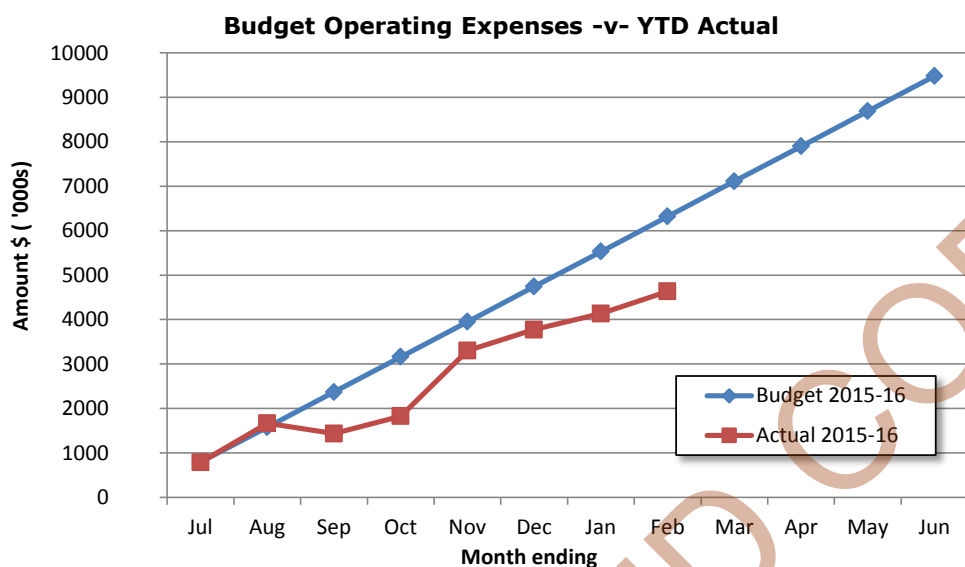
Building control, provision of power and water supplies. Supply and maintenance of television re-broadcast installation. Provision of radio communication. Maintenance of caravan park. Vermin control and area promotion.

OTHER PROPERTY & SERVICES

Private works operations, plant repairs and operations costs.

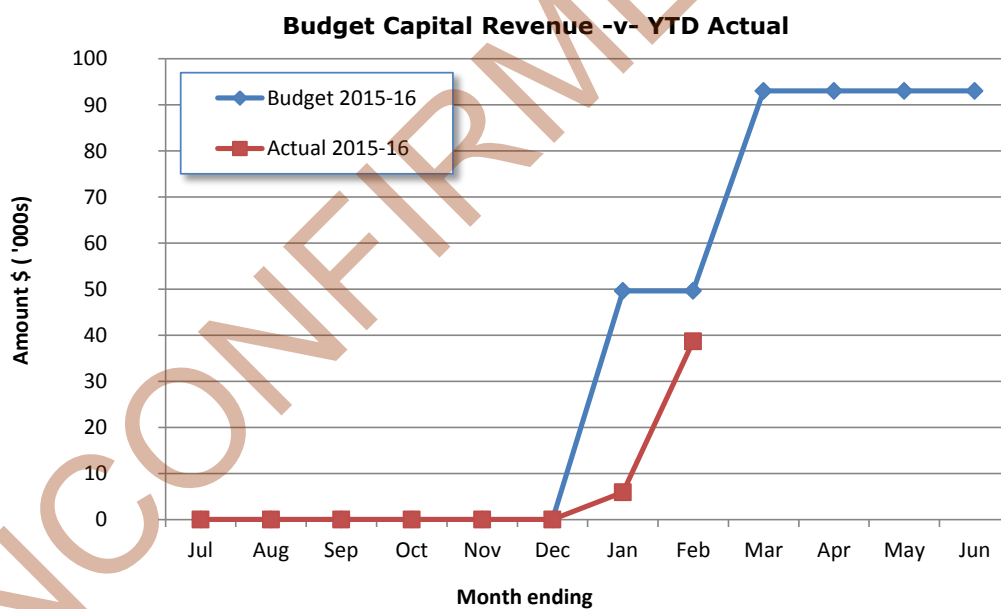
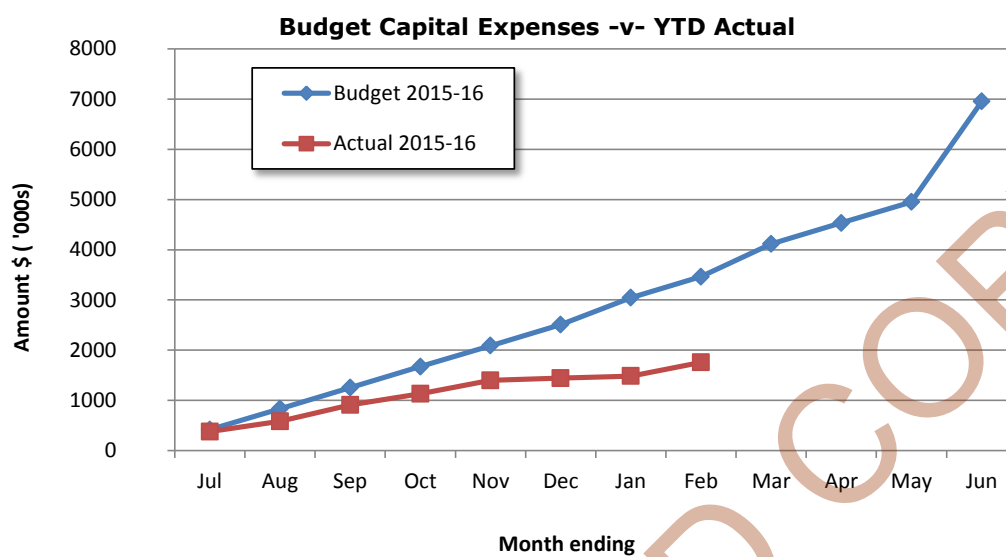
SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

Graphical Representation - Source Statement of Financial Activity



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

Graphical Representation - Source Statement of Financial Activity

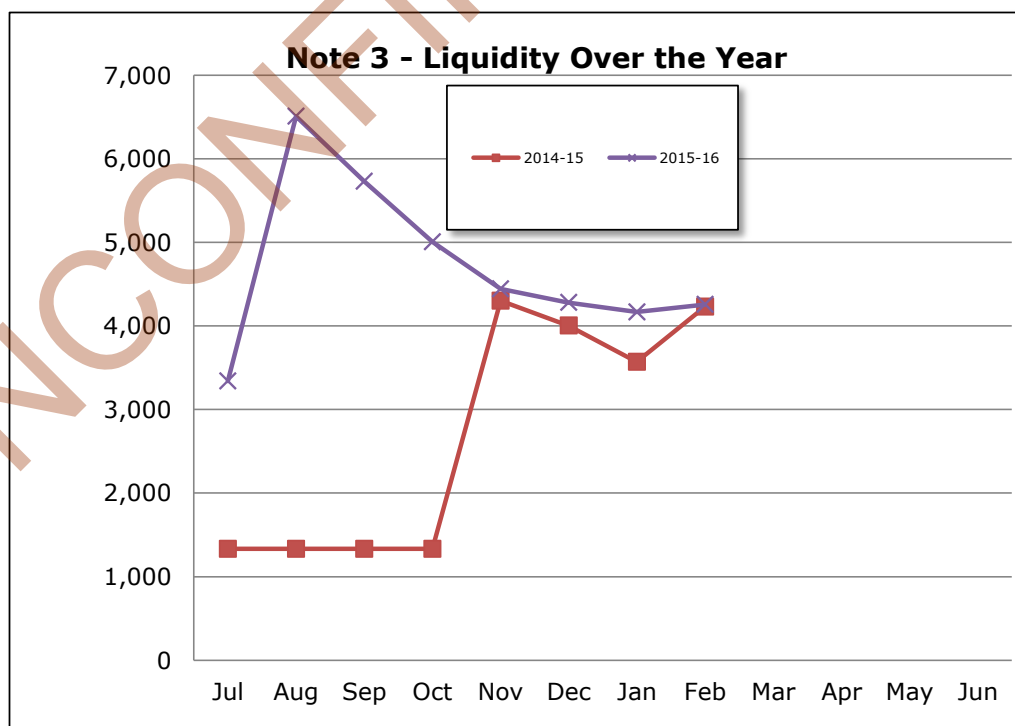


SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 29th Feb 2016

NET CURRENT FUNDING POSTION

	Positive=Surplus (Negative=Deficit)		
	29/02/2016	30/06/2015	28/02/2015
	This Period	B/F	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	3,321,684	3,296,976	2,964,222
Cash Restricted	2,629,106	2,590,905	2,211,483
Receivables - Rates and Rubbish	1,419,623	925,281	1,158,441
Receivables -Other	(159,926)	268,472	423,426
Inventories	(23,289)	3,364	(19,965)
	7,187,198	7,085,000	6,737,608
Less: Current Liabilities			
Payables	(302,542)	(506,451)	(297,190)
Loan Liability	0	0	0
Provisions	(166,957)	(166,957)	(89,873)
	(469,499)	(673,408)	(387,063)
Net Current Asset Position	6,717,699	6,411,592	6,350,545
Less: Cash Restricted	(2,629,106)	(2,590,905)	(2,211,483)
Add Back: Component of Leave Liability not Required to be funded	166,957	166,957	89,873
Add Back: Current Loan Liability	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	(833)
Net Current Funding Position	4,255,550	3,987,643	4,228,101



Comments - Net Current Funding Position

Proper figures are only available in SynergySoft from October 2014. Comparatives for 2013/14 are not available.

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 29th Feb 2016

CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	Variable	664,707			664,707	NAB	Cheque Acc.
Cash Maximiser Account	Variable	94,493			94,493	NAB	Cheque Acc.
Trust	Nil	580		2,200	2,200	NAB	On Hand
Cash On Hand					580	N/A	
(b) Term Deposits							
Municipal Investment		2,561,905			2,561,905	NAB	Various
Reserves			2,629,106		2,629,106	NAB	Various
(c) Other Investments							
N/A					0		
Total		3,321,684	2,629,106	2,200	5,952,990		

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

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			\$	\$	\$	\$
	Opening Funds per Adopted Annual Budget		Opening Surplus(Deficit)			0	0
	Opening Funds per Audited Financial Report		Opening Surplus(Deficit)			(4,225,446)	(4,225,446)
						3,987,643	(237,803)
							(237,803)
							(237,803)
							(237,803)
							(237,803)
							(237,803)
							(237,803)
	Closing Funding Surplus (Deficit)			0	0	(237,803)	(237,803)

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 29th Feb 2016

RECEIVABLES

Receivables - Rates Receivable

Opening Arrears Previous Years
Levied this year
Less Collections to date
Equals Current Outstanding

Net Rates Collectable
% Collected

incs interims

For the Period Ended 29th Feb 2016	YTD 30th June 2015
\$ 925,281	\$ 628,463
2,702,007	2,921,997
(2,207,666)	(2,625,179)
1,419,623	925,281
1,419,623	925,281
60.86%	73.94%

Receivables - General

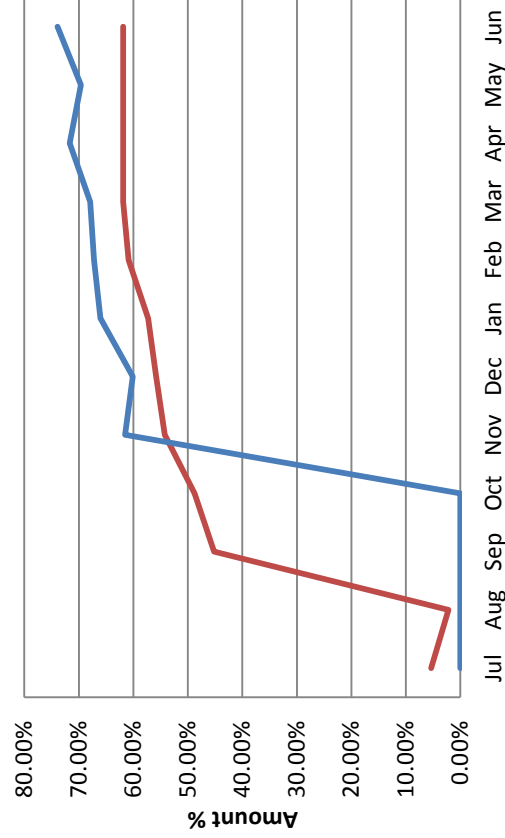
Receivables - General

Total Receivables General Outstanding

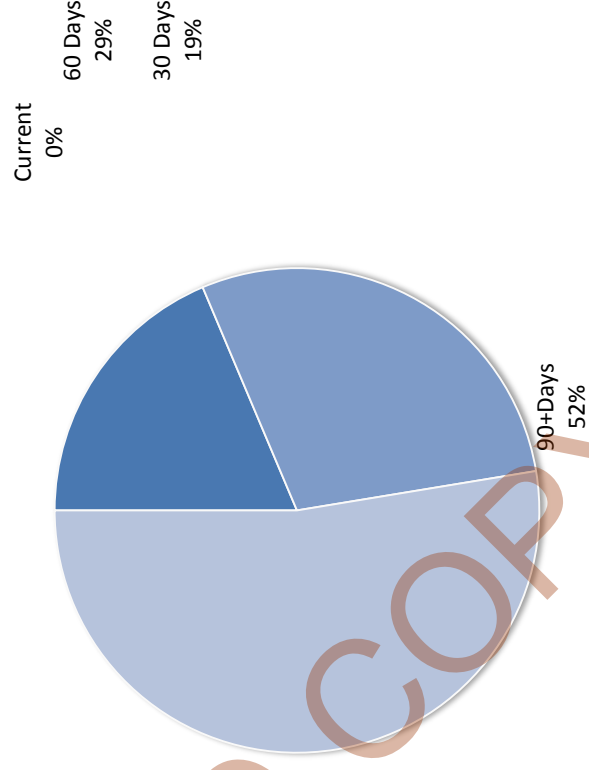
Amounts shown above include GST (where applicable)

Current	30 Days	60 Days	90+Days
\$ 0	\$ 713	\$ 1,100	\$ 2,052
			3,825

Rates % Collected



Accounts Receivable (non-rates)



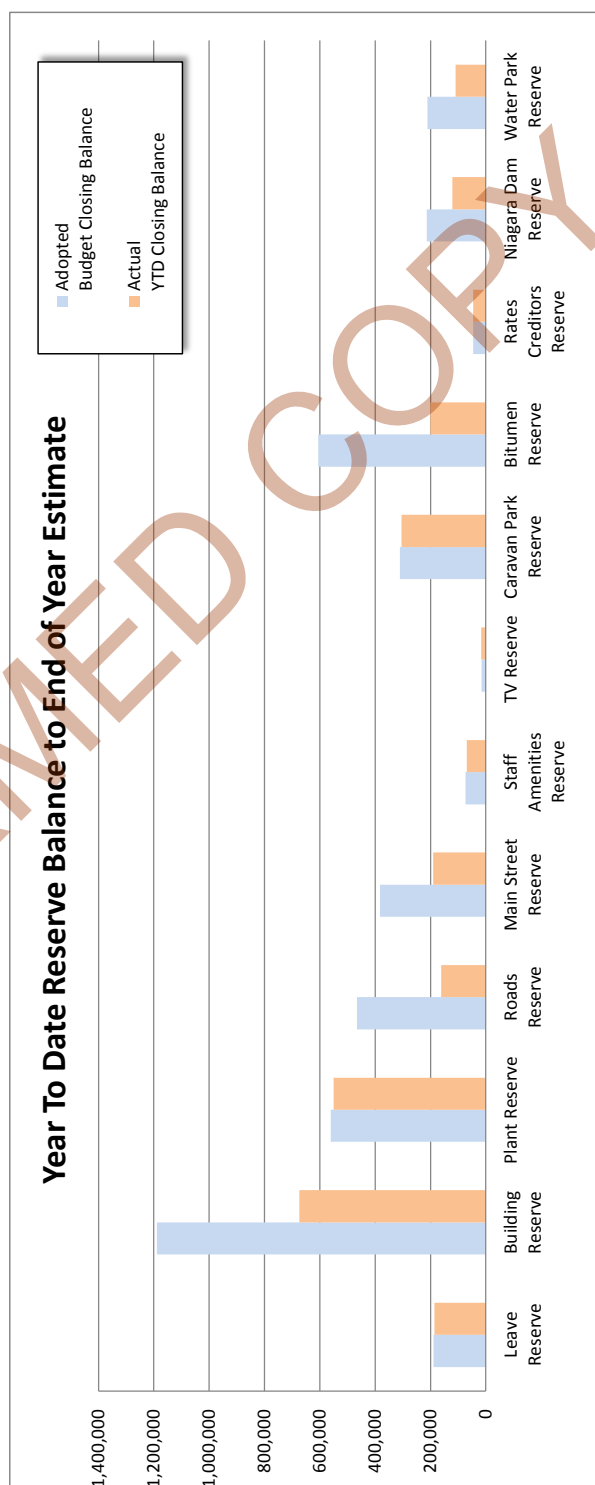
Comments/Notes - Receivables Rates

Proper figures are only available in SynergySoft from October 2014.

Comments/Notes - Receivables General

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
	Leave Reserve	182,553	6,341	2,692	0	0	0	0	188,894	185,245
	Building Reserve	665,690	23,124	8,816	500,000	0	0	0	1,188,814	674,506
	Plant Reserve	541,383	18,804	8,981	0	0	0	0	560,187	550,364
	Roads Reserve	160,395	5,572	1,316	300,000	0	0	0	465,967	161,711
	Main Street Reserve	187,858	6,526	2,770	188,000	0	0	0	382,384	190,628
	Staff Amenities Reserve	67,265	2,337	992	3,856	0	0	0	73,458	68,257
	TV Reserve	14,911	518	1,262	0	0	0	0	15,429	16,173
	Caravan Park Reserve	300,436	10,436	4,436	0	0	0	0	310,872	304,872
	Blumen Reserve	199,054	6,915	1,688	400,000	0	0	0	605,969	200,742
	Rates Creditors Reserve	43,916	1,526	1,894	0	0	0	0	45,442	45,810
	Niagara Dam Reserve	119,578	4,154	1,763	90,000	0	0	0	213,732	121,341
	Water Park Reserve	107,868	3,747	1,590	100,000	0	0	0	211,615	109,458
		2,590,907	90,000	38,201	1,581,856	0	0	0	4,262,763	2,629,108



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

CAPITAL DISPOSALS AND ACQUISITIONS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Proceeds 2015-16				
Cost	Accum Depr	Proceeds	Profit (Loss)		Adopted Budget Proceeds	Current Budget Proceeds	YTD Budget Proceeds	YTD Actual Proceeds	Variance
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$	\$	\$
		0	0	Proceeds on Disposal of Assets - Administration	49,598	49,598	49,598	0	(49,598) ▼
				Proceeds on Disposal of CEO Vehicle					
		0	0	Proceeds on Disposal of Assets - Sanitation	43,405	43,405	0	0	0 ▼
				Proceeds on Disposal of Rubbish Truck					
				Proceeds on Disposal of Assets - Road Plant					
50,000	12,509	32,727	(4,764)	Proceeds on Disposal of Cat Roller CS573	0	0	0	32,727	32,727 ▲
		0	0	Proceeds on Disposal of Hino Dutro Truck	0	0	0	0	0
				Land and Buildings					
		0	0	Proceeds on Disposal of Assets - Staff Housing					
				Proceeds on Disposal of Building on Lot 10 Shenton St	0	0	0	0	0
				Proceeds on Disposal of Assets - Unclassified					
		0	0	Proceeds on Disposal of Lot 666 Suiter St, Menzies	0	0	0	0	0
2,000	0	1,964	(36)	Proceeds on Disposal of Lot 71 Britannia St, Kookynie	0	0	0	1,964	1,964 ▲
3,000	0	1,318	(1,682)	Proceeds on Disposal of Lot 31 Britannia St, Kookynie	0	0	0	1,318	1,318 ▲
3,000	0	1,318	(1,682)	Proceeds on Disposal of Lot 32 Britannia St, Kookynie	0	0	0	1,318	1,318 ▲
3,000	0	1,318	(1,682)	Proceeds on Disposal of Lot 30 Britannia St, Kookynie	0	0	0	1,318	1,318 ▲
61,000	12,509	38,645	(9,846)		93,003	93,003	49,598	38,645	(10,953)
GL	JOB								
14580									
10150									
12351									
09150									
14750									

Comments - Capital Disposal/Replacements

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Summary Acquisitions	Capital Expenditure 2015-16				
		Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance
	Land	\$ 20,000	\$ 20,000	\$ 13,328	\$ 9,261	\$ (10,739)
	Buildings	639,653	639,653	426,400	195,817	(454,575)
	Plant and Equipment	799,703	799,703	416,374	165,580	(634,123)
	Furniture and Equipment	44,500	44,500	29,656	0	(44,500)
	Infrastructure - Roads	3,044,569	3,044,569	2,029,712	1,214,968	(1,829,601)
	Infrastructure - Footpaths	189,648	189,648	126,432	72,551	(117,097)
	Infrastructure - Parks & Ovals	0	0	0	0	0
	Infrastructure - Other	541,579	541,579	361,040	60,571	(481,008)
	Capital Totals	5,279,652	5,279,652	3,402,942	1,718,748	(3,571,643)

Comments - Capital Acquisitions

Comments	Land	Capital Expenditure 2015-16				
		Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance
	Purchase of land lots for town development	\$ 20,000	\$ 20,000	\$ 13,328	\$ 9,261	\$ (10,739)
	Capital Totals	20,000	20,000	13,328	9,261	(10,739)

GL JOB
14710

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 29th Feb 2016

CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Buildings	Capital Expenditure 2015-16				GL	JOB
		Adopted Budget	Current Budget	YTD Budget	YTD Actual		
		\$	\$	\$	\$		
	Installation of Solar Panels New Houses	50,000	50,000	33,328	0	09192	▼ (50,000)
	Installation Landscaping New Houses	60,000	60,000	40,000	34,892	09193	▼ (25,108)
	Installation of Sheds for New Houses	52,653	52,653	35,096	46,078	09194	▼ (6,575)
	Installation landscaping - Shenton St Units	20,000	20,000	13,328	8,498	09195	▼ (11,502)
	CEO House Renewal	25,000	25,000	16,664	1,252	09197	▼ (23,748)
	Upgrade of Old Church Menzies	50,000	50,000	33,328	0	11650	▼ (50,000)
	Stone Restoration & Repairs Historic Buildings	120,000	120,000	80,000	0	11651	▼ (120,000)
	Minor building renewals	10,000	10,000	6,664	0	11652	▼ (10,000)
	Depot Extension - Asset Upgrade	150,000	150,000	100,000	276	12120	▼ (149,724)
	Solar Power Units (Admin Bldg) - GYROC Project	50,000	50,000	33,328	104,822	14575	▲ 54,822
	Electrical Upgrades to Admin	52,000	52,000	34,664	0	14576	▲ (52,000)
	Capital Totals	639,653	639,653	426,400	195,817		(443,836)

Comments	Plant & Equipment	Capital Expenditure 2015-16				GL	JOB
		Adopted Budget	Current Budget	YTD Budget	YTD Actual		
		\$	\$	\$	\$		
	Mtce. Grader Accommodation	90,500	90,500	60,328	21,618	12306	▼ (68,882)
	Minor Plant Purchases	4,300	4,300	2,864	3,817	12310	▼ (483)
	Purchase Vibrating Roller	219,100	219,100	146,064	129,145	12311	▼ (89,955)
	Purchase Small Tipper	80,800	80,800	53,864	0	12312	▼ (80,800)
	Purchase Rubbish Truck	234,905	234,905	0	0	12313	▼ (234,905)
	Purchase Pedestrian Roller	11,500	11,500	7,664	11,000	12314	▼ (500)
	Purchase Jacking Beam for Hoist	29,000	29,000	19,328	0	12315	▼ (29,000)
	TJTi Capital Items Purchased (DO NOT USE)	10,000	10,000	6,664	0	13488	▼ (10,000)
	CEOs Vehicle Replacement	119,598	119,598	119,598	0	14577	▼ (119,598)
	Capital Totals	799,703	799,703	416,374	165,580		(634,123)

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Furniture & Equipment	Capital Expenditure 2015-16				GL	JOB
		Adopted Budget	Current Budget	YTD Budget	YTD Actual		
		\$	\$	\$	\$		
	New Locking System	10,000	10,000	6,664	0	04241	▼ (10,000)
	Admin Phone System Upgrade	10,000	10,000	6,664	0	04242	▼ (10,000)
	Replacement Conference Phone System for Chamber	10,000	10,000	6,664	0	04243	▼ (10,000)
	dishwashers for the 3 staff houses	3,000	3,000	2,000	0	09198	▼ (3,000)
	Water Tanks for 4 staff houses	11,500	11,500	7,664	0	09199	▼ (11,500)
	Capital Totals	44,500	44,500	29,656	0		(14,844)

Comments	Roads	Capital Expenditure 2015-16				GL	JOB
		Adopted Budget	Current Budget	YTD Budget	YTD Actual		
		\$	\$	\$	\$		
	Road Construction CRSF - jobs						
	Evanston- Menzies Road CRSF	360,009	360,009	240,008	319,302	12101	▼ (40,707)
	Roads to Recovery Construction - jobs						
	Menzies Northwest Road R2R	659,000	659,000	439,336	232,865	12104	▼ (426,135)
	Connie Sue R2R remote aboriginal access roads	50,000	50,000	33,336	0		▼ (50,000)
	Blackspot funding Construction						
	Menzies NW Rd Black Spot	77,691	77,691	51,792	0	12105	▼ (77,691)
	Evanstone Menzies Rd Black Spot	143,190	143,190	95,464	0		▼ (143,190)
	Road Construction Muni - jobs						
	Kensington Road	78,425	78,425	52,280	932	12106	▼ (77,493)
	Menzies North West Road	591,000	591,000	394,000	94,035		▼ (496,965)
	Tjunjuntjarra Access Road	60,302	60,302	40,200	0		▼ (60,302)
	Main Street Menzies Upgrade	203,919	203,919	135,944	16,657		▼ (187,262)
	Connie Sue	31,000	31,000	20,664	0		▼ (31,000)
	Kookynie road MUNI	205,033	205,033	136,688	0		▼ (205,033)
	Road Construction RRG - jobs						
	Evanston Menzies Road RRG	300,000	300,000	200,000	245,279	12109	▼ (54,721)
	Yarri Road RRG	135,000	135,000	90,000	87,827		▼ (47,173)
	Menzies Northwest Rd RRG	150,000	150,000	100,000	218,071		▲ 68,071
	Capital Totals	3,044,569	3,044,569	2,029,712	1,214,968		(1,829,601)

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 29th Feb 2016

CAPITAL DISPOSALS AND ACQUISITIONS	Comments	Footpaths	Capital Expenditure					GL	JOB
			2015-16						
			Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance		
			\$	\$	\$	\$	\$		
		Footpath Construction	93,648	93,648	62,432	68,199		12108	CR0008
		Footpaths- Walsh & Kensington Streets					(25,449)		
		Bicycle Path Construction	96,000	96,000	64,000	4,352		12112	
		Capital Totals	189,648	189,648	126,432	72,551	(117,097)		

Comments	Parks & Ovals	Capital Expenditure 2015-16					GL	JOB
		Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance		
		\$	\$	\$	\$	\$		
	N/A							0
		0	0	0	0	0		0
	Capital Totals							0

Comments	Other Infrastructure	Capital Expenditure 2015-16					GL	JOB
		Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance		
		\$	\$	\$	\$	\$		
	New Pound	10,000	10,000	6,664	0	▶ (10,000)	05501	
	Waste Refuse Site Renewal Project	65,000	65,000	43,328	0	▶ (65,000)	10205	
	Construction Project Shire Hall Toilets	69,567	69,567	46,376	47,380	▶ (22,187)	11150	
	Water Park Lighting	0	0	0	13,192	▲ 13,192	11202	
	Aunty Nelly Water Reclaim Project	120,000	120,000	80,000	0	▶ (120,000)	11350	
	Play Ground Equipe Upgrade Project	30,000	30,000	20,000	0	▶ (30,000)	11351	
	Shire House - Crossover Construction						12110	
	Shire House Crossovers	152,012	152,012	101,344	0	▶ (152,012)		CR00006
	Tourism Signage & events Board	15,000	15,000	10,000	0	▶ (15,000)	13270	
	Town Street Trees Planting & Care Program	50,000	50,000	33,328	0	▶ (50,000)	13280	
	Caravan Park Landscaping Project (CAPEX)	30,000	30,000	20,000	0	▶ (30,000)	13820	
	Capital Totals	541,579	541,579	361,040	60,571	▶ (481,008)		

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Adopted Budget Rate Revenue \$	Adopted Budget Interim Rate \$	Adopted Budget Back Rate \$	Adopted Budget Total Revenue \$
RATE TYPE												
Differential General Rate												
GRV		0.0787	28	212,940	16,795	81,928	0	98,723	13,719			13,719
GRV	vacant	0.07999	3	15,652	1,252	(4,027)	0	(2,775)	354			354
UV	Pastoral	0.03747	17	728,753	27,306	(73)	0	27,233	40,007			40,007
UV	Other	0.02685	0	0	0	0	0	0	0			0
UV	Vacant	0.02685	0	0	0	1,154	0	1,154	1,782			1,782
UV	Mining	0.14411	245	13,302,283	1,916,992	(32,551)	0	1,884,441	1,809,538	40,000		1,849,538
UV	Mining	0.14205	232	4,135,768	587,486	(264,238)	0	323,248	641,468	0		641,468
UV	Mining	0.13999	227	490,580	68,676	143	0	68,819	69,043			69,043
Non-Rateable						10	0	10				
Sub-Totals			752	18,885,976	2,618,507	(217,654)	0	2,400,853	2,575,911	40,000	0	2,615,911
Minimum Rates		Minimum \$										
GRV		300	10	9,251	3,000	0	0	3,000	3,900	0	0	3,900
GRV	vacant	300	215	43,915	64,500	0	0	64,500	66,600	0	0	66,600
UV	Pastoral	300	9	28,186	2,700	0	0	2,700	2,700	0	0	2,700
UV	Other	300	0	0	0	0	0	0	0	0	0	0
UV	Vacant	300	119	552,800	35,700	0	0	35,700	35,700	0	0	35,700
UV	Mining	300	81	65,144	24,300	0	0	24,300	18,900	0	0	18,900
UV	Mining	265	139	131,733	36,835	0	0	36,835	44,785	0	0	44,785
UV	Mining	235	193	176,338	45,355	0	0	45,355	49,585	0	0	49,585
Sub-Totals			766	1,007,367	212,390	0	0	212,390	222,170	0	0	222,170
Specified Area Rates												
Totals			1,518					2,613,243				2,838,081
								0				0
								2,613,243				2,838,081

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 2015/16 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 29th Feb 2016

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 29th Feb 2016

GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval (Y/N)	2015-16 Adopted Budget \$	Variations Additions (Deletions) \$	Operating	Capital	Reoup Status Received Not Received
GENERAL PURPOSE GRANTS							
03201-Grants Commission	WALGCC	Y	863,370		863,370		\$ 229,132
03202-Federal Roads	WALGCC	Y	353,356		353,356		63,579
03203-Federal Roads (Special Projects)	WALGCC	Y	0		0		(60,000)
LAW, ORDER, PUBLIC SAFETY							
05107-Fire Prevention Grant	DFES	Y	0		0		(6,020)
RECREATION AND CULTURE							
11799-War Memorial Grants	Lotterywest	N	50,000	(50,000)		0	0
TRANSPORT							
MRWA ROAD FUNDING							
12226-Direct Grants	MRWA Direct	Y	148,800		148,800		161,700
12227-MRWA Subsidies	MRWA	Y	1,200		1,200		0
12225-Commodity Route Evanston-Menzies	MRWA	Y	360,009			360,009	0
12228 - R2R Grant	R2R	Y	659,000			659,000	286,182
12232 - RRG Grant	MRDWA	Y	390,000			390,000	0
12236 - Black Spot Funding	MRDWA	Y	147,254			147,254	58,902
OTHER ROAD/STREETS GRANTS							
12242-Flood Damage WANDRRA	DFES	Y	2,568,610		2,568,610		0
ECONOMIC SERVICES							
13750-Grant Income CRC	CRC	Y	111,000		111,000		91,553
OTHER PROPERTY & SERVICES							
14579 - Solar Power Grant	City of Kalgoorlie-Boulder	Y	0	139,762		139,762	0
TOTALS			5,652,599	89,762	4,046,336	1,696,025	1,728,134
							4,014,227
Operating							1,183,288
Non-operating							544,846
							<u>1,728,134</u>

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

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:

Not included in this statement are as follows:

Description	Opening Balance 1-Jul-15	Amount Received	Amount Paid	Closing Balance 29/2/16
	\$	\$	\$	\$
Pet Bonds	1,200	0	(1,000)	200
Housing Bonds	3,200	0	(1,200)	2,000
BCITF Levy	0	0	0	0
Building Levy	0	0	0	0
Nomination Fees	0	0	0	0
Unclaimed Monies	0	0	0	0
	4,400	0	(2,200)	2,200

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th Feb 2016

MAJOR VARIANCES - reasons

OPERATING REVENUES

SCH

- 3 Timing - The latest quarterly FAG's grant has been received ahead of budget. Permanent - Penalty Interest expected to be greater than budget.
- 4 Permanent - Insurance reimbursement greater than expected (Budgeted).
- 5 Nil
- 7 Nil
- 8 Nil
- 9 Timing - Housing rent/reimbursement income budgeted to be received but has not yet eventuated.
- 10 Nil
- 11 Permanent - Anzac War Memorial Grant budgeted will not be received.
- 12 Timing - Road grants funding budgeted to be received but have not yet eventuated.
- 13 Nil
- 14 Permanent - Reimbursement of Long Service Leave from Shire of Laverton for P & D Crawford. Grant for Solar Lighting received but not budgeted for.

OPERATING EXPENSE

SCH

- 3 Nil
- 4 Nil
- 5 Nil
- 7 Timing - Nurse is yet to be engaged. NB: There could be a permanent saving here.
- 8 Nil
- 9 Nil
- 10 Timing - Public Conveniences Mtce and Tip Site Mtce below budget.
- 11 Timing - Hall Mtce below budget. Parks & Garden operations below budget. Golf Club expenses below budget. Water Park operations below budget. Permanent - Depreciation expense budgeted but will not eventuate.
- 12 Permanent - Depreciation expense on roads will be less than budget due to previous year fair value revaluation. Timing - Contract grading budgeted to occur but has not yet eventuated.
- 13 Timing - Some Events expenditure has not yet eventuated. Timing - Tjunjuntarra expenditure has not yet eventuated. Timing - CRC expenditure budgeted to occur has not yet eventuated.
- 14 A budget amend / correction - will be required for expenses in Schedule 14 as it is showing as being over allocated

CAPITAL REVENUE

- > Timing - Proceeds on Disposal of Assets are yet to eventuate.

CAPITAL EXPENSES

- > Land & Buildings - The installation of new solar panels on houses, the upgrade of the old church, the restoration of historic buildings, depot extensions and electrical upgrades to the admin building have not commenced.
- > Plant & Equipment - The purchase of the small tipper, rubbish truck, jacking beam for hoist, TjTj capital items and CEO vehicle have not occurred.
- > Furniture & Equipment - The purchase of the New Locking System and the purchase of dishwashers for houses is now under operating.
- > Infra Roads - Work on the Connie Sue Rd, Menzies NW Rd, Evanstone Menzies Rd, Kensington Rd, Tjunjuntarra Access Rd and Kookynie Rd have either not commenced or only just commenced.
- > Infra Footpaths - Work on the Bicycle Path construction is behind schedule.
- > Infra Other - Work on the new pound, waste refuse site renewal project, Aunty Nelly water reclaim project, playground equipment upgrade project, shire house crossovers, tourism signage/events board, town street trees planting and caravan park landscaping project have not commenced.
- > Transfers to Reserves - Timing - Interest Earned on Reserves not yet recognised as Term Deposits to mature at some date in the future.

OTHER ITEMS

- > Depreciation Add Back - Permanent - Depreciation expense on roads will be less than budget due to previous year fair value revaluation.

SHIRE OF MENZIES											
PROFIT & LOSS Budget Performance BY PROGRAM											
For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 3											
GENERAL PURPOSE INCOME											
RATE REVENUE											
Operating Expenditure											
03100	Rates Accounting Expense		500		328		0		500	0	
03101	Rate Notice Stationery expense		1,800		1,200		428		1,800	0	
03102	Valuation Expenses and Title Searches Expense		14,000		9,328		5,617		14,000	0	
03103	Debt Collection Expenses		15,000		10,000		3,721		30,000	15,000	
03121	Rates Written-off & Adjustments		50,000		33,336		81,404		50,000	0	
03199	Admin Allocated to Rates		211,313		140,872		116,824		206,862	(4,451)	Non cash admin account
Operating Income											
03106	General Rates Levied	2,798,081		2,798,081		2,830,898		2,830,898		(32,817)	
03107	General Rates Levied UV Mining	0		0		0		0		0	all in GL 03106
03108	General Rates Levied UV Pastoral	0		0		0		0		0	all in GL 03106
03109	General Rates Levied GRV Residential	0		0		0		0		0	all in GL 03106
03110	General Rates Levied GRV Commercial	0		0		0		0		0	all in GL 03106
03111	General Rates Levied GRV Vacant	0		0		0		0		0	all in GL 03106
03112	General Rates Levied UV Mining - Min Rates	0		0		0		0		0	all in GL 03106
03113	General Rates Levied UV Pastoral - Min Rat	0		0		0		0		0	all in GL 03106
03114	General Rates Levied UV Other - Min Rates	0		0		0		0		0	all in GL 03106
03115	Interim Rates	40,000		26,664		(217,654)		-280,000		320,000	reversal by VGO of 1415 increases
03116	Interim Rates GRV	0		0		0		0		0	all in GL 03106
03117	Interim Rates UV Mining	0		0		0		0		0	all in GL 03106
03118	GRV Minimum Rates Raised	0		0		0		0		0	all in GL 03106
03119	GRV	0		0		0		0		0	all in GL 03106
03120	Penalty Interest Raised on Rates	40,000		26,664		64,614		70,000		(30,000)	
03123	Installment Interest Received	0		0		10,509		10,509		(10,509)	
03124	Installment Admin Fees	0		0		5,544		5,544		(5,544)	
03125	Pens Deferred Rates Interest Grant	0		0		0		0		0	
03126	Legal Charges recovered	0		0		0		0		0	
03127	ESL Penalty levied	0		0		1,752		1,168		(1,168)	
03130	Rates Suspense Account	0		0		0		0		0	
Total Operating		2,878,081	292,613	2,851,409	195,064	2,695,662	207,994	2,638,119	303,162	250,511	
Capital Expenditure			0		0		0		0	0	
Capital Income		0		0		0		0		0	
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL RATE REVENUE		2,878,081	292,613	2,851,409	195,064	2,695,662	207,994	2,638,119	303,162	250,511	
OTHER GENERAL PURPOSE FUNDING											
Operating Expenditure											
03200	Expenses relating to Other General Purpose Funding		2,000		1,328		470		1,000	(1,000)	
Operating Income											
03201	Grants Commission Grant Received - Gener	863,370		575,584		634,238		863,370		0	
03202	Grant Commission - Ops Road Component	353,356		235,568		289,777		353,356		0	
03203	Grants Commission Grants Received - Spec	0		0		60,000		0		0	
03204	ESL Penalty Interest	1,200		800		0		1,200		0	
03205	Interest Received - Muniपाल	33,000		22,000		25,577		33,000		0	
03206	Interest Received - Reserves	90,000		60,000		38,201		90,000		0	
03207	Other General Purpose funding received	500		328		45,149		34,848		(34,348)	
03208	Other Grant Funding	0		0		0		0		0	
03209	Suspense Unknown Income	0		0		258		258		(258)	
Total Operating		1,341,426	2,000	894,280	1,328	1,093,200	470	1,376,032	1,000	(35,606)	
Capital Expenditure											
03250	Transfer of Interest to Reserves		90,000		60,000		38,201		90,000	0	
Capital Income		0		0		0		0		0	
Total Capital		0	90,000	0	60,000	0	38,201	0	90,000	0	
TOTAL OTHER GEN PURPOSE INCOM		1,341,426	92,000	894,280	61,328	1,093,200	38,671	1,376,032	91,000	(35,606)	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED TO The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 4											
GENERAL ADMINISTRATION											
MEMBERS OF COUNCIL											
<u>Operating Expenditure</u>											
04100	Members Travelling Expenses paid		27,145		18,096		17,853		27,145	0	
04101	Members Conference Expenses		11,112		7,408		7,326		11,112	0	
04102	Council Election Expenses		5,482		3,648		10,030		9,950	4,468	
04103	President's Allowance paid		16,395		10,928		8,742		16,395	0	
04104	Members Meeting Expenses		61,010		40,672		55,707		61,010	0	
04105	Members - Donations		2,575		1,712		11,000		11,000	8,425	
04106	Members - Subscriptions		1,500		1,000		1,415		1,500	0	
04107	Deputy President's Allowance paid		3,174		2,112		1,530		3,174	0	
04108	Members Communication Allowance		6,695		4,456		4,900		6,695	0	
04110	Civic Receptions & Functions Expense		3,343		2,224		1,568		3,343	0	
04113	Members Printing		100		64		0		100	0	
04114	Members Advertising		360		240		0		360	0	
04115	Members Citizenship Award		500		328		0		500	0	
04117	Depreciation - Members		1,282		848		0	0	1,282	0	deprn non cash acct
04199	Admin Allocated to Members		528,282		352,184		292,061		517,154	(11,128)	Non cash admin account
<u>Operating Income</u>											
04116	Insurance Reimbursements	2,500		1,664		16,959		16,959		(14,459)	
04119	Other Income Relating to Members	0		0		0		0		0	
Total Operating		2,500	668,955	1,664	445,920	16,959	412,132	16,959	670,720	(12,694)	
<u>Capital Expenditure</u>											
			0		0		0		0	0	
<u>Capital Income</u>											
		0		0		0		0		0	
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL MEMBERS OF COUNCIL		2,500	668,955	1,664	445,920	16,959	412,132	16,959	670,720	(12,694)	
OTHER GOVERNANCE											
<u>Operating Expenditure</u>											
04201	Travel Expenses		2,000		1,328		493		2,000	0	
04202	Printing & Stationary		400		264		62		400	0	
04203	Legal Expenses Governance		5,600		3,728		5,240		5,600	0	
04204	Subscription Expenses Governance		33,750		22,496		27,418		33,750	0	LGA & Goldfields Assoc
04205	Advertising Expenses Governance		7,800		5,200		13,434		7,800	0	
04206	Meeting Expenses Governance		1,350		896		833		1,350	0	
04207	Refreshment Expenses Governance		2,050		1,360		2,692		2,173	123	
04208	Communication Expenses Governance		500		328		0		500	0	
04209	Bad & Doubtful Debts		1,000		664		0		1,000	0	
04210	Records Expenses Governance		10,000		6,664		0		35,000	25,000	
04215	Other Expenses Governance		3,000		2,000		12,395		12,395	9,395	LGIS 15 16 (offset by Reimburse)
<u>Operating Income</u>											
		0		0		0		0		0	
Total Operating		0	67,450	0	44,928	0	62,566	0	101,968	34,518	
<u>Capital Expenditure</u>											
04240	Council Table		0		0		0		0	0	
04241	New Locking System		10,000		6,664		0		10,000	0	
04242	Admin Phone System Upgrade		10,000		6,664		0		0	(10,000)	
04243	Replacement Conference Phone System for Chambers		10,000		6,664		0		0	(10,000)	
<u>Capital Income</u>											
		0		0		0		0		0	
Total Capital		0	30,000	0	19,992	0	0	0	10,000	(20,000)	
TOTAL OTHER GOVERNANCE		0	97,450	0	64,920	0	62,566	0	111,968	14,518	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED TO The EOY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 5											
LAW, ORDER & PUBLIC SAFETY											
FIRE PREVENTION											
Operating Expenditure											
05100	Fire Advertising		900		600		121		900	0	
05101	Fire Prevention - Utilities		150		96		115		150	0	
05102	Fire Prevention - Insurance		4,350		2,896		0		4,350	0	
05103	Fire Fighting Expenses		12,100		8,064		1,814		12,100	0	
05104	ESL Levy Council Property		15,341		10,224		39,488		26,554	11,213	
05177	Loss on Disposal of Assets		0		0		0		0	0	
05188	Depreciation - Fire Prevention		47,260		31,504		32,393		47,260	0	deprn non cash acct
05199	Admin Allocated to Fire Prevention		10,566		7,040		5,841		10,343	0	Non cash admin account
Operating Income											
05106	Fire Prevention - Other Revenue & Admin F	7,000		4,664		(740)		7,000	0	0	
05107	FESA Operating Grant Income	0		0		6,020		0	0	0	
05120	FESA Capital Grant	0		0		0		0	0	0	
Total Operating		7,000	90,667	4,664	60,424	5,280	79,772	7,000	101,657	11,213	
Capital Expenditure											
			0		0		0		0	0	
Capital Income											
		0		0		0		0		0	
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL FIRE PREVENTION		7,000	90,667	4,664	60,424	5,280	79,772	7,000	101,657	11,213	
ANIMAL CONTROL											
Operating Expenditure											
05201	Ranger Consultant		30,000		20,000		0		0	(30,000)	
05202	Wild Dog Control		0		0		0		0	0	
05203	Cactus Control		30,000		20,000		23,485		30,000	0	
05204	Dog Expenses		300		200		0		300	0	
05205	Cat Expenses		500		328		0		500	0	
05206	Ranger Expenses		5,000		3,328		0		5,000	0	
05288	Depreciation - Animal Control		0		0		175		0	0	Depn non cash account
05299	Admin Allocated to Animal Control		10,566		7,040		0		0	(10,566)	Non cash admin account
Operating Income											
05207	Fines and Penalties - Animal Control	0		0		0		0	0	0	
05208	Dog Registration Fees	350		232		0		350	0	0	
05209	Cat Registration Fees	100		64		0		100	0	0	
Total Operating		450	76,366	296	50,896	0	23,660	450	35,800	(40,566)	
Capital Expenditure											
05501	New Pound		10,000		6,664		0		0	10,000	0
Capital Income											
		0		0		0		0		0	
Total Capital		0	10,000	0	6,664	0	0	0	10,000	0	
TOTAL ANIMAL CONTROL		450	86,366	296	57,560	0	23,660	450	45,800	(40,566)	
EMERGENCY SERVICES											
Operating Expenditure											
05301	Emergency Services Programs Expenses		1,800		1,200		2,347		2,019	219	
05307	Police Station Costs		2,500		1,664		4,227		2,500	0	
05398	Admin Allocated Other Law, Order & Public Safety		0		0		5,841		10,343	10,343	Non cash admin account
05399	Other Expenses Related to Law Order Safety		7,000		4,664		0		7,000	0	
Operating Income											
		0		0		0		0		0	
Total Operating		0	11,300	0	7,528	0	12,414	0	21,862	10,562	
Capital Expenditure											
			0		0		0		0	0	
Capital Income											
		0		0		0		0		0	
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL EMERGENCY SERVICES		0	11,300	0	7,528	0	12,414	0	21,862	10,562	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 7											
HEALTH											
OTHER HEALTH											
Operating Expenditure											
07700	EHO Contract		17,500		11,664		5,236		17,500	0	
07701	Nurse Expenses		150,000		100,000		0		50,000	(100,000)	Nurse to be engaged
07702	Other Expenses Relating to Health		0		0		350		350	350	
07799	Admin Allocation - Health		15,848		10,560		8,762		15,515	(333)	Non cash admin account
Operating Income											
07704	Income Relating to Health	0		0		0		0	0	0	
07705	Septic Tank Application fees collected	500		328		0		500	0	0	
Total Operating		500	183,348	328	122,224	0	14,348	500	83,365	(99,983)	
Capital Expenditure											
07706	Purchase Furniture & Equipment - Health		0		0		0		0	0	
Capital Income											
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL OTHER HEALTH		500	183,348	328	122,224	0	14,348	500	83,365	(99,983)	

SCHEDULE 8											
EDUCATION AND WELFARE											
OTHER EDUCATION											
Operating Expenditure											
08200	Other Expenses Relating to Welfare & Education		0		0		0		0	0	
08201	Menzies School - Donations Paid		9,500		6,328		0		9,500	0	
08204	Collections Goldfields Care Donations		0		0		0		0	0	
Operating Income											
Total Operating		0	9,500	0	6,328	0	0	0	9,500	0	
Capital Expenditure											
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL OTHER EDUCATION		0	9,500	0	6,328	0	0	0	9,500	0	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 9											
HOUSING											
STAFF HOUSING											
Operating Expenditure											
09101	Maintenance Staff Housing		100,000		66,664		46,902		40,000	(60,000)	
09102	Staff Housing Furniture - non capital		8,500		5,664		158		8,500	0	
09105	Staff House Costs Allocated to Services		(94,622)		(63,088)		(46,902)		(40,000)	54,622	Non cash admin account
09188	Depreciation - Staff Housing		92,038		61,352		65,170		92,038	0	Depn non cash account
Operating Income											
09121	Staff Housing Rent Income	14,600		9,728		8,160		14,600	0	0	
09122	Staff Housing Grants	0		0		0		0	0	0	
09123	Staff Housing Reimbursements	750		496		0		750	0	0	
09124	Staff Housing Other Revenue	250		160		0		250	0	0	
Total Operating		15,600	105,916	10,384	70,592	8,160	65,328	15,600	100,538	(5,378)	
Capital Expenditure											
09155	Transfer to Building Reserve		500,000		0		0	0	500,000	0	
09190	Construction of 2 New Houses Menzies CLGF 12-13 R4R		0		0		0	0	0	0	
09191	Installation of Fencing - New Houses		0		0		0	0	0	0	
09192	Installation of Solar Panels New Houses		50,000		33,328		0	0	50,000	0	
09193	Installation Landscaping New Houses		60,000		40,000		34,892	0	30,000	(30,000)	
09194	Installation of Sheds for New Houses		52,653		35,096		46,078	0	52,653	0	
09195	Installation landscaping - Shenton St Units		20,000		13,328		8,498	0	10,000	(10,000)	
09196	Asbestos removal - 10 Shenton Street		0		0		0	0	0	0	
09197	CEO House Renewal		25,000		16,664		1,252	0	15,000	(10,000)	
09198	dishwashers for the 3 staff houses		3,000		2,000		0	0	3,000	0	
09199	Water Tanks for 4 staff houses		11,500		7,664		0	0	11,500	0	
Capital Income											
09150	Proceeds on Disposal of Assets - Staff Houses	0		0		0		0		0	
09151	Realisation on Disposal of Assets - Staff Houses	0		0		0		0		0	
Total Capital		0	722,153	0	148,080	0	90,719	0	672,153	(50,000)	
TOTAL STAFF HOUSING		15,600	828,069	10,384	218,672	8,160	156,047	15,600	772,691	(55,378)	
OTHER HOUSING											
Operating Expenditure											
09201	Maintenance Non Staff Housing		15,000		10,000		30,728		24,671	9,671	
09202	Interest Paid on Loans #17		0		0		0		0	0	
09203	Interest Paid on Loans #Other		0		0		0		0	0	
09204	Housing Lease Payments		16,000		10,664		0		16,000	0	
Operating Income											
09206	Other Housing Rental Fees	9,716		6,472		11,055		11,055	0	(1,339)	
09207	Dept of Housing Leases - Teachers	32,192		21,456		3,863		32,192	0	0	
Total Operating		41,908	31,000	27,928	20,664	14,918	30,728	43,247	40,671	8,333	
Capital Expenditure											
09250	Installation New Fencing - Walsh Street Units		0		0		0	0	0	0	
Capital Income											
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL OTHER HOUSING		41,908	31,000	27,928	20,664	14,918	30,728	43,247	40,671	8,333	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 10											
COMMUNITY AMENITIES											
	DOMESTIC REFUSE										
	Operating Expenditure										
10100	Domestic Refuse Expenses		21,273		14,176		16,051		21,273	0	
10188	Depreciation - Refuse Collection		9,463		6,304		4,039		9,463	0	Depn non cash account
10199	Overheads Allocated to Sanitation		0		0		0		0	0	Non cash admin account
	Operating Income										
10101	Income Relating to Sanitation - Household B	6,350		4,232		6,345		6,350	0	0	
10102	Profit on Sale of Asset - Sanitation	2,333		0		0		0	0	2,333	
	Total Operating	8,683	30,736	4,232	20,480	6,345	20,090	6,350	30,736	2,333	
	Capital Expenditure										
	Capital Income										
10150	Proceeds on Disposal of Assets - Sanitation	43,405		0		0		37,500		5,905	
10151	Realisation on Disposal of Assets	(43,405)		0		0		-37,500		(5,905)	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL DOMESTIC REFUSE	8,683	30,736	4,232	20,480	6,345	20,090	6,350	30,736	2,333	
	OTHER SANITATION										
	Operating Expenditure										
10200	Maintenance Tip Site		50,000		33,328		22,708		50,000	0	
10201	Litter & Graffiti Control Expenses		1,000		664		3,699		3,699	2,699	
10204	Purchase Rubbish Bins - Sanitation - Other		2,500		1,664		0		2,500	0	
	Operating Income										
	Total Operating	0	53,500	0	35,656	0	26,407	0	56,199	2,699	
	Capital Expenditure										
10205	Waste Refuse Site Renewal Project		65,000		43,328		0		65,000	0	
	Capital Income										
	Total Capital	0	65,000	0	43,328	0	0	0	65,000	0	
	TOTAL OTHER SANITATION	0	118,500	0	78,984	0	26,407	0	121,199	2,699	
	PROTECTION OF THE ENVIRONMENT										
	Operating Expenditure										
10500	Expenses Relating to Protection of Environment		0		0		0		0	0	
10501	Income Relating to Protection Of Environment	0		0		0		0		0	
	Operating Income										
	Total Operating	0	0	0	0	0	0	0	0	0	
	Capital Expenditure										
	Capital Income										
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL PROTECTION OF THE ENVIR	0	0	0	0	0	0	0	0	0	
	TOWN PLANNING & REG DEVELOPMENT										
	Operating Expenditure										
10600	Costs Relating to Town Planning & Regional Development		2,500		1,664		0		2,500	0	
	Operating Income										
10601	Income Relating to Town Planning & Region	0		0		0		0		0	
	Total Operating	0	2,500	0	1,664	0	0	0	2,500	0	
	Capital Expenditure										
	Capital Income										
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL TOWN PLANNING & REG DEV	0	2,500	0	1,664	0	0	0	2,500	0	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	OTHER COMMUNITY AMENITIES										
	Operating Expenditure										
10700	Expenses Relating to Other Community Amenities		2,500		1,664		1,872		2,500	0	
10701	Menzies Public Conveniences		20,000		13,328		8,865		20,000	0	
10702	Maintenance - Cemetery		10,000		6,664		2,297		10,000	0	
10704	Public Conveniences Kookynie		10,000		6,664		768		10,000	0	
10799	Depreciation Other Community Amenities		342		224		0		342	0	Depn non cash account
	Operating Income										
10706	Grants for Other Community Amenities	0		0		0		0	0	0	
	Total Operating	0	42,842	0	28,544	0	13,802	0	42,842	0	
	Capital Expenditure										
			0		0		0		0	0	
	Capital Income										
		0		0		0		0		0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL OTHER COMMUNITY AMENITIES	0	42,842	0	28,544	0	13,802	0	42,842	0	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED TO The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 11											
RECREATION & CULTURE											
PUBLIC HALLS & CIVIC CENTRES											
Operating Expenditure											
11101	Maintenance - Hall		35,000		23,328		2,640		15,000	(20,000)	
Operating Income											
11103	Hall Hire Fees	100		64		0		0	0	100	
11104	CLGF Grant - Toilet Upgrade - Halls	0		0		0		0	0	0	
11105	Hire Fees - Chairs & Tables	25		16		0		0	0	25	
11107	Supply of Water from Hall Standpipe	350		232		74		74	0	276	
	Total Operating	475	35,000	312	23,328	74	2,640	74	15,000	(19,599)	
Capital Expenditure											
11150	Construction Project Shire Hall Toilets		69,567		46,376		47,380	0	69,567	0	
Capital Income											
		0		0		0		0	0	0	
	Total Capital	0	69,567	0	46,376	0	47,380	0	69,567	0	
TOTAL PUBLIC HALLS & CIVIC CENT		475	104,567	312	69,704	74	50,019	74	84,567	(19,599)	
SWIMMING AREAS & BEACHES											
Operating Expenditure											
			0		0		0		0	0	
Operating Income											
		0		0		0		0		0	
	Total Operating	0	0	0	0	0	0	0	0	0	
Capital Expenditure											
11201	Water Park Construction Project		0		0		0	0	0	0	
11202	Water Park Lighting		0		0		13,192	0	0	0	
11250	Transfer to Water Park Reserve		100,000		0		0	0	100,000	0	
Capital Income											
		0		0		0		0		0	
	Total Capital	0	100,000	0	0	0	13,192	0	100,000	0	
TOTAL SWIMMING AREAS & BEACHES		0	100,000	0	0	0	13,192	0	100,000	0	
OTHER RECREATION & SPORT											
Operating Expenditure											
11300	Sports Courts Utilities		5,500		3,664		2,592		5,500	0	
11301	Other Recreation Expenses		15,000		10,000		39,441		32,393	17,393	
11303	Parks & Gardens - Jobs		95,000		63,328		31,620		95,000	0	
11304	Playground Equipment Maintenance		7,000		4,664		201		7,000	0	
11306	Golf Club Expenses		20,000		13,328		0		20,000	0	
11307	Water Park Operations		50,000		33,328		20,536		50,000	0	
11388	Depreciation Other Sport & Recreation		60,240		40,160		7,923		60,240	0	Depn Non Cash account
11398	Admin Allocated Other Recreation & Sport		105,656		70,440		58,412		103,431	(2,225)	Non cash admin account
11399	Other Expenses - Other Sport & Recreation		0		0		0		0	0	
Operating Income											
11308	Grant Received- Menzies Water Park	0		0		0		0	0	0	
11309	DSR Grant Water Park Ligths	0		0		0		0	0	0	
	Total Operating	0	358,396	0	238,912	0	160,725	0	373,564	15,168	
Capital Expenditure											
11350	Aunty Nelly Water Reclaim Project		120,000		80,000		0	0	0	(120,000)	
11351	Play Ground Equipie Upgrade Project		30,000		20,000		0	0	0	(30,000)	
Capital Income											
		0		0		0		0		0	
	Total Capital	0	150,000	0	100,000	0	0	0	0	(150,000)	
TOTAL OTHER RECREATION & SPORT		0	508,396	0	338,912	0	160,725	0	373,564	(134,832)	
TV & Radio Rebroadcasting											
Operating Expenditure											
11400	Expenses Relating to Television Radio		2,500		1,664		6,369		15,000	12,500	
11488	Depreciation - TV & Radio Rebroadcasting		0		0		5,330		0	0	Depn non cash account
Operating Income											
11402	SBS TV Digital Service Subsidy Received	21,650		14,432		19,650		19,650		2,000	
	Total Operating	21,650	2,500	14,432	1,664	19,650	11,699	19,650	15,000	14,500	
Capital Expenditure											
11401	Capital Upgrade of SBS FM Radio/Tv install		0		0		0	0	0	0	
Capital Income											
		0		0		0		0		0	
	Total Capital	0	0	0	0	0	0	0	0	0	
TOTAL TV & RADIO REBROADCASTING		21,650	2,500	14,432	1,664	19,650	11,699	19,650	15,000	14,500	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	LIBRARIES										
	<u>Operating Expenditure</u>										
11500	Training Libraries		1,500		1,000		0		1,500	0	
11501	Postage & Freight Libraries		1,000		664		392		1,000	0	
11502	Printing Libraries		500		328		0		500	0	
11503	AMLIB Fees Libraries		1,500		1,000		108		1,500	0	
11505	Books & Programs Libraries		500		328		105		500	0	
11599	Admin Allocated Libraries		10,566		7,040		5,841		10,343	(223)	Non cash admin account
	<u>Operating Income</u>										
		0		0		0		0		0	
	Total Operating	0	15,566	0	10,360	0	6,446	0	15,343	(223)	
	<u>Capital Expenditure</u>										
			0		0		0		0	0	
	<u>Capital Income</u>										
		0		0		0		0		0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL LIBRARIES	0	15,566	0	10,360	0	6,446	0	15,343	(223)	
	HERITAGE & CULTURE										
	<u>Operating Expenditure</u>										
11600	Heritage Consultants Costs		2,500		1,664		0		2,500	0	
11601	Heritage Utilities Costs		0		0		0		0	0	
11602	Niagara Dam Review		0		0		0		0	0	
11603	Old Post Office Maintenance		1,500		1,000		1,879		1,500	0	
11605	Old Butcher Shop Maintenance		2,500		1,664		0		2,500	0	
11606	Museum Shed Maintenance		2,500		1,664		0		2,500	0	
11607	Railway Station Maintenance		0		0		0		0	0	
11608	Art & Culture Initiatives		5,000		3,328		0		5,000	0	
	<u>Operating Income</u>										
11618	CLGF Grants - Other Culture	0		0		0		0		0	
11619	Lottery West Grants- Other Culture	0		0		0		0		0	
	Total Operating	0	14,000	0	9,320	0	1,879	0	14,000	0	
	<u>Capital Expenditure</u>										
11650	Upgrade of Old Church Menzies		50,000		33,328		0		0	(50,000)	
11651	Stone Restoration & Repairs Historic Buildings		120,000		80,000		0		120,000	0	
11652	Minor building renewals		10,000		6,664		0		10,000	0	
	<u>Capital Income</u>										
		0		0		0		0		0	
	Total Capital	0	180,000	0	119,992	0	0	0	130,000	(50,000)	
	TOTAL HERITAGE & CULTURE	0	194,000	0	129,312	0	1,879	0	144,000	(50,000)	
	WAR MEMORIAL										
	<u>Operating Expenditure</u>										
11701	Anzac War Memorial Maintenance		3,200		2,128		0		25,000	21,800	
11702	Anzac War Memorial Utilities		300		200		103		300	0	
11703	Anzac War Memorial Events		1,500		1,000		34		1,500	0	
	<u>Operating Income</u>										
11799	Anzac War Memorial Grant	50,000		33,328		0		0		50,000	
	Total Operating	50,000	5,000	33,328	3,328	0	137	0	26,800	71,800	
	<u>Capital Expenditure</u>										
11750	War Memorial Construction Project		0		0		0		0	0	
	<u>Capital Income</u>										
		0		0		0		0		0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL WAR MEMORIAL	50,000	5,000	33,328	3,328	0	137	0	26,800	71,800	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 12											
TRANSPORT											
CONSTRUCTION ROADS, STREETS, BRIDGES & DEPOTS											
Operating Expenditure											
12123	Accured EOFY Expenses		0		0		10,865		0	0	
	Operating Income	0		0		0		0	0	0	
Total Operating		0	0	0	0	0	10,865	0	0	0	
Capital Expenditure											
12101	Road Construction CRSF - jobs		360,009		240,008		319,302	0	360,009	0	
12104	Roads to Recovery Construction -jobs		709,000		472,672		232,865	0	709,000	0	
12105	Blackspot funding Construction		220,881		147,256		0	0	220,881	0	
12106	Road Construction Muni - jobs		1,169,679		779,776		111,624	0	1,169,679	0	
12107	Drainage Construction		0		0		0	0	0	0	
12108	Footpath Construction		93,648		62,432		68,199	0	80,000	(13,648)	
12109	Road Construction RRG - jobs		585,000		390,000		551,177	0	585,000	0	
12110	Shire House - Crossover Construction		152,012		101,344		0	0	152,012	0	
12112	Bicycle Path Construction		96,000		64,000		4,352	0	96,000	0	
12120	Depot Extension -Asset Upgrade		150,000		100,000		276	0	150,000	0	
12150	Transfer to Road Reserve		300,000		0		0	0	300,000	0	
12151	Transfer to Main Street Reserve		188,000		0		0	0	188,000	0	
12152	Transfer to Bitumen Reserve		400,000		0		0	0	400,000	0	
	Capital Income	0		0		0		0		0	
Total Capital		0	4,424,229	0	2,357,488	0	1,287,795	0	4,410,581	(13,648)	
TOTAL CONSTRUCTION ROADS		0	4,424,229	0	2,357,488	0	1,298,660	0	4,410,581	(13,648)	
MAINTENANCE ROADS, STREETS, BRIDGES & DEPOTS											
Operating Expenditure											
12102	Contract Grading		200,000		133,328		0		200,000	0	
12115	ROMAN II Subscription		7,000		4,664		6,028		7,000	0	
12103	Fuel for Resale		0		0		0		0	0	
12111	Town Dam Menzies		10,000		6,664		712		10,000	0	
12200	Maintenance - Muni Fund Roads - Jobs		550,000		366,664		423,035		550,000	0	
12201	Maintenance - Depot		22,000		14,664		8,375		22,000	0	
12202	Maintenance - Footpaths & Kerbs		40,000		26,664		3,375		40,000	0	
12203	Ablution Blocks Removal		0		0		0		0	0	
12204	Town Streets Clean Up & Sweeping		25,000		16,664		1,105		25,000	0	
12205	Slashing - Town Streets		10,000		6,664		526		10,000	0	
12207	Main Street Development - non capital		15,000		10,000		0		15,000	0	
12208	Insulation for Records Sea Container		4,000		2,664		0		4,000	0	
12209	Street Lighting		7,200		4,800		6,337		7,200	0	
12210	Street Furniture		10,000		6,664		46		10,000	0	
12211	Street Trees Gardens & Watering		10,000		6,664		3,767		10,000	0	
12212	Sundry Tools & Materials		20,000		13,328		23,282		20,000	0	
12213	Maintenance - Sewer Ponds		5,000		3,328		0		5,000	0	
12214	Rehabilitation of Gravel & Sand Pit (s)		30,000		20,000		0		30,000	0	
12216	Road Repairs Flood & Storm Damage MUNI		4,000		2,664		6,401		6,401	2,401	
12223	Roadside Furniture and Signage		5,000		3,336		359		5,000	0	
12215	WANDRRA Repairs - Floods Storms etc.		2,214,867		1,476,576		946,378		2,214,867	0	
12277	Loss on Sale of Asset		0		0		4,764		0	0	
12288	Depreciation Transport		2,626,662		1,751,104		1,204,053		2,626,662	0	Depn Non cash admin account
12299	Admin Allocated - Transport		279,989		186,656		154,792		274,092	(5,897)	Non cash admin account
Operating Income											
12220	Fuel Sales	50		32		0		50	0	0	
12221	Income Relating to Streets, Roads, Bridges	0		0		0		0	0	0	
12224	Misc Permit Fees	900		600		0		900	0	0	
12226	Grant - MRWA Direct Grant	148,800		99,200		161,700		161,700	0	(12,900)	
12227	Grant - MRWA Subsidies	1,200		800		0		1,200	0	0	
12230	Grant - Roadwise	0		0		0		0	0	0	
12222	Bikewest Grants - Dual Use Paths	0		0		0		0	0	0	
12225	Grant - MRWA Projects - Evansstone Menzies	360,009		240,000		0		360,009	0	0	
12228	Grant - Roads to Recovery	659,000		439,328		286,182		659,000	0	0	
12232	Grant - RRG	390,000		260,000		0		390,000	0	0	
12236	Grant - MRWA Blackspot	147,254		98,168		58,902		147,254	0	0	
12237	Grant - Roads	0		0		156,000		0	0	0	to be reallocated
12238	Grant - Other: Tjun Access Indigenous Acces	0		0		61,200		61,200	0	(61,200)	
12242	WANDRRA Flood Damage Grant	2,568,610		1,712,400		0		2,568,610	0	0	claim submitted
12278	Profit on Sale of Asset - Transport	0		0		0		0	0	0	
Total Operating		4,275,823	6,095,718	2,850,528	4,063,760	723,984	2,793,334	4,349,923	6,092,222	(77,596)	

SHIRE OF MENZIES											
PROFIT & LOSS Budget Performance BY PROGRAM											
For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Capital Expenditure										
	Capital Income		0		0		0		0	0	
		0		0		0		0		0	
	Total Capital	0	0	0	0	0	0	0	0	0	
		0		0		0		0		0	
	TOTAL MAINTENANCE ROADS	4,275,823	6,095,718	2,850,528	4,063,760	723,984	2,793,334	4,349,923	6,092,222	(77,596)	
	PLANT & EQUIPMENT PURCHASES										
	Operating Expenditure										
12352	ADJ from RECKON 30112015		0		0		0		0	0	
	Operating Income										
		0		0		0		0		0	
	Total Operating	0	0	0	0	0	0	0	0	0	
	Capital Expenditure										
12301	Crew Cab Truck		0		0		0		0	0	
12302	MWS Vehicle		0		0		0		0	0	
12303	Ute (1)		0		0		0		0	0	
12304	Ute (2)		0		0		0		0	0	
12305	Grader		0		0		0		0	0	
12306	Mtce. Grader Accommodation		90,500		60,328		21,618		90,500	0	
12307	Loadrite		0		0		0		0	0	
12308	5" Single rotor Slasher		0		0		0		0	0	
12309	Traffic Counters		0		0		0		0	0	
12310	Minor Plant Purchases		4,300		2,864		3,817		4,300	0	
12311	Purchase Vibrating Roller		219,100		146,064		129,145		96,418	(122,682)	
12312	Purchase Small Tipper		80,800		53,864		0		80,800	0	
12313	Purchase Rubbish Truck		234,905		0		0		99,700	(135,205)	
12314	Purchase Pedestrian Roller		11,500		7,664		11,000		11,500	0	
12315	Purchase Jacking Beam for Hoist		29,000		19,328		0		15,000	(14,000)	
	Capital Income										
12351	Proceeds on Disposal of Assets - Road Plan		0		0		32,727		52,000	(52,000)	
12353	Realisation on Disposal of Vehicles		0		0		(32,727)		-52,000	52,000	
	Total Capital	0	670,105	0	290,112	0	165,580	0	398,218	(271,887)	
		0									
	TOTAL PLANT & EQUIP PURCHASES	0	670,105	0	290,112	0	165,580	0	398,218	(271,887)	
	AERODROMES										
	Operating Expenditure										
12640	Menzies Airstrip Maintenance		5,000		3,336		3,786		15,000	10,000	
12641	Kookynie Airstrip Maintenance		0		0		0		65,000	65,000	
	Operating Income										
		0		0		0		0		0	
	Total Operating	0	5,000	0	3,336	0	3,786	0	80,000	75,000	
	Capital Expenditure										
	Capital Income										
		0		0		0		0		0	
	Total Capital	0	0	0	0	0	0	0	0	0	
		0		0		0		0		0	
	TOTAL AERODROMES	0	5,000	0	3,336	0	3,786	0	80,000	75,000	

SHIRE OF MENZIES											
PROFIT & LOSS Budget Performance BY PROGRAM											
For the Reporting Period ended 29/2/16											
GIL NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED TO The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 13											
ECONOMIC SERVICES											
RURAL SERVICES											
Operating Expenditure											
13100	Expenses Relating to Rural Services & Pest Control		50		32		0		50	0	
Operating Income											
13101	Income Relating to Rural Services	0		0		0		0		0	
Total Operating											
		0	50	0	32	0	0	0	50	0	
Capital Expenditure											
Capital Income											
		0		0		0		0		0	
Total Capital											
		0	0	0	0	0	0	0	0	0	
TOTAL RURAL SERVICES											
		0	50	0	32	0	0	0	50	0	
TOURISM & AREA PROMOTION											
Operating Expenditure											
13240	Events - Rodeo		0		0		0		0	0	
13241	Events - Classic		85,000		56,664		23,760		85,000	0	
13242	Events - Menzies Awareness Day		5,000		3,328		0		5,000	0	
13243	Events - Holiday Programs		30,000		20,000		1,463		30,000	0	
13244	Events - Community		10,000		6,664		5,113		10,000	0	
13250	Promotional Materials Advertising & Marketing Costs		6,000		4,000		1,946		6,000	0	
13251	Goldfields Network Tourism Expenses		37,500		25,000		38,936		37,500	0	
13252	Golden Quest Vehicle Lease		7,500		5,000		6,312		7,500	0	
13253	Old Butcher Shop Utilities and Insurance		250		160		104		250	0	
13254	Kookynie Info Bay & Townsite		2,050		1,360		3,019		2,050	0	
13255	Kookynie Walk Trail		350		232		0		350	0	
13256	Ularring Tourist Facility		1,800		1,200		1,912		1,912	112	
13257	Lake Ballard		22,800		15,200		15,680		22,800	0	
13258	Niagara Dam		20,500		13,664		15,577		20,500	0	
13259	Goongarrie Cottages		50,000		33,328		3,641		50,000	0	
13260	Tourism Signage		1,000		664		3,544		1,000	0	
13261	Lady Shenton Maintenance		15,000		10,000		669		15,000	0	
13262	Tourism Advertising		5,000		3,328		4,209		5,000	0	
13288	Depreciation - Tourism and Area Promotion		64,692		43,128		52,265		64,692	0	Depn Non cash admin account
13299	Admin Allocated- Tourism and Area Promotion		211,313		140,872		116,825		206,862	(4,451)	Non cash admin account
Operating Income											
13271	Grants - Tourism	0		0		0		0	0	0	
13272	Tourism Reimbursements	500		328		0		500	0	0	
13273	Tourism Lease Income	5,500		3,664		0		5,500	0	0	
13275	Tourism Other Income	120		80		0		120	0	0	
Total Operating											
		6,120	575,755	4,072	383,792	0	294,974	6,120	571,416	(4,339)	
Capital Expenditure											
13265	Transfer to Niagara Dam Reserve		90,000		0		0	0	90,000	0	
13270	Tourism Signage & events Board		15,000		10,000		0	0	15,000	0	
13280	Town Street Trees Planting & Care Program		50,000		33,328		0	0	50,000	0	
Capital Income											
		0		0		0		0		0	
Total Capital											
		0	155,000	0	43,328	0	0	0	155,000	0	
TOTAL TOURISM & AREA PROMOTION											
		6,120	730,755	4,072	427,120	0	294,974	6,120	726,416	(4,339)	
BUILDING CONTROL											
Operating Expenditure											
13300	Building Surveyor Costs		15,000		10,000		5,236		15,000	0	
13310	Other Expenses Relating to Building Control		1,500		1,000		3,988		3,988	2,488	BCITF 14/15 15/16
13399	Admin Allocation - Building		52,828		35,216		29,206		51,715	(1,113)	Non cash admin account
Operating Income											
13301	Building Licence Fees	4,500		3,000		2,415		4,500	0	0	
Total Operating											
		4,500	69,328	3,000	46,216	2,415	38,430	4,500	70,703	1,375	
Capital Expenditure											
Capital Income											
		0		0		0		0		0	
Total Capital											
		0	0	0	0	0	0	0	0	0	
TOTAL BUILDING CONTROL											
		4,500	69,328	3,000	46,216	2,415	38,430	4,500	70,703	1,375	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	TJUNTJUNTARRA										
	Operating Expenditure										
13400	Tjuntjuntarra Sculpture Course		15,000		10,000		9,000		15,000	0	
13401	Tjuntjuntarra Maintenance		0		0		0		0	0	
13402	Tjuntjuntarra Signage		0		0		0		0	0	
13403	Tjuntjuntarra Contractors		0		0		0		0	0	
13404	Tjuntjuntarra Consultants		14,600		9,728		0		14,600	0	
13405	Tjuntjuntarra Holiday Program		52,000		34,664		19,135		52,000	0	
13406	Tjuntjuntarra Research Costs		0		0		0		0	0	
13407	Tjuntjuntarra Football Carnival		12,000		8,000		5,864		12,000	0	
13408	Tjuntjuntarra Dog Health Program		4,500		3,000		4,500		4,500	0	
13409	Tjuntjuntarra Road Construction		0		0		0		0	0	
13499	Admin Allocation - Tjunjunarra		105,656		70,432		58,412		103,431	(2,225)	Non cash admin account
	Operating Income		0		0		0		0	0	
	Total Operating	0	203,756	0	135,824	0	96,911	0	201,531	(2,225)	
	Capital Expenditure										
13488	TJTJ Capital items Purchased (DO NOT USE)		10,000		6,664		0		10,000	0	
	Capital Income		0		0		0		0	0	
	Total Capital	0	10,000	0	6,664	0	0	0	10,000	0	
	TOTAL TJUNTJUNTARRA	0	213,756	0	142,488	0	96,911	0	211,531	(2,225)	
	NURSERY										
	Operating Expenditure										
13501	Nursery Operational Expenses		10,000		6,664		0		0	(10,000)	
	Operating Income		0		0		0		0	0	
	Total Operating	0	10,000	0	6,664	0	0	0	0	(10,000)	
	Capital Expenditure										
	Capital Income		0		0		0		0	0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL NURSERY	0	10,000	0	6,664	0	0	0	0	(10,000)	
	OTHER ECONOMIC SERVICES										
	Operating Expenditure										
13600	void		0		0		0		0	0	
13601	void		0		0		0		0	0	
13602	void		0		0		0		0	0	
13603	void		0		0		0		0	0	
13610	void		0		0		0		0	0	
13600	void		0		0		0		0	0	
	Operating Income		0		0		0		0	0	
13620	void		0		0		0		0	0	
	Total Operating	0	0	0	0	0	0	0	0	0	
	Capital Expenditure										
13630	Purchase Furniture & Equipment - Other Economic Services		0		0		0		0	0	
	Capital Income		0		0		0		0	0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	OTHER ECONOMIC SERVICES	0	0	0	0	0	0	0	0	0	

SHIRE OF MENZIES											
PROFIT & LOSS Budget Performance BY PROGRAM											
For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED TO The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	CRC										
	Operating Expenditure										
13701	Community Development Manager		0		0		15,812		15,812	15,812	LSL to Retired CDMgr.
13702	CRC Salaries & Wages		156,503		104,328		89,795		156,503	0	
13703	CRC Insurances		6,000		4,000		0		6,000	0	
13704	CRC Maintenance		6,000		4,000		3,886		6,000	0	
13705	CRC Travel Expenses		500		328		0		500	0	
13706	CRC Postage & Freight		500		328		81		500	0	
13707	CRC Print & Stationary		8,000		5,328		2,339		8,000	0	
13708	CRC Other admin expenses		500		328		3,971		500	0	
13709	CRC Membership Fees		1,000		664		0		1,000	0	
13710	CRC Computing Costs		6,500		4,328		6,617		6,500	0	
13711	CRC Furniture NON Capital		5,000		3,328		681		5,000	0	
13712	CRC Uniforms		500		328		0		500	0	
13713	CRC Telephone Card Purchases		5,000		3,328		11,956		11,956	6,956	
13714	CRC Cost of Goods For Re-sale		17,000		11,328		4,509		17,000	0	
13715	CRC Marketing & Promotion		6,000		4,000		6,644		6,000	0	
13716	CRC Utilities		6,400		4,264		3,888		6,400	0	
13717	CRC Refreshments		400		264		218		400	0	
13718	CRC Cleaning		25,000		16,664		12,967		25,000	0	
13719	CRC Training & Conference Expenses		1,500		1,000		0		1,500	0	
13720	CRC Programs		2,500		1,664		0		2,500	0	
13722	CRC superannuation		23,709		15,800		9,435		23,709	0	
13754	Cost of Phone Cards for resale		500		328		0		500	0	
	Operating Income										
13721	CRC Reimbursements	1,500		1,000		218		1,500	0	0	
13750	CRC Operating Grant	111,000		74,000		91,553		111,000	0	0	
13751	CRC All Sales	30,000		20,000		22,267		30,000	0	0	
13752	CRC Phone Card Sales	6,000		4,000		(436)		6,000	0	0	
13753	CRC Room Hire	0		0		0		0	0	0	
	Total Operating	148,500	279,012	99,000	185,928	113,602	172,799	148,500	301,780	22,768	
	Capital Expenditure										
			0		0		0		0	0	
	Capital Income										
		0		0		0		0		0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL CRC	148,500	279,012	99,000	185,928	113,602	172,799	148,500	301,780	22,768	
	CARAVAN PARK										
	Operating Expenditure										
13810	Caravan Park Salaries & Wages		64,676		43,112		49,470		64,676	0	
13811	Caravan Park Maintenance		15,784		10,520		9,439		15,784	0	
13812	Caravan Park Landscaping and Gardening - Operating		28,687		19,128		16,221		28,687	0	
13813	Caravan Park Other Costs		2,647		1,760		1,397		2,647	0	
13814	Caravan Park Insurance		2,270		1,512		0		2,270	0	
13815	Caravan Park Utilities		21,475		14,312		19,289		21,475	0	
13816	Caravan Park Superannuation		1,481		984		2,909		2,764	1,283	
	Operating Income										
13801	Caravan Park Grants	0		0		0		0	0	0	
13802	Caravan Park Income from Charges	49,000		32,664		29,056		49,000	0	0	
13803	Caravan Park Income from Washer & Dryers	1,500		1,000		1,381		1,500	0	0	
	Total Operating	50,500	137,020	33,664	91,328	30,437	98,725	50,500	138,303	1,283	
	Capital Expenditure										
13820	Caravan Park Landscaping Project (CAPEX)		30,000		20,000		0		30,000	0	
	Capital Income										
		0		0		0		0		0	
	Total Capital	0	30,000	0	20,000	0	0	0	30,000	0	
	TOTAL CARAVAN PARK	50,500	167,020	33,664	111,328	30,437	98,725	50,500	168,303	1,283	

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
SCHEDULE 14											
OTHER PROPERTY AND SERVICES											
PRIVATE WORKS											
Operating Expenditure											
14100	Private Works Expenses		5,000		3,336		1,914		5,000	0	
Operating Income											
14101	Private Works Income	5,000		3,336		1,171		5,000		0	
Total Operating		5,000	5,000	3,336	3,336	1,171	1,914	5,000	5,000	0	
Capital Expenditure											
Capital Income											
		0	0	0	0	0	0	0	0	0	
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL PRIVATE WORKS		5,000	5,000	3,336	3,336	1,171	1,914	5,000	5,000	0	
PUBLIC WORKS OVERHEADS											
Operating Expenditure											
14200	Supervision Wages - Public Works Overheads		353,721		235,808		166,075		353,721	0	
14201	Superannuation - Public Works Overheads		90,985		60,656		52,021		90,985	0	
14202	Reimbursements PWOH		950		632		0		950	0	
14203	Leave Annual - Public Works Overheads		7,938		5,288		11,500		7,938	0	
14204	Leave Personal - Public Works Overheads		4,493		2,992		0		4,493	0	
14205	Long Service Leave - Public Works Overheads		0		0		0		0	0	
14206	Public Holidays - Public Works Overheads		1,619		1,072		0		1,619	0	
14207	Leave Accruals - Public Works Overheads		119,940		79,960		0		119,940	0	
14208	Allowances - Public Works Overheads		19,064		12,704		0		19,064	0	
14209	Protective Clothing & PPE - Public Works Overheads		2,500		1,664		4,060		4,060	1,560	
14210	Training & Conferences - Public Works Overheads		22,700		15,128		8,402		22,700	0	
14211	Recruitment Costs - Public Works Overheads		2,400		1,600		5,592		5,592	3,192	
14212	Meeting Expenses - Public Works Overheads		2,250		1,496		383		2,250	0	
14213	Workers Comp - Public works Overheads		0		0		0		0	0	
14214	Depot Insurance - Public Works Overheads		3,800		2,528		0		3,800	0	
14215	Other Exps - Public Works Overheads		1,495		992		1,727		1,495	0	
14216	Staff Housing Allocated - Public Works Overheads		24,493		16,328		0		24,493	0	
14217	Depot Mice (to be allocated as PWOH)		2,401		1,600		2,045		2,401	0	
14218	MWS vehicle exps		717		472		9		717	0	
14219	Telephone - Public Works Overheads		7,630		5,080		4,859		7,630	0	
14220	Utilities - Public Works Overheads		1,000		664		500		1,000	0	
14221	PWOH Allocated to Works and Services		(1,115,022)		(743,344)		(754,561)		(1,113,199)	1,823	Non cash admin account
14225	Depreciation - Public Works Overheads		14,353		9,568		3,258		14,353	0	Depn Non cash admin account
14226	Depot Operational & Misc Tasks - Labour Costs		7,948		5,296		10,276		10,276	2,328	
14299	Admin Allocated to Works - Public Works Overheads		422,625		281,744		233,649		413,723	(8,902)	Non cash admin account
Operating Income											
		0	0	0	0	0	0	0	0	0	
Total Operating		0	0	0	(72)	0	(250,204)	0	0	0	auto allocated by System
Capital Expenditure											
Capital Income											
		0	0	0	0	0	0	0	0	0	
Total Capital		0	0	0	0	0	0	0	0	0	
TOTAL PUBLIC WORKS OVERHEADS		0	0	0	(72)	0	(250,204)	0	0	0	

SHIRE OF MENZIES											
PROFIT & LOSS Budget Performance BY PROGRAM											
For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	PLANT OPERATIONS										
	Operating Expenditure										
14301	Mech's Wages - Internal Repairs to P&E		119,851		79,896		194,145		194,145	74,294	new acct for clarity in GL postings
14302	Other Plant Costs		25,574		17,048		14,539		25,574	0	
14303	Fuel & Oils - Plant Operations		176,295		117,528		112,733		176,295	0	
14304	Tyres and Tubes - Plant Operations		25,301		16,864		9,161		25,301	0	
14305	Parts & Repairs - Plant Operations		201,828		134,552		113,335		201,828	0	
14307	Vehicle Registrations & Insurance - Plant Operations		22,291		14,856		2,098		22,291	0	
14309	Less Plant Costs Allocated		(1,016,797)		(677,872)		(582,582)		(1,087,974)	(71,177)	Non cash admin account
14370	Loss on Asset Sale		0		0		0		0	0	Non cash admin account
14388	Depreciation - Plant Operations		297,737		198,488		239,645		297,737	0	Depn Non cash admin account
14399	Admin Allocated - Plant Operations		147,919		98,608		81,777		144,803	(3,116)	Non cash admin account
	Operating Income										
14308	Plant Operations Reimbursements	18,500		12,336		17,185		18,500	0	0	
	Total Operating	18,500	(1)	12,336	(32)	17,185	184,853	18,500	(0)	1	auto allocated by System
	Capital Expenditure										
	Capital Income										
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL PLANT OPERATIONS	18,500	(1)	12,336	(32)	17,185	184,853	18,500	(0)	1	
	ADMINISTRATION OVERHEADS										
	Operating Expenditure										
14501	Admin Memberships		1,600		1,064		1,745		1,745	145	
14503	Safety Rep Inspections & Programs		0		0		367		367	367	
14507	Employee Contributions - Sal. Sac. Superannuation		0		0		0		0	0	
14508	Allowances		15,697		10,464		61		15,697	0	
14509	Records Mgt Costs		9,352		6,232		20,088		9,352	0	
14510	Admin Salaries & Wages		948,626		632,416		529,377		948,626	0	
14511	Superannuation		101,844		67,896		45,177		101,844	0	
14513	Other Admin Costs		7,985		5,320		(31,338)		-27,532	(35,517)	inc reversal of acc exps in 14/15
14514	Admin FBT		21,524		14,344		23,073		21,524	0	
14515	Audit Fees		38,385		25,584		22,065		38,385	0	
14516	Admin Travel Costs		2,345		1,560		2,528		2,517	172	
14518	Admin Uniforms		3,577		2,384		(201)		3,577	0	
14519	Housing Allowance		7,123		4,744		0		7,123	0	
14524	Admin Other Employee Costs		435		288		565		435	0	
14525	Leave Accrual		137,020		91,344		0		137,020	0	Non cash admin account
14526	Workers Compensation Premiums		45,588		30,392		0		45,588	0	
14527	Professional Development Study - Administration		12,000		8,000		0		12,000	0	
14530	Recruitment Costs		5,000		3,328		19,966		14,838	9,838	
14532	Recruitment Relocation		10,000		6,664		2,864		10,000	0	
14533	Legal Fees		7,500		5,000		20,394		7,500	0	
14534	Fair Value Valuations & Revaluations		23,000		15,328		0		23,000	0	
14535	Accounting Services		115,000		76,664		6,835		50,000	(65,000)	
14536	Contractors & Consultants		115,000		76,664		94,760		115,000	0	
14537	Admin Printing & Stationary		33,080		22,048		40,620		35,863	2,783	
14538	Bank Charges (No GST) Account Fees		3,936		2,624		1,621		3,936	0	
14539	Insurance		72,853		48,568		139,055		139,055	66,202	allocations
14540	Internet		12,947		8,624		0		12,947	0	
14541	Utilities		30,993		20,656		17,554		30,993	0	
14542	Phones / Mobiles		16,716		11,144		8,120		16,716	0	
14543	Bank Charges (GST) Merchant and Connect		0		0		648		0	0	
14544	Computing Costs & Support - Administration		85,307		56,864		35,465		85,307	0	
14548	Training Expenses - Administration		2,357		1,568		889		2,357	0	
14555	Postage & Freight - General Administration		2,136		1,424		350		2,136	0	
14557	Meeting Costs - Administration		1,000		664		0		1,000	0	
14558	Advertising - Administration		2,500		1,664		1,671		2,500	0	
14559	Newspapers & Periodicals		1,000		664		462		1,000	0	
14560	Admin Vehicle Expenses		28,500		19,000		40,421		30,000	1,500	
14561	Office Maintenance		70,000		46,664		17,161		30,000	(40,000)	
14562	Staff Housing Expense- Administration		45,000		30,000		0		30,000	(15,000)	
14573	Purchase Plant & Equip - Administration		10,000		6,664		0		5,000	(5,000)	
14574	Purchase Furniture & Equipment Administration		10,000		6,664		2,817		5,000	(5,000)	
14588	Depreciation - Administration		56,200		37,464		70,305		56,200	0	Depn Non cash admin account
14599	Administration Costs Allocated to Other Programs		(2,113,126)		(1,408,744)		(1,121,342)		(2,028,617)	84,509	Non cash admin account
	Operating Income										
14502	Clearing acct - Social Club Contributions	0		0		580		0		0	
14504	Donations to Staff Social Club	0		0		0		0		0	
14512	Reimbursements	17,700		11,800		13,773		17,700	0	0	
14520	Profit on Sale of Asset - Administration	1,000		1,000		0		0		1,000	
14579	Solar Pwr grant	0		0		139,762		0		0	From Kalgoorlie
	Total Operating	18,700	0	12,800	(96)	154,115	14,140	17,700	(0)	1,000	auto allocated by System

 SHIRE OF MENZIES PROFIT & LOSS Budget Performance BY PROGRAM For the Reporting Period ended 29/2/16											
G/L NUMBER	PARTICULARS DESCRIPTION	CURRENT BUDGET		YTD BUDGET		ACTUAL TO 29/2/16		CURRENT YEAR ACTUALS PROJECTED to The EOFY		Difference between Budget and Projected	COMMENTS
		INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	EXPEND		
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
	Capital Expenditure										
14575	Solar Power Units (Admin Bldg) - GVROC Project		50,000		33,328		104,822	0	139,762	89,762	
14576	Electrical Upgrades to Admin		52,000		34,664		0	0	52,000	0	
14577	CEOs Vehicle Replacement		119,598		119,598		0	0	76,000	(43,598)	
14578	Transfer to Staff Amenities Reserve		3,856		0		0	0	3,856	0	
	Capital Income										
14580	Proceeds on Disposal of Assets - Administra	49,598		49,598		0		49,000		598	
14581	Realisation on Disposal of Assets	(49,598)		(49,598)		0		-49,000		(598)	
	Total Capital	0	225,454	0	187,590	0	104,822	0	271,618	46,164	
	TOTAL ADMINISTRATION OVERHEAD	18,700	225,454	12,800	187,494	154,115	118,961	17,700	271,618	47,164	
	SALARIES & WAGES										
	Operating Expenditure										
14600	Gross Salaries & Wages		1,852,877		1,235,248		1,129,354		1,852,877	0	
14601	Workers Compensation Paid		0		0				0	0	
14603	Less Sal & Wages Allocated		(1,852,877)		(1,235,248)		(1,129,354)		(1,852,877)	0	
14699	Admin Allocated to Salaries & Wages		0		0		0		0	0	Non cash admin account
	Operating Income										
14602	Workers Compensation Received	0		0		0		0		0	
	Total Operating	0	0	0	0	0	0	0	0	0	
	Capital Expenditure										
	Capital Income		0		0		0		0	0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL SALARIES & WAGES	0	0	0	0	0	0	0	0	0	
	UNCLASSIFIED										
	Operating Expenditure										
14700	Expenses Relating to Unclassified		0		0		14,480		27,600	27,600	
14702	Loss on Disposal of Assets		0		0		5,082		0	0	
	Operating Income										
14701	Income Relating to Unclassified	0		0		21,980		21,980		(21,980)	From Laverton
14703	Profit on Disposal of Assets	0		0		0		0		0	
	Total Operating	0	0	0	0	21,980	19,562	21,980	27,600	5,620	
	Capital Expenditure										
14710	Purchase of land lots for town development		20,000		13,328		9,261		20,000	0	
	Capital Income										
14750	Proceeds on Disposal of Assets - Unclassified	0		0		5,918		5,918		(5,918)	
14751	Realisation on Disposal of Assets	0		0		(5,918)		-5,918		5,918	
	Total Capital	0	20,000	0	13,328	0	9,261	0	20,000	0	
	TOTAL UNCLASSIFIED	0	20,000	0	13,328	21,980	28,823	21,980	47,600	5,620	
	TOWN PLANNING SCHEMES										
	Operating Expenditure										
14800	Expenses Relating to Town Planning Schemes		0		0		0		0	0	
	Operating Income										
14801	Income Relating to Town Planning Schemes	0		0		0		0		0	
	Total Operating	0	0	0	0	0	0	0	0	0	
	Capital Expenditure										
	Capital Income		0		0		0		0	0	
	Total Capital	0	0	0	0	0	0	0	0	0	
	TOTAL TOWN PLANNING SCHEMES	0	0	0	0	0	0	0	0	0	

12.2 FINANCE AND ADMINISTRATION BUSINESS

12.2.2 LISTING OF PAYMENTS MADE IN FEBRUARY 2016

SUBMISSION TO:	Ordinary Meeting of Council, 31 March 2016
LOCATION	N/A
APPLICANT:	N/A
FILE REF:	ADM017
DISCLOSURE OF INTEREST:	None
DATE:	22 March 2016
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.2.2 Attachment #1 List of payments made to Creditors in February 2016

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 February 2016 include cheques numbered 10381 to 10397 and direct transactions totalling \$424,444.66. The list of payments is submitted to each member of the Council on Thursday 31 March 2016.

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: 0961

Moved: Cr Mazza

Seconded: Cr Mader

That pursuant to Regulation 13 of the Local Government (Financial Management) Regulations, 1996 the payment of accounts for the month of February 2016, be noted.

CARRIED 4/0

LIST OF PAYMENTS - FEBRUARY 2016					
Ref No.	Chq/EFT	Date	Name	Description	Amount
1	EFT1031	03/02/2016	Glenn Casley	Refund of pet bond \$300 only - remaining \$100 to be refunded to Shire of Menzies transferred to Dylan Maynard for pet bond.	-\$300.00
2	EFT1032	03/02/2016	Shire Of Menzies	Refund housing bond from Glenn Casley to be transferred to Dylan Maynard	-\$600.00
3	EFT1033	16/02/2016	Air Liquide WA Pty Ltd	Rental December 2015	-\$79.01
4	EFT1034	16/02/2016	Australian Taxation Office	IAS December 2015 - Income tax	-\$24,441.00
5	EFT1035	16/02/2016	A-Z Panel & Paint	Repairs to Toyota Landcruiser	-\$1,046.10
6	EFT1036	16/02/2016	Bah Henneker & CO	Supply & install TECO reverse cycle air conditioner - Depot	-\$3,410.00
7	EFT1037	16/02/2016	Beaurepairs	Loose tyres	-\$650.00
8	EFT1038	16/02/2016	Blackwoods	Asphalt mix cold	-\$3,026.59
9	EFT1039	16/02/2016	Bob Waddell	Assistance with December Monthly Statements & general accounting and assistance with the 2015/16 Budget review	-\$3,069.00
10	EFT1040	16/02/2016	Bunnings	extension lead, Irrigation equipment	-\$1,076.95
11	EFT1041	16/02/2016	Cabcharge Australia Limited	cab charges 4/1-31/1/16	-\$6.00
12	EFT1042	16/02/2016	Canning Pool & Pump Centre Pty	Liquid Chlorine	-\$380.00
13	EFT1043	16/02/2016	Clearwater Motel Apartments	Accommodation Jill Dwyer & Pascoe Durtanovich GVROC meeting	-\$855.00
14	EFT1044	16/02/2016	Core Business Australia Pty Ltd	Menzies Cyclassic Funding	-\$4,532.00
15	EFT1045	16/02/2016	Cornerstone Legal	Legal fees - Shire of Menzies v Carnegie Gold Pty Ltd	-\$3,795.00
16	EFT1046	16/02/2016	Courier Australia	Freight	-\$912.77
17	EFT1047	16/02/2016	Cybersecure	Back up Service January 2016	-\$129.00
18	EFT1048	16/02/2016	Pascoe Durtanovich	Australia Day Bunting, Meals J Dwyer, Jamie Mazza & Pascoe Durtanovich GVROC meeting	-\$177.96
19	EFT1049	16/02/2016	Eagle Petroleum (WA) Pty Ltd	bulk diesel 9500 litres	-\$16,878.66
20	EFT1050	16/02/2016	EFIRE & SAFETY	Fire extinguisher	-\$669.90
21	EFT1051	16/02/2016	EMC Solar Construction	Supply & installation 2nd instalment	-\$38,434.55
22	EFT1052	16/02/2016	Forman Bros	Install Reticulation points 4 new shire houses	-\$2,582.25
23	EFT1053	16/02/2016	Freerange Supplies	twin Flush Portable Toilet & Sanitiser	-\$189.94
24	EFT1054	16/02/2016	Beverley Golding	Australia Day Breakfast	-\$107.83
25	EFT1055	16/02/2016	Goldfields Institute Of Technology	MEM30205 Dylan Maynard	-\$388.09
26	EFT1056	16/02/2016	goldfields Volkswagen	Key for Mechanics car Invoice dated 9/9/15	-\$344.67
27	EFT1057	16/02/2016	Goldfields People Hire	Hire of Labour WE 17 January 2016	-\$13,149.69
28	EFT1058	16/02/2016	Goldrush Tours	Walker (2A) Kalgoorlie to Laverton	-\$142.80
29	EFT1059	16/02/2016	Hayes Recruiting	Consultancy Fee - Manager Works & Services	-\$5,219.50
30	EFT1060	16/02/2016	Hertz Australia Pty Ltd	Hire of Car Jeanette Taylor	-\$192.87
31	EFT1061	16/02/2016	Menzies Hotel	Paper for January 2016	-\$132.80
32	EFT1062	16/02/2016	Kooda Contracting Pty Ltd	Plant Hire 8/1-22/1/16 - Yarri Road	-\$28,208.51
33	EFT1063	16/02/2016	Landgate	Mining Tenements Chargeable Schedule NO: M2016/1 Dated 05/12/15-07/01/2016	-\$75.00
34	EFT1064	16/02/2016	Lenalec Electrical	Attend fault on genset pump at dam	-\$1,643.00
35	EFT1065	16/02/2016	Marketforce	Annual report and electors meeting	-\$247.13
36	EFT1066	16/02/2016	Netlogic Information Technology	Remote consulting - Office 365 Subscription, Hosted exchange Email & Office software Subscription	-\$3,851.50
37	EFT1067	16/02/2016	Titan Australia Pty Ltd	Tyres	-\$1,848.00
38	EFT1068	16/02/2016	Office National	Ricoh service agreement copy usage	-\$693.27
39	EFT1069	16/02/2016	Online Business Systems	New Idealpos system CRC	-\$6,506.50
40	EFT1070	16/02/2016	Quality Inn Railway Motel Kalgoorlie	Accommodation & meals Jeanette Taylor 6/2-7/2/16	-\$227.50
41	EFT1071	16/02/2016	Shire Of Menzies	Rates Refund on Assessment No's: A8022, A8043, A8047, A8048	-\$679.69
42	EFT1072	16/02/2016	Statwest Group	Check maint Grader Electrical problem Invoice dated 30/11/2015	-\$3,639.30
43	EFT1073	16/02/2016	Moore Stephens	Preparation and lodgement of December 2015 BAS	-\$478.50
44	EFT1074	16/02/2016	Vissign Australia Pty Ltd	Supply Welcome to Menzies sign	-\$4,156.90
45	EFT1075	16/02/2016	WA Hino	Booster Clutch & switch asy oil pressure	-\$943.24
46	EFT1076	16/02/2016	Wurtgen Group	New Hamm 3414 Smooth drum compactor machine	-\$106,059.50
47	EFT1077	16/02/2016	WML Consultants	Menzies NW Road design and PM, Managed by Tony Chisholm	-\$9,017.25
48	EFT1078	26/02/2016	Leanne Downie	Sugar free wrapped lollies for councillors	-\$15.54
49	EFT1079	26/02/2016	WA Local Govt Association	Professional Appointment - CEO	-\$5,171.85
50	EFT1080	26/02/2016	Ian Baird	Monthly meeting fees January, February 2016	-\$3,731.09
51	EFT1081	26/02/2016	Bob Waddell	Assistance with January Monthly Statements & bank reconciliations	-\$2,343.00
52	EFT1082	26/02/2016	Bone Robert Glenn	Professional Services - 2015 CAR documentation, 2016 Bush Fire Notice, and other agenda items	-\$5,075.54
53	EFT1083	26/02/2016	Bunnings	Screws, Joiners & irrigation box	-\$243.95
54	EFT1084	26/02/2016	C Direct	Telstra recharge prepaid \$30 & \$20	-\$480.00
55	EFT1085	26/02/2016	Chubb Fire & Security	Six monthly service on fire extinguisher & 4 replacements	-\$3,035.71
56	EFT1086	26/02/2016	Cook's Tours	Advertising Beautiful South	-\$1,350.00
57	EFT1087	26/02/2016	Courier Australia	Freight fees	-\$129.31

LIST OF PAYMENTS - FEBRUARY 2016					
Ref No.	Chq/EFT	Date	Name	Description	Amount
58	EFT1088	26/02/2016	Fire And Emergency Services Authority	2015-16 ESL Quarter 3	-\$12,933.60
59	EFT1089	26/02/2016	Goldline Distributors	Refreshments	-\$575.03
60	EFT1090	26/02/2016	Hampton Transport Services Pty Ltd	Accommodation & meals 1 man 7/1/16; 3men 8/1-23/1/16 - Yarri Road	-\$7,238.00
61	EFT1091	26/02/2016	Debbie Hansen	Monthly meeting fees January, February 2016	-\$1,545.00
62	EFT1092	26/02/2016	Menzies Hotel	Gas bottle	-\$174.50
63	EFT1093	26/02/2016	Tucker, Ian Cr	Monthly meeting fees January, February 2016	-\$1,745.00
64	EFT1094	26/02/2016	Jamie Mazza	Monthly meeting fees January, February 2016	-\$1,874.82
65	EFT1095	26/02/2016	JR & A Hersey	Rags, White crayons, flexi line grease gun trigger, fuel nozzle	-\$1,149.07
66	EFT1096	26/02/2016	Breakaway C/O Key Factors	D8T Dozer Push up gravel pit 3/2-19/2/2016 - Menzies NW Road	-\$18,868.30
67	EFT1097	26/02/2016	Justin Lee	Monthly meeting fees January, February 2016	-\$1,745.00
68	EFT1098	26/02/2016	Keith Mader	Monthly meeting fees January, February 2016	-\$2,696.36
69	EFT1099	26/02/2016	Shire of Menzies social club	Social club payment for 13/10/2015 - 16/2/2016	-\$980.00
70	EFT1100	26/02/2016	Netlogic Information Technology	Setup Microsoft Volume Licence & Install Office 365 Licences expiry 27 Feb2017	-\$150.00
71	EFT1101	26/02/2016	Office National	Service agreement Ricoh January 2016	-\$380.41
72	EFT1102	26/02/2016	PLANWEST	Local Planning Strategy & Local Planning Scheme No2	-\$715.00
73	EFT1103	26/02/2016	Keith Purchase	Nomination fees from October 2015 wrong bank details given	-\$80.00
74	EFT1104	26/02/2016	Rolsh Productions	Flexi magnet	-\$363.00
75	EFT1105	26/02/2016	Shire of Leonora	Health & Building Reports January 2016	-\$2,484.42
76	EFT1106	26/02/2016	T-quip	Regulator	-\$68.75
77	EFT1107	26/02/2016	Westland Autos	Sensor problems 000MN	-\$594.54
78	EFT1108	26/02/2016	WestTrac Pty Ltd	Motor GP ELE, Core Charge	-\$1,374.65
79	EFT1109	26/02/2016	Jillian Dwyer	Monthly meeting fees January, February 2016	-\$8,153.85
80	EFT1111	29/02/2016	Pascoe Durtanovich	Reimbursement:- Shire credit card not working	-\$347.90
81	DD482.1	02/02/2016	Australian Ethical	Superannuation contributions	-\$273.55
82	DD482.2	02/02/2016	B T Financial Group Superannuation	Superannuation contributions	-\$481.35
83	DD482.3	02/02/2016	WA Local Govt Superannuation Plan	Superannuation contributions	-\$2,503.86
84	DD482.4	02/02/2016	Australian Super	Payroll deductions	-\$964.33
85	DD482.5	02/02/2016	WA Local Govt Superannuation Plan	Payroll deductions	-\$1,511.54
86	DD482.6	02/02/2016	Rest Industry Superannuation	Superannuation contributions	-\$162.59
87	DD494.1	16/02/2016	Australian Ethical	Superannuation contributions	-\$273.55
88	DD494.2	16/02/2016	WA Local Govt Superannuation Plan	Superannuation contributions	-\$2,301.47
89	DD494.3	16/02/2016	Australian Super	Payroll deductions	-\$985.35
90	DD494.4	16/02/2016	WA Local Govt Superannuation Plan	Payroll deductions	-\$1,517.40
91	DD494.5	16/02/2016	B T Financial Group Superannuation	Payroll deductions	-\$484.78
92	DD496.1	01/02/2016	WESTNET	CRC computer January 2016	-\$90.45
93	DD496.2	15/02/2016	BOQ Finance	CRC computer January 2016	-\$1,465.55
94	DD496.3	15/02/2016	Toyota Finance	Direct Deposit Sub Lease Vehicle golden Quest	-\$991.90
95	DD510.1	29/02/2016	Wright Express Australia Pty Ltd	Direct Debit from motor pass Feb 2016	-\$739.74
96	DD512.1	24/02/2016	BOQ Finance	Copier Charges February 2016	-\$389.40
97	10381	16/02/2016	Aurigen Pty Ltd	Rates refund for assessment A2100 E39/00988 MINING TENEMENT	-\$3,917.45
98	10382	16/02/2016	Caps Australia	Service call on Unit #97-K3274	-\$830.50
99	10383	16/02/2016	City Of Kalgoorlie - Boulder	Member contribution Regional records facility service/ part contribution for Goldfields records storage 15/16 50%	-\$9,600.00
100	10384	16/02/2016	Dept Of Transport & Licensing	Registration 1TBS601	-\$25.20
101	10385	16/02/2016	Dynasty Resources Limited	Rates refund for assessment A5003 E31/01061 MINING TENEMENT	-\$539.11
102	10386	16/02/2016	Evolution Mining (Mungari) Pty Ltd	Rates refund for assessment A5077 E39/01822 MINING TENEMENT	-\$1,273.95
103	10387	16/02/2016	Harvey Noman	Vax Air mini Multocyclonic Vacuum	-\$180.00
104	10388	16/02/2016	Horizon Power	Streetlighting 1/1-31/1/2016	-\$1,899.23
105	10389	16/02/2016	McBrides Garden Centre & Landscaping	Plants for landscaping	-\$1,329.75
106	10390	16/02/2016	McLeods Barristers & Solicitors	Annual Audit 2015	-\$165.00
107	10391	16/02/2016	Stone Resources Australia Limited	Rates refund for assessment A2351 E39/01063 MINING TENEMENT	-\$578.95
108	10392	16/02/2016	Telstra	3671243388	-\$1,780.24
109	10393	26/02/2016	Resource Centre Shire Of Menzies	Stamps for Rates	-\$140.00
110	10394	26/02/2016	Telstra	0488242047	-\$74.98
111	10395	26/02/2016	Tower Hotel	Accommodation Ian Baird & Debbie Hansen	-\$326.00
112	10396	26/02/2016	Water Corporation	Water consumption 9/12/15-8/2/2016	-\$2,139.58
113	10397	29/02/2016	Shire of Leonora	2016 Leonora Golden Gift sponsorship	-\$1,500.00
					-\$424,444.66

12.2 FINANCE & ADMINISTRATION BUSINESS

12.2.3 BUDGET AMENDMENT 2015/2016 – INCREASED ROADS TO RECOVERY FUNDING ALLOCATION

SUBMISSION TO:	Ordinary Council Meeting, 31 March 2016
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM040; ADM051
DISCLOSURE OF INTEREST:	None
DATE:	21 March 2016
AUTHOR:	Tony Chisholm, Consulting Engineer
SENIOR OFFICER:	Pascoe Durtanovich, Acting CEO
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

Nil

SUMMARY:

This report advises of increased funding to the Shire of Menzies 2015/16 allocation under the Federal Governments Roads to Recovery (R2R) program and seeks Council resolution to allocate those additional funds to the existing Menzies NW road sealing project and to amend the municipal budget accordingly.

BACKGROUND:

The Shire of Menzies has been progressing a project to upgrade the Menzies NW road, between Menzies town site and the Lake Ballard tourist destination, to a 7.2m wide bitumen sealed standard. The project is made possible via the use of part funding from the Federal Governments R2R program and the first two stages, comprising 5km length each, have been completed over the past two financial years extending the seal to the start of the first lake crossing at approximately 10 SLk.

The current Shire of Menzies 2015/16 Municipal budget allocates the following funding for this project:

Federal Government (R2R)	\$ 659,000
<u>Shire of Menzies (Municipal sources)</u>	<u>\$ 350,000</u>
Total	\$ 1,009,000

A media release by the Minister for Infrastructure and Regional Development, advised that Councils across Australia would be receiving additional funding for the Roads to Recovery programme over the next two years as a result of re-introduction of Consumer Price Index-linked fuel excises.

The Department of Infrastructure and Regional Development subsequently advised that the Shire of Menzies would be receiving an additional allocation of \$427,398 R2R funds for expenditure within the 2015/16 financial year and that there would be no additional contribution required from Municipal funding sources however the Shire is still required to meet normal obligations under the R2R funding guidelines. Those obligations include the requirement for the Shire of Menzies to expend a minimum of \$ 513,643 Municipal sourced funds on its annual roads programme, an obligation which is satisfied via other provisions in the Shires 2015/16 budget.

COMMENT:

Preparation for construction and sealing of the next section of the Menzies NW road has been underway since before Christmas and has included the following elements to ensure the delivery of a suitable outcome:

- Materials investigation and testing including local gravel and fill / sub-base material sources.
- Pavement dippings, sampling and testing over the 2.5km length lake crossing section to provide for a suitable pavement design taking into consideration the presence of salt affected materials.
- Survey pick up to provide a ground model upon which to base a design
- Basic road cross-section and plan / profile design to provide a compliant and consistent standard based on 90kph design speed and following the existing horizontal alignment as close as possible. Vertical design improvements are incorporated to satisfy Austroads standards and as a means of balancing earthworks cut and fill particularly over the lake crossing section. The design is based on a 10m wide pavement formation with a 7.2m wide two coat (14mm / 7mm) emulsion chip seal and a nominal 200mm compacted pavement thickness.
- Provision of digital design model for surveyor to set out works and peg design levels on site.

Whilst the original 2015/16 budgeted funding of \$1,009,000 was based on another 5km project section length (ie \$ 201,800/km) the survey pick up and design has been completed over a 6.8km section length. The increased 2015/16 project funding amount of \$ 1,436,398 when allocated over a 6.8km length equates to \$ 211,235 /km which is considered to be appropriate taking into account the additional investigation and design measures being undertaken. It also recognises the likely requirement for an enhanced pavement design over the 2.5km lake crossing section in order to mitigate against potential salt damage to the seal and pavement layer.

Works are scheduled to commence on site after Easter further to the pushing of gravel which has been underway over the past few weeks.

The recommendation of this report is for Council to approve the allocation of the additional 2015/16 R2R funding to the existing Menzies NW road sealing project.

CONSULTATION:

No community consultation was required for the purpose of this report.

STATUTORY ENVIRONMENT:

All procurement of plant, labour, materials and services for this project is being undertaken in compliance with the Local Government Tender and Procurement Regulations and the Shire of Menzies procurement policy.

POLICY IMPLICATIONS:

There are no policy implications arising from the recommendations of this report.

FINANCIAL IMPLICATIONS:

The financial implications of this report, as reflected in the Officers Recommendation, is to recognise that the Shire of Menzies will receive an additional \$427,398 R2R grant funds allocated to the Menzies NW road sealing project without the requirement for any additional Shire funding contribution.

STRATEGIC IMPLICATIONS:

There are no strategic implications arising from the recommendations of this report.

VOTING REQUIREMENTS:

Absolute majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0962

Moved: Cr Mazza

Seconded: Cr Tucker

That Council, in recognition of receiving an additional \$427,398 of R2R funding allocation in 2015/16

- 1. Agree to allocate the additional funds to the existing Menzies NW road sealing project by increasing the length of the current years scheduled work from 5km to 6.8km and the 2015/2016 Municipal Fund Budget be amended by:**
 - a) Increasing expenditure account CR0001 Menzies NW road R2R from \$659,000 by \$427,398 to \$1,086,398; and**
 - b) Increasing income account 12228 from \$659,000 by \$427,398 to \$1,086,398.**

CARRIED BY ABSOLUTE MAJORITY 4/0

12.3 WORKS AND SERVICES BUSINESS

Nil

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12.4 COMMUNITY DEVELOPMENT BUSINESS

Prior to consideration of Items 12.4.1 and 12.4.2 Cr Lee and Cr Tucker declared an impartial interest in these items to the extent that Cr Lee is an employee and Cr Tucker is the Chairman and Director of the Menzies Aboriginal Corporation, the owner of the Pioneer Store.

12.4.1 MENZIES HERITAGE PRECINCT PROJECT – FUNDING APPLICATION (1)

SUBMISSION TO:	Ordinary Council Meeting, 31 March 2016
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM135
DISCLOSURE OF INTEREST:	None
DATE:	21 March 2016
AUTHOR:	Pascoe Durtanovich, Acting CEO
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

- 12.4.1 Attachment #1 Project Management Plan
- 12.4.1 Attachment #2 Proposed Conservation Work
- 12.4.1 Attachment #3 Business Unit Development
- 12.4.1 Attachment #4 Economic Impact / Cost Benefit Assessment

SUMMARY:

A funding application, for the restoration of the Pioneer Store and old Tearooms & Butcher Shop, has been submitted under the RDA Stronger Regional Fund. This report seeks endorsement of the application.

BACKGROUND:

Council, through a number of forums, has progressed the Menzies Heritage Precinct Project. The Project includes the restoration of a number of Heritage Buildings in the Menzies Townsite, with a view to those buildings being occupied and utilised for economic benefit.

The funding application submitted seeks a contribution of \$600,000 which includes an interpretation plan and interpretation work.

COMMENT:

The overall goal of this project is to create a Heritage Park within the town of Menzies to restore / preserve key heritage sites; develop compatible business units to be operated within key buildings and implement a range of interpretation. Successful completion of the project will both ensure continued, ongoing preservation as well as contribute significantly to the economic development of the town through both an increase in tourism and the flow on economic impact of the new business units operating from the facility.

CONSULTATION:

Consultation with Councillors and community members was undertaken via the Councillors Forum and a public meeting with the consultant.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Approximately \$600,000 is being applied for with the Shire of Menzies contribution \$200,000.

STRATEGIC IMPLICATIONS:

Shire of Menzies Strategic Community Plan
- Sustainable Local Economy
Reference 14.1.7 Tourism Growth

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0963

Moved: Cr Mazza

Seconded: Cr Mader

That the application for funding, under the RDA Stronger Regions Fund, for the restoration of the Pioneer Store and Old Tearooms and Butcher Shop, be endorsed.

CARRIED 4/0



core business
AUSTRALIA

Shire of Menzies

Menzies Heritage Precinct Project

Project Management Plan





Shire of Menzies – Project Management Plan

DOCUMENT CONTROL

DOCUMENT CONTROL			
Core Business Australia Pty Ltd PO Box 797 BUSSELTON WA 6280 Office: +61 8 9754 1117 Mobile: +61 418 931 067 Email: bruce@corebusiness.net.au Web: corebusiness.net.au	Document:	Menzies Heritage Precinct Project Management Plan	
	Client:	Shire of Menzies	
	Project Manager:	Mark Weller	
	Author:	Mark Weller/ Bill Parker	
	Date:	March 25 2016	
	Synopsis:	This plan summarises the Shires current identified knowledge relating to the delivery of the Menzies Heritage Precinct Project. The plan identifies the methodology to be undertaken to successfully achieve the projects goals and contains the following information:	
		• Project information and deliverables; • Tasks and timeframes; • Key stakeholders and communication; • Budget; • Risk Management Plan; • Procurement Management; and • Approvals.	

CONSULTANTS DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Reference
Version 1	March 3 2016	Mark Weller for review and feedback	413 Menzies Heritage Precinct Project Management Plan (V1)
Version 2	March 13 2016	Shire of Menzies	413 Menzies Heritage Precinct Project Management Plan (V2)

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Shire of Menzies



Menzies Heritage Precinct Project Project Management Plan



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1.0 Executive Summary

SECTION 1.0 PROJECT INFORMATION AND DELIVERABLES	
Project Location:	Menzies, WA
Project Background:	The Town of Menzies is a mining and pastoral town in the Eastern Goldfields, 730 kilometres East of Perth, about an 8 hour drive via Kalgoorlie. The Shire of Menzies covers approximately 125,000 km² with a total population of 384. Like many towns in Western Australia, Menzies was born in and boomed during the gold rush days of the 1890s. Then, following the pattern which has become typical of many gold mining towns, the limit of available resources was reached, the people drifted away and the area declined. Despite these changing fortunes, Menzies continued to survive. Menzies features a significant number of places of historical interest and is a picturesque stopover for tourists traveling within and through the Goldfields region. In an effort to drive economic development and growth in Menzies, the Shire is proposing to deliver an innovative and strategic project to present and interpret the whole town site as a 'Heritage Park'. The 'Heritage Park' Project will feature: • 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story; • The refurbishment of the interiors of a number of historical buildings and the implementation of business development projects which will contribute to the economic development of the town and ensure the buildings are fully utilised; • A centralised heritage centre display (collocated with other facilities) and manned by staff/ volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours; • Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and • Guided tours of the town and sites. This project will be delivered in several stages including: Stage 1: • Stage 1a: Stage 1 initial project development and funding; • Stage 1b: Preservation/ restoration of the following sites: □ Old Post Office (Site 2); □ Tea Rooms/ Butchers Shop (Site 5); □ Old Pioneer Store (Site 8). • Stage 1c: Presentation of initial interpretation including:



Shire of Menzies – Project Management Plan

	☐ Static interpretive displays at the Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and ☐ Preparation and dissemination of interpretation/ marketing materials. • Stage 1d: Development of and operation of business units within the following buildings: ☐ Tea Rooms/ Butchers Shop (Building 5); and ☐ Old Pioneer Store (Building 8). Stage 2: • Stage 2a: Stage 2 initial project development and funding; • Stage 2b: Preservation/ restoration of the following sites: ☐ Town Hall (Site 1); ☐ Station Masters House (Site 9); ☐ Railway Cottages (Site 10); and ☐ Old Railway Station (Site 11). • Stage 2c: Presentation of interpretation including: ☐ A centralised heritage centre display (collocated with other facilities) and manned by staff/ volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours; ☐ Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and ☐ Guided tours of the town and sites. • Stage 2d: Development of and the operation of business units within the following buildings: ☐ Old Post office (Site 2); ☐ Station Masters House (Site 9); ☐ Railway Cottages (Site 10); and ☐ Old Railway Station (Site 11).
Overall Goal:	• To create a Heritage Park within the Town of Menzies to restore/ preserve key heritage sites; • To develop compatible business units to be operated within key buildings and implement a range of interpretation. Successful completion of the project will ensure the continued preservation of historic buildings as well as contribute significantly to the economic development of the town through both an increase in tourism and the flow on economic impact of the new business units operating from the facilities.
Main Deliverables:	Stage 1 Deliverables: <u>Deliverable 1a (i):</u> A Specification and Budget/ Costing for capital works to be completed (In accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites: ☐ Old Post Office (Site 2); ☐ Tea Rooms/ Butchers Shop (Site 5); ☐ Old Pioneer Store (Site 8).



Shire of Menzies – Project Management Plan

Deliverable 1a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 1;

Deliverable 1a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 1;

Deliverable 1a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 1a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings including the relevant management models:

- ☐ Tea Rooms/ Butchers Shop (Building 5); and
- ☐ Old Pioneer Store (Building 8);

Deliverable 1b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Old Post Office (Site 2);
- ☐ Tea Rooms/ Butchers Shop (Site 5);
- ☐ Old Pioneer Store (Site 8).

Deliverable 1c (i): Develop an interpretation plan for all interpretation to be implemented as part of stages 1 and 2 of the project including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1c (ii): Design, develop, install and implement stage 1 interpretation including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1d (i): Develop full business/ management plans for stage 1 business units within the following sites;

- ☐ Tea Rooms/ Butchers Shop (Building 5); and
- ☐ Old Pioneer Store (Building 8).

Deliverable 1d (ii): Implementation of stage 1 interpretation:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality).

Stage 2 Deliverables:



Shire of Menzies – Project Management Plan

Deliverable 2a (i): A Specification and Budget/ Costing for capital works to be completed (In accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites:

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 2;

Deliverable 2a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 2;

Deliverable 2a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 2a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings, including the relevant management models:

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2c (i): Design, develop, install and implement stage 2 interpretation including:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality);

Deliverable 2d (i): Develop full business/ management plans for stage 2 business units within the following sites;

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2d (ii): Implementation of stage 2 business units within the



Shire of Menzies – Project Management Plan

	following sites: ☐ Old Post office (Site 2); ☐ Station Masters House (Site 9); ☐ Railway Cottages (Site 10); and ☐ Old Railway Station (Site 11).
Measurable Indicators:	The project is delivered to quality and safety standards, on-time, on-budget and to scope.
Exclusions:	The Heritage Park concept is intended to be delivered through restoration/ preservation, promotion and presentation of a number of historic sites within the town. Other elements within the town (i.e. non-historic buildings) will remain in their normally presented state and day to day functioning of the town will be occur as normal (i.e. the project will not transform the whole town and occupants into a full period setting).
Constraints:	All elements of the project will be completed in accordance with: • Relevant legislation and regulations; and • Relevant and applicable conservation documentation.

SECTION 2.0 TASKS AND TIMEFRAME OVERVIEW			
Main Tasks and Timeframes:	Stage 1	Proposed Start	Proposed Finish
	Project development: Develop specifications for works; Project Management Plan; Business Case; Cost Benefit Analysis; Funding application and associated documents.	11/01/2015	10/03/2016
	Conduct community engagement and develop outline plans for business development opportunities to be implemented in stage 1, including identification of the relevant management models.	11/01/2016	10/03/2016
	Receive notification of funding success (all funding)	10/03/2016	01/08/2016
	Advertise and award tenders and complete nominated preservation/ restoration works	01/08/2016	01/05/2017
	Develop interpretation plan	01/08/2016	01/11/2016
	Design, develop, install and implement stage 1 interpretation	01/11/2016	01/05/2017
	Develop full business/ management plans for stage 1 business units	01/08/2016	01/11/2016
	Implementation of stage 1 business units	01/11/2016	01/05/2017
	Stage 2: (To be identified in future version)	TBA	TBA



Shire of Menzies – Project Management Plan

SECTION 3.0 KEY STAKEHOLDERS AND COMMUNICATION			
Stakeholders:	Key stakeholders include: Shire of Menzies, Menzies Aboriginal Corporation, Heritage Council of Western Australia, Funding Providers, Council, Project Management Team, Regulatory Government Agencies, Project Consultants, Project Reference Group, Local Community Groups, Individual Community Members, Government Agencies (Locally based), Local Business and Non-Government Organisations (Locally based).		
Communication Plan:	All communication relating to the project will be the responsibility of the Shire of Menzies. A communication plan will be developed as part of the Project Management Plan.		
Project Team Members:	Who?	Role?	Main Responsibilities?
	Pascoe Durtanovich	Project Manager	Lead and oversee all aspects of project delivery. Ultimate responsibility for achievement of project deliverables and measurable indicators. Has authority to issue variations. All external and internal project roles report to the Project Manager.
	Julie De Jong (Project Architect), Mark Weller (Consultant)	Project Management Technical Assistance and Executive Support	Project management technical assistance and executive support as required
	Leanne Downie	Project Documentation and Administration	Responsible for record keeping

SECTION 4.0 BUDGET		
Budget:	Project Items	Cost
	Project development: Develop specifications for works; Project Management Plan; Business Case; Cost Benefit Analysis; Funding application and associated documents.	\$30,000
	Conduct community engagement and develop outline plans business development opportunities to be implemented in stage 1, including identification of the relevant management models.	\$5,000
	Complete nominated preservation/ restoration works	\$951,000



Shire of Menzies – Project Management Plan

	Develop interpretation plan	\$30,000
	Design, develop, install and implement stage 1 interpretation	\$50,000
	Develop full business/ management plans for stage 1 business units	\$20,000
	Implementation of stage 1 business units	\$10,000
	Total (excluding GST)	\$1,096,000

SECTION 5.0 RISK MANAGEMENT			
RISK	RISK RATING	CONTROL	POST CONTROL RATING
Pre-event and Event risks			
Project design does not meet expectations/ requirements/ standards	B 3 – High	- Engage suitably qualified expert assistance during project development phase; - Ensure appropriate stakeholder engagement, documentation and review of project scoping/ project development documents; - Ensure facilitated review of project development documentation by councillors and staff.	D 2 - Low
Funding not achieved	B 3 – High	- Ensure project design and funding applications meet all requirements of funding providers; - Engage suitably qualified assistance for preparation of grant documents.	D 2 - Low
Project not delivered on time, on budget or to quality expectations	B 4 – Extreme	- Project will be managed in accordance with the Project Management Plan and budget; - Engage a suitably qualified external or internal personnel to undertake project management or provide on demand advice to the Shires appointed Project Manager.	D 2 - Low
Adverse PR due to interruption to Community during construction period	B 3 – High	- Implement an appropriate communication plan. - Ensure that the community is informed of the project benefits and aware of the implications/interruptions;	D 2 - Low



Shire of Menzies – Project Management Plan

		• Manage expectations of project stakeholders.	
Final interpretation design does not meet expectations/ requirements	C 4 – Extreme	• Facilitated review of Interpretive Plan by Councillors and staff; • Engage suitably qualified assistance with RFQ/ Tender documentation for engagement of interpretive design team; • Engage a suitably qualified and experienced interpretive design team;	D 2 - Low
Business units are not delivered effectively or sustainable to meet outcomes proposed within project development documentation	C 4 – Extreme	• Project development phase involves community engagement and identification of key stakeholders who will guide proposed business units. • Full business/ management plans are developed prior to initiation of stage 1 business units	D 2 - Low

APPROVALS			
SIGNED (PROJECT MANAGER):		DATE:	
SIGNED (PROJECT SPONSOR):		DATE:	

Table 1: Project Summary

2.0 Project Information and Deliverables

2.1 Introduction

This plan summarises the Shires current identified knowledge relating to the delivery of the Menzies Heritage Precinct Project and identifies the methodology to be undertaken to successfully achieve the projects goals. Given the size and complexity of the task at hand, the project has been divided into two distinct stages. This plan relates to Stage 1.

2.2 Project Location

The Town of Menzies is a mining and pastoral town in the Eastern Goldfields, 730 kilometres east of Perth, about an 8 hour drive via Kalgoorlie. The Shire of Menzies covers approximately 125,000 km² with a total population of 384.

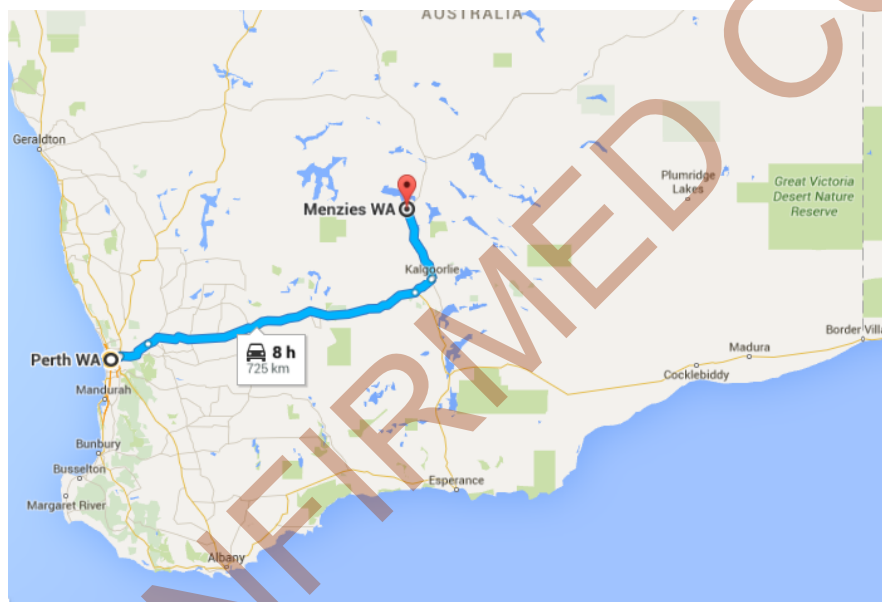


Figure 1: Location of Menzies in relation to Perth, Western Australia (source: Google Maps)

2.3 Background

Like many small mining towns, Menzies boomed during the gold rush sustaining a population of approximately 10,000 people, thirteen hotels and two breweries. The gold rush lasted approximately 10 years and by 1905, the population of Menzies was less than 1,000. Today, 384 people reside permanently in this small goldfields town.

Due to the rich mining history, Menzies features a number of places of historical interest and is a picturesque stopover for tourists traveling within and through the Goldfields region.

In an effort to drive economic development within the region, the Shire of Menzies is seeking to refurbish and interpret the historical landmarks within the town.

2.4 Overall Goal



Shire of Menzies – Project Management Plan

The overall goal of the project is to create a Heritage Park within the town of Menzies. Successful completion of the project will ensure the continued ongoing preservation of key local assets as well as driving economic development in the town through both an increase in tourism and the flow on economic impact of the new business units operating from the refurbished facilities.

2.5 Project Purpose

The Purpose of the project is to refurbish a number of historic assets within the town. The preservation works combined with marketing and promotion will drive historic and cultural tourism.

The 'Heritage Park' Project will feature:

- 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story;
- Refurbishment of the interiors of a number of historical buildings and the implementation of business development projects which will contribute to the economic development of the town and ensure the buildings are continually used;
- A centralised heritage centre display (collocated with other facilities) and manned by staff/volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours;
- Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and
- Guided tours of the town and sites.

2.6 Main Deliverables

The main project deliverables are as follows:

Stage 1 Deliverables:

Deliverable 1a (i): A Specification and Budget/ Costing for capital works to be completed (in accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites:

- ☐ Old Post Office (Site 2);
- ☐ Tea Rooms/ Butchers Shop (Site 5);
- ☐ Old Pioneer Store (Site 8).

Deliverable 1a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 1;

Deliverable 1a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 1;

Deliverable 1a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 1a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings including the relevant management models:



Shire of Menzies – Project Management Plan

- ☐ Tea Rooms/ Butchers Shop (Building 5); and
- ☐ Old Pioneer Store (Building 8);

Deliverable 1b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Old Post Office (Site 2);
- ☐ Tea Rooms/ Butchers Shop (Site 5);
- ☐ Old Pioneer Store (Site 8).

Deliverable 1c (i): Develop an interpretation plan for all interpretation to be implemented as part of stages 1 and 2 of the project including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1c (ii): Design, develop, install and implement stage 1 interpretation including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1d (i): Develop full business/ management plans for stage 1 business units within the following sites;

- ☐ Tea Rooms/ Butchers Shop (Building 5); and
- ☐ Old Pioneer Store (Building 8).

Deliverable 1d (ii): Implementation of stage 1 interpretation:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality).

Stage 2 Deliverables:

Deliverable 2a (i): A Specification and Budget/ Costing for capital works to be completed (in accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites:

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 2;

Deliverable 2a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 2;

Deliverable 2a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 2a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings, including the relevant management models:



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- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2c (i): Design, develop, install and implement stage 2 interpretation including:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality);

Deliverable 2d (i): Develop full business/ management plans for stage 2 business units within the following sites;

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2d (ii): Implementation of stage 2 business units within the following sites:

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

2.7 Business unit development

As outlined within the deliverables section of the Project Management Plan, Stage 1d will include the operation of business units within the following buildings Tea Rooms/ Butchers Shop (Building 5) and The Old Pioneer Store (Building 8).

Summary/ Overview

The Tea Rooms/ Butchers Shop (Building 5) and Old Pioneer Store (Building 8) will be restored and developed to create the "Menzies Art Centre and Community Hub" [short form: Menzies Hub]. This facility will incorporate a recognised "Aboriginal Art Centre".

Detailed Description

The Menzies Hub will be developed by refurbishment of both the Tea Rooms/ Butchers Shop (Building 5) and Old Pioneer Store (Building 8). The identity of which building will be utilised for each of the underlined components below will be identified in the project design stage once funding is achieved, however all components identified below will be included.

Art Gallery, Visitor Hub, Pop-up Shop and Retail Space



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The former Tea Rooms/ Butcher Shop has a well-lit interior with the ability to create a contemporary exhibition space and connected spaces internally for a variety of uses. Elements to be operated in the new facility will include:

Art Gallery

The Art Gallery space will feature display and sale of artworks from local Aboriginal and Non-Aboriginal Artists as well as rotating displays sourced on loan from other art galleries. This will allow a combination of display and sales of local works for visitors and tourists as well as an educational and special interest component resulting from display of Artwork/ displays loaned from other regions.

Visitor and Community Hub

The centre will incorporate spaces allowing it to serve as a 'visitor and community hub'. The nature of this space will be flexible to allow structured and unstructured programming by the centre manager/ incorporated committee.

Pop-up Shop/ Retail Space

A 'Pop-up shop' is a trend of opening short-term sales spaces. This facility will allow local and visiting businesses to sell items not normally available in Menzies as inclusion in a permanent retail space could not be commercially justified. Examples include: Art and craft, consumer goods (i.e. clothing, shoes, camping gear, electrical goods, specialty food, prospecting supplies) and monthly markets/ 'Op shop'.

The facility could also be used for retail and display during the popular annual 'Cyclclassic' event: www.cyclclassic.com.au/

Artists Workshop and Community Activity Space

The Old Pioneer store features aesthetically robust natural internal finishes and excellent natural light. This building will provide an Artist's workshop and multiuse community activity space. This will allow periodical use by visiting and local artists. The space will also be multi-use and be able to be rented out for short periods for community use while not being used as an Artist's workshop.

The Artists workshop will include creation of art by Aboriginal and Non Aboriginal people and allow operation of the whole Centre as a recognised "Aboriginal Art Centre".

Management Responsibility

The development of the Menzies Art Centre and Community Hub (Including Menzies Aboriginal Art Centre) will be jointly initiated by the Menzies Aboriginal Corporation and the Shire of Menzies.

The Menzies Aboriginal Corporation will undertake management responsibility for the Menzies Hub.

The new centre will secure membership as part of the Aboriginal Art Centre Hub of WA (AACHWA). AACHWA will provide support during the initial development phase as well as operational support as the Aboriginal Art Centre Component of the project is managed and delivered. For more information on the level of service provided by AACHWA see: <http://www.aachwa.com.au/>.

Staffing

The Centre will be staffed by a Manager and casual staff and volunteers as required.

Operational Funding

Operational funding for the Menzies Hub will include:



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- A contribution from the Shire of Menzies in the first year of operation to underwrite operations as the centre commences operation;
- Operational grants for the Aboriginal Art Centre Component;
- Percentage of sales: retail and art components; and
- Rent: pop-up shop/ display space/ function space.

Community Use Policy

The predominant purpose and use of the Menzies Hub will be 'not-for-profit' community activity;

Due to range of different services provided and its nature as a 'hub' for community activity it is aimed that the centre will be relevant to as many as possible members of the community.

The centre's operation will maximise the design principles of a high level of accessibility. This includes:

- The management committee will develop an 'Access and Inclusion strategy' for the centre which will be included in the Shires 'Access and Inclusion Plan';
- The centre's management will ensure all programs, services and exhibitions operated at the centre will be highly accessible and inclusive;
- The centre's management will provide information and training to community users to help make their programs accessible and inclusive; and
- Community groups will use the benefits of the new facility to expand on and offer new highly accessible programs, particularly for children, youth and seniors.

The Centre will be operated for the community by the Menzies Aboriginal Corporation;

'Not for profit' community groups and individuals running 'not for profit' community activities will receive priority use of the centre over other users;

The Centre will conduct commercial activities (i.e. Art Gallery Sales, renting space etc) with the proceeds being utilised to fund operation of the centre for the benefit of the community;

The Centre will rent space on a casual basis to 'not for profit' community groups and individuals running 'not for profit' community activities;

The Centre will rent space for commercial activities in keeping with the centre's community purpose. No activity will be allowed which could be reasonably foreseen as detrimental to the community. Sales of liquor, tobacco or similar goods will be strictly prohibited;

The centre's bookings policy and systems will ensure equitable access to bookings for the above groups;

Fees for casual use will be set at a subsidised rate which maximises usage while allowing the centre to break even after the contribution of the Shire and other users are taken into account;

Maintenance and Renewal

The Shire of Menzies will be responsible for maintenance of the Tea Rooms/ Butchers Shop (Building 5);

The Menzies Aboriginal Corporation will be responsible for maintenance of the Old Pioneer Store (Building 8);



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All works will be in accordance with relevant heritage/ conservation plans/ direction for suitably qualified heritage architects.

Further Documentation and Development

A full management plan and asset management plan will be developed for the facilities on confirmation of funding.

2.8 Measurable indicators

Indicator Type	Indicator Description	Evaluation Measure Type
Quality	The refurbishment of external structures is completed in accordance with the quality standards listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants. This includes compliance with heritage regulations.	Yes/No
Quality	The refurbishment of internal structures is completed in accordance with the quality standards listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants. This includes compliance with heritage regulations.	Yes/No
Quality	The interpretive content designed and installed within the refurbished Lady Shenton Hotel (CRC/ Library/ Visitors Centre) and the preparation and dissemination of interpretation/ marketing materials meets the quality standards detailed within the projects 'Interpretive plan'.	Yes/No
Quality	Prior to preparation for commissioning and opening, a list of relevant standards and industry practices will be prepared. The preparation for the commissioning and opening phase will ensure that all standards relevant to this phase are met.	Yes/No
Time	The refurbishment of the external structures is completed in accordance with the time schedule detailed within the project management plan.	Yes/No
Time	The refurbishment of the internal structures is completed in accordance with the time schedule detailed within the project management plan.	Yes/No
Time	The interpretive content designed and installed for the Lady Shenton Hotel (CRC/ Library/ Visitors Centre) and the preparation and dissemination of interpretation/ marketing materials is completed in accordance with the time schedule detailed within the	Yes/No



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	project management plan.	
Time	The refurbished Lady Shenton Hotel (CRC/ Library/ Visitors Centre) is opened on time in accordance with the time schedule detailed within the project management plan.	Yes/No
Budget	The refurbishment of external structures is completed in accordance with the project budget.	Yes/No
Budget	The refurbishment internal structures is completed in accordance with the project budget.	Yes/No
Budget	The interpretive content designed and installed is completed in accordance with the project budget.	Yes/No
Budget	The new Lady Shenton Hotel (CRC/ Library/ Visitors Centre) opening costs are in accordance with the project budget.	Yes/No
Scope	The refurbishment of the external structures is completed in accordance with the scope specifications listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants.	Yes/No
Scope	The refurbishment of the internal structures is completed in accordance with the scope specifications listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants.	Yes/No
Scope	The interpretive content designed and installed within the Lady Shenton Hotel (CRC/ Library/ Visitors Centre) and the preparation and dissemination of interpretation/ marketing materials meet the scope specifications detailed within the projects 'Interpretive plan'.	Yes/No
Scope	The refurbished Lady Shenton Hotel (CRC/ Library/ Visitors Centre) opening is completed in accordance with the project scope detailed for this item.	Yes/No

Table 2: Measurable Indicators

2.9 Exclusions

The following exclusions have been identified for the current project proposal:

The Heritage Park concept is intended to be delivered through restoration/ preservation, promotion and presentation of a number of historic sites within the town. Other elements within the town (i.e.



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non-historic buildings) will remain in their normally presented state and day to day functioning of the town will be occur as normal.

2.10 Constraints

All elements of the project will be completed in accordance to the requirements of:

- Relevant legislation and regulations; and
- Relevant and applicable conservation documentation.



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3.0 Tasks and Timeframes

Stage 1	Proposed Start	Proposed Finish	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Project development	11/01/2016	10/03/2016																		
Conduct community engagement	11/01/2016	10/03/2016																		
Receive notification of funding success (all funding)	10/03/2016	1/08/2016																		
Advertise and award tenders and complete nominated preservation/ restoration works	1/08/2016	1/05/2017																		
Develop interpretation plan	1/08/2016	1/11/2016																		
Design, develop, install and implement stage 1 interpretation	1/11/2016	1/05/2017																		
Develop full business/ management plans for stage 1 business units	1/08/2016	1/11/2016																		
Implementation of stage 1 business units	1/11/2016	1/05/2017																		
Stage 2: (To be identified in future version)	TBA	TBA																		



4.0 Key Stakeholders and Communication

4.1 Stakeholders

The following stakeholders and

stakeholder relationships are applicable to the project:

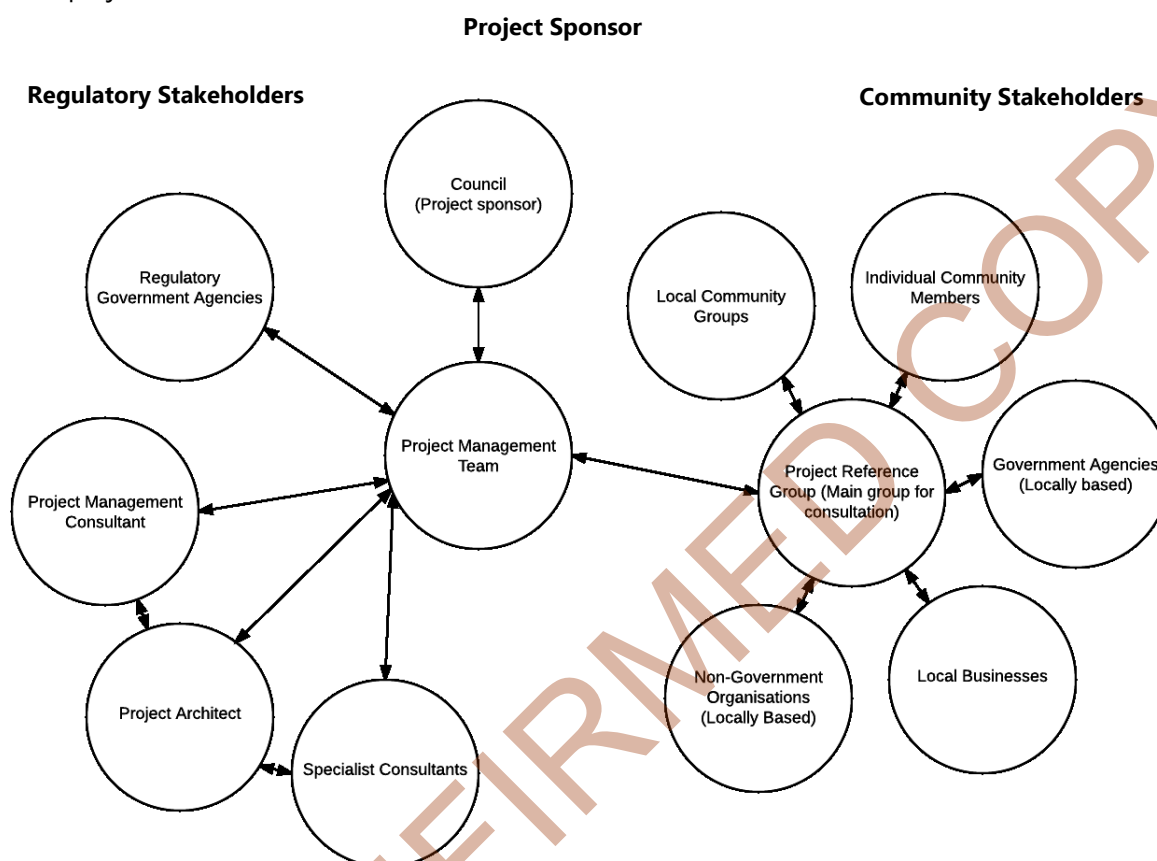


Figure 2: Stakeholder Relationship Diagram

Project stakeholders have been categorised by type including the project sponsor, regulatory stakeholders, community stakeholders and project design and management stakeholders. Each stakeholder and their role/ involvement in the project is identified below.

Stakeholder	Project Role/ Involvement
Council	Project sponsor
Project Management Team	Responsible for overall management of the project
Regulatory Government Agencies	Responsible for standards advice and compliance (Regulation)
Project Management	Technical assistance and executive assistance as required relating to



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Consultant	project management
Project Architect	Design, documentation and project management for defined aspects
Specialist Consultants	Design, specification, documentation and technical advice
Project Reference group	Conduit to the Project Management group for community and stakeholder consultation at key stages
Local Community Groups	Provide input at key stages
Individual Community Members	Provide input at key stages
Government Agencies (Locally Based)	Provide input at key stages
Local Business	Provide input at key stages
Non-Government Organisations (Locally based)	Provide input at key stages

Table 3: Project Team Members



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4.2 Communication Plan

The following is a schedule for communication which will occur throughout the project:

Communication Type	Personnel Involved	Frequency	Record
Day to day discussion between project team members as issues arise	All Project Team members	As required	Any minor decisions (assessed as low risk utilising the Risk Rating Tables in section 6.2 below) are documented in an email between parties cc to the 'Project Manager', other team members as necessary and the 'Project Documentation and Administration' role for record keeping. Decisions relating to issues with a higher than 'low' risk rating are to be fully documented using a file note.
Day to day discussion and direction issued to contractors as issues arise	Project Team members with supervision responsibilities and contractors	As required	Any minor decisions/ direction (assessed as low risk utilising the Risk Rating Tables in section 6.2 below) are documented in an email between parties cc to the 'Project Manager', other team members as necessary and the 'Project Documentation and Administration' role for record keeping. Decisions relating to issues with a higher than 'low' risk rating are to be fully documented using a file note.
Weekly progress meeting with contractors (teleconference or in person)	Project Team members with supervision responsibilities and contractors	One meeting minimum per week	The issues discussed and resolution/ information attained to be recorded in a project file note.



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Weekly project team meeting (teleconference)	All Project Team members	One meeting minimum per fortnight.	The issues discussed and resolution/ information attained to be recorded in a project file note
Site meetings	All project Team Members to travel to site	4 site meetings. One at commencement of building contract, one at commencement of interpretation contract, one mid-way and one for defect/ compliance assessment prior to practical completion	The issues discussed and resolution/ information attained to be recorded in a project file note.
Council briefing	Project Manager/ other Project Team members as relevant and Councillors	Council to be briefed on status of the project prior or during each Ordinary Council Meeting.	A briefing note will be provided to Councillors, summarising the content of the briefing.
Council Items	Project Manager to prepare formal item to Council	As required. Council items for decision will only be required if significant variations or changes are required to the original project scope and budget.	Council minutes in accordance with Local Government Act 1995 requirements.
Meeting with project reference group	Project team members and reference group	Schedule to be decided by Project Manager.	File note



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Community consultation/ information	Project Manager, Project Team and Project Reference Group consultation with Community Members	Schedule to be decided by Project Manager	
Community information notice	Notices will be issued as required at key stages of the project for the purposes of: • Informing community members of key project dates and milestones (i.e. commencement of works, opening) • Informing community members of issues effecting services; and the interim measures and timeframes involved	2 monthly updates to be provided by the Project Manager and to be posted on the Shire's website, notice boards and in the community newsletter.	Copy of notice on project record.



4.3 Project Management Team Members

Name	Job Role	Project Role	Relevant Qualifications	Relevant Experience
Pascoe Durtanovich	Acting CEO, Shire of Menzies	Project Manager Lead and oversee all aspects of project delivery. Ultimate responsibility for achievement of project deliverables and measurable indicators. Has authority to issue variation. All external and internal project roles report to the Project Manager.		Pascoe has over thirty five years' experience in senior local government positions and has project managed a number of projects including the construction of administration and recreation centres, skate parks, child care centres, town hall refurbishments and the planning associated with the Wiluna Heritage Centre.
Julie De Jong	Director, H+H Architects Albany	Project Architect Design, documentation and project management for defined aspects	Registered Architect #2285	Julie enjoys all aspects of architectural practice and has a strong focus on successful project delivery. She works on a range of residential, commercial, government and community projects, combining her interest in sustainable design principles with practical design solutions. Julie also brings to the practice specialist



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				heritage planning and conservation knowledge.
Mark Weller	Executive Associate, Core Business Australia	Project Management Technical Assistance and Executive Support (as required)	Master of Business Administration	Project manager, team member or technical advice for a number of similar size and type of projects in the Great Southern Region of WA. Remote and regional WA experience.
Leanne Downie	Executive Assistant, Shire of Menzies	Project Documentation and Administration Responsible for record keeping		

Table 4: Project Management Team

5.0 Budget

5.1 Stage 1: Adopted Capital Budget and Funding

The following budget has been adopted for stage 1 of the project.

Project Items	Shire of Menzies (\$)	National Stronger Regions (\$)	Regional Grants Scheme (R4R) (\$)	Total Funds (\$)
Project development:	\$30,000	\$0	\$0	\$30,000
Conduct community engagement.	\$5,000	\$0	\$0	\$5,000
Complete nominated preservation/ restoration works	\$55,000	\$526,000	\$370,000	\$951,000
Develop interpretation plan	\$30,000	\$0	\$0	\$30,000
Design, develop, install and implement stage 1 interpretation	\$50,000	\$0	\$0	\$50,000



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Develop full business/management plans for stage 1 business units	\$20,000	\$0	\$0	\$20,000
Implementation of stage 1 business units	\$10,000	\$0	\$0	\$10,000
Total (Excluding GST)	\$200,000	\$526,000	\$370,000	\$1,096,000

Table 5: Stage 1 Adopted Budget

Given the requirements of the different funding providers and the fact that the Stronger Regions Fund does not consider unconfirmed funding, the preservation works will be applied for in two stages.

The application under the Stronger Regions Fund will include the restoration of the Pioneer Store and Old Tea Rooms/Butchers Shop at a total cost of \$581,000. The application made under the Regional Grants Scheme will include the restoration of the Old Post Office at a total cost of \$370,000.

The total restoration works are \$951,000.

6.0 Risk Management Plan

6.1 Risk Assessment and Treatment

The following main project risks are identified. Associated controls aimed at bringing the post control risk rating to Councils identified tolerance of low or below (where possible).

RISK	RISK RATING	CONTROL	POST CONTROL RATING
Pre-Construction and Construction Risk			
Final interpretation design does not meet expectations/requirements	C 4 – Extreme	- Facilitated review of Interpretive plan by Councillors and staff; - Engage suitably qualified assistance with RFQ/ Tender documentation for engagement of interpretive design team; - Engage a suitably qualified and experienced Interpretive Design team;	D 2 - Low
Project not delivered on time, on budget or to quality expectations	C 4 – Extreme	- Project will be managed in accordance with the Project Management Plan; - Utilise the services of a suitably qualified consultant to prepare tender documentation and assist with assessment and engagement of a suitably qualified and experienced construction company; - Engage a suitably qualified	D 2 - Low



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		supervising architect or consultant to undertake project management or provide on demand advice to the Shires appointed Project Manager.	
Adverse PR due to interruption within the town	B 3 – High	• Implement an appropriate communication plan; • Ensure that the community is informed of the project benefits and aware of the implications/interruptions; • Manage expectations of project stakeholders.	D 2 - Low
Sufficient funding not achieved for Stage 1	C 3 - High	• Engage with funding agencies to seek their input and support. • Project component will not commence until funding achieved.	D 3 - Moderate
Operational Risk			
Failure to achieve operational objectives.	B 4 – Extreme	• Conduct risk assessment, determine controls and update Business Plan with relevant operational detail. Ideally this update should occur once both the final Refurbishment and Interpretive Design has been issued to allow more detailed operational planning.	D 2 - Low

Table 6: Risk Assessment and Treatment Plan

6.2 Risk Assessment Rating Tables

The following tables will be utilised to assess risk during completion of the project.

RISK: LIKELIHOOD VS. CONSEQUENCE RATING



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Likelihood of the Consequence	Maximum Reasonable Consequence				
	(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Catastrophic
(A) Almost certain	11 High	16 High	20 Extreme	23 Extreme	25 Extreme
(B) Likely	7 Moderate	12 High	17 High	21 Extreme	24 Extreme
(C) Occasionally	4 Low	8 Moderate	13 High	18 Extreme	22 Extreme
(D) Unlikely	2 Low	5 Low	9 Moderate	14 High	19 Extreme
(E) Rare	1 Low	3 Low	6 Moderate	10 High	15 High

Source: AS/NZS 4360:2004 Risk Management

Table 7: Risk Likelihood Vs. Consequence Rating Table

Risk: Description of Likelihood

Level	Descriptor	Description	Guideline
A	Almost Certain	Consequence is expected to occur in most circumstances.	Occurs more than once per month.
B	Likely	Consequence will probably occur in most circumstances.	Occurs once every 1 month – 1 year.
C	Occasionally	Consequence should occur at some time.	Occurs once every 1 year - 10 years.
D	Unlikely	Consequence could occur at some time.	Occurs once every 10 years – 100 years.
E	Rare	Consequence may only occur in exceptional circumstances.	Occurs less than once every 100 years.

Source: AS/NZS 4360:2004 Risk Management

Table 8: Description of Likelihood Ratings

Risk: Description of Consequence Ratings

Consequence	Category	Description
Catastrophic	5	Financial impact of more than \$1 million; death or permanent disablement; public embarrassment, high widespread multiple news profile, third party actions; major breach of environmental legislation, extensive contamination or environmental damage requiring third party intervention; non-achievement of key organisation objectives.
Major	4	Financial impact of \$500,000 to \$ 1 million; extensive injuries or disablement, substantial public embarrassment, high impact news profile; non-achievement of major organisational deliverables, minor breach of environmental legislation or significant contamination or damage requiring third party assistance.
Moderate	3	Financial impact of \$100,000-\$500,000; medical treatment required; moderate public embarrassment, moderate news profile, significant delays to organisational deliverables, environmental damage requiring restitution or internal clean-up
Minor	2	Financial impact of \$1,000-\$100,000; first aid treatment required; low level public embarrassment, low news item; inconvenient delays to organisational objectives, minor damage or contamination.
Insignificant	1	Financial impact of up to \$1,000; consequence would be dealt with by routine operations, e.g. no injuries, no financial loss.



Table 9: Description of Consequence Ratings

7.0 Procurement Management

All procurement will be completed in accordance with the following policy:

- Shire of Menzies Purchasing Policy; and
- Local government Act 1995 and subsidiary legislation relating to procurement.

8.0 Approvals

The following approvals are required:

1. Planning scheme consent
2. Building licence
3. Approval from Heritage Council



Shire of Menzies – Project Management Plan

For further details on this Project Management Plan please contact:

Shire of Menzies

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Menzies WA 6436

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MENZIES HERITAGE PARK PRECINCT

Proposed Conservation Works & Adaptive Re-use

March 2016



BRIEF DESCRIPTION

This building comprises a single-storey brick and iron building constructed in the Federation-era and is characterised by its classical ornamentation to the front facade, which includes an ornate pediment to the upper parapet, a bull-nosed timber-framed verandah and a glazed shopfront with centrally located re-entrant doorway. The building retains many of its original features, including painted signwriting to the upper shopfront fanlights and an attractive roof lantern positioned over the internal shop floor. The original timber floors have been replaced with concrete, and the metal-framed shopfront replaces an earlier timber-framed glazed shopfront. Security screens are installed across the majority of the front facade.



Photo 1 - Main Street view of Old Pioneer Store



Photo 2 - Rear elevation of Old Pioneer Store showing existing lean-to addition and evidence of line of old gable roof to parapet wall.



Photo 3 - View looking north along Shenton Street showing bull-nosed verandah



Photo 4 - View of existing transportable building to rear of Old Pioneer Store



Photo 5 - View of north elevation of Old Pioneer Store, showing distinctive roof lantern to roof form



Photo 6 - View of south elevation of Old Pioneer Store



Photo 7 - Interior view of Old Pioneer Store looking west towards glazed shopfront



Photo 8 - Interior view of Old Pioneer Store looking east towards rear wall and existing office fitout

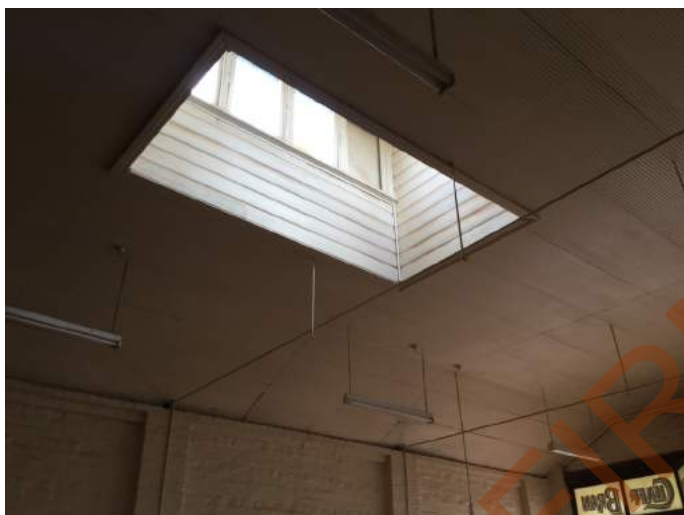


Photo 9 - Detail view of roof lantern located centrally in ceiling. Note also the canted ceiling shape which is lined with mini-corrugated iron



Photo 10 - Detail view of original painted signage to front elevation of Old Pioneer Store

OWNERSHIP & CURRENT USE

The building is currently owned by the Menzies Aboriginal Corporation and is vacant.

CONDITION & INTEGRITY

The building comprises a solidly built single volume space, generally in good condition, albeit with evidence of structural cracking and some damp along the north and south walls, plus termite damage to the rear ancillary structure.

The structural cracks do not appear to relate to any persistent structural failure of the building, and may possibly have been caused by recent earthquakes experienced in Kalgoorlie (4.6 magnitude in February 2014 and 2.8 magnitude in June 2015) as there is similar style cracks to other buildings in the town. Some attempt has been made to repair the cracks using silicon-based seal to fill gaps, but further stabilisation works and re-pointing will be required to remedy the cracks.

The replacement of the original timber floor with a concrete floor is most likely the cause of the rising damp evident along the north and south walls as the original-damp proof course in the brickwork has most likely been bridged by the introduction of a mass concrete slab. Internally, some low-quality re-pointing has been undertaken using a modern cement-based mortar which can also cause bridging, with the cement tending to trap moisture that would otherwise have been released by softer lime-based mortars.

Externally there is evidence that the adjoining ground levels are raised above the original sub-floor level potentially allowing moisture to transfer up the walls.

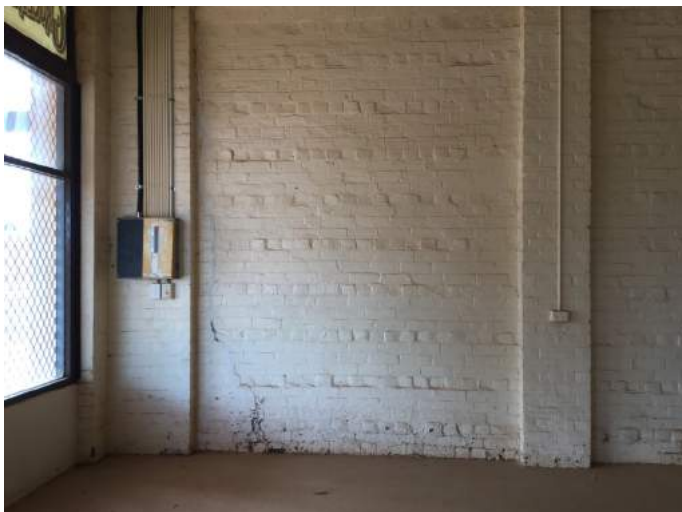


Photo 11 - Interior view of painted masonry wall with evidence of recent structural cracking running vertically alongside pier



Photo 12 - Detail view of evidence of rising damp to interior walls of Old Pioneer Store



Photo 13 - Interior view from rear lean-to addition looking west into Old Pioneer Store. Note the structural cracking through the masonry



Photo 14 - Detail view of termite damage to timbers in lean-to addition to rear of Old Pioneer Store

The damp does not appear to be causing damage at a fast rate, which can often occur in damper climates. Considering the dry conditions typical of Menzies, the damp could readily be addressed by removing the cement-based mortar repairs and reducing external ground levels against the walls. Consideration could also be given to installing a drainage system along the outer perimeter of the walls to direct water away from the foundations. Additional low level wall vents could also possibly be introduced assist in drying out the walls. It is not considered feasible or necessary to remove the concrete floor, and the damp can likely be managed with regular maintenance and checking.

A timber-framed lean-to addition currently attached to the rear of the building is in a poor condition, and is extremely compromised by termite attack. A thorough inspection of all timbers would need to be undertaken if it were intended to retain any part of the lean-to, otherwise it would be best to demolish in its entirety and treat the remaining building fabric for termites.

There is an independent transportable building located to the rear of the site, which contains sanitary facilities. These are modern and in good condition and may be retained for continued use.

Services - there is evidence that the electrical services have been maintained and recent works undertaken in terms of wiring and supply. There is a new green power dome on the The existing light fittings comprise suspended batten fluorescents and there are a number of surface mounted GPOs with exposed conduit covers. On the upper east wall there is a wall-mounted electric bar heater as well as a diffuser for an external evaporative air-conditioner. Electrical services will need to be checked by an electrician for compliance with current standards prior to any new use for the building.



Photo 15 - Detail view of new electrical services mounted on south wall of Old Pioneer Store



Photo 16 - Detail view of original sub-floor vent that has been compromised by concrete floor slab and raised ground levels



Photo 17 - Detail view of structural cracking evident in external walls of Old Pioneer Store



Photo 18 - Detail view of old metal safe still located in Old Pioneer Store

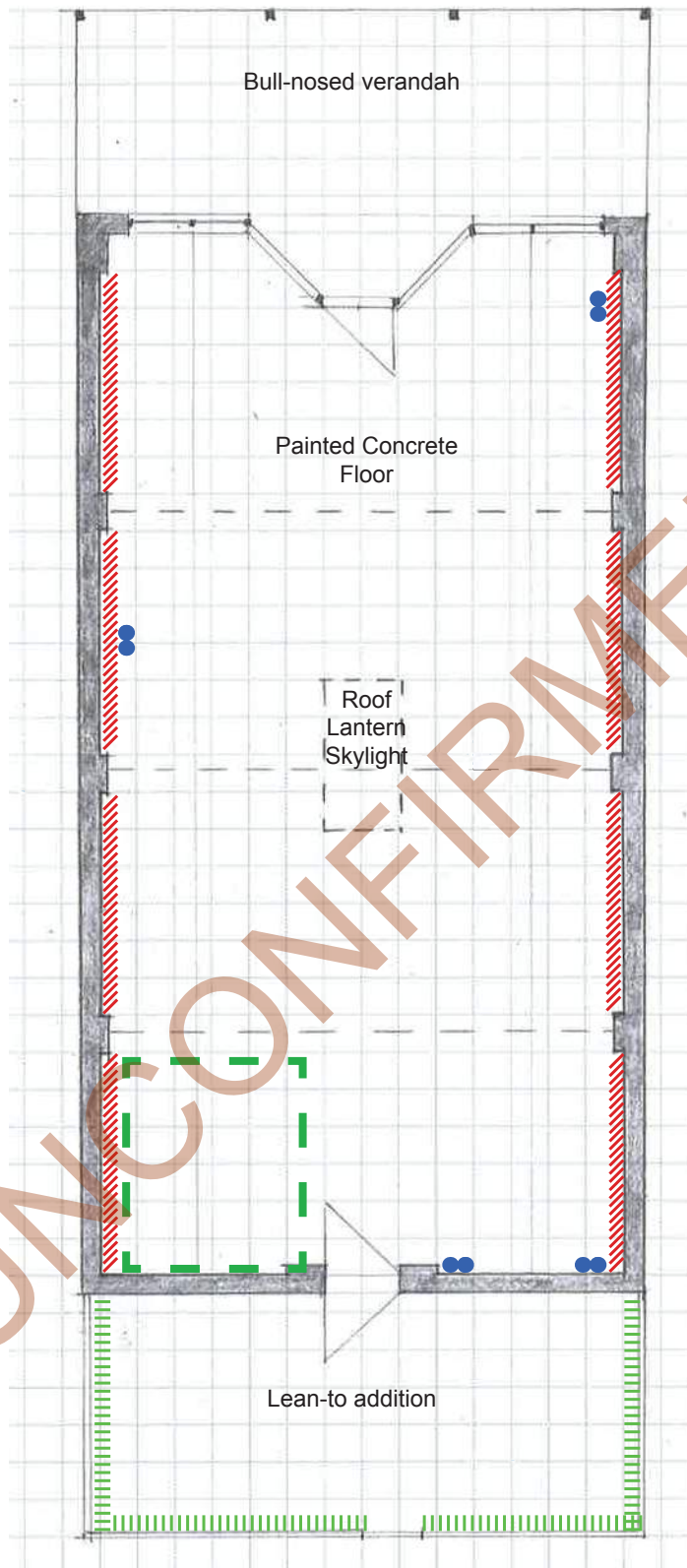


Photo 19 - Interior view of existing office fit-out located to rear of Old Pioneer Store with inbuilt sink and cabinetry and other loose items



Photo 20 - Interior view of east elevation of Old Pioneer Store showing existing services (A/C and electric bar heater), plus structural cracking

-  Flaky paint finish with evidence of damage to bricks & mortar caused by damp
-  Existing office partition
-  Structural cracking through masonry wall
-  Termite damage



PROPOSED SCOPE OF WORKS*

1. Obtain structural engineering advice in regards to stabilisation of cracks through masonry
2. Undertake structural repairs to masonry (remedy is likely to involve ties &/or bracing)
3. Inspect entire building thoroughly for extent of termite damage
4. Undertake comprehensive termite treatment throughout
5. Demolish timber-framed lean-to attached to rear of building
6. Repair and repaint front verandah timber joinery
7. Scrape out silicon-based sealants to cracks in walls and other poor quality patching to brickwork that comprises cementitious render and re-point with lime-based render to match original (particularly to lower wall sections 1200 AFL).
8. Reduce soil levels immediately adjoining external walls
9. Install external drainage along outer walls to divert moisture away from foundations
10. Scrape off loose and flaky paint to internal wall finishes and prime with oil-based primer before repainting to assist in providing durability against damp.
11. -14. Allow to repaint all interior finishes including existing concrete floors, corrugated iron ceiling, roof lantern and joinery.
15. Inspect existing electrical services (including all GPOs, lights and A/C) and upgrade as required. Allow to replace existing internal and external light fittings with new LED fittings generally as per existing layout.
16. Allow to construct new universal access ramp to existing transportable sanitary building.
17. Allow to replace existing rear doors (solid core door and security screen door) with new to suit existing 920 opening. Allow for heavy-duty key lock hardware to all doorways.
18. Refurbish existing front door to make secure & operable
19. Allow to demolish existing office fitout, including inbuilt cabinetry (retain old safe for possible re-use).
20. - 22. Allow to install new kitchenette with SS sink and bench in same location as existing. Microwave, kettle & bar fridge.
23. Allow construct new fully enclosed gable-roof addition to rear of building for additional storage (shed-like construction, non-conditioned space) with lockable gate.
24. Allow to replace missing/damaged rainwater goods to existing roof.
25. Install new rainwater tank (1500L capacity) to collect run-off. Rainwater tank to be plumbed to internal tap as secondary supply (with undersink filter).
26. Allow for new loose furniture (trestle-style tables, stackable chairs and storage cabinets)

* For costings refer to the relevant Item # in the Trade Breakup prepared by Construction Cost Consultant - Appendix B

OPPORTUNITIES & CONSTRAINTS

- The existing building is in sound physical condition and has the potential to be adapted for a new use.
- The building is well positioned on the main street of Menzies, and has high visibility for vehicles & pedestrians alike.
- The building is located on a secure site, with fencing to all sides and rear access via a laneway. The shopfront windows are already fitted with security screens (although these are intrusive in terms of views and aesthetics) and the building can readily be secured from the rear.
- The site could readily accommodate onsite parking or additional buildings/structures to provide additional amenity.
- The building has an attractive external building form, and presents well. It benefits from a generous width front verandah which extends over the footpath, providing an attached undercover external area.
- Internally the building has a generous volume and is well proportioned. The interior is approximately 7m wide x 14m long with canted ceilings over 4m high.
- Internal finishes are modest but robust. The concrete floor is very durable, as is the painted brick walls and mini-corrugated metal ceiling lining. There is minimal timber joinery, and all appears to be in reasonable quality.
- The interior has good access to natural light with considerable glazing to the front (west) elevation and its distinctive roof lantern.
- Services are basic but probably sufficient for a number of uses. The layout of the existing lighting would suit a function where even light is desirable, with the potential to add additional task or display lighting as required.
- Sanitary facilities are currently provided onsite via a separate transportable to the rear of the building.
- There is a sink plumbed into the southeast corner of the building, where a small (low value) office enclosure has been built. The inbuilt joinery and office enclosure has little aesthetic value and is generally aged, but could be repurposed or replaced.
- There are two access doors into the space, with the front door measuring a clear internal dimension of approximately 850mm, and the rear being 920mm. This gives good opportunity for universal access to be provided, particularly as there are minimal level changes between the interior floor level and the external footpath.
- There are a number of loose items still located in the building which may have value as heritage artefacts including a set of scales and an old safe.



POTENTIAL FUTURE USES

Considering the opportunities and constraints affecting the building, it would seem well suited to a range of different future uses, depending on the needs of the local community. It is currently proposed to adapt the building for use as an **artists' workshop**.

With its generous volume and natural light, the open space of the floor would offer flexible work spaces for artists using many different media, and the durable internal finishes in particular would be very sympathetic to creative (and messy) activities. There is already a water supply to the building, plus even overhead lighting (arranged in bays) which would offer good amenity. There is potential for additional structures to be located on the site, if more industrial style external workshop space is desirable, or sheds constructed for onsite storage of materials. The external sanitary facilities can be readily used, although an access ramp might be necessary to achieve universal access compliance.



OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

BRIEF DESCRIPTION

This building comprises a single-storey building split into two different tenancies by a central dividing wall, each with its own glazed shopfront built with re-entrant doorways. The front facade is characterised by its plain parapet form and bull-nosed verandah that extends the full width of the footpath. The shopfronts are fully hoarded up with ply, but it would appear that they each retain the majority of the timber framing plus ornate round columns to at each corner. The walls are local face-brick laid in Colonial bond, with a new steel bracing structure installed externally as part of recent conservation works (c2009) to stabilise the masonry. Internally the building has timber floors (although these are again modern replacements as part of re-stumping work) and timber door and window joinery, plus an original fireplace with timber mantelpiece on the south elevation. The southern tenancy has a deep reveal skylight allowing natural light into the space, plus a door and window on the west wall opening to the rear of the lot. The northern tenancy retains an early/original timber counter bench (free-standing), and the two tenancies are connected by an internal door opening (dated c1939). Internal ceilings are lined with mini-corrugated iron (original in the majority)



Photo 21 - Main street view of Old Tearooms & Butcher Shop



Photo 22 - Rear (west) elevation of Old Tearooms & Butcher Shop



Photo 23 - South elevation of Old Tearooms & Butcher Shop showing recent stabilisation works



Photo 24 - North and rear elevation of Old Tearooms & Butcher Shop showing recent stabilisation works and new roofing.

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510



Photo 25 - View looking north towards Old Tearooms & Butcher Shop showing bull-nosed verandah.



Photo 26 - Detail view of re-entrant shop front showing existing shopfront configuration.



Photo 27 -Detail view of colonial bond brickwork, showing areas where re-pointing is required



Photo 28 -Interior view of southern tenancy of Old Tearooms & Butcher Shop showing existing interior finishes.

OWNERSHIP & USE

The building is currently owned by the Shire of Menzies and is vacant.

CONDITION & INTEGRITY

The building is generally in good condition, and has benefited greatly from recent conservation works (c2009) which included re-stumping of the floor, stabilisation of the masonry walls and re-roofing/new rainwater goods plus external drainage works. Some of the brickwork has deteriorated mortar joints, allowing daylight and weathering through, and there is evidence of poor quality re-pointing and render repairs using cement-rich mortar to a few small locations. The internal masonry walls have a loose and deteriorated plaster finish with large sections of render missing leaving exposed face brick. There is some evidence suggesting this was caused by damp or movement of the brickwork itself (most likely now remedied) . There is a few examples of new structural cracks through the brickwork, which are most likely related to recent earthquake activity in Kalgoorlie Boulder (2014 & 2015).

The building has no apparent services in place and there is no existing fixtures for electrical or plumbing inside or outside the place.

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510



Photo 29 -Interior view of northern tenancy of Old Tearooms & Butcher Shop showing existing interior finishes.



Photo 31 -Detail view of timber mantelpiece and fireplace in Old Tearooms & Butcher Shop.



Photo 33 - Detail view of typical masonry walls and replacement ceiling to section of Old Tearooms & Butcher Shop



Photo 30 -Interior view of northern tenancy of Old Tearooms & Butcher Shop showing old countertop and lined & ledged door



Photo 32 -Detail view of doorway that connects the two tenancies in Old Tearooms & Butcher Shop.

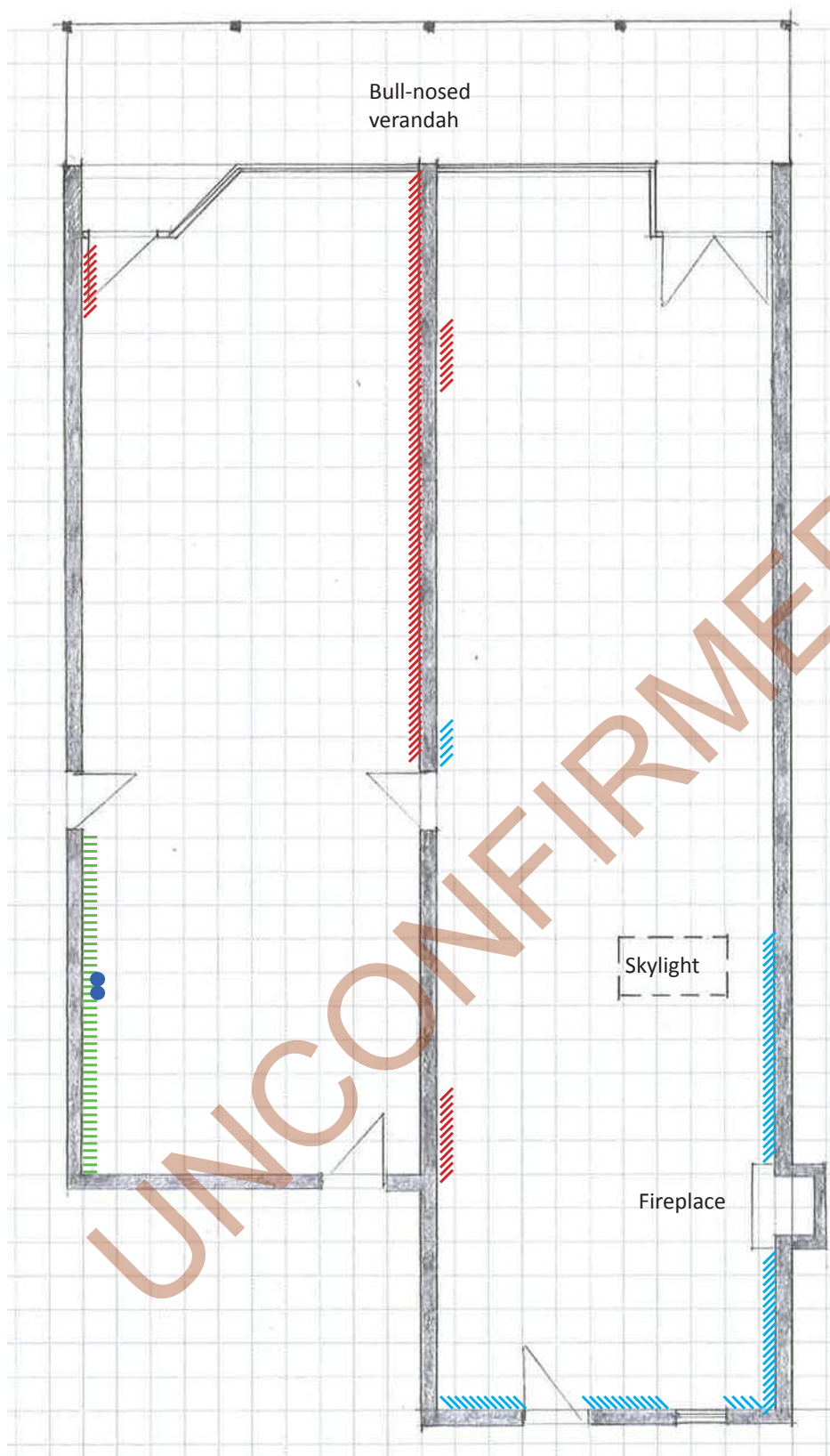


Photo 34 -Detail view of front verandah and external shopfronts to Old Tearooms & Butcher Shop.

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

-  Flaky paint finish with evidence of damage to bricks & mortar caused by damp
-  Poor quality cement-rich mortar repairs
-  Structural cracking through masonry wall
-  Re-pointing required



OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

PROPOSED SCOPE OF WORKS*

1. Obtain structural engineering advice in regards to stabilisation of cracks through masonry
2. Remove ply hoardings to shopfront elevations and make good
3. Install new door hardware to front doors and
4. Install security mesh screen doors to all other exterior doors (3 off)
5. Replace metal verandah posts with timber posts to match original
6. Remove patches of poor quality cementitious render to internal and external brickwork and repoint with lime-based mortar to match original internally and externally, ensuring open perpend joints are fully sealed from daylight/weather
7. Undertake structural repairs to masonry (remedy is likely to involve ties &/or bracing)
8. Paint all external joinery, including verandah
9. Clean and treat internal timber floors with oil finish
10. Reinstall timber mantelpiece to fireplace and install new hearth stone to address level change in floor in front of fireplace.
11. Install new timber skirting boards and quarter round cornices to match existing (small sections still extant)
12. Repaint interior ceilings
13. Repaint internal and external joinery
14. Provide new electrical services for lighting, power
15. Install new climate control (A/C) to suit potential retail/gallery uses
16. Install new onsite sanitary facilities (transportable building located to rear or side of lot)
17. Install new access ramp to allow access to new transportable building
18. Install new access ramp to address level change to rear entry and facilitate disabled access as well as trolleys
19. Retain and repair existing timber counter and reinstall for new use. Allow for new varnish finish, including surface prep.
20. Introduce new signage externally to verandah fascia and parapet (may involve reinstating original painted signage "H. Mackay Butcher" if this is still evident underneath paint finish)
21. Allow for new loose furniture including hanging/suspension systems, display cases and tables
22. Allow for new office/back-of-house fit out to rear of one of the tenancy spaces to allow for staff work area, store room, tea-prep (this will involve introduction of water supply/plumbing)
23. Scrape off loose sections of hardwall render internally and either retain in existing 'as-is' finish or re-plaster throughout

* For costings refer to the relevant Item # in the Trade Breakup prepared by Construction Cost Consultant - Appendix B

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

OPPORTUNITIES & CONSTRAINTS

The building is well located on the Main Street of Menzies and has high visibility from both directions for pedestrians and vehicles alike. It is located next door to the iconic fuel stop (characterised by its cladding of re-purposed vehicle licence plates) and the old Bakers oven, and is connected to other significant buildings in the town through interpretative signage.

The building is located on an open lot and the boundaries are not readily evident, as there is no fencing other than the north side. It is likely that new lightweight or temporary buildings could be readily accommodated on the site to improve amenity for future use.

The building has high quality internal spaces by virtue of the generous proportions (each tenancy is approximately 5m wide and 15-18m long) and natural lighting offered by the various door and window openings and skylight.

Although the interior wall finishes are patchy and a mixture of plaster and face-brick, this patina of age does give the space an attractive 'warehouse' aesthetic which could readily be expressed as part of the history of the building in any new interior scheme.

The building has wide entry doors off the street which enable good universal access and also a welcoming entry point for visitors. The building is in good condition and has benefited from recent conservation works which have also improved the general presentation and amenity of the place.

FUTURE USE OPTIONS

The Old Tearooms/Butcher Shop present a great opportunity to provide a high quality **retail/gallery outlet** for the sale and display of local artwork and other creative industry outputs (perhaps a retail outlet for the newly established Artists's Workshop, or local artists based in Tjutjunjurra). It could also be combined with some tourist/visitor functions, such as local tour operators and general information relating to the local heritage trails and attractions. The spaces could also be used to display local heritage artefacts and historic photographs of Menzies which currently don't have a home.

Any future public use of the space will need to account for universal access compliance, as well as onsite sanitary facilities and staff amenities (office, storage, tea prep). Considering the fragility of the existing heritage fabric, it would be best if the most intrusive of these (from a service perspective) be accommodated in a new purpose-built structure, such as a new building or transportable located externally. The interior could be readily adapted to fit in offices, store rooms and even basic kitchenette.



MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554

BRIEF DESCRIPTION

This building is a single-storey corrugated iron clad building comprising a postal hall, five main rooms, bathroom and store, corner front verandah and a semi-enclosed rear verandah. To the rear of the property is a free-standing WC and a shed. The building is located on the southeast intersection of Brown and Shenton Streets in Menzies, not far from the Town Hall, and is characterised by its distinctive “Goldfields vernacular” architecture featuring a modest bungalow form with lightweight iron cladding to walls and roof, and timber joinery. Typical of the era, the verandah forms an important element in the function of the building, providing access to the main entry door and also shading on the north and west elevations. The design and layout of the building is much more typical of domestic buildings than institutional architecture, with domestic scale door and window openings and room sizes. The larger scale Postal Hall (Room 5) specifically relates to its original function and is characterised by its coved ceiling and generous proportions internally, and is accessed by a pair of double doors from the verandah.



Photo 35 -Main street view of Menzies Post Office.



Photo 36 -View of Menzies Post Office looking east from Brown St

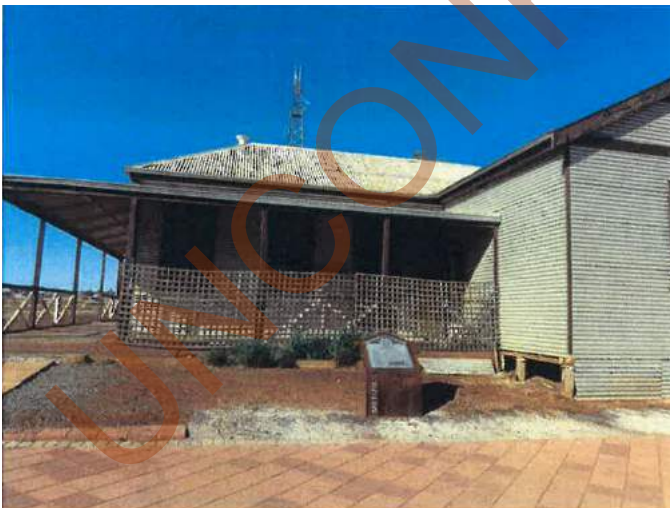


Photo 37 -Detail view of existing timber framed verandah with cross-braced balustrade to Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 38 - North elevation of Menzies Post Office showing double doors that open into original Postal Hall. (Stephen Carrick Architect 2013)

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554



Photo 39 - Detail view of northeast corner of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 40 - East elevation of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 41 - South elevation of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 42 - Detail of south elevation of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 43 - Detail view of double doors to Postal Hall to Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 44 - Detail view of typical sash window to Menzies Post Office. (Stephen Carrick Architect 2013)

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554



Photo 45 -Interior view of Postal Hall in Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 46 -Interior View of Postal Hall in Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 47 -Interior view of Room 2 in Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 48 -Interior view of Room 3 in Menzies Post Office. (Stephen Carrick Architect 2013)

OWNERSHIP & USE

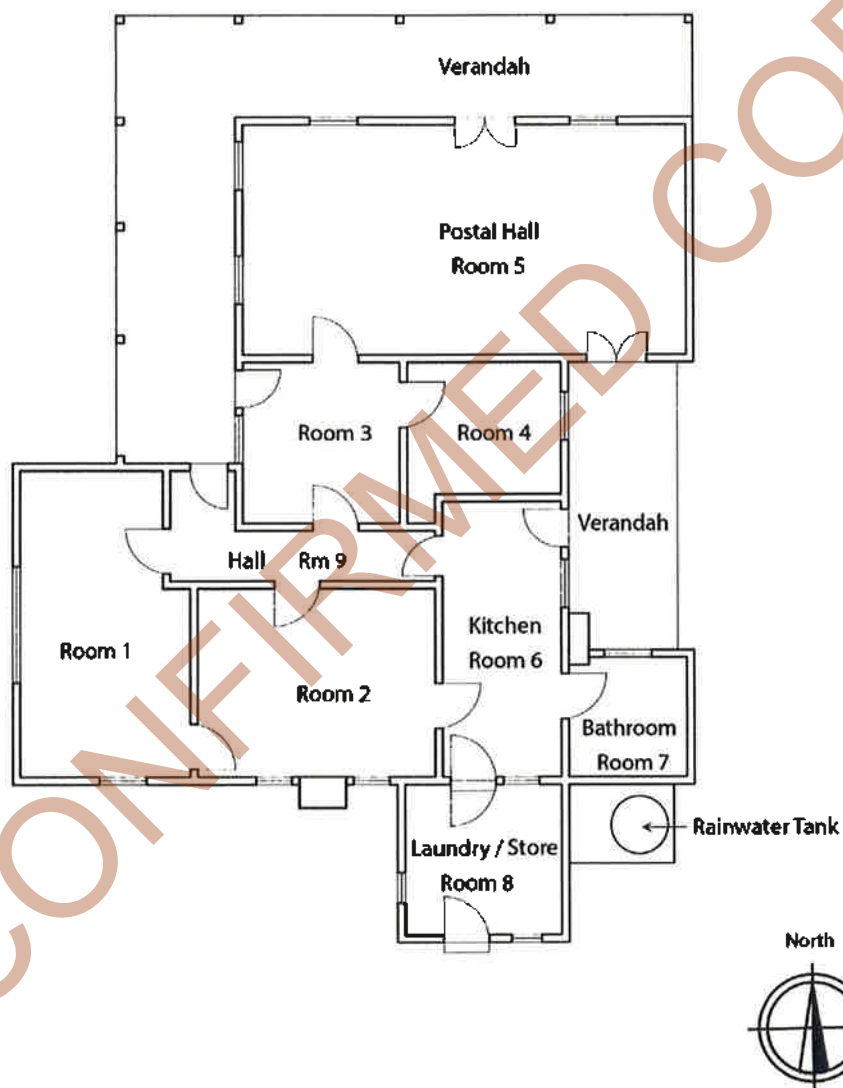
The building is currently owned by the Shire of Menzies and is occupied as a residence.

CONDITION & INTEGRITY

Externally the building presents well, aside from the condition of the exposed timber work, which requires repair and re-painting, and the age of the building fabric, particularly the corrugated iron. Repair work has been carried out intermittently over the years, typically responding to urgent maintenance items as they occurred. The condition of the building has been closely tracked by heritage professionals since approximately 2007, with numerous reports outlining the items requiring urgent attention being prepared, and used to guide works undertaken. The most recent of these inspections (dated June 2013 and undertaken by Heritage Architect, Stephen Carrick, and Structural Engineer, Peter Baxendale) have been used as the basis for the scope of works in this report, with additional allowances made for the intention to re-use the building for a new community/public function. The works typically relate to repair of internal and external timber joinery (and re-painting to protect fabric), upgrade of services, upgrade of sanitary facilities and general amenities, repair works to internal flooring (which is currently a mixture of jarrah, oregon, chipboard and masonite) and assessment of previous termite damage and ongoing treatments for this issue.

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554

**PROJECT:**Menzies Post Office (Fmr)
Draft Plansstephencarrick
ARCHITECTS Pty LtdP.O. Box 576
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Client Shire of Menzies

Scale 1:100

Title Floor Plan

Drawing Issue

Date	To	Purpose
30/06/2013	Client	Review

June 2013

Project No. 7092

Dwg No. **A4.2**

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554

PROPOSED SCOPE OF WORKS*

1. Demolish existing timber sheeting (chipboard, ply, particle board, masonite, etc) previously used to patch the floors.
2. Allow to patch and repair existing T&G boards and supply and install new jarrah T&G boards where other floor sheeting has been removed. Allow to install access hatches to allow future access to sub-floor space
3. Sand and prepare all timber floors and apply oil or water-based clear finish
4. Inspect entire building thoroughly for extent of termite damage
5. Undertake comprehensive termite treatment throughout including replacement of ant caps where necessary
6. Reduce external ground levels to perimeter of building where soil drift has built up
7. Undertake structural repairs to subfloor including re-stumping (typically to perimeter of building and floor of Postal Hall), repair/replacement of damaged bearers and joists as per extent indicated on structural engineers drawings. Allow for re-levelling of the timber sub-floor structure
8. Allow to reinstate missing portion of rafter in main gable roof (location noted on structural engineers drawings)
9. Repair & restore flat steel clad chimney & flues
10. Repair sections of cracked concrete floor to verandah to make good (repair using injection or replacement of panel slab), permanently shoring up retained edge to prevent future subsidence
11. Cut back existing timber verandah posts and re-mount on new raised steel stirrup to keep clear of concrete floor
12. Fully replace existing cross-brace balustrade to verandah
13. Allow to patch and repair timber verandah posts.
14. Replace bolts to verandah posts and enhance rafter connections with proprietary steel bracket fixings.
15. Repair/replace deteriorated verandah infill framing to rear (east) verandah
16. Replace existing laundry structure
17. Replace existing rainwater goods with new. New gutters to be ogee profile steel gutters. Supply and install 75mm diameter steel downpipes on stand off clips
18. Allow for connection of roof drainage to existing rainwater tank
19. Allow for re-fixing of any loose sheets of wall and roof cladding, including trims and flashings
20. Allow to replace existing timber barge boards to the gable ends with new to match existing.
21. Allow to repair/replace missing or damaged timber louvres and to vented louvre opening in upper gable wall
22. Allow to restore all timber double hung windows, replacing missing sash cords and re-using pulleys and weights wherever possible. Re-putty all glazing and replace any missing glass.
23. Allow to refurbish or replace existing brass door and window hardware with new to match existing
24. Prepare and repaint all external timber joinery, including verandah timbers, posts, balustrades, barges, fascias, windows and doors.
25. Allow to clean and prepare concrete verandah and repaint with paving paint finish
26. Allow for minor repairs to existing timber window sills and thresholds to external doors. Prepare and paint.
27. Allow for general repairs to existing free-standing WC structure including re-fixing external cladding, replacing timber door frame, reinstating timber boarded door, new hinges and hardware to door. Repaint all exposed timber.
28. Allow to replace damaged/deteriorated sections of interior wall linings (CFC and mini-corrugated iron)
29. Allow to replace damaged/deteriorated sections of interior ceiling linings (CFC and mini-corrugated iron). Refix any loose sheets.
30. Allow to prepare and paint all interior surfaces including timber joinery, dado's, architraves, mouldings, doors & windows, wall and ceiling linings
31. Allow for new basic interior kitchen fitout, including new inbuilt appliances, ss sink and benches
32. Allow for new basic bathroom fitout, including new fixtures and fittings, and repair of internal floor and wall finishes
33. Allow for new basic laundry fitout, including benches and trough with recess for washing machine and storage cupboard
34. Allow for upgrade of electrical services, including new light fittings throughout
35. Allow to introduce climate control (A/C) to Postal Hall
36. Allow for new loose furniture to suit retail/gallery fitout in Postal Hall only

* For costings refer to the relevant Item in the Trade Breakup prepared by Construction Cost Consultant - Appendix B

APPENDIX A

**SCOPE OF CONSERVATION WORKS FOR MENZIES POST OFFICE
PREPARED BY STEPHEN CARRICK, ARCHITECT & PETER BAXENDALE,
STRUCTURAL ENGINEER**

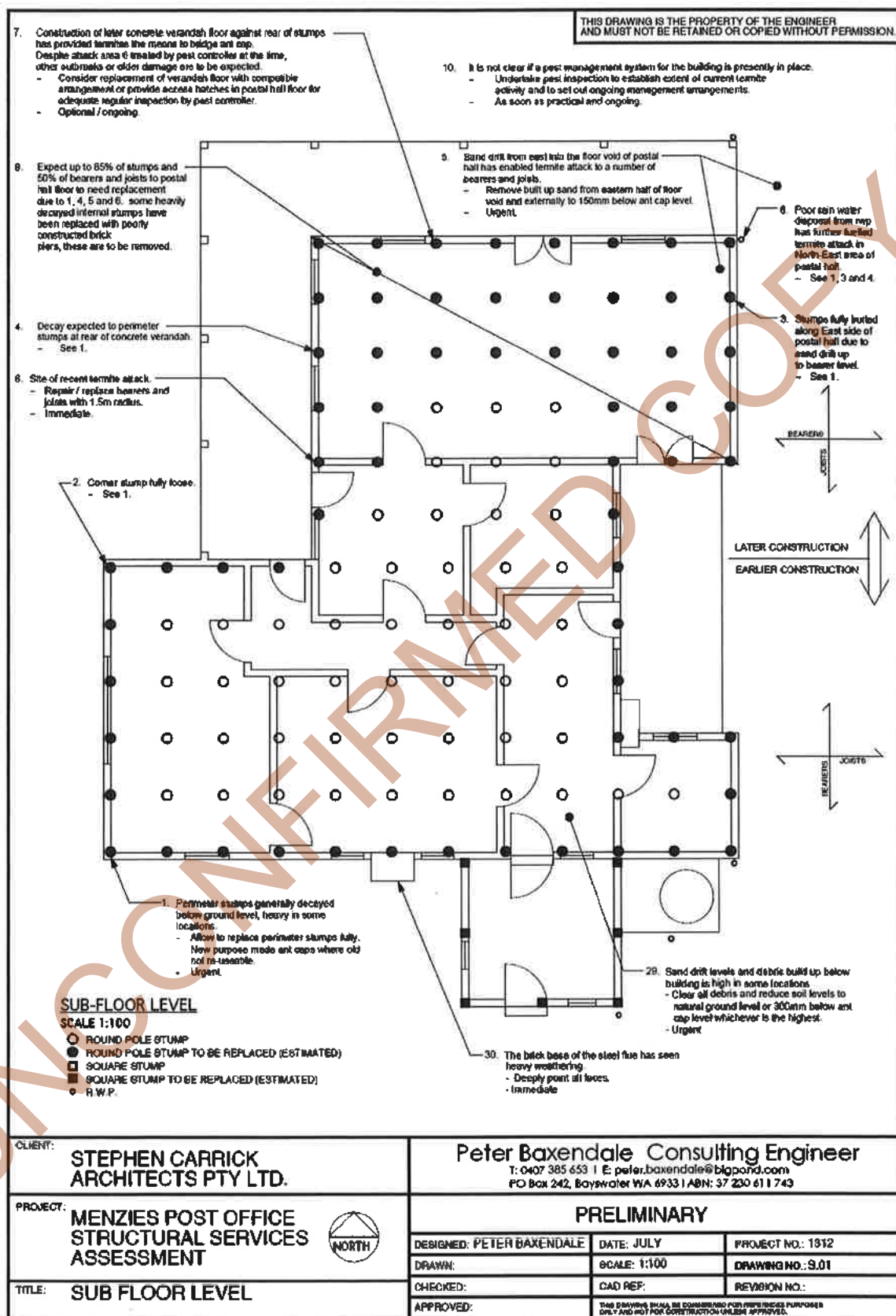
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Project Definition – Menzies Post Office (Fmr), Menzies

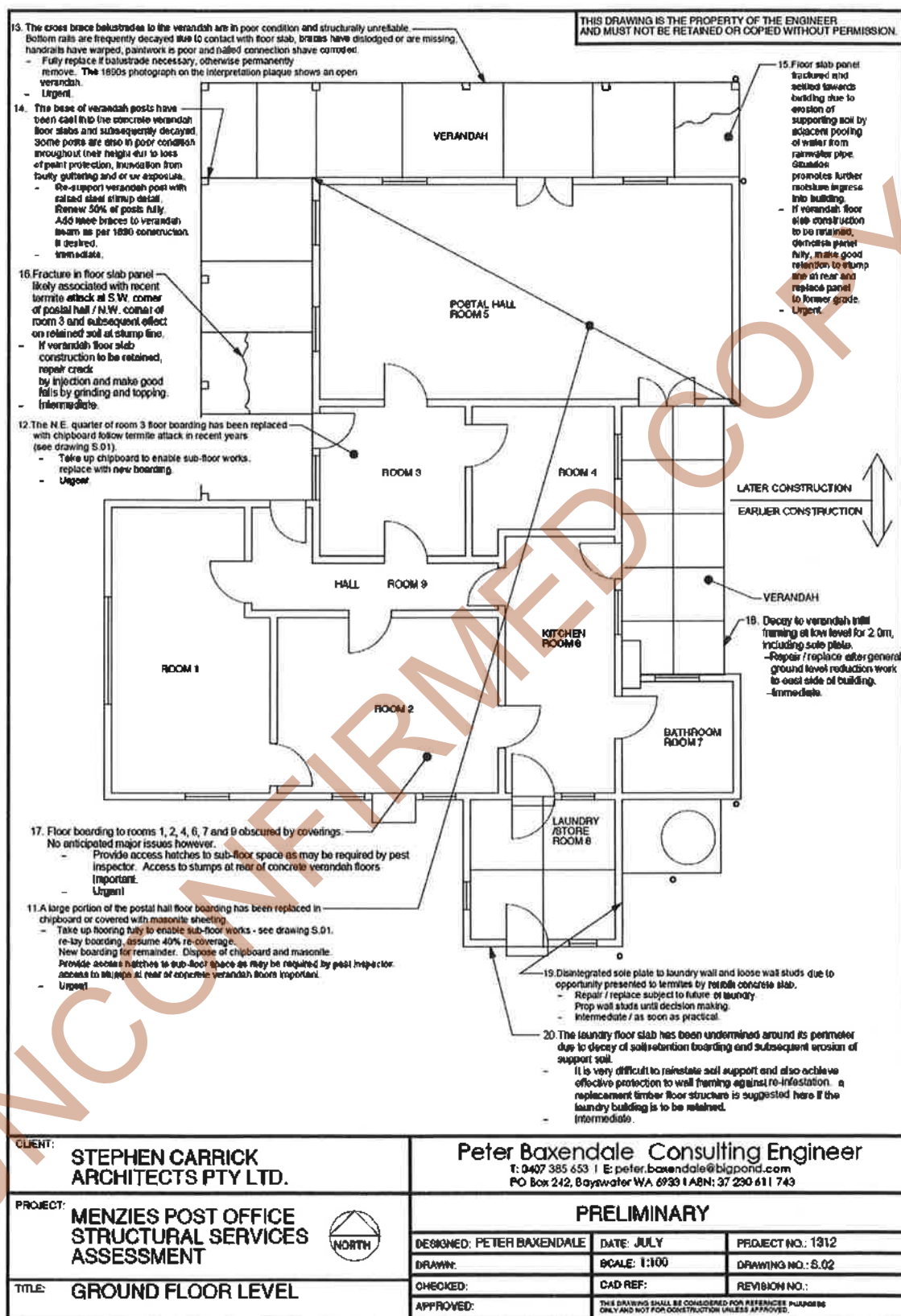
Appendix E – Structural Drawings

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EXECUTIVE SUMMARY The condition of building superstructure is on the whole good for a structure of its type and age. The use of steel sheet cladding from first construction has been key to the protection and consequent long term survival of wall and roof elements. The key to building's survival against overall loss however has been the robustness in design and maintenance of its supporting stumps. The building maintains relatively good floor levels and wall lines compared to what may be expected of structures of similar age and type. It is the threat now posed to the substructure that is of greatest concern and which should dominate remedial works planning. Wind blown soil from the East has breached ant cap level and facilitated termite infestation into the sub-floor timbers and flooring of the Postal Hall, requiring up to 50% replacement. The replacement of the former timber verandah floor with concrete slab has similarly facilitated an outbreak, albeit much smaller in scale, in Room 3. The stumps themselves are generally at the end of their life around the perimeter of the building and must be replaced. Internal stumps are generally performing much better. Consideration needs to be given to the future of the introduced concrete floors to the verandahs and laundry. If retained, it is important to provide good access to stumps at their rear for regular inspection via floor hatches in the rooms. In the case of the laundry, it appears more effort to retain the slab than to replace it, such is the poor construction here. The future of laundry, as a late addition to the main building, is likely to be the subject of architectural review in any case. Elsewhere, there is carpentry repair work to the front verandahs up to eaves level and some local repair work in the main roof structure. In the longer term, a programme of joint and tie down strengthening work must take place throughout all roof areas. Preventative measures for structure wellbeing include a review of storm water disposal systems and other smaller items currently encouraging moisture retention or termite access. OBSERVATIONS & RECOMMENDATIONS Inspection observations on various items are set out in the drawings S.01 to S.06 along with recommendations for action. Notation used is as follows: - [Observation] - [Recommended remedial works / maintenance] - [Priority] Recommendations for remedial works and maintenance have been categorised into the following priority groups: Urgent works- timeline as indicated, otherwise within 1 year Immediate works - within 2 years Intermediate works - within 3 years Long term works- within 5 years Ongoing works - to be performed at regular intervals for the foreseeable future. Optional works- at owner's discretion (not structurally significant) Defects not specifically referred to below may be assumed to be of little structural importance in Peter Baxendale's opinion (or not visually obvious at the time of our inspection). EXISTING STRUCTURE Roof and wall structures are timber framed in Jarrah. Profiled iron sheeting clads roof and walls externally. Internally, walls are lined with masonite sheeting and what appears to be asbestos fibre cement sheeting. Ceiling linings appear to be asbestos fibre cement sheeting or plasterglass. Internal floor structures are also timber framed in Jarrah. Flooring appears to be a mix of Jarrah and possibly Oregon boarding, chipboard and masonite are used in repaired areas. The laundry floor is concrete. The external verandah floors are concrete. Foundations are provided by large diameter hardwood log stumps, likely Jarrah but not clear. Large oversized circular galvanised skirted steel ant caps are used.																
CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD.	Peter Baxendale Consulting Engineer T: 0407 385 653 E: peter.baxendale@bigpond.com PO Box 242, Bayswater WA 6933 ABN: 37 230 411 743															
PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center; padding: 5px;">PRELIMINARY</th> </tr> <tr> <td style="width: 33%; padding: 2px;">DESIGNED: PETER BAXENDALE</td> <td style="width: 33%; padding: 2px;">DATE: JULY</td> <td style="width: 33%; padding: 2px;">PROJECT NO.: 1312</td> </tr> <tr> <td style="padding: 2px;">DRAWN:</td> <td style="padding: 2px;">SCALE:</td> <td style="padding: 2px;">DRAWING NO.: S.00</td> </tr> <tr> <td style="padding: 2px;">CHECKED:</td> <td style="padding: 2px;">CAD REF:</td> <td style="padding: 2px;">REVISION NO.:</td> </tr> <tr> <td style="padding: 2px;">APPROVED:</td> <td colspan="2" style="padding: 2px; font-size: 0.8em;">THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	PRELIMINARY			DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312	DRAWN:	SCALE:	DRAWING NO.: S.00	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	
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TITLE: GENERAL NOTES																

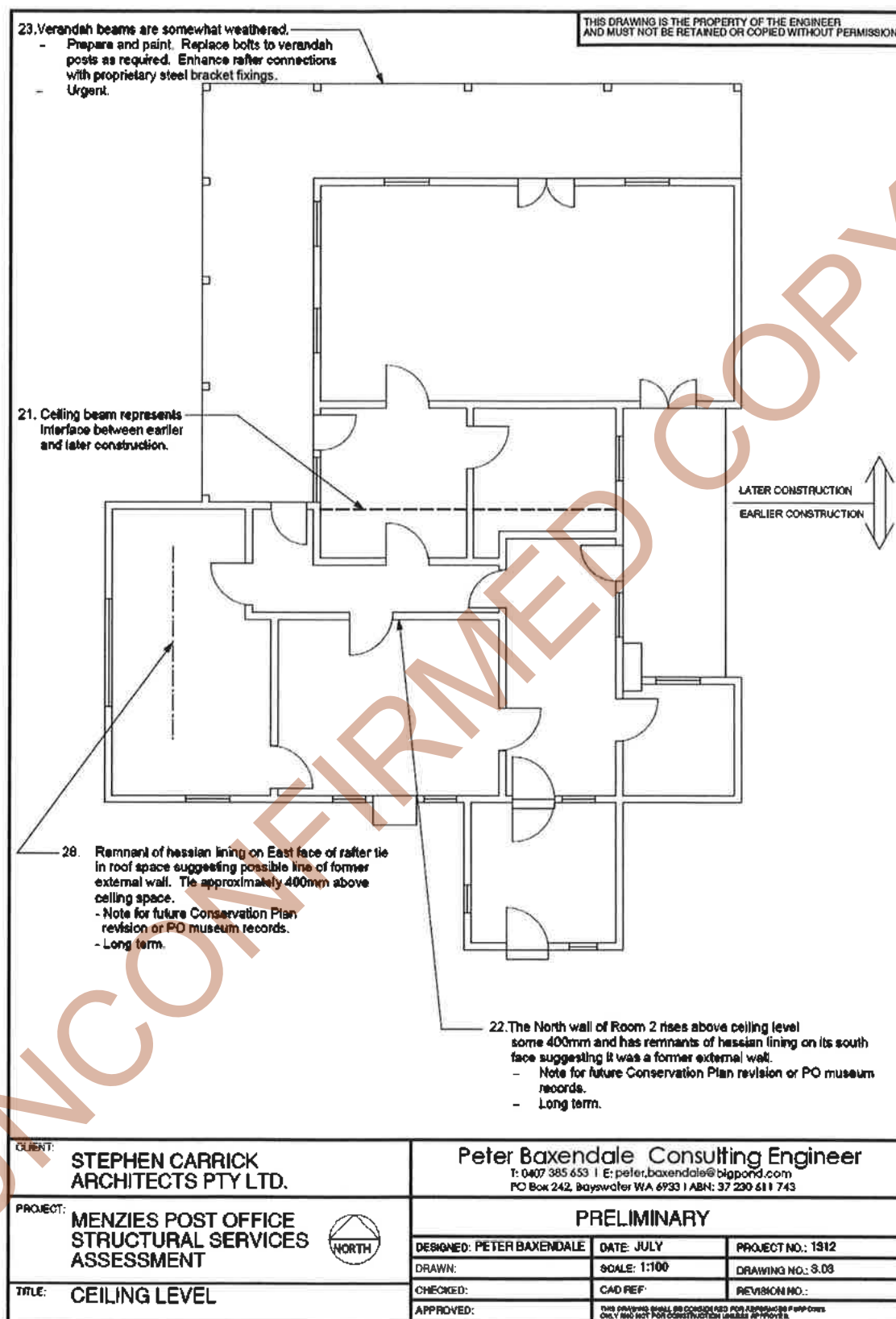
Project Definition – Menzies Post Office (Fmr), Menzies



Project Definition – Menzies Post Office (Fmr), Menzies



Project Definition – Menzies Post Office (Fmr), Menzies



Project Definition – Menzies Post Office (Fmr), Menzies

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27. Roof and ceiling structures generally in good condition.

26. Disused flue remnants within roof space.

24. Horizontal bow in eaves line at mid-length of building. Corresponding sags in ridge line and roof pitch. Some historic adjustments to coupled roof structure has taken place with addition to North resulting in some roof spread. Situation is stable, however all roof carpentry joints must now be regarded as inadequate due to age and general deterioration.

- Enhance all roof and ceiling framings connections with appropriate proprietary bracket fixings throughout the building. This is best timed during roof re-covering work. Include wall plate tie down to walls and ridge to ceiling straps.
- Long term.

25. Rafter truncated and upper portion removed leaving roof battens to span double distance. This is insufficient.

- Reinstate rafter
- Immediate.

CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD. PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT TITLE: ROOF LEVEL	Peter Baxendale Consulting Engineer T: 0407 385 653 E: peter.baxendale@bigpond.com PO Box 242, Baywater WA 6933 ABN: 37 230 611 743 PRELIMINARY <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <td>DESIGNED: PETER BAXENDALE</td> <td>DATE: JULY</td> <td>PROJECT NO.: 1312</td> </tr> <tr> <td>DRAWN:</td> <td>SCALE: 1:100</td> <td>DRAWING NO.: S-04</td> </tr> <tr> <td>CHECKED:</td> <td>CAD REF:</td> <td>REVISION NO.:</td> </tr> <tr> <td>APPROVED:</td> <td colspan="2" style="font-size: 6px;">THIS DRAWING SHOULD BE CONSIDERED FOR PRELIMINARY PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312	DRAWN:	SCALE: 1:100	DRAWING NO.: S-04	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:	THIS DRAWING SHOULD BE CONSIDERED FOR PRELIMINARY PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	
DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312											
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APPROVED:	THIS DRAWING SHOULD BE CONSIDERED FOR PRELIMINARY PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.												

Project Definition – Menzies Post Office (Fmr), Menzies

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WEST ELEVATION
SCALE 1:100

31. Steel sheeting below ant cap level provides termites with means of bridging the ant cap.

- Remove sheeting, replace with batons or other appropriate treatment to architects details.
- Urgent

EAST ELEVATION
SCALE 1:100

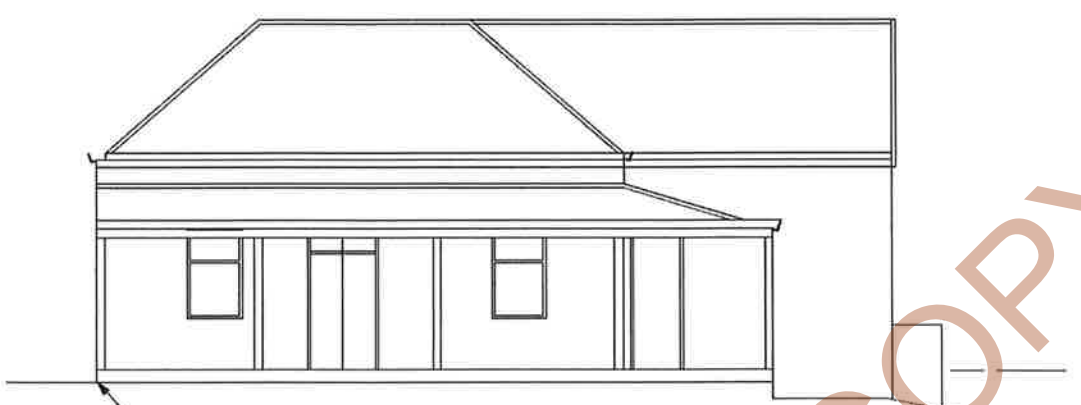
32. Trim board at base of steel sheeting is poorly detailed and encourages moisture retention against floor sub-structure elements.

- Remove and reinstate with flashing etc to architects detail.
- Urgent

CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD. PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT TITLE: WEST & EAST ELEVATION	Peter Baxendale Consulting Engineer T: 0407 385 653 E: peter.baxendale@blgphd.com PO Box 242, Bayswater WA 6933 ABN: 37 230 611 743 PRELIMINARY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">DESIGNED: PETER BAXENDALE</td> <td style="width: 33%;">DATE: JULY</td> <td style="width: 33%;">PROJECT NO.: 1312</td> </tr> <tr> <td>DRAWN:</td> <td>SCALE: 1:100</td> <td>DRAWING NO.: S.05</td> </tr> <tr> <td>CHECKED:</td> <td>CAD REF:</td> <td>REVISION NO.:</td> </tr> <tr> <td colspan="2">APPROVED:</td> <td style="font-size: x-small;">THIS DRAWING SHALL BE CONSIDERED FOR REVISION PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312	DRAWN:	SCALE: 1:100	DRAWING NO.: S.05	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:		THIS DRAWING SHALL BE CONSIDERED FOR REVISION PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.
DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312											
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CHECKED:	CAD REF:	REVISION NO.:											
APPROVED:		THIS DRAWING SHALL BE CONSIDERED FOR REVISION PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.											

Project Definition – Menzies Post Office (Fmr), Menzies

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NORTH ELEVATION
SCALE 1:100

33. Poor storm water disposal here has caused settlement of the building and stress on cladding. A review of storm water handling across the site is required.

- Roof plumber or hydraulic engineer to review entire storm water disposal system, including below-ground system for off site disposal. Recommendations to be fully followed.
- Urgent



SOUTH ELEVATION
SCALE 1:100

31. Steel sheeting below ant cap level provides termites with means of bridging the ant cap.

- Remove sheeting, replace in bolons or other appropriate treatment to architects details
- Urgent

32. Trim board at base of steel sheeting is poorly detailed and encourages moisture retention against floor sub-structure elements.

- Remove and reinstatate with flashing etc to architects detail.
- Urgent

CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD.	Peter Baxendale Consulting Engineer t: 0807 385 653 E: peter.baxendale@bigpond.com PO Box 242, Boyswater WA 6933 ABN: 37 230 611 743												
PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT	PRELIMINARY												
TITLE: NORTH & SOUTH ELEVATION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">DESIGNED: PETER BAXENDALE</td> <td style="width: 33%;">DATE: JULY</td> <td style="width: 33%;">PROJECT NO.: 1912</td> </tr> <tr> <td>DRAWN:</td> <td>SCALE: 1:100</td> <td>DRAWING NO.: S.06</td> </tr> <tr> <td>CHECKED:</td> <td>CAD REF:</td> <td>REVISION NO.:</td> </tr> <tr> <td>APPROVED:</td> <td colspan="2" style="font-size: 8px;">THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1912	DRAWN:	SCALE: 1:100	DRAWING NO.: S.06	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	
DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1912											
DRAWN:	SCALE: 1:100	DRAWING NO.: S.06											
CHECKED:	CAD REF:	REVISION NO.:											
APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.												

Project Definition – Menzies Post Office (Fmr), Menzies

Appendix F – Post Office Gallery Concept - Menzies

Post Office Gallery concept - Menzies

Prepared by Justin Lee (Wednesday 19th May, 2010):

Justin Lee (Shire of Menzies)

Ph. 08 9024 2041

Fax. 08 9024 2110

Mobile: 0437 285 309

Email: justin.lee@menzies.wa.gov.au



"Our Images: Portraying our Past". The key elements of this work would be to create a series of galleries of large-scale (and high quality) prints of the many historic images held by the Shire. These pictures are fascinating to a great majority of visitors (and locals too, of course), and would do a wonderful job of portraying life in "old Menzies" – if only they were professionally displayed in a pleasant environment. – Jesse Brampton (Our Place: The Menzies Heritage Interpretation Plan) Adopted by Council, November 26th 2009

With the proposed restoration of the 'Fmr' Menzies Post Office, the ideal location would be the Postal Hall located across the northern end of the building as it is virtually a separate entity from the residential section.

The Menzies Visitor Centre holds a significant collection of high quality images that are begging for display.

Budget Requirements

Urgent building maintenance was approved in the 2009/2010 budget to the value of \$40,000.

This included...

- Repairs/replacement of severely damaged double hung sash windows, painting of timbers, broken window panes and balustrades.

Tentatively a budget of \$60,000 will be required in the 2010/2011 financial year.

Potential works to include...

- Repairs/replacement of floorboards
- Sub-floor repairs
- Structural repairs
- Window furnishings



Photo 22: Interior view of the Postal Hall, Menzies Post Office.



Photo 23: Interior view of the Postal Hall, Menzies Post Office.

Postal Hall Gallery

To provide an appropriate environment for the display of images and the re-production of images, a tentative budget allocation of \$20,000 would be required.

APPENDIX B

CONSTRUCTION COSTS

AS PREPARED BY CHRIS O'KEEFE, CONSTRUCTION COST CONSULTANT

UNCONFIRMED COPY

INDICATIVE COST ESTIMATE

MENZIES HERITAGE PARK PRECINCT PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

H + H ARCHITECTS

CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT

Jan-16

**MENZIES HERITAGE PARK PRECINCT
PROPOSED CONSERVATION WORKS**

Ref : A821

INDICATIVE COST ESTIMATE

28/01/2016

PROJECT COST SUMMARY

Total Cost of Pioneer Store from Summary	\$ 109,000
Total Cost of Old Tearooms & Butchers Shop from Summary	\$ 202,000
Design/Construction Contingency (15%)	\$ 47,000
Menzies District Allowance (45%)	\$ 161,000
Professional Fees Allowance	\$ 62,000
Subtotal	\$ 581,000
GST	\$ 58,100
TOTAL INDICATIVE COST ESTIMATE	\$ 639,100

Exclusions :

This estimate excludes the following costs :

Cost escalation to date of construction

Full Estimate Summary

Job Name :	<u>A827 - MENZ HERITAGE</u>	Job Description
Client's Name:		MENZIES HERITAGE PARK PRECINCT PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	Old Pioneer Store (C1896)	34.49		109,000		109,000
	Old Tearooms & Butchers Shop (C1900)	65.51		207,000		207,000
		100.00		316,000		316,000
Final Total : \$						316,000

Trade Breakup

Job Name :	<u>A827 - MENZ HERITAGE</u>	Job Description
Client's Name:		MENZIES HERITAGE PARK PRECINCT PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<i>Trade : 1 <u>Old Pioneer Store (C1896)</u></i>						
1	Allowance for structural engineering report for stabilisation of cracks to masonry walls		Item			2,500.00
2	Structural ties and bracing to existing masonry walls		Item			5,000.00
3	Termite inspection & report		Item			750.00
4	Termite treatment		Item			3,500.00
5	Take down and remove timber framed lean-to attached to rear of building	21.00	m2	65.00		1,365.00
6	Repair & repaint front verandah timber joinery	14.00	m2	75.00		1,050.00
7	Scrape out existing silicone sealants and cement mortar jointing to wall cracks and repoint with lime based mortar joints	24.00	m2	220.00		5,280.00
8	Reduce soil level adjoining external walls	42.00	m2	20.00		840.00
9	Subsoil drainage to external walls	28.00	m	120.00		3,360.00
10	Prepare and apply paint to internal face external brick walls	140.00	m2	25.00		3,500.00
11	Prepare and apply paint to concrete floor	98.00	m2	15.00		1,470.00
12	Prepare and apply paint to corrugated iron ceiling	94.00	m2	20.00		1,880.00
13	Prepare and apply paint to roof lantern	12.00	m2	35.00		420.00
14	Prepare and apply paint to joinery	33.00	m2	25.00		825.00
15	Allowance for upgrading existing electric light & power	98.00	m2	75.00		7,350.00
16	New universal access ramp to transportable sanitary building	4.00	m	1,200.00		4,800.00
17	Take down & replace existing rear access door including forming 920 wide opening	1.00	No	2,500.00		2,500.00
18	Refurbish existing front door	1.00	No	1,000.00		1,000.00
19	Take down and remove existing office fitout	6.00	m2	100.00		600.00
20	New kitchenette	1.00	No	4,000.00		4,000.00
21	SS sink	1.00	No	3,000.00		3,000.00
22	Kitchen equipment		Item			1,500.00
23	Fully enclosed storage to rear of building	21.00	m2	650.00		13,650.00
24	Repace existing missing damaged gutters & downpipes	33.00	m	75.00		2,475.00
25	1500 L rainwater tank including filters & plumbing	1.00	No	3,000.00		3,000.00
26	Allowance for loose furniture & equipment		Item			15,000.00
27	Preliminaries & builder's supervision		Item			18,385.00

Trade Breakup

Job Name :	<u>A827 - MENZ HERITAGE</u>	Job Description
Client's Name:		MENZIES HERITAGE PARK PRECINCT PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<u>Old Pioneer Store (C1896)</u>						Total : 109,000.00
<i>Trade : 2 <u>Old Tearooms & Butchers Shop (C1900)</u></i>						
1	Allowance for structural engineering report for stabilisation of cracks to masonry walls		Item			2,500.00
2	Remove plywood hoardings to shopfront and make good	37.00	m2	75.00		2,775.00
3	Door hardware to existing front entry doors		Item			2,000.00
4	Security mesh screens to external door	3.00	No	650.00		1,950.00
5	Replace metal verandah posts with timber posts to match original	5.00	No	500.00		2,500.00
6	Scrape out existing silicone sealants and cement mortar jointing to wall cracks and repoint with lime based mortar joints	56.00	m2	220.00		12,320.00
7	Structural ties and bracing to existing masonry walls		Item			5,000.00
8	Prepare and paint to external joinery & verandah	66.00	m2	35.00		2,310.00
9	Clean & oil timber floor	160.00	m2	25.00		4,000.00
10	Reinstate timber mantelpiece & stone hearth to fireplace	1.00	No	2,500.00		2,500.00
11	Timber skirting & beading to match existing including paint	84.00	m	45.00		3,780.00
12	Prepare and apply paint to ceiling	160.00	m2	20.00		3,200.00
13	Prepare and apply paint to joinery	18.00	m2	35.00		630.00
14	Allowance for upgrading existing electric light & power	160.00	m2	75.00		12,000.00
15	Allowance for climate control		Item			15,000.00
16	Allowance for onsite sanitary facilities		Item			50,000.00
17	New universal access ramp to transportable sanitary building	4.00	m	1,200.00		4,800.00
18	New universal access ramp to existing building	2.00	m	1,200.00		2,400.00
19	Retain & repair existing counter	1.00	No	1,500.00		1,500.00
20	Signage allowance		Item			2,500.00
21	Allowance for loose furniture & equipment		Item			25,000.00
22	Office/back of house fitout	15.00	m2	1,000.00		15,000.00
23	Preliminaries & builder's supervision		Item			33,335.00
<u>Old Tearooms & Butchers Shop (C1900)</u>						Total : 207,000.00

INDICATIVE COST ESTIMATE

MENZIES POST OFFICE PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

H + H ARCHITECTS

CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT

Mar-16

**MENZIES POST OFFICE
PROPOSED CONSERVATION WORKS**

Ref : A830

INDICATIVE COST ESTIMATE

11/03/2016

PROJECT COST SUMMARY

Total Cost of Post Office from Summary	\$ 191,000
Design/Construction Contingency (15%)	\$ 29,000
Menzies District Allowance (45%)	\$ 99,000
Professional Fees Allowance	\$ 51,000
Subtotal	\$ 370,000
GST	\$ 37,000
TOTAL INDICATIVE COST ESTIMATE	\$ 407,000

Exclusions :

This estimate excludes the following costs :

Cost escalation to date of construction

Full Estimate Summary

Job Name : A830 - MENZ POST

Job Description

Client's Name:

MENZIES POST OFFICE
CONSERVATION WORKS

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	Demolition	0.96		1,830		1,830
	Pest Treatment	1.26		2,400		2,400
	Structural	2.62		5,000		5,000
	Timber Stumps & Sub Floor Structure	6.39		12,200		12,200
	Roof & Structure	6.64		12,690		12,690
	Chimneys	0.73		1,400		1,400
	External Walls	3.75		7,160		7,160
	Windows	5.97		11,400		11,400
	Doors	4.37		8,350		8,350
	Verandah Posts & Cross Balustrade	3.53		6,750		6,750
	Concrete Verandah	0.82		1,575		1,575
	Freestanding WC	1.05		2,000		2,000
	Floors	13.84		26,425		26,425
	Internal Walls	6.30		12,040		12,040
	Ceilings	3.27		6,255		6,255
	Internal Fitout	25.39		48,500		48,500
	Preliminaries	13.10		25,025		25,025
		100.00		191,000		191,000

Final Total : \$ 191,000

Trade Breakup

Job Name :	<u>A830 - MENZ POST</u>	Job Description
Client's Name:	MENZIES POST OFFICE CONSERVATION WORKS	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 1 <u>Demolition</u>						
1	Take up and remove chipboard floor sheeting	122.00	m2	15.00		1,830.00
<u>Demolition</u>						Total : 1,830.00
Trade : 2 <u>Pest Treatment</u>						
1	Allow for pest inspection & treatment		Item			2,400.00
<u>Pest Treatment</u>						Total : 2,400.00
Trade : 3 <u>Structural</u>						
1	Allow to undertake structural engineering assessment and repair methodology		Item			5,000.00
<u>Structural</u>						Total : 5,000.00
Trade : 4 <u>Timber Stumps & Sub Floor Structure</u>						
1	Restump existing structure including repairs to joists & bearers	244.00	m2	50.00		12,200.00
<u>Timber Stumps & Sub Floor Structure</u>						Total : 12,200.00
Trade : 5 <u>Roof & Structure</u>						
1	Remedial work to existing roof structure	316.00	m2	10.00		3,160.00
2	Replace existing corrugated steel roof sheeting	32.00	m2	90.00		2,880.00
3	Take down & remove existing eaves gutter	84.00	m	10.00		840.00
4	Take down & remove existing rwp's	32.00	m	5.00		160.00
5	Ogee profile eaves gutter	84.00	m	45.00		3,780.00
6	75dia steel rwp's	32.00	m	35.00		1,120.00
7	Connect roof drainage to existing rainwater tank		Item			750.00
<u>Roof & Structure</u>						Total : 12,690.00
Trade : 6 <u>Chimneys</u>						
1	Repair and restore flat steel clad chimney & circular flues	2.00	No	450.00		900.00
2	Stabalise existing flues		Item			500.00
<u>Chimneys</u>						Total : 1,400.00

Trade Breakup

Job Name :	<u>A830 - MENZ POST</u>	<u>Job Description</u>
Client's Name:	MENZIES POST OFFICE CONSERVATION WORKS	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 7 <u>External Walls</u>						
1	Allow for replacement of existing corrugated steel wall cladding including flashings & cappings	26.00	m2	90.00		2,340.00
2	Allow to repair defective flashings to openings	17.00	No	150.00		2,550.00
3	Replace timber barge board	8.00	m	65.00		520.00
4	Replace timber louvres	5.00	m2	350.00		1,750.00
<u>External Walls</u>						Total : 7,160.00
Trade : 8 <u>Windows</u>						
1	Restore existing double hung windows	13.00	No	650.00		8,450.00
2	Restore existing fan lights	2.00	No	500.00		1,000.00
3	Repair & paint window cill	13.00	No	150.00		1,950.00
<u>Windows</u>						Total : 11,400.00
Trade : 9 <u>Doors</u>						
1	Restore existing single door	14.00	No	500.00		7,000.00
2	Supply & install four panel door including paint & hardware	1.00	No	750.00		750.00
3	Repair & paint existing timber sills	4.00	No	150.00		600.00
<u>Doors</u>						Total : 8,350.00
Trade : 10 <u>Verandah Posts & Cross Balustrade</u>						
1	Refurbish existing verandah posts	9.00	No	150.00		1,350.00
2	Repair and replace timber cross balustrade	27.00	m	200.00		5,400.00
<u>Verandah Posts & Cross Balustrade</u>						Total : 6,750.00
Trade : 11 <u>Concrete Verandah</u>						
1	Repair and repaint existing concrete verandah	63.00	m2	25.00		1,575.00
<u>Concrete Verandah</u>						Total : 1,575.00
Trade : 12 <u>Freestanding WC</u>						
1	Allowance for repair and refurbishment to existing external WC	1.00	No	2,000.00		2,000.00
<u>Freestanding WC</u>						Total : 2,000.00

Trade Breakup

Job Name :	<u>A830 - MENZ POST</u>	<u>Job Description</u>
Client's Name:	MENZIES POST OFFICE CONSERVATION WORKS	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 13 Floors						
1	Repair existing t&g timber flooring	110.00	m2	15.00		1,650.00
2	Supply and lay recycled t&g timber flooring to match existing	110.00	m2	125.00		13,750.00
3	Sand & oil t&g timber flooring	220.00	m2	20.00		4,400.00
4	CFC flooring including waterproofing	25.00	m2	175.00		4,375.00
5	Vinyl sheet flooring	25.00	m2	90.00		2,250.00
Floors						Total : 26,425.00
Trade : 14 Internal Walls						
1	Repair and repaint existing internal walls & mouldings	602.00	m2	20.00		12,040.00
Internal Walls						Total : 12,040.00
Trade : 15 Ceilings						
1	Repair & paint existing ceiling	219.00	m2	20.00		4,380.00
2	Replace existing ceiling	25.00	m2	75.00		1,875.00
Ceilings						Total : 6,255.00
Trade : 16 Internal Fitout						
1	Basic kitchen fitout		Item			15,000.00
2	Basic bathroom fitout		Item			10,000.00
3	Basic laundry fitout		Item			5,000.00
4	Upgrade to existing electric light & power		Item			5,000.00
5	A/C to Postal Hall		Item			3,500.00
6	Loose furniture & equipment to Postal Hall		Item			10,000.00
Internal Fitout						Total : 48,500.00
Trade : 17 Preliminaries						
1	Allowance for preliminaries		Item			25,025.00
Preliminaries						Total : 25,025.00

Menzies Heritage Precinct Project - Business Unit Development

Further detail relating to:

- *Stage 1d: Development of and operation of business units within the following buildings:*
 - ☐ *Tea Rooms/ Butchers Shop (Building 5); and*
 - ☐ *Old Pioneer Store (Building 8).*

Summary/ Overview

The Tea Rooms/ Butchers Shop (Building 5) and Old Pioneer Store (Building 8) will be restored and developed to create the "Menzies Art Centre and Community Hub" [short form: Menzies Hub]. This facility will incorporate a recognised "Aboriginal Art Centre".

Detailed Description

The Menzies Hub will be developed by refurbishment of both the Tea Rooms/ Butchers Shop (Building 5) and Old Pioneer Store (Building 8). The Menzies hub will include the following features. The identity of which building will be utilised for each of the underlined components below will be identified in the project design stage once funding is achieved, however all components identified below will be included.

Art Gallery, Visitor Hub, Pop-up Shop and Retail Space

The former Tea Rooms/ Butcher Shop has a well-lit interior with the ability to create a contemporary exhibition space and connected spaces internally for a variety of uses. Elements to be operated in the new facility will include:

Art Gallery

The Art Gallery space will feature display and sale of artworks from local Aboriginal and Non-Aboriginal Artists as well as rotating displays sourced on loan from other art galleries. This will allow a combination of display and sales of local works for visitors and tourists as well as an educational and special interest component resulting from display of Artwork/ displays loaned from other regions.

Visitor and Community Hub

The centre will incorporate spaces allowing it to serve as a 'Visitor and community hub'. The nature of these space will be flexible to allow structured and unstructured programming by the centres manager/ incorporated committee.

Pop-up Shop/ Retail Space

A 'Pop-up shop' is a trend of opening short-term sales spaces. This facility will allow local and visiting businesses to sell items not normally available in Menzies as inclusion in a permanent retail space could not be commercially justified. Examples include: Art and craft, consumer goods (i.e. clothing, shoes, camping gear, electrical goods, specialty food, prospecting supplies) and monthly markets/ 'Op shop'.

The facility could also be used for retail and display during the popular annual 'Cyclastic' event:
www.cyclastic.com.au/

Artists Workshop and Community Activity Space

The Old Pioneer store features aesthetically robust natural internal finishes and excellent natural light. This building will provide an Artist's workshop and multiuse community activity space. This will allow periodical use by visiting and local artists. The space will also be multi-use and be able to be rented out for short periods for community use while not being used as an Artist's workshop.

The Artists workshop will include creation of art by Aboriginal and Non Aboriginal people and allow operation of the whole Centre as a recognised "Aboriginal Art Centre".

Management Responsibility

The development of the Menzies Art Centre and Community Hub (Including Menzies Aboriginal Art Centre) will be jointly initiated by the Menzies Aboriginal Corporation and the Shire of Menzies.

The Menzies Aboriginal Corporation will undertake management responsibility for the Menzies Hub.

The new centre will secure membership as part of the Aboriginal Art Centre Hub of WA (AACHWA). AACHWA will provide support during the initial development phase as well as operational support as the Aboriginal Art Centre Component of the project is managed and delivered. For more information on the level of service provided by AACHWA see: <http://www.aachwa.com.au/>.

Staffing

The Centre will be staffed by a Manager and casual staff and volunteers as required.

Operational Funding

Operational funding for the Menzies Hub will include:

- A contribution from the Shire of Menzies in the first year of operation to underwrite operations as the centre commences operation;
- Operational grants for the Aboriginal Art Centre Component;
- Percentage of sales: retail and art components; and
- Rent: pop-up shop/ display space/ function space.

Community Use Policy

The predominant purpose and use of the Menzies Hub will be 'not-for-profit' community activity;

Due to range of different services provided and its nature as a 'hub' for community activity it is aimed that the centre will be relevant to as many as possible members of the community.

The centre's operation will maximise the designs principles of a high level of accessibility. This includes:

- The management committee will develop an 'Access and Inclusion strategy' for the centre which will be included in the Shires 'Access and Inclusion Plan';

- The centres management will ensure all programs, services and exhibitions operated at the centre will be highly accessible and inclusive;
- The centres management will provide information and training to community users to help make their programs accessible and inclusive; and
- Community groups will use the benefits of the new facility to expand on and offer new highly accessible programs, particularly for children, youth and seniors.

The Centre will be operated for the community by the Menzies Aboriginal Corporation;

‘Not for profit’ community groups and individuals running ‘not for profit’ community activities will receive priority use of the centre over other users;

The Centre will conduct commercial activities (i.e. Art Gallery Sales, renting space etc) with the proceeds being utilised to fund operation of the centre for the benefit of the community;

The Centre will rent space on a casual basis to ‘not for profit’ community groups and individuals running ‘not for profit’ community activities;

The Centre will rent space for commercial activities in keeping with the centres community purpose. No activity will be allowed which could be reasonably foreseen as detrimental to the community. Sales of liquor, tobacco or similar goods will be strictly prohibited;

The centre’s bookings policy and systems will ensure equitable access to bookings for the above groups;

Fees for casual use will be set at a subsidised rate which maximises usage while allowing the centre to break even after the contribution of the Shire and other users are taken into account;

Maintenance and Renewal

The Shire of Menzies will be responsible for maintenance of the Tea Rooms/ Butchers Shop (Building 5);

The Menzies Aboriginal Corporation will be responsible for maintenance of the Old Pioneer Store (Building 8);

All works will be in accordance with relevant heritage/ conservation plans/ direction for suitably qualified heritage architects.

Further Documentation and Development

A full management plan and asset management plan will be developed for the facilities on confirmation of funding.



Figure 1: Map of Sites forming Part of the Project



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Shire of Menzies

Menzies Heritage Precinct Project

Economic Impact/ Cost Benefit Assessment



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Core Business Australia Pty Ltd PO Box 797 BUSSELTON WA 6280 Office: +61 8 9754 1117 Mobile: +61 418 931 067 Email: bruce@corebusiness.net.au Web: corebusiness.net.au	Document: Menzies Heritage Precinct Project Economic Impact/ Cost Benefit Assessment
	Client: Shire of Menzies
	Project Manager: Mark Weller Author: Bill Parker Date: February 14 th 2016
	Synopsis: This report forecasts and documents the predicted short, medium and long term economic impact of the Menzies Heritage Precinct Project.

CONSULTANTS DISTRIBUTION SCHEDULE

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Shire of Menzies

Menzies Heritage Precinct Project
Economic Impact/ Cost Benefit Assessment

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1.0 Executive Summary

Core Business Australia has been engaged by the Shire of Menzies to assist in the project development and planning for the Menzies Heritage Precinct Project. The project comprises a number of components and aims to present and interpret the Menzies town site as a 'Heritage Park'.

The proposed project will include the preservation, restoration and interpretation of the town's historic sites. Given the capital works associated with the Heritage Precinct Project, external financial assistance will be required. The following funding programs have been identified as potential funding sources;

1. Royalties for Regions Regional Grants Scheme.
2. National Stronger Regions Fund (NSRF)

In preparing funding applications under the above programs, a Cost Benefit Analysis (CBA) is often required. Funding application assessors often use the outcomes of a CBA as one decision criteria to choose the projects that it will fund.

The following report provides a full CBA to assist the Shire of Menzies identify the direct and indirect economic benefits of the Heritage Precinct Project. The combined economic benefit (direct and indirect) of the Heritage Precinct Project has been calculated at **\$1,739,206** per annum. This comprises a direct economic benefit of **\$1,679,190** and an indirect economic benefit of **\$60,016**.

2.0 Introduction

The Town of Menzies is a mining and pastoral town in the Eastern Goldfields, 730 kilometres east of Perth, about an 8 hour drive via Kalgoorlie. The Shire of Menzies covers approximately 125,000 km² with a total population of 384.

Like many towns in remote Western Australia, Menzies boomed during the gold rush days of the 1890s. Then, following the pattern which has become typical of many gold mining towns, the limit of available resources was reached, the people drifted away and the area declined. Despite these changing fortunes, Menzies has continued to survive.

In response to the decline, the Shire of Menzies is proposing to turn the town into a Heritage Park by capitalising upon the town's rich history and iconic buildings. The Shire of Menzies is aiming to increase visitation numbers and provide a much needed boost to the local economy.

The 'Heritage Park' Project will feature:

- 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story;
- Refurbishment of the interiors of a number of historical buildings and implementation of business development projects which will contribute to the economic development of the town and ensure the buildings are continually used;
- A centralised heritage centre display (collocated with other facilities) and manned by staff/volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours;

- Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and
- Guided tours of the town and sites.

Given the size and complexity of the task at hand, the project has been divided into two distinct stages.

This CBA relates to Stage 1. The objective of Stage 1 is to;

- Undertake preservation and restoration works to selected sites.
- Deliver an interpretation plan for the town on Menzies
- Based upon the outcomes of the interpretation plan, deliver a static interpretive displays at the Lady Shenton Hotel.
- Prepare and disseminate marketing materials.
- Commence business planning for the operation of business units within the Tea Rooms/ Butchers Shop and Old Pioneer Store.

As a part of any funding application process, the Shire of Menzies is required to demonstrate how the project contributes to economic growth in the region. This analysis seeks to;

- Define and quantify the economic benefits this project will bring to the region;
- Demonstrate how the economic benefits will be sustained beyond the initial funding period, and;
- Provide evidence to support these claims.

3.0 Economic Growth

"Economic growth is a sustained expansion of production possibilities measured as the increase in real Gross Domestic Product (GDP) over a given period" (McTaggart, Findlay, Parkin p.444, 2013). GDP is "the market value of the final goods and services produced within a country over a given time period" (McTaggart, Findlay, Parkin p.398, 2013).

GDP is measured using either the expenditure or income approach. The expenditure approach "measures GDP as the sum of consumption expenditure (C), investment expenditure (I), government expenditure on goods and services (G) and net exports of goods and services (X – M)" (McTaggart, Findlay, Parkin p.400, 2013).

$$\text{GDP} = \text{C} + \text{I} + \text{G} + \text{X} - \text{M}$$

Economic growth is measured by establishing the GDP over various time periods to determine if an economy is in expansion or contraction.

$$\text{GDP} = \frac{\text{GDP in current year} - \text{GDP in previous year}}{\text{GDP in previous year}} \times 100$$

$$\text{GDP in previous year}$$

As outlined above, a key component in measuring GDP and therefore economic growth is government expenditure (G). Government expenditure "is the expenditure by all levels of government on goods and services" (McTaggart, Findlay, Parkin p.401, 2013).

All things remaining equal, an increase in government expenditure will have a positive impact on GDP and therefore economic growth. Although GDP is generally measured on a national basis, small increases in production outputs and increases in expenditure locally, contribute positively to GDP on a larger scale.

The Heritage Park project proposed by the Shire of Menzies is a sound example of increased government expenditure that will contribute positively to the local economy, GDP and therefore an increase in economic growth. This assessment firstly analyses the direct economic benefits of the proposed project and then considers the indirect economic benefits such as increased visitation and the benefits associated with visitor expenditure.

The benefits of this project have been derived from 3 separate components being;

1. Government capital expenditure benefits (G)
2. Government operating expenditure benefits (G)
3. Marginal social benefits (M)

The capital and operating expenditure benefits are direct economic benefits as a result of undertaking the project. The marginal social benefits are indirect economic benefits experienced by the local community as a result of increased visitor numbers.

For the purposes of this analysis, the total economic benefit of the Heritage Park Project is represented by the equation;

$$\text{Total economic benefit} = C + O + M$$

4.0 Construction benefits (C)

Any construction project has a positive economic benefit as a form of local expenditure. In this instance, the Shire of Menzies is proposing to refurbish a number of historic buildings at a total cost of \$951,000. This expenditure comprises building materials, plant, machinery and wages.

The construction cost is a direct financial benefit to the wider community of Menzies as tenders are awarded, contractors are engaged and materials are purchased. The application of the Shire's Regional Price Preference Policy ensures that preference is given to locally based contractors and service providers.

This influx of government expenditure into the region forms part of aggregate expenditure. As this is a construction project, the benefits are achieved at a single point in time and do not extend further than the initial construction period.

In addition to the direct financial benefits, government expenditure also provides a multiplier effect. "An extra dollar spent on goods and services can generate more than one dollar's worth of additional activity as a portion of it will be re-spent by those who benefitted from the original outlay. This is known as the fiscal multiplier effect" (Access Economics 2009, p.1).

"For example, if a government spends \$1,000 on goods or services, the money does not disappear, but rather becomes revenue to the supplier and wages to its employees. The supplier and its employees will have higher disposable incomes as a result, so consumption and hence aggregate demand will rise as well. The individuals who the supplier buys things from will also tend to spend some of that additional income, and so on. Each participant who experiences an increase in disposable

income then spends some portion of it on final (consumer) goods, which causes the cycle to repeat many times” (Access Economics 2009, p.8).

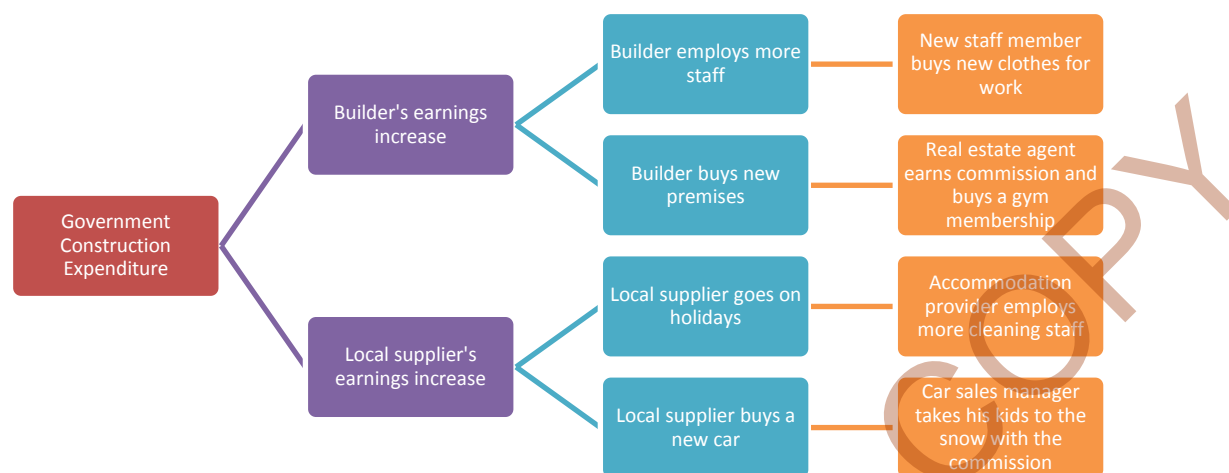


Figure 1: Example of how the multiplier effect works

It is generally accepted that the most effective component of a fiscal stimulus is infrastructure spending (Access Economics 2009, p.10).

“The concept of the fiscal multiplier can be extended to the sub-national or regional level. For example, building a new community facility may lead to new employment for locals, which may have knock-on economic effects for the city or region” (Access Economics 2009, p.12).

Previous studies undertaken by Access Economics suggests a fiscal multiplier for stimulus monies which go to infrastructure spending is 1.69 (Access Economics 2009, p.19). Taking this multiplier and applying it to the Shire of Menzies construction expenditure on the Heritage Park Project will result in a total construction benefit of **\$1,607,190**.

Although the construction benefits have been defined and are contained within the total construction figure, the project will create employment during the construction period. Using estimates provided by the Queensland Government, it has been forecast that 6.7 jobs are created per \$1.0m over the life of a construction project. Utilising this framework, it can be estimated that 6.37 jobs will be supported over the life of the construction period.

Component	Contributor	Amount
Design & Construction	Shire of Menzies, RDA, R4R	\$951,000
CONSTRUCTION COST		\$951,000
MULTIPLIER		1.69
TOTAL CONSTRUCTION BENEFIT		\$1,607,190
Construction cost divided by \$1.0m		0.95
FTE employment		6.7
Jobs Created		6.3717

Table 1: Projected capital expenditure and multiplier

$$C = \$1,607,190$$

5.0 Operating expenditure benefits (O)

The Heritage Park Project will result in additional operating expenditure and employment opportunities as staff are employed to work in the various restored buildings and provide tourist related services such as guided tours.

When the government spends additional money on services, the money does not disappear. It becomes income to suppliers and contractors and salaries and wages for employees. As a result of the increased government expenditure, contractors, suppliers and employees will have a higher level of disposable income. Therefore, local consumption will increase and hence aggregate demand will rise as well, providing a positive economic impact.

The Shire of Menzies currently spends \$575,755 per annum on visitor services. This level of expenditure is considered to be the base case.

When the Heritage Park becomes operational, the operating expenditure is forecast to increase significantly, as more services are offered when the Heritage Park becomes operational. The new level of expenditure is forecast to be \$623,755 per annum and is represented in the graph below labelled future case. The economic benefit of the new facility is represented by the difference between the base case and the future case.

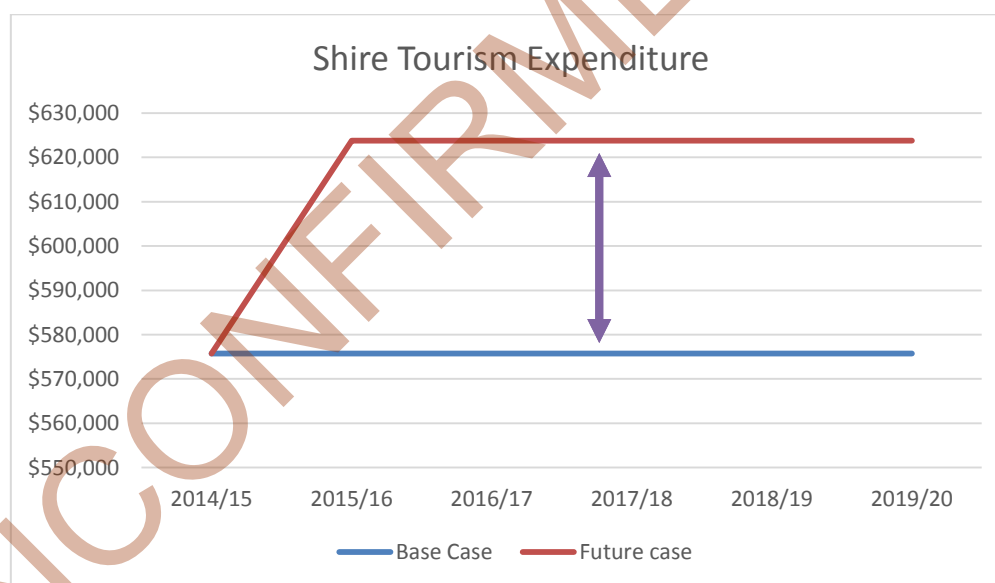


Figure 2: Graph depicting the base case without the Heritage Park and the future case with the Heritage Park

As with the construction example above, an increase in government expenditure on goods and services can generate more than one dollar's worth of additional activity as a portion of it will be respent by those who benefitted from the original outlay.

The appropriate multiplier to use for an increase in government expenditure differs slightly from a capital or construction cash injection. "Most economists agree that fiscal multipliers are small, lying between 1 and 2 for an increase in government expenditures and maybe less than 1 for a reduction in taxes (Weber 2012 p.4).

For the purposes of estimating the multiplier effect of an increase in local government operating expenditure, a multiplier of 1.5 has been applied. Taking this multiplier and applying it to the increase in local government expenditure will result in a total economic benefit of \$72,000.

O = \$72,000 per annum.

6.0 Marginal social benefits (M)

In addition to the direct benefits that the project will deliver, the project will also create a range of indirect flow on economic benefits. A number of studies have been commissioned in Australia that seek to quantify the economic value of tourism to places of cultural and heritage significance.

One such study completed by the University of Canberra, explored the economic value of tourism to places of cultural and heritage significance with reference to three towns with a mining heritage. The three towns once boomed as a result of mineral wealth, which has long since run out. "All three towns have well-preserved buildings and other reminders of the boom times. In all three, these have been preserved and now attract tourists who are interested in experiencing part of Australia's historical development" (University of Canberra 2000 p.4).

The three towns selected for the study were:

- Maldon, a former gold mining town in Victoria;
- Burra, a former copper mining town in South Australia; and
- Charters Towers, a gold mining town in north Queensland

"During the first six months of 2000, face-to-face interviews were conducted in each town. The interviews sought information on visitor characteristics, behaviour, expenditure, attitudes to aspects of cultural heritage and satisfaction. Expenditure data were used to measure the impact of tourism upon regional economic activity" (University of Canberra 2000, p.8). The following impacts were noted in the study;

	Maldon	Burra	Charters Towers
Annual visitor numbers	41,868	40,913	69,917
Expenditure per head (\$)	\$102.06	\$109.45	\$87.77
Aggregate expenditure (\$)	\$4,272,981	\$4,477,850	\$6,136,726
Gross regional product (GRP) impact (\$)	\$3,820,880	\$4,810,995	\$6,127,729
Employment impact (jobs)	310	333	121

Table 2: Annual visitor numbers and expenditure per head for Maldon, Burra and Charters Towers

The conclusions in the University of Canberra's study can be applied to the Heritage Park Project in the Shire of Menzies. According to the Shire of Menzies CEO, the town currently attracts 3,200 visitors per annum. The refurbished historic buildings, interpretation and tours are expected to increase visitation numbers by 10%.

The 10% increase is considered to be conservative as a research gap exists in terms of Heritage Listings and increasing visitor numbers. In saying this, a report titled 'Impact Assessment: World Heritage Listing' (Lynch-Blosse, 1991), presents accommodation takings and guest nights for the various Local Government Areas (LGAs) in the Wet Tropics World Heritage Area from 1987 to 1990. Most of the LGAs showed minor fluctuations, but "the Douglas LGA showed a substantial change, increasing from 17 191 visitor nights and \$413 000 in accommodation takings in 1987, to 37 175

visitor nights and \$2.641 million in accommodation takings in 1988. These figures continued to grow to 58 744 visitor nights and \$4.069 million in accommodation takings in 1990. This is quite a substantial increase over a four-year period” (University of Canberra 2000 p.78).

Although no direct correlation can be established between Heritage Listings and increased visitor numbers, the increase in visitations does suggest that the heritage listing combined with increased marketing and awareness increased visitations by 58% in terms of visitor nights and 54% in terms of accommodation takings.

According to the Tourism Alliance Victoria, “measuring tourism’s economic impact to a Local Government Area (LGA) requires the application of a suitable model that multiplies visitor numbers x visitor spending x regional multiplier” (Tourism Alliance Victoria 2005, p.1)

The Shire of Menzies currently attracts 3,200 visitors per annum. A 10% increase in tourist numbers suggests that after the implementation of the Heritage Park Project, the Shire of Menzies could achieve 3,520 visitors per annum.

	Tourist numbers	Increase	Additional expenditure
Current number of tourists	3,200	0	\$0.00
Increase of 5%	3360	160	\$15,961
Increase of 10%	3520	320	\$31,923
Increase of 20%	3840	640	\$63,846
Increase of 30%	4160	960	\$95,769
Increase of 40%	4480	1,280	\$127,692

Table 3: Forecast visitor numbers after improvements

The average expenditure per head of tourists travelling to Maldron, Burra and Charters Towers is \$99.76. If the Shire of Menzies increases tourist numbers by 10% to 3,520, the additional tourism expenditure generated by the Heritage Park Project will be **\$31,923** per annum.

As suggested in the Tourism Alliance Victoria, multipliers are also applicable to tourism expenditure. In a report prepared by Tourism Research Australia, it was suggested that an “appropriate tourism’s output multiplier for 2011–12 is valued at 1.88, which means for every dollar tourism earns directly in the Australian economy, it value adds an additional 88 cents to other parts of the economy. At 1.88, tourism’s multiplier is larger than Mining (1.62), Retail trade (1.74) and Education and training (1.44)” (Tourism Research Australia 2013 p.19)

Taking the tourism output multiplier and applying it to the forecast expenditure generated by the Heritage Park Project will create a total economic benefit of **\$60,015** per annum.

To complement the total economic benefit, it is well documented that tourism revenue generates additional employment opportunities. Based upon the comprehensive study completed by the University of Canberra, it was established that tourism income generated 1 job per \$25,982.51.

By applying a similar rate to the tourism growth predictions forecast for the Shire of Menzies, it can be conservatively estimated that the Heritage Precinct Project will generate 2.31 jobs based upon a tourism growth rate of 10%. If the Shire is able to increase tourism by 40%, 9.24 jobs will be created.

M = \$60,015 per annum

7.0 Conclusion

The total annual direct benefits associated with the construction and increased operational expenditure are **\$1,607,190** and **\$72,000**.

The total annual indirect benefits associated with increased tourism expenditure are **\$60,015**.

The combined economic benefit (direct and indirect) has been calculated at **\$1,739,206**.

To establish the economic benefits over a number of years, the net present value of the benefits have been further calculated over a 5, 10, 15 and 20 year time horizon using a 7% discount rate to reflect the weighted average cost of capital (WACC). The horizon analysis provides a range of benefits from **\$2,186,370** in year 5 to **\$3,103,666** in year 20.

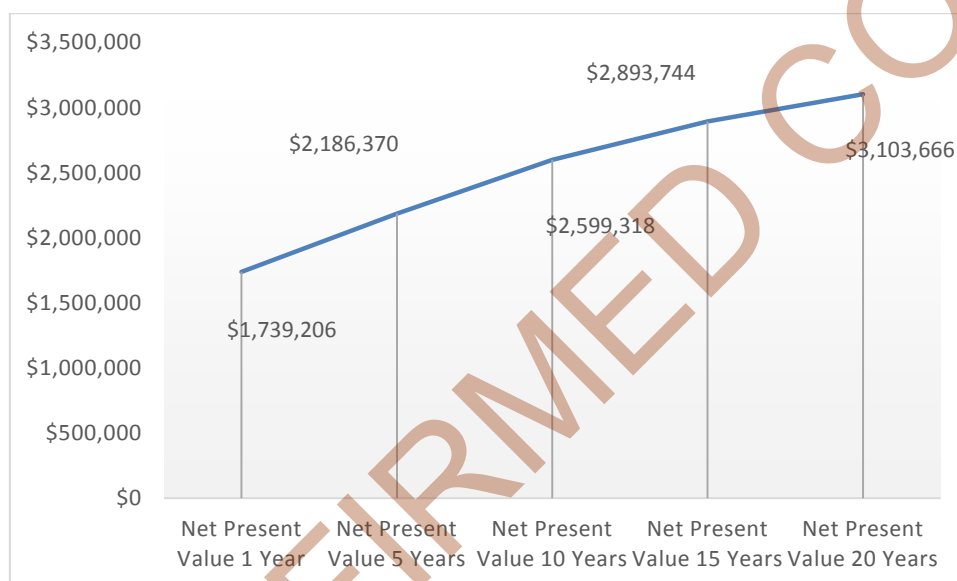


Figure 3: Graph depicting the economic benefits over a 1, 5, 10, 15 and 20 year time horizon.

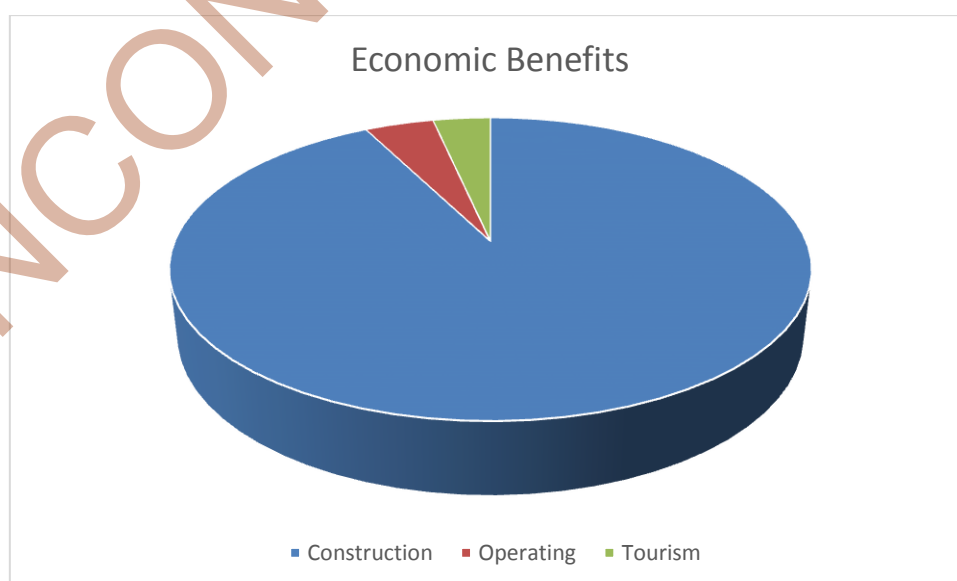


Figure 4: Total economic benefits

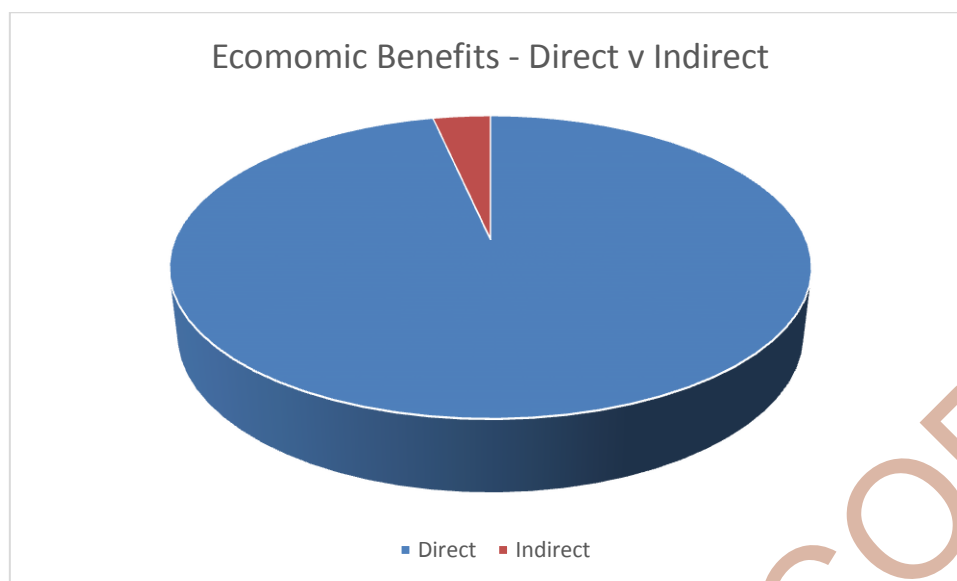


Figure 5: Direct and indirect economic benefits

8.0 Appendix 01 – Benefits of Art Centres

Health Benefits

Many studies have been commissioned that seek to form a link between art programs and improvements in health outcomes for both Indigenous and non-indigenous people. Although the studies are abundant, attaining quantifiable outcomes on how much art programs improve health is challenging.

In the studies that have been completed, it is often not the actual activity of art that improves health outcomes but the self-expression and education on preventative activities that can be facilitated through an artistic channel.

- "Several authors reported improved mental health, and even a reduction in self-harming behaviours, following community arts programs (Allain 2011; Barraket 2005; Frazier et al. 2007; HoRSCATSIA 2011). Some of the specific benefits include reductions in harmful behaviours (Barraket 2005) and the experience of emotional healing through outward artistic expression of negative life circumstances (Allain 2011)" (Australian Government 2014, p.5).
- A study by Bacon (2007) found that Narrative Therapy (NT) produced successful outcomes when working with Indigenous Australians referred for substance misuse. Other therapies, such as Musical Therapy, have proven to be effective at improving physical and mental wellbeing in Indigenous Australians.
- A study conducted by Truasheim (2014) found that Aboriginal and/or Torres Strait Islanders with a range of chronic diseases who participated in a Music Therapy program stated benefits such as improved relaxation, social connectedness, breaking down barriers, and easing of troubles. Interestingly, these findings seem to be congruent with indigenous cultures of other nations outside of Australia.
- A Canadian study conducted by Howell-Jones found that Indigenous Canadians found that they preferred a therapeutic approach involving connection with family and communities, rather than individual assessment and treatment. Furthermore, participants advocated approaches which engage the body, mind, emotions and spirit, and which integrate their aboriginal identity into their everyday life.

Although evidence is not available to quantify the exact benefits of community art programs in improving Indigenous health, studies have been commissioned into preventative health care and the impact that preventative strategies such as education, early intervention, and immunisation have on health care costs.

The Productivity Commission produced a paper in 2015 with regard to Efficiency in Health. This paper investigated preventative health care and cited a study undertaken by Cadilhac et al that estimated that reducing rates of smoking, high-risk alcohol consumption, obesity, physical inactivity and other behaviour could reduce annual health care expenditures by around 2 per cent.

The cost of health care in Australia is significant, forming a major part of both the State and Federal Government's annual expenditure. Given the size of the health care budget, various studies have been commissioned to establish the cost of health care per person in Australia. Some of the studies have further broken these costs into demographic groups such as Indigenous and non-Indigenous Australians.

One such study produced by the Australian Institute of Health and Welfare concluded that "health expenditure per Indigenous Australian increased by 12.0% between 2008–09 and 2010–11, from \$7,139 in 2008–09 to \$7,995 in 2010–11. In 2010–11, \$1.47 was spent per Indigenous Australian for every dollar spent per non-Indigenous Australian" (Australian Institute of Health and Welfare 2013, p.6).

Taking the above information into consideration, we can conclude that the cost of health care per Indigenous Australian in 2010/11 was \$7,995. In today's dollars this would equate to \$8,958.

Given that art therapy is a genuine preventative strategy, we can hypothesise that the continuation of this preventative therapy could result in a 2 percent reduction in health care costs for Indigenous Australians. This would equate to a saving per person of \$179 per annum.

According to the last census, 256 Indigenous people reside in the Shire of Menzies. Based upon a rate of \$179 per person, the potential savings by implementing an art centre within the Shire could equate to a health benefit of **\$45,824** per annum.

Social Cohesion

The benefits of indigenous art centres are wide ranging. In addition to providing Indigenous artists with income, the programs delivered in art centres contribute towards social cohesion and community engagement.

"One of the most important benefits of an established Art Centre is that it provides a service for artists to produce high quality art and earn a steady income. The ability to be self-employed and earn an independent, non-welfare income has the potential to improve self-esteem and self-worth, thereby improving mental wellbeing and strengthening the community as a whole (Aboriginal Art Directory, 2008)".

Arts centres also provide more than just an opportunity to generate revenue, they also act as a meeting place, education centre and provide opportunities for social interaction and intergenerational interaction.

"Provided due attention is given to ensuring equal access to and affordability of programs, participation in arts programs is regularly demonstrated to increase social inclusion and decrease exclusion" (Australian Government 2014, p.8)

"Participation in Indigenous arts organisations have been shown to open up opportunities for development of leadership and governance, as well as increasing access and involvement in networks of local community service providers (Cooper et al. 2012) (Australian Government 2014, p.8)

"Arts facilities can act as community hubs, which encourage interaction between the generations, different clans, or the Indigenous and non-Indigenous populations. Several studies noted that, in this way, participation in the arts activities generated at these sites can indirectly help to build social cohesion, inclusiveness and support (for example, Cooper et al. 2012:44)" (Australian Government 2014, p.11)

Despite the numerous benefits from a social cohesion and community engagement perspective, the depth of research is not substantial enough to quantify an economic benefit.

Reduction in crime and incarceration

A number of studies have been commissioned internationally suggesting that art programs can reduce crime, anti-social behaviour and result in a reduction in reoffending.

"Arts programs occasionally aim to reduce crime and anti-social behaviour indirectly through the provision of alternative, healthy activities (Allard et al. 2007; Allard 2010; Barraket 2005; HoRSCATSIA 2011). One study cited instances of reduced substance abuse through the opening of a local Indigenous art gallery: through participation in arts activities, local community members felt empowered to begin tackling community issues, which included providing direct personal support to other artists who were trying to cease taking drugs (Cooper et al. 2012). Local police and ambulance services in this study likewise reported reduced call-outs to violent incidents and injuries since the gallery was opened. Although causal statements should be interpreted with caution, these service providers did suggest these reduced call-outs were directly linked to the presence of the gallery (Cooper et al. 2012)" (Australian Government 2014, p.7).

"Participating in artistic or cultural activities can be a prime mechanism for preventing boredom and a sense of having no purpose, which are both often precursors to engaging in destructive, anti-social or illegal activities (Barraket 2005; Delfabbro & Day 2003). Likewise, in the case of youth, it reduces the amount of unsupervised free time they have, which reduces their capacity to engage in negative or risky behaviours (Morris et al. 2003a), while promoting positive behaviours and even some social or employment opportunities (Frazier et al. 2007)" (Australian Government 2014, p.13).

Although evidence is not available to quantify the exact benefits of community art programs in reducing incarceration rates and reoffending, small controlled studies have been commissioned into art programs and the impact that such programs have on reducing crime rates within communities.

In a cost benefit analysis produced by Deloitte Access Economics on the benefits of Indigenous Healing Centres it was concluded "that healing centres and therapeutic communities typically return, on average, a benefit to cost ratio (BCR) of over 4 to 1, primarily from reduced rates of incarceration and recidivism" (Deloitte Access Economics, 2014).

The Cost Benefit Analysis was constructed around diverting "14 cases of incarceration during its first year and 12 cases per year thereafter" (Deloitte Access Economics, 2014). This would equate to just 1.08 cases per Centre during the first year and less than one (0.93) case per year thereafter.

Numerous studies have been commissioned on the cost of incarceration per prisoner. "The estimated annual average cost per prisoner per day in 2012–13 is \$315" (Australian National Council on Drugs 2012, p.8).

In saying this, the cost for Indigenous Australians is often far higher. "Re-offending rates are high and incarceration is associated with poor health outcomes for prisoners, including a relatively higher risk of mortality post-release. Research suggests that outcomes of incarceration are worse for Indigenous Australians than for non-Indigenous Australians" (Australian National Council on Drugs 2012, p.8).

In a report prepared on Indigenous Safe Communities, Deloitte Access Economics "estimated direct financial costs of \$358,915 per Indigenous incarceration. This estimation includes the likelihood of reoffending but does not including indirect financial costs such as lower employment. In addition to financial costs, there are also burden of disease costs. Deloitte Access Economics (2012a) calculated that the expected costs of Hepatitis C from incarceration of Indigenous Australians with drug and alcohol related problems are \$23,281 and the cost of Indigenous premature mortality is \$92,254 due to incarceration (relative to residential rehabilitation). Adding wellbeing costs yields a total cost of \$474,450 per case in 2012 dollars or \$500,414 in 2014 dollars when adjusted using the consumer price index (CPI)" (Healing Foundation 2014 p.31).

If the commencement of a community art programs resulted in a reduction of 1 incarceration, the savings would equate to \$500,414 per centre per annum.

9.0 References

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Miller, C. C. & Cardinal, L. B. (1994), Strategic planning and firm performance: a synthesis of more than two decades of research, Academy of Management Journal 37(6), 1649–1665.

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For further details on this Economic Impact/ Cost Benefit Assessment please contact:

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12.4 COMMUNITY DEVELOPMENT BUSINESS

12.4.2 MENZIES HERITAGE PRECINCT PROJECT – FUNDING APPLICATION (2)

SUBMISSION TO:	Ordinary Council Meeting, 31 March 2016
LOCATION:	Not applicable
APPLICANT:	Shire of Menzies
FILE REF:	ADM135
DISCLOSURE OF INTEREST:	None
DATE:	21 March 2016
AUTHOR:	Pascoe Durtanovich, Acting CEO
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

- 12.4.2 Attachment #1 Application
- 12.4.2 Attachment #2 Project Management Plan
- 12.4.2 Attachment #3 Proposed Conservation Work
- 12.4.2 Attachment #4 Economic Impact and Cost Benefit Assessment

SUMMARY:

A funding application, for the restoration of the Old Post Office building, has been submitted under the Royalties for Regions Goldfields-Esperance Regional Grants Scheme.

This report seeks endorsement of the application.

BACKGROUND:

As indicated in the previous item, 12.4.1, Council through a number of Forums has progressed the Menzies Heritage Precinct Project. The project includes the restoration of a number of Heritage Buildings in the Menzies Townsite. This application seeks funding of \$300,000 towards the project, specifically for the restoration of the Old Post Office Building.

COMMENT:

The overall goal of this project is to create a Heritage Park within the town of Menzies to restore / preserve key heritage sites; develop compatible business units to be operated within key buildings and implement a range of interpretation. Successful completion of the project will both ensure continued, ongoing preservation as well as contribute significantly to the economic development of the town through both an increase in tourism and the flow on economic impact of the new business units operating from the facility.

CONSULTATION:

Consultation with Councillors and community members was undertaken via the Councillors Forum and a public meeting with the consultant.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Approximately \$300,000 is being applied for from Royalties for Regions. The Shire's contribution remains at \$200,000 towards the overall project.

STRATEGIC IMPLICATIONS:

Shire of Menzies Strategic Community Plan
- Sustainable Local Economy
Reference 14.1.7 Tourism Growth

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0964

Moved: Cr Mazza

Seconded: Cr Tucker

That the application for funding, under the Royalties for Regions Goldfields-Esperance Regional Grants Scheme, for the restoration of the Old Post Office building, be endorsed.

CARRIED 4/0



Royalties for Regions Goldfields-Esperance Regional Grants Scheme

2016 Application Form

Grants between \$50,001 and \$300,000

Applications that do not include the required information may not be competitive.

Applications must be received by the Goldfields-Esperance Development Commission
by:

4:30pm on Thursday 17 March 2016

Please read the 'Guidelines' to assist in completing this application and for details of the submission process.

This funding is for projects starting after 1 July 2016.

How to submit your application:

Post

Goldfields-Esperance Development Commission (GEDC)
PO Box 632
ESPERANCE WA 6450

Deliver

GEDC Leonora Office at: Leonora Shire, Tower Street
GEDC Esperance Office at: Suite26c Dutton Arcade, 91 Dempster St
GEDC Kalgoorlie Office at: Viskovich House, 377 Hannan Street

The GEDC does NOT accept late, emailed or faxed applications.

1. GENERAL PROJECT INFORMATION

Project title:	Menzies Heritage Precinct Project
Estimated start date: (must be after 1 July 2016)	1/08/2016
Estimated completion date:	1/05/2017
Funds requested from Regional Grants Scheme (excluding GST):	\$370,000
Total CASH component of project (must match information shown at 8.1)	\$1,096,000
Total IN-KIND contribution to project (must match information shown at 8.2)	\$0.00
Total Project Cost (CASH + IN-KIND) (must match information shown at 8.5)	\$1,096,000
Which Local Government area(s) will your project be delivered in?	Shire of Menzies

2. ORGANISATION DETAILS

Organisation name: Shire of Menzies

ABN: 70799264783

Is the organisation registered for GST? ☒ **YES** ☐ **NO**

Please attach a copy of relevant page from <http://abr.business.gov.au> supplying your incorporation status, correct ABN and GST status.

Authorising officer: Pascoe Durtanovich

Position title: Acting Chief Executive Officer

Contact person: Pascoe Durtanovich

Position title: Acting Chief Executive Officer

Postal address: P.O Box 4 Menzies WA 6436

Street address: Lot 124 Shenton Street Menzies WA 6436

Contact telephone: (08) 9024 2041

Contact mobile phone: 0409114509

Contact e-mail address: ceo@menzies.wa.gov.au

3. PROJECT DESCRIPTION

3.1 What do you aim to achieve with the funds provided

Describe the Project in non-technical terms. Explain what the Project plans to achieve. Explain what/if any innovation will be involved in delivering the Project. Provide sufficient evidence to adequately support the amount of Royalties for Regions Funding requested for these outputs. Please limit response to 200 words.

In an effort to drive economic development and growth in Menzies, the Shire is proposing to deliver an innovative and strategic project to present and interpret the whole town site as a 'Heritage Park'.

The purpose of the project is to refurbish a number of historic assets within the town. The preservation works combined with marketing and promotion will drive historic and cultural tourism.

The outputs for the project include:

- 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story;
- Refurbishment of the interiors of a number of historical buildings and the implementation of business development projects which will contribute to the economic development of the town and ensure the buildings are continually used;
- A centralised heritage centre display (collocated with other facilities) and manned by staff/ volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours;
- Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and
- Guided tours of the town and sites.

3.2 Describe the benefits and/or outcomes of the project

Outcomes refer to the intended impact that is expected as a result of undertaking the Project with Royalties for Regions funding.

Outcomes (What benefits will be gained from what you will do?)	Performance Measure (What are you measuring?)	Performance Measure method (How are you measuring it?)
<i>Example for a community event project (output)</i> <i>Outcome: increased visitor numbers.</i>	<i>Example: attendance registered at X event compared to previous years.</i>	<i>Example: record attendance at X event.</i>
<i>Example for a community kitchen upgrade (output)</i> <i>Outcome: reduce the waiting list for Meals on Wheels.</i>	<i>Example: increase in lunches prepared; decrease in numbers on waiting list.</i>	<i>Example: recorded lunches submitted weekly; waiting list reviewed monthly.</i>
Drive economic development through increased tourism and flow on economic impact of new business units operating from the refurbished facilities.	Increase in visitor numbers Increase in visitor spending Increase in business units operating Increase in business unit ongoing viability	Record visitors attending the Heritage precinct through local visitor information centres, business units, community centres such as the Aboriginal Art Centre. Record attendance of tours, activities and events. Compare current estimated visitor spending with estimated visitor spending in future years. Survey business units and community service providers. Record current number of business units operating in Menzies and undertake an annual comparison to assess growth rate
Preservation of key local historical assets	Increased life expectancy of the asset Decreased maintenance cost of the asset	Record the current life expectancy of the asset and compare it to the refurbished/repared facility Record maintenance requirements over time and compare with previous maintenance costs
Promotion of local historic and cultural aspects	Increased number of historic and/or cultural activities/innitiatives/events Increased number and response of promotional material	Record number of activities/innitiatives/events and compare on an annual basis. Record attendance of tours, activities and events.

Outcomes (What benefits will be gained from what you will do?)	Performance Measure (What are you measuring?)	Performance Measure method (How are you measuring it?)
	Implementation of interpretive plan and commencement of visitor interpretive interaction Visitor response to interpretive displays. Visitor response to historical and cultural activities/ initiatives/ events	Survey visitors, business units and community service providers.
Promoting and protecting Aboriginal culture	Increased number of visitors attending the Aboriginal Arts Centre Increased number of Aboriginal art sales Increased number and attendance at activities run by the Aboriginal Art Centre (exhibitions, tours, art programs, workshops)	Record: - Number of visitors that attend the Aboriginal Art Centre on a daily basis and compare the results on a monthly/annually basis - Number of art sales and compare the results on a monthly/annually basis - Number of attendance at exhibitions, workshops, tours and other activities at the Aboriginal Art Centre
Increased community pride and civic participation	Increased feeling of community pride by local residents Increased level of civic participation by local residents	Conduct surveys of local residents regarding their feeling of community pride and level of civic participation
Community cohesion and liveability	Increased feeling of community cohesion by local residents Increased feeling of community liveability by local residents	Conduct surveys of local residents regarding their feeling of community cohesion and liveability

4. STATEMENT OF NEED

4.1 Outline what identified need in the Goldfields-Esperance region your project is addressing. You may reference relevant industry and/or regional planning documents, statistics or other documentation which demonstrates the need for this project.

The Menzies Heritage Park Project is aligned to numerous State Government Plans and Strategies including the Goldfields Esperance Regional Investment Blueprint and Goldfields Esperance Strategic Development Plan. The project aligns to the broad objectives of these plans by;

1. Contributing to economic growth in the region
2. Addressing disadvantage and;
3. Increasing investment and building partnerships.

The extent to which the project contributes to economic growth in the region:

The total annual direct benefits associated with the implementation of this project is \$1,607,190 and \$72,000. The total annual indirect benefits associated with this project is \$60,015.

The combined economic benefit (direct and indirect) has been calculated at \$1,739,206.

To establish the economic benefits over a number of years, the net present value of the benefits have been further calculated over a 5, 10, 15 and 20 year time horizon using a 7% discount rate to reflect the weighted average cost of capital (WACC). The horizon analysis provides a range of benefits from \$2,186,370 in year 5 to \$3,103,666 in year 20.

The following methodology has been applied to arrive at the total economic benefit of the Menzies Heritage Precinct Project.

Economic growth is measured by establishing the Gross Domestic Product (GDP) over various time periods to determine if an economy is in expansion or contraction. Although GDP is generally measured on a national basis, small increases in expenditure locally contribute positively to GDP on a larger scale.

A key component in measuring GDP and therefore economic growth is government expenditure. All things remaining equal, an increase in government expenditure will have a positive impact on GDP and therefore economic growth.

The Heritage Park project proposed by the Shire of Menzies is a sound example of increased government expenditure that will contribute positively to the local economy, GDP and therefore an increase in economic growth.

The economic benefits of this project have been derived from 3 separate components being construction expenditure benefits, operating expenditure benefits and marginal social benefits.

From a capital expenditure perspective, any construction project has a positive economic benefit as a form of local expenditure. In this instance, the Shire of Menzies is proposing to refurbish a number of historic buildings at a total cost of \$951,000.

In addition to this construction benefit, the project will also result in additional operating expenditure and employment opportunities as staff are employed to work in the restored buildings providing tourist related services such as guided tours.

The Shire of Menzies currently spends \$575,755 per annum on visitor services. When the Heritage Park becomes operational, the operating expenditure is forecast to increase significantly, as more services are offered. The new level of expenditure is forecast to be \$623,755 per annum, an increase of \$48,000.

Both of the direct economic benefits outlined above form part of government expenditure which implies an economic multiplier.

For infrastructure projects, the construction benefit is multiplied by 1.69 and for operating expenditure, the benefit is multiplied by 1.50. The impact of the economic multiplier takes the construction benefit to \$1,609,190 and operating expenditure benefit to \$72,000 per annum.

In addition to the direct benefits that the project will deliver, the project will also create a range of indirect flow on economic benefits. A number of studies have been commissioned in

Australia that seek to quantify the economic value of tourism to places of cultural and heritage significance.

One such study completed by the University of Canberra, explored the economic value of tourism to places of cultural and heritage significance with reference to three towns with a mining heritage. Maldron, Burra and Charters Towers once boomed as a result of mineral wealth, which has long since run out. These towns all have well-preserved historic buildings that now attract tourists who are interested in experiencing part of Australia's historical development (University of Canberra 2000 p.4).

According to the Tourism Alliance Victoria, "measuring tourism's economic impact to a Local Government Area (LGA) requires the application of a suitable model that multiplies visitor numbers x visitor spending x regional multiplier" (Tourism Alliance Victoria 2005, p.1)

The Shire of Menzies currently attracts 3,200 visitors per annum. A 10% increase in tourist numbers suggests that after the implementation of the Heritage Park Project, the Shire of Menzies could achieve 3,520 visitors per annum.

The average expenditure per head of tourists travelling to Maldron, Burra and Charters Towers is \$99.76. If the Shire of Menzies increases tourist numbers by 10%, the additional tourism expenditure generated will be \$31,923 per annum.

As suggested by Tourism Alliance Victoria, multipliers are also applicable to tourism expenditure. In a report prepared by Tourism Research Australia, it was suggested that an appropriate tourism's output multiplier for 2011–12 is valued at 1.88, which means for every dollar tourism earns directly in the Australian economy, it value adds an additional 88 cents to other parts of the economy.

The extent to which the project addresses disadvantage in a region:

Like many small mining towns, Menzies boomed during the gold rush sustaining a population of approximately 10,000 people, thirteen hotels and two breweries. The gold rush lasted approximately 10 years and by 1905, the population of Menzies was less than 1,000.

In the years subsequent, the population of Menzies continues to decline. Today, 384 people reside permanently in this small goldfields town. The town's disadvantage is characterised by a declining population, limited job prospects and a high indigenous population.

The measurement of the Shire's disadvantage is undertaken by the Australian Bureau of Statistics (ABS) at each Census.

In the most recent Census, the most disadvantaged LGA in Western Australia was recorded as Halls Creek, followed by Ngaanyatjaraku, Menzies, Upper Gascoyne and Derby-West Kimberley.

The SEIFA score for Menzies confirms the disadvantage generally experienced by residents within this local government area. The most disadvantaged places in the state are generally remote indigenous communities.

In response to the disadvantage and in an effort to drive economic development within the region, the Shire of Menzies is seeking to refurbish and interpret the historical landmarks within the town. The capital works and increase in tourism expenditure will result in additional employment opportunities.

In addition to the direct employment benefits that the project will deliver, it is well documented that tourism revenue generates additional employment opportunities. Using data from a comprehensive study completed by the University of Canberra, it was established that tourism income generated 1 job per \$25,982.51 of aggregate expenditure in the historical and cultural tourism sector.

By applying a similar rate to the tourism growth predictions forecast for the Shire of Menzies, it can be conservatively estimated that the Heritage Precinct Project will generate 2.31 jobs based upon a tourism growth rate of 10%. If the Shire is able to increase tourism by 40%, 9.24 jobs will be created.

In addition to the direct benefits that the project will deliver, the Shire is also proposing to

locate various business units within the refurbished buildings. Work has commenced to establish an Indigenous Art Centre/Gallery in the Tea Rooms/ Butchers Shop.

Menzies has a high proportion of Indigenous residents, representing approximately 43.9% of the population. A number of studies have been commissioned that conclude that art centres and the associated cultural programs delivered in such facilities can improve indigenous health outcomes, increase social cohesion, help engage the community and reduce crime and incarceration rates.

The benefits of indigenous art centres are wide ranging. In addition to providing Indigenous artists with income, the programs delivered in art centres contribute towards social cohesion and community engagement, improved health outcomes and reduced incarceration rates.

“One of the most important benefits of an established Art Centre is that it provides a service for artists to produce high quality art and earn a steady income. The ability to be self-employed and earn an independent, non-welfare income has the potential to improve self-esteem and self-worth, thereby improving mental wellbeing and strengthening the community as a whole (Aboriginal Art Directory, 2008)”.

From a health perspective, studies have been commissioned into preventative health care and the impact that preventative strategies such as education, early intervention, and immunisation have on health care costs. Several authors have reported improved mental health, and even a reduction in self-harming behaviours, following participation in community arts programs.

Healthy residents are able to participate more fully in the community via employment, education and community service participation, therefore reducing disadvantage.

A number of studies have been also been commissioned internationally suggesting that art programs can reduce crime, anti-social behaviour and result in a reduction in reoffending.

If the implementation of a community art program resulted in a reduction of 1 incarceration per art centre population, the reductions in incarceration would equate to \$500,414 per centre per annum. Additionally, residents that are not incarcerated are able to participate more fully in the community via employment, education and community service participation.

The Heritage Precinct Project will reduce disadvantage in Menzies by creating additional employment opportunities and facilitating the provision of an Indigenous Art Centre/Gallery. The implementation of the art centre and the associated cultural programs delivered in such facilities can improve indigenous health outcomes, increase social cohesion, help engage the community and reduce crime and incarceration rates.

The extent to which the project increases investment and builds partnerships in the region:

The Menzies Heritage Precinct Project is capital works and interpretation project that will be undertaken by the Shire of Menzies in partnership with Menzies Aboriginal Corporation, Heritage Council of Western Australia, Council, Local Community Groups, Individual Community Members, Government Agencies (Locally based), Local Business and Non-Government Organisations (Locally based).

The Shire of Menzies is essentially the Project Sponsor, responsible for developing and delivering the project on time and with budgetary constraints. The Heritage Council is responsible for contributing towards and approving the capital works associated with the heritage listed assets.

The Menzies Aboriginal Corporation will play a key role into providing input into the Indigenous Art Gallery, appointing artists and ensuring the authenticity of the art works.

The Local Community Groups, Individual Community Members, Government Agencies (Locally based), Local Business and Non-Government Organisations (Locally based) have all been consulted in relation to the project. This consultation commenced with a stakeholder workshop held in Menzies and culminated with a community survey seeking feedback and involvement to determine the level of support from key stakeholders for the project.

In terms of funding, the total project budget is \$1,096,000. The Shire is contributing \$200,000, with the balance being requested from the Regional Grants Scheme (\$370,000) and National Stronger Regions Fund (\$526,000).

4.2 Explain the implications of funding not being provided.

If applicable, attach relevant sections of nominated documents.

If funding is not provided then the Shire of Menzies will continue to seek funds from relevant funding bodies. If funding sources are exhausted with no success then the Shire of Menzies will revisit the scope of works and the staged development required to implement this project.

It is likely that historic buildings would continue to deteriorate and be left vacant. This could result in further repairs required.

This project will be a driver for economic development through increased tourism opportunities as well as creating a flow on economic impact of the new business units operating from the refurbished facilities. Placing a hold on this project would stagnate this drive.

5. CATEGORY, SECTOR AND STRATEGIC OBJECTIVES

5.1 Which category of funding is most applicable to your project?

Please tick one box only.

- ☒ Infrastructure
- ☐ Services

5.2 Which sector of funding is most applicable to your project?

Please tick one box only.

- ☐ Agriculture
- ☐ Communications
- ☐ Culture
- ☐ Community
- ☒ Economic Development
- ☐ Environment
- ☐ Health
- ☐ Housing
- ☐ Mining
- ☐ Recreational
- ☐ Transport
- ☐ Utilities, Power & Water

5.3 Which Royalties for Regions Regional Grant Scheme objective is most applicable to your project?

Please tick one box only.

- ☒ Retain and build the benefits of regional communities.
- ☐ Support improved, relevant and accessible local services.
- ☐ Enable communities to deliver a sustainable economic and social future.
- ☐ Assist regional communities to prosper through increased employment, business and industry development opportunities.
- ☐ Increase capacity for local strategic planning and decision-making.

5.4 Describe how the Royalties for Regions Regional Grant Scheme objective selected in question 5.3 is most applicable to your project?

The Menzies Heritage Precinct Project is most applicable to the Royalties for Regions Regional Grants Scheme objective 'enable communities to deliver a sustainable economic and social future'.

This is primarily evident through the projects overall goal to create a Heritage Park within the town of Menzies. Successful completion of the project will ensure the continued ongoing preservation of key local assets as well as driving economic development in the town through both an increase in tourism and the flow on economic impact of the new business units operating from the refurbished facilities.

In addition, this project will:

- Strengthen economic benefits to the Menzies community through additional and viable business unit development, Aboriginal Art Centre operations and individual artists and increased tourism opportunities. This will assist in retaining both economic and social benefits within the community.
- Invest in economic growth initiatives that assist in creating a sustainable future for Menzies. These include marketing and promotions of:
 - Menzies as a tourist destination;
 - Historic interpretation of the town through displays and tours;
 - Aboriginal art work, whilst creating awareness of quality and authenticity of Aboriginal artwork and creating an on-flow effect of increasing artwork sales;
- Assist with the provision of Art Centre services in Menzies which would benefit on a socioeconomic platform. Art Centres can be viewed as community hubs for the residents of a town. It is where they go to participate in cultural, social and leisure activities;
- Promote Menzies as a historic and culturally unique experience. The services and products from the interpretive displays and activities connect historic and cultural value;
- Increase community pride and civic participation. This will be achieved through access to infrastructure and services that have value to local residents as well as increased volunteer, leadership and decision making opportunities; and
- Increase community cohesion and liveability. This will be achieved through participation in intergenerational activities and initiatives, providing a well presented town centre and increasing access to services and products.

5.5 Describe how your project aligns with relevant existing regional development strategic planning, including Goldfields-Esperance Regional Investment Blueprint.

The Menzies Heritage Precinct Project aligns to the following regional development strategic planning documents:

- Goldfields Esperance Regional Investment Blueprint; and
- Goldfields Esperance Strategic Development Plan.

The relevance that these documents have to the Menzies Heritage Precinct Project are linked with the following key outcomes of this project which include:

- Driving economic development through increased tourism and flow on economic impact of new business units operating from the refurbished facilities;
- Preservation of key local historical assets;
- Promotion of local historic and cultural aspects;
- Promoting and protecting Aboriginal culture;
- Increased community pride and civic participation; and
- Community cohesion and liveability.

Goldfields-Esperance Regional Investment Blueprint

The vision for the Goldfields-Esperance region, as outlined in the Blueprint, is *“in 2050 the Goldfields-Esperance region enjoys exceptional lifestyle opportunities and a prosperous, diverse economy built upon our skills, natural resources and rich cultural heritage”*.

The Goldfields-Esperance Regional Investment Blueprint identifies three regional priorities within its framework of which all directly align to the Menzies Heritage Precinct Project. These are:

Enhancing Regional Living

“Improving regional lifestyle and liveability is key to retaining and attracting population and workforce. With a growing population, employment in sectors that service the community will add to the economic value of the region. The Regional Priorities that focus on enhancing lifestyle include a range of strategies that build healthy, educated and inclusive communities, support skills development and employability, conserve our natural environment and improve services in regional centres to encourage people to ‘stay a while longer’.”

Enabling Infrastructure

“Infrastructure is critical to encourage business investment and community development. Expanding and improving infrastructure to move, transport and connect digitally, as well as providing new energy sources and accessible reliable utilities, are essential to underpin the growth of the economy in the region and to mitigate the impacts of distance and geography. It also allows for economic diversity in related industry sectors.”

Fostering An Innovative Economy

To foster an innovative economy, the region must build on its comparative advantages to develop, value-add and diversify a range of economic opportunities for growth. Focusing on investment, market development, creativity and innovation, the Regional Priorities aim to diversify the regional economy and support the creation and development of new industries and sectors with a number of strategies. To foster diversification requires significant upfront investment and intervention in people, regional centres and enabling infrastructure.

It is important to note that this project connects both business and community infrastructure to the local residents as well as visitors which will enhance economic development. One of the primary uses of the refurbished facilities include the provision of an Aboriginal Art Centre.

Featured within the Regional Blueprint is an example of the Warakurna Artists, and Art Centre that is also located within the Goldfields-Esperance region. It details that “Warakurna

opened an Art Centre Studio in March 2005 – a place for the expression of the people's rich cultural and artistic heritage and spirit. The Art Centre is owned and administered by Aboriginal people and provides support and services to artists living in and visiting Warakurna and the community of Wanarn. Warakurna Artists is an organisation enabling the community to gather to paint and share Tjukurrpa (traditional law and culture) and contemporary stories. The centre plays an important role in passing Aboriginal stories to young people and keeping traditional culture and bonds strong.

Warakurna Artists facilitates the production, distribution and sale of the artists' works. The paintings reflect each artist's unique style, stories and connection to country. Paintings are catalogued, with a photograph of the artwork, the story it conveys and information about the artist. The paintings are then sold through galleries and from the Warakurna Artists website with funds returned to the artists, the organisation and for social and cultural benefits."

The Blueprint states that "the value and contribution of Aboriginal art to the region cannot be underestimated."

The Blueprint details that "Aboriginal people across the region encounter a diversity of experience and participation depending on location, social and cultural circumstances and access to education, economic and employment opportunities... Aboriginal people in the region have played, and continue to play, an important role in a variety of social and economic spheres at a local, State and national level and many Aboriginal arts, cultural and tourism enterprises are gaining national and international acclaim".

The Blueprint also has a keen focus on accessibility of Aboriginal connectedness to country, detailing that "wide-ranging opportunities exist to develop healthy, happy and educated communities based around our Aboriginal people and living cultural practice as well as new economic opportunities based on tourism, art and cultural heritage expertise. The current success of cultural enterprises from across the region – from the art centres of the Ngaanyatjarra Lands to participation in the Regional Arts Summit in Kalgoorlie and bush tucker tours on the South Coast – marks just the beginning of growing our cultural heritage and creative industries and enabling greater social justice and capacity-building for the people of the region."

The project connects to cultural tourism as well as historical tourism which both features within the blueprint. It identifies that "leading tourism industry operators and experienced Western Australian intrastate, interstate and international travelers identify the most iconic holiday experiences available [relevant to this project] in Australia's Golden Outback region as being:

Historical discoveries – historical buildings, historic towns and sites, mining museums, mines and prospecting (key areas Kalgoorlie-Boulder, Coolgardie, Norseman, Menzies, Leonora and Laverton) offer opportunities to glimpse the past and experience self-drive or accompanied tours through ghost towns and remote destinations, try a hand at prospecting or gold panning, or explore pastoral and anthropological histories, or the famous woodlines.

Aboriginal experiences and cultural immersion – immersion in local Aboriginal lore, food and medicines dreamtime stories; arts and crafts galleries for viewing and purchasing Aboriginal art (key areas Kalgoorlie- Boulder, Northern Goldfields shires and Ngaanyatjarra Lands, but also the Shires of Dundas and Esperance) and cave paintings (key area the Ngaanyatjarra Lands) are ever popular and a truly unique experience."

Goldfields-Esperance Strategic Development Plan 2011-2021

The Strategic Development Plan details a vision of "a sustainable region of flourishing and resilient communities enjoying an improving quality of life founded on:

- A diverse and robust economy that fosters enduring business development and personal prosperity (economic);
- Equitable, regionally focused social conditions, services and amenities (social);

- A natural environment protected and preserved for its intrinsic value and for its foundation role in economic and social advancement (environment); and
- Contemporary governance conditions that promote regional development opportunities and accommodate regional circumstances (governance)".

This plan details that to address the region's needs, it focusses on infrastructure, retaining its people, workforce, housing, health, education and renewable energy. The critical aspirations for the region are:

- Effective and efficient infrastructure to meet regional demand;
- A quality of life that attracts and retains people in the region;
- Development of renewable energy sources for the future; and
- Regional decisions to address regional challenges.

The strategies of the Goldfields-Esperance Strategic Development Plan that potentially align with the Menzies Heritage Precinct Project are listed in the table below:

Aspirational Area	Strategy #	Strategy	Action
Economic Aspiration 2: Attraction and retention of the required workforce	2.3	Actively promote the region as a diverse and vibrant work environment	Support the development of social infrastructure in towns and communities. <i>Regional Priority Projects:</i> Sub-regional priority – Laverton – Menzies – Esperance
	2.4	Increase Indigenous employment and participation in economic activities	
Economic Aspiration 3: Resilient mining and support industries, based on regional advantage	3.2	Support economic development agencies and initiatives	Support economic development agencies and initiatives <i>Regional Priority Projects:</i> Sub-regional priority – Coolgardie – Menzies
Economic Aspiration 4: Sustainable rural industries supporting the region	4.1	Increase the diversity of production	
Economic Aspiration 5: A unique tourism destination	5.2	Support sustainable tourism.	Develop regional facilities to enhance tourism
Social Aspiration 1: A quality of life that attracts and retains people in the region	1.1	Promote and develop the positive lifestyle of the region	Market the liveability of the region Support unique and transforming cultural and

			art experiences
	1.2	Enhance existing services and establish new facilities	Support existing facilities Support the development of new regional facilities Support the preservation of heritage
	1.3	Ensure all satellite towns in the region have attained an acceptable level of amenity, aesthetics, service delivery and support infrastructure	<i>Regional Priority Projects:</i> Sub-regional priorities – Kalgoorlie-Boulder – Laverton – Menzies – Ravensthorpe
Social Aspiration 5: Strong Aboriginal communities	5.1	Support sustainable Aboriginal communities	Support economic development to address infrastructure and social needs in Aboriginal communities

The Menzies Heritage Precinct Project aligns with a sub-regional priority project for the Shire of Menzies detailed in appendix 2 of the Strategic Development Plan. The project is identified as **Town Centre Revitalisation - Menzies Main Street Development Project**.

6. PARTNERSHIPS AND LOCAL DECISION MAKING

6.1 Provide evidence of partnerships and other support for your project by listing letters of support or equivalent documents from your project partners, local government and/or other organisations.

Please attach the letters of support which are up to date and relevant to current project.

The Shire of Menzies as the Local Government Authority has provided a letter of support aligning confirmation of financial contribution to the project (attachment 5).

6.2 Describe how you have involved your local government/s, the local community or others in planning and decision making for your project.

The Local Community Groups, Individual Community Members, Government Agencies (Locally based), Local Business and Non-Government Organisations (Locally based) have all been consulted in relation to the project.

This consultation commenced with a stakeholder workshop held in Menzies and culminated with a community survey seeking feedback and involvement to determine the level of support from key stakeholders for the project.

Project stakeholders have been identified as:

Stakeholder	Project Role/ Involvement
Council	Project sponsor
Project Management Team	Responsible for overall management of the project
Regulatory Government Agencies	Responsible for standards advice and compliance (Regulation)
Project Management Consultant	Technical assistance and executive assistance as required relating to project management
Project Architect	Design, documentation and project management for defined aspects
Specialist Consultants	Design, specification, documentation and technical advice
Project Reference group	Conduit to the Project Management group for community and stakeholder consultation at key stages
Local Community Groups	Provide input at key stages
Individual Community Members	Provide input at key stages
Government Agencies (Locally Based)	Provide input at key stages
Local Business	Provide input at key stages
Non-Government Organisations (Locally based)	Provide input at key stages

7. PROJECT PLANNING AND MANAGEMENT

7.1 To enable a grant agreement to be developed, your project must be ready for implementation by 1 July 2016.

Will your project be ready by then?

☒ YES

☐ NO

7.2 Describe the current status of the project and the action you have taken to progress it to demonstrate that detailed project planning has been completed.

If applicable, attach copies of documents which demonstrate the approvals (e.g. planning and environmental approvals, land assembly). If applicable, attach any relevant project planning documents, including feasibility studies, business and marketing plans, impact studies, and research documents.

A full Project Management Plan (attachment 2) and Cost Benefit Analysis (attachment 3) has been prepared to ensure that the project is delivered on time and on budget. A full risk analysis has been completed as part of the project management plan to ensure that risks are identified, treated and mitigated.

In terms of timeframes, the Project Management Plan has identified a project completion date of 1 May 2017. At this point, the refurbishment and interpretation will be complete and the business units will be ready for commencement. The Shire's planning reinforces that the project will be ready to commence by 1st July 2016, pending success of funding.

In terms of approvals, the Shire will be responsible for issuing approvals from both a planning and building perspective. Although a majority of the work is cosmetic, some extensions are proposed and the project will therefore require a formal Planning Scheme Consent and Building Licence. Approval from the Heritage Council will be required for the works to be completed on the heritage listed assets.

The Architect appointed to manage the capital works has heritage experience and has liaised with the Heritage Council at each stage of the project's development to ensure that the proposed works meet the intent and requirements of the applicable conservation and management plans.

The Shire of Menzies is a well-established Local Government Authority with a sound track record of managing capital works projects. This includes a large capital works program each year comprising road construction and maintenance, building construction and maintenance. The Shire has the resources and capacity to deliver the proposed works on time and on budget.

A proposed scope of works has also been prepared by H+H Architects (attachment 4). It is identified that the following approvals are still required:

1. Planning scheme consent
2. Building licence
3. Approval from Heritage Council

It is expected that the project will be ready to proceed by 1st July 2016.

7.3 For complex projects applicants may wish to attach a separate project timeline (eg. Gantt Chart)

Is a separate timeline attached? ☒ YES ☐ NO

If no, provide details of the proposed timeline for your project.

TASK	START DATE	FINISH DATE	RESPONSIBLE ENTITY
Please see the attached Project Management Plan (attachment 2), page 23.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation
Click here to enter text.	Start date	Finish date.	Organisation

7.4 Who will manage the project and what qualifications, skills and experience do

they have?

Please limit to 200 words and no attachments.

The following table details the project management team and their qualifications, skills and experience:

Name	Job Role	Project Role	Relevant Qualifications	Relevant Experience
Pascoe Durtanovich	Acting CEO, Shire of Menzies	Project Manager Lead and oversee all aspects of project delivery. Ultimate responsibility for achievement of project deliverables and measurable indicators. Has authority to issue variation. All external and internal project roles report to the Project Manager.		Pascoe has over thirty five years' experience in senior local government positions and has project managed a number of projects including the construction of administration and recreation centres, skate parks, child care centres, town hall refurbishments and the planning associated with the Wiluna Heritage Centre.
Julie De Jong	Director, H+H Architects Albany	Project Architect Design, documentation and project management for defined aspects	Registered Architect #2285	Julie enjoys all aspects of architectural practice and has a strong focus on successful project delivery. She works on a range of residential, commercial, government and community projects, combining her interest in sustainable design principles with

				practical design solutions. Julie also brings to the practice specialist heritage planning and conservation knowledge.
Mark Weller	Executive Associate, Core Business Australia	Project Management Technical Assistance and Executive Support (as required)	Master of Business Administration	Project manager, team member or technical advice for a number of similar size and type of projects in the Great Southern Region of WA. Remote and regional WA experience.
Leanne Downie	Executive Assistant, Shire of Menzies	Project Documentation and Administration Responsible for record keeping		

7.5 Explain how your organisation will ensure the project is managed responsibly.

Please describe the governance processes associated with the Project.

The Project Manager is charged with delivering the defined project outputs. The Project Manager is responsible for organising the project into one or more sub-projects, managing the day-to-day aspects of the project, updating the Project Management Plan(s), resolving planning and implementation issues, and monitoring progress and budget. The prime roles of the Project Manager are to:

- Maintain the Project Management Plan.
- Manage and monitor the project activity through detailed plans and schedules.
- Manage (client/provider/stakeholder) expectations through formal specification and agreement of goals, objectives, scope, outputs, resources required, budget, schedule, project structure, roles and responsibilities.
- Generate project risk assessment procedures and continually assess and mitigate any potential or identified risks to the project.
- Put in place issue reporting structures and implement change control processes and configuration management.
- Undertake the day to day management of the project, having responsibility for any on-going operational issues and the reporting to the Council on the progress and achievements of the project.

The project will be managed by The Shire of Menzies Acting Chief Executive Officer, Pascoe Durtanovich. The Project Sponsor will be The Shire of Menzies Council.

The Shire of Menzies is a Local Government Authority established under the Local Government Act 1995. Menzies was proclaimed a Municipality on the 20 December 1895 and the first Council was elected on 20 January 1896.

The Shire of Menzies is in a sound financial position substantiated by the 15 year Financial Management Plan prepared by UHY Haines Norton (WA) Pty Ltd Chartered Accountants. The plan provides a series of financial ratios over the 15 year time horizon in relation to liquidity, asset coverage, debt to equity and revenue coverage.

The 15 year financial plan reinforces the Shire's viability and sustainability until 2028/29.

The Shire of Menzies is a well-established Local Government Authority with a sound track record of managing capital works projects. This includes a large capital works program each year comprising road construction and maintenance, building construction and maintenance. The Shire has the resources and capacity to deliver the proposed works on time and on budget.

A Project Management Plan is available for the project. This plan is included as **Attachment 2: Menzies Heritage Precinct Project Management Plan**. The project will be managed in accordance with this 'Project Management Plan'.

Whilst external contractor supervision will be performed on site as part of the refurbishment contract, all aspects of implementation of the project will be overseen by the Acting CEO and Executive Team. The CEO and the Executive Team are experienced in meeting legislative and governance requirements on a daily basis and will ensure full project compliance.

Council will act as the independent body that the CEO, as Project Manager, will report to. This allows for independent project oversight and will provide guidance or assistance where required.

All procurement will be completed in accordance with the following policies:

- Shire of Menzies Purchasing Policy; and
- Local government Act 1995 and subsidiary legislation relating to procurement.

The Project Management Plan also outlines a comprehensive communication plan to ensure key stakeholders are informed on progress at relevant times throughout implementation (attachment 2: Project Management Plan, page 26-28).

7.6 Provide details of the project's ongoing and maintenance costs and how they will be funded.

If applicable, attach documents relevant to the ongoing funding and maintenance costs

In terms of project's viability both during and beyond the construction phase, reassurance is contained within the Shire's 15 year Financial Management Plan.

A financial analysis completed by the Shire of Menzies recognises that the Shire currently spends \$575,755 on area promotion and tourism. Operationally, when this project comes to fruition, the operating expenses will increase as a result of additional staffing requirements and maintenance to the refurbished facilities. This will result in an increase in operating expenditure of \$48,000 per annum.

The increase in operating expenditure is addressed initially in the 2015/16 Statutory Budget, whereby allocations have been made to address this increase in tourism expenditure. Beyond this financial year, reassurance is contained within the Shire's Long Range Financial Management Plan. This plan indicates that in 2015/16 the Shire has allocated \$1,177,460 against economic services which includes tourism and area promotion. This allocation

consistently increases each year to \$1,710,235 in 2028/29 reflecting a continuing focus on tourism and area promotion and adequately allowing for this increase in operating expenditure.

In terms of an impact from both a construction and operating perspective, the Long Range Financial Management Plan provides a series of financial ratios over a 15 year time horizon (2014/15 – 2028/29) in relation to liquidity, asset coverage, debt to equity and revenue coverage.

The ratios contained within the Long Range Financial Management Plan reinforce the Shire's viability and sustainability until 2028/29. The introduction of upgraded assets and an increase in operating expenditure, does not impact adversely on the Shire's ratios, therefore reinforcing that the Shire has the capacity to successfully implement this project.

Additionally, the operating expenses will be shared with the Menzies Aboriginal Corporation. The Shire of Menzies will be responsible for maintenance of the Tea Rooms/ Butchers Shop (Building 5 of precinct diagram);

The Menzies Aboriginal Corporation will be responsible for maintenance of the Old Pioneer Store (Building 8);

All works will be in accordance with relevant heritage/ conservation plans/ direction for suitably qualified heritage architects.

A full operational management plan and asset management plan will be developed for the facilities on confirmation of funding.

7.7 Provide a risk analysis for your project.

Identify the risks associated with the Project and include issues that may prevent the Project progressing (such as other funding sources not being secured), or that may hinder the achievement of the stated Project outcome(s) and deliverables. Consider and explain the risk mitigation strategies which will minimise the effects of each stated risk. The focus of this section should cover the full lifecycle of the project and "post" funding risks such as operation and maintenance. Please address if the Project will result in unfair competition to existing industry and/or business?

The following template is provided as a guide to completing your risk analysis.

Risk Probability Table

Low	Unlikely to occur during the project period and with little impact on the project
Medium	Possibility of occurrence and with some impact on the project
High	Very likely to occur during the project period and potentially impacting heavily

RISK DESCRIPTION	RISK PROBABILITY (LOW, MEDIUM, HIGH)	ACTION MANAGER	CONTAINMENT STRATEGY
A complete risk management plan can be found on pages 31-33 of the Project Management Plan (attachment 2)	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.

7.8 Has your organisation recently received program and/or grant funding from other organisations?

☒ **YES**

☐ **NO**

If yes, please provide details of this funding.

YEAR	PROJECT	AMOUNT (\$)	ORGANISATION FUNDING RECEIVED FROM	CONTACT TELEPHONE NUMBER
2016	Menzies Youth Centre	\$206,000	Lotterywest	(08)93405365
Year	Project	\$00.00	Funding source	Phone number
Year	Project	\$00.00	Funding source	Phone number
Year	Project	\$00.00	Funding source	Phone number
Year	Project	\$00.00	Funding source	Phone number

Note – By submitting this application form the applicant authorises the Goldfields-Esperance Development Commission to contact any party in relation to this application and the applicant.

8. TOTAL PROJECT BUDGET AND LEVERAGED FUNDS

Preference will be given to projects that can demonstrate a high level of financial commitment to the project through sourcing other project funding and/or a direct financial contribution.

8.1 Details of project items to be funded through **CASH** contributions

Please attach quotes for all budget line items to justify funding requests wherever possible. If funding has been approved from other sources, please attach written evidence of funding contributions. Please consider promotional aspects (eg. signage) of your project and include budget allocations, where relevant.

PROJECT ITEMS	FUNDS REQUESTED FROM THE GEDC \$ (EX GST)	OWN ORGANISATION \$ (EX GST)	OTHER SOURCE/S \$ (EX GST)	NAME OF OTHER FUNDING SOURCE/S	OTHER FUNDING STATUS: APPROVED OR REQUESTED	DATE DECISION EXPECTED ON REQUESTED FUNDS	TOTAL \$ (EX GST)	QUOTE ATTACHED
Project development	\$00.00	\$30,000	\$00.00	2015/16 Budget	APPROVED	14/03/2016	\$30,000	☐
Community engagement	\$00.00	\$5,000	\$00.00	2015/16 Budget	APPROVED	14/03/2016	\$5,000	☐
Restoration works	\$300,000	\$55,000	\$596,000	Stronger Regions (\$ 526,000), Lotterywest (\$ 70,000) and 2015/16 Budget (\$ 55,000)	REQUESTED	01/06/2016	\$951,000	☒
Interpretation	\$00.00	\$80,000	\$00.00	2015/16 Budget	APPROVED	14/03/2016	\$80,000	☒
Implement of business units including audit and signage	\$00.00	\$30,000	\$00.00	2015/16 Budget	APPROVED	14/03/2016	\$30,000	☐
TOTAL	\$ 300,000	\$ 200,000	\$ 596,000				\$ 1,096,000	

8.2 Details of project items to be funded through **IN-KIND** contributions

PROJECT ITEMS	OWN ORGANISATION \$ COST (EX GST)	OTHER SOURCE/S \$ COST (EX GST)	NAME OF OTHER IN-KIND SOURCE	TOTAL \$ COST (EX GST)
Project items.	\$00.00	\$00.00	In-kind source.	\$00.00
Project items.	\$00.00	\$00.00	In-kind source.	\$00.00
Project items.	\$00.00	\$00.00	In-kind source.	\$00.00
Project items.	\$00.00	\$00.00	In-kind source.	\$00.00
Project items.	\$00.00	\$00.00	In-kind source.	\$00.00
Project items.	\$00.00	\$00.00	In-kind source.	\$00.00
Project items.	\$00.00	\$00.00	In-kind source.	\$00.00

8.3 Provide details of how all in-kind contributions have been calculated.

N/A

8.4 Please indicate if you are requesting 2016 Regional Grants Scheme funds from other Regional Development Commissions for this project.

Tick multiple boxes if required.

FUNDS REQUESTED	REGIONAL DEVELOPMENT COMMISSION	AMOUNT REQUESTED (\$)
☐	Kimberley Development Commission	\$00.00
☐	Pilbara Development Commission	\$00.00
☐	Gascoyne Development Commission	\$00.00
☐	Mid West Development Commission	\$00.00
☐	Wheatbelt Development Commission	\$00.00
☐	Goldfields-Esperance Development Commission	\$00.00
☐	Peel Development Commission	\$00.00
☐	South West Development Commission	\$00.00
☐	Great Southern Development Commission	\$00.00

8.5 Please total the project cost (excluding GST)

Total value of project (excluding GST) CASH 8.1 + IN-KIND 8.2	\$ 1,096,000
---	--------------

This information must match the total project cost stated on page 2

8.6 Audit

Audit costs must be included in the budget.

Auditor means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and who is independent from the Grantee.

The name of the organisation completing the financial audit for this project is
Butler Settineri

9. APPLICATION CHECKLIST

By submitting this application, I acknowledge:

- ☒ The Goldfields-Esperance Development Commission does not accept late, emailed or faxed applications.
- ☒ Information provided in this application is to the best of my knowledge, accurate and complete.
- ☒ Four copies of the application (one original and three copies) must be submitted.
- ☒ This application is not bound, but clipped together using a paper or bulldog clip or similar.
- ☒ This application is authorised by my organisation and includes the relevant CEO/Chair signature.
- ☒ Audit costs are included in the budget and the nominated auditor is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and is independent from the Grantee.
- ☒ Promotional aspects (eg. signage) of this project have been considered and budget allocations included where relevant.
- ☒ I have read the Guidelines and acknowledge the eligibility criteria for funding.
- ☒ The Goldfields-Esperance Development Commission may request additional information from applicants.
- ☒ The Goldfields-Esperance Development Commission is authorised to contact any persons or organisations in the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- ☒ The Goldfields-Esperance Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.
- ☒ This application includes all *required* attachments:
- ☒ Copy of relevant page from <http://abr.business.gov.au> supplying your incorporation status, correct ABN and GST status.
- ☒ Copy of your organisation's annual financial statement for the recent financial year.
- ☒ Letters of support which are up to date, signed by the duly authorised officer and relevant to current project.
- ☒ Quotes for all budget line items to justify funding request.
- ☒ Written evidence of funding contributions from other sources.
- ☒ Contacted the Goldfields-Esperance Development Commission staff to discuss project prior to submitting application.

10. DECLARATION

The declaration is to be signed by the Chief Executive Officer/Chairperson or equivalent.

I **Pascoe Durtanovich**
NAME

Acting Chief Executive Officer
TITLE

of **Shire of Menzies**
ORGANISATION

do hereby declare that all the information supplied in this application form for Royalties for Regions funding is, to the best of my knowledge, accurate and complete; that I have read and accept the requirements of the *Guidelines*, and that the Goldfields-Esperance Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

SIGNATURE
YEAR

this _____ day of _____ 201____
DAY **MONTH**



core business
AUSTRALIA

Shire of Menzies

Menzies Heritage Precinct Project

Project Management Plan





Shire of Menzies – Project Management Plan

DOCUMENT CONTROL

DOCUMENT CONTROL	
Core Business Australia Pty Ltd PO Box 797 BUSSELTON WA 6280 Office: +61 8 9754 1117 Mobile: +61 418 931 067 Email: bruce@corebusiness.net.au Web: corebusiness.net.au	Document: Menzies Heritage Precinct Project Management Plan Client: Shire of Menzies
	Project Manager: Mark Weller Author: Mark Weller/ Bill Parker Date: March 25 2016
	Synopsis: This plan summarises the Shires current identified knowledge relating to the delivery of the Menzies Heritage Precinct Project. The plan identifies the methodology to be undertaken to successfully achieve the projects goals and contains the following information: • Project information and deliverables; • Tasks and timeframes; • Key stakeholders and communication; • Budget; • Risk Management Plan; • Procurement Management; and • Approvals.

CONSULTANTS DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Reference
Version 1	March 3 2016	Mark Weller for review and feedback	413 Menzies Heritage Precinct Project Management Plan (V1)
Version 2	March 13 2016	Shire of Menzies	413 Menzies Heritage Precinct Project Management Plan (V2)

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Shire of Menzies



Menzies Heritage Precinct Project Project Management Plan



Shire of Menzies – Project Management Plan

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1.0 Executive Summary

SECTION 1.0 PROJECT INFORMATION AND DELIVERABLES	
Project Location:	Menzies, WA
Project Background:	The Town of Menzies is a mining and pastoral town in the Eastern Goldfields, 730 kilometres East of Perth, about an 8 hour drive via Kalgoorlie. The Shire of Menzies covers approximately 125,000 km² with a total population of 384. Like many towns in Western Australia, Menzies was born in and boomed during the gold rush days of the 1890s. Then, following the pattern which has become typical of many gold mining towns, the limit of available resources was reached, the people drifted away and the area declined. Despite these changing fortunes, Menzies continued to survive. Menzies features a significant number of places of historical interest and is a picturesque stopover for tourists traveling within and through the Goldfields region. In an effort to drive economic development and growth in Menzies, the Shire is proposing to deliver an innovative and strategic project to present and interpret the whole town site as a 'Heritage Park'. The 'Heritage Park' Project will feature: • 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story; • The refurbishment of the interiors of a number of historical buildings and the implementation of business development projects which will contribute to the economic development of the town and ensure the buildings are fully utilised; • A centralised heritage centre display (collocated with other facilities) and manned by staff/ volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours; • Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and • Guided tours of the town and sites. This project will be delivered in several stages including: Stage 1: • Stage 1a: Stage 1 initial project development and funding; • Stage 1b: Preservation/ restoration of the following sites: □ Old Post Office (Site 2); □ Tea Rooms/ Butchers Shop (Site 5); □ Old Pioneer Store (Site 8). • Stage 1c: Presentation of initial interpretation including:



Shire of Menzies – Project Management Plan

	☐ Static interpretive displays at the Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and ☐ Preparation and dissemination of interpretation/ marketing materials. • Stage 1d: Development of and operation of business units within the following buildings: ☐ Tea Rooms/ Butchers Shop (Building 5); and ☐ Old Pioneer Store (Building 8). Stage 2: • Stage 2a: Stage 2 initial project development and funding; • Stage 2b: Preservation/ restoration of the following sites: ☐ Town Hall (Site 1); ☐ Station Masters House (Site 9); ☐ Railway Cottages (Site 10); and ☐ Old Railway Station (Site 11). • Stage 2c: Presentation of interpretation including: ☐ A centralised heritage centre display (collocated with other facilities) and manned by staff/ volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours; ☐ Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and ☐ Guided tours of the town and sites. • Stage 2d: Development of and the operation of business units within the following buildings: ☐ Old Post office (Site 2); ☐ Station Masters House (Site 9); ☐ Railway Cottages (Site 10); and ☐ Old Railway Station (Site 11).
Overall Goal:	• To create a Heritage Park within the Town of Menzies to restore/ preserve key heritage sites; • To develop compatible business units to be operated within key buildings and implement a range of interpretation. Successful completion of the project will ensure the continued preservation of historic buildings as well as contribute significantly to the economic development of the town through both an increase in tourism and the flow on economic impact of the new business units operating from the facilities.
Main Deliverables:	Stage 1 Deliverables: <u>Deliverable 1a (i):</u> A Specification and Budget/ Costing for capital works to be completed (In accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites: ☐ Old Post Office (Site 2); ☐ Tea Rooms/ Butchers Shop (Site 5); ☐ Old Pioneer Store (Site 8).



Shire of Menzies – Project Management Plan

Deliverable 1a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 1;

Deliverable 1a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 1;

Deliverable 1a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 1a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings including the relevant management models:

- ☐ Tea Rooms/ Butchers Shop (Building 5); and
- ☐ Old Pioneer Store (Building 8);

Deliverable 1b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Old Post Office (Site 2);
- ☐ Tea Rooms/ Butchers Shop (Site 5);
- ☐ Old Pioneer Store (Site 8).

Deliverable 1c (i): Develop an interpretation plan for all interpretation to be implemented as part of stages 1 and 2 of the project including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1c (ii): Design, develop, install and implement stage 1 interpretation including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1d (i): Develop full business/ management plans for stage 1 business units within the following sites;

- ☐ Tea Rooms/ Butchers Shop (Building 5); and
- ☐ Old Pioneer Store (Building 8).

Deliverable 1d (ii): Implementation of stage 1 interpretation:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality).

Stage 2 Deliverables:



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Deliverable 2a (i): A Specification and Budget/ Costing for capital works to be completed (In accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites:

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 2;

Deliverable 2a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 2;

Deliverable 2a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 2a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings, including the relevant management models:

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2c (i): Design, develop, install and implement stage 2 interpretation including:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality);

Deliverable 2d (i): Develop full business/ management plans for stage 2 business units within the following sites;

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).



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	<u>Deliverable 2d (ii)</u>: Implementation of stage 2 business units within the following sites: ☐ Old Post office (Site 2); ☐ Station Masters House (Site 9); ☐ Railway Cottages (Site 10); and ☐ Old Railway Station (Site 11).
Measurable Indicators:	The project is delivered to quality and safety standards, on-time, on-budget and to scope.
Exclusions:	The Heritage Park concept is intended to be delivered through restoration/preservation, promotion and presentation of a number of historic sites within the town. Other elements within the town (i.e. non-historic buildings) will remain in their normally presented state and day to day functioning of the town will be occur as normal (i.e. the project will not transform the whole town and occupants into a full period setting).
Constraints:	All elements of the project will be completed in accordance with: • Relevant legislation and regulations; and • Relevant and applicable conservation documentation.

SECTION 2.0 TASKS AND TIMEFRAME OVERVIEW			
Main Tasks and Timeframes:	Stage 1	Proposed Start	Proposed Finish
	Project development: Develop specifications for works; Project Management Plan; Business Case; Cost Benefit Analysis; Funding application and associated documents.	11/01/2015	10/03/2016
	Conduct community engagement and develop outline plans for business development opportunities to be implemented in stage 1, including identification of the relevant management models.	11/01/2016	10/03/2016
	Receive notification of funding success (all funding)	10/03/2016	01/08/2016
	Advertise and award tenders and complete nominated preservation/ restoration works	01/08/2016	01/05/2017
	Develop interpretation plan	01/08/2016	01/11/2016
	Design, develop, install and implement stage 1 interpretation	01/11/2016	01/05/2017
	Develop full business/ management plans for stage 1 business units	01/08/2016	01/11/2016
	Implementation of stage 1 business units	01/11/2016	01/05/2017
	Stage 2: (To be identified in future version)	TBA	TBA



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SECTION 3.0 KEY STAKEHOLDERS AND COMMUNICATION			
Stakeholders:	Key stakeholders include: Shire of Menzies, Menzies Aboriginal Corporation, Heritage Council of Western Australia, Funding Providers, Council, Project Management Team, Regulatory Government Agencies, Project Consultants, Project Reference Group, Local Community Groups, Individual Community Members, Government Agencies (Locally based), Local Business and Non-Government Organisations (Locally based).		
Communication Plan:	All communication relating to the project will be the responsibility of the Shire of Menzies. A communication plan will be developed as part of the Project Management Plan.		
Project Team Members:	Who?	Role?	Main Responsibilities?
	Pascoe Durtanovich	Project Manager	Lead and oversee all aspects of project delivery. Ultimate responsibility for achievement of project deliverables and measurable indicators. Has authority to issue variations. All external and internal project roles report to the Project Manager.
	Julie De Jong (Project Architect), Mark Weller (Consultant)	Project Management Technical Assistance and Executive Support	Project management technical assistance and executive support as required
	Leanne Downie	Project Documentation and Administration	Responsible for record keeping

SECTION 4.0 BUDGET		
Budget:	Project Items	Cost
	Project development: Develop specifications for works; Project Management Plan; Business Case; Cost Benefit Analysis; Funding application and associated documents.	\$30,000
	Conduct community engagement and develop outline plans business development opportunities to be implemented in stage 1, including identification of the relevant management models.	\$5,000
	Complete nominated preservation/ restoration works	\$951,000



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	Develop interpretation plan	\$30,000
	Design, develop, install and implement stage 1 interpretation	\$50,000
	Develop full business/ management plans for stage 1 business units	\$20,000
	Implementation of stage 1 business units	\$10,000
	Total (excluding GST)	\$1,096,000

SECTION 5.0 RISK MANAGEMENT			
RISK	RISK RATING	CONTROL	POST CONTROL RATING
Pre-event and Event risks			
Project design does not meet expectations/ requirements/ standards	B 3 – High	- Engage suitably qualified expert assistance during project development phase; - Ensure appropriate stakeholder engagement, documentation and review of project scoping/ project development documents; - Ensure facilitated review of project development documentation by councillors and staff.	D 2 - Low
Funding not achieved	B 3 – High	- Ensure project design and funding applications meet all requirements of funding providers; - Engage suitably qualified assistance for preparation of grant documents.	D 2 - Low
Project not delivered on time, on budget or to quality expectations	B 4 – Extreme	- Project will be managed in accordance with the Project Management Plan and budget; - Engage a suitably qualified external or internal personnel to undertake project management or provide on demand advice to the Shires appointed Project Manager.	D 2 - Low
Adverse PR due to interruption to Community during construction period	B 3 – High	- Implement an appropriate communication plan. - Ensure that the community is informed of the project benefits and aware of the implications/interruptions;	D 2 - Low



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		• Manage expectations of project stakeholders.	
Final interpretation design does not meet expectations/ requirements	C 4 – Extreme	• Facilitated review of Interpretive Plan by Councillors and staff; • Engage suitably qualified assistance with RFQ/ Tender documentation for engagement of interpretive design team; • Engage a suitably qualified and experienced interpretive design team;	D 2 - Low
Business units are not delivered effectively or sustainable to meet outcomes proposed within project development documentation	C 4 – Extreme	• Project development phase involves community engagement and identification of key stakeholders who will guide proposed business units. • Full business/ management plans are developed prior to initiation of stage 1 business units	D 2 - Low

APPROVALS			
SIGNED (PROJECT MANAGER):		DATE:	
SIGNED (PROJECT SPONSOR):		DATE:	

Table 1: Project Summary

2.0 Project Information and Deliverables

2.1 Introduction

This plan summarises the Shires current identified knowledge relating to the delivery of the Menzies Heritage Precinct Project and identifies the methodology to be undertaken to successfully achieve the projects goals. Given the size and complexity of the task at hand, the project has been divided into two distinct stages. This plan relates to Stage 1.

2.2 Project Location

The Town of Menzies is a mining and pastoral town in the Eastern Goldfields, 730 kilometres east of Perth, about an 8 hour drive via Kalgoorlie. The Shire of Menzies covers approximately 125,000 km² with a total population of 384.

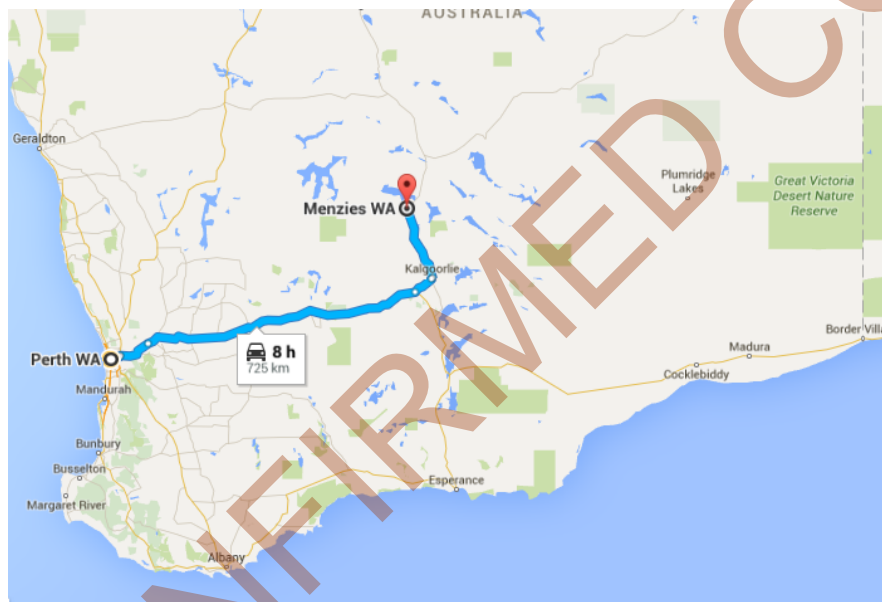


Figure 1: Location of Menzies in relation to Perth, Western Australia (source: Google Maps)

2.3 Background

Like many small mining towns, Menzies boomed during the gold rush sustaining a population of approximately 10,000 people, thirteen hotels and two breweries. The gold rush lasted approximately 10 years and by 1905, the population of Menzies was less than 1,000. Today, 384 people reside permanently in this small goldfields town.

Due to the rich mining history, Menzies features a number of places of historical interest and is a picturesque stopover for tourists traveling within and through the Goldfields region.

In an effort to drive economic development within the region, the Shire of Menzies is seeking to refurbish and interpret the historical landmarks within the town.

2.4 Overall Goal



Shire of Menzies – Project Management Plan

The overall goal of the project is to create a Heritage Park within the town of Menzies. Successful completion of the project will ensure the continued ongoing preservation of key local assets as well as driving economic development in the town through both an increase in tourism and the flow on economic impact of the new business units operating from the refurbished facilities.

2.5 Project Purpose

The Purpose of the project is to refurbish a number of historic assets within the town. The preservation works combined with marketing and promotion will drive historic and cultural tourism.

The 'Heritage Park' Project will feature:

- 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story;
- Refurbishment of the interiors of a number of historical buildings and the implementation of business development projects which will contribute to the economic development of the town and ensure the buildings are continually used;
- A centralised heritage centre display (collocated with other facilities) and manned by staff/volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours;
- Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and
- Guided tours of the town and sites.

2.6 Main Deliverables

The main project deliverables are as follows:

Stage 1 Deliverables:

Deliverable 1a (i): A Specification and Budget/ Costing for capital works to be completed (in accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites:

- ☐ Old Post Office (Site 2);
- ☐ Tea Rooms/ Butchers Shop (Site 5);
- ☐ Old Pioneer Store (Site 8).

Deliverable 1a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 1;

Deliverable 1a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 1;

Deliverable 1a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 1a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings including the relevant management models:

- ☐ Tea Rooms/ Butchers Shop (Building 5); and



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- ☐ Old Pioneer Store (Building 8);

Deliverable 1b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Old Post Office (Site 2);
- ☐ Tea Rooms/ Butchers Shop (Site 5);
- ☐ Old Pioneer Store (Site 8).

Deliverable 1c (i): Develop an interpretation plan for all interpretation to be implemented as part of stages 1 and 2 of the project including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1c (ii): Design, develop, install and implement stage 1 interpretation including:

- ☐ Static interpretive displays Lady Shenton Hotel (CRC/ Library/ Visitors Centre); and
- ☐ Preparation and dissemination of interpretation/ marketing materials.

Deliverable 1d (i): Develop full business/ management plans for stage 1 business units within the following sites;

- ☐ Tea Rooms/ Butchers Shop (Building 5); and
- ☐ Old Pioneer Store (Building 8).

Deliverable 1d (ii): Implementation of stage 1 interpretation:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality).

Stage 2 Deliverables:

Deliverable 2a (i): A Specification and Budget/ Costing for capital works to be completed (in accordance with all relevant documentation relating to each building and all appropriate standards) for the following sites:

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2a (ii): A Project Management Plan (with an incorporated Risk Management Plan and Budget) for delivery of Stage 2;

Deliverable 2a (iii): Business Case, Cost Benefit Analysis and Funding applications for achievement of Stage 2;

Deliverable 2a (iv): Supporting documentation required for work to be completed for any specific building if documentation not currently available (i.e. Conservation Plan);

Deliverable 2a (v): Conduct and record community/ key stakeholder engagement and identify/ confirm the business development opportunities to be implemented within the following buildings, including the relevant management models:

- ☐ Old Post office (Site 2);



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- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2b (i): Completion of planned preservation/ restoration work for the following sites;

- ☐ Town Hall (Site 1);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2c (i): Design, develop, install and implement stage 2 interpretation including:

- ☐ Completion of static interpretation;
- ☐ Completion of guide training/ contracting of guides and implementing guided tours; and
- ☐ Completion of electronic based interpretation (web based, app based and augmented reality);

Deliverable 2d (i): Develop full business/ management plans for stage 2 business units within the following sites;

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

Deliverable 2d (ii): Implementation of stage 2 business units within the following sites:

- ☐ Old Post office (Site 2);
- ☐ Station Masters House (Site 9);
- ☐ Railway Cottages (Site 10); and
- ☐ Old Railway Station (Site 11).

2.7 Business unit development

As outlined within the deliverables section of the Project Management Plan, Stage 1d will include the operation of business units within the following buildings Tea Rooms/ Butchers Shop (Building 5) and The Old Pioneer Store (Building 8).

Summary/ Overview

The Tea Rooms/ Butchers Shop (Building 5) and Old Pioneer Store (Building 8) will be restored and developed to create the "Menzies Art Centre and Community Hub" [short form: Menzies Hub]. This facility will incorporate a recognised "Aboriginal Art Centre".

Detailed Description

The Menzies Hub will be developed by refurbishment of both the Tea Rooms/ Butchers Shop (Building 5) and Old Pioneer Store (Building 8). The identity of which building will be utilised for each of the underlined components below will be identified in the project design stage once funding is achieved, however all components identified below will be included.

Art Gallery, Visitor Hub, Pop-up Shop and Retail Space

The former Tea Rooms/ Butcher Shop has a well-lit interior with the ability to create a contemporary exhibition space and connected spaces internally for a variety of uses. Elements to be operated in the new facility will include:



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Art Gallery

The Art Gallery space will feature display and sale of artworks from local Aboriginal and Non-Aboriginal Artists as well as rotating displays sourced on loan from other art galleries. This will allow a combination of display and sales of local works for visitors and tourists as well as an educational and special interest component resulting from display of Artwork/ displays loaned from other regions.

Visitor and Community Hub

The centre will incorporate spaces allowing it to serve as a 'visitor and community hub'. The nature of this space will be flexible to allow structured and unstructured programming by the centre manager/ incorporated committee.

Pop-up Shop/ Retail Space

A 'Pop-up shop' is a trend of opening short-term sales spaces. This facility will allow local and visiting businesses to sell items not normally available in Menzies as inclusion in a permanent retail space could not be commercially justified. Examples include: Art and craft, consumer goods (i.e. clothing, shoes, camping gear, electrical goods, specialty food, prospecting supplies) and monthly markets/ 'Op shop'.

The facility could also be used for retail and display during the popular annual 'Cyclclassic' event: www.cyclclassic.com.au/

Artists Workshop and Community Activity Space

The Old Pioneer store features aesthetically robust natural internal finishes and excellent natural light. This building will provide an Artist's workshop and multiuse community activity space. This will allow periodical use by visiting and local artists. The space will also be multi-use and be able to be rented out for short periods for community use while not being used as an Artist's workshop.

The Artists workshop will include creation of art by Aboriginal and Non Aboriginal people and allow operation of the whole Centre as a recognised "Aboriginal Art Centre".

Management Responsibility

The development of the Menzies Art Centre and Community Hub (Including Menzies Aboriginal Art Centre) will be jointly initiated by the Menzies Aboriginal Corporation and the Shire of Menzies.

The Menzies Aboriginal Corporation will undertake management responsibility for the Menzies Hub.

The new centre will secure membership as part of the Aboriginal Art Centre Hub of WA (AACHWA). AACHWA will provide support during the initial development phase as well as operational support as the Aboriginal Art Centre Component of the project is managed and delivered. For more information on the level of service provided by AACHWA see: <http://www.aachwa.com.au/>.

Staffing

The Centre will be staffed by a Manager and casual staff and volunteers as required.

Operational Funding

Operational funding for the Menzies Hub will include:

- A contribution from the Shire of Menzies in the first year of operation to underwrite operations as the centre commences operation;
- Operational grants for the Aboriginal Art Centre Component;



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- Percentage of sales: retail and art components; and
- Rent: pop-up shop/ display space/ function space.

Community Use Policy

The predominant purpose and use of the Menzies Hub will be 'not-for-profit' community activity;

Due to range of different services provided and its nature as a 'hub' for community activity it is aimed that the centre will be relevant to as many as possible members of the community.

The centre's operation will maximise the designs principles of a high level of accessibility. This includes:

- The management committee will develop an 'Access and Inclusion strategy' for the centre which will be included in the Shires 'Access and Inclusion Plan';
- The centres management will ensure all programs, services and exhibitions operated at the centre will be highly accessible and inclusive;
- The centres management will provide information and training to community users to help make their programs accessible and inclusive; and
- Community groups will use the benefits of the new facility to expand on and offer new highly accessible programs, particularly for children, youth and seniors.

The Centre will be operated for the community by the Menzies Aboriginal Corporation;

'Not for profit' community groups and individuals running 'not for profit' community activities will receive priority use of the centre over other users;

The Centre will conduct commercial activities (i.e. Art Gallery Sales, renting space etc) with the proceeds being utilised to fund operation of the centre for the benefit of the community;

The Centre will rent space on a casual basis to 'not for profit' community groups and individuals running 'not for profit' community activities;

The Centre will rent space for commercial activities in keeping with the centres community purpose. No activity will be allowed which could be reasonably foreseen as detrimental to the community. Sales of liquor, tobacco or similar goods will be strictly prohibited;

The centre's bookings policy and systems will ensure equitable access to bookings for the above groups;

Fees for casual use will be set at a subsidised rate which maximises usage while allowing the centre to break even after the contribution of the Shire and other users are taken into account;

Maintenance and Renewal

The Shire of Menzies will be responsible for maintenance of the Tea Rooms/ Butchers Shop (Building 5);

The Menzies Aboriginal Corporation will be responsible for maintenance of the Old Pioneer Store (Building 8);

All works will be in accordance with relevant heritage/ conservation plans/ direction for suitably qualified heritage architects.

Further Documentation and Development



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A full management plan and asset management plan will be developed for the facilities on confirmation of funding.

2.8 Measurable indicators

Indicator Type	Indicator Description	Evaluation Measure Type
Quality	The refurbishment of external structures is completed in accordance with the quality standards listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants. This includes compliance with heritage regulations.	Yes/No
Quality	The refurbishment of internal structures is completed in accordance with the quality standards listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants. This includes compliance with heritage regulations.	Yes/No
Quality	The interpretive content designed and installed within the refurbished Lady Shenton Hotel (CRC/ Library/ Visitors Centre) and the preparation and dissemination of interpretation/ marketing materials meets the quality standards detailed within the projects 'Interpretive plan'.	Yes/No
Quality	Prior to preparation for commissioning and opening, a list of relevant standards and industry practices will be prepared. The preparation for the commissioning and opening phase will ensure that all standards relevant to this phase are met.	Yes/No
Time	The refurbishment of the external structures is completed in accordance with the time schedule detailed within the project management plan.	Yes/No
Time	The refurbishment of the internal structures is completed in accordance with the time schedule detailed within the project management plan.	Yes/No
Time	The interpretive content designed and installed for the Lady Shenton Hotel (CRC/ Library/ Visitors Centre) and the preparation and dissemination of interpretation/ marketing materials is completed in accordance with the time schedule detailed within the project management plan.	Yes/No



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Time	The refurbished Lady Shenton Hotel (CRC/ Library/ Visitors Centre) is opened on time in accordance with the time schedule detailed within the project management plan.	Yes/No
Budget	The refurbishment of external structures is completed in accordance with the project budget.	Yes/No
Budget	The refurbishment internal structures is completed in accordance with the project budget.	Yes/No
Budget	The interpretive content designed and installed is completed in accordance with the project budget.	Yes/No
Budget	The new Lady Shenton Hotel (CRC/ Library/ Visitors Centre) opening costs are in accordance with the project budget.	Yes/No
Scope	The refurbishment of the external structures is completed in accordance with the scope specifications listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants.	Yes/No
Scope	The refurbishment of the internal structures is completed in accordance with the scope specifications listed in the detailed working drawings and accompanying technical specifications/ descriptions issued by the Project Architect and specialist consultants.	Yes/No
Scope	The interpretive content designed and installed within the Lady Shenton Hotel (CRC/ Library/ Visitors Centre) and the preparation and dissemination of interpretation/ marketing materials meet the scope specifications detailed within the projects 'Interpretive plan'.	Yes/No
Scope	The refurbished Lady Shenton Hotel (CRC/ Library/ Visitors Centre) opening is completed in accordance with the project scope detailed for this item.	Yes/No

Table 2: Measurable Indicators

2.9 Exclusions

The following exclusions have been identified for the current project proposal:

The Heritage Park concept is intended to be delivered through restoration/ preservation, promotion and presentation of a number of historic sites within the town. Other elements within the town (i.e. non-historic buildings) will remain in their normally presented state and day to day functioning of the town will be occur as normal.



2.10 Constraints

All elements of the project will be completed in accordance to the requirements of:

- Relevant legislation and regulations; and
- Relevant and applicable conservation documentation.

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3.0 Tasks and Timeframes

Stage 1	Proposed Start	Proposed Finish	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Project development	11/01/2016	10/03/2016																		
Conduct community engagement	11/01/2016	10/03/2016																		
Receive notification of funding success (all funding)	10/03/2016	1/08/2016																		
Advertise and award tenders and complete nominated preservation/ restoration works	1/08/2016	1/05/2017																		
Develop interpretation plan	1/08/2016	1/11/2016																		
Design, develop, install and implement stage 1 interpretation	1/11/2016	1/05/2017																		
Develop full business/ management plans for stage 1 business units	1/08/2016	1/11/2016																		
Implementation of stage 1 business units	1/11/2016	1/05/2017																		
Stage 2: (To be identified in future version)	TBA	TBA																		

4.0 Key Stakeholders and Communication

4.1 Stakeholders

The following stakeholders and stakeholder relationships are applicable to the project:

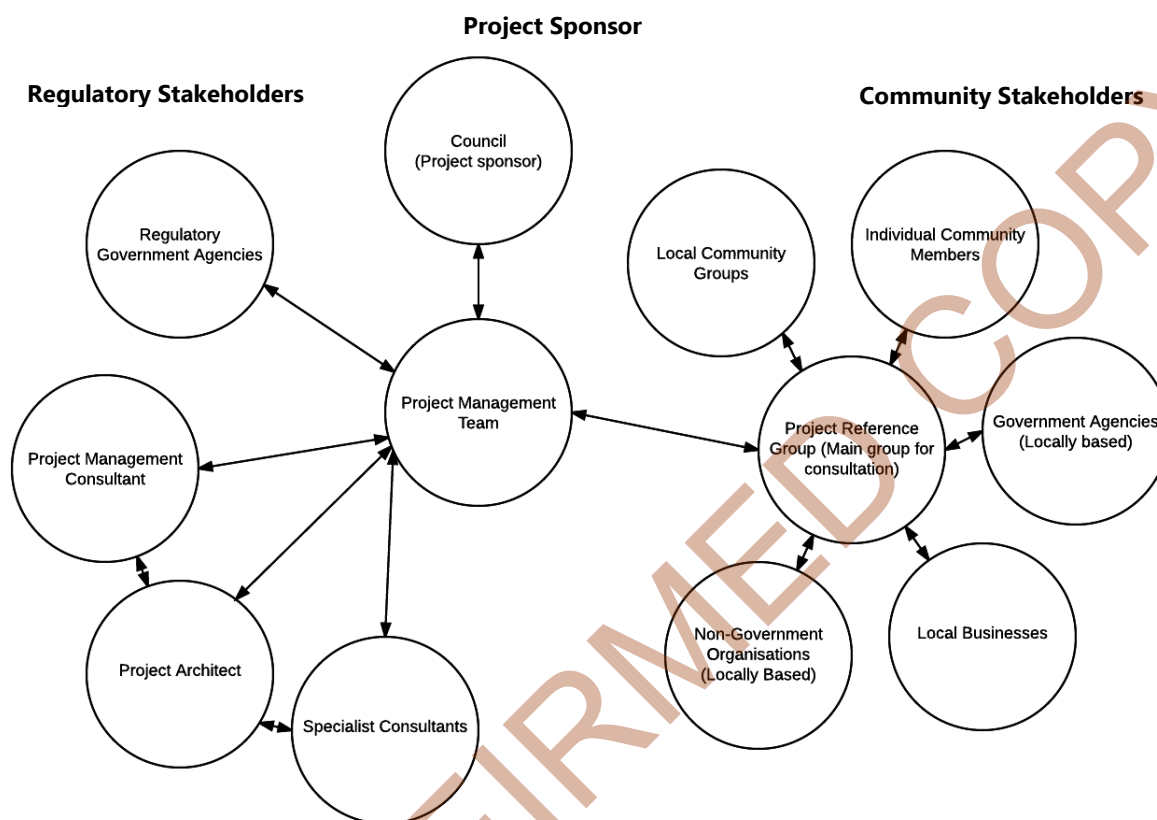


Figure 2: Stakeholder Relationship Diagram

Project stakeholders have been categorised by type including the project sponsor, regulatory stakeholders, community stakeholders and project design and management stakeholders. Each stakeholder and their role/ involvement in the project is identified below.

Stakeholder	Project Role/ Involvement
Council	Project sponsor
Project Management Team	Responsible for overall management of the project
Regulatory Government Agencies	Responsible for standards advice and compliance (Regulation)
Project Management Consultant	Technical assistance and executive assistance as required relating to project management



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Project Architect	Design, documentation and project management for defined aspects
Specialist Consultants	Design, specification, documentation and technical advice
Project Reference group	Conduit to the Project Management group for community and stakeholder consultation at key stages
Local Community Groups	Provide input at key stages
Individual Community Members	Provide input at key stages
Government Agencies (Locally Based)	Provide input at key stages
Local Business	Provide input at key stages
Non-Government Organisations (Locally based)	Provide input at key stages

Table 3: Project Team Members



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4.2 Communication Plan

The following is a schedule for communication which will occur throughout the project:

Communication Type	Personnel Involved	Frequency	Record
Day to day discussion between project team members as issues arise	All Project Team members	As required	Any minor decisions (assessed as low risk utilising the Risk Rating Tables in section 6.2 below) are documented in an email between parties cc to the 'Project Manager', other team members as necessary and the 'Project Documentation and Administration' role for record keeping. Decisions relating to issues with a higher than 'low' risk rating are to be fully documented using a file note.
Day to day discussion and direction issued to contractors as issues arise	Project Team members with supervision responsibilities and contractors	As required	Any minor decisions/ direction (assessed as low risk utilising the Risk Rating Tables in section 6.2 below) are documented in an email between parties cc to the 'Project Manager', other team members as necessary and the 'Project Documentation and Administration' role for record keeping. Decisions relating to issues with a higher than 'low' risk rating are to be fully documented using a file note.
Weekly progress meeting with contractors (teleconference or in person)	Project Team members with supervision responsibilities and contractors	One meeting minimum per week	The issues discussed and resolution/ information attained to be recorded in a project file note.



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Weekly project team meeting (teleconference)	All Project Team members	One meeting minimum per fortnight.	The issues discussed and resolution/ information attained to be recorded in a project file note
Site meetings	All project Team Members to travel to site	4 site meetings. One at commencement of building contract, one at commencement of interpretation contract, one mid-way and one for defect/ compliance assessment prior to practical completion	The issues discussed and resolution/ information attained to be recorded in a project file note.
Council briefing	Project Manager/ other Project Team members as relevant and Councillors	Council to be briefed on status of the project prior or during each Ordinary Council Meeting.	A briefing note will be provided to Councillors, summarising the content of the briefing.
Council Items	Project Manager to prepare formal item to Council	As required. Council items for decision will only be required if significant variations or changes are required to the original project scope and budget.	Council minutes in accordance with Local Government Act 1995 requirements.
Meeting with project reference group	Project team members and reference group	Schedule to be decided by Project Manager.	File note



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Community consultation/ information	Project Manager, Project Team and Project Reference Group consultation with Community Members	Schedule to be decided by Project Manager	
Community information notice	Notices will be issued as required at key stages of the project for the purposes of: • Informing community members of key project dates and milestones (i.e. commencement of works, opening) • Informing community members of issues effecting services; and the interim measures and timeframes involved	2 monthly updates to be provided by the Project Manager and to be posted on the Shire's website, notice boards and in the community newsletter.	Copy of notice on project record.



4.3 Project Management Team Members

Name	Job Role	Project Role	Relevant Qualifications	Relevant Experience
Pascoe Durtanovich	Acting CEO, Shire of Menzies	Project Manager Lead and oversee all aspects of project delivery. Ultimate responsibility for achievement of project deliverables and measurable indicators. Has authority to issue variation. All external and internal project roles report to the Project Manager.		Pascoe has over thirty five years' experience in senior local government positions and has project managed a number of projects including the construction of administration and recreation centres, skate parks, child care centres, town hall refurbishments and the planning associated with the Wiluna Heritage Centre.
Julie De Jong	Director, H+H Architects Albany	Project Architect Design, documentation and project management for defined aspects	Registered Architect #2285	Julie enjoys all aspects of architectural practice and has a strong focus on successful project delivery. She works on a range of residential, commercial, government and community projects, combining her interest in sustainable design principles with practical design solutions. Julie also brings to the practice specialist



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				heritage planning and conservation knowledge.
Mark Weller	Executive Associate, Core Business Australia	Project Management Technical Assistance and Executive Support (as required)	Master of Business Administration	Project manager, team member or technical advice for a number of similar size and type of projects in the Great Southern Region of WA. Remote and regional WA experience.
Leanne Downie	Executive Assistant, Shire of Menzies	Project Documentation and Administration Responsible for record keeping		

Table 4: Project Management Team

5.0 Budget

5.1 Stage 1: Adopted Capital Budget and Funding

The following budget has been adopted for stage 1 of the project.

Project Items	Shire of Menzies (\$)	National Stronger Regions (\$)	Regional Grants Scheme (R4R) (\$)	Total Funds (\$)
Project development:	\$30,000	\$0	\$0	\$30,000
Conduct community engagement.	\$5,000	\$0	\$0	\$5,000
Complete nominated preservation/ restoration works	\$55,000	\$526,000	\$370,000	\$951,000
Develop interpretation plan	\$30,000	\$0	\$0	\$30,000
Design, develop, install and implement stage 1 interpretation	\$50,000	\$0	\$0	\$50,000



Shire of Menzies – Project Management Plan

Develop full business/management plans for stage 1 business units	\$20,000	\$0	\$0	\$20,000
Implementation of stage 1 business units	\$10,000	\$0	\$0	\$10,000
Total (Excluding GST)	\$200,000	\$526,000	\$370,000	\$1,096,000

Table 5: Stage I Adopted Budget

Given the requirements of the different funding providers and the fact that the Stronger Regions Fund does not consider unconfirmed funding, the preservation works will be applied for in two stages.

The application under the Stronger Regions Fund will include the restoration of the Pioneer Store and Old Tea Rooms/Butchers Shop at a total cost of \$581,000. The application made under the Regional Grants Scheme will include the restoration of the Old Post Office at a total cost of \$370,000.

The total restoration works are \$951,000.

6.0 Risk Management Plan

6.1 Risk Assessment and Treatment

The following main project risks are identified. Associated controls aimed at bringing the post control risk rating to Councils identified tolerance of low or below (where possible).

RISK	RISK RATING	CONTROL	POST CONTROL RATING
Pre-Construction and Construction Risk			
Final interpretation design does not meet expectations/requirements	C 4 – Extreme	- Facilitated review of Interpretive plan by Councillors and staff; - Engage suitably qualified assistance with RFQ/ Tender documentation for engagement of interpretive design team; - Engage a suitably qualified and experienced Interpretive Design team;	D 2 - Low
Project not delivered on time, on budget or to quality expectations	C 4 – Extreme	- Project will be managed in accordance with the Project Management Plan; - Utilise the services of a suitably qualified consultant to prepare tender documentation and assist with assessment and engagement of a suitably qualified and experienced construction company;	D 2 - Low



Shire of Menzies – Project Management Plan

		Engage a suitably qualified supervising architect or consultant to undertake project management or provide on demand advice to the Shires appointed Project Manager.	
Adverse PR due to interruption within the town	B 3 – High	- Implement an appropriate communication plan; - Ensure that the community is informed of the project benefits and aware of the implications/interruptions; - Manage expectations of project stakeholders.	D 2 - Low
Sufficient funding not achieved for Stage 1	C 3 - High	- Engage with funding agencies to seek their input and support. - Project component will not commence until funding achieved.	D 3 - Moderate
Operational Risk			
Failure to achieve operational objectives.	B 4 – Extreme	Conduct risk assessment, determine controls and update Business Plan with relevant operational detail. Ideally this update should occur once both the final Refurbishment and Interpretive Design has been issued to allow more detailed operational planning.	D 2 - Low

Table 6: Risk Assessment and Treatment Plan

6.2 Risk Assessment Rating Tables

The following tables will be utilised to assess risk during completion of the project.

RISK: LIKELIHOOD VS. CONSEQUENCE RATING



Shire of Menzies – Project Management Plan

Likelihood of the Consequence	Maximum Reasonable Consequence				
	(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Catastrophic
(A) Almost certain	11 High	16 High	20 Extreme	23 Extreme	25 Extreme
(B) Likely	7 Moderate	12 High	17 High	21 Extreme	24 Extreme
(C) Occasionally	4 Low	8 Moderate	13 High	18 Extreme	22 Extreme
(D) Unlikely	2 Low	5 Low	9 Moderate	14 High	19 Extreme
(E) Rare	1 Low	3 Low	6 Moderate	10 High	15 High

Source: AS/NZS 4360:2004 Risk Management

Table 7: Risk Likelihood Vs. Consequence Rating Table

Risk: Description of Likelihood

Level	Descriptor	Description	Guideline
A	Almost Certain	Consequence is expected to occur in most circumstances.	Occurs more than once per month.
B	Likely	Consequence will probably occur in most circumstances.	Occurs once every 1 month – 1 year.
C	Occasionally	Consequence should occur at some time.	Occurs once every 1 year - 10 years.
D	Unlikely	Consequence could occur at some time.	Occurs once every 10 years – 100 years.
E	Rare	Consequence may only occur in exceptional circumstances.	Occurs less than once every 100 years.

Source: AS/NZS 4360:2004 Risk Management

Table 8: Description of Likelihood Ratings

Risk: Description of Consequence Ratings

Consequence	Category	Description
Catastrophic	5	Financial impact of more than \$1 million; death or permanent disablement; public embarrassment, high widespread multiple news profile, third party actions; major breach of environmental legislation, extensive contamination or environmental damage requiring third party intervention; non-achievement of key organisation objectives.
Major	4	Financial impact of \$500,000 to \$ 1 million; extensive injuries or disablement, substantial public embarrassment, high impact news profile; non-achievement of major organisational deliverables, minor breach of environmental legislation or significant contamination or damage requiring third party assistance.
Moderate	3	Financial impact of \$100,000-\$500,000; medical treatment required; moderate public embarrassment, moderate news profile, significant delays to organisational deliverables, environmental damage requiring restitution or internal clean-up
Minor	2	Financial impact of \$1,000-\$100,000; first aid treatment required; low level public embarrassment, low news item; inconvenient delays to organisational objectives, minor damage or contamination.
Insignificant	1	Financial impact of up to \$1,000; consequence would be dealt with by routine operations, e.g. no injuries, no financial loss.



Shire of Menzies – Project Management Plan

Table 9: Description of Consequence Ratings

7.0 Procurement Management

All procurement will be completed in accordance with the following policy:

- Shire of Menzies Purchasing Policy; and
- Local government Act 1995 and subsidiary legislation relating to procurement.

8.0 Approvals

The following approvals are required:

1. Planning scheme consent
2. Building licence
3. Approval from Heritage Council



Shire of Menzies – Project Management Plan

For further details on this Project Management Plan please contact:

Shire of Menzies

124 Shenton Street (PO Box 4)

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MENZIES HERITAGE PARK PRECINCT

Proposed Conservation Works & Adaptive Re-use

March 2016



BRIEF DESCRIPTION

This building comprises a single-storey brick and iron building constructed in the Federation-era and is characterised by its classical ornamentation to the front facade, which includes an ornate pediment to the upper parapet, a bull-nosed timber-framed verandah and a glazed shopfront with centrally located re-entrant doorway. The building retains many of its original features, including painted signwriting to the upper shopfront fanlights and an attractive roof lantern positioned over the internal shop floor. The original timber floors have been replaced with concrete, and the metal-framed shopfront replaces an earlier timber-framed glazed shopfront. Security screens are installed across the majority of the front facade.



Photo 1 - Main Street view of Old Pioneer Store



Photo 2 - Rear elevation of Old Pioneer Store showing existing lean-to addition and evidence of line of old gable roof to parapet wall.



Photo 3 - View looking north along Shenton Street showing bull-nosed verandah



Photo 4 - View of existing transportable building to rear of Old Pioneer Store



Photo 5 - View of north elevation of Old Pioneer Store, showing distinctive roof lantern to roof form



Photo 6 - View of south elevation of Old Pioneer Store



Photo 7 - Interior view of Old Pioneer Store looking west towards glazed shopfront



Photo 8 - Interior view of Old Pioneer Store looking east towards rear wall and existing office fitout



Photo 9 - Detail view of roof lantern located centrally in ceiling. Note also the canted ceiling shape which is lined with mini-corrugated iron



Photo 10 - Detail view of original painted signage to front elevation of Old Pioneer Store

OWNERSHIP & CURRENT USE

The building is currently owned by the Menzies Aboriginal Corporation and is vacant.

CONDITION & INTEGRITY

The building comprises a solidly built single volume space, generally in good condition, albeit with evidence of structural cracking and some damp along the north and south walls, plus termite damage to the rear ancillary structure.

The structural cracks do not appear to relate to any persistent structural failure of the building, and may possibly have been caused by recent earthquakes experienced in Kalgoorlie (4.6 magnitude in February 2014 and 2.8 magnitude in June 2015) as there is similar style cracks to other buildings in the town. Some attempt has been made to repair the cracks using silicon-based seal to fill gaps, but further stabilisation works and re-pointing will be required to remedy the cracks.

The replacement of the original timber floor with a concrete floor is most likely the cause of the rising damp evident along the north and south walls as the original-damp proof course in the brickwork has most likely been bridged by the introduction of a mass concrete slab. Internally, some low-quality re-pointing has been undertaken using a modern cement-based mortar which can also cause bridging, with the cement tending to trap moisture that would otherwise have been released by softer lime-based mortars.

Externally there is evidence that the adjoining ground levels are raised above the original sub-floor level potentially allowing moisture to transfer up the walls.

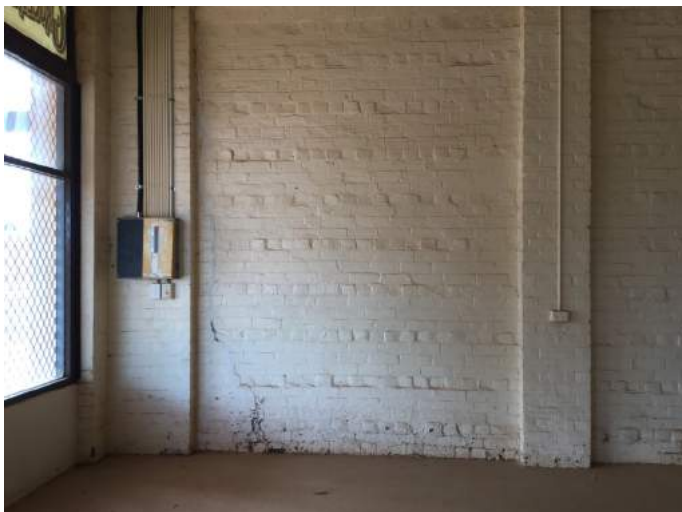


Photo 11 - Interior view of painted masonry wall with evidence of recent structural cracking running vertically alongside pier



Photo 12 - Detail view of evidence of rising damp to interior walls of Old Pioneer Store



Photo 13 - Interior view from rear lean-to addition looking west into Old Pioneer Store. Note the structural cracking through the masonry



Photo 14 - Detail view of termite damage to timbers in lean-to addition to rear of Old Pioneer Store

The damp does not appear to be causing damage at a fast rate, which can often occur in damper climates. Considering the dry conditions typical of Menzies, the damp could readily be addressed by removing the cement-based mortar repairs and reducing external ground levels against the walls. Consideration could also be given to installing a drainage system along the outer perimeter of the walls to direct water away from the foundations. Additional low level wall vents could also possibly be introduced assist in drying out the walls. It is not considered feasible or necessary to remove the concrete floor, and the damp can likely be managed with regular maintenance and checking.

A timber-framed lean-to addition currently attached to the rear of the building is in a poor condition, and is extremely compromised by termite attack. A thorough inspection of all timbers would need to be undertaken if it were intended to retain any part of the lean-to, otherwise it would be best to demolish in its entirety and treat the remaining building fabric for termites.

There is an independent transportable building located to the rear of the site, which contains sanitary facilities. These are modern and in good condition and may be retained for continued use.

Services - there is evidence that the electrical services have been maintained and recent works undertaken in terms of wiring and supply. There is a new green power dome on the The existing light fittings comprise suspended batten fluorescents and there are a number of surface mounted GPOs with exposed conduit covers. On the upper east wall there is a wall-mounted electric bar heater as well as a diffuser for an external evaporative air-conditioner. Electrical services will need to be checked by an electrician for compliance with current standards prior to any new use for the building.



Photo 15 - Detail view of new electrical services mounted on south wall of Old Pioneer Store



Photo 16 - Detail view of original sub-floor vent that has been compromised by concrete floor slab and raised ground levels



Photo 17 - Detail view of structural cracking evident in external walls of Old Pioneer Store



Photo 18 - Detail view of old metal safe still located in Old Pioneer Store

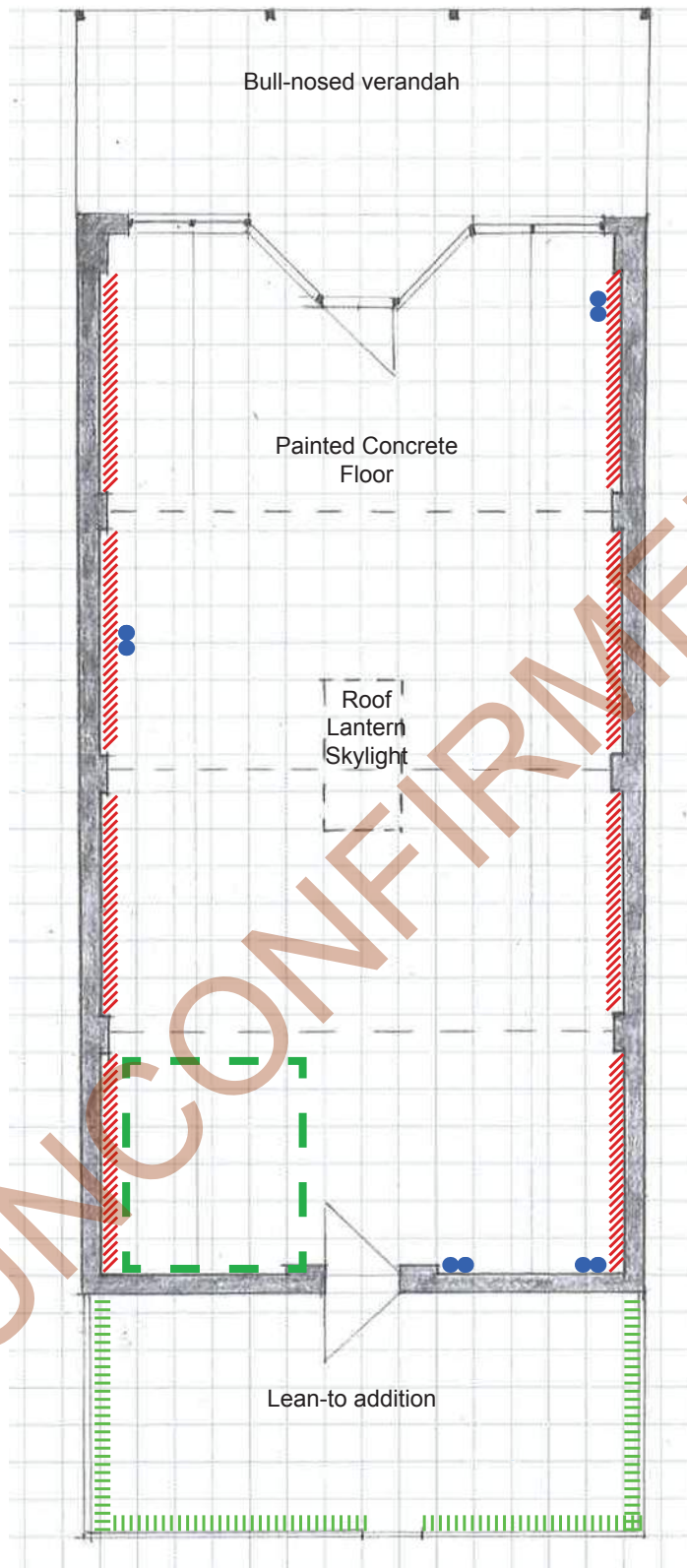


Photo 19 - Interior view of existing office fit-out located to rear of Old Pioneer Store with inbuilt sink and cabinetry and other loose items



Photo 20 - Interior view of east elevation of Old Pioneer Store showing existing services (A/C and electric bar heater), plus structural cracking

-  Flaky paint finish with evidence of damage to bricks & mortar caused by damp
-  Existing office partition
-  Structural cracking through masonry wall
-  Termite damage



PROPOSED SCOPE OF WORKS*

1. Obtain structural engineering advice in regards to stabilisation of cracks through masonry
2. Undertake structural repairs to masonry (remedy is likely to involve ties &/or bracing)
3. Inspect entire building thoroughly for extent of termite damage
4. Undertake comprehensive termite treatment throughout
5. Demolish timber-framed lean-to attached to rear of building
6. Repair and repaint front verandah timber joinery
7. Scrape out silicon-based sealants to cracks in walls and other poor quality patching to brickwork that comprises cementitious render and re-point with lime-based render to match original (particularly to lower wall sections 1200 AFL).
8. Reduce soil levels immediately adjoining external walls
9. Install external drainage along outer walls to divert moisture away from foundations
10. Scrape off loose and flaky paint to internal wall finishes and prime with oil-based primer before repainting to assist in providing durability against damp.
11. -14. Allow to repaint all interior finishes including existing concrete floors, corrugated iron ceiling, roof lantern and joinery.
15. Inspect existing electrical services (including all GPOs, lights and A/C) and upgrade as required. Allow to replace existing internal and external light fittings with new LED fittings generally as per existing layout.
16. Allow to construct new universal access ramp to existing transportable sanitary building.
17. Allow to replace existing rear doors (solid core door and security screen door) with new to suit existing 920 opening. Allow for heavy-duty key lock hardware to all doorways.
18. Refurbish existing front door to make secure & operable
19. Allow to demolish existing office fitout, including inbuilt cabinetry (retain old safe for possible re-use).
20. - 22. Allow to install new kitchenette with SS sink and bench in same location as existing. Microwave, kettle & bar fridge.
23. Allow construct new fully enclosed gable-roof addition to rear of building for additional storage (shed-like construction, non-conditioned space) with lockable gate.
24. Allow to replace missing/damaged rainwater goods to existing roof.
25. Install new rainwater tank (1500L capacity) to collect run-off. Rainwater tank to be plumbed to internal tap as secondary supply (with undersink filter).
26. Allow for new loose furniture (trestle-style tables, stackable chairs and storage cabinets)

* For costings refer to the relevant Item # in the Trade Breakup prepared by Construction Cost Consultant - Appendix B

OPPORTUNITIES & CONSTRAINTS

- The existing building is in sound physical condition and has the potential to be adapted for a new use.
- The building is well positioned on the main street of Menzies, and has high visibility for vehicles & pedestrians alike.
- The building is located on a secure site, with fencing to all sides and rear access via a laneway. The shopfront windows are already fitted with security screens (although these are intrusive in terms of views and aesthetics) and the building can readily be secured from the rear.
- The site could readily accommodate onsite parking or additional buildings/structures to provide additional amenity.
- The building has an attractive external building form, and presents well. It benefits from a generous width front verandah which extends over the footpath, providing an attached undercover external area.
- Internally the building has a generous volume and is well proportioned. The interior is approximately 7m wide x 14m long with canted ceilings over 4m high.
- Internal finishes are modest but robust. The concrete floor is very durable, as is the painted brick walls and mini-corrugated metal ceiling lining. There is minimal timber joinery, and all appears to be in reasonable quality.
- The interior has good access to natural light with considerable glazing to the front (west) elevation and its distinctive roof lantern.
- Services are basic but probably sufficient for a number of uses. The layout of the existing lighting would suit a function where even light is desirable, with the potential to add additional task or display lighting as required.
- Sanitary facilities are currently provided onsite via a separate transportable to the rear of the building.
- There is a sink plumbed into the southeast corner of the building, where a small (low value) office enclosure has been built. The inbuilt joinery and office enclosure has little aesthetic value and is generally aged, but could be repurposed or replaced.
- There are two access doors into the space, with the front door measuring a clear internal dimension of approximately 850mm, and the rear being 920mm. This gives good opportunity for universal access to be provided, particularly as there are minimal level changes between the interior floor level and the external footpath.
- There are a number of loose items still located in the building which may have value as heritage artefacts including a set of scales and an old safe.



POTENTIAL FUTURE USES

Considering the opportunities and constraints affecting the building, it would seem well suited to a range of different future uses, depending on the needs of the local community. It is currently proposed to adapt the building for use as an **artists' workshop**.

With its generous volume and natural light, the open space of the floor would offer flexible work spaces for artists using many different media, and the durable internal finishes in particular would be very sympathetic to creative (and messy) activities. There is already a water supply to the building, plus even overhead lighting (arranged in bays) which would offer good amenity. There is potential for additional structures to be located on the site, if more industrial style external workshop space is desirable, or sheds constructed for onsite storage of materials. The external sanitary facilities can be readily used, although an access ramp might be necessary to achieve universal access compliance.



OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

BRIEF DESCRIPTION

This building comprises a single-storey building split into two different tenancies by a central dividing wall, each with its own glazed shopfront built with re-entrant doorways. The front facade is characterised by its plain parapet form and bull-nosed verandah that extends the full width of the footpath. The shopfronts are fully hoarded up with ply, but it would appear that they each retain the majority of the timber framing plus ornate round columns to at each corner. The walls are local face-brick laid in Colonial bond, with a new steel bracing structure installed externally as part of recent conservation works (c2009) to stabilise the masonry. Internally the building has timber floors (although these are again modern replacements as part of re-stumping work) and timber door and window joinery, plus an original fireplace with timber mantelpiece on the south elevation. The southern tenancy has a deep reveal skylight allowing natural light into the space, plus a door and window on the west wall opening to the rear of the lot. The northern tenancy retains an early/original timber counter bench (free-standing), and the two tenancies are connected by an internal door opening (dated c1939). Internal ceilings are lined with mini-corrugated iron (original in the majority)



Photo 21 - Main street view of Old Tearooms & Butcher Shop



Photo 22 - Rear (west) elevation of Old Tearooms & Butcher Shop



Photo 23 - South elevation of Old Tearooms & Butcher Shop showing recent stabilisation works



Photo 24 - North and rear elevation of Old Tearooms & Butcher Shop showing recent stabilisation works and new roofing.

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510



Photo 25 - View looking north towards Old Tearooms & Butcher Shop showing bull-nosed verandah.



Photo 26 - Detail view of re-entrant shop front showing existing shopfront configuration.



Photo 27 -Detail view of colonial bond brickwork, showing areas where re-pointing is required



Photo 28 -Interior view of southern tenancy of Old Tearooms & Butcher Shop showing existing interior finishes.

OWNERSHIP & USE

The building is currently owned by the Shire of Menzies and is vacant.

CONDITION & INTEGRITY

The building is generally in good condition, and has benefited greatly from recent conservation works (c2009) which included re-stumping of the floor, stabilisation of the masonry walls and re-roofing/new rainwater goods plus external drainage works. Some of the brickwork has deteriorated mortar joints, allowing daylight and weathering through, and there is evidence of poor quality re-pointing and render repairs using cement-rich mortar to a few small locations. The internal masonry walls have a loose and deteriorated plaster finish with large sections of render missing leaving exposed face brick. There is some evidence suggesting this was caused by damp or movement of the brickwork itself (most likely now remedied). There are a few examples of new structural cracks through the brickwork, which are most likely related to recent earthquake activity in Kalgoorlie Boulder (2014 & 2015).

The building has no apparent services in place and there is no existing fixtures for electrical or plumbing inside or outside the place.

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510



Photo 29 -Interior view of northern tenancy of Old Tearooms & Butcher Shop showing existing interior finishes.



Photo 31 -Detail view of timber mantelpiece and fireplace in Old Tearooms & Butcher Shop.



Photo 33 - Detail view of typical masonry walls and replacement ceiling to section of Old Tearooms & Butcher Shop



Photo 30 -Interior view of northern tenancy of Old Tearooms & Butcher Shop showing old countertop and lined & ledged door



Photo 32 -Detail view of doorway that connects the two tenancies in Old Tearooms & Butcher Shop.

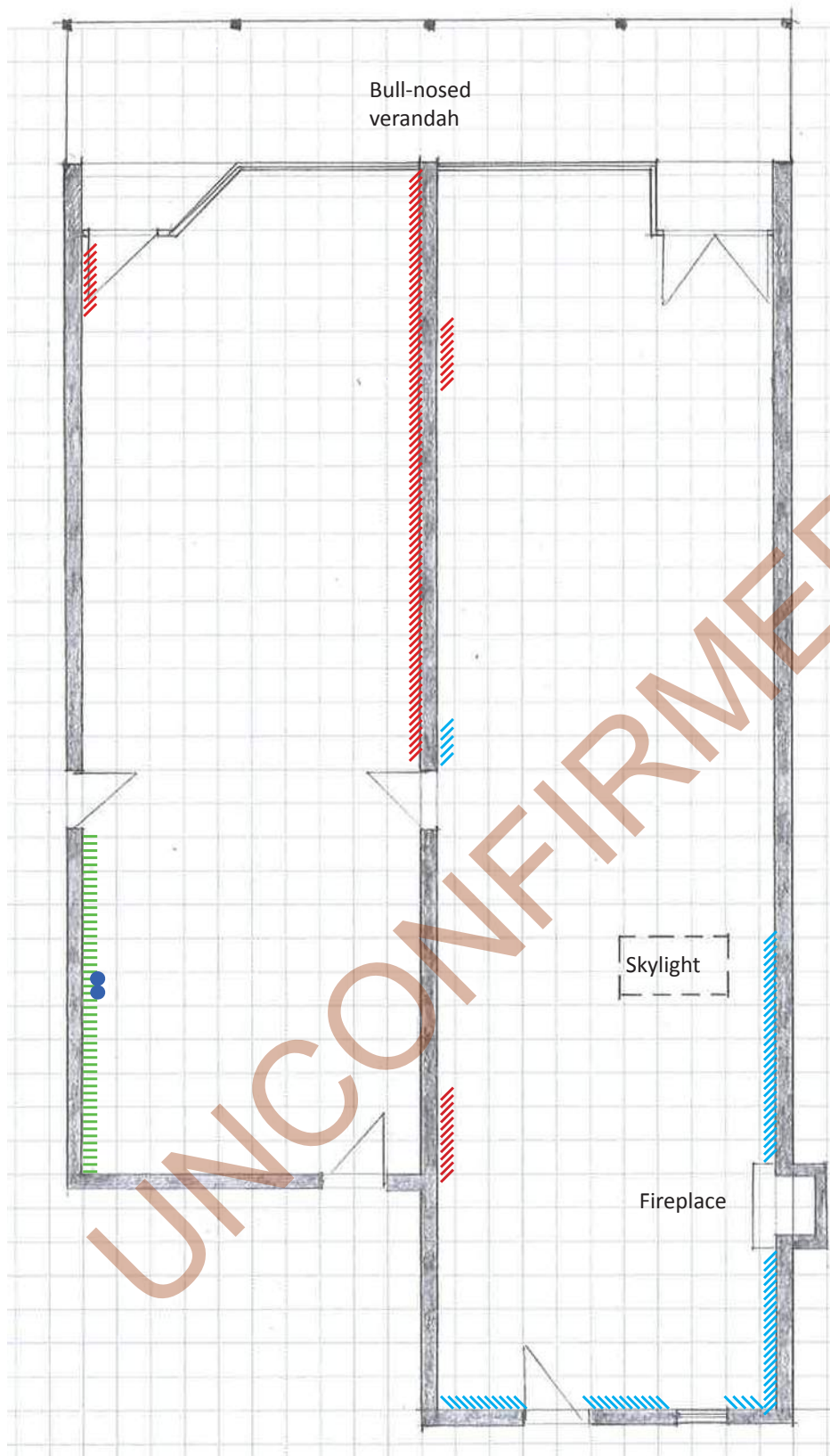


Photo 34 -Detail view of front verandah and external shopfronts to Old Tearooms & Butcher Shop.

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

-  Flaky paint finish with evidence of damage to bricks & mortar caused by damp
-  Poor quality cement-rich mortar repairs
-  Structural cracking through masonry wall
-  Re-pointing required



OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

PROPOSED SCOPE OF WORKS*

1. Obtain structural engineering advice in regards to stabilisation of cracks through masonry
2. Remove ply hoardings to shopfront elevations and make good
3. Install new door hardware to front doors and
4. Install security mesh screen doors to all other exterior doors (3 off)
5. Replace metal verandah posts with timber posts to match original
6. Remove patches of poor quality cementitious render to internal and external brickwork and repoint with lime-based mortar to match original internally and externally, ensuring open perpend joints are fully sealed from daylight/weather
7. Undertake structural repairs to masonry (remedy is likely to involve ties &/or bracing)
8. Paint all external joinery, including verandah
9. Clean and treat internal timber floors with oil finish
10. Reinstall timber mantelpiece to fireplace and install new hearth stone to address level change in floor in front of fireplace.
11. Install new timber skirting boards and quarter round cornices to match existing (small sections still extant)
12. Repaint interior ceilings
13. Repaint internal and external joinery
14. Provide new electrical services for lighting, power
15. Install new climate control (A/C) to suit potential retail/gallery uses
16. Install new onsite sanitary facilities (transportable building located to rear or side of lot)
17. Install new access ramp to allow access to new transportable building
18. Install new access ramp to address level change to rear entry and facilitate disabled access as well as trolleys
19. Retain and repair existing timber counter and reinstall for new use. Allow for new varnish finish, including surface prep.
20. Introduce new signage externally to verandah fascia and parapet (may involve reinstating original painted signage "H. Mackay Butcher" if this is still evident underneath paint finish)
21. Allow for new loose furniture including hanging/suspension systems, display cases and tables
22. Allow for new office/back-of-house fit out to rear of one of the tenancy spaces to allow for staff work area, store room, tea-prep (this will involve introduction of water supply/plumbing)
23. Scrape off loose sections of hardwall render internally and either retain in existing 'as-is' finish or re-plaster throughout

* For costings refer to the relevant Item # in the Trade Breakup prepared by Construction Cost Consultant - Appendix B

OLD TEAROOMS & BUTCHER SHOP (C1900)

HCWA PLACE # 8510

OPPORTUNITIES & CONSTRAINTS

The building is well located on the Main Street of Menzies and has high visibility from both directions for pedestrians and vehicles alike. It is located next door to the iconic fuel stop (characterised by its cladding of re-purposed vehicle licence plates) and the old Bakers oven, and is connected to other significant buildings in the town through interpretative signage.

The building is located on an open lot and the boundaries are not readily evident, as there is no fencing other than the north side. It is likely that new lightweight or temporary buildings could be readily accommodated on the site to improve amenity for future use.

The building has high quality internal spaces by virtue of the generous proportions (each tenancy is approximately 5m wide and 15-18m long) and natural lighting offered by the various door and window openings and skylight.

Although the interior wall finishes are patchy and a mixture of plaster and face-brick, this patina of age does give the space an attractive 'warehouse' aesthetic which could readily be expressed as part of the history of the building in any new interior scheme.

The building has wide entry doors off the street which enable good universal access and also a welcoming entry point for visitors. The building is in good condition and has benefited from recent conservation works which have also improved the general presentation and amenity of the place.

FUTURE USE OPTIONS

The Old Tearooms/Butcher Shop present a great opportunity to provide a high quality **retail/gallery outlet** for the sale and display of local artwork and other creative industry outputs (perhaps a retail outlet for the newly established Artists's Workshop, or local artists based in Tjutjunjurra). It could also be combined with some tourist/visitor functions, such as local tour operators and general information relating to the local heritage trails and attractions. The spaces could also be used to display local heritage artefacts and historic photographs of Menzies which currently don't have a home.

Any future public use of the space will need to account for universal access compliance, as well as onsite sanitary facilities and staff amenities (office, storage, tea prep). Considering the fragility of the existing heritage fabric, it would be best if the most intrusive of these (from a service perspective) be accommodated in a new purpose-built structure, such as a new building or transportable located externally. The interior could be readily adapted to fit in offices, store rooms and even basic kitchenette.



MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554

BRIEF DESCRIPTION

This building is a single-storey corrugated iron clad building comprising a postal hall, five main rooms, bathroom and store, corner front verandah and a semi-enclosed rear verandah. To the rear of the property is a free-standing WC and a shed. The building is located on the southeast intersection of Brown and Shenton Streets in Menzies, not far from the Town Hall, and is characterised by its distinctive “Goldfields vernacular” architecture featuring a modest bungalow form with lightweight iron cladding to walls and roof, and timber joinery. Typical of the era, the verandah forms an important element in the function of the building, providing access to the main entry door and also shading on the north and west elevations. The design and layout of the building is much more typical of domestic buildings than institutional architecture, with domestic scale door and window openings and room sizes. The larger scale Postal Hall (Room 5) specifically relates to its original function and is characterised by its coved ceiling and generous proportions internally, and is accessed by a pair of double doors from the verandah.



Photo 35 -Main street view of Menzies Post Office.



Photo 36 -View of Menzies Post Office looking east from Brown St

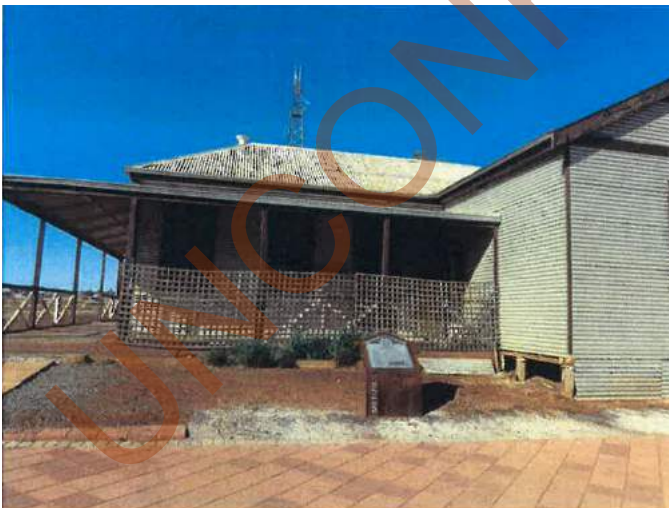


Photo 37 -Detail view of existing timber framed verandah with cross-braced balustrade to Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 38 - North elevation of Menzies Post Office showing double doors that open into original Postal Hall. (Stephen Carrick Architect 2013)

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554



Photo 39 - Detail view of northeast corner of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 40 - East elevation of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 41 - South elevation of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 42 - Detail of south elevation of Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 43 - Detail view of double doors to Postal Hall to Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 44 - Detail view of typical sash window to Menzies Post Office. (Stephen Carrick Architect 2013)

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554



Photo 45 -Interior view of Postal Hall in Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 46 -Interior View of Postal Hall in Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 47 -Interior view of Room 2 in Menzies Post Office. (Stephen Carrick Architect 2013)



Photo 48 -Interior view of Room 3 in Menzies Post Office. (Stephen Carrick Architect 2013)

OWNERSHIP & USE

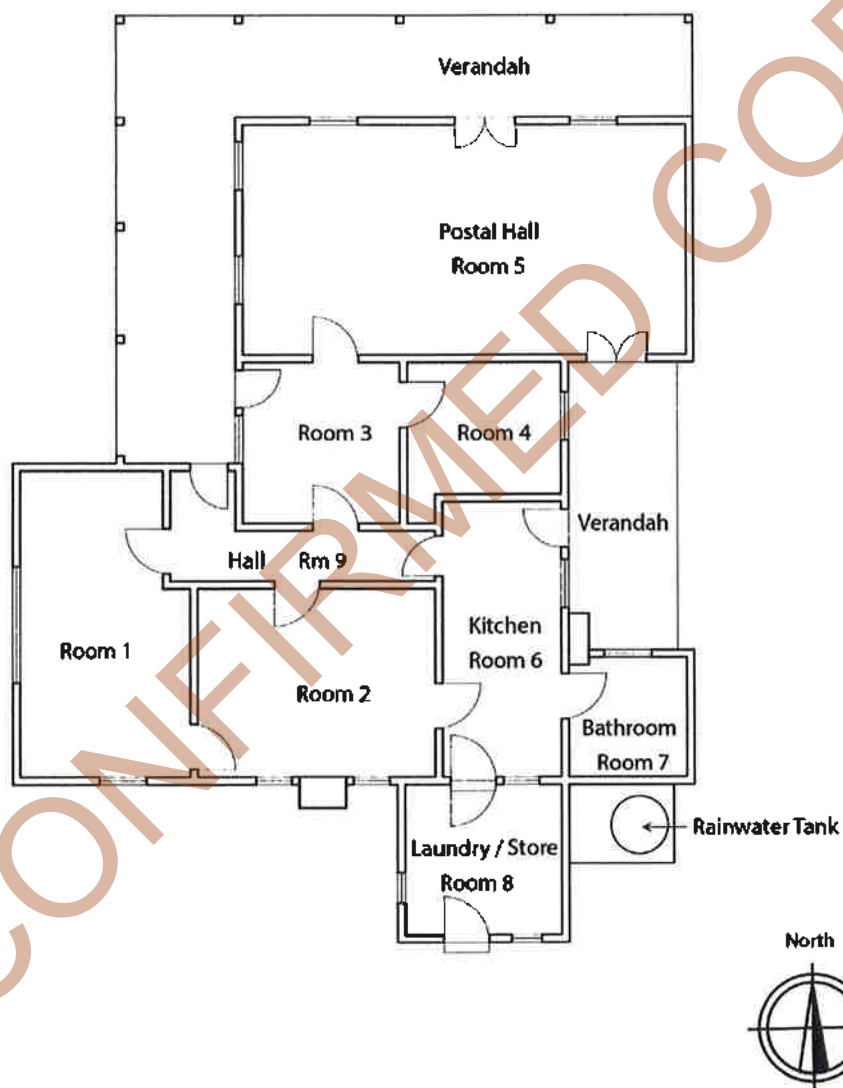
The building is currently owned by the Shire of Menzies and is occupied as a residence.

CONDITION & INTEGRITY

Externally the building presents well, aside from the condition of the exposed timber work, which requires repair and re-painting, and the age of the building fabric, particularly the corrugated iron. Repair work has been carried out intermittently over the years, typically responding to urgent maintenance items as they occurred. The condition of the building has been closely tracked by heritage professionals since approximately 2007, with numerous reports outlining the items requiring urgent attention being prepared, and used to guide works undertaken. The most recent of these inspections (dated June 2013 and undertaken by Heritage Architect, Stephen Carrick, and Structural Engineer, Peter Baxendale) have been used as the basis for the scope of works in this report, with additional allowances made for the intention to re-use the building for a new community/public function. The works typically relate to repair of internal and external timber joinery (and re-painting to protect fabric), upgrade of services, upgrade of sanitary facilities and general amenities, repair works to internal flooring (which is currently a mixture of jarrah, oregon, chipboard and masonite) and assessment of previous termite damage and ongoing treatments for this issue.

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554

**PROJECT:**Menzies Post Office (Fmr)
Draft Plansstephencarrick
ARCHITECTS Pty LtdP.O. Box 576
Scarborough WA 6920
M: 0457 309 201
E: stephen.carrick09@gmail.com

Client Shire of Menzies

Scale 1:100

Title Floor Plan

Drawing Issue

Date	To	Purpose
30/06/2013	Client	Review

June 2013

Project No. 7092

Dwg No. **A4.2**

MENZIES POST OFFICE (FORMER) (1896, 1903)

HCWA PLACE # 01554

PROPOSED SCOPE OF WORKS*

1. Demolish existing timber sheeting (chipboard, ply, particle board, masonite, etc) previously used to patch the floors.
2. Allow to patch and repair existing T&G boards and supply and install new jarrah T&G boards where other floor sheeting has been removed. Allow to install access hatches to allow future access to sub-floor space
3. Sand and prepare all timber floors and apply oil or water-based clear finish
4. Inspect entire building thoroughly for extent of termite damage
5. Undertake comprehensive termite treatment throughout including replacement of ant caps where necessary
6. Reduce external ground levels to perimeter of building where soil drift has built up
7. Undertake structural repairs to subfloor including re-stumping (typically to perimeter of building and floor of Postal Hall), repair/replacement of damaged bearers and joists as per extent indicated on structural engineers drawings. Allow for re-levelling of the timber sub-floor structure
8. Allow to reinstate missing portion of rafter in main gable roof (location noted on structural engineers drawings)
9. Repair & restore flat steel clad chimney & flues
10. Repair sections of cracked concrete floor to verandah to make good (repair using injection or replacement of panel slab), permanently shoring up retained edge to prevent future subsidence
11. Cut back existing timber verandah posts and re-mount on new raised steel stirrup to keep clear of concrete floor
12. Fully replace existing cross-brace balustrade to verandah
13. Allow to patch and repair timber verandah posts.
14. Replace bolts to verandah posts and enhance rafter connections with proprietary steel bracket fixings.
15. Repair/replace deteriorated verandah infill framing to rear (east) verandah
16. Replace existing laundry structure
17. Replace existing rainwater goods with new. New gutters to be ogee profile steel gutters. Supply and install 75mm diameter steel downpipes on stand off clips
18. Allow for connection of roof drainage to existing rainwater tank
19. Allow for re-fixing of any loose sheets of wall and roof cladding, including trims and flashings
20. Allow to replace existing timber barge boards to the gable ends with new to match existing.
21. Allow to repair/replace missing or damaged timber louvres and to vented louver opening in upper gable wall
22. Allow to restore all timber double hung windows, replacing missing sash cords and re-using pulleys and weights wherever possible. Re-putty all glazing and replace any missing glass.
23. Allow to refurbish or replace existing brass door and window hardware with new to match existing
24. Prepare and repaint all external timber joinery, including verandah timbers, posts, balustrades, barges, fascias, windows and doors.
25. Allow to clean and prepare concrete verandah and repaint with paving paint finish
26. Allow for minor repairs to existing timber window sills and thresholds to external doors. Prepare and paint.
27. Allow for general repairs to existing free-standing WC structure including re-fixing external cladding, replacing timber door frame, reinstating timber boarded door, new hinges and hardware to door. Repaint all exposed timber.
28. Allow to replace damaged/deteriorated sections of interior wall linings (CFC and mini-corrugated iron)
29. Allow to replace damaged/deteriorated sections of interior ceiling linings (CFC and mini-corrugated iron). Refix any loose sheets.
30. Allow to prepare and paint all interior surfaces including timber joinery, dado's, architraves, mouldings, doors & windows, wall and ceiling linings
31. Allow for new basic interior kitchen fitout, including new inbuilt appliances, ss sink and benches
32. Allow for new basic bathroom fitout, including new fixtures and fittings, and repair of internal floor and wall finishes
33. Allow for new basic laundry fitout, including benches and trough with recess for washing machine and storage cupboard
34. Allow for upgrade of electrical services, including new light fittings throughout
35. Allow to introduce climate control (A/C) to Postal Hall
36. Allow for new loose furniture to suit retail/gallery fitout in Postal Hall only

* For costings refer to the relevant Item in the Trade Breakup prepared by Construction Cost Consultant - Appendix B

APPENDIX A

**SCOPE OF CONSERVATION WORKS FOR MENZIES POST OFFICE
PREPARED BY STEPHEN CARRICK, ARCHITECT & PETER BAXENDALE,
STRUCTURAL ENGINEER**

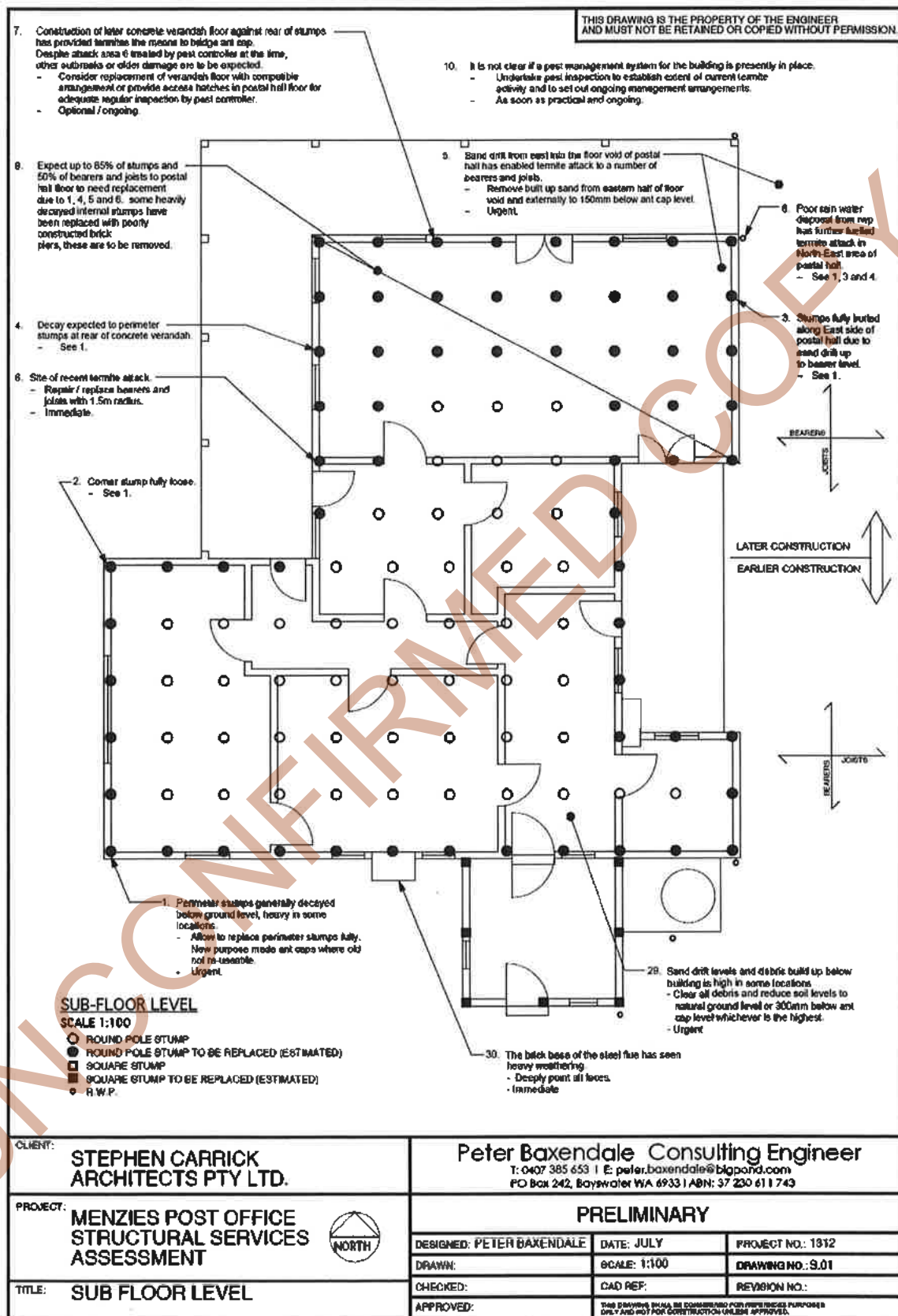
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Project Definition – Menzies Post Office (Fmr), Menzies

Appendix E – Structural Drawings

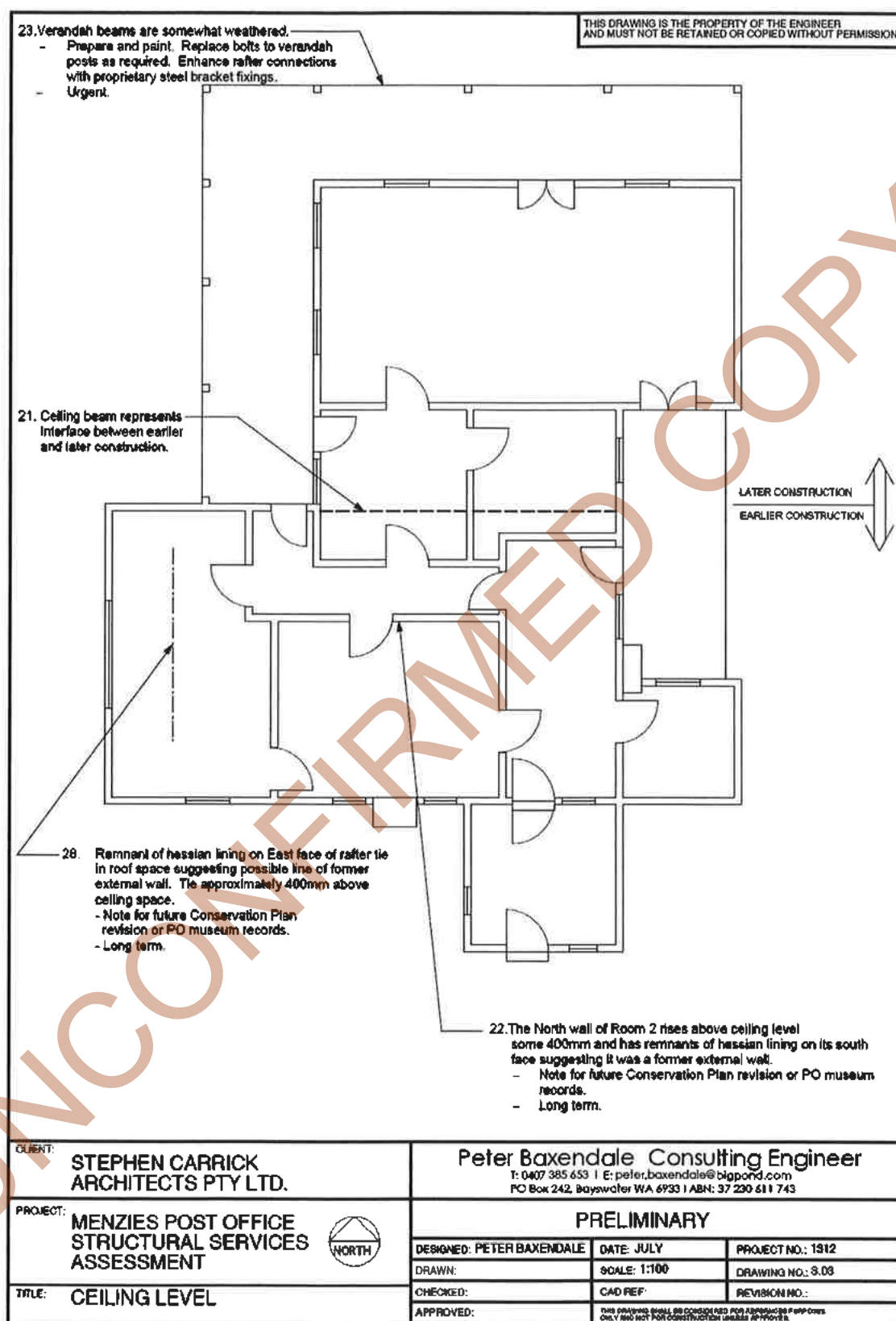
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EXECUTIVE SUMMARY The condition of building superstructure is on the whole good for a structure of its type and age. The use of steel sheet cladding from first construction has been key to the protection and consequent long term survival of wall and roof elements. The key to building's survival against overall loss however has been the robustness in design and maintenance of its supporting stumps. The building maintains relatively good floor levels and wall lines compared to what may be expected of structures of similar age and type. It is the threat now posed to the substructure that is of greatest concern and which should dominate remedial works planning. Wind blown soil from the East has breached ant cap level and facilitated termite infestation into the sub-floor timbers and flooring of the Postal Hall, requiring up to 50% replacement. The replacement of the former timber verandah floor with concrete slab has similarly facilitated an outbreak, albeit much smaller in scale, in Room 3. The stumps themselves are generally at the end of their life around the perimeter of the building and must be replaced. Internal stumps are generally performing much better. Consideration needs to be given to the future of the introduced concrete floors to the verandahs and laundry. If retained, it is important to provide good access to stumps at their rear for regular inspection via floor hatches in the rooms. In the case of the laundry, it appears more effort to retain the slab than to replace it, such is the poor construction here. The future of laundry, as a late addition to the main building, is likely to be the subject of architectural review in any case. Elsewhere, there is carpentry repair work to the front verandahs up to eaves level and some local repair work in the main roof structure. In the longer term, a programme of joint and tie down strengthening work must take place throughout all roof areas. Preventative measures for structure wellbeing include a review of storm water disposal systems and other smaller items currently encouraging moisture retention or termite access OBSERVATIONS & RECOMMENDATIONS Inspection observations on various items are set out in the drawings S.01 to S.06 along with recommendations for action. Notation used is as follows: - [Observation] - [Recommended remedial works / maintenance] - [Priority] Recommendations for remedial works and maintenance have been categorised into the following priority groups: Urgent works- timeline as indicated, otherwise within 1 year Immediate works - within 2 years Intermediate works - within 3 years Long term works- within 5 years Ongoing works - to be performed at regular intervals for the foreseeable future. Optional works- at owner's discretion (not structurally significant) Defects not specifically referred to below may be assumed to be of little structural importance in Peter Baxendale's opinion (or not visually obvious at the time of our inspection). EXISTING STRUCTURE Roof and wall structures are timber framed in Jarrah. Profiled iron sheeting clads roof and walls externally. Internally, walls are lined with masonite sheeting and what appears to be asbestos fibre cement sheeting. Ceiling linings appear to be asbestos fibre cement sheeting or plasterglass. Internal floor structures are also timber framed in Jarrah. Flooring appears to be a mix of Jarrah and possibly Oregon boarding, chipboard and masonite are used in repaired areas. The laundry floor is concrete. The external verandah floors are concrete. Foundations are provided by large diameter hardwood log stumps, likely Jarrah but not clear. Large oversized circular galvanised skirted steel ant caps are used.																
CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD.	Peter Baxendale Consulting Engineer T: 0407 385 653 E: peter.baxendale@bigpond.com PO Box 242, Bayswater WA 6933 ABN: 37 230 411 743															
PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center; padding: 5px;">PRELIMINARY</th> </tr> <tr> <td style="width: 33%; padding: 2px;">DESIGNED: PETER BAXENDALE</td> <td style="width: 33%; padding: 2px;">DATE: JULY</td> <td style="width: 33%; padding: 2px;">PROJECT NO.: 1312</td> </tr> <tr> <td style="padding: 2px;">DRAWN:</td> <td style="padding: 2px;">SCALE:</td> <td style="padding: 2px;">DRAWING NO.: S.00</td> </tr> <tr> <td style="padding: 2px;">CHECKED:</td> <td style="padding: 2px;">CAD REF:</td> <td style="padding: 2px;">REVISION NO.:</td> </tr> <tr> <td style="padding: 2px;">APPROVED:</td> <td colspan="2" style="padding: 2px; font-size: 0.8em;">THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	PRELIMINARY			DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312	DRAWN:	SCALE:	DRAWING NO.: S.00	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	
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TITLE: GENERAL NOTES																

Project Definition – Menzies Post Office (Fmr), Menzies





Project Definition – Menzies Post Office (Fmr), Menzies



Project Definition – Menzies Post Office (Fmr), Menzies

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27. Roof and ceiling structures generally in good condition.

26. Disused flue remnants within roof space.

24. Horizontal bow in eaves line at mid-length of building.
Corresponding sags in ridge line and roof pitch. Some historic adjustments to coupled roof structure has taken place with addition to North resulting in some roof spread. Situation is stable, however all roof carpentry joints must now be regarded as inadequate due to age and general deterioration.

- Enhance all roof and ceiling framings connections with appropriate proprietary bracket fixings throughout the building. This is best timed during roof re-covering work. Include wall plate tie down to walls and ridge to ceiling straps.
- Long term.

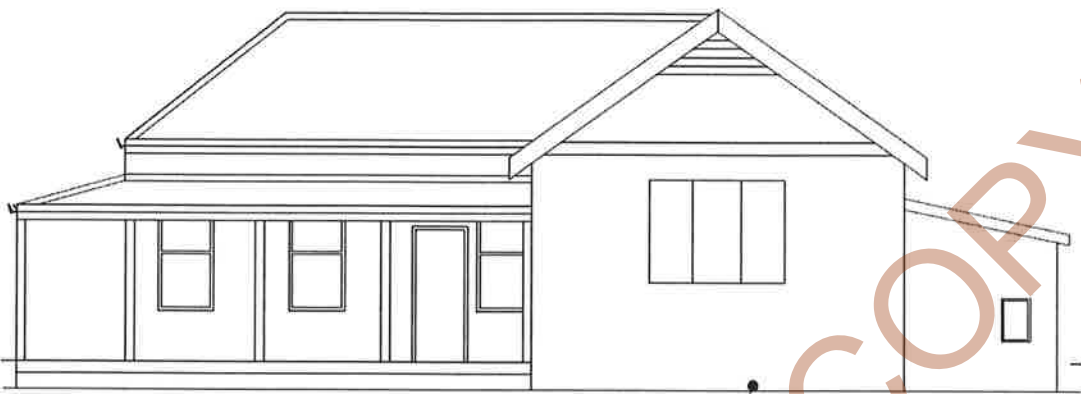
25. Rafter truncated and upper portion removed leaving roof batons to span double distance. This is insufficient.

- Reinstate rafter
- Immediate.

CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD. PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT TITLE: ROOF LEVEL	Peter Baxendale Consulting Engineer T: 0407 385 653 E: peter.baxendale@bigpond.com PO Box 242, Bayswater WA 6933 ABN: 37 230 611 743 PRELIMINARY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">DESIGNED: PETER BAXENDALE</td> <td style="width: 33%;">DATE: JULY</td> <td style="width: 33%;">PROJECT NO.: 1312</td> </tr> <tr> <td>DRAWN:</td> <td>SCALE: 1:100</td> <td>DRAWING NO.: S-04</td> </tr> <tr> <td>CHECKED:</td> <td>CAD REF:</td> <td>REVISION NO.:</td> </tr> <tr> <td colspan="2">APPROVED:</td> <td>THIS DRAWING SHOULD BE CONSIDERED FOR PRELIMINARY PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312	DRAWN:	SCALE: 1:100	DRAWING NO.: S-04	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:		THIS DRAWING SHOULD BE CONSIDERED FOR PRELIMINARY PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.
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Project Definition – Menzies Post Office (Fmr), Menzies

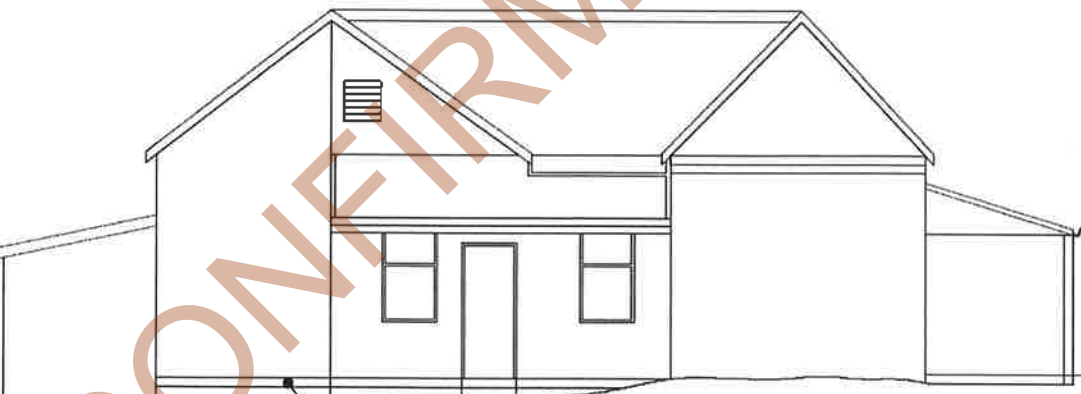
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WEST ELEVATION
SCALE 1:100

31. Steel sheeting below ant cap level provides termites with means of bridging the ant cap.

- Remove sheeting, replace with batons or other appropriate treatment to architects details.
- Urgent



EAST ELEVATION
SCALE 1:100

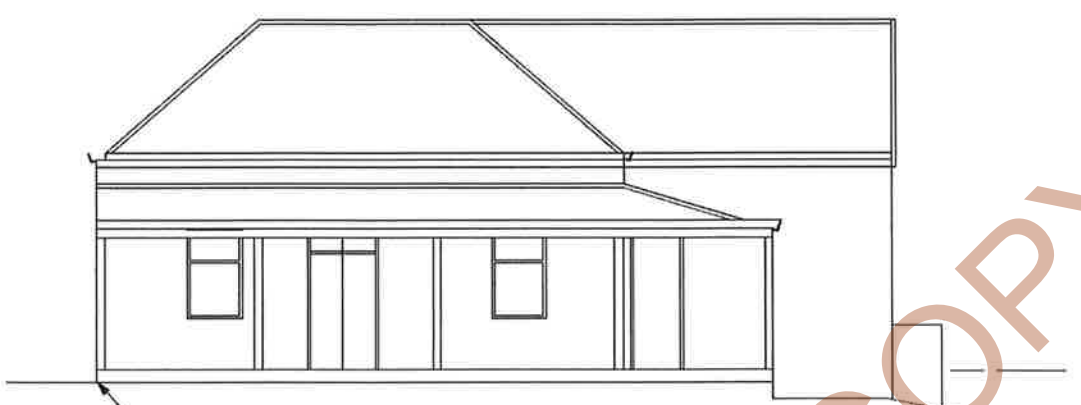
32. Trim board at base of steel sheeting is poorly detailed and encourages moisture retention against floor sub-structure elements.

- Remove and reinstate with flashing etc to architects detail.
- Urgent

CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD. PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT TITLE: WEST & EAST ELEVATION	Peter Baxendale Consulting Engineer T: 0407 385 653 E: peter.baxendale@blgphd.com PO Box 242, Bayswater WA 6933 ABN: 37 230 611 743 PRELIMINARY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DESIGNED: PETER BAXENDALE</td> <td>DATE: JULY</td> <td>PROJECT NO.: 1312</td> </tr> <tr> <td>DRAWN:</td> <td>SCALE: 1:100</td> <td>DRAWING NO.: S.05</td> </tr> <tr> <td>CHECKED:</td> <td>CAD REF:</td> <td>REVISION NO.:</td> </tr> <tr> <td colspan="2">APPROVED:</td> <td>THIS DRAWING SHALL BE CONSIDERED FOR REVISION PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1312	DRAWN:	SCALE: 1:100	DRAWING NO.: S.05	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:		THIS DRAWING SHALL BE CONSIDERED FOR REVISION PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.
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Project Definition – Menzies Post Office (Fmr), Menzies

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NORTH ELEVATION
SCALE 1:100

33. Poor storm water disposal here has caused settlement of the building and stress on cladding. A review of storm water handling across the site is required.

- Roof plumber or hydraulic engineer to review entire storm water disposal system, including below-ground system for off site disposal. Recommendations to be fully followed.
- Urgent



SOUTH ELEVATION
SCALE 1:100

31. Steel sheeting below ant cap level provides termites with means of bridging the ant cap.

- Remove sheeting, replace in bolons or other appropriate treatment to architects details
- Urgent

32. Trim board at base of steel sheeting is poorly detailed and encourages moisture retention against floor sub-structure elements.

- Remove and reinstatate with flashing etc to architects detail.
- Urgent

CLIENT: STEPHEN CARRICK ARCHITECTS PTY LTD.	Peter Baxendale Consulting Engineer T: 0807 385 653 E: peter.baxendale@bigpond.com PO Box 242, Boyswater WA 6933 ABN: 37 230 611 743												
PROJECT: MENZIES POST OFFICE STRUCTURAL SERVICES ASSESSMENT	PRELIMINARY												
TITLE: NORTH & SOUTH ELEVATION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">DESIGNED: PETER BAXENDALE</td> <td style="width: 33%;">DATE: JULY</td> <td style="width: 33%;">PROJECT NO.: 1912</td> </tr> <tr> <td>DRAWN:</td> <td>SCALE: 1:100</td> <td>DRAWING NO.: S.06</td> </tr> <tr> <td>CHECKED:</td> <td>CAD REF:</td> <td>REVISION NO.:</td> </tr> <tr> <td>APPROVED:</td> <td colspan="2" style="font-size: 8px;">THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.</td> </tr> </table>	DESIGNED: PETER BAXENDALE	DATE: JULY	PROJECT NO.: 1912	DRAWN:	SCALE: 1:100	DRAWING NO.: S.06	CHECKED:	CAD REF:	REVISION NO.:	APPROVED:	THIS DRAWING SHALL BE CONSIDERED FOR REFERENCES PURPOSES ONLY AND NOT FOR CONSTRUCTION UNLESS APPROVED.	
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Project Definition – Menzies Post Office (Fmr), Menzies

Appendix F – Post Office Gallery Concept - Menzies

Post Office Gallery concept - Menzies

Prepared by Justin Lee (Wednesday 19th May, 2010):

Justin Lee (Shire of Menzies)

Ph. 08 9024 2041

Fax. 08 9024 2110

Mobile: 0437 285 309

Email: justin.lee@menzies.wa.gov.au



"Our Images: Portraying our Past". The key elements of this work would be to create a series of galleries of large-scale (and high quality) prints of the many historic images held by the Shire. These pictures are fascinating to a great majority of visitors (and locals too, of course), and would do a wonderful job of portraying life in "old Menzies" – if only they were professionally displayed in a pleasant environment. – Jesse Brampton (Our Place: The Menzies Heritage Interpretation Plan) Adopted by Council, November 26th 2009

With the proposed restoration of the 'Fmr' Menzies Post Office, the ideal location would be the Postal Hall located across the northern end of the building as it is virtually a separate entity from the residential section.

The Menzies Visitor Centre holds a significant collection of high quality images that are begging for display.

Budget Requirements

Urgent building maintenance was approved in the 2009/2010 budget to the value of \$40,000.

This included...

- Repairs/replacement of severely damaged double hung sash windows, painting of timbers, broken window panes and balustrades.

Tentatively a budget of \$60,000 will be required in the 2010/2011 financial year.

Potential works to include...

- Repairs/replacement of floorboards
- Sub-floor repairs
- Structural repairs
- Window furnishings

Postal Hall Gallery

To provide an appropriate environment for the display of images and the re-production of images, a tentative budget allocation of \$20,000 would be required.



Photo 22: Interior view of the Postal Hall, Menzies Post Office.



Photo 23: Interior view of the Postal Hall, Menzies Post Office.

APPENDIX B

CONSTRUCTION COSTS

AS PREPARED BY CHRIS O'KEEFE, CONSTRUCTION COST CONSULTANT

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INDICATIVE COST ESTIMATE

MENZIES HERITAGE PARK PRECINCT PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

H + H ARCHITECTS

CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT

Jan-16

**MENZIES HERITAGE PARK PRECINCT
PROPOSED CONSERVATION WORKS**

Ref : A821

INDICATIVE COST ESTIMATE

28/01/2016

PROJECT COST SUMMARY

Total Cost of Pioneer Store from Summary	\$ 109,000
Total Cost of Old Tearooms & Butchers Shop from Summary	\$ 202,000
Design/Construction Contingency (15%)	\$ 47,000
Menzies District Allowance (45%)	\$ 161,000
Professional Fees Allowance	\$ 62,000
Subtotal	\$ 581,000
GST	\$ 58,100
TOTAL INDICATIVE COST ESTIMATE	\$ 639,100

Exclusions :

This estimate excludes the following costs :

Cost escalation to date of construction

Full Estimate Summary

Job Name : A827 - MENZ HERITAGE

Job Description

Client's Name:

MENZIES HERITAGE PARK PRECINCT
PROPOSED CONSERVATION WORKS
& ADAPTIVE RE-USE

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	Old Pioneer Store (C1896)	34.49		109,000		109,000
	Old Tearooms & Butchers Shop (C1900)	65.51		207,000		207,000
		100.00		316,000		316,000
Final Total : \$						316,000

Trade Breakup

Job Name :	<u>A827 - MENZ HERITAGE</u>	Job Description
Client's Name:		MENZIES HERITAGE PARK PRECINCT PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<i>Trade : 1 Old Pioneer Store (C1896)</i>						
1	Allowance for structural engineering report for stabilisation of cracks to masonry walls		Item			2,500.00
2	Structural ties and bracing to existing masonry walls		Item			5,000.00
3	Termite inspection & report		Item			750.00
4	Termite treatment		Item			3,500.00
5	Take down and remove timber framed lean-to attached to rear of building	21.00	m2	65.00		1,365.00
6	Repair & repaint front verandah timber joinery	14.00	m2	75.00		1,050.00
7	Scrape out existing silicone sealants and cement mortar jointing to wall cracks and repoint with lime based mortar joints	24.00	m2	220.00		5,280.00
8	Reduce soil level adjoining external walls	42.00	m2	20.00		840.00
9	Subsoil drainage to external walls	28.00	m	120.00		3,360.00
10	Prepare and apply paint to internal face external brick walls	140.00	m2	25.00		3,500.00
11	Prepare and apply paint to concrete floor	98.00	m2	15.00		1,470.00
12	Prepare and apply paint to corrugated iron ceiling	94.00	m2	20.00		1,880.00
13	Prepare and apply paint to roof lantern	12.00	m2	35.00		420.00
14	Prepare and apply paint to joinery	33.00	m2	25.00		825.00
15	Allowance for upgrading existing electric light & power	98.00	m2	75.00		7,350.00
16	New universal access ramp to transportable sanitary building	4.00	m	1,200.00		4,800.00
17	Take down & replace existing rear access door including forming 920 wide opening	1.00	No	2,500.00		2,500.00
18	Refurbish existing front door	1.00	No	1,000.00		1,000.00
19	Take down and remove existing office fitout	6.00	m2	100.00		600.00
20	New kitchenette	1.00	No	4,000.00		4,000.00
21	SS sink	1.00	No	3,000.00		3,000.00
22	Kitchen equipment		Item			1,500.00
23	Fully enclosed storage to rear of building	21.00	m2	650.00		13,650.00
24	Repace existing missing damaged gutters & downpipes	33.00	m	75.00		2,475.00
25	1500 L rainwater tank including filters & plumbing	1.00	No	3,000.00		3,000.00
26	Allowance for loose furniture & equipment		Item			15,000.00
27	Preliminaries & builder's supervision		Item			18,385.00

Trade Breakup

Job Name :	<u>A827 - MENZ HERITAGE</u>	Job Description
Client's Name:		MENZIES HERITAGE PARK PRECINCT PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<u>Old Pioneer Store (C1896)</u>						Total : 109,000.00
<i>Trade : 2 <u>Old Tearooms & Butchers Shop (C1900)</u></i>						
1	Allowance for structural engineering report for stabilisation of cracks to masonry walls		Item			2,500.00
2	Remove plywood hoardings to shopfront and make good	37.00	m2	75.00		2,775.00
3	Door hardware to existing front entry doors		Item			2,000.00
4	Security mesh screens to external door	3.00	No	650.00		1,950.00
5	Replace metal verandah posts with timber posts to match original	5.00	No	500.00		2,500.00
6	Scrape out existing silicone sealants and cement mortar jointing to wall cracks and repoint with lime based mortar joints	56.00	m2	220.00		12,320.00
7	Structural ties and bracing to existing masonry walls		Item			5,000.00
8	Prepare and paint to external joinery & verandah	66.00	m2	35.00		2,310.00
9	Clean & oil timber floor	160.00	m2	25.00		4,000.00
10	Reinstate timber mantelpiece & stone hearth to fireplace	1.00	No	2,500.00		2,500.00
11	Timber skirting & beading to match existing including paint	84.00	m	45.00		3,780.00
12	Prepare and apply paint to ceiling	160.00	m2	20.00		3,200.00
13	Prepare and apply paint to joinery	18.00	m2	35.00		630.00
14	Allowance for upgrading existing electric light & power	160.00	m2	75.00		12,000.00
15	Allowance for climate control		Item			15,000.00
16	Allowance for onsite sanitary facilities		Item			50,000.00
17	New universal access ramp to transportable sanitary building	4.00	m	1,200.00		4,800.00
18	New universal access ramp to existing building	2.00	m	1,200.00		2,400.00
19	Retain & repair existing counter	1.00	No	1,500.00		1,500.00
20	Signage allowance		Item			2,500.00
21	Allowance for loose furniture & equipment		Item			25,000.00
22	Office/back of house fitout	15.00	m2	1,000.00		15,000.00
23	Preliminaries & builder's supervision		Item			33,335.00
<u>Old Tearooms & Butchers Shop (C1900)</u>						Total : 207,000.00

INDICATIVE COST ESTIMATE

MENZIES POST OFFICE PROPOSED CONSERVATION WORKS & ADAPTIVE RE-USE

H + H ARCHITECTS

CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT

Mar-16

**MENZIES POST OFFICE
PROPOSED CONSERVATION WORKS**

Ref : A830

INDICATIVE COST ESTIMATE

11/03/2016

PROJECT COST SUMMARY

Total Cost of Post Office from Summary	\$ 191,000
Design/Construction Contingency (15%)	\$ 29,000
Menzies District Allowance (45%)	\$ 99,000
Professional Fees Allowance	\$ 51,000
Subtotal	\$ 370,000
GST	\$ 37,000
TOTAL INDICATIVE COST ESTIMATE	\$ 407,000

Exclusions :

This estimate excludes the following costs :

Cost escalation to date of construction

Full Estimate Summary

Job Name :	<u>A830 - MENZ POST</u>	Job Description
Client's Name:		MENZIES POST OFFICE CONSERVATION WORKS

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	Demolition	0.96		1,830		1,830
	Pest Treatment	1.26		2,400		2,400
	Structural	2.62		5,000		5,000
	Timber Stumps & Sub Floor Structure	6.39		12,200		12,200
	Roof & Structure	6.64		12,690		12,690
	Chimneys	0.73		1,400		1,400
	External Walls	3.75		7,160		7,160
	Windows	5.97		11,400		11,400
	Doors	4.37		8,350		8,350
	Verandah Posts & Cross Balustrade	3.53		6,750		6,750
	Concrete Verandah	0.82		1,575		1,575
	Freestanding WC	1.05		2,000		2,000
	Floors	13.84		26,425		26,425
	Internal Walls	6.30		12,040		12,040
	Ceilings	3.27		6,255		6,255
	Internal Fitout	25.39		48,500		48,500
	Preliminaries	13.10		25,025		25,025
		100.00		191,000		191,000
Final Total : \$						191,000

Trade Breakup

Job Name :	<u>A830 - MENZ POST</u>	Job Description
Client's Name:	MENZIES POST OFFICE CONSERVATION WORKS	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 1 <u>Demolition</u>						
1	Take up and remove chipboard floor sheeting	122.00	m2	15.00		1,830.00
<u>Demolition</u>						Total : 1,830.00
Trade : 2 <u>Pest Treatment</u>						
1	Allow for pest inspection & treatment		Item			2,400.00
<u>Pest Treatment</u>						Total : 2,400.00
Trade : 3 <u>Structural</u>						
1	Allow to undertake structural engineering assessment and repair methodology		Item			5,000.00
<u>Structural</u>						Total : 5,000.00
Trade : 4 <u>Timber Stumps & Sub Floor Structure</u>						
1	Restump existing structure including repairs to joists & bearers	244.00	m2	50.00		12,200.00
<u>Timber Stumps & Sub Floor Structure</u>						Total : 12,200.00
Trade : 5 <u>Roof & Structure</u>						
1	Remedial work to existing roof structure	316.00	m2	10.00		3,160.00
2	Replace existing corrugated steel roof sheeting	32.00	m2	90.00		2,880.00
3	Take down & remove existing eaves gutter	84.00	m	10.00		840.00
4	Take down & remove existing rwp's	32.00	m	5.00		160.00
5	Ogee profile eaves gutter	84.00	m	45.00		3,780.00
6	75dia steel rwp's	32.00	m	35.00		1,120.00
7	Connect roof drainage to existing rainwater tank		Item			750.00
<u>Roof & Structure</u>						Total : 12,690.00
Trade : 6 <u>Chimneys</u>						
1	Repair and restore flat steel clad chimney & circular flues	2.00	No	450.00		900.00
2	Stabalise existing flues		Item			500.00
<u>Chimneys</u>						Total : 1,400.00

Trade Breakup

Job Name :	<u>A830 - MENZ POST</u>	<u>Job Description</u>
Client's Name:	MENZIES POST OFFICE CONSERVATION WORKS	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 7 <u>External Walls</u>						
1	Allow for replacement of existing corrugated steel wall cladding including flashings & cappings	26.00	m2	90.00		2,340.00
2	Allow to repair defective flashings to openings	17.00	No	150.00		2,550.00
3	Replace timber barge board	8.00	m	65.00		520.00
4	Replace timber louvres	5.00	m2	350.00		1,750.00
<u>External Walls</u>						Total : 7,160.00
Trade : 8 <u>Windows</u>						
1	Restore existing double hung windows	13.00	No	650.00		8,450.00
2	Restore existing fan lights	2.00	No	500.00		1,000.00
3	Repair & paint window cill	13.00	No	150.00		1,950.00
<u>Windows</u>						Total : 11,400.00
Trade : 9 <u>Doors</u>						
1	Restore existing single door	14.00	No	500.00		7,000.00
2	Supply & install four panel door including paint & hardware	1.00	No	750.00		750.00
3	Repair & paint existing timber sills	4.00	No	150.00		600.00
<u>Doors</u>						Total : 8,350.00
Trade : 10 <u>Verandah Posts & Cross Balustrade</u>						
1	Refurbish existing verandah posts	9.00	No	150.00		1,350.00
2	Repair and replace timber cross balustrade	27.00	m	200.00		5,400.00
<u>Verandah Posts & Cross Balustrade</u>						Total : 6,750.00
Trade : 11 <u>Concrete Verandah</u>						
1	Repair and repaint existing concrete verandah	63.00	m2	25.00		1,575.00
<u>Concrete Verandah</u>						Total : 1,575.00
Trade : 12 <u>Freestanding WC</u>						
1	Allowance for repair and refurbishment to existing external WC	1.00	No	2,000.00		2,000.00
<u>Freestanding WC</u>						Total : 2,000.00

Trade Breakup

Job Name :	<u>A830 - MENZ POST</u>	<u>Job Description</u>
Client's Name:	MENZIES POST OFFICE CONSERVATION WORKS	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 13 Floors						
1	Repair existing t&g timber flooring	110.00	m2	15.00		1,650.00
2	Supply and lay recycled t&g timber flooring to match existing	110.00	m2	125.00		13,750.00
3	Sand & oil t&g timber flooring	220.00	m2	20.00		4,400.00
4	CFC flooring including waterproofing	25.00	m2	175.00		4,375.00
5	Vinyl sheet flooring	25.00	m2	90.00		2,250.00
Floors						Total : 26,425.00
Trade : 14 Internal Walls						
1	Repair and repaint existing internal walls & mouldings	602.00	m2	20.00		12,040.00
Internal Walls						Total : 12,040.00
Trade : 15 Ceilings						
1	Repair & paint existing ceiling	219.00	m2	20.00		4,380.00
2	Replace existing ceiling	25.00	m2	75.00		1,875.00
Ceilings						Total : 6,255.00
Trade : 16 Internal Fitout						
1	Basic kitchen fitout		Item			15,000.00
2	Basic bathroom fitout		Item			10,000.00
3	Basic laundry fitout		Item			5,000.00
4	Upgrade to existing electric light & power		Item			5,000.00
5	A/C to Postal Hall		Item			3,500.00
6	Loose furniture & equipment to Postal Hall		Item			10,000.00
Internal Fitout						Total : 48,500.00
Trade : 17 Preliminaries						
1	Allowance for preliminaries		Item			25,025.00
Preliminaries						Total : 25,025.00



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AUSTRALIA

Shire of Menzies

Menzies Heritage Precinct Project

Economic Impact/ Cost Benefit Assessment



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DOCUMENT CONTROL	
Core Business Australia Pty Ltd PO Box 797 BUSSELTON WA 6280 Office: +61 8 9754 1117 Mobile: +61 418 931 067 Email: bruce@corebusiness.net.au Web: corebusiness.net.au	Document: Menzies Heritage Precinct Project Economic Impact/ Cost Benefit Assessment
	Client: Shire of Menzies
	Project Manager: Mark Weller Author: Bill Parker Date: February 14 th 2016
	Synopsis: This report forecasts and documents the predicted short, medium and long term economic impact of the Menzies Heritage Precinct Project.

CONSULTANTS DISTRIBUTION SCHEDULE

Version No.	Date	Distribution	Reference
Version 1	March 2	Mark Weller for review and feedback	416 Menzies Heritage Project – Cost Benefit (V1)
Version 2	March 11	Mark Weller for review and feedback	416 Menzies Heritage Project – Cost Benefit (V2)
Version 3	11 March 2016	Shire of Menzies	416 Menzies Heritage Project – Cost Benefit (V3)

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Shire of Menzies

Menzies Heritage Precinct Project

Economic Impact/ Cost Benefit Assessment

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Cover: Stock Photos- Shire of Menzies

1.0 Executive Summary

Core Business Australia has been engaged by the Shire of Menzies to assist in the project development and planning for the Menzies Heritage Precinct Project. The project comprises a number of components and aims to present and interpret the Menzies town site as a 'Heritage Park'.

The proposed project will include the preservation, restoration and interpretation of the town's historic sites. Given the capital works associated with the Heritage Precinct Project, external financial assistance will be required. The following funding programs have been identified as potential funding sources;

1. Royalties for Regions Regional Grants Scheme.
2. National Stronger Regions Fund (NSRF)

In preparing funding applications under the above programs, a Cost Benefit Analysis (CBA) is often required. Funding application assessors often use the outcomes of a CBA as one decision criteria to choose the projects that it will fund.

The following report provides a full CBA to assist the Shire of Menzies identify the direct and indirect economic benefits of the Heritage Precinct Project. The combined economic benefit (direct and indirect) of the Heritage Precinct Project has been calculated at **\$1,739,206** per annum. This comprises a direct economic benefit of **\$1,679,190** and an indirect economic benefit of **\$60,016**.

2.0 Introduction

The Town of Menzies is a mining and pastoral town in the Eastern Goldfields, 730 kilometres east of Perth, about an 8 hour drive via Kalgoorlie. The Shire of Menzies covers approximately 125,000 km² with a total population of 384.

Like many towns in remote Western Australia, Menzies boomed during the gold rush days of the 1890s. Then, following the pattern which has become typical of many gold mining towns, the limit of available resources was reached, the people drifted away and the area declined. Despite these changing fortunes, Menzies has continued to survive.

In response to the decline, the Shire of Menzies is proposing to turn the town into a Heritage Park by capitalising upon the town's rich history and iconic buildings. The Shire of Menzies is aiming to increase visitation numbers and provide a much needed boost to the local economy.

The 'Heritage Park' Project will feature:

- 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story;
- Refurbishment of the interiors of a number of historical buildings and implementation of business development projects which will contribute to the economic development of the town and ensure the buildings are continually used;
- A centralised heritage centre display (collocated with other facilities) and manned by staff/volunteers which will provide interpretation relating to the Heritage Park as well as serve as a focal point for interpretive tours;
- Electronic based interpretation of the town including augmented reality, website and app based engagement and audio device based tours; and
- Guided tours of the town and sites.

Given the size and complexity of the task at hand, the project has been divided into two distinct stages.

This CBA relates to Stage 1. The objective of Stage 1 is to;

- Undertake preservation and restoration works to selected sites.
- Deliver an interpretation plan for the town on Menzies
- Based upon the outcomes of the interpretation plan, deliver a static interpretive displays at the Lady Shenton Hotel.
- Prepare and disseminate marketing materials.
- Commence business planning for the operation of business units within the Tea Rooms/ Butchers Shop and Old Pioneer Store.

As a part of any funding application process, the Shire of Menzies is required to demonstrate how the project contributes to economic growth in the region. This analysis seeks to;

- Define and quantify the economic benefits this project will bring to the region;
- Demonstrate how the economic benefits will be sustained beyond the initial funding period, and;
- Provide evidence to support these claims.

3.0 Economic Growth

"Economic growth is a sustained expansion of production possibilities measured as the increase in real Gross Domestic Product (GDP) over a given period" (McTaggart, Findlay, Parkin p.444, 2013). GDP is "the market value of the final goods and services produced within a country over a given time period" (McTaggart, Findlay, Parkin p.398, 2013).

GDP is measured using either the expenditure or income approach. The expenditure approach "measures GDP as the sum of consumption expenditure (C), investment expenditure (I), government expenditure on goods and services (G) and net exports of goods and services (X – M)" (McTaggart, Findlay, Parkin p.400, 2013).

$$\text{GDP} = \text{C} + \text{I} + \text{G} + \text{X} - \text{M}$$

Economic growth is measured by establishing the GDP over various time periods to determine if an economy is in expansion or contraction.

$$\text{GDP} = \frac{\text{GDP in current year} - \text{GDP in previous year}}{\text{GDP in previous year}} \times 100$$

$$\text{GDP in previous year}$$

As outlined above, a key component in measuring GDP and therefore economic growth is government expenditure (G). Government expenditure "is the expenditure by all levels of government on goods and services" (McTaggart, Findlay, Parkin p.401, 2013).

All things remaining equal, an increase in government expenditure will have a positive impact on GDP and therefore economic growth. Although GDP is generally measured on a national basis, small increases in production outputs and increases in expenditure locally, contribute positively to GDP on a larger scale.

The Heritage Park project proposed by the Shire of Menzies is a sound example of increased government expenditure that will contribute positively to the local economy, GDP and therefore an increase in economic growth. This assessment firstly analyses the direct economic benefits of the proposed project and then considers the indirect economic benefits such as increased visitation and the benefits associated with visitor expenditure.

The benefits of this project have been derived from 3 separate components being;

1. Government capital expenditure benefits (G)
2. Government operating expenditure benefits (G)
3. Marginal social benefits (M)

The capital and operating expenditure benefits are direct economic benefits as a result of undertaking the project. The marginal social benefits are indirect economic benefits experienced by the local community as a result of increased visitor numbers.

For the purposes of this analysis, the total economic benefit of the Heritage Park Project is represented by the equation;

$$\text{Total economic benefit} = C + O + M$$

4.0 Construction benefits (C)

Any construction project has a positive economic benefit as a form of local expenditure. In this instance, the Shire of Menzies is proposing to refurbish a number of historic buildings at a total cost of \$951,000. This expenditure comprises building materials, plant, machinery and wages.

The construction cost is a direct financial benefit to the wider community of Menzies as tenders are awarded, contractors are engaged and materials are purchased. The application of the Shire's Regional Price Preference Policy ensures that preference is given to locally based contractors and service providers.

This influx of government expenditure into the region forms part of aggregate expenditure. As this is a construction project, the benefits are achieved at a single point in time and do not extend further than the initial construction period.

In addition to the direct financial benefits, government expenditure also provides a multiplier effect. "An extra dollar spent on goods and services can generate more than one dollar's worth of additional activity as a portion of it will be re-spent by those who benefitted from the original outlay. This is known as the fiscal multiplier effect" (Access Economics 2009, p.1).

"For example, if a government spends \$1,000 on goods or services, the money does not disappear, but rather becomes revenue to the supplier and wages to its employees. The supplier and its employees will have higher disposable incomes as a result, so consumption and hence aggregate demand will rise as well. The individuals who the supplier buys things from will also tend to spend some of that additional income, and so on. Each participant who experiences an increase in disposable income then spends some portion of it on final (consumer) goods, which causes the cycle to repeat many times" (Access Economics 2009, p.8).

Shire of Menzies – Economic Impact/Cost Benefit Assessment

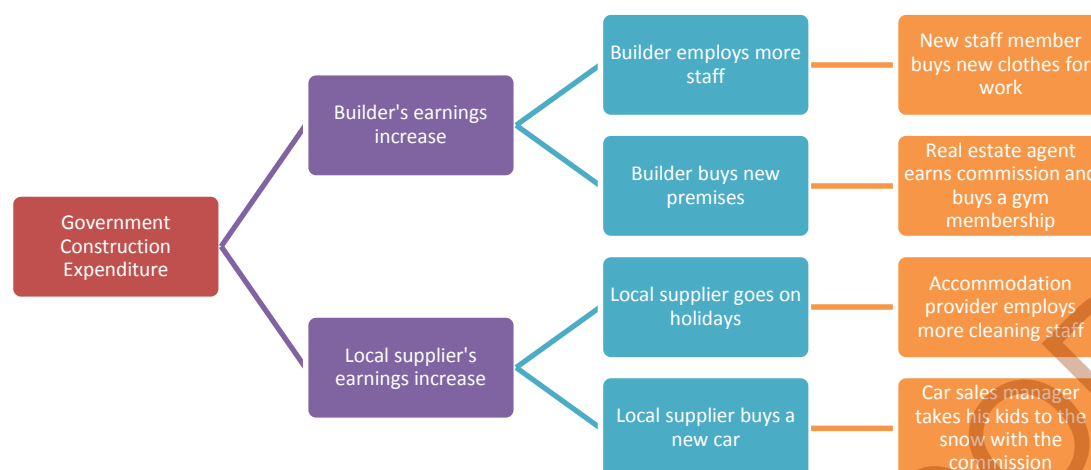


Figure 1: Example of how the multiplier effect works

It is generally accepted that the most effective component of a fiscal stimulus is infrastructure spending (Access Economics 2009, p.10).

"The concept of the fiscal multiplier can be extended to the sub-national or regional level. For example, building a new community facility may lead to new employment for locals, which may have knock-on economic effects for the city or region" (Access Economics 2009, p.12).

Previous studies undertaken by Access Economics suggests a fiscal multiplier for stimulus monies which go to infrastructure spending is 1.69 (Access Economics 2009, p.19). Taking this multiplier and applying it to the Shire of Menzies construction expenditure on the Heritage Park Project will result in a total construction benefit of **\$1,607,190**.

Although the construction benefits have been defined and are contained within the total construction figure, the project will create employment during the construction period. Using estimates provided by the Queensland Government, it has been forecast that 6.7 jobs are created per \$1.0m over the life of a construction project. Utilising this framework, it can be estimated that 6.37 jobs will be supported over the life of the construction period.

Component	Contributor	Amount
Design & Construction	Shire of Menzies, RDA, R4R	\$951,000
CONSTRUCTION COST		\$951,000
MULTIPLIER		1.69
TOTAL CONSTRUCTION BENEFIT		\$1,607,190
Construction cost divided by \$1.0m		0.95
FTE employment		6.7
Jobs Created		6.3717

Table 1: Projected capital expenditure and multiplier

$$C = \$1,607,190$$

5.0 Operating expenditure benefits (O)

The Heritage Park Project will result in additional operating expenditure and employment opportunities as staff are employed to work in the various restored buildings and provide tourist related services such as guided tours.

When the government spends additional money on services, the money does not disappear. It becomes income to suppliers and contractors and salaries and wages for employees. As a result of the increased government expenditure, contractors, suppliers and employees will have a higher level of disposable income. Therefore, local consumption will increase and hence aggregate demand will rise as well, providing a positive economic impact.

The Shire of Menzies currently spends \$575,755 per annum on visitor services. This level of expenditure is considered to be the base case.

When the Heritage Park becomes operational, the operating expenditure is forecast to increase significantly, as more services are offered when the Heritage Park becomes operational. The new level of expenditure is forecast to be \$623,755 per annum and is represented in the graph below labelled future case. The economic benefit of the new facility is represented by the difference between the base case and the future case.

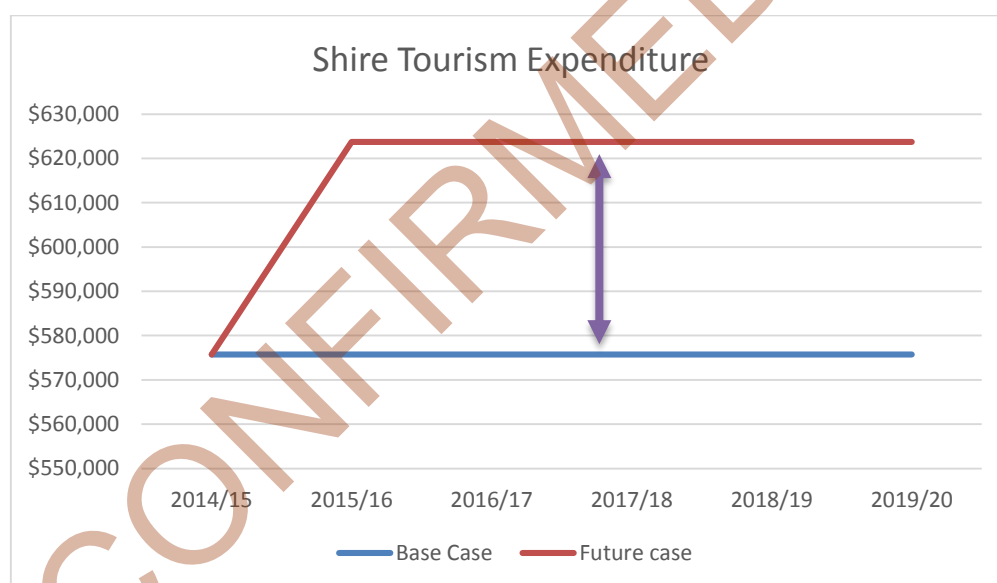


Figure 2: Graph depicting the base case without the Heritage Park and the future case with the Heritage Park

As with the construction example above, an increase in government expenditure on goods and services can generate more than one dollar's worth of additional activity as a portion of it will be respent by those who benefitted from the original outlay.

The appropriate multiplier to use for an increase in government expenditure differs slightly from a capital or construction cash injection. "Most economists agree that fiscal multipliers are small, lying between 1 and 2 for an increase in government expenditures and maybe less than 1 for a reduction in taxes (Weber 2012 p.4).

For the purposes of estimating the multiplier effect of an increase in local government operating expenditure, a multiplier of 1.5 has been applied. Taking this multiplier and applying it to the increase in local government expenditure will result in a total economic benefit of \$72,000.

O = \$72,000 per annum.

6.0 Marginal social benefits (M)

In addition to the direct benefits that the project will deliver, the project will also create a range of indirect flow on economic benefits. A number of studies have been commissioned in Australia that seek to quantify the economic value of tourism to places of cultural and heritage significance.

One such study completed by the University of Canberra, explored the economic value of tourism to places of cultural and heritage significance with reference to three towns with a mining heritage. The three towns once boomed as a result of mineral wealth, which has long since run out. "All three towns have well-preserved buildings and other reminders of the boom times. In all three, these have been preserved and now attract tourists who are interested in experiencing part of Australia's historical development" (University of Canberra 2000 p.4).

The three towns selected for the study were:

- Maldon, a former gold mining town in Victoria;
- Burra, a former copper mining town in South Australia; and
- Charters Towers, a gold mining town in north Queensland

"During the first six months of 2000, face-to-face interviews were conducted in each town. The interviews sought information on visitor characteristics, behaviour, expenditure, attitudes to aspects of cultural heritage and satisfaction. Expenditure data were used to measure the impact of tourism upon regional economic activity" (University of Canberra 2000, p.8). The following impacts were noted in the study;

	Maldon	Burra	Charters Towers
Annual visitor numbers	41,868	40,913	69,917
Expenditure per head (\$)	\$102.06	\$109.45	\$87.77
Aggregate expenditure (\$)	\$4,272,981	\$4,477,850	\$6,136,726
Gross regional product (GRP) impact (\$)	\$3,820,880	\$4,810,995	\$6,127,729
Employment impact (jobs)	310	333	121

Table 2: Annual visitor numbers and expenditure per head for Maldon, Burra and Charters Towers

The conclusions in the University of Canberra's study can be applied to the Heritage Park Project in the Shire of Menzies. According to the Shire of Menzies CEO, the town currently attracts 3,200 visitors per annum. The refurbished historic buildings, interpretation and tours are expected to increase visitation numbers by 10%.

The 10% increase is considered to be conservative as a research gap exists in terms of Heritage Listings and increasing visitor numbers. In saying this, a report titled 'Impact Assessment: World Heritage Listing' (Lynch-Blosse, 1991), presents accommodation takings and guest nights for the various Local Government Areas (LGAs) in the Wet Tropics World Heritage Area from 1987 to 1990. Most of the LGAs showed minor fluctuations, but "the Douglas LGA showed a substantial change, increasing from 17 191 visitor nights and \$413 000 in accommodation takings in 1987, to 37 175 visitor nights and \$2.641

Shire of Menzies – Economic Impact/Cost Benefit Assessment

million in accommodation takings in 1988. These figures continued to grow to 58 744 visitor nights and \$4.069 million in accommodation takings in 1990. This is quite a substantial increase over a four-year period” (University of Canberra 2000 p.78).

Although no direct correlation can be established between Heritage Listings and increased visitor numbers, the increase in visitations does suggest that the heritage listing combined with increased marketing and awareness increased visitations by 58% in terms of visitor nights and 54% in terms of accommodation takings.

According to the Tourism Alliance Victoria, “measuring tourism’s economic impact to a Local Government Area (LGA) requires the application of a suitable model that multiplies visitor numbers x visitor spending x regional multiplier” (Tourism Alliance Victoria 2005, p.1)

The Shire of Menzies currently attracts 3,200 visitors per annum. A 10% increase in tourist numbers suggests that after the implementation of the Heritage Park Project, the Shire of Menzies could achieve 3,520 visitors per annum.

	Tourist numbers	Increase	Additional expenditure
Current number of tourists	3,200	0	\$0.00
Increase of 5%	3360	160	\$15,961
Increase of 10%	3520	320	\$31,923
Increase of 20%	3840	640	\$63,846
Increase of 30%	4160	960	\$95,769
Increase of 40%	4480	1,280	\$127,692

Table 3: Forecast visitor numbers after improvements

The average expenditure per head of tourists travelling to Maldron, Burra and Charters Towers is \$99.76. If the Shire of Menzies increases tourist numbers by 10% to 3,520, the additional tourism expenditure generated by the Heritage Park Project will be **\$31,923** per annum.

As suggested in the Tourism Alliance Victoria, multipliers are also applicable to tourism expenditure. In a report prepared by Tourism Research Australia, it was suggested that an “appropriate tourism’s output multiplier for 2011–12 is valued at 1.88, which means for every dollar tourism earns directly in the Australian economy, it value adds an additional 88 cents to other parts of the economy. At 1.88, tourism’s multiplier is larger than Mining (1.62), Retail trade (1.74) and Education and training (1.44)” (Tourism Research Australia 2013 p.19)

Taking the tourism output multiplier and applying it to the forecast expenditure generated by the Heritage Park Project will create a total economic benefit of **\$60,015** per annum.

To complement the total economic benefit, it is well documented that tourism revenue generates additional employment opportunities. Based upon the comprehensive study completed by the University of Canberra, it was established that tourism income generated 1 job per \$25,982.51.

By applying a similar rate to the tourism growth predictions forecast for the Shire of Menzies, it can be conservatively estimated that the Heritage Precinct Project will generate 2.31 jobs based upon a tourism growth rate of 10%. If the Shire is able to increase tourism by 40%, 9.24 jobs will be created.

M = \$60,015 per annum

7.0 Conclusion

The total annual direct benefits associated with the construction and increased operational expenditure are **\$1,607,190** and **\$72,000**.

The total annual indirect benefits associated with increased tourism expenditure are **\$60,015**.

The combined economic benefit (direct and indirect) has been calculated at **\$1,739,206**.

To establish the economic benefits over a number of years, the net present value of the benefits have been further calculated over a 5, 10, 15 and 20 year time horizon using a 7% discount rate to reflect the weighted average cost of capital (WACC). The horizon analysis provides a range of benefits from **\$2,186,370** in year 5 to **\$3,103,666** in year 20.

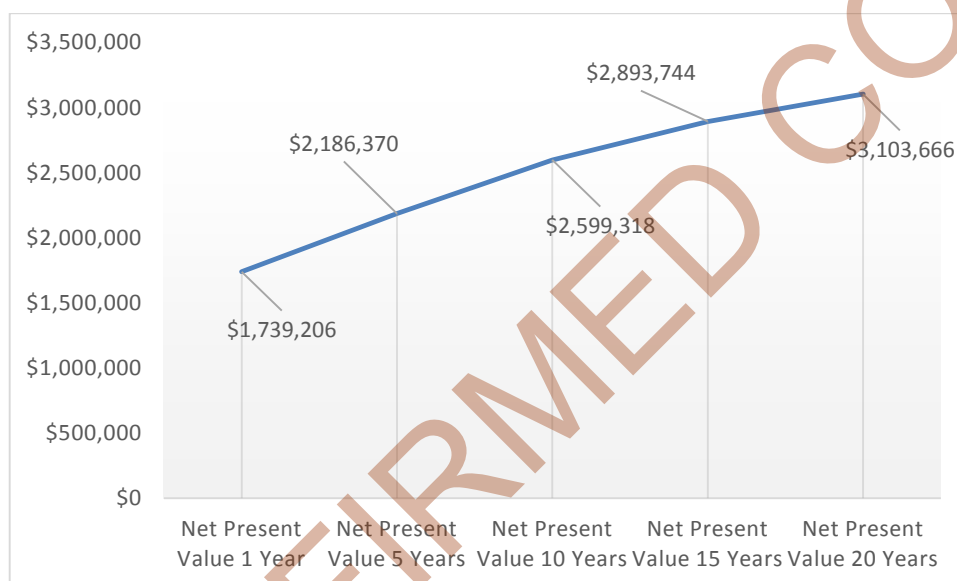


Figure 3: Graph depicting the economic benefits over a 1, 5, 10, 15 and 20 year time horizon.

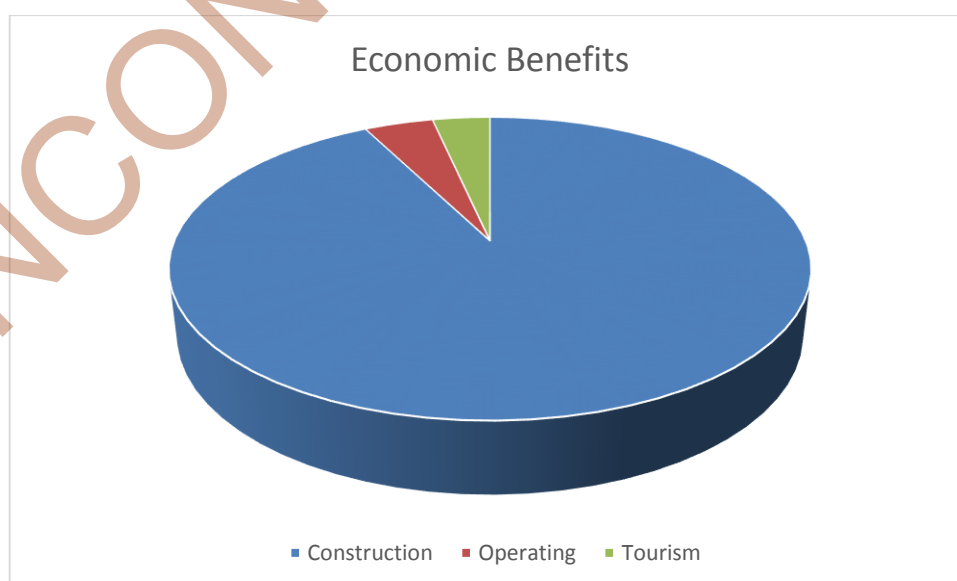


Figure 4: Total economic benefits

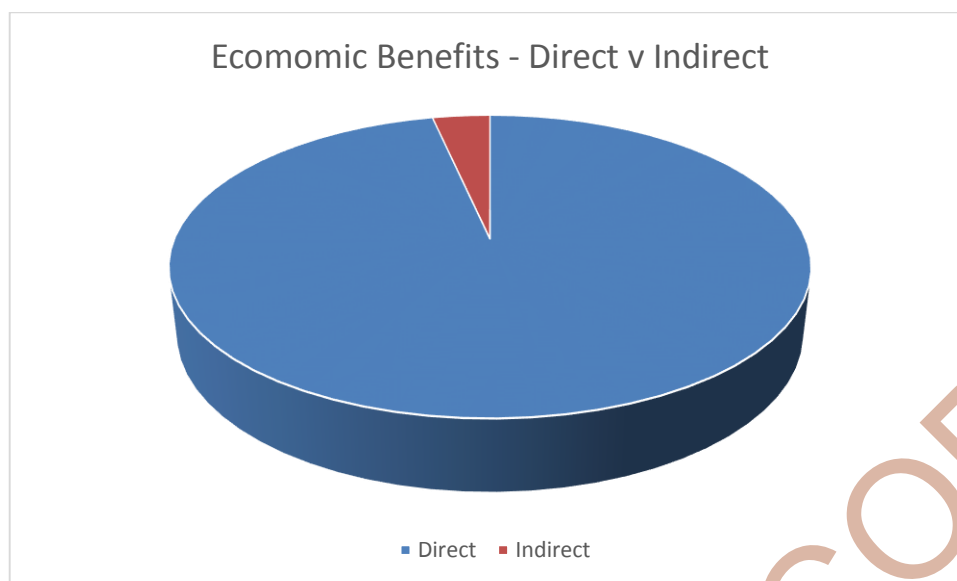


Figure 5: Direct and indirect economic benefits

8.0 Appendix 01 – Benefits of Art Centres

Health Benefits

Many studies have been commissioned that seek to form a link between art programs and improvements in health outcomes for both Indigenous and non-indigenous people. Although the studies are abundant, attaining quantifiable outcomes on how much art programs improve health is challenging.

In the studies that have been completed, it is often not the actual activity of art that improves health outcomes but the self-expression and education on preventative activities that can be facilitated through an artistic channel.

- "Several authors reported improved mental health, and even a reduction in self-harming behaviours, following community arts programs (Allain 2011; Barraket 2005; Frazier et al. 2007; HoRSCATSIA 2011). Some of the specific benefits include reductions in harmful behaviours (Barraket 2005) and the experience of emotional healing through outward artistic expression of negative life circumstances (Allain 2011)" (Australian Government 2014, p.5).
- A study by Bacon (2007) found that Narrative Therapy (NT) produced successful outcomes when working with Indigenous Australians referred for substance misuse. Other therapies, such as Musical Therapy, have proven to be effective at improving physical and mental wellbeing in Indigenous Australians.
- A study conducted by Truasheim (2014) found that Aboriginal and/or Torres Strait Islanders with a range of chronic diseases who participated in a Music Therapy program stated benefits such as improved relaxation, social connectedness, breaking down barriers, and easing of troubles. Interestingly, these findings seem to be congruent with indigenous cultures of other nations outside of Australia.
- A Canadian study conducted by Howell-Jones found that Indigenous Canadians found that they preferred a therapeutic approach involving connection with family and communities, rather than individual assessment and treatment. Furthermore, participants advocated approaches which engage the body, mind, emotions and spirit, and which integrate their aboriginal identity into their everyday life.

Although evidence is not available to quantify the exact benefits of community art programs in improving Indigenous health, studies have been commissioned into preventative health care and the impact that preventative strategies such as education, early intervention, and immunisation have on health care costs.

The Productivity Commission produced a paper in 2015 with regard to Efficiency in Health. This paper investigated preventative health care and cited a study undertaken by Cadilhac et al that estimated that reducing rates of smoking, high-risk alcohol consumption, obesity, physical inactivity and other behaviour could reduce annual health care expenditures by around 2 per cent.

The cost of health care in Australia is significant, forming a major part of both the State and Federal Government's annual expenditure. Given the size of the health care budget, various studies have been commissioned to establish the cost of health care per person in Australia. Some of the studies have further broken these costs into demographic groups such as Indigenous and non-Indigenous Australians.

One such study produced by the Australian Institute of Health and Welfare concluded that "health expenditure per Indigenous Australian increased by 12.0% between 2008–09 and 2010–11, from \$7,139 in 2008–09 to \$7,995 in 2010–11. In 2010–11, \$1.47 was spent per Indigenous Australian for every dollar spent per non-Indigenous Australian" (Australian Institute of Health and Welfare 2013, p.6).

Taking the above information into consideration, we can conclude that the cost of health care per Indigenous Australian in 2010/11 was \$7,995. In today's dollars this would equate to \$8,958.

Given that art therapy is a genuine preventative strategy, we can hypothesise that the continuation of this preventative therapy could result in a 2 percent reduction in health care costs for Indigenous Australians. This would equate to a saving per person of \$179 per annum.

According to the last census, 256 Indigenous people reside in the Shire of Menzies. Based upon a rate of \$179 per person, the potential savings by implementing an art centre within the Shire could equate to a health benefit of **\$45,824** per annum.

Social Cohesion

The benefits of indigenous art centres are wide ranging. In addition to providing Indigenous artists with income, the programs delivered in art centres contribute towards social cohesion and community engagement.

"One of the most important benefits of an established Art Centre is that it provides a service for artists to produce high quality art and earn a steady income. The ability to be self-employed and earn an independent, non-welfare income has the potential to improve self-esteem and self-worth, thereby improving mental wellbeing and strengthening the community as a whole (Aboriginal Art Directory, 2008)".

Arts centres also provide more than just an opportunity to generate revenue, they also act as a meeting place, education centre and provide opportunities for social interaction and intergenerational interaction.

"Provided due attention is given to ensuring equal access to and affordability of programs, participation in arts programs is regularly demonstrated to increase social inclusion and decrease exclusion" (Australian Government 2014, p.8)

"Participation in Indigenous arts organisations have been shown to open up opportunities for development of leadership and governance, as well as increasing access and involvement in networks of local community service providers (Cooper et al. 2012) (Australian Government 2014, p.8)

"Arts facilities can act as community hubs, which encourage interaction between the generations, different clans, or the Indigenous and non-Indigenous populations. Several studies noted that, in this way, participation in the arts activities generated at these sites can indirectly help to build social cohesion, inclusiveness and support (for example, Cooper et al. 2012:44)" (Australian Government 2014, p.11)

Despite the numerous benefits from a social cohesion and community engagement perspective, the depth of research is not substantial enough to quantify an economic benefit.

Reduction in crime and incarceration

A number of studies have been commissioned internationally suggesting that art programs can reduce crime, anti-social behaviour and result in a reduction in reoffending.

"Arts programs occasionally aim to reduce crime and anti-social behaviour indirectly through the provision of alternative, healthy activities (Allard et al. 2007; Allard 2010; Barraket 2005; HoRSCATSIA 2011). One study cited instances of reduced substance abuse through the opening of a local Indigenous art gallery: through participation in arts activities, local community members felt empowered to begin tackling community issues, which included providing direct personal support to other artists who were trying to cease taking drugs (Cooper et al. 2012). Local police and ambulance services in this study likewise reported reduced call-outs to violent incidents and injuries since the gallery was opened. Although causal statements should be interpreted with caution, these service providers did suggest these reduced call-outs were directly linked to the presence of the gallery (Cooper et al. 2012)" (Australian Government 2014, p.7).

"Participating in artistic or cultural activities can be a prime mechanism for preventing boredom and a sense of having no purpose, which are both often precursors to engaging in destructive, anti-social or illegal activities (Barraket 2005; Delfabbro & Day 2003). Likewise, in the case of youth, it reduces the amount of unsupervised free time they have, which reduces their capacity to engage in negative or risky behaviours (Morris et al. 2003a), while promoting positive behaviours and even some social or employment opportunities (Frazier et al. 2007)" (Australian Government 2014, p.13).

Although evidence is not available to quantify the exact benefits of community art programs in reducing incarceration rates and reoffending, small controlled studies have been commissioned into art programs and the impact that such programs have on reducing crime rates within communities.

In a cost benefit analysis produced by Deloitte Access Economics on the benefits of Indigenous Healing Centres it was concluded "that healing centres and therapeutic communities typically return, on average, a benefit to cost ratio (BCR) of over 4 to 1, primarily from reduced rates of incarceration and recidivism" (Deloitte Access Economics, 2014).

The Cost Benefit Analysis was constructed around diverting "14 cases of incarceration during its first year and 12 cases per year thereafter" (Deloitte Access Economics, 2014). This would equate to just 1.08 cases per Centre during the first year and less than one (0.93) case per year thereafter.

Numerous studies have been commissioned on the cost of incarceration per prisoner. "The estimated annual average cost per prisoner per day in 2012–13 is \$315" (Australian National Council on Drugs 2012, p.8).

In saying this, the cost for Indigenous Australians is often far higher. "Re-offending rates are high and incarceration is associated with poor health outcomes for prisoners, including a relatively higher risk of mortality post-release. Research suggests that outcomes of incarceration are worse for Indigenous Australians than for non-Indigenous Australians" (Australian National Council on Drugs 2012, p.8).

In a report prepared on Indigenous Safe Communities, Deloitte Access Economics "estimated direct financial costs of \$358,915 per Indigenous incarceration. This estimation includes the likelihood of reoffending but does not including indirect financial costs such as lower employment. In addition to financial costs, there are also burden of disease costs. Deloitte Access Economics (2012a) calculated that the expected costs of Hepatitis C from incarceration of Indigenous Australians with drug and alcohol related problems are \$23,281 and the cost of Indigenous premature mortality is \$92,254 due to incarceration (relative to residential rehabilitation). Adding wellbeing costs yields a total cost of \$474,450 per case in 2012 dollars or \$500,414 in 2014 dollars when adjusted using the consumer price index (CPI)"(Healing Foundation 2014 p.31).

If the commencement of a community art programs resulted in a reduction of 1 incarceration, the savings would equate to \$500,414 per centre per annum.

9.0 References

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Shire of Menzies – Economic Impact/Cost Benefit Assessment

For further details on this Economic Impact/ Cost Benefit Assessment please contact:

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12.5 MANAGEMENT AND POLICY BUSINESS

12.5.1 MENZIES COMMUNITY SCHOOL – REQUEST FOR FUNDING

SUBMISSION TO:	Ordinary Council Meeting, 31 March 2016
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM015
DISCLOSURE OF INTEREST:	None
DATE:	21 March 2016
AUTHOR:	Pascoe Durtanovich, Acting CEO
PREVIOUS MEETING REFERENCE:	None

ATTACHMENTS:

12.5.1 Attachment #1 Request for Funding Covering Letter

SUMMARY:

The Principal of the Menzies community School has submitted a request for funding, based on activities planned at the school for the 2016 year. This report recommends that Council resolve to make a financial contribution.

BACKGROUND:

Nil

COMMENT:

The request attached outlines activities proposed for each school term of the year. Activities such as the gardening/cleanup around and in the school grounds has already commenced with Shire staff undertaking some of the works on a fee for service basis.

The application also outlines the cost and program for the planned senior excursion to Perth in Term 1. The request is that the Shire of Menzies fund the total cost of the excursion.

As noted in the request for funding the objective for the students to attend this excursion is based on:

- The experience of diversity
- Developing positive connections between tutors, teachers and other students
- The multiplicity of choices
- The cultural difference and choices
- Broadening the perspectives of our students as there are some who have never been past Kalgoorlie
- Heighten the awareness of “city” life compared to country living
- Promote a bond of friendship that will remain with the students for years

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Council does not have a policy in regard to the Shire’s involvement with the Menzies Community School.

FINANCIAL IMPLICATIONS:

The amount requested for the school excursion is \$8,247.

The 2015/2016 budget includes an amount of \$9,500 under Welfare and Education, shown as a donation to the Menzies School.

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0965

Moved: Cr Mazza

Seconded: Cr Mader

That Council approve a cash contribution of \$8,000 to the Menzies Community School towards the cost of the Term 1 school excursion.

CARRIED 4/0

Menzies Community School

Gregory Street

Menzies

15.2.16

Dear Councillors,

FILE:	ADMOIS		IB
CEO	✓	PRES	
15 MAR 2016			
DOEO		MCS	
MWS		EHO	
CEOXA		STAFF	

I write to you following a meeting recently conducted at the shire where there discussion was related to the partnership and funding between the school and the Shire.

Firstly thank you for the invitation to attend the meeting and trust that I will in the future be asked to attend shire meetings that are open and may require clarification or debate concerning the community and more importantly the school which is an integral hub of the community. I can assure the Shire that the school will be contacting the Shire not only for advice when required but also for assistance in funding for all of our students. I am sure the weekly Newsletter will be of interest to members of the Shire and I welcome their input and feedback as well as seeing Councillors attending any of the school functions displaying your support to the students of the school.

I was very interested in comments related to the "communication" between the Shire and the school and only wish to reinforce my commitment to ensuring that the lines of communication will be ongoing through personal discussions, emails containing Newsletters and information relevant to the School and through Facebook as another means of communication. I would also like to think that the Shire, when necessary, will allow the school to promote or communicate certain items regarding the community through the Facebook site or our Newsletter.

There are many projects that will require funding for the school throughout the year and a summary of these are below:

1. Excursion to Perth for High school students, meeting their teachers from SIDES term 1
2. Football clinics in Kalgoorlie, term 1
3. gardening around the school in preparation for the raising of the Time Capsule next year
4. Excursion to Perth for Primary students in Term 3
5. Swimming lessons in Kalgoorlie, term 3 and 4 of this year
6. Bush camp
7. fundraising for new school Athletic tops/uniforms/team uniforms.
8. fundraising for school "cook up" every week.
9. VET students resources.
10. BIG excursion to NSW at the end of the end of the year.

I thank you for providing this opportunity of submitting this application and should there be a need to clarify issues related to this I am prepared to attend a meeting for and on behalf of the students of Menzies.

Thanking you in anticipation

Dennis Kennedy

Summary of events that we have planned and will be seeking assistance for

Term 1	Term 2	Term 3	Term 4
- Football clinic, Kalgoorlie=500 x 4 - Senior excursion to Perth=9000 - Gardening around the school=? until provided with quote from Shire. - This may happen as a result of a meeting with the Department last week through Building Maintenance and Works.	- Gardening around the school - fundraising for Athletic tops and weekly "cook up" =3000	- Swimming lessons in Kalgoorlie = 2500 - Bush Camp = 1000 - Gardening around the school	- Swimming lessons in Kalgoorlie (continued from last month) - Excursion to NSW to Tweed Heads. - This will be costed out to include train, air and local transport costs + entry costs to various venues + meals + contingency. All of this will be itemised and prepared asap and will be seeking funding from Council in the next round of funding OR if funds were available in the current fiscal year, then perhaps they could be set aside?

Senior excursion to Perth, Cost summary, Term 1, 2016

Please note—this is a summary of events and if required can submit a more detailed outline which had to be approved by the Department of Education.

Rather than go through the finer details of the excursion I have provided a synopsis of the events and costing.

Monday	Tuesday	Wednesday	Thursday	Friday
- Students meet in Kalgoorlie to catch train travel independently to meet the train N/C - Travel to Perth at 8.45 arriving 3.00 pm =1847.00 return - Accommodation SIDES in Leederville =2000 for all students and staff	- Travel to meet teachers. NC - Meals for the week =2300 for everything at this stage - Entry to venues =500	- Meeting the teachers at SIDES - Public transport to Elizabeth Quay=100 return coking in the unit (already included in cost)	- Travel to Roller zone by Thomson Coachline = 700 - King park and federation walk - Dinner at food court =300	- Students return to Kalgoorlie via train and met in Kalgoorlie by parents - contingency 500
Total=3847	2800	100	1000	500

Grand total=8247

I am presenting this to the Shire as a request to seek funding to assist the students of Menzies Community School.

The **objective** for the students to attend this excursion is based on

- The experience of diversity
- Developing positive connections between tutors, teachers and other students.
- The multiplicity of choices
- The cultural differences and choices
- broadening the perspectives of our students as there are some who have never been past Kalgoorlie
- heighten the awareness of "city" life compared to country living
- promote a bond of friendship that will remain with the students for years

Should the application for funding be successful, the students will upon their return, present to Council a summary of the events they attended with a comprehensive Powerpoint presentation outlining the benefits of such an excursion

It is the intention primarily of the excursion to get to know the teachers SIDES who will be working with the students throughout the year. It is important that the students have this time to share with their Distance teachers the requirements, assessments tasks, examination methodologies, the discussion regarding VET courses on offer, weekly task requirements and how best to meet these needs and above all, to identify with the teachers who they are talking too!!!

Once again, I thank you for providing this opportunity of submitting this application and should there be a need to clarify issues related to this I am prepared to attend a meeting for and on behalf of the students of Menzies. I have the email address of each member of Council and will forward a Newsletter to each member in during this week.

Thanking you in anticipation

Dennis Kennedy

12.5 MANAGEMENT & POLICY BUSINESS

12.5.2 SHIRE OF MENZIES LAKE BALLARD MANAGEMENT ADVISORY COMMITTEE

SUBMISSION TO:	Ordinary Council Meeting, 31 March 2016
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM166
DISCLOSURE OF INTEREST:	None
DATE:	21 March 2016
AUTHOR:	Pascoe Durtanovich, Acting CEO
PREVIOUS MEETING REFERENCE:	Ordinary Council Meetings 24/9/2015 and 26/11/2015

ATTACHMENTS:

12.5.2 Attachment #2 Letter from Mr Stefano Carboni, Director Art Gallery of Western Australia

SUMMARY:

Letter received from the Director of the Art Gallery of WA raising concern that the Art Gallery of WA was not consulted through the process to establish a Management Committee for Lake Ballard and the fact that the Art Gallery of WA is not a voting member on the Committee.

This report recommends that the Art Gallery of Western Australia be acknowledged as the sole curator of the Antony Gormley Lake Ballard Statues and reinstate the Gallery as a voting member of the Shire of Menzies Lake Ballard Management Advisory Committee.

BACKGROUND:

At the meeting of Council held 24 September 2015 it was resolved as follows:

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.

On 26 November 2015, following receipt of the following email:

Hi Pascoe

Thank you for your time today. As discussed the Traditional Owners (TO) would prefer that the Lake Ballard Management committee voting rights only apply to the 4 Council representatives as well as 4 Native title (TO) representatives, the other 3 committee members can be there in an advisory capacity only. It is also proposed that the Management order to Council over the Reserve (49153) will be for a term of 10 years and thereafter management of that reserve can then be reviewed at that time. Can you please confirm in writing that these proposals are acceptable to Council.

Regards

Chris Ziatas, Manager, Case Management – Goldfields Esperance and Wheatbelt, Department of Lands

Council resolved as follows:

That membership of the Shire of Menzies Lake Ballard Management Advisory Committee be reduced from eleven to eight. Members be four Councillors and four representatives approved by the Menzies Aboriginal Corporation. Representatives from Goldfields Esperance Development Commission, Tourism WA and the Art Gallery of Western Australia be invited to attend meeting as advisers.

COMMENT:

Given the significant role the Art Gallery of WA has with this project, particularly as the State of WA is the owner of the Works, it is appropriate that the Art Gallery of WA have voting rights on the Committee. The Director's letter includes the following comment about the Gallery's role:

The Purchaser [The State of Western Australia] undertakes to maintain and manage the Work in accordance with the conservation and Curatorial Plan set out in Schedule 2 and further undertakes to procure that the Art Gallery of Western Australia ("AGWA") shall be sole curator of the Work including ensuring that the AGWA is placed in sufficient funds to curate the Work to the standard required in the Conservation and curatorial Plan set out in Schedule 2.

It should also be noted that the Lake Ballard Management Advisory Committee is just that, an Advisory Committee, so irrespective of who and how many are on the Committee with voting rights it is Council that considers recommendations from the Committee and makes the final decision, on matters to do with the works that it has the authority to make.

CONSULTATION:

Art Gallery of WA
Department of Lands

STATUTORY ENVIRONMENT:

Local Government Act, 1995
Section 5.8

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required.

5.9 (2)(d) A committee is to comprise council members and other persons; or

POLICY IMPLICATIONS:

Council has no policies on this matter.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Absolute majority

OFFICER'S RECOMMENDATION:

That a representative of the Art Gallery of Western Australia be included as a voting member on the Shire of Menzies Lake Ballard Management Advisory Committee.

COUNCIL DECISION:

No: 0966

Moved: Cr Mazza

Seconded: Cr Mader

That Item 12.5.2 be deferred to the April 2016 Ordinary Council Meeting pending consultation with Goldfields Land & Sea Council on the composition and voting entitlements of the Shire of Menzies Lake Ballard Management Advisory Committee.

CARRIED 4/0

REASON FOR CHANGE TO THE OFFICER'S RECOMMENDATION:

The Officer's Recommendation was not adopted because Council felt that as a key stakeholder the Goldfields Land & Sea Council should be consulted.



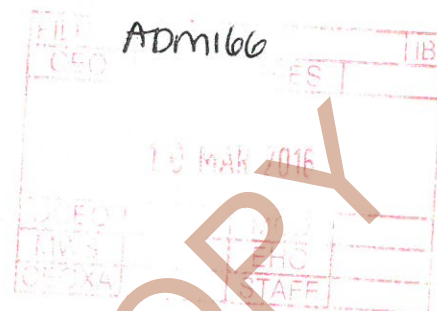
COPY



Art Gallery
of Western Australia

29 February 2016

Cr Jill Dwyer
Shire President
Shire of Menzies
PO Box 4
MENZIES WA 6436



Dear Councillor Dwyer

It has come to my attention that the Shire of Menzies is looking to put in place a new approach to the management of Antony Gormley's internationally-renowned, site-specific sculptural installation *Inside Australia*, located on Lake Ballard. It is also my understanding that the Shire has sought, and received, from the Department of Lands a change in Management Order regarding the Lake Ballard site; and that the Council has established a new Committee of Council, namely the Lake Ballard Management Advisory Committee, to make recommendations to the Shire regarding the Lake Ballard site.

Furthermore, the stated objective of the Lake Ballard Management Advisory Committee is to "maintain the sculptures and the landscape "canvas" in an environmentally, culturally, socially and economically sustainable manner". Membership of the Committee includes four (4) Councillors and four (4) representatives approved by the Menzies Aboriginal Corporation, all of whom have voting rights, and representatives from the Goldfields Esperance Development Commission, Tourism WA and the Art Gallery of Western Australia to be invited to attend meetings as advisers.

These developments concern me greatly, in particular the downgrading of the position of the Art Gallery of Western Australia on the Advisory Committee. The Gallery takes very seriously the duty of care for *Inside Australia* which was vested in us on behalf of the State of Western Australia through the Deed of Transfer between Antony Gormley and the State of Western Australia. I would draw your attention in particular to Clause 6.1:

The Purchaser [The State of Western Australia] undertakes to maintain and manage the Work in accordance with the conservation and Curatorial Plan set out in Schedule 2 and further undertakes to procure that the Art Gallery of Western Australia ("AGWA") shall be sole curator of the Work including ensuring that the AGWA is placed in sufficient funds to curate the Work to the standard required in the Conservation and curatorial Plan set out in Schedule 2.

I would also draw your attention to the recommendations of the 2009 Community Development and Justice Standing Committee's inquiry into the Inside Australia Project at Lake Ballard, where it was found that it was "widely recognised that the

existing governance model is not working satisfactorily and alternative mechanisms need to be put in place." That the involvement of the Art Gallery of Western Australia is considered to be critical to the management of *Inside Australia* was made clear in Recommendation 3 of the Committee which stated:

It is the strong recommendation of the Committee that if the Lake Ballard Association Inc. (LBA) is to be the governing body then, instead of the current narrow membership base, its membership must be broadened to include more stakeholders, in particular the Art Gallery of Western Australia and Tourism Western Australia.

In addition, the Gallery values very highly the maintenance of its professional relationship with the artist Antony Gormley, who is widely acknowledged internationally as one of the most important artists of our time.

As I am sure we share a desire to secure the best outcome for this work of art, the Shire and visitors to the State, I find the Shire's move to change the management of *Inside Australia*, without involving the Art Gallery of Western Australia in any preliminary negotiations, extremely disappointing. I am also sure you agree that the worst possible outcome would be the loss of this work, perhaps the most significant public installation in the whole of Australia, due to the artist's perception through the media that we don't "hold our end of the bargain".

As a result I request that the Art Gallery of Western Australia be made a full member of the newly reconstituted Lake Ballard Management Advisory Committee, with voting rights. The Gallery is to remain fully informed of the activities of the Committee including, but not limited to, the timely provision of a full schedule of meeting dates, and agendas and minutes of all meetings held, to enable the Gallery to fulfil its obligations under the Deed of Transfer. The Gallery is also to continue to be the sole point of liaison with Antony Gormley for all matters regarding the maintenance and management of *Inside Australia*.

I look forward to hearing from you regarding this matter.

Yours sincerely



Stefano Carboni
Director

cc A/CEO Pascoe Durtanovich, Shire of Menzies

12.5 MANAGEMENT & POLICY BUSINESS

12.5.3 MENZIES MEDICAL CENTRE WORKING GROUP

SUBMISSION TO:	Ordinary Council Meeting, 31 March 2016
LOCATION:	Not applicable
APPLICANT:	Not applicable
FILE REF:	ADM012
DISCLOSURE OF INTEREST:	None
DATE:	21 March 2016
AUTHOR:	Pascoe Durtanovich, Acting CEO
PREVIOUS MEETING REFERENCE:	Ordinary Council Meeting 21 May 2015

ATTACHMENTS:

None

SUMMARY:

The purpose of this report is for Council to determine whether to continue with the Menzies Medical Centre Working Group and the Working Group's aims and objectives.

BACKGROUND:

The concept of the Shire building a Medical Centre and leasing part of the centre back to the Health Department was raised during discussions with the Western Australian Country Health Services – Goldfields (WACHS). Subsequent dialogue with the WACHS since that time resulted in a meeting on Wednesday 15 April 2015 in Kalgoorlie with WACHS and Council to further pursue the concept. Following that meeting Council considered the concept at the Ordinary Council meeting held 21 May 2015 and resolved as follows:

That Council:

1. *Form a Working Group comprising the CEO, DCEO and Councillors available for meetings of the Group;*
2. *Authorise the Working Group to:*
 - a. *Investigate the feasibility and benefits of providing a Medical Centre in Menzies;*
 - b. *Liaise with other medical service providers in the region to ascertain whether they would utilise the medical centre and on what basis;*
 - c. *Assess the most appropriate location for the medical centre;*
 - d. *Conduct a preliminary exercise on estimated project costs;*
 - e. *Research what avenues of funding would be available to support the project; and*
 - f. *Report back to Council with their findings at the first Ordinary Meeting following the conclusion of the investigation.*

Following the above meeting some 34 health organisations and health service providers were written to inviting them to comment on the concept and to indicate their interest, if any, in leasing space for future service delivery.

As far as can be ascertained only three responses were received, with only one expressing support.

COMMENT:

The issue now is, does Council wish to continue pursuing this concept, particularly given the limited support from health service providers and the fact that a full time Health Nurse is in place.

It should be noted that WACHS expressed some interest in the concept, prior to the formation of the Working Group.

The author of this report is not aware of the demand for such a facility, however, it is noted that in the Shire's integrated planning documents, the Strategic Community Plan and the Corporate Business Plan, the community focus is a full time staffed nursing post, not a medical centre.

CONSULTATION:

No further consultation has occurred on this subject since the contact with health service providers in May 2015.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Council has no policies in relation to this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications at this stage.

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION:

That the Menzies Medical Centre Working Group be disbanded and no further action be taken, at this point, in respect to the provision of a Medical Centre in Menzies.

COUNCIL DECISION:	No: 0967
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Moved: Cr Mazza

Seconded: Cr Tucker

That the Menzies Medical Centre Working Group be retained and continue to assess the medical infrastructure requirements for the Shire of Menzies.

CARRIED 4/0

REASON FOR THE CHANGE TO THE OFFICER'S RECOMMENDATION:

Council is of the opinion that the Working Group should continue with the primary task of assessing the condition of the existing Nursing Post building and other existing buildings for their suitability for visiting health service providers.

12.5 MANAGEMENT & POLICY BUSINESS

12.5.4 COUNCILLOR'S INFORMATION BULLETIN 02/16

SUBMISSION TO:	Ordinary Meeting of Council, 31 March 2016
LOCATION:	N/A
APPLICANT:	N/A
FILE REF:	ADM029
DISCLOSURE OF INTEREST:	None
DATE:	22 March 2016
AUTHOR:	Pascoe Durtanovich, A/Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Item 12.5.10 OCM 25 February 2016

ATTACHMENTS:

Councillors Information Bulletin provided to Councillors under separate cover.

SUMMARY:

For Council to receive the Information Bulletin and discuss any issues arising there from.

BACKGROUND:

Nil

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:

Nil

VOTING REQUIREMENTS:

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION:

No: 0968

Moved: Cr Mazza

Seconded: Cr Tucker

That the Information Bulletin 02/16 be received.

CARRIED 4/0

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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 28 April 2016.

17. CLOSURE OF MEETING

There being no further business the Acting Chair closed the meeting at 11:25am.