

SHIRE OF MENZIES AGENDA



29 September 2017

ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Friday
29 September 2017 commencing at 10am in the Council Chambers.

**SHIRE OF MENZIES
NOTICE OF ORDINARY MEETING OF COUNCIL**

Dear Council Member,

The next Ordinary Meeting of the Shire of Menzies will be held on 29 September 2017 in the Shire of Menzies council chambers commencing at 10am.

Rhonda Evans
Chief Executive Officer

22 September 2017

DISCLAIMER

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

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

FINANCIAL INTEREST

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

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

9.1 Confirmation of Minutes of the Ordinary Council Meeting held on Thursday 31 August 2017.

That the minutes of the Ordinary Meeting of Council held on Thursday 31 August 2017 be confirmed as a true and correct record.

9.2 Receival of the Minutes Goldfields Tourism Network Association Inc - Special Board Meeting 10 August 2017

That the minutes of the Goldfields Tourism Network Association Inc – Special Board Meeting held on Thursday 10 August 2017 be received by Council.

9.3 Receival of the Summary Minutes Western Australian Local Government Association - Special Board Meeting 8 September 2017

That the minutes of the Goldfields Tourism Network Association Inc – Special Board Meeting held on Friday 8 September 2017 be received by Council.



SHIRE OF MENZIES

MINUTES

**OF THE ORDINARY MEETING OF COUNCIL
HELD**

Thursday 31 August 2017

Shire of Menzies

Commencing at 3.00 pm

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1 DECLARATION OF OPENING

The Shire President declared the meeting open at 3.00 pm.

2 ANNOUNCEMENT OF VISITORS

There were two (2) visitors present: -

- Mr Clint Baker - Eastern Goldfields
- Mr Brett Moser - Qube

3 RECORD OF ATTENDANCE

Present

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

Apologies: Cr D Hansen

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

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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

5 PUBLIC QUESTION TIME

There were no questions from the public.

6 APPLICATIONS FOR LEAVE OF ABSENCE

There were no applications for leave of absence.

7 DECLARATIONS OF INTEREST

Mrs Jeanette Taylor, Manager of Finance and Administration declared a Financial and Impartiality Interest in Agenda Item 12.5.2 – Appointment of Acting Chief Executive Officer.

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Agenda Item 12.5.5 Chief Executive Officer – Annual Performance Review will go behind closed doors.

9 CONFIRMATION / RECEIVAL OF MINUTES

9.1 Confirmation of Minutes of the Ordinary Council Meeting held on 27 July 2017.

That the minutes of the Ordinary Meeting of Council held on Thursday 27 July 2017 be confirmed as a true and correct record.

COUNCIL RESOLUTION:

No.1243

Moved: Cr Mazza

Seconded: Cr Mader

That the minutes of the Ordinary Meeting of Council held on Thursday 27 April 2017 be confirmed as a true and correct record.

Carried 6/0

10 PETITIONS / DEPUTATIONS / PRESENTATIONS

There were no Petitions / Deputations / Presentations

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 PRESIDENTS REPORT

COUNCIL RESOLUTION:

No.1244

Moved: Cr Tucker

Seconded: Cr Baird

That Council receive the Presidents report for August 2017.

Carried 6/0

31 July 2017

Travelled to Perth in preparation for Local Government week.

1 August 2017

I was fortunate enough to tour the new Perth stadium, what a wonderful asset to WA. We were fortunate to be the first visitors to witness the laying of the Turf on the oval.

At 3pm I attended the Mayors and Presidents Forum at the Covention Centre followed by a Sundowner. In attendance was the Governor of Western Australia Her Excellency the Honorable Kerry Sanderson.

2 August 2017

I attended the GVROC meeting, followed by the WALGA AGM. At 7pm I attended the GVROC dinner at the Adelphi. Mal Cullen (Chairperson) gave a farewell speech for Steve Deckert, retiring CEO from Laverton.

5 August 2017

With Cr Tucker and Cr Mader I flew back to Kalgoorlie.

10 August 2017

Via telephone attended Special Meeting Goldfields Tourism Network Association (GTNA) to accept resignations of Neil McGilp and Liz Cayzer and to discuss expression of interest and appointment of Mandy Reidy as Chief Executive Officer.

12 August 2017

Attended Steve Deckert's farewell party held at Rex Ryles home in Laverton.

24 August 2017

Attended Goldfields Tourism Network Association (GTNA) meeting in Leonora chaired by Peter Craig. Prior to the meeting contract negotiations between CEO Mandy Reidy and Members selected for this purpose were undertaken.

5pm attended Community Meeting in Menzies to discuss with townspeople their vision for the Future of Menzies.

25 August 2017

Along with CEO Rhonda Evans and Cr Mazza I attended the GVROC Meeting in Kalgoorlie.

Heartfelt and deepest sympathy to Dave and all the staff at the Menzies Hotel on the recent passing of Bev, our thoughts are with them all.

12. REPORTS OF OFFICERS

12.1 HEALTH BUILDING AND TOWN PLANNING

12.1.1 Health and Building Report for the month of July 2017

LOCATION:	Shire of Menzies
APPLICANT:	N/A
DOCUMENT REF:	EDM 002
DISCLOSURE OF INTEREST:	The author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	David Hadden, Environmental Health Officer
ATTACHMENTS	Nil

COUNCIL RESOLUTION

No.1245

Moved: Cr Lee

Seconded: Cr Mader

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

Carried: 6/0

OFFICER RECOMMENDATION:

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

VOTING REQUIREMENTS: Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

14.3 Active Civic Leadership Achieved

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

STATUTORY AUTHORITY:

Building Act 2011

Public Health Act 2016

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS : Nil

RISK ASSESSMENT :

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

BACKGROUND:

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

COMMENT:

Health

Completed annual report to Health Department of WA covering Food Act and new Public Health Act enforcement for the 2016/2017 financial year.

Carried out an inspection of Menzies Hotel kitchen and rooms upstairs. Owner has commenced painting upstairs rooms and expects to have the ceiling alongside exhaust canopy in kitchen repaired shortly.

Building/Planning

Prosecution paperwork for Mr Gopel has been served with a Court date of 1 August set for the hearing to be heard at the Leonora Court.

The Building Commission has advised that it is close to completing Councils 12 September 2012 request for a rescission of the exemption in Schedule 4 of the Building Regulations 2012, exempting applicants from having to apply for building permits for Class 1 to 9 buildings outside the town site of Menzies. When the rescission is completed Class 10 buildings (sheds) will be the only Class of building exempt from a building permit outside the town site boundary. This rescission when completed will improve building standards compliance while also improving public safety within these previously exempted buildings.

Prepared further correspondence to owners of Lot 107 Jowett Street threatening legal action if they ignore Councils request for advice regarding the two dilapidated caravans recently placed on Lot 107 Jowett Street.

12.2 FINANCE AND ADMINISTRATION

12.2.1 Statement of Financial Activity for the Month of July 2017

LOCATION:	N/A
APPLICANT:	N/A
FILE REF:	EDM052
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Jeanette Taylor, Manager Finance & Administration
ATTACHMENT:	12.2.1.1 Monthly Financial Reports July 2017 12.2.1.2 Operating Statement by Nature and Type 12.2.1.3 Capital Income and Expenditure Statement

COUNCIL RESOLUTION

No. 1246

Moved: Cr Lee

Seconded: Cr Baird

That Council

- 1. Receive the Statement of Financial Activity for the month ending 31 July 2017 tabled as attachment 12.2.1.1 presented at the meeting and note any material variances.*
- 2. Endorse the change of description of Job CP006 from “Water Truck and Tank” to “Water Tank”.*

Carried: 6/0

OFFICER RECOMMENDATION:

That Council

1. Receive the Statement of Financial Activity for the month ending 31 July 2017 tabled as attachment 12.2.1.1 presented at the meeting and note any material variances.
2. Endorse the change of description of Job CP006 from “Water Truck and Tank” to “Water Tank”.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Statutory Financial Reports submitted to Council for acceptance as a record of financial activity for the period to 31 July 2017.

The adopted budget approved the expenditure of \$100,000 for the purchase of a Water Truck and Tank. This was an error. The cost of the Water Tank is \$100,000. The existing Mac Truck will be used to carry the tank.

RELEVANT TO STRATEGIC PLAN:*14.3 Active civic leadership achieved*

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

STATUTORY AUTHORITY:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996, 34

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

As detailed within the attachments.

RISK ASSESSMENTS:

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

OP16 Council's statutory reports provide inaccurate financial information

BACKGROUND:

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

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

COMMENT:

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

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

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

12.2.2 Monthly Listing of Payments for the Month of July 2017

LOCATION:	N/A
APPLICANT:	N/A
FILE REF:	EDM 017
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 August 2017
AUTHOR:	Jeanette Taylor, Manager Finance and Administration
ATTACHMENT:	12.2.2.1 Payment Listings for July 2017

COUNCIL RESOLUTION**No. 1247****Moved: Cr Mazza****Seconded: Cr Tucker**

That Council receive the list of payments for the month of July 2017 totalling \$606,128.22 being:

- 1) One cheque was drawn for \$175.00*
- 2) Electronic Fund Transfer EFT2304 - EFT2369 payments in the Municipal Fund totalling \$550,010.29. Cancelled EFT numbers are noted in the EFT listing.*
- 3) Direct Debit payments from the Municipal Fund totalling \$55,942.93.*
- 4) Credit card payments for the statement period 29 May 2017 to 29 June 2017 (included in direct debits) totalling \$13,403.09.*

Carried: 6/0**OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of July 2017 totalling \$606,128.22 being:

- 1) One cheque was drawn for \$175.00
- 2) Electronic Fund Transfer EFT2304 - EFT2369 payments in the Municipal Fund totalling \$550,010.29. Cancelled EFT numbers are noted in the EFT listing.
- 3) Direct Debit payments from the Municipal Fund totalling \$55,942.93.
- 4) Credit card payments for the statement period 29 May 2017 to 29 June 2017 (included in direct debits) totalling \$13,403.09.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:*14.3 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions

Minutes of Ordinary Meeting of Council of Shire of Menzies held on Thursday 31 August 2017

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affecting the shire.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 Regulation13.

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for Payment

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

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

BACKGROUND:

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

COMMENT:

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

After payment, the balance of creditors will be \$387,971.91.

12.3 WORKS AND SERVICES

12.3.1 Works Report for the Month of July 2017

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	EDM 058
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	Nil

COUNCIL RESOLUTION	No. 1248
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Moved: Cr Lee

Seconded: Cr Mazza

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

Carried: 6/0

OFFICER RECOMMENDATION:

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

VOTING REQUIREMENTS: Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

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

COMMENT:

July – August 2017

- Completed the sealing works – Menzies North West Road
- Completed the re-sheeting works to Menzies North West Road
- Maintenance grading of Menzies North West Road (Snake Hill Road to Perrinvale)
- Completed replacement of fence at Museum Menzies townsite
- Completed Softfall at Menzies townsite Playground
- Speed signs installed and in testing phase
- Tender 1-2018 for the re-sheeting of Pinjin Road

August – September 2017

- Tree Planting – Church yard
- Tree Planting – Caravan Park
- Kookynie road verges and vacant blocks
- Kookynie tip road maintenance
- Maintenance grading of Menzies North West Road (Perinvale to Boundary)
- Re-sheeting Yarri Road
- Complete installation to speed signs (confirm Limits)

The rain event in late August has assisted with the maintenance grading. While the weather is good, additional resources will be allocated to maintenance grading.

12.3.2 Tender 1-2018 Gravel Re-sheeting Pinjin Road

LOCATION:	Pinjin Road
APPLICANT:	N/A
DOCUMENT REF:	EDM 127
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.2.1 Confidential–Tender Submission Summary
COUNCIL RESOLUTION	
No. 1249	

Moved: Cr Mazza**Seconded: Cr Baird***That Council lay this matter on the table for additional information to be presented.***Carried: 6/0****OFFICER RECOMMENDATION:**

That Council

1. Award tender 01-2018 Supply of Plant and Operators for Gravel Re-sheeting works Pinjin Road to Quadrio EM of Geraldton.
2. Authorise the Chief Executive Officer to execute contracts relating to this tender
3. Unsuccessful tenderers be advised of the outcome of the Tender within seven days.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

The Annual Budget provides for the expenditure of 330,000 for the re-sheeting of a section of Pinjin Road. A grant of \$220,000 is available from Main Roads WA for this undertaking.

RELEVANT TO STRATEGIC PLAN:*14.3 Active civic leadership achieved.*

Maintain sustainability through leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

STATUTORY AUTHORITY:*Local Government Act 1995 Section 3.57**Local Government (Functions and General) Regulation 1996 Part 4 Division 2*

POLICY IMPLICATIONS:

4.2 Purchasing and Tenders

FINANCIAL IMPLICATIONS:

The Adopted Budget for the year ending 30 June 2017 job CR0040 provides for this expenditure.

RISK ASSESSMENTS: Nil

BACKGROUND:

Tenders were advertised for the contracting of the resheeting of Pinjin Road on Saturday 8 July 2017. The closing date for the submission of tenders being 2pm on Monday 24 July 2017.

COMMENT:

Four tenders were received and evaluated. All tenders received were deemed compliant. The recommended Tenderer submitted the lowest price

Evaluation of the tenders was undertaken by an independent consultant. The project will be overseen by the Shire's Works Supervisor.

FINANCIAL IMPLICATIONS:

Jobs CR0004, Evanston Menzies Road, CR0005 Yarri Road, CR0013 Menzies North West Road partially funded by Regional Road Group (State), CR0012 Connie Sue funded by Roads to Recovery (Federal) and CR0009 Tjuntjuntjara Access Road funded by Main Roads (State) will be included within the adopted budget.

RISK ASSESSMENTS: N/A

BACKGROUND:

This contract is for the supply of plant and operators for the undertaking re-sheeting of various roads within the Shire of Menzies. The works associated with this contract are expected to commence in late March to early April 2017 and are to be completed by 30 June 2017.

COMMENT:

Roads earmarked for re-sheeting are located over a widespread area within the Shire and can be grouped into two broad geographical locations

- Menzies Area – Evanston Menzies Road, Menzies North West Road and Yarri Road
- Connie Sue / Tjuntjuntjara – Connie Sue Highway and Tjuntjuntjara Access Roads.

The range of gravel re-sheeting and associated works include:

- Re-sheet with gravel
- Reform and re-sheet formation
- Construct embankment formation
- Reconstruct and reform surface drains / reform drain lines
- Light, medium and heavy grading.

12.3.3 Davyhurst – Ora Banda Road

LOCATION:	Davyhurst-Ora Banda
APPLICANT:	Department of Mines, Industry, Regulation and Safety
DOCUMENT REF:	EDM 366
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.3.1 Map of Roads (as constructed) 12.3.3.2 Map of Roads (as constructed) 12.3.3.3 Information from Beacon Minerals Ltd
COUNCIL RESOLUTION	
No. 1250	

Moved: Cr Mazza**Seconded: Cr Tucker***That Council*

- 1. Advise the Department of Mines, Industry, Regulation and Safety that the thoroughfare from the border with the City of Kalgoorlie-Boulder (known as Davyhurst to Ora Banda Road) is not under the control of the Shire of Menzies.*
- 2. The Davyhurst-Ora Banda Road be removed from the Financial Asset Register.*

Carried: 6/0**OFFICER RECOMMENDATION:**

That Council

1. Advise the Department of Mines, Industry, Regulation that the thoroughfare from the border with the City of Kalgoorlie-Boulder (known as Davyhurst to Ora Banda) is not under the control of the Shire of Menzies.
2. The Davyhurst-Ora Banda Road be removed from the Financial Asset Register.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Department of Mines, Industry, Regulation and Safety has requested that the Shire confirm the status of the road within the Shire boundaries linking the Ora Banda townsite to Davyhurst Mine.

RELEVANT TO STRATEGIC PLAN:*14.1 Sustainable local economy encouraged*

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

The Written Down Value of the Davyhurst-Ora Banda Road is zero, therefore there is no financial implication.

RISK ASSESSMENTS: Nil

BACKGROUND:

In July 2017 the Department of Mines, Industry Regulation and Safety contacted the Shire to determine the status of the road between the Ora Banda and Davyhurst.

An initial check of Council records showed that the road was listed on Council's Financial Asset register. Further inquiry and an inspection of the site revealed that the road was not listed on the Main Roads Catalogue, nor Council's ROMAN database. The inclusion of it on the Financial Asset register was an error.

COMMENT:

The road appears to have been constructed by a mining company during the 80's period of mining in the area, and has been maintained by various parties (including, it appears the Shire).

The road appears to have little purpose other than servicing the mining sector, and, in the Author's opinion would be best managed through a miscellaneous licence. The Shire, would not be able to upgrade this road to a heavy vehicle standard required to approve RAV permits, and to take control of the road, would limit the category of vehicle able to use it.

A section of the road passes a significant Heritage site.

The Shire of Menzies, as have all Local Governments recently experienced a reduction in funding from the State Government. This, together with the low use requirement for the road to the general public recommends that Council resolve not to pursue the matter.

12.3.4 National Local Roads and Transport Congress 2017

LOCATION:	Albany WA
APPLICANT:	N/A
DOCUMENT REF:	EDM 107
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	25 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.4.1 Flyer for Albany Congress
COUNCIL RESOLUTION	
No. 1251	

Moved: Cr Baird**Seconded: Cr Mader***That Council*

- 1. Approve the attendance of Councillors, the Chief Executive Officer and Works Supervisor at the National Local Roads and Transport Congress 2017 to be held 6 November to 8 November 2017 in Albany WA.*
- 2. Approve the attendance of the partners of Councillors, the Chief Executive Officer and the Works Supervisor at the National Local Roads and Transport Congress 2017 to be held 6 November to 8 November 2017 in Albany WA.*

Carried: 6/0**OFFICER RECOMMENDATION:**

That Council

1. Approve the attendance of Councillors, the Chief Executive Officer and Works Supervisor at the National Local Roads and Transport Congress 2017 to be held 6 November to 8 November 2017 in Albany WA.
2. Approve the attendance of the partners of Councillors, the Chief Executive Officer and the Works Supervisor at the National Local Roads and Transport Congress 2017 to be held 6 November to 8 November 2017 in Albany WA.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The National Local Roads and Transport Congress 2017 will be held in Albany WA between the 6 November and 8 November 2017. This Congress is an Annual Event held in a different State each year.

RELEVANT TO STRATEGIC PLAN:*14.1 Sustainable local economy encouraged*

- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to participate in regional activities to the benefit of our community.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS:

Policy 3.2 – Conferences, Meetings and Training

FINANCIAL IMPLICATIONS:

Annual Budget allocation for this purpose are

- M04006 – Members Conference and Training,
- S14108 – Conferences and Training Public Works Overheads
- S14106 – Training, Conferences and Travel – Administration

The cost per participant is \$990 for delegates, and \$70 for partners.

RISK ASSESSMENTS: Nil

BACKGROUND:

The National Road Congress is an annual event convened by the Australian Local Government Association. It is an opportunity for members to make contact with key stakeholders in the Road and Transport industries.

COMMENT:

Last year this Congress was attended by the Shire President and the Chief Executive Officer. The venue was in Toowoomba in Queensland. The Congress for 2017 is in Albany which offers an excellent opportunity for all members to attend and take advantage of the opportunities for professional development and networking.

The importance of transport and roads to the Shire of Menzies is set to rise to a new level with the proposed upgrade to the Outback Way Highway. The Shire is in perfect location to take advantage of the increase in traffic that will result from this.

12.4 COMMUNITY DEVELOPMENT

12.4.1 Report Lady Shenton Building for the Month of July 2017

LOCATION:	Lady Shenton Building
APPLICANT:	N/A
DOCUMENT REF:	EDM 014
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	Nil

COUNCIL RESOLUTION

No. 1252

Moved: Cr Mazza

Seconded: Cr Lee

That Council receive the report of activities at the Lady Shenton Building for the month of July 2017.

Carried: 6/0

OFFICERS RECOMMENDATION:

That Council receive the report of activities at the Lady Shenton Building for the month of July 2017.

VOTING REQUIREMENTS: Simple Majority

IN BRIEF:

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

Visitor Centre Sales	Year to Date	\$3,407.18	Prior Year to Date	\$1,987
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Caravan Park Income	Year to Date	\$12,896	Prior Year to Date	\$10,481
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RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

- Our natural environment will be protected and preserved for future generations.
- A strengthening of our cultural and heritage awareness and values.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

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

COMMENT:

The month of July 2017 saw a continued stream of visitors to our community, and an associated increase in the use of the Caravan Park.

The Park is being used by a mix of workers, and holiday makers.

Afterschool activities in the Library, using the resources provided by the CRC grant funding have proved extremely popular.

In addition, after school Art Classes are offered with various sporting activities at the Town Hall and the Hardcourts on Tuesday evenings.

Community Resource Centre (CRC)

This month has seen **104** patrons at the CRC and a total of **65** copies of the Menzies Matters were printed in July 2017.

Visitor Centre

July 2017 saw **974** visitors to The Visitor Centre. We continue to encourage customer feedback by way of the Lake Ballard Surveys. The Facebook continues to convey information to people online.

Community Postal Agency

We had a total of **249** Postal Customers for July 2017.

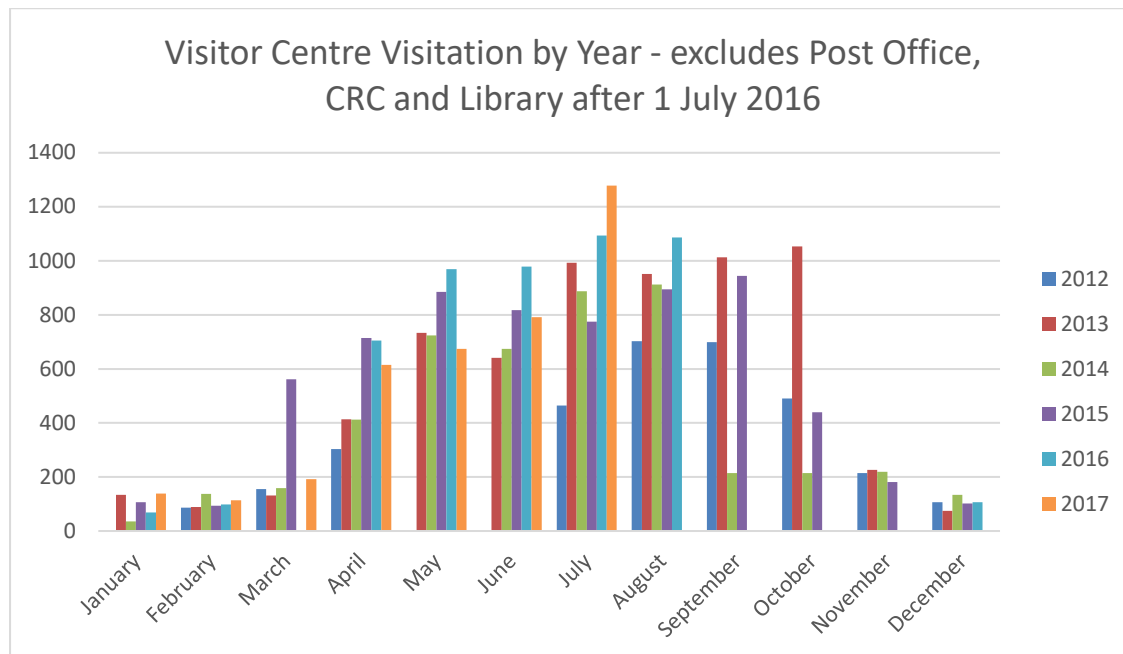
Caravan Park

A total of **\$12,896** was taken for the month of July 2017.

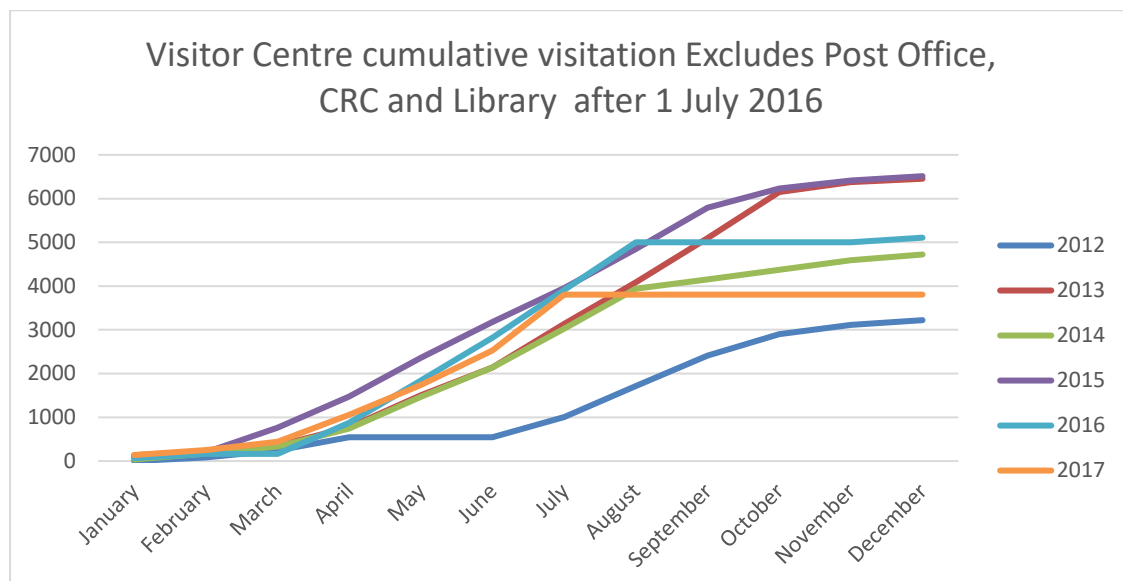
Statistics

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

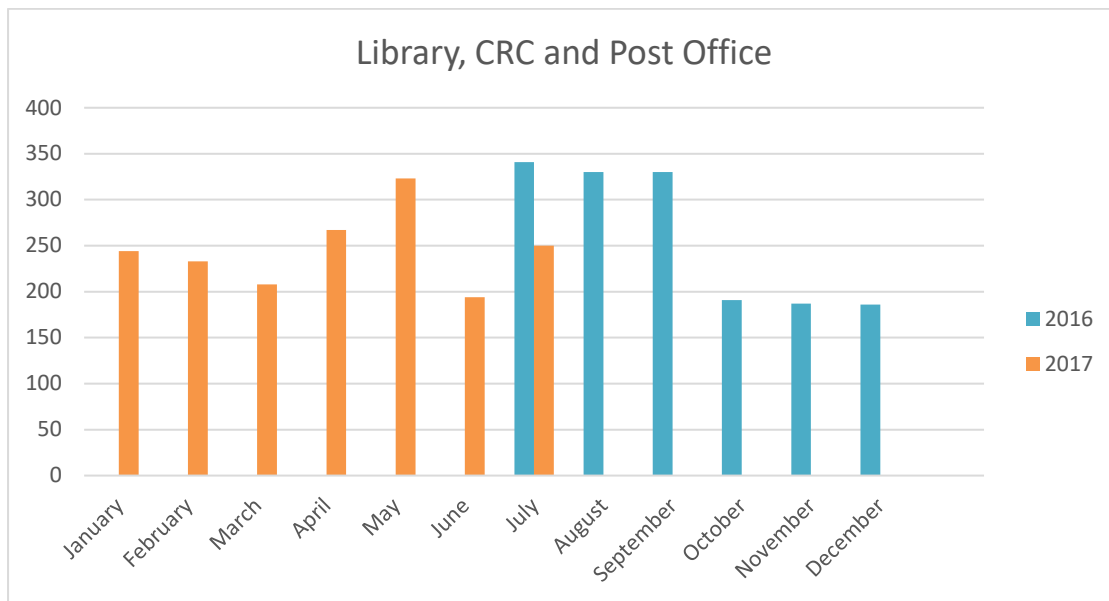
Client Statistics – Visitor Centre by Visitation by Year



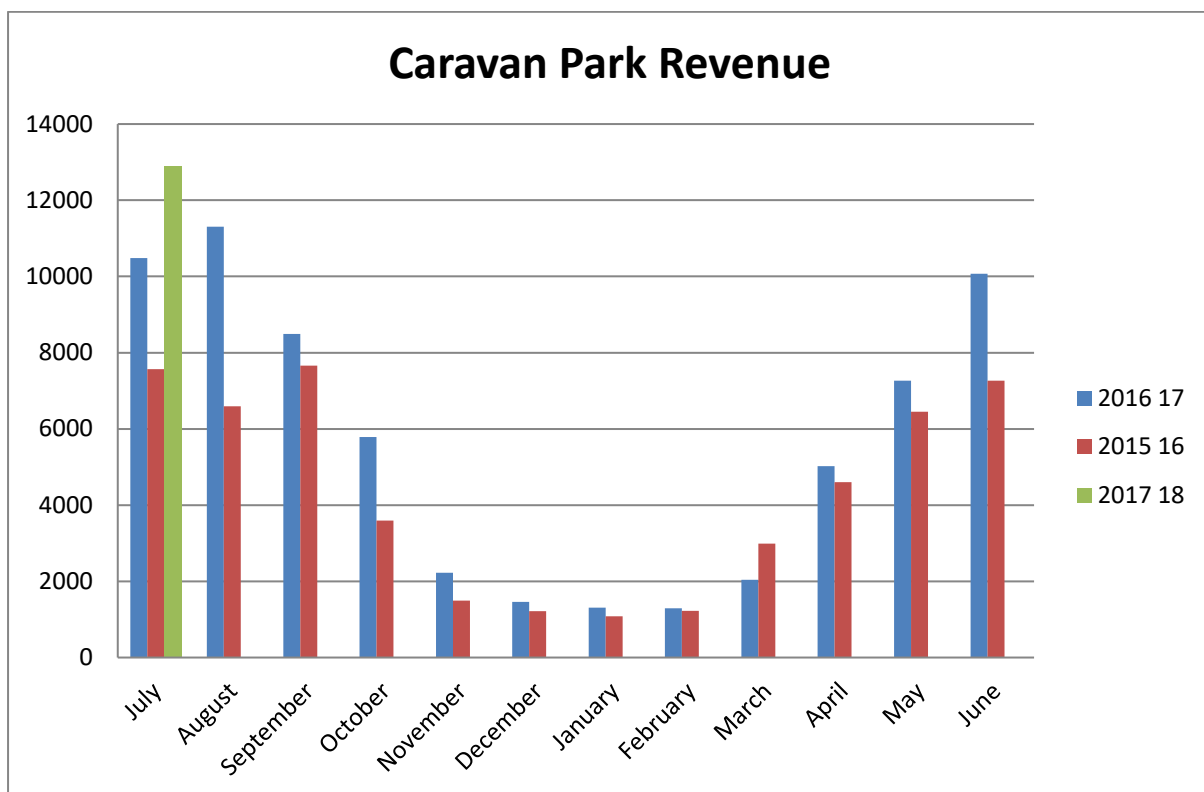
Client Statistics – Visitor Centre Cumulative Visitation



Revenue Statistics – Library, CRC and Post Office



Revenue Statistics – Caravan Park Revenue



12.5 MANAGEMENT AND POLICY

12.5.1 Actions performed under Delegation for the month of July 2017

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	EDM 058
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Deborah Whitehead, Executive Assistant
ATTACHMENT:	Nil
COUNCIL RESOLUTION	
No. 1253	

Moved: Cr Tucker

Seconded: Cr Lee

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

Carried: 6/0

OFFICERS RECOMMENDATION:

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

VOTING REQUIREMENTS: Simple Majority

IN BRIEF:

Actions performed under delegated authority from the period 1 July 2017 to 31 July 2017.

RELEVANT TO STRATEGIC PLAN:

14.2 Active civic leadership achieved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

OP13 Governance – Council does not comply with statutory requirements

BACKGROUND:

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

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

The following tables outline the actions performed within the organisation relative to delegated authority from the period 1 July 2017 to 31 July 2017.

Bushfire

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters from the period 1 July 2017 to 31 July 2017.

Common Seal

No delegated decisions were undertaken by the Shire of Menzies pursuant to the Common Seal from the period 1 July 2017 to 31 July 2017.

Planning Approvals

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals from the period 1 July 2017 to 31 July 2017.

Building Permits (including Septic Tank approvals)

No delegated decisions were undertaken by the Shire of Menzies pursuant to Building Permits (including Septic Tank approvals) from the period 1 July 2017 to 31 July 2017.

Health Approvals

No delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals from the period 1 July 2017 to 31 July 2017.

Ranger Related Dog Issues

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related Dog issues from the period 1 July 2017 to 31 July 2017.

3.26pm *Mrs Jeanette Taylor declared an interest in the next Agenda Item 12.5.2 – Appointment of Acting Chief Executive Officer and left the meeting.*

12.5.2 Appointment of Acting Chief Executive Officer

LOCATION:	N/A
APPLICANT:	Rhonda Evans, Chief Executive Officer
DOCUMENT REF:	EDM 047
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	25 August 2017
AUTHOR:5	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.2.1 Policy 5.1 12.5.2.2 Policy 5.2
COUNCIL RESOLUTION	
No. 1254	

Moved: Cr Mazza**Seconded: Cr Baird*****The Council***

- 1. Appoint Jeanette Taylor the Manager Finance and Administration Services as Acting Chief Executive Officer for the period of annual leave by the Chief Executive Officer from 13 September 2017 to 19 September 2017.***
- 2. Authorise higher duties payment to the equivalent of the salary of the Chief Executive Officer for the five working days 13 September 2017 to 19 September 2017.***
- 3. Amend Policy 5.1 (as attached) by replacing all references to Deputy Chief Executive Officer (DCEO) to Manager Finance and Administration.***
- 4. Amend Policy 5.2 (as attached) by***
 - a. All references to Deputy Chief Executive Officer (DCEO) to be replaced with Manager Finance and Administration***
 - b. deleting all references to Manager Works and Services.***

Carried: 6/0**OFFICER RECOMMENDATION:****The Council**

- 1. Appoint Jeanette Taylor the Manager Finance and Administration Services as Acting Chief Executive Officer for the period of annual leave by the Chief Executive Officer from 13 September 2017 to 19 September 2017.**
- 2. Authorise higher duties payment to the equivalent of the salary of the Chief Executive Officer for the five working days 13 September 2017 to 19 September 2017.**
- 3. Amend Policy 5.1 (as attached) by replacing all references to Deputy Chief Executive Officer (DCEO) to Manager Finance and Administration.**

4. Amend Policy 5.2 (as attached) by
 - a. All references to Deputy Chief Executive Officer (DCEO) to be replaced with Manager Finance and Administration
 - b. deleting all references to Manager Works and Services.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

The Chief Executive Officer will be on annual leave for the period 13 September to 19 September 2017 (inclusive). The event would usually be covered by Policy 5.1 (attached). The Policy has not been updated to reflect the change of designation from Deputy CEO to Manager Finance and Administration.

RELEVANT TO STRATEGIC PLAN: Nil

STATUTORY AUTHORITY:

Local Government Act 1995 Section 5.36 (5A)

POLICY IMPLICATIONS:

Policy 5.1 – Acting Chief Executive Officer

Policy 5.2 – Designated Staff

FINANCIAL IMPLICATIONS:

Higher duties to be paid are within the budget for the area of Other Governance (Employee Costs).

RISK ASSESSMENTS:

The risk is managed by Policy 5.1.

BACKGROUND:

The appointment of a designated officer, for short periods of absence by the Chief Executive Officer is covered by policy 5.1.

COMMENT:

The Chief Executive Officer will be on annual leave for the period 13 September to 19 September 2017 (inclusive). During this period of five working days the Manager Finance and Administration will assume the role of Acting Chief Executive Officer.

3.28pm Mrs Jeanette Taylor returned to the meeting.

5. PERSONNEL**5.1 Acting Chief Executive Officer**

Introduction	
Objective	To ensure continuity of authority in the unexpected absence of CEO.
History	Former – Policy 5.15 Replaced – 29 November 2012 Adopted 25 June 2015
Policy Statement	

Unless Council has made other prior decision, the Deputy CEO is automatically authorised and appointed as Acting CEO when –

- a) the CEO is on annual, personal or other leave, planned or unplanned (i.e. does not include out of office at meetings, conferences etc),
- b) the CEO position becomes vacant without prior notice (e.g. employment is abandoned etc), subject to –
 - the President being advised immediately, and
 - LG Act processes being initiated at the earliest opportunity.

– *End of Policy*

COMMENT

Amendment of this Policy requires Absolute Majority – refer LG Act s.5.36 (2)

The operation of this Policy is contingent on the Deputy CEO position remaining a designated position.

The Local Government Act requires that the CEO be appointed by Council, clearly requiring that Council also have some input into appointment of Acting CEO, when the CEO is on leave, or their employment concluded.

There are a number of legislative requirements that impact on the function of Acting CEO. While called Acting CEO due to the absence of the permanent CEO or the intended temporary nature of the appointment, the person has all the rights, functions, duties and obligations of the Local Government Act, Regulations and other legislation, as well as the delegated responsibility of the permanent CEO, for the duration of the appointment.

Legislative implications include –

- Local Government Act –
 - s.5.36 –
 - (1) the Council is to employ a CEO, who must be suitably qualified (which may be experience based) for the position
 - (2) the CEO must be under contract
 - (3) if the CEO position becomes vacant, it must be advertised
 - (5A) if vacant, the position can be filled by a person of the prescribed class, i.e. designated officer
 - s.5.37 –
 - (1) Council may designate a particular employee or class of employees to be senior employees.
 - (2) Council is to approve the employment or dismissal of designated employees
 - s.5.39 –

- (1) Designated employees must be under contract
- (1a) Separate contract not required for an employee acting as CEO, ie: the CEO cannot authorise a person to take on the duty to use the delegations made to CEO in the Delegations Register.
 - s.5.44 – prohibition on CEO being able to delegate the power of delegation
- Administration Regulations –
 - r.18A – when vacant, CEO position is to be advertised (but is subject to LG Act s.5.36 (5A))

In summary, Council must have a say in the appointment of CEO, whether permanent or acting, not just which position steps up, but the specific person. The CEO does not have the authority to make the decision.

Problems in continuity of authority can arise with unexpected absences, or employment ending unexpectedly, and the DCEO may have to function in a vacuum of authority to actually do so. While their contract may very clearly imply the expectation of the DCEO to take on the Acting CEO role through reference to higher duties etc, it lacks the authority for the person to automatically do so.

The Department of Local Government & Communities advised –

The Act requires that Council cannot employ a person in the position of CEO unless they believe the person is suitably qualified. Therefore the DLG is of the view that Council has a say in who acts in place of the CEO for periods of leave both short and long. This can be done via a policy document that details who steps into the role or via resolution for each time the CEO goes on leave.

The policy you are planning would adequately address the issue. You may wish to consider, if you have a reasonably new deputy, to restrict the acting to planned or unplanned short periods of leave (of sick) and perhaps long periods of leave, let Council make the appointment by resolution.

To cover unexpected situations and comply with the Act and Regulations, two policies are needed –

- stipulating Designated Officers
- authority to function as CEO in an acting capacity under certain conditions

The Policy for Acting CEO needs to be made by absolute majority, since it is authorisation for the Deputy CEO to be Acting CEO. To avoid the need to advertise the vacancy and terms of appointment of an Acting CEO, as well as a separate contract of employment, the policy should nominate a designated employee.

5.2 Designated Staff

Introduction	The Local Government Act provides that Council may designate a position, thereby reserving the right to have some input into any appointment to that position.	
Objective	To ensure continuity of authority in the unexpected absence of CEO.	
History	Adopted	29 November 2012
	Adopted	25 June 2015
Policy Statement		

In accordance with the Local Government Act s.5.37, the following positions are Designated Staff as defined by the Local Government Act –

- i) Chief Executive Officer, as required,
- ii) Deputy Chief Executive Officer
- iii) Manager Works and Services
- iv) Environmental Health Officer

– End of Policy

COMMENT

This Policy is required to ensure validity of the Policy for Acting CEO by the Deputy CEO.

The Local Government Act requires that the CEO be appointed by Council, clearly requiring that Council also have some input into appointment of Acting CEO, when the CEO is on leave, or their employment concluded.

Legislative implications of the Local Government Act include –

s.5.37 –

(3) *Council may designate a particular employee or class of employees to be senior employees.*

(4) *Council is to approve the employment or dismissal of designated employees*

s.5.39 –

(2) *Designated employees must be under contract*

(1a) *Separate contract not required for an employee acting as CEO, ie: the CEO cannot authorise a person to take on the duty to use the delegations made to CEO in the Delegations Register.*

In summary, Council must have a say in the appointment of CEO, whether permanent or acting, not just which position steps up, but the specific person. The CEO does not have the authority to make the decision.

The Department of Local Government & Communities advised –

The Act requires that Council cannot employ a person in the position of CEO unless they believe the person is suitably qualified. Therefore the DLG is of the view that Council has a say in who acts in place of the CEO for periods of leave both short and long. This can be done via a policy document that details who steps into the role or via resolution for each time the CEO goes on leave.

The policy you are planning would adequately address the issue. You may wish to consider, if you have a reasonably new deputy, to restrict the acting to planned or

12.5.3 Review of Local Government Act 1995

LOCATION:	N/A
APPLICANT:	WALGA
DOCUMENT REF:	EDM 058
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.3.1 Information Page WALGA 12.5.3.2 Discussion Paper WALGA

COUNCIL RESOLUTION	No.1255
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Moved: Cr Mazza**Seconded: Cr Lee**

That Council formulate a response to the discussion paper from the West Australian Local Government Association (WALGA) at a workshop to be held at 10am on Thursday 28 September 2017.

Carried: 6/0**OFFICER RECOMMENDATION:**

That Council formulate a response to the discussion paper from the West Australian Local Government Association (WALGA) at a workshop to be held at 10am on Thursday 28 September 2017.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Minister for Local Government has initiated a review of the Local Government Act 1995. WALGA has called for submissions from individual Local Governments to be endorsed by Council and forwarded to WALGA by 20 October 2017.

RELEVANT TO STRATEGIC PLAN:*14.3 Active civic leadership achieved*

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS: Nil

BACKGROUND:

The Minister for Local Government has advised that a review of the Local Government Act 1995 will be undertaken during 2017 and 2018 with a target date for a Bill of 2019.

COMMENT:

This is an opportunity for Local Government to help to shape the Legislation that guides our industry.

The first part of the review will cover matters that specifically relate to Council and elections. Council may make submissions on any area of the current Act, and need not necessarily limit it's focus to those areas highlighted by WALGA.

GVROC has undertaken a review, and the outcomes of this will be available to Council by the time of the workshop.

In addition to the outline from WALGA, the discussion paper from WALGA is also attached.

12.5.4 City of Kalgoorlie-Boulder Public Holiday 2018

LOCATION:	City of Kalgoorlie-Boulder
APPLICANT:	City of Kalgoorlie-Boulder
DOCUMENT REF:	EDM 299
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	25 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.4-1 Request for input to Survey
COUNCIL RESOLUTION	
No. 1256	

Moved: Cr Mazza**Seconded: Cr Tucker***That Council*

- 1. Do not support the City of Kalgoorlie-Boulder's application for their application to substitute the Queen's Birthday Public Holiday (24 September 2018) with a public holiday to recognise the discovery of gold in Kalgoorlie-Boulder (15 June 2018)*
- 2. Do not authorise the Chief Executive Officer and the Shire President complete the submission on behalf of the Shire of Menzies*
- 3. Do not advertise the Public Holiday Survey being undertaken by the City of Kalgoorlie-Boulder and encourage residents of Menzies to participate in the consultation process.*

Carried: 5/1**OFFICER RECOMMENDATION:**

That Council

1. Support / do not support the City of Kalgoorlie-Boulder's application for their application to substitute the Queen's Birthday Public Holiday (24 September 2018) with a public holiday to recognise the discovery of gold in Kalgoorlie-Boulder (15 June 2018)
2. Authorise the Chief Executive Officer and the Shire President complete the submission on behalf of the Shire of Menzies
3. Advertise the Public Holiday Survey being undertaken by the City of Kalgoorlie-Boulder and encourage residents of Menzies to participate in the consultation process.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The 14 June 2018 commemorates 125 years since the discovery of gold in Kalgoorlie-Boulder. The City is proposing to substitute the Queen's Birthday Public Holiday with a local public holiday.

RELEVANT TO STRATEGIC PLAN:*14.2 Strong sense of community maintained*

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

14.2 Active civic leadership achieved

- Continue to participate in regional activities to the benefit of our community.

STATUTORY AUTHORITY:

Public and Bank Holidays Act 1972

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS: Nil

BACKGROUND:

The request for the substitution of a one public holiday with another is not an unusual event. Council is asked to consider their support (or not) as a part of public consultation by the City of Kalgoorlie-Boulder.

COMMENT:

The effect of a public holiday on Friday 15 June 2018 would be minimal for the Shire of Menzies. Council may consider whether or not they would wish to participate in the celebrations, and if so may consider whether it will also apply for the substitution of the public holiday.

3.45pm Clint Baker left the meeting.

3.45pm Brett Moser left the meeting.

4.01pm Mrs Deborah Whitehead left the meeting.

4.01pm Mrs Jeanette Taylor left the meeting.

COUNCIL RESOLUTION

No. 1257

Moved: Cr Lee

Seconded: Cr Mazza

That Council go behind closed doors to discuss Item 12.5.5 Chief Executive Officer – Annual Performance Review

Carried:6/0

12.5.5 Chief Executive Officer – Annual Performance Review

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	EDM 097
DISCLOSURE OF INTEREST:	The Author declares Interest in this Item
DATE:	24 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	Confidential – <i>Under Separate Cover</i>

4.12pm Mrs Rhonda Evans left the meeting.

COUNCIL RESOLUTION

No. 0000

Moved: Cr Mazza

Seconded: Cr Tucker

That Council:

- 1. Endorse the Summary CEO Performance Review Report (confidential attachment) for the year ended 31 August 2017***
- 2. Endorse the Key Performance Indicators for the Chief Executive Officer for the year ending 31 August 2018.***

Carried:6/0

OFFICER RECOMMENDATION:

That Council:

- Endorse the Summary CEO Performance Review Report (confidential attachment) for the year ended 31 August 2017
- Endorse the Key Performance Indicators for the Chief Executive Officer for the year ending 31 August 2018.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Local Government Act 1995 requires that Council undertake a review of the Chief Executive Officer at least once in relation to every year of employment.

This process has been undertaken with the assistance of Natalie Lincolne of Price Consulting Group Pty Ltd.

RELEVANT TO STRATEGIC PLAN:*14.2 Strong sense of community maintained*

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

14.3 Active civic leadership achieved

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

STATUTORY AUTHORITY:

Local Government Act 1995 Section 5.38 – Annual Review of Certain Employees' Performance.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

The Council will consider the remuneration of the Chief Executive Officer as a part of the Review.

RISK ASSESSMENTS: Nil

BACKGROUND:

The Chief Executive Officer, Rhonda Evans was appointed to the position on 1 June 2016. A review of her performance at the end of six months and confirmation of her appointment was noted in Council Resolution 1122 (December 2016).

COMMENT:

At the July 2017 meeting of Council, it was resolved to appoint Price Consulting Group Pty Ltd to assist Council to conduct the Performance Review for the Chief Executive Officer.

A methodology and process was agreed and the outcomes have been presented to both Council and the Chief Executive Officer.

COUNCIL RESOLUTION**No. 1259***Moved: Cr Tucker**Seconded: Cr Mazza**That Council come out from behind closed doors.***Carried:6/0***4.30pm Mrs Deborah Whitehead returned to the meeting.**4.30pm Mrs Jeanette Taylor returned to the meeting.**4.30pm Mrs Rhonda Evans returned to the meeting.*

13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

Attachment 9.1

There were no Elected Members motion of which previous notice has been given.

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

14.1 COUNCIL TO DISCUSS THE CASHLESS CARD

COUNCIL RESOLUTION

No. 1260

Moved: Cr Mazza

Seconded: Cr Mader

That Council discuss business of an urgent nature being the introduction of the Cashless Card by the Federal Government.

Carried: 6/0

COUNCIL RESOLUTION

No. 1261

Moved: Cr Lee

Seconded: Cr Mazza

That Council

- 1. Subject to the distribution of the “Cashless Card” to all benefit recipients, the Council agrees to its introduction in the Towns of Kookynie and Menzies.*
- 2. Tjuntjuntjara not be included in the trial of this program until the Community has had sufficient time to consider all ramifications of its introduction and resolve administration queries relating to the cards.*
- 3. That “in person support systems” be provided for all those accessing the MyGov portal*

Carried:6/0

15 ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS

Item 12.5.5 Chief Executive Officer – Annual Performance Review was considered behind closed doors.

16 NEXT MEETING

The next Ordinary Council Meeting for the Shire of Menzies will be held on Thursday 28 September 2017 commencing at 1pm.

17 CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting at 4.33pm.

I, _____ hereby certify that the Minutes of the Ordinary Meeting of Council held 31 August 2017 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 28 September 2017.

Signed: _____

Dated: 28 September 2017



GOLDFIELDS TOURISM NETWORK ASSOCIATION INC.



MINUTES SPECIAL BOARD MEETING CITY OF KALGOORLIE BOULDER ADMINISTRATION BUILDING THURSDAY 10TH AUGUST 2017

Meeting Opened at 10.39 am

Attendees:

Cr Mandy Reidy - Chair (City of Kalgoorlie-Boulder)
Cr Peter Craig – Treasurer (Shire of Leonora)
Cr Ross Norrie- Secretary (Shire of Leonora)
Cr Lynn Webb (Shire of Dundas)
Cr Jill Dwyer (Shire of Menzies)
Cr Graham Harris (Shire of Wiluna)
Cr Mal Cullen (Shire of Coolgardie)
Cr Kathie Lindup (Shire of Coolgardie)
Cr Rex Ryles (Shire of Laverton)
John Walker (City of Kalgoorlie-Boulder)
Tracey Luke (Shire of Wiluna)
Neil McGilp (GTNA Inc. CEO)
Liz Cayzer (GTNA Inc. Administration)

Apologies:

Cr Patrick Hill (Shire of Laverton)
Pascoe Durtanovich (Shire of Laverton)
Pania Turner (Shire of Dundas)
Laurinda Hill (Shire of Laverton)
James Traill (Shire of Coolgardie)
Elaine Labuschagne (Shire of Leonora)
Rhonda Evans (Shire of Menzies)
Cr Jim Quadrio (Shire of Wiluna).

1. WELCOME AND APOLOGIES

Mandy Reidy welcomed everyone and thanked them for attending before explaining the reason for the special meeting, which was to accept the resignation of Neil McGilp as CEO of GTNA Inc and her intention of applying for the position. Mandy Reidy resigned as GTNA Chair. The role of Chair for this special board meeting was assumed by Peter Craig, Deputy Chair.

2. VOTING DELEGATION

As GTNA chair, Mandy Reidy excused herself from the confidential discussions, and nominated her proxy voting role as the City of Kalgoorlie Boulder delegate to the City of Kalgoorlie Boulder CEO John Walker. Mandy Reidy left the room.

3. CONSIDERATION OF REPLACEMENT FOR GTNA MANAGER ROLE

Current Manager, Neil McGilp, and Administration Assistant, Liz Cayzer, both left the room for the confidential discussion and the role of minute taker was assumed by Ross Norrie, Secretary.

4. CONFIDENTIAL DISCUSSION

- Motion 1 - to accept Neil McGilp's resignation from the GTNA.

Moved: Cr Rex Ryles

Seconded: Cr Graham Harris - unanimous

- Motion 2 –
 1. The Board exercise their constitutional right to appoint a replacement without advertising
 2. The Board accept Mandy Reidy's application to take up the vacated position at Goldfields Tourism Network Association Incorporated.

Moved: Cr Kathie Lindup
Motion passed

Seconded: John Walker - 4 votes in favour/3 against:

(Those voting against and wanting recorded as such were Lynn Webb (Dundas), Graham Harris (Wiluna) and Jill Dwyer (Menzies))

- Motion 3 - The Board resolved to appoint Mandy Reidy to the position of CEO for GTNA

Moved: Graham Harris

Seconded: Kathie Lindup -

Moved: Cr Graham Harris

Seconded: Cr Kathie Lindup - unanimous

- Motion 4 - That a subcommittee consisting of Cr Peter Craig, Cr Mal Cullen and Cr Graham Harris convene prior to the next meeting to negotiate a new employment contract with the incoming CEO.

The subcommittee meeting will be held in Leonora at 10.30 am on the 24th August 2017.

- Motion 5 - That the administration position currently held by Liz Cayzer be resolved by the new CEO and reported at the next meeting to be held in Leonora on the 24th August 2017.

Moved: Cr Graham Harris

Seconded: Cr Kathie Lindup - unanimous

The Acting Chair made the point that as he is also the Treasurer, it would be a conflict of interest to remain in both roles. The situation would need to be resolved at the next meeting in Leonora at 10.30am on the 24th August 2017.

2. GENERAL BUSINESS

Cr Mal Cullen highlighted the need to make adjustments to the constitution and requested a copy of the necessary constitutional changes required by law. Neil to email these adjustments to the board.

Cr Ross Norrie thanked Neil and Liz for their work with GTNA Inc over the past 2 years.

3. Next board meeting

11.00am Thursday 24th August in Leonora.

4. Meeting closed at 11.25am.



SUMMARY MINUTES

STATE COUNCIL MEETING

8 September 2017

NOTICE OF MEETING

Meeting No. 4 of 2017 of the Western Australian Local Government Association State Council to be held at Rendezvous Hotel, Preston A Room, 148 The Esplanade, Scarborough on Friday 8 September 2017 beginning at 11.10am.

1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

1.1 Attendance

Chair	President of WALGA	Cr Lynne Craigie
	Deputy President of WALGA	Mayor Tracey Roberts JP
	North Metropolitan Zone	
Members	Avon-Midland Country Zone	Cr Darren Slyn
	Central Country Zone	Cr Brendan Whitely (Deputy)
	Central Metropolitan Zone	Cr Janet Davidson OAM JP
		Mayor Heather Henderson
	East Metropolitan Zone	Cr Sue Bilich
		Cr Darryl Trease JP
	Goldfields Esperance Country Zone	President Cr Malcolm Cullen
	Gascoyne Country Zone	President Cr Cheryl Cowell
	Great Eastern Country Zone	President Cr Stephen Strange
	Great Southern Country Zone	President Cr Ken Clements
	Kimberley Country Zone	President Cr Elsie Archer OAM
	Murchison Country Zone	Cr Les Price
	North Metropolitan Zone	Cr Russ Fishwick JP
	North Metropolitan Zone	Cr Frank Cvitan (Deputy)
	Northern Country Zone	President Cr Karen Chappel
	Peel Country Zone	Cr Wally Barrett OAM
	South East Metropolitan Zone	Mayor Henry Zelones OAM JP
		Cr Fiona Reid
	South Metropolitan Zone	Mayor Carol Adams
		Cr Doug Thompson
		Mayor Logan Howlett
	South West Country Zone	President Cr Wayne Sanford
Ex-Officio	Local Government Professional	Mr Jonathan Throssell
Secretariat	Chief Executive Officer	Ms Ricky Burges
	Deputy Chief Executive Officer	Mr Wayne Scheggia
	EM Environment & Waste	Mr Mark Batty
	EM Governance & Organisational Services	Mr Tony Brown
	Acting EM Finance & Marketing	Mr Rick Murray
	Acting EM People & Place	Ms Melissa Pexton
	Acting EM Environment & Waste	Ms Nicole Matthews
	EM Infrastructure	Mr Ian Duncan
	EM Business Solutions	Mr John Filippone
	EO Governance	Ms Ann Ibrahim

1.2 Apologies

North Metropolitan Zone	Mayor Giovanni Italiano
Central Country Zone	President Cr Philip Blight
Pilbara Country Zone	Mayor Peter Long
Pilbara Country Zone	President Cr Kerry White (Deputy)
Executive Manager, Finance & Marketing	Mr Zac Donovan
Executive Manager People & Place	Ms Joanne Burges
Executive Manager Environment & Waste	Mr Mark Batty
Manager Strategy & Association Governance	Mr Tim Lane
Manager Governance	Mr James McGovern

OBSERVERS

Cr Catherine Ehrhardt, Deputy East Metropolitan Zone
Mr Mustafa Yildiz, Executive Manager, Governance and Legal - City of Wanneroo

MEETING ASSESSMENT

President Cr Ken Clements was requested to provide feedback as to the effectiveness of the meeting.

ANNOUNCEMENTS

The President, Cr Lynne Craigie thanked the City of Wanneroo and the North Metropolitan Zone for hosting the September 2017 Regional State Council Meeting.

2. MINUTES OF THE PREVIOUS MEETINGS**2.1 Minutes of July State Council Meeting**

Moved: Mayor Carol Adams
Seconded: Mayor Heather Henderson

That the Minutes of the Western Australian Local Government Association (WALGA) State Council Meeting held on 5 July 2017 be confirmed as a true and correct record of proceedings.

RESOLUTION 87.9/2017

CARRIED

2.1.1 Business Arising from the Minutes of July 2017.

Nil

3. DECLARATION OF INTEREST

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

I note that there are several State Councillors and deputies that may be directly or indirectly associated with the recommendations of the Selection Committee. I ask that if you are affected by these recommendations, that you excuse yourself from the meeting and do not participate in deliberations.

Mayor Henry Zelones item 5.14 – Selection Committee Minutes**PAPERS**

State Councillors have been distributed the following papers under separate cover:

- President's Report (previously emailed to your Zone meeting)
- Item 5.12 - State Council Regional Meetings (01-004-02-0001 TB)
- Item 5.13 - Executive Committee Minutes (01-006-03-0006 TB)
- Item 5.14 - Selection Committee Minutes (01-006-03-0011 MD)
- CEO's report to State Council

4. EMERGING ISSUES

4.1 Department of Local Government, Sport and Cultural Industries, Representation at Zone meetings

Moved: Cr Brendan Whitely

Seconded: Cr Wally Barrett

That the emerging issue on Department of Local Government, Sport and Cultural Industries, representation at Zone meetings be considered by the meeting.

RESOLUTION 88.9/2017

CARRIED

The Central Country Zone has raised the issue in respect to the lack of regular attendance by the Department of Local Government, Sport and Cultural Industries at Zone Meetings.

The Zone has requested the matter be listed as an emerging issue item.

SECRETARIAT COMMENT

WALGA is aware of the concerns in respect to Department of Local Government Sport and Cultural Industries support to the sector and has raised the matter with the new Director General, who has given a commitment to better engage with the Local Government sector.

As the matter has been raised with the Director General, no further action be taken.

5. MATTERS FOR DECISION

5.1 2017 Annual General Meeting Minutes (01-003-02-0003 TB)

By Tony Brown, Executive Manager Governance and Organisational Services

WALGA RECOMMENDATION

That Annual General Meeting Items 4.1B and 4.2B be noted and referred to the relevant WALGA policy unit for consideration.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

East Metropolitan Zone

That:

1. East Metropolitan Zone General Meeting Items 4.1B and 4.2B be noted and referred to the relevant WALGA policy unit for consideration.
2. That the East Metro Zone supports the disclosure requirements under AASB 124 Related Party Disclosures.

SECRETARIAT COMMENT

The Zones support is noted and will be considered by the Governance and Organisational Services Policy Team.

Moved: President Cr Karen Chappel

Seconded: Cr Janet Davidson

That Annual General Meeting Items 4.1B and 4.2B be noted and referred to the relevant WALGA policy unit for consideration.

RESOLUTION 89.9/2017

CARRIED

5.2 2018-19 State Budget Submission (05-001-03-0006 DM)

By Dana Mason, (Policy Manager - Economics)

WALGA RECOMMENDATION

That WALGA's submission to the State Government in advance of the 2018-19 Budget be endorsed.

Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported

Avon Midland Country Zone

That the WA Local Government Association be requested to advocate for retention of the third instalment of \$32,000 due 2017/2018 under the Community Pools Revitalisation Program to enable projects already in train to be completed.

Great Eastern Country Zone

Support the State Budget Submission with a request for the reinstatement of the swimming pool subsidy.

Goldfields Esperance Country Zone

GVROC supports the WALGA recommendation subject to further comment being included relating to Royalties for Regions and in particular the Goldfields Esperance Revitalisation Fund and funding for CLGF for Training of Elected Members.

SECRETARIAT COMMENT

Funding for Country Local Government Fund, training of Elected Members is already included in the Budget Submission.

Moved: Cr Wally Barrett

Seconded: Cr Les Price

That WALGA's submission to the State Government in advance of the 2018-19 Budget be endorsed subject to the inclusion of the following:

- a) include the Goldfields Esperance Revitalisation Funding commitments. That WALGA's submission to the State Government in advance of the 2018-19 Budget be endorsed subject to the inclusion of the following:**
- b) retention of the third instalment of \$32,000 due 2017/2018 under the Community Pools Revitalisation Program to enable projects already in train to be completed.**

LOST

Moved: President Cr Wayne Sandford

Seconded: President Cr Karen Chappel

That WALGA's submission to the State Government in advance of the 2018-19 Budget be endorsed subject to the inclusion of the following:

- a) retention of the third instalment of \$32,000 due 2017/2018 under the Community Pools Revitalisation Program to enable projects already in train to be completed.**

RESOLUTION 90.9/2017

CARRIED

5.3 Review of the Emergency Services Levy (05-24-02-0001 MP)

Melissa Pexton, Manager Emergency Management

WALGA RECOMMENDATION

That the interim submission to the Economic Regulation Authority (ERA) on the Review of the Emergency Services Levy (ESL) Draft Report be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

South East Metropolitan Zone

That the South East Metropolitan Zone supports Item 5.3 within the September 2017 State Council Agenda, with the following amendment:

That the interim submission to the Economic Regulation Authority (ERA) on the Review of the Emergency Services Levy (ESL) Draft Report be endorsed, subject to:

Recommendations 1 and 15 should not be supported. Instead, the WALGA submission should suggest that the ESL be remitted directly to the State Government to ensure transparency and to ensure that the taxing authority is also the collecting authority.

SECRETARIAT COMMENT

Both the first and final WALGA submissions state that it is Local Governments preference to not collect the ESL on behalf of the State Government.

In doing so, emphasis is given to Local Government concerns that many in the community perceive it as a Local Government tax and there are considerable administrative costs in collecting the ESL. The ERA's conclusion that it should remain with Local Government is based on their assessment that this is the most economically efficient means of collection and that Local Governments would be fully compensated for these costs, including the costs associated with collection of unpaid debts. All other zones have accepted this proposition.

Moved: Mayor Henry Zelones

Seconded: Cr Doug Thompson

That the interim submission to the Economic Regulation Authority (ERA) on the Review of the Emergency Services Levy (ESL) Draft Report be endorsed.

RESOLUTION 91.9/2017

CARRIED

5.4 Outcomes of Consultation – Third Party Appeal Rights in Planning (06-06-01-0001 GC)

Graham Congdon, Project Officer Planning, Planning and Development

WALGA RECOMMENDATION

That:

1. WALGA maintain its current policy position on Third Party Appeal rights; that the Local Government sector does not support the introduction of Third Party Appeal rights.
2. State Council notes that while there is increased support for the introduction of some form of Third Party Appeal rights, there is no consistent agreement on the form and scope any such rights should take.
3. WALGA undertakes further consultation with members on Third Party Appeal Rights, to discuss the various concerns and suggestions raised in response to the discussion paper, to determine if a consensus on a new policy position could be reached.
4. WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
Northern Country Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Central Metropolitan Zone

That the Central Metropolitan Zone supports WALGA developing a Third Party Appeal Rights proposal for progression through the Zones.

East Metropolitan Zone

That:

1. WALGA maintains its current policy position on Third Party Appeal rights; that the Local Government sector does not support the introduction of Third Party Appeal rights.
2. State Council notes that while there is increased support for the introduction of some form of Third Party Appeal rights, there is no consistent agreement on the form and scope any rights should take.
3. WALGA undertakes further consultation with members on third Party Appeal Rights, to discuss the various concerns and suggestions raised in response to the discussion paper, to determine if a consensus on a new policy position could be reached.
4. WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of States and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal Process.

5. Particular note be made of use of discretion at the State Administrative Tribunal and the possible removal of discretion from local town planning processes.

Peel Zone

WALGA recommendation 2, 3 and 4 are supported; the Peel Zone requests the deletion of part 1 of the recommendation, as follows:

That WALGA maintain its current policy position on Third Party appeal Rights; that the Local Government sector does not support the introduction of the Third Party Appeal rights.

North Metropolitan Zone

That:

1. WALGA supports the limited introduction of Third Party Appeals into the Western Australian planning framework, however considers that there would be some merit in the introduction of Third Party Appeal Rights in circumstances where determinations have been issued by the Development Assessment Panels (DAPS), the State Administrative Tribunal (SAT), and the Western Australian Planning Commission.
2. WALGA, prior to pursuing the introduction of Third Party Appeal Rights, undertake further consultation and review with relevant stakeholders.

South East Metropolitan Zone

That:

1. The original State Council recommendation not be endorsed.
2. The majority of the Local Government sector, particularly Elected Members, support the introduction of Third Party Appeal Rights in some form.
3. WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, to discuss the various concerns and suggestions raised in response to the Discussion Paper, the form and scope any such appeal right should take and determine a preferred model.
4. The findings be distributed for comment and the Item then be reconsidered by State Council.
5. WALGA continue to advocate that an independent review of decision making within WA Planning system is required, including the roles and responsibilities of State and Local Government and other decision-making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.

South Metropolitan Zone

That:

1. State Council notes that while there is increased support for the introduction of some form of Third Party Appeal rights, there is no consistent agreement on the form and scope any such rights should take.
2. WALGA undertakes further consultation with members on Third Party Appeal Rights, to discuss the various concerns and suggestions raised in response to the discussion paper, to determine if a consensus on a new policy position could be reached.
3. WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.

SECRETARIAT COMMENT

With regards to the comments raised at the South East Metro Zone meeting regarding item 5.4 Outcomes of Consultation – Third Party Appeal Rights in Planning, please note that the summary of submissions provided on page 20 incorrectly stated that 14 Council Resolutions were received ‘In Favour’, while four (4) Council Resolutions were received ‘Against’, the introduction of some form of Third Party Appeal Rights.

The summary should read as follows:

38 Submissions in total

- 20 submissions in favour of some form of Third Party Appeal Rights in Planning
- 3 submissions in favour of a further review for Third Party Appeal Rights
- 15 submissions against Third Party Appeal Rights

3 Submissions in favour of further review (8%)

- 1 submission from individual Local Government Planning Officer
- 1 submission advising Council’s support for further investigation into the application of Third Party Appeal Rights (formal letter)
- 1 submission as Council Resolution supporting further consideration of Third Party Appeal Rights upon a discussion paper being released by the Department of Planning/WAPC citing options and examples.

20 Submissions for Third Party Appeal Rights (53%)

- 1 submission from a Local Government planning officer
- 2 submissions from private planners who work with/for Local Governments
- 3 submissions from Councillors providing their personal views
- 14 submissions as Council resolutions

15 Submissions against Third Party Appeal Rights (39%)

- 1 submission from private planner who works with/for Local Government
- 2 submissions on behalf of the ‘City/Town/Shire’
- 2 submissions from individual Local Government planning officers
- 3 submissions advising a Council position (formal letter or email)
- 4 submissions on behalf of the administration and/or officers
- 3 submissions as Council resolutions

The reason for the error is that the Council resolution (Submission No.35) stated that the Council ‘*is prepared to support further consideration of third party appeals in Western Australia for development applications, structure plans and planning scheme amendments upon a discussion paper being released by the Department of Planning / Western Australian Planning Commission citing options and examples of third party appeals*’.

There was debate as to whether to consider this submission as being in favour or opposed to the introduction of third party appeals, as it is supporting further review subject to actions of the State Government. This resulted in the Table of Submissions in Appendix 1 indicating that the submission supported Third Party Appeals, while the summary counted it as being against. In order to provide greater clarity as to the exact nature of the submissions, the above summary has therefore been updated to clearly indicate which submissions were actually in favour of further review.

Additionally, Appendix 1: Table of Submissions on Third Party Appeal Rights in Planning should be amended, by changing the information within submission 35, column four (**In favour of Third Party Appeal Rights in Planning? Yes/No**) from ‘Yes’ to ‘Supports further review’.

As to the inclusion of submissions from private planning consultants, these consultants are individually contracted to several regional Local Governments to provide town planning services. For example, Submission No. 3 is from a the private planner who is contracted to three Wheatbelt Local Governments and the private planner who provided Submission No.16 contracts to a number

of regional Local Governments in the Gascoyne and Wheatbelt regions. Despite these planners representing multiple Local Governments, each submission was counted as one submission.

The Composite Recommendation has been based on the Zone feedback.

Moved: Cr Friona Reid

Seconded: Mayor Heather Henderson

That:

- 1. State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.**
- 2. WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.**
- 3. The findings to be distributed for comment and the Item then be reconsidered by State Council.**
- 4. WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.**

RESOLUTION 92.9/2017

CARRIED

5.5 Interim Submission – Development Control Policy 2.2 – Residential Subdivision (05-036-03-0060 VJ)

Vanessa Jackson, Policy Manager Planning and Improvement

WALGA RECOMMENDATION

That the interim submission to the WA Planning Commission on Development Control Policy 2.2 – Residential Subdivision be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: Cr Wally Barrett
Seconded: Mayor Tracey Roberts

That the interim submission to the WA Planning Commission on Development Control Policy 2.2 – Residential Subdivision be endorsed.

RESOLUTION 93.9/2017

CARRIED

5.6 National Disability Insurance Scheme (NDIS) Costs position paper submission (05-021-01-0002/1)

Nina Hewson, Senior Community Policy Advisor

WALGA RECOMMENDATION

That the interim submission to the Productivity Commission's National Disability Insurance Scheme (NDIS) position paper be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

ADDITIONAL INFORMATION

On 31 January 2017, the Commonwealth and Western Australian Governments signed a Bilateral Agreement for a nationally consistent, locally delivered National Disability Insurance Scheme (NDIS) in Western Australia.

Funding arrangements under the National Disability Insurance Scheme (NDIS) are outlined in the current 'Bilateral Agreement between the Commonwealth and Western Australia, Transition to a National Disability Insurance Scheme in Western Australia'. A full pdf copy of the Agreement is available at <http://www.disability.wa.gov.au/wa-ndis/wa-ndis/>.

The Agreement was signed by the previous State Government. The current State Government is in negotiation with the Commonwealth and is yet to make a final decision on whether to continue under the current State delivery model or change to delivery under the Commonwealth model. A change to the Commonwealth model would require a new bilateral agreement between the State and Commonwealth Governments.

Moved: Mayor Heather Henderson
Seconded: Cr Janet Davidson

That the interim submission to the Productivity Commission's National Disability Insurance Scheme (NDIS) position paper be endorsed.

RESOLUTION 94.9/2017

CARRIED

5.7 Productivity Commission Inquiry – Introducing Competition and Informed User Choice into Human Services: Reforms to Human Services (05-031-01-0001 JH)

Nina Hewson, Senior Community Policy Advisor

WALGA RECOMMENDATION

That the interim submission to the Productivity Commission Inquiry on Introducing Competition and Informed User Choice into Human Services – Reforms to Human Services, be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported

South West Country Zone

That the WALGA submission be supported and that WALGA give consideration to including comment in their submission relating to the declining rate revenue caused by the practice of the Housing Authority “contracting out” management of its properties to rate exempt charitable Community Housing organisations.

Moved: President Cr Wayne Sanford
Seconded: Cr Darren Slys

That the interim submission to the Productivity Commission Inquiry on Introducing Competition and Informed User Choice into Human Services – Reforms to Human Services, be endorsed with the addition of comment relating to the declining rate revenue caused by the practice of the Housing Authority “contracting out” management of its properties to rate exempt charitable Community Housing organisations.

RESOLUTION 95.9/2017

CARRIED

5.8 Interim Submission to the Australian Government Committee on the Impacts of Climate Change (05-028-03-0018 LS)

By Laura Simes, Environment Policy Advisor

WALGA RECOMMENDATION

That the interim submission in response to the Inquiry into the impacts of climate change be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: Cr Doug Thompson
Seconded: Mayor Logan Howlett

That the interim submission in response to the Inquiry into the impacts of climate change be endorsed.

RESOLUTION 96.9/2017

CARRIED

5.9 Interim Submission - Possible Amendments to Telecommunications Powers and Immunities (05-036-03-0048MB)

By Mark Bondiotti, Policy Manager Transport and Roads

WALGA RECOMMENDATION

That the interim submission to the Department of Communications and the Arts on the 'Possible Amendments to Telecommunications Powers and Immunities' be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: Cr Fiona Reid
Seconded: Mayor Henry Zelones

That the interim submission to the Department of Communications and the Arts on the 'Possible Amendments to Telecommunications Powers and Immunities' be endorsed.

RESOLUTION 97.9/2017

CARRIED

5.10 Submission in Response to the Inquiry into Airfare Pricing in Regional Western Australia (05-003-02-0005 MM)

By Marissa MacDonald, Policy Officer - Transport and Roads

WALGA RECOMMENDATION

That the interim submission in response to the 'Inquiry into Airfare Pricing in Regional Western Australia' be endorsed.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: President Cr Cheryl Cowell
Seconded: President Cr Malcolm Cullen

That the interim submission in response to the 'Inquiry into Airfare Pricing in Regional Western Australia' be endorsed.

RESOLUTION 98.9/2017

CARRIED

5.11 Interim Submission to the National Freight and Supply Chain Priorities Inquiry (05-006-03-0012 ID)

By Ian Duncan, Executive Manager Infrastructure

WALGA RECOMMENDATION

That the interim submission in response to the Australian Government Inquiry into National Freight and Supply Chain Priorities be endorsed.

Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Avon Midland Country Zone

That the Zone recommends that the “Orange Route” (as part of the Perth-Adelaide National Highway to improve the safety and access for heavy vehicles entering the Perth Metropolitan area from the wheatbelt and as the major access to freight from the eastern States) from Roe Highway to Northam be included as a priority project in the submission being prepared by the WA Local Government Association to the Department of Infrastructure and Regional Development for the National Freight and Supply Chain Priorities report.

East Metropolitan Zone

That The interim submission in response to the Australian Government Inquiry into National Freight and Supply Chain Priorities be endorsed, with the addition of a recommendation 14:

Federal and State Government should invest in the completion of the planning and commence construction of the “Orange Route” from Roe Highway to Northam as part of the Perth-Adelaide National Highway to improve the safety and access for Heavy Vehicles entering the Perth Metropolitan area from the Wheatbelt and as the major access to freight from the Eastern States.

Moved: Cr Darren Slyn
Seconded: Cr Darryl Trease

That The interim submission in response to the Australian Government Inquiry into National Freight and Supply Chain Priorities be endorsed, with the addition of recommendation 14:

Request Federal and State Government invest in the completion of the planning and commence construction of the “Orange Route” from Roe Highway to Northam as part of the Perth-Adelaide National Highway to improve the safety and access for Heavy Vehicles entering the Perth Metropolitan area from the Wheatbelt and as the major access to freight from the Eastern States.

RESOLUTION 99.9/2017

CARRIED

MATTERS FOR CONSIDERATION BY STATE COUNCILLORS (UNDER SEPARATE COVER)

5.12 2018 State Council Meeting Schedule and Regional Meetings (01-004-02-0001 TB)

Moved: Cr Fiona Reid
Seconded: President Cr Malcolm Cullen

That the 2018 State Council Meeting Schedule and Regional Meetings for 2018 be endorsed.

RESOLUTION 100.9/2017

CARRIED

5.13 Executive Committee Minutes (01-006-03-0006 TB)

Moved: Mayor Logan Howlett
Seconded: Mayor Carol Adams

That the Minutes of the Executive Committee meeting held 16 August 2017 be endorsed.

RESOLUTION 101.9/2017

CARRIED

5.14 Selection Committee Minutes (01-006-03-0011 MD)

*Mayor Henry Zelones declared an interest and left the meeting at 12noon.
Cr Cheryl Cowell left the meeting at 12.02 pm.*

Moved: Mayor Logan Howlett
Seconded: Cr Wally Barrett

That:

1. The recommendations from the Selection Committee Minutes of 22 August 2017 be endorsed by State Council.
2. The resolutions from the Selection Committee Minutes of 22 August 2017 be noted by State Council.

RESOLUTION 102.9/2017

CARRIED

Mayor Henry Zelones returned at 12.07pm.

5.15 Use of the Association's Common Seal (01-004-07-0001 RB)

Moved: Cr Doug Thompson
Seconded: Mayor Logan Howlett

RESOLUTION 103.9/2017

CARRIED

That the use of the Association's common seal for the following purpose be noted:

Document	Document Description	Signatories	State Council prior approval
Respondent's Submission Form	LGANT Part 3 - Respondent's Submission Form - Provision of Workplace Relations & Advocacy Advice	Cr Lynne Craigie Ricky Burges	No

6. MATTERS FOR NOTING / INFORMATION

6.1 National Disability Insurance Scheme (NDIS) and role of Local Government report (05-021-01-0002/1)

WALGA RECOMMENDATION

That State Council notes that the Association commissioned ACIL Allen consultants to provide a report and recommendations on Local Governments' roles under the National Disability Insurance Scheme (NDIS).

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: Cr Doug Thompson
Seconded: President Cr Karen Chappel

That State Council notes that the Association commissioned ACIL Allen consultants to provide a report and recommendations on Local Governments' roles under the National Disability Insurance Scheme (NDIS).

RESOLUTION 104.9/2017

CARRIED

6.2 First Interim State Public Health Plan (05-031-01-0001 EDR)
WALGA RECOMMENDATION

That the release of the Department of Health's First Interim State Public Health Plan for Local Government feedback, and the development of two WALGA papers that support Local Government in implementing their obligations under the *Public Health Act 2016* be noted.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: Mayor Logan Howlett
Seconded: Cr Doug Thompson

That the release of the Department of Health's First Interim State Public Health Plan for Local Government feedback, and the development of two WALGA papers that support Local Government in implementing their obligations under the *Public Health Act 2016* be noted.

RESOLUTION 105.9/2017

CARRIED

6.3 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)

WALGA RECOMMENDATION

That the resolution of the Municipal Waste Advisory Council at its 28 June 2017 meeting be noted.

Avon Midland Country Zone	WALGA Recommendation Supported
Central Country Zone	WALGA Recommendation Supported
Central Metropolitan Zone	WALGA Recommendation Supported
East Metropolitan Zone	WALGA Recommendation Supported
Gascoyne Zone	No meeting held
Goldfields Esperance Country Zone	WALGA Recommendation Supported
Great Eastern Country Zone	WALGA Recommendation Supported
Great Southern Country Zone	WALGA Recommendation Supported
Kimberley Zone	WALGA Recommendation Supported
Murchison Country Zone	No meeting held
North Metropolitan Zone	WALGA Recommendation Supported
Northern Country Zone	WALGA Recommendation Supported
Peel Zone	WALGA Recommendation Supported
Pilbara Zone	WALGA Recommendation Supported
South East Metropolitan Zone	WALGA Recommendation Supported
South Metropolitan Zone	WALGA Recommendation Supported
South West Country Zone	WALGA Recommendation Supported

Moved: Cr Doug Thompson
Seconded: Cr Darren Slys

That the resolution of the Municipal Waste Advisory Council at its 28 June 2017 meeting be noted.

RESOLUTION 106.9/2017

CARRIED

President Cr Karen Chappel left at 12.16pm.

7. ORGANISATIONAL REPORTS

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Environment and Waste Policy Team (01-006-03-0017 MB)
--

Moved: Mayor Logan Howlett
Seconded: Cr Doug Thompson

That the Key Activities Report from the Environment and Waste Unit to the August 2017 State Council meeting be noted.

RESOLUTION 107.9/2017

CARRIED

7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

Moved: Mayor Heather Henderson
Seconded: Cr Janet Davidson

That the Key Activities Report from the Governance and Organisational Services Unit to the August 2017 State Council meeting be noted.

RESOLUTION 108.9/2017

CARRIED

7.1.3. Report on Key Activities, Infrastructure (05-001-02-0003 ID)
--

Moved: Mayor Howlett
Seconded: Cr Doug Thompson

That the Key Activities Report from the Infrastructure Unit to the August 2017 State Council meeting be noted.

RESOLUTION 109.9/2017

CARRIED

7.1.4 Report on Key Activities, People and Place (01-006-03-0014 JB)

Moved: Cr Wally Barrett
Seconded: Mayor Henry Zelones

That the Key Activities Report from the People and Place Unit to August 2017 State Council meeting be noted.

RESOLUTION 110.9/2017

CARRIED

7.2 Policy Forum Report (01-006-03-0007 TB)
--

Moved: President Cr Wayne Sanford
Seconded: Cr Doug Thompson

That the report on the key activities of the Association's Policy Forums to the August 2017 State Council meeting be noted.

RESOLUTION 111.9/2017

CARRIED

7.3 President's Report

Moved: Cr Henry Barrett
Seconded: Mayor Logan Howlett

That the President's Report for August 2017 be received.

RESOLUTION 112.9/2017

CARRIED

7.4 CEO's Report

Moved: Mayor Howlett
Seconded: Mayor Adams

That the CEO's Report for September 2017 be received.

RESOLUTION 113.9/2017

CARRIED

7.5 Local Government Professionals (WA)

Local Government Professionals (WA) President, Mr Jonathan Throssell provided an update to State Council.

8. ADDITIONAL ZONE RESOLUTIONS

Moved: Cr Doug Thompson
Seconded: Cr Janet Davidson

That the additional Zone Resolutions from the August 2017 round of Zones meetings as follows be referred to the appropriate policy area for consideration.

RESOLUTION 114.9/2017

CARRIED

EAST METROPOLITAN ZONE (People and Place)

Public Open Space

That the Western Australian Local Government Association advocates for the Western Australian Planning Commission to change its policies, procedures and practices relating to the provision of public open space (POS as part of the subdivision of land, so that the POS can only be provided as land unless the Local Government supports the POS or part thereof to be provided as a cash-in-lieu contribution.

EAST METROPOLITAN ZONE (Economics)

That WALGA prepare an analysis and draft a position paper for Local Government relating to smart technology and artificial intelligence, and the broad implications for communities arising thereof for the next State Budget submission in 2019-20.

PEEL ZONE (People and Place)

Native Title Settlement: Indigenous Land Use Agreements: Local Government Response to the “Whadjuk” and “Swan River People 2” Native Title Claims

That the WALGA State Council is requested to investigate what the likely impact of the current situation regarding Indigenous Land Use Agreements will be and update the affected member Councils within the claimant area.

SOUTH EAST METROPOLITAN ZONE (Governance and Organisational Service)

Freedom of Information Act – Resource Implications

That WALGA prepare a report for State Council consideration addressing the operation of the Freedom of Information Act and specifically the implications of and potential solutions for vexatious or malicious applications and withdrawn applications which have incurred substantial costs to the Local Government.

CENTRAL COUNTRY ZONE (Infrastructure)

Reduction of Direct Grant Road Funding to Local Government

That:

1. WALGA be advised that the Central County Zone does not support the \$10m cut from Direct Road Grants;
2. Following the release of the 2017/2018 State Budget the Zone Executive Committee review the details of any road funding cuts in the budget and should the Member Councils be impacted by the cuts the Zone Executive Committee be granted delegated authority to determine a Zone position on any advocacy.
3. The Central County Zone write to the Minister for Transport Hon Rita Saffioti MLA extending an invitation to the Minister to attend a Zone Meeting to discuss transport related issues in the Wheatbelt.

CENTRAL COUNTRY ZONE (Environment and Waste)

Kukerin Septic Tank Effluent System – Shire of Dumbleyung

- A. That the Central Country Zone write to Premier the Hon. Mark McGowan MLA and the Minister for Water the Hon. Dave Kelly MLA to:
 1. Express their disappointment at the withdrawal of funding for the STEDs Program, the Water Corporation's severe miscalculation of cost estimates and the disregards for the health and well-being of small rural towns; and
 2. In light of the health issues, call for the reinstatement of the STEDs Program for Kukerin, Boyup Brook, Leonora and Bindoon.
- B. That the Zone request WALGA, in conjunction with local governments affected by the cut to the STEDs Program, to convene a meeting with the Minister for Water.

SOUTH WEST COUNTY ZONE**Cat Act 2011 Review (Governance and Organisational Services)**

THAT WALGA be requested to lobby the State Government to seek amendments to the Cat Act 2011 to make it an offence under the Cat Act 2011 to have an uncontrolled, untethered cat in a public place and to provide the power for local governments to designate certain public places where cats are prohibited.

ESL FUNDING–DFES OPERATIONS (People and Place)

That WALGA be requested to lobby the State Government for:

1. ***A maximum contribution of 70% from the ESL to fund the administrative operations of DFES, with the other 30% coming from state government general revenue; and***
2. ***The Office of Emergency Management to take over the role of advising Treasury how ESL funds should be distributed.***

ANNOUNCEMENT

President Craigie acknowledged retiring State Councillors Mayor Heather Henderson, Cr Wally Barrett and Cr Elsie Archer.

9. MEETING ASSESSMENT

President Cr Ken Clements provided feedback as to the effectiveness of the meeting.

10. DATE OF NEXT MEETING

That the next meeting of the Western Australia Local Government Association State Council be held in the Boardroom at WALGA, ONE70 Railway Parade, West Leederville, on Wednesday 6 December 2017 commencing 4pm.

11. CLOSURE at 12.30pm

10 PETITIONS / DEPUTATIONS / PRESENTATIONS

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 PRESIDENTS REPORT

(To be tabled at the Council Meeting)

12. REPORTS OF OFFICERS

12.1 HEALTH BUILDING AND TOWN PLANNING

12.1.1 Health and Building Report for the month of August 2017

LOCATION:	Shire of Menzies
APPLICANT:	N/A
DOCUMENT REF:	EDM 002
DISCLOSURE OF INTEREST:	The author has no interest to disclose
DATE:	30 August 2017
AUTHOR:	David Hadden, Environmental Health Officer
ATTACHMENTS	Nil

RECOMMENDATION:

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

VOTING REQUIREMENTS: Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

14.3 Active Civic Leadership Achieved

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

STATUTORY AUTHORITY:

Building Act 2011

Public Health Act 2016

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS : Nil

RISK ASSESSMENTS:

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

BACKGROUND:

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

COMMENT:

Health

Processed a plumbing approval for Hawthorne Resources Pty Ltd to install a domestic septic system to service a small exploration camp at L31/66 Pinjin Road.

Completed and forwarded 2016/2017 waste and recycling census survey for Department Water and Environment.

Building/Planning

Mr Gopel did not attend court on the 1 August 2017 and was fined \$1,000.00 and costs of \$1,745.50. Councils solicitors will monitor the fine payment and register non-payment with Fines Enforcement if not paid by due date. The solicitors have also recommended that a further prosecution be commenced if Mr Gopel does not cease occupying the caravan or shed, seeking a daily penalty of \$50.00 for a continuing offence.

Inspected Mr Gopels property on Wednesday 16 August 2017 to check on his camping. Mr Gopel advised myself and Councils Works Supervisor that no one can tell him what he can and cannot do on his property. I contacted Councils solicitors for further advice and was advised to reinspect next month to confirm his illegal camping (to allow 28day fine payment period for his fines) before commencing further legal action. Staff will carry out a further inspection of the property during the week commencing 4 September 2017.

Caravans have been removed from Lot 107 Jowett Street to the tip following consultation with the owner.

12.1.2 Endorsement of Draft Tjuntjuntjara Layout Plan1 – Amendment 5

LOCATION:	Tjuntjuntjara Community
APPLICANT:	Department of Planning, Lands and Heritage
DOCUMENT REF:	EDM 294 (11321)
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 September 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.1.2-1 Layout Plan 1 Amendment 5 – includes map 12.2.2-2 Layout Plan 1 Amendment 4 12.2.2-3 Layout Plan 1 Amendment 4 - Map

OFFICER RECOMMENDATION:

That Council

1. Endorse the Tjuntjuntjara Layout Plan 1 Amendment 5 as attached
2. Authorise the Shire President to sign Amendment 5 on behalf of Council.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Department of Planning, Lands and Heritage has requested that Council endorse Amendment 5 to the Tjuntjuntjara Layout Plan. Consultation was undertaken by the Department with Council. Cr Baird, the Shire President and the Chief Executive Officer acted on behalf of the Shire of Menzies.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A local economy accessing the commercial options and services in place, for timely development.
- The prevention of fire risk throughout the community.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

14.2 Strong sense of community maintained

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

- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY:

Western Australian Planning Commission.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS: Nil

BACKGROUND:

The Department of Communities is delivering significant housing and essential service and infrastructure projects in Tjuntjuntjara under the National Partnership on Remote Housing 2016-2018 Program. In order to permit these improvements amendments need to be made to the Layout Plan.

COMMENT:

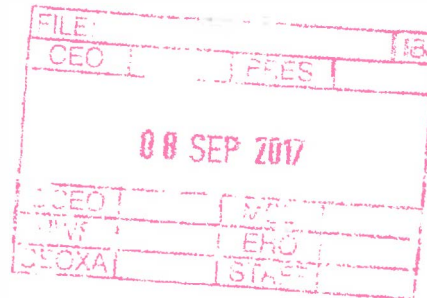
The amendment is presented following extensive consultation with the Community, and included the Shire of Menzies. Various changes to land use, lot boundaries and road reserves are recommended to ensure compliant development and facilitate future project planning.



Department of Planning,
Lands and Heritage

Your ref:
Our ref: DP/14/00469/1
Enquiries: Justin Abbott (08) 655 19383

Rhonda Evans
Chief Executive Officer
Shire of Menzies
124 Shenton Street (PO Box 4)
Menzies WA 6436



Dear Rhonda

REQUEST FOR ENDORSEMENT OF DRAFT TJUNTJUNTJARA LAYOUT PLAN 1 AMENDMENT 5

Please find attached to this letter supporting documents for a proposed amendment to Tjuntjuntjara Layout Plan 1.

To ensure the Western Australian Planning Commission (WAPC) is satisfied that amendments to Layout Plans have included appropriate consultation with the relevant local government, a response to this proposal is requested within 42 days.

Please don't hesitate to contact me if you have any questions or would like to discuss further.

Yours sincerely

Justin Abbott
Senior Planning Officer

31 August 2017

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 655 18002 Fax: (08) 655 19001 info@dplh.wa.gov.au www.dplh.wa.gov.au
ABN 68 565 723 484
wa.gov.au

Tjuntjuntjara Layout Plan No.1**Amendment No.5**

Proponent	: Department of Communities - Housing
Date	: 30 August 2017

Reason for the Amendment

The Department of Communities is delivering significant housing and essential service infrastructure projects in Tjuntjuntjara under the National Partnership on Remote Housing 2016 – 2018 Program. Various changes to land use, lot boundaries and road reserves are recommended to ensure compliant development and facilitate future project planning.

Land Identification:		Amendment description
1.	SL-lots 201-205	Expand rear SL-lot boundaries by 5 metres
2.	SL-lot 69	Subdivide SL-lot 69 to create new SL-lot 221, adjoining SL-lot 81. Land use of new SL-lot to change from Recreation to Residential
3.	SL-lot 31	Subdivide lot to create two new Residential SL-lots 222 and 223, fronting First Street
4.	SL-lot 21	Subdivide lot 21 to create new Residential SL-lot 224 at the rear of the existing house (SL-lot 21), with access via First Street
5.	SL-lots 24, 64, 70 & rear portions of SL-lots 61 & 65	Amalgamate SL-lots 24, 64, 70 and rear portions of SL-lots 61 and 65 to create new Community SL-lot 225 for coordinated community development planning.
6.	Community Bypass, Third Street and SL-lot 32	Extend Third Street and northern portion of Bypass Rd to the west. Create new Community SL-lot 226 for the Art Centre and future community projects adjoining Fifth St, Third St and the Community Bypass Road. Realign SL-lot 32. Remove the portion of the Community Bypass Rd between Third St and access point to SL-lot 47.
7.	Fifth Street and adjoining SL-lots north of SL-lot 82	Realignment and removal of northern portion of Fifth Street to provide for SL-lot 227 and Pedestrian Access Way SL-lot 228. SL-lot 57 extended west to SL-lot 32.

8.	SL-lots 4, 58 and 63	Combine SL-lot 4 with part of SL-lots 58 and 63, to create new SL-lot 229. Change land use from Residential to Community.
9.	SL-lots 27, 28, 29 and 66	Expand SL-lot 27 and amalgamate with SL-lot 28. Minor boundary changes to SL-lot 26, 29 and 66
10.	Fourth Street, SL-lot 50 and adjoining SL-lots	Minor adjustments to road reserve, PAW and adjoining SL-lots to align with existing power network.
11.	Road Reserves and PAW's	Minor adjustments where practical to align with existing power network.
12.	Eleventh Street and SL-lots 22,33,34 and 86	Re-align Eleventh Street and SL-lots 22,33,34 and 86 to accommodate existing compacted road and fences

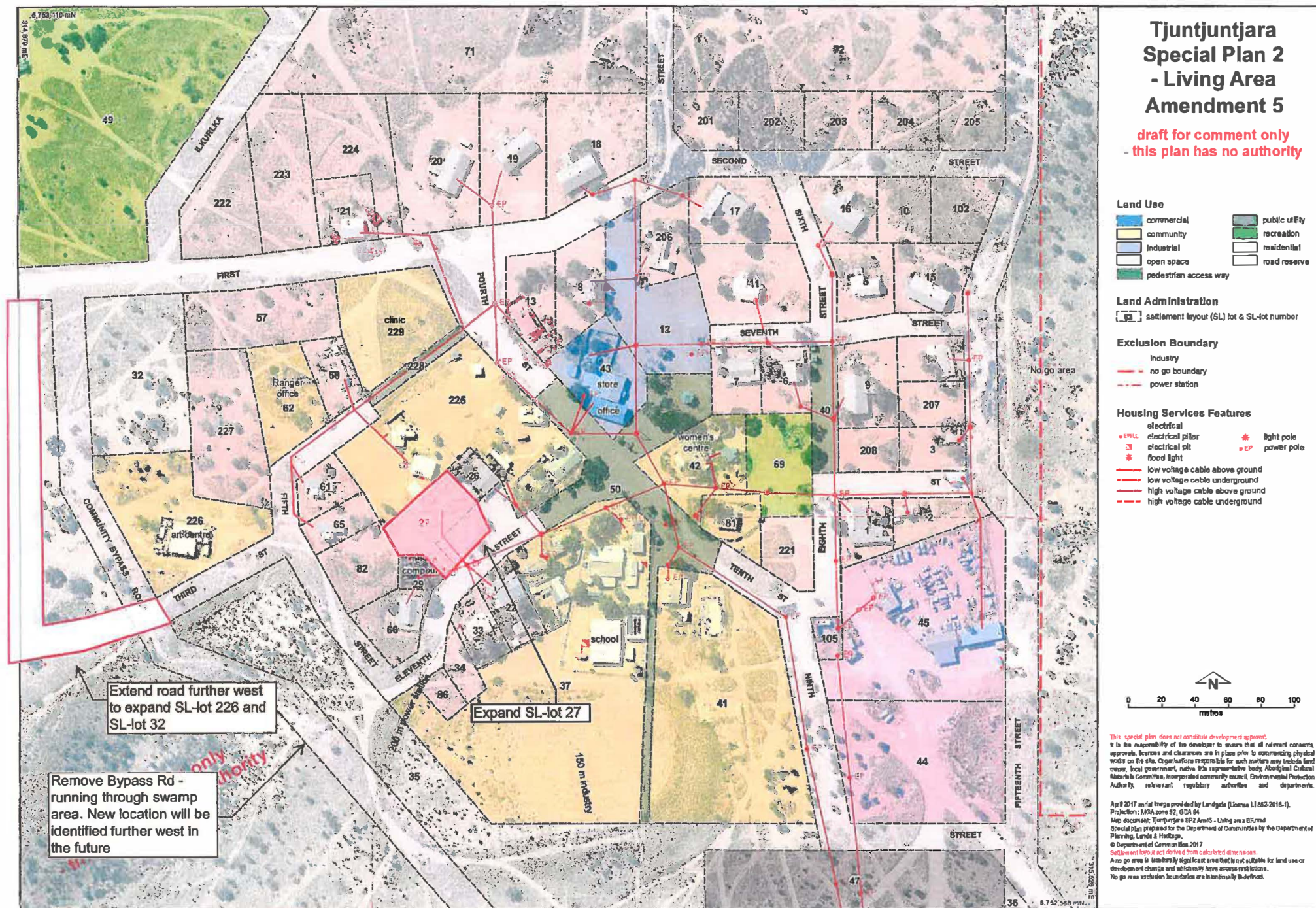
Endorsements:

Paupiyala Tjarutja Aboriginal Corporation	
please sign and print name	ETHAN HANSEN Date: 31-08-17
Pila Nguru Aboriginal Corporation	
please sign and print name	LW + Kenneth Walker Date: 31-08-17
Shire of Menzies	
please sign and print name	Date:
Western Australian Planning Commission	
please sign and print name	Date:

Other Information:

This Layout Plan does not constitute development approval.

It is the responsibility of the developer to ensure that all relevant consents, approvals, licences and clearances are in place prior to commencing physical works on site. Organisations responsible for such matters may include landowner, local government, incorporated community council, native title representative body, Department of Environmental Regulation, Aboriginal Cultural Materials Committee, Environmental Protection Authority and Department of Water.



Tjuntjuntjara

Layout Plan 1

Background Report

May 2004

Date endorsed by WAPC



Amendments

Amendment 1 - December 2007

Amendment 2 - July 2012

Amendment 3 - April 2015

Amendment 4 - May 2017



Department of
Planning



TJUNTJUNTJARRA LAYOUT PLAN 1

Tjuntjuntjara Layout Plan 1 was prepared in 2003 by consultants Hames Sharley.

The background report prepared at that time, and including Amendment 1 (December 2007), is now significantly out-of-date and has been effectively superseded by the Amendment 2 report prepared during 2011/12 (attached).

Additionally, in April 2015 Amendment 3 was endorsed, further updating the Layout Plan.

Tjuntjuntjara LP1 Amendment 2 - Report

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ACRONYMS

AHA	:	Aboriginal Heritage Act (WA) 1972
AHW	:	Aboriginal Health Worker
ATSIC	:	Aboriginal and Torres Strait Islander Commission
DoH	:	Department of Housing
DIA	:	Department of Indigenous Affairs
DoP	:	Department of Planning
DoW	:	Department of Water
DPC	:	Department of the Premier and Cabinet
EHNS	:	Environmental Health Needs Survey
HACC	:	Home and Community Care
PNAC	:	Pila Nguru Aboriginal Corporation
PTAC	:	Paupiyala Tjarutja Aboriginal Corporation
ILUA	:	Indigenous Land Use Agreement (under the Native Title Act 1993)
LP	:	Layout Plan
NTA	:	Native Title Act (Commonwealth) 1993
PBC	:	Prescribed Body Corporate (under the NTA, representing native title holders)
SL-lot	:	Settlement Layout - lot
RAESP	:	Remote Area Essential Services Program
TDWSP	:	Tjuntjuntjara Drinking Water Source Protection Plan
UCL	:	Unallocated Crown Land
WAPC	:	Western Australia Planning Commission

Layout Plans & the Development Process

Layout Plans provide a structure for future development. LP preparation includes with consultation with a range of relevant government authorities and agencies, but it is not development approval. Prior to commencing development a range of consents, approvals, licenses and clearances may be required.

It is the responsibility of the developer to ensure that all relevant consents, approvals, licences and clearances are in place prior to commencing physical works on site. Organisations responsible for such matters may include the landowner, local government, incorporated community council, native title representative body, Department of Environment & Conservation, Aboriginal Cultural Materials Committee, Environmental Protection Authority, Department of Consumer & Employment Protection and Department of Water.

SUMMARY

The Tjuntjuntjara Layout Plan No.1 Amendment 2 addresses the revised aspirations of the community, including: revised road network; revised SL-lot structure; revised design population; infrastructure, essential services, school expansion, and; identification and protection of the drinking water source.

The tables below summarise the main issues concerning the planning, development and provision of services within Tjuntjuntjara.

Table 1 - Population

Design Population	240
Existing Population	180
Existing Service Capacity	130
Aspirational Population	260

Table 2 - Infrastructure and essential/social service characteristics at Tjuntjuntjara.

Infrastructure/service Indicator	Community Characteristics
Drinking water	Unregulated water supply (combined average quantity yield 24,800lt per day). Water quality is adequate. TDWSPP endorsed.
Native Title	Community is located within the Spinifex Native Title Determination Area and the Registered Native Title Prescribed Body Corporate is the PNAC.
Secure land holding(s)	Tjuntjuntjara is located on Crown Reserve 30490. The management order is held by the Department of Environment and Conservation for the purposes of "Conservation of Flora & Fauna".
Flood / storm surge	The community living area is subject to pooling. Mitigation measures are required.
Emergency assistance	Regional Police station in Kalgoorlie, approximately 660km away. Medical assistance via the RFDS and regular health service provided by the Spinifex Health Service and KW Health Alliance. Reliable telecommunications (phone and internet) available. Nearest SES is Kalgoorlie.
Education	WA Department of Education managed school located at the settlement catering for years 1-10.
Health	Spinifex Health Service facility, 2 full time nurses located at community, supported by KW Health Alliance. Inadequate health infrastructure is an issue.
Governance	PTAC is the incorporated community council governing Tjuntjuntjara.
Employment and enterprise opportunities	Very limited free market employment opportunities located within community. Closest mainstream employment centre is Kalgoorlie. Local arts project generates economic activity; heritage and land management projects are seen as potential economic opportunities and some regional mining opportunities are emerging.
Transport	Tjuntjuntjara is very isolated, internal and regional road networks are unmanaged and poorly maintained.
Food	Community owned and managed store provides basic staples transported from Kalgoorlie.
Electricity	Unregulated electricity supply provided via a 160kW diesel system. Support provided by DoH via RAESP. Reticulation of power throughout the community is haphazard and reflects the piecemeal development of the community.

1. COMMUNITY ASPIRATIONS

Providing a sufficient standard of living for the current population of Tjuntjuntjara and likely future residents is dependent on maintaining and improving existing facilities, establishing additional service facilities and making sure that there is an appropriate and well organised mix of housing and other land uses. There is an understanding that development of Tjuntjuntjara is something that has taken time, and will continue to happen over many years. Tjuntjuntjara is significant in a regional context as one of the most isolated communities in WA. A number of surrounding settlements (i.e. Coonana) have been in decline or no longer exist and some movement to Tjuntjuntjara has occurred. Tjuntjuntjara has continued to grow in recent years and this growth has placed an increasing strain on the limited resources and inadequate infrastructure base of the community.

In March 2011 PTAC and PNAC jointly prepared "*Tjuntjuntjara – Moving Forward*", outlining community and traditional owner aspirations for the future of Tjuntjuntjara.

The 'Moving Forward' paper was presented to the State of Western Australia at a 'Whole of Government' meeting for its consideration and action, as appropriate. One of the outcomes of that meeting is the preparation of this amendment. The ideas for improvements and changes noted in that paper form the basis of this amendment. The aspirations outlined in *Tjuntjuntjara – Moving Forward* are listed below. Not all of these aspirations can be incorporated into a LP, but have been noted as a record of a more general community improvement plan, and suite of development aspirations (verbatim):

1.1 Essential Services

- a) *Power distribution system to be modified to match agreed future road network (ie. shift power poles and properly align the service feeds)*
- b) *Power generation and distribution system to be upgraded to ensure secure and balanced supply.*
- c) *Provision made for services and power load to meet future town expansion in an orderly and efficient manner.*
- d) *Adoption and initiation of the Tjuntjuntjara Community Water Management Plan, prepared by Parsons Brinkerhoff.*
- e) *Standardisation of water services throughout the community with provision for future housing sites.*

1.2 Housing

- a) *Expansion of the community housing stock to accommodate the indigenous population with a target of 5 people per household.*
- b) *Assessment, repair and maintenance of all residential buildings in Tjuntjuntjara;*
- c) *Expansion of the school SL-lot.*
- d) *Provision of new and improved staff and visitor housing.*
- e) *Short term overflow population camping facilities.*
- f) *Creation of town parks and vehicle protection zones.*

1.3 Road Provisions

- a) *Internal road system to be identified and constructed to appropriate standard.*
- b) *Central road through town to be removed/diverted to allow for central communal space.*
- c) *Establishment of a by-pass road joining the Oak Valley Road to the Kalgoorlie Road.*
- d) *Provision of tree planting, dust abatement, a playground and traffic control.*
- e) *Establish driveways and car parking for each house and building as part of overall vehicle control measures.*
- f) *Culdesacs to be constructed in each street to prevent cars from accessing central communal space.*

1.4 Community Facilities/Upgrades

- a) *Defined central community area that utilises traffic control to establish people friendly zones within the community infrastructure precinct.*
- b) *Construction of new clinic linked into renovated existing clinic, including development of community friendly surrounds and gardens.*
- c) *Design and development of new Community Resource Centre (CRC) that will include BRACS equipment and training space and the provision of wireless internet.*
- d) *Relocation of existing telecentre away from health precinct.*
- e) *Provision of new community store that opens into the central community precinct and includes truck access to rear of store.*
- f) *Design and development of secure recreation and youth activity hall.*
- g) *Refurbishment of existing basketball court and hall/shed structure (shed to be retained as a protected indoor/outdoor space that is not locked).*
- h) *Renovation and expansion of the Women's Centre to account for the age and limitations of existing facility and the program expansion extending from Spinifex Health Service including Mothers and Babies program.*
- i) *Development of short, medium and long term facilities for the provision of expanding HACC services within the community. HACC currently operates out of an entirely inadequate space within the Women's Centre.*
- j) *Development of an arts space suitable for Spinifex Arts Project artistic and arts extension projects.*
- k) *Formalise the location, dimensions and facilities of the community oval.*
- l) *Investigation of swimming pool funding and possible management options (between PTAC, Spinifex Health and the Tjuntjuntjara School).*
- m) *Provision of shade, seating and event facilities in central area and around kinship house clusters.*
- n) *Expansion of phone system infrastructure to enable establishment of phone services to community housing and additional service lines to community departments.*
- o) *Establishment of an appropriate level of IT infrastructure (including wireless network backbone) to meet the needs of an extremely remote, yet active desert community.*
- p) *Improvement of internet services and linked IT hardware to community institutions.*

- q) *Improvements and maintenance to parks, public toilets and dog health and environmental health services.*
- r) *Implementation of an Early Childhood Centre and associated programs, and the co-location of this centre in between the clinic and the school.*

1.5 Municipal Works

- a) *Existing fuel farm to be relocated and upgraded to conform with required standard.*
- b) *Upgrade and maintenance of community rubbish tip and rubbish tip road.*
- c) *Upgrade and maintenance of airstrip.*
- d) *Cemetery, graves need to be marked and logged by survey.*
- e) *Provision of loading ramp and freight storage.*
- f) *Water and power reticulation to be redefined following road network.*
- g) *Establishment of By-pass road for heavy haulage.*
- h) *Development of an appropriately engineered town road system with drainage, driveways, car parking and defined green zones.*
- i) *Relocation of mechanical workshop to conform with exclusion zones and to incorporate site into designated housing.*
- j) *Reorientation of CDEP and Storage Shed with compound yard suitable for community work force.*
- k) *1000 Myall Project to develop green zones, feral weed control, town beautification and traffic free space around Tjuntjuntjara as part of the overall Town Development project.*

1.6 Culture and Heritage

- a) *Spinifex Arts Project development as per current Business and Strategic Plan.*
- b) *Extension and support of the larger Spinifex Mapping Project and development of related, projected archival facility.*
- c) *Establishing and extending access roads into country, extension of signage, control of visitor access through Spinifex country.*
- d) *Commissioned artworks through the Spinifex Arts Project and other cultural documentation initiatives as part of community owned resources.*
- e) *Recordings and documentation of sites.*
- f) *Rockhole cleaning projects.*
- g) *Development of a Spinifex Land Management plan.*

1.7 Enterprises and Business Planning

- a) *Scope mining and exploration support works opportunities.*
- b) *Sandalwood and possible downstream processing.*
- c) *Arts project extensions.*
- d) *Targeted, discrete Spinifex tourism opportunities.*
- e) *Investigate possible business opportunities in partnership with Anglo Gold, Rodinia Oil and Lost Sands.*
- f) *Possible micro enterprises within the community such as cleaning and car detailing services.*

2. COMMUNITY PROFILE

2.1 Population

Table 3 - Population

Design Population	240
Existing Population	180
Existing Service Capacity	130
Aspirational Population	260

Existing Population

Estimating and predicting populations in Aboriginal settlements is difficult. Aboriginal people tend to be mobile in terms of housing and living arrangements. Populations can increase and decrease quite rapidly based on family, cultural or administrative factors (see Taylor 2006 for a useful discussion of demographic trends of remote Indigenous populations).

Population figures can vary depending on the time of year of enumeration, methods and sources by which data are collected. ABS data have been criticised for undercounting populations in remote communities (Memmot et al 2004).

The below population figures were taken from the Australian Bureau of Statistics and the Environmental Health Needs Survey.

Table 4 – Tjuntjuntjara Population figures by source 1997-2009

	1997	2001	2004	2006	2008
Total persons	93	238	140	138	102
Source	EHNS	Census	EHNS	Census	EHNS

The above figures suggest an inconsistent and generally declining trend. However PTAC estimate that there are currently around 180 to 200 people living permanently at Tjuntjuntjara. PTAC considers that previous census data was unreliable and incorrect and that more reliable population figures were generated in the most recent count (2011), where 180 people were registered as living in Tjuntjuntjara. Based on the above, this report assumes that the current population to be 180 people as an average. However, PTAC has advised that population growth fluctuates dramatically during times of cultural significance. In the past the temporary population has reached over 1000, however in recent years this has seldom been over 450.

Aspirational population

Aspirational population refers to the resident community's expected future population of the community within the next 10 to 15 years. The community has advised that the aspirational population for Tjuntjuntjara is 260 people.

Existing Service Capacity

Existing service capacity attempts to quantify the number of people that the existing level of drinking water and electricity generation servicing the community can service.

Residential growth at Tjuntjuntjara is constrained by the existing level of essential services available at the community.

Although a new power station has been built at the community since LP1 was endorsed, the provision of drinking water is restrained at 24,800lt a day as specified in the TDWSPP endorsed by the DoW. PTAC has advised that recent tests have discovered that the bore field has the capacity to pump three times this amount per day when all bore infrastructure is working appropriately and efficiently.

The total existing service capacity population for Tjuntjuntjara is estimated to currently be 130 people. This is significantly less than the estimated existing population largely because the drinking water and electricity supply are below what is considered to be the minimum required.

Design Population

Design population refers to the number of residents that the LP plans for. The design population takes into consideration the community's aspirational population, estimated population growth based on available population statistics and community advice, and the servicing and physical constraints.

One of the objectives of the amendment to the existing LP is to ensure that community residents are provided with an appropriate level of services and housing throughout the 15 year time frame of the LP, by coordinating infrastructure provision with population growth.

It is considered that the population of Tjuntjuntjara is likely to increase through natural growth, and migration to the settlement will remain, regardless of servicing constraints. Tjuntjuntjara residents point out that people and families previously resident at Coonana have moved to Tjuntjuntjara as that community has declined. Furthermore, it is noted that a greater number of people would move permanently to Tjuntjuntjara if suitable housing was available.

It is therefore necessary to plan for a degree of growth over the 15 year timeframe of the LP. Should the level of essential services provided to residents at Tjunjuntjara be improved (especially improved housing, drinking water and electricity services), it should be possible for the population growth to be accommodated at the settlement with an appropriate level of servicing.

In considering population transfer from Coonana and surrounding communities and natural growth rate it is considered reasonable to plan for a maximum population of 240 within the next 15 years.

2.2 Governance

Paupiyala Tjarutja Aboriginal Corporation (PTAC) is the incorporated community body that represents the resident population of Tjunjuntjara and is responsible for a range of municipal and social services provided within the townsite. The objectives of PTAC are to *“provide direct relief from poverty, sickness, suffering, destitution, misfortune and helplessness to all Aboriginals in the State of Western Australia without discrimination”* and more specifically, to:

- (a) Support the social development of its members in all ways.*
- (b) Help bring about the self support of its members by the development of economical projects and industries.*
- (c) Support and provide education and job training, health services, work opportunities and housing for its members.*
- (d) Help and encourage its members to manage their affairs upon their own lands.*
- (e) Help and encourage its members to keep and renew their traditional culture.*
- (f) Help to build trust and friendship between its members and people of other races.*
- (g) Participate with other Incorporated Aboriginal Associations in projects for their mutual benefit.*
- (h) Receive and spend grants of money from the Government of the Commonwealth or of the State or from other sources.*
- (i) Take action in all ways to achieve land rights and social justice for its members and all Aboriginal people.*

(Paupiyala Tjarutja Aboriginal Corporation – The Rule Book, June 2009)

2.3 Land Tenure

The community living area is on 1 land title:

<i>Crown Land Title</i>	Class A Crown Reserve 30490
<i>Status Order / Interest</i>	Reserve under management order
<i>Primary Interest Holder</i>	Department of Environment and Conservation
<i>Area</i>	2,495,504.19 ha
<i>Limitations/Interests/ Encumbrances/Notifications</i>	"For the purpose of the conservation of flora & fauna"

2.4 Native Title

Tjuntjuntjara is located within the Spinifex Native Title Determination Area (WAD6043/98 Determined 28th November 2000).

The registered native title Prescribed Body Corporate is the Pila Nguru Aboriginal Corporation, which represents all Spinifex People including those who reside at Tjuntjuntjara community.

2.5 Aboriginal Culture and Heritage

Aboriginal Heritage issues were considered in consultation with the community and a desk-top survey of sites registered under the AHA 1972 using the [Aboriginal Heritage Inquiry System](#).

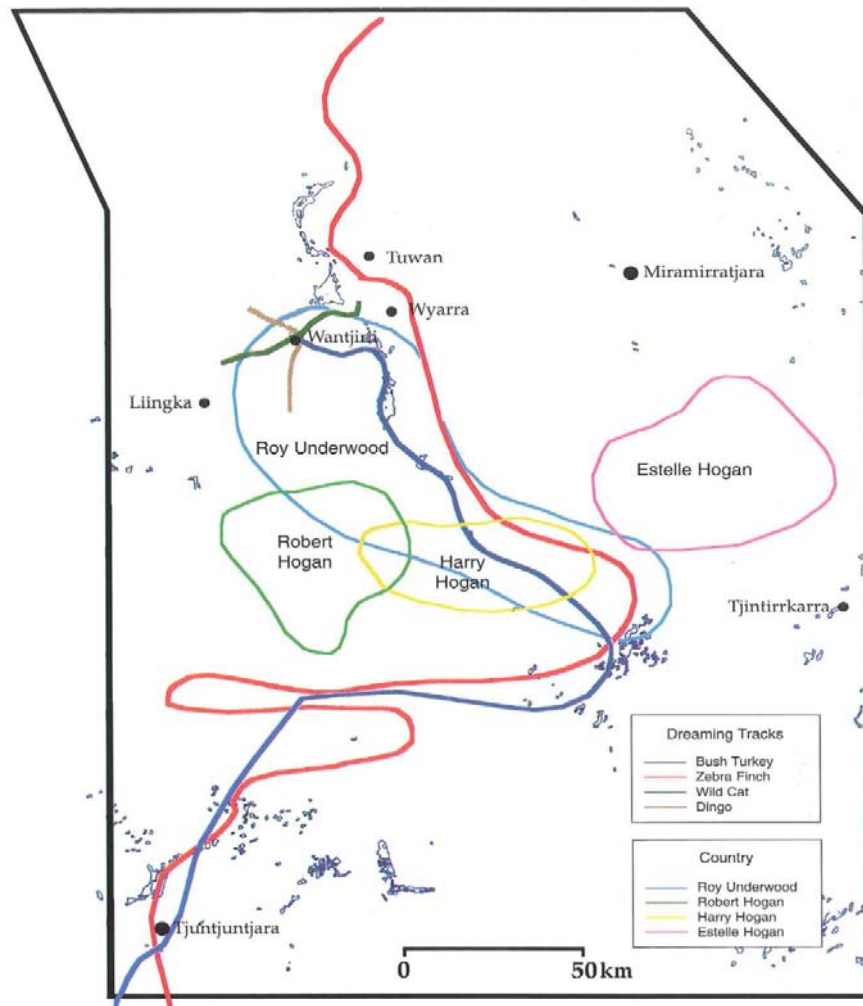
As of 17 February 2011 no Aboriginal Heritage sites or surveys were registered on the DIA Aboriginal Heritage Inquiry System. It is noted that several hundred Spinifex sites were incorporated into the ethnographic component of the Spinifex Native Title Claim. All sites within the Spinifex Native Title Area are managed, protected and utilised by the Spinifex People through PNAC.

There are many areas in and around Tjuntjuntjara that have cultural significance. It is understood that two Tjukurrpa, Bush Turkey and Zebra Finch, are proximate to Tjuntjuntjara (Scott Cane, 2002. p138).

Three locations have been identified as culturally significant proximate to the Tjuntjuntjara living area. One of these places is broadly shown on the LP map-set by virtue of the "no-go" exclusion boundary immediately to the east of the community. The area of land to the east of the community is a no-go area, although the eastern part of the airstrip extends into this location.

Two areas of land, south-west and south of the community (closer to the water bores) have also been identified as culturally significant. In August 2011 PTAC organised Spinifex People with

appropriate knowledge and authority to walk a path that could form the basis of a future by-pass road. PTAC advise that the proposed by-pass is close to the community living area to avoid the no-go area. These locations have not been identified with a proximate “no-go” exclusion boundary as the location is less specific. However, under WAPC Aboriginal Settlements Guideline 1: Provisions, land use areas categorized as ‘Open Space’ acknowledge ‘Traditional Law and Culture’, which is reflected in Tjuntjuntjara LP to protect these culturally significant locations.



The shape of Simon Hogan's country on the ground and the major Tjukurpa passing through his country.

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Figure 5: Relative location of Tjukurpa (culturally significant areas) relative to Tjuntjuntjara living area as per Scott Cane. 2002. p138.

3 EXISTING INFRASTRUCTURE & SERVICES

3.1 Housing

Number & type of dwellings

There are 22 houses at Tjuntjuntjara. Housing stocks range from substantial site-built houses (most recent buildings built in 2003) to second hand transportable shells that have been disconnected from services but remain occupied due to significant housing shortages. Five transportable houses and 2 dongas are no longer serviceable.

Given the estimated existing population of 180 people, Tjuntjuntjara has a current house occupation density of approximately 10 people per house. At peak times (during funerals and cultural business) when perhaps 450 or more people are in the community the existing housing and community infrastructure is under extreme pressure.

3.2 Flooding & Drainage

Currently water flows into and through the community from the south and then drains to the south west of the community and collects in a marsh area. There is no experience of flood events from water bodies (lakes, rivers, etc) adversely affecting Tjuntjuntjara. However there is no drainage network in the living area and the undefined road network compounds the lack of drainage, therefore the community is subject to pooling during periods of heavy rain. Pools of water develop in the centre of the community in front of the office, store and outside the school fence. During heavy rains the unformed community roads hold the water without dispersing it; thus a health hazard is created as water flows through the community and then water pools slowly dry out. At times leech drains have become inundated as part of this occurrence.

3.3 Water Supply

Drinking water demand is an issue which will hinder population growth at Tjuntjuntjara.

Drinking water supplies for Tjuntjuntjara are drawn from six groundwater bores located 4.5km southeast of the community. Groundwater from the production bores is transferred directly to a 125,000lt top tank within the community. All bores are located on Crown Reserve 30490.

When drinking water demand exceeds the capacity of the water supply system, drinking water is supplemented by a 250,000lt groundwater tank located adjacent to the borefield.

Experience has shown that water demand in RAESP communities generally ranges from 300lt to 1000lt per day per person. This is mainly due to significant waste through leaks in internal plumbing. Based on a population of 180 at Tjuntjuntjara, this equates to 57,000lt to 190,000lt per day. However, water audits completed at the community indicate a strong commitment to water preservation and a tradition of attending to internal plumbing issues.

Informal discussions with the Tjuntjuntjara community suggest the actual water requirement for the community even now with a significantly larger population is closer to 11,000lt to 15,000lt per day.

The current combined average pumping yield of the borefield is 24,800lt per day. A backup water supply consisting of a 220,000lt tank and windmill is located at Yackadunyah, 90km south of Tjuntjuntjara.

Parsons Brinckerhoff, on behalf of the DoH has prepared the TDWSP for Tjuntjuntjara and endorsed by the DoW on 6 April 2010. This outlines an assessment on the current water supply, and also identifies the operational and existing land use risks to the Tjuntjuntjara community water source.

The TDWSP recommends the establishment of:

- A drinking water reserve;
- Priority areas for protection of the water source;
- Wellhead protection zones;
- Future land use planning constraints;
- Water management strategy/protocols;
- Bore operating strategy; and
- Emergency response mechanism where failure of the system may occur

The TDWSP identifies Priority 1 (P1) drinking water protection areas and the permitted uses. The P1 location for Tjuntjuntjara has been identified in the LP set by assigning the location a Drinking Water Source Protection Area land use category.

Tjuntjuntjara has been selected as the site for an experimental solar de-salination plant. The objective of the de-salination plant is to produce 1000lt of drinking water per day. If the experiment is successful it will lead to the construction of a prototype with an objective of 20,000lt of drinking water production per day. If this Murdoch University project is successful the de-salination plant will substantially change the water supply/demand equation at Tjuntjuntjara. It will be important to

continue with water saving technologies, strategies and practices within Tjuntjuntjara as an appropriate level of housing and infrastructure is developed.

3.4 Access & Dedicated Roads

There is no legally secure regional road access to Tjuntjuntjara. There are 4 roads that provide access to and from the community from the North, South, East and West. The 'Kalgoorlie Road' leaving the community to the west connects with the Connie Sue Highway 120km away, and ultimately out onto the Trans Access Road via the Kitchener cut line. The 'Aboriginal Business Road' leaving the community to the north crosses the Serpentine Lakes Road (Anne Beadell Highway) at Ilkurlka 132km away and continues on to the Wingellina Blackstone Road a further 300kms north. The 'Yackadunyah Road' leaving the community to the south runs down 90kms to the Yackadanyah turn off beyond which the road is very poorly defined as it crosses through station country along the Nullarbor to the Trans Australian access road and train line a further 240kms away. The 'Oak Valley Road' running to the east crosses the state border 300kms away and runs past Oak Valley and ultimately onto Yalata on the Eyre Highway.

A single track connects the community to the airstrip which is 500km away to the south east. The cemetery road runs west from the community to the cemetery about 3kms away. The rubbish tip is west of the Ilkurlka Road 1.5kms from Tjuntjuntjara.

3.5 Internal Road Layout

There are no defined roads within the community living area. Generally, vehicles are driven anywhere between houses and infrastructure, although some preferred routes are clearly identifiable as tracks.

The main access road running from the west into the community has been built up with a gravel base. There are many tracks and driving zones connecting various spaces around the community in an uncoordinated pattern. The unrestrained use of all areas as vehicle access severely limits opportunities for green zones, parks and traffic controlled areas and exacerbates dust problems particularly during summer months. A major component of this amendment is to define the community roads and thus establish vehicle control throughout the community living area.

3.6 Electricity Supply

An electricity generation station was established 200m south of the community in 2001. The current power capacity is 160kW.

The power reticulation network is adhoc and piecemeal and now requires a focused effort to distribute the power in an efficient and socially acceptable manner. Upgrades to the power reticulation network should match the road layout where possible and be designed in accordance with proposed new housing areas and planned infrastructure.

3.7 Wastewater

The buildings in the settlement are all connected to septic tanks and leach drains, or have drop toilets. Community members have raised issues regarding a lack of maintenance of both types of toilet system.

Many of the older systems within the community have been proven inadequate and were constructed below specification. House occupancy rates have also contributed to excessive pressure on septic tank and leach drain systems. A community wide assessment of current and future septic and leach drain capacities is required. This assessment should include possible development of commercial level systems around Women's Centre/HACC and Spinifex Health Service Clinic to account for higher volume requirements of washing machines and showers. Both sites may be suitable for water recycle systems.

Research should also be undertaken to assess the potential for a waste water treatment plant. A treatment plant could be more efficient long term than the continual upgrading or replacement of the current systems in place at the community. If a treatment plant is considered appropriate, a location to the north of the community is the most suitable outcome to avoid disturbing culturally significant areas or jeopardising the drinking water source. This will also include at least a 500 metre separation distance from the community living area.

3.8 Rubbish Disposal

The new rubbish disposal facility is approximately 1 km north-west of the community living area at SL-lot 66. The facility is not regulated, remains uncovered and is only partially fenced. Waste at the tip facility is predominantly comprised of household rubbish, however is occasionally used for disposal of dead animals. The rubbish tip requires major upgrading and routine maintenance. Additional remediation works are required on the old tip site as well as establishing more formal arrangements to manage tip and tip use. The community has wheelie bins and a rubbish truck.

The Tjuntjuntjara living area is within the 2 kilometre exclusion boundary of the rubbish tip, however, the drinking water source is 4 kilometres away to the south of the tip. Drinking water source protection is the major concern regarding the location of rubbish tips and it is considered that the tip is appropriately separated from the drinking water source to avoid any potential contamination. It is therefore considered that the current rubbish tip location is acceptable.

The Aboriginal Settlements Guideline 1 prescribes a 2000m and 700m perimeter exclusion boundary from a rubbish tip to industrial and public utility uses other than drinking water supply as generally acceptable. The rubbish tip is sufficiently distanced, i.e. in excess of 2km from the TDWSPP P1 area, and will therefore not impact on the existing quality of the community's drinking water.

3.9 Fuel Station (Farm)

The community fuel station located in the road reserve (Road 9) between the school and workshops and is considered to be substandard by PTAC and requires relocation and major upgrade of both storage and bowsers for dispensing fuels. The community intends to rehabilitate/remediate this land and integrate it within the school precinct or recreation space. A significant financial input will be required to attain a level storage and supply that conforms to relevant standards.

3.10 Community and Social Services

The following community facilities and social services are located at Tjuntjuntjara;

Office and Community Store

The PTAC office (SL-lot 12) adjoins the store and is opposite the women's centre, in front of the office is a community meeting place. These facilities form the main focal point and gathering place of the community. A new store is proposed to be built slightly north of the existing store site at SL-lot 11.

School

Tjuntjuntjara School is a WA government managed school. The school caters for roughly 45 students years 1 - 10, with 4 teachers. The school precinct adjoins the recreation shed and the basketball court.

A school precinct has been created as SL-lot 37 to allow for the future expansion of the school. This has included the removal of Future Residential SL-lots 35, 36 and 51 from previous layout plans.

Telecentre

The existing telecentre located on SL-lot 25 (next to the clinic) provides the community with access to the internet, however a new Community Resource Centre (CRC) is to be created possibly on the space created by removal of the store further to the north. The CRC will have upgraded communication facilities and provide opportunities for training and employment.

The existing telecentre is intended to be relocated in the future if the new health clinic is built on this site.

Health Clinic

The existing Spinifex Health Services clinic is located on SL-lot 25 opposite the office and is staffed with a Manager, Clinic Manager, 2 full time nurses and 2 AHW's. Substantial renovation of the existing clinic and development of an additional, linked clinic building is proposed to be located on the same lot.

Airstrip

The airstrip is located 500 metres from the community living area. The runway is 1.8 kilometres long with an all weather gravel surface. A solar illuminated windsock has been installed and lighting is available for night time emergencies and evacuations.

The airstrip is also used regularly by the Royal Flying Doctors Service general practitioners visiting the community.

Hall / Community Centre / BRAC

Located on SL-lot 41 this structure is effectively a shed with a concrete floor. It is used for a range of indoor sports as well as church services and music and dancing venue. The building is in need of urgent repairs and only suitable as a large undercover recreational area.

Women's Centre

The Women's Centre located on SL-lot 42 is the venue for a range of activities including art and craft making, health, beauty and nutrition classes, mothers and babies health education, community functions and events, cooking classes and currently preparation of the HACC meals. The Women's Centre has the only community laundry facility located at the rear of the building.

At the rear of the centre is a park which contains children's playground equipment.

The community has expressed the necessity to undertake a 'full architectural and structural' assessment of the existing building and centre surrounds as the building was originally built between and incorporating second-hand transportable buildings. After almost 15 years of operation the building now has some serious structural issues that need to be addressed. The community has noted that the Women's Centre is located in a prime location and has contributed very substantially over the years to making the central zone of the community a cohesive zone.

It is intended that the improved laundry service should also be included within this building and/or the immediate precinct.

Recreation Facilities

A basketball court is located on Open Space/Recreation Lot 41 next to the school and a dirt/gravel football oval has been established 500 metres to the north of the settlement. Children's playground equipment is located in the area behind the women's centre. The basketball court is in a poor condition, and the playground equipment is broken, incomplete and subject to flooding.

All recreation facilities are in need of replacement and/or major repair maintenance. Preliminary discussions have been undertaken by the community with the Department of Sport and Recreation about developing a comprehensive Recreation Plan for Tjuntjuntjara that will assess infrastructure and programming needs of the community. The LP will indicate appropriate lot layout for any future developments.

The community has expressed a desire for a new upgraded community hall near the existing structure and basketball court. PTAC also aspire to refurbish the basketball court and build a swimming pool on this site.

4 RECOMMENDATIONS

4.1 Design Summary

The future plans for Tjuntjuntjara are based on visits to the community and advice from relevant government agencies, including the Remote Area Essential Services Program (RAESP) managers Parson Brinkerhoff, DoH, DIA and DPC.

The general design principles of the plan are:

1. Maintain adequate separation between incompatible uses.
2. Define a road network that is suitable for all uses, including water, electricity and other services.
3. Plan for future growth by developing new residential lots.
4. Allocate land for a range of land uses that may be needed in the future.

The Tjuntjuntjara Layout Plan No. 1 Amendment 2 shows all proposed improvements to Tjuntjuntjara, as well as a layout for current and future land uses. The following provides a brief explanation of the design principles and required improvements that are shown on the plan.

4.2 Road Provisions

A key component of the community aspirations is road network definition.

The community have requested removing vehicle access through the main town centre where all community facilities and meeting places are located. This will improve safety for community members and protect the central meeting place that is to be the focus of activity in the town and allow development of green zones, parks and safe play areas (see 4.8).

Amendment 2 includes the new by-pass road joining the Oak Valley Road to the Kalgoorlie Road. This is considered an important aspect of the LP amendment to ensure heavy haulage vehicles do not use the central community roads as a thoroughfare, and subsequent improved safety for community members.

A new road has been created connecting the Bypass Road to the Airstrip Road is proposed. This is likely to be a convenient link in the future as traffic increases and the community airstrip becomes more valuable. Especially in the case of non-community users who may use the airstrip, e.g. exploration firms etc.

The upgrading of the roads will coincide with the introduction of traffic control, and will require retention of existing trees wherever possible and will also require substantial planting of trees as part of the community's 1000 Myall Project.

4.3 Future Housing

The LP 1 Amendment 2 plans for 38 residential SL-lots, with 23 being the existing residential SL-lots and 15 available for future housing and/or relocation of existing housing that is within the proposed future school precinct expansion.

Larger residential SL-lots have also been provided at SL-lot 71, 72 and 73, which can be divided into smaller residential SL-lots to accommodate future population growth on a needs basis. These SL-lots can currently accommodate approximately 28 future residential SL-lots. Therefore, there is an overall provision of up to 66 residential SL-lots. However, a total of 44 residential SL-lots will accommodate the design population of 240 people (at 5 persons per house). The surplus residential land use has been identified to accommodate additional housing when population increases and upgraded essential services are provided.

4.4 School Precinct

The school land use area has been increased in size to accommodate future growth and infrastructure, and consequently all of SL-lot 37 has been designated as 'Community' land use.

4.5 Community Resource Centre (CRC)

SL-lot 25 is identified as the site for the proposed CRC. However it is noted that the store site (SL-lot 12) may be more appropriate once this is removed.

4.6 New Clinic / Relocation of Telecentre

SL-lot 25 which accommodates the telecentre and clinic respectively will remain a Community zoned lot.

This will allow for the new clinic building to be constructed at the rear of Lot 25 adjoining the existing clinic building as desired by the community.

The existing telecentre on SL-lot 25 can be removed in time.

4.7 Future Service Station / Car Detailing / Arts Centre

A 'Commercial' land use lot has been set aside at the southern end of the by-pass road. It is considered a suitable location to accommodate a service station to cater for heavy haulage trucks and passing traffic. This can coincide with the community desire to operate a car detailing business.

4.8 Recommended Community Central Area

As part of the revision to the road layout, the existing roads that run directly through the centre of town have been diverted. SL-lot 1000 has been identified as 'pedestrian access way' land use and is intended to place emphasis on the central town area as the focus of community activity and meeting place. Additionally it will improve safety to community members and particularly to children that utilise the playground equipment and attend the local school all within this area.

The community plan to develop a substantial town beatification process known as the 1000 Myall Project. It is hoped that this will run in parallel with the establishment of formal road system and the provision of car free green zones around the community.

4.9 Stormwater Drainage

The community has suggested drainage channels south of the community to take the water east to the swamp lands before entering the town centre to prevent flood pools. A water management consultant is working on an overall water management plan for the community as part of the town development project.

It is intended that the road network will help to drain water to the south of the community. When the internal road network is sealed within the community the drainage situation will be vastly improved and the current issues with pooling will be largely prevented.

4.10 Recommended Settlement Zone

State Planning Policy 3.2 – Aboriginal Settlements provides that all Layout Plans are to define and delineate a clear and appropriate area for a settlement zone. Therefore, a recommended settlement zone has been defined, as illustrated below. The recommended settlement zone is based on the Native Title determination boundary to the west and south, the Crown Reserve cadastre to the north and a connecting line to the east (roughly 25kms from the living area). The recommended settlement zone ensures that the Tjuntjuntjara community and all associated land uses and essential services are appropriately contained within this area.

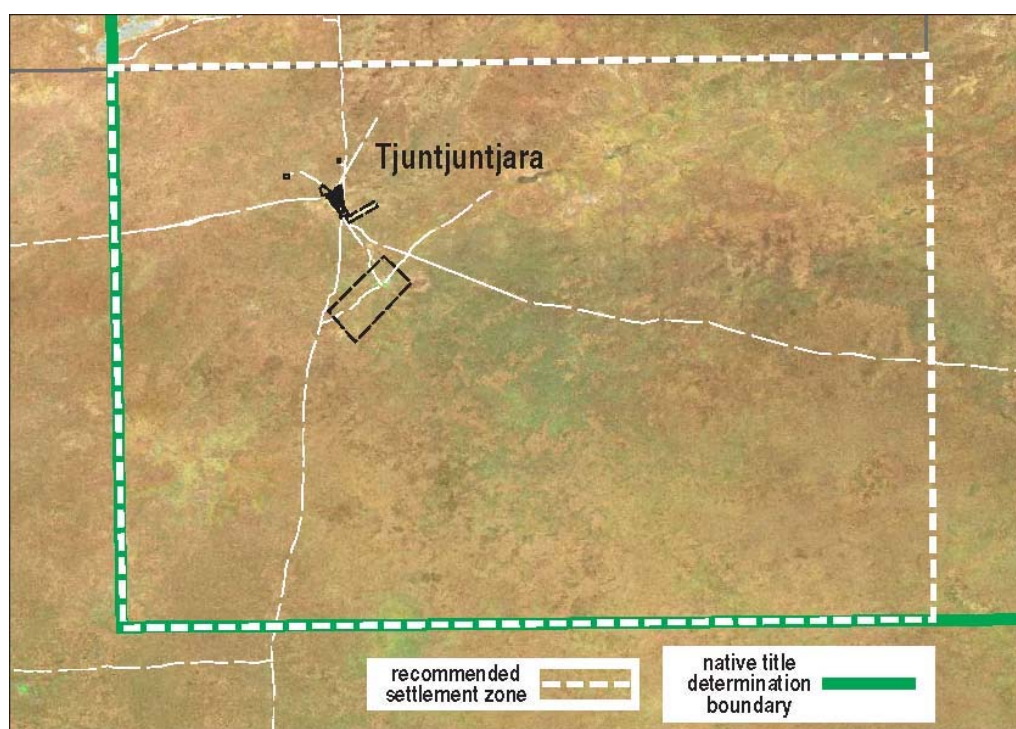


Figure 1 – Recommended Settlement Zone

4.11 Future Cadastre

Negotiations are currently underway (2012) between Pila Nguru Aboriginal Corporation and WA State Government to organise an excision of the Tjuntjuntjara settlement zone out of the Nature Reserve. These negotiations will possibly include an Indigenous Land Use Agreement (ILUA) covering additional land and land access matters. Once finalised there will be an ILUA negotiated between Pila Nguru and PTAC covering land and land use matters within the townsite of Tjuntjuntjara.

The future cadastre, as illustrated below, will match the settlement zone and is recommended for its appropriate size to incorporate the Tjuntjuntjara living area, essential services and generally reflect the Native Title determination boundary and Nature Reserve cadastre.

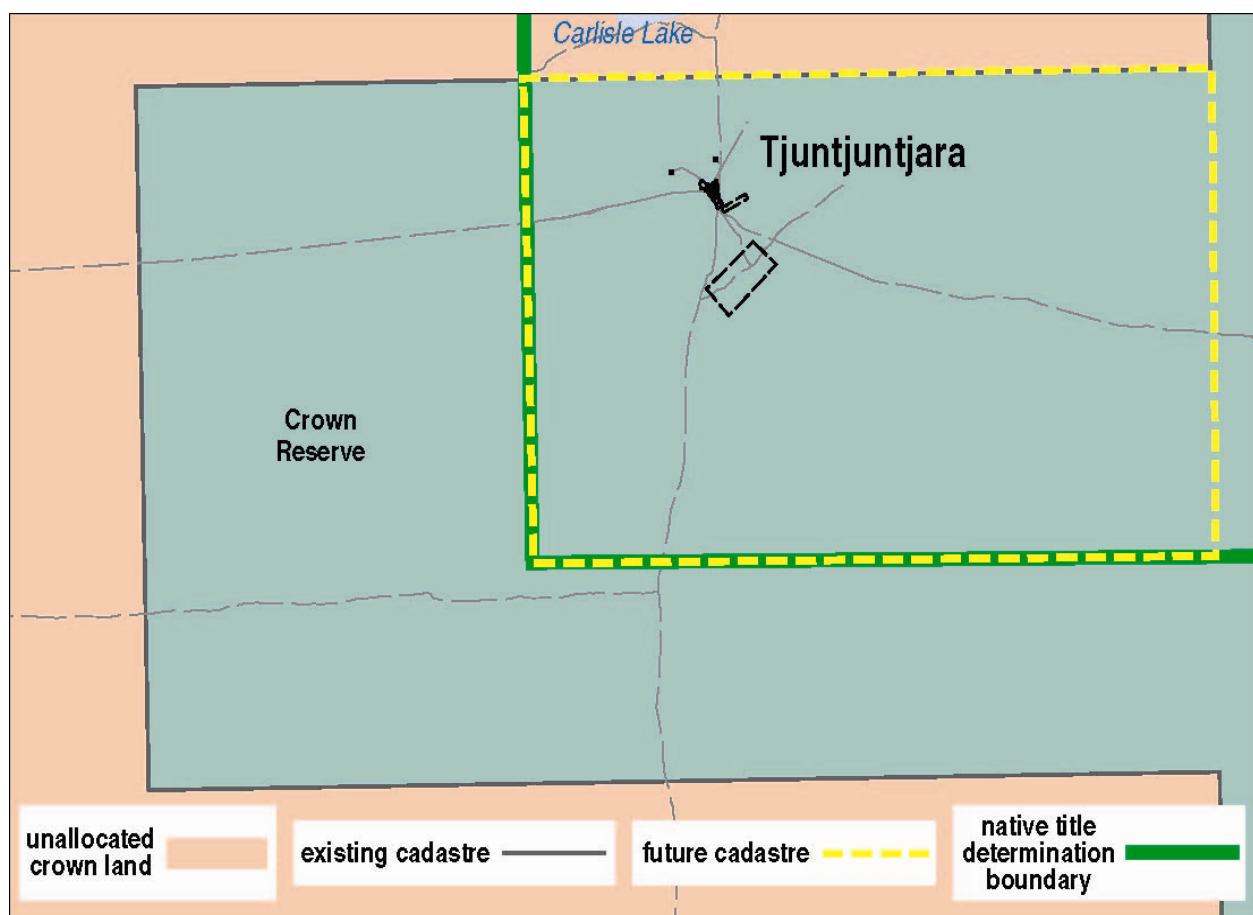


Figure 2 – Future Cadastre

5 ENDORSEMENTS

Paupiyala Tjarutja Aboriginal Corporation Endorsement

Tjuntjuntjara Layout Plan No. 1 Amendment 2

Paupiyala Tjarutja Aboriginal Corporation
Po Box 1014, Kalgoorlie, WA 6430
East WA, Outback WA, South Eastern WA

The Paupiyala Tjarutja Aboriginal Corporation (representing the community) hereby adopts the **Tjuntjuntjara Layout Plan No. 1 Amendment 2** as a guide for future development within its boundaries.

The elected council acknowledges that the layout represents community aspirations for future development, and hereby adopts the plan, report and provisions at the meeting of Council held on:

The 9th Day of March 2012

Adopted by the Paupiyala Tjarutja Aboriginal Corporation:

ANTON CURRIE

TROY HANSEN

ANTON CURRIE

TROY HANSEN

Dep/ Chairperson
[Please print and sign name]

Councillor

CHNS BENNELL

CHANTELLE CURRIE

Councillor

Councillor

Janece Dwyer

Marilyn Walker

Councillor

Councillor

Pila Nguru Aboriginal Corporation Endorsement

Tjuntjuntjara Layout Plan No. 1 Amendment 2

Pila Nguru Aboriginal Corporation
PO Box 1014,
KALGOORLIE WA 6430

The Pila Nguru Aboriginal Corporation (representing the traditional owners, the Spinifex People) hereby adopts the **Tjuntjuntjara Layout Plan No. 1 Amendment 2** as a guide for future development within its boundaries.

The elected council acknowledges that the layout represents community aspirations for future development, and hereby adopts the plan, report and provisions at the meeting of Council held on:

The 20th Day of MARCH 2012

Adopted by the Pila Nguru Aboriginal Corporation / Spinifex People:

LENNARD WALKER

Debbie Hansen

LW4

DEBBIE HANSEN

Chairperson
[Please print and sign name]

Director
[Please print and sign name]

BYRON BROOKS

Linda Coleman

Director

Director

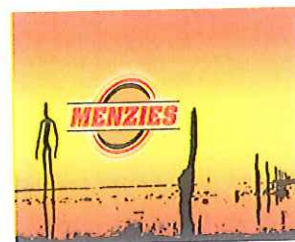
Edgar Jamieson

Director

+

Director

FRED GRANT
his mark
witnessed
James Baird



Shire of Menzies Endorsement

Tjuntjuntjara Layout Plan No. 1 Amendment 2

Shire of Menzies
124 Shenton Street (PO Box 4)
Menzies WA 6436

The Shire of Menzies hereby adopts the **Tjuntjuntjara Layout Plan No. 1 Amendment 2** as a basis for future growth and development within Tjuntjuntjara community.

The 29th Day of June 2011 2012

Endorsed by the Shire of Menzies:

GREGORY DYER

[Signature]

Shire President
(Please print and sign name)

NIELSEN MITCHELL

[Signature]

Act CEO
(Please print and sign name)

Council
Seal



Western Australian Planning Commission Endorsement



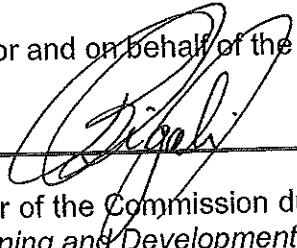
Tjuntjuntjara Layout Plan No.1 Amendment 2

140 William Street
Perth WA 6000

The Western Australian Planning Commission hereby endorses the **Tjuntjuntjara Layout Plan No. 1 Amendment 2** as a guide for development to ensure proper and orderly planning within the community area

The 24th Day of July 2012
2011

Signed for and on behalf of the Western Australian Planning Commission


an officer of the Commission duly authorised by the Commission pursuant to section 24 of the *Planning and Development Act 2005* in the presence of

Bchwante

Witness

25.7.2012 Date

6. CONSULTATION, REFERENCES & INFORMATION

CONSULTATION SUMMARY

Preparation of this Layout Plan is the result of consultation with the community representatives and a range of agencies, authorities, non-government organisations during 2011/12.

Information was obtained from the following sources.

Organisation	Date
Tjuntjuntjara representative meeting (PTAC and PNAC combined)	18 February 2011 19 April 2011 29 July 2011 26 August 2011
Australian Bureau of Statistics	21 March 2011
Department of Indigenous Affairs	22 August 2011
Department of Housing	22 August 2011
Department of Education and Training	20 September 2011
Parsons Brinkerhoff (RAESP)	15 April 2010 7 March 2012
Department of the Premier and Cabinet	22 August 2011 7 March 2012
Department of Health	7 March 2012
Spinifex Health Service	3 March 2012 7 March 2012 14 March 2012
Main Roads Western Australia	7 March 2012
Department of Health and Aging	7 March 2012

REFERENCE

Department of Indigenous Affairs (DIA) 2004 *Environmental Health Needs Survey of Indigenous Communities in Western Australia*. Government of Western Australia. Available at: www.dia.wa.gov.au

Memmot, P. & S. Long & M. Bell & J. Taylor & D. Brown 2004 *Between Places: Indigenous Mobility in Remote and Rural Australia*. Australian Housing & Urban Research Institute, University of Queensland.

Taylor, J. 2006 *Population and Diversity: Policy Implications of Emerging Indigenous Demographic Trends*. CAEPR discussion paper No. 283/2006. ANU: Canberra.

Cane, S. 2002 *Pila Nguru: The Spinifex People*. Fremantle Arts Centre Press, 25 Quarry Street, Fremantle.

7. FURTHER AMENDMENTS

Tjuntjuntjara Layout Plan No. 1**Amendment No. 3**

Proponent	: Department of Planning
Date	: 16 April 2015

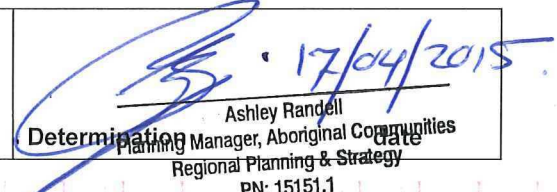
Reason for the Amendment

An air photo image of Tjuntjuntjara was captured in January 2015. Review of the new image indicates that there has been a range of development completed at Tjuntjuntjara since February 2011 (previous image capture). It appears that construction completed over the past four years has not been subject to survey set-out. As such, the existing Settlement Layout lot (SL-lot) and land use categories framework is required to be modified to match.

Issue / Proposal		Changes required to LP
1.	A house has been built on the First Street alignment.	Realign First Street from SL-lot 19 to the intersection with Fifth Street, generally matching the existing track alignment. Realign the boundaries of SL-lot 21 to match the existing house location.
2.	A house has been built on boundary of SL-lots 58 and 63.	Amalgamate the southern portion of SL-lot 63 into SL-lot 58.
3.	Houses have been built on the boundaries of SL-lots 62, 61 and 65.	Realign the boundaries of SL-lots 62, 61 and 65 to match the existing house locations. Add SL-lot 82 to match.
4.	A community services facility has been built on SL-lots 70, 26, 27 and 64.	Amalgamate the southern portion of SL-lot 27 and 26 into SL-lot 70. Change the land use category of SL-lot 70 from 'recreation' to 'community'. Delete the existing access-leg portion of SL-lot 70 Fourth Street and amalgamate that land into SL-lot 64 Amalgamate the portion of SL-lot 64 with the existing track is located and amalgamate it into SL-lot 70. The residual is to be amalgamated with SL-lot 64.
5.	The existing telecommunications compound does not properly align with SL-lot 29.	Realign SL-lot 29 to match existing location of the telecommunications compound. Realign the SL-lot 27 access-leg to Eleventh Street to match the location of the existing track.
6.	The cul-de-sac heads do not match the location of existing development.	Re-shape the existing cul-de-sac heads to match the location of existing development.
7.	Fourth Street alignment does not match the location of existing development	Re-align Fourth Street to match the location of existing development.
8.	The SL-lot south of SL-lot 42 has not been allocated a number,	Assign a number 81 to the SL-lot south of SL-lot 42.

Endorsement:

In accordance with Planning Bulletin 108/2013 this amendment is minor in nature. As such, the endorsement of the Western Australian Planning Commission is solely required.

Determined on behalf of the Western Australian Planning Commission in accordance with the <i>Instrument of Delegation – Delegation to officers of certain powers and functions of the Western Australian Planning Commission.</i>	 Ashley Randell Determination Manager, Aboriginal Communities Regional Planning & Strategy PN: 15151.1
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Other Information:

This Layout Plan does not constitute development approval.

It is the responsibility of the developer to ensure that all relevant consents, approvals, licences and clearances are in place prior to commencing physical works on site. Organisations responsible for such matters may include landowner, local government, community council, native title rep body, DPaW, EPA, APMC, Department of Consumer & Employment Protection and Department of Water.

Tjuntjuntjara Layout Plan No. 1

Amendment No. 4

Proponent	: Housing Authority / PTAC
Date	: 27 April 2017

Reason for the Amendment:

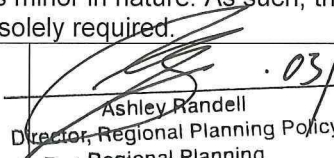
The Housing Authority is undertaking a number of constructions and refurbishment works at Tjuntjuntjara in 2017. The Tjuntjuntjara Land Use Planning Workshop was held at Department of Planning on 27 February 2017. This was an opportunity for the Housing Authority and PTAC to detail updates, development proposals and land use aspirations. The following Amendment will assist in Housing Authority's works and also update the plan to identify existing infrastructure, development and land use opportunities.

Land Identification		Amendment description
1.	All	Spatial upgrades of SL roads to match current air photography and electrical network.
2.	SL-lot 72	Creation of 5 new 'residential' SL-lots (201 – 205) on southern part of SL-lot 72 along Second Street.
3.	SL-lot 14	Duplicate numbered SL-lot 14 on Fifteenth Street re-numbered to SL-lot 102 Street.
4.	SL-lot 12	SL-lot 206 excised from SL-lot 12 as per HA request.
5.	SL-lot 207	New 'residential' SL-lot 207 on Fifteenth Street.
6.	SL-lot 208	New 'residential' SL-lot 208 on Eighth Street.
7.	SL-lot 105	New 'industrial' SL-lot 105 on Eighth Street.
8.	SL-lot 109	New 'public utility' SL-lot 109 on Eighteenth Street.
9.	SL-lot 38 and 39	Removed (PAW).
10.	SL-lot 2	SL-lot 48 merged with SL-lot 2, land use now 'open space'.
11.	SL-lot 85	Removed ('residential' became Eighth Street)

Endorsement:

In accordance with Planning Bulletin 108/2013 this amendment is minor in nature. As such, the endorsement of the Western Australian Planning Commission is solely required.

Determined on behalf of the Western Australian Planning Commission in accordance with the *Instrument of Delegation – Delegation to officers of certain powers and functions of the Western Australian Planning Commission.*

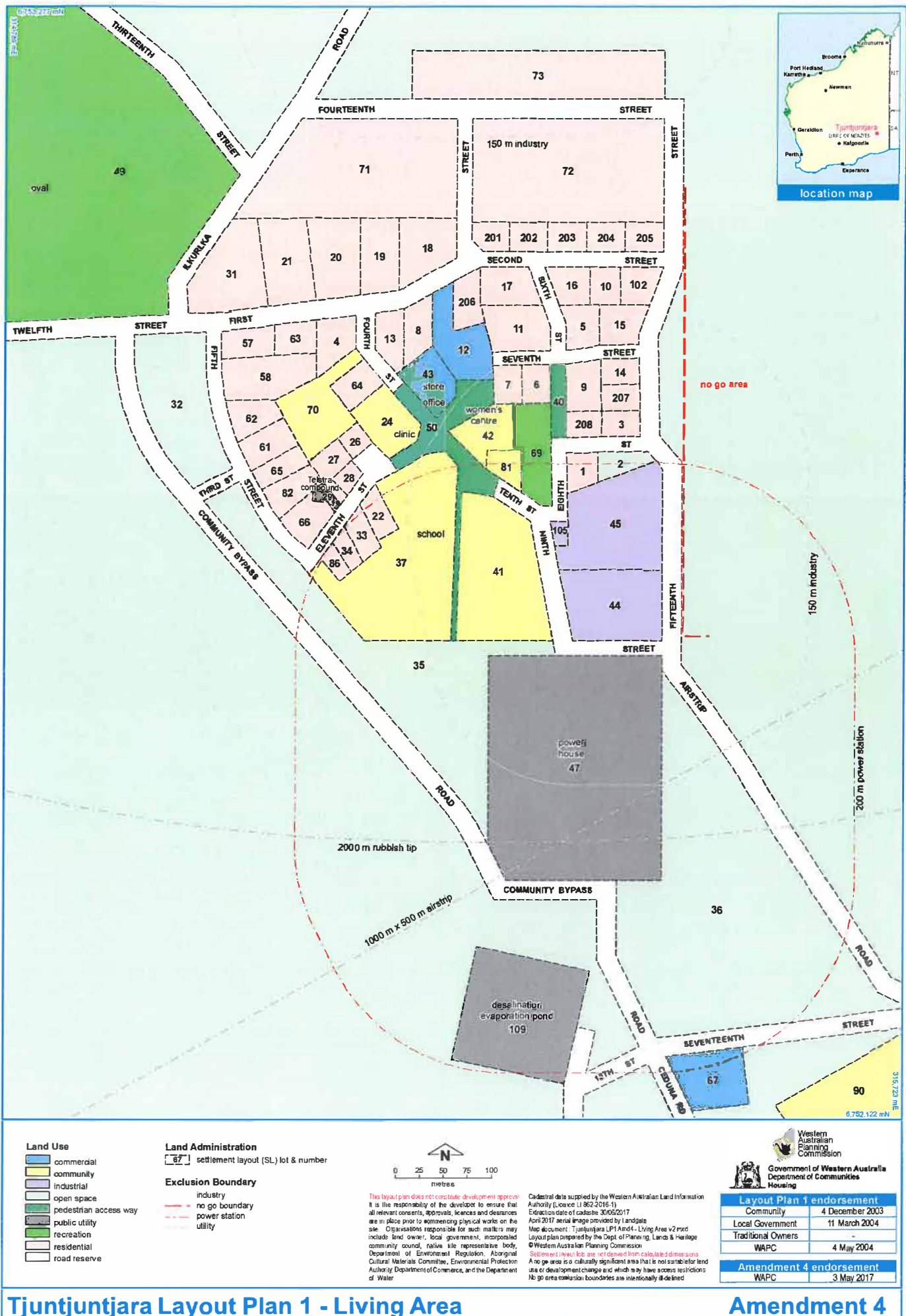
 . 03/05/2017
Ashley Randell
Director, Regional Planning Policy
Regional Planning
PN: 15151

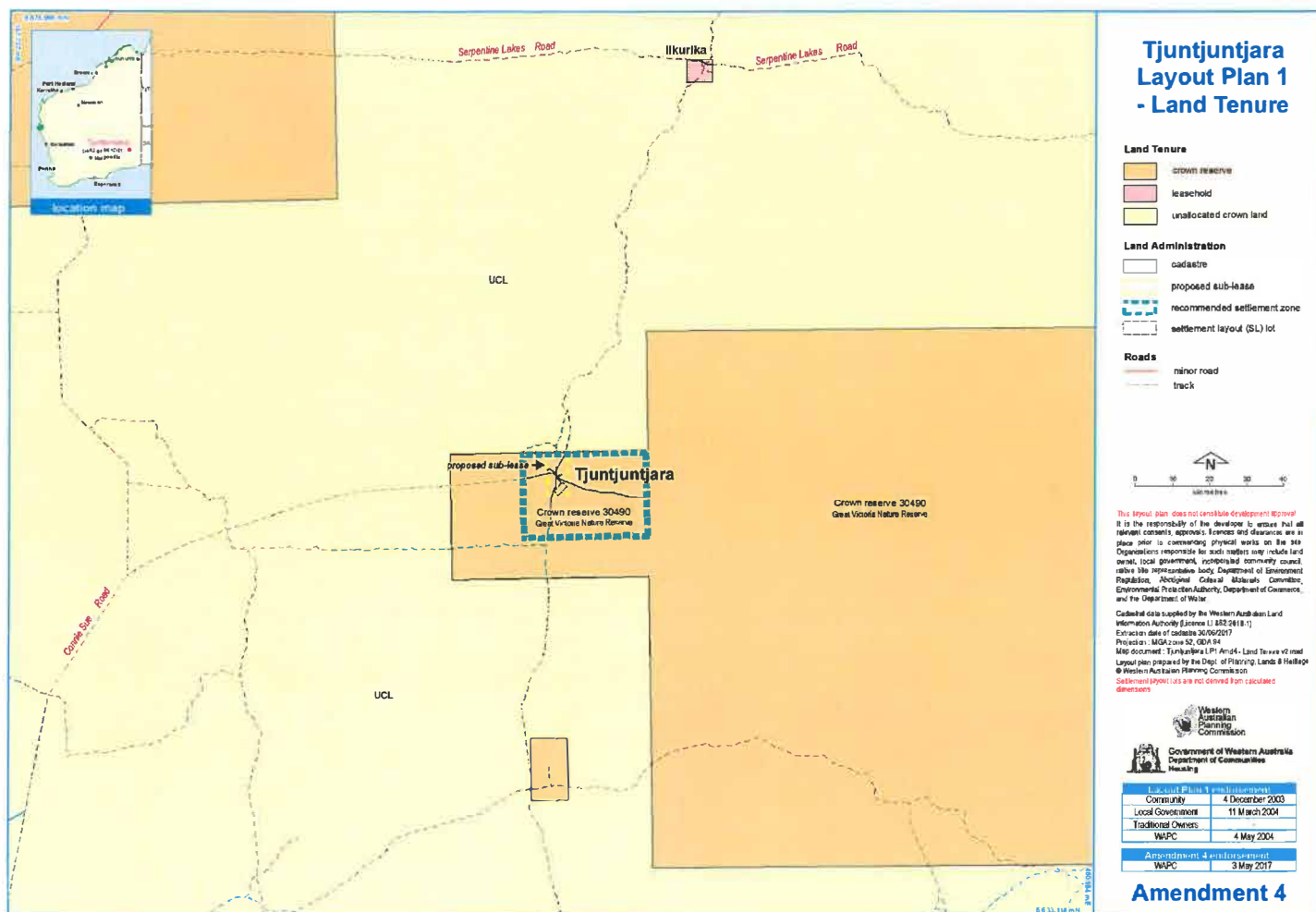
date

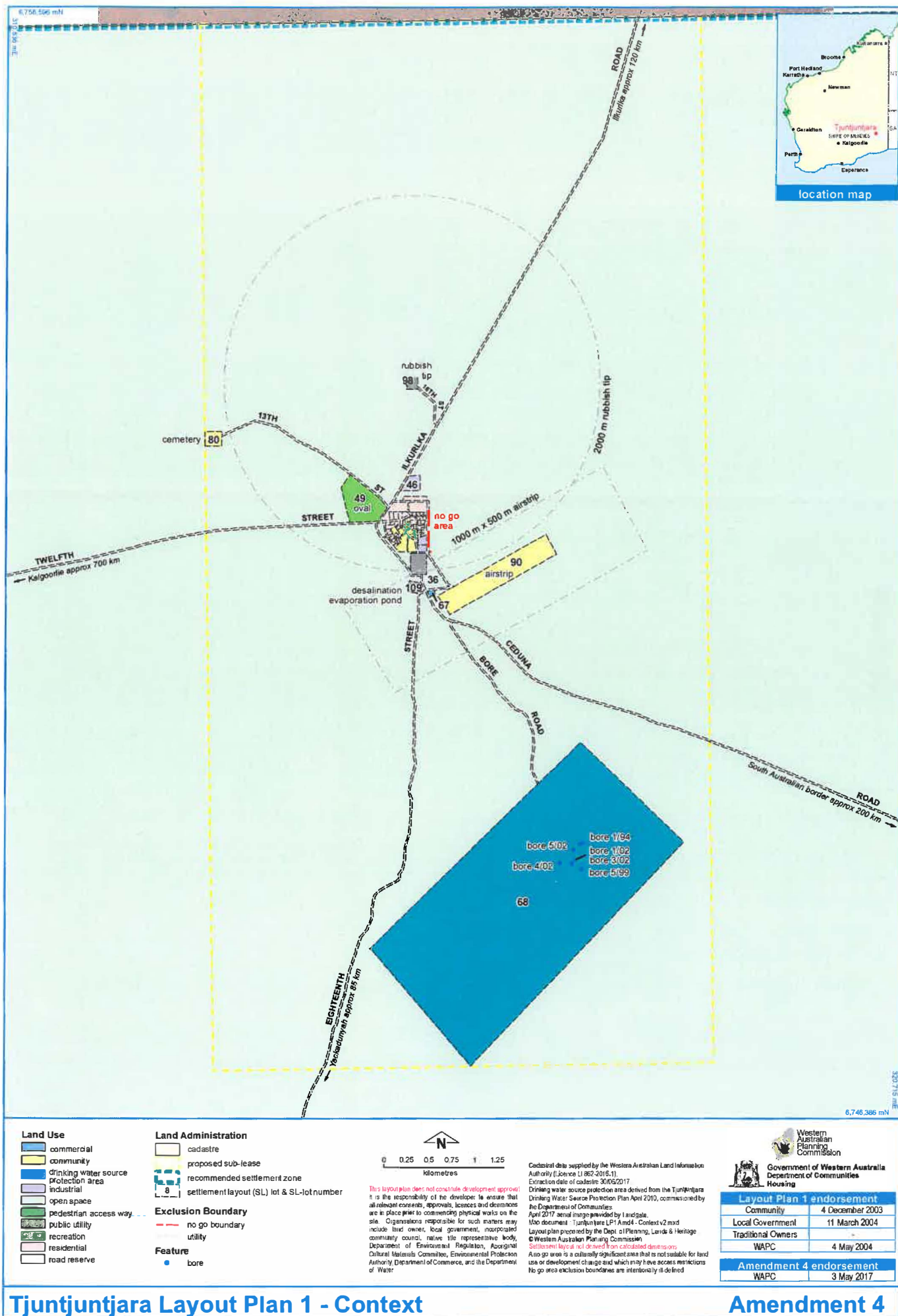
Other Information:

This Layout Plan does not constitute development approval.

It is the responsibility of the developer to ensure that all relevant consents, approvals, licences and clearances are in place prior to commencing physical works on site. Organisations responsible for such matters may include landowner, local government, incorporated community council, native title representative body, Department of Environmental Regulation, Aboriginal Cultural Materials Committee, Environmental Protection Authority and Department of Water.







12.2 FINANCE AND ADMINISTRATION

12.2.1 Statement of Financial Activity for the Month of August 2017

LOCATION:	N/A
APPLICANT:	N/A
FILE REF:	EDM052
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	25 September 2017
AUTHOR:	Jeanette Taylor, Manager Finance & Administration
ATTACHMENT:	12.2.1.1 Monthly Financial Reports August 2017 12.2.1.2 Operating Statement by Nature and Type 12.2.1.3 Capital Income and Expenditure Statement

OFFICER RECOMMENDATION:

That Council

Receive the Statement of Financial Activity for the month ending 31 August 2017 tabled as attachment 12.2.1.1 presented at the meeting and note any material variances.

VOTING REQUIREMENTS: Simple Majority

IN BRIEF:

Statutory Financial Reports submitted to Council for acceptance as a record of financial activity for the period to 31 August 2017.

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved

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

STATUTORY AUTHORITY:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996, 34

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

As detailed within the attachments.

RISK ASSESSMENTS:

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

OP16 Council's statutory reports provide inaccurate financial information

BACKGROUND:

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

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

COMMENT:

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

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

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

MONTHLY FINANCIAL REPORT

**For the Period ended
31 August 2017**



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Statement of Comprehensive Income by Nature or Type

Statement of Comprehensive Income by Program

Statement of Financial Activity

Net Current Assets

Cash at Bank

Notes

Revenues and Expenses

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

Supplementary Reports - Note General Ledger is currently being reorganised

- Operating by Nature or TypeL Account
- Capital by GL Account

Shire of Menzies
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
For the Period ended
31 August 2017

Attachment 12.2.1-1

	Note	2017/2018 Budget \$	2017/2018 Actual \$
REVENUE			
Rates	5	2,809,112	3,016,950
Operating Grants, Subsidies and Contributions		1,717,444	283,097
Fees and Charges	6	171,620	59,014
Interest Earnings	3	184,600	37,078
Other Revenue		46,200	1,168
		<u>4,928,976</u>	<u>3,397,307</u>
EXPENSES			
Employee Costs		(1,615,058)	(238,500)
Materials and Contracts		(2,800,273)	(259,748)
Utility Charges		(56,160)	(4,115)
Depreciation	2	(2,076,951)	0
Insurance Expenses		(130,430)	(19,239)
Allocation to Capital		0	32,009
Other Expenditure		(332,400)	(29,532)
		<u>(7,011,272)</u>	<u>(519,125)</u>
		(2,082,296)	2,878,182
Non-Operating Grants, Subsidies and Contributions		3,609,875	614,354
Profit on Asset Disposals		10,750	0
Loss on Asset Disposals		(9,250)	0
NET RESULT		1,529,079	3,492,536
Other Comprehensive Income			
Changes on Revaluation of non-current assets			
TOTAL COMPREHENSIVE INCOME		<u>1,529,080</u>	<u>3,492,536</u>

STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
For the Period ended
31 August 2017

	Note	2017/2018 Budget \$	2017/2018 Actual \$
REVENUE			
General Purpose Funding		3,889,706	3,337,306
Law, Order, Public Safety		6,400	0
Health		0	1,577
Housing		65,220	12,136
Community Amenities		6,600	7,578
Recreation and Culture		10,000	180
Transport		727,250	0
Economic Services		185,100	33,763
Other Property and Services		38,700	4,767
		<u>4,928,976</u>	<u>3,397,307</u>
EXPENSES EXCLUDING			
FINANCE COSTS			
Governance		(534,774)	(109,425)
General Purpose Funding		(133,975)	(22,036)
Law, Order, Public Safety		(45,180)	(6,852)
Health		(53,000)	(32,159)
Housing		(291,334)	(7,869)
Community Amenities		(202,910)	(29,009)
Recreation & Culture		(493,390)	(36,147)
Transport		(2,597,655)	(83,771)
Economic Services		(830,321)	(123,335)
Other Property and Services		(1,828,733)	(68,523)
		<u>(7,011,272)</u>	<u>(519,125)</u>
		(2,082,296)	2,878,182
FINANCE COSTS (Refer Notes 2 & 5)			
		0	0
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS			
Recreation & Culture		261,000	0
Transport		3,333,875	614,354
Economic Services		15,000	0
		<u>3,609,875</u>	<u>614,354</u>
PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)			
Transport		1,500	0
		1,500	0
NET RESULT			
		1,529,080	3,492,536
Other Comprehensive Income			
Changes on Revaluation of non-current assets			
Total Other Comprehensive Income		<u>0</u>	<u>0</u>
TOTAL COMPREHENSIVE INCOME		<u><u>1,529,080</u></u>	<u><u>3,492,536</u></u>

Shire of Menzies
STATEMENT OF FINANCIAL ACTIVITY
For the Period ended
31 August 2017

	Note	Budget	Budget YTD	Actual	Variance	
		\$	\$	\$	%	\$
REVENUES	1,2					
General Purpose Funding		3,889,706	648,284	319,622	51%	328,662
Law, Order, Public Safety		6,400	1,067	0	100%	1,067
Housing		65,220	10,870	12,136	-12%	(1,266)
Community Amenities		6,600	1,100	7,578	-589%	(6,478)
Recreation and Culture		10,000	1,667	180	89%	1,487
Transport		727,250	121,208	0	100%	121,208
Economic Services		185,100	30,850	33,763	-9%	(2,913)
Other Property and Services		38,700	6,450	4,767	26%	1,683
		<u>4,928,976</u>	<u>821,496</u>	<u>379,623</u>		
EXPENSES	1,2					
Governance		(534,774)	(89,129)	(109,425)	-23%	20,296
General Purpose Funding		(133,975)	(22,329)	(22,036)	1%	(293)
Law, Order, Public Safety		(45,180)	(7,530)	(6,852)	9%	(678)
Health		(53,000)	(8,833)	(32,159)	-264%	23,325
Housing		(291,334)	(48,556)	(7,869)	84%	(40,687)
Community Amenities		(202,910)	(33,818)	(29,009)	14%	(4,809)
Recreation & Culture		(493,390)	(82,232)	(36,147)	56%	(46,085)
Transport		(2,597,655)	(432,943)	(83,771)	81%	(349,172)
Economic Services		(830,321)	(138,387)	(123,335)	11%	(15,052)
Other Property and Services		(1,828,733)	(304,789)	(68,523)	78%	(236,266)
		<u>(7,011,272)</u>	<u>(1,168,545)</u>	<u>(519,125)</u>		
Net Operating Result Excluding Rates		<u>(2,082,296)</u>	<u>(347,049)</u>	<u>(139,502)</u>		
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Revenue						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals		(1,500)	(250)	0		
Depreciation on Assets	2	2,076,951	346,159	0		
Capital Expenditure and Revenue						
Purchase Land Held for Resale	4	0	0	0	No budget	0
Purchase Land and Buildings	4	(1,040,000)	(173,333)	(30,296)	-83%	(143,037)
Purchase Infrastructure Assets - Roads	4	(2,300,249)	(383,375)	(736,535)	92%	353,160
Purchase Infrastructure Assets - Parks	4	(273,499)	(45,583)	(72,887)	60%	27,304
Purchase Infrastructure Assets - Footpaths	4	(25,000)	(4,167)	0	-100%	(4,167)
Purchase Plant and Equipment	4	(278,957)	(46,493)	(13,404)	-71%	(33,089)
Purchase Furniture and Equipment	4	(50,000)	(8,333)	(30,836)	270%	22,503
Proceeds from Disposal of Assets		87,500	14,583	17,916	23%	(3,332)
Transfers to Reserves (Restricted Assets)	6	(1,130,012)	(188,335)	(300,545)	60%	112,210
Transfers from Reserves (Restricted Assets)	6	(222,235)	(37,039)	0	-100%	(37,039)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,350,190	2,350,190	5,993,083		
Amount Raised from General Rates		2,809,112	2,809,112	3,017,684		
Net Current Assets - Surplus (Deficit)	8	<u>(79,995)</u>	<u>4,286,086</u>	<u>7,704,677</u>		

STATEMENT OF COMPREHENSIVE INCOME**NET CURRENT ASSETS**

For the Period ended

31 August 2017

	Brought Forward Actual \$	Movement Actual \$	YTD Actual \$
Surplus Deficit Brought Forward	5,993,083	1,711,594	7,704,677
CURRENT ASSETS			
Cash and Cash Equivalents			
-Unrestricted Cash	5,477,846	260,820	5,738,666
-Restricted Cash - Reserves	4,617,827	300,545	4,918,372
Receivables		0	0
-Rates Outstanding	999,631	1,788,747	2,788,378
-Sundry Debtors	154,242	(4,300)	149,942
-Provision For Doubtful Debts	(115,170)	0	(115,170)
-Gst Receivable	79,220	94,757	173,977
-Accrued Income/Payments In Advance	32,807	57,878	90,685
Inventories			0
-Fuel, Oil & Materials on Hand	8,522	4,381	12,903
	<u>11,254,925</u>	<u>2,502,828</u>	<u>13,757,753</u>
LESS CURRENT LIABILITIES			
Trade and Other Payables			
-Sundry Creditors	(451,376)	(541,917)	(993,293)
-Accrued Salaries & Wages	(21,961)	21,961	(0)
-Income Received In Advance	(26,321)	0	(26,321)
-Gst Payable	(32,053)	(64,087)	(96,140)
-Payroll Creditors	(23,258)	4,328	(18,930)
-Accrued Expenses	(89,046)	89,046	0
Provisions			0
-Provision For Annual Leave	(105,969)	0	(105,969)
-Provision For Long Service Leave (Current)	(19,889)	(706)	(20,595)
	<u>(769,873)</u>	<u>(491,375)</u>	<u>(1,261,248)</u>
Unadjusted Net Current Assets	10,485,052	2,011,453	12,496,505
Less Reserves - restricted Cash	(4,617,827)	(300,545)	(4,918,372)
Add back Cash Backed Provision for Leave	125,858	706	126,564
Adjustment for Trust	0	(20)	(20)
Adjusted net current assets	5,993,083	1,711,594	7,704,677

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

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

(e) Goods and Services Tax

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

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

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

(f) Superannuation

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Cash and Cash Equivalents

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

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

(h) Trade and Other Receivables

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

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

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

(i) Inventories

General

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

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

Land Held for Resale

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

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

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets

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

Mandatory Requirement to Revalue Non-Current Assets

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

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

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

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

(i) that are plant and equipment; and

(ii) that are -

(I) land and buildings; or

(II) infrastructure;

and

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

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

Land Under Control

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

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

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

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Depreciation of Non-Current Assets

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

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

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

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

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

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

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

Capitalisation Threshold

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Impairment

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

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

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

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

(l) Trade and Other Payables

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

(m) Employee Benefits

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

(n) Borrowing Costs

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

(o) Provisions

Provisions are recognised when:

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

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Current and Non-Current Classification

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

(q) Comparative Figures

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

(r) Budget Comparative Figures

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

	2017/18	2017/18
	Budget	Actual
	\$	\$

REVENUES AND EXPENSES

Net Result from Ordinary

Activities was arrived at after:

(i) Charging as Expenses:

2 Depreciation

By Class

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

(ii) Crediting as Revenues:

3 Interest Earnings

Investments		
- Reserve Funds	80,000	16,945
- Other Funds	50,000	10,702
Other Interest Revenue (<i>refer note 13</i>)	54,600	9,430
	<u>184,600</u>	<u>37,078</u>

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

REVENUES AND EXPENSES (Continued)

Statement of Objective

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

COMMUNITY VISION

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

EDUCATION AND WELFARE

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

HOUSING

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

4 ACQUISITION OF ASSETS	2017/18 Budget \$	31-Aug-17 Actual \$
The following assets are budgeted to be acquired during the year:		
<u>By Program</u>		
Governance	80,000	30,410
General Purpose Funding	0	0
Law, Order, Public Safety	0	0
Health	0	0
Education and Welfare	0	0
Housing	116,000	30,296
Community Amenities	90,000	0
Recreation and Culture	887,000	53,702
Transport	4,709,287	1,368,753
Economic Services	545,000	14,725
Other Property and Services	30,000	426
	<u>6,457,287</u>	<u>1,498,312</u>

By Class

Purchase Land Held for Resale	0	0
Purchase Land and Buildings	1,061,000	30,296
Purchase Infrastructure Assets - Roads	4,310,287	1,350,897
Purchase Infrastructure Assets - Parks	674,000	72,879
Purchase Infrastructure Assets - Footpaths	50,000	0
Purchase Plant and Equipment	262,000	13,404
Purchase Furniture and Equipment	100,000	30,836
	<u>6,457,287</u>	<u>1,498,312</u>

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

- Asset Acquisition Program

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

Attachment 12.2.1-1

5. RATING INFORMATION - 2017/18 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Actual Rate Revenue \$	2017/18 Actual Interim Rates \$	2017/18 Actual Back Rates \$	2017/18 Actual Total Revenue \$	2017/18 Budget \$
Differential Rates								
01 GRV Vacant	8.3400	3	15,652	1,305			1,305	1,305
02 GRV General	8.3200	30	2,497,152	207,763			207,763	207,763
09 UV Mining Lease	15.9700	221	11,665,114	1,862,919	94,301		1,957,220	1,862,919
13 UV Exploration Lease	14.7300	19	3,749,048	552,235			552,235	552,235
14 UV Prospecting	14.5100	63	433,233	62,862			62,862	62,862
12 UV Pastoral	8.0000	225	734,152	59,760	(1,028)		58,732	59,760
13 UV Other	8.0000	197	310,500	25,275	(435)		24,840	25,275
Sub-Totals		758	19,404,851	2,772,119	92,838	0	2,864,957	2,772,119
Minimum Rates	Minimum \$							
01 GRV Vacant	200	213	43,649	42,600			42,600	42,600
02 GRV General	311	8	8,813	2,488			2,488	2,488
09 UV Mining Lease	311	62	48,050	19,282			19,282	19,282
13 UV Exploration Lease	275	166	149,360	45,650			45,650	45,650
14 UV Prospecting	244	158	151,557	38,552			38,552	38,552
12 UV Pastoral	311	8	16,843	2,488			2,488	2,488
13 UV Other	311	3	6,700	933			933	933
Sub-Totals		618	424,972	151,993	0	0	151,993	151,993
Discounts							0	0
Total Amount of General Rates							3,016,950	2,924,112
Specified Area Rates							0	
Total Rates							3,016,950	2,924,112

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 August 2017

	2017/18 Budget \$	2017/18 Actual \$
6. FEES & CHARGES REVENUE		
Governance	0	0
General Purpose Funding	1,800	181
Law, Order, Public Safety	400	0
Health	0	0
Education and Welfare	0	1,577
Housing	65,220	12,136
Community Amenities	6,600	7,578
Recreation & Culture	0	180
Transport	0	0
Economic Services	97,600	32,595
Other Property & Services	0	4,767
	<u>171,620</u>	<u>59,014</u>

SHIRE OF MENZIES
For the Period ended
31 August 2017

7. RESERVES - CASH BACKED

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

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

SHIRE OF MENZIES
For the Period ended
31 August 2017

Attachment 12.2.1-1

7. RESERVES - CASH BACKED

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

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

Shire of Menzies
NOTES TO AND FORMING PART OF THE BUDGET
For the Period ended
31 August 2017

8. TRUST FUNDS

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

Detail	Balance 1-Jul-17 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31-Aug-17 \$
Unidentified Deposits	0			0
Housing Bonds	1,680			1,680
Pet Bonds	200			200
				0
				0
				0
	<u>1,880</u>			<u>1,880</u>

STATEMENT OF FINANCIAL ACTIVITY

For the Period ended

31 August 2017

	Note	Budget	Budget YTD	Actual	Variance	
		\$	\$	\$	%	\$
REVENUES	1,2					
General Purpose Funding		3,889,706	648,284	319,622	51%	328,662
Law, Order, Public Safety		6,400	1,067	0	100%	1,067
Housing		65,220	10,870	12,136	-12%	(1,266)
Community Amenities		6,600	1,100	7,578	-589%	(6,478)
Recreation and Culture		10,000	1,667	180	89%	1,487
Transport		727,250	121,208	0	100%	121,208
Economic Services		185,100	30,850	33,763	-9%	(2,913)
Other Property and Services		38,700	6,450	4,767	26%	1,683
		<u>4,928,976</u>	<u>821,496</u>	<u>379,623</u>		
EXPENSES	1,2					
Governance		(534,774)	(89,129)	(109,425)	-23%	20,296
General Purpose Funding		(133,975)	(22,329)	(22,036)	1%	(293)
Law, Order, Public Safety		(45,180)	(7,530)	(6,852)	9%	(678)
Health		(53,000)	(8,833)	(32,159)	-264%	23,325
Housing		(291,334)	(48,556)	(7,869)	84%	(40,687)
Community Amenities		(202,910)	(33,818)	(29,009)	14%	(4,809)
Recreation & Culture		(493,390)	(82,232)	(36,147)	56%	(46,085)
Transport		(2,597,655)	(432,943)	(83,771)	81%	(349,172)
Economic Services		(830,321)	(138,387)	(123,335)	11%	(15,052)
Other Property and Services		(1,828,733)	(304,789)	(68,523)	78%	(236,266)
		<u>(7,011,272)</u>	<u>(1,168,545)</u>	<u>(519,125)</u>		
Net Operating Result Excluding Rates		<u>(2,082,296)</u>	<u>(347,049)</u>	<u>(139,502)</u>		
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Revenue						
Initial Recognition of Assets due to change in Regulations						
(Profit)/Loss on Asset Disposals		(1,500)	(250)	0	100%	Timing
Depreciation on Assets	2	2,076,951	346,159	0	100%	Depreciation not calculated until 2016/17 Audit finalised
Capital Expenditure and Revenue						
Purchase Land Held for Resale	4	0	0	0	No budget	0
Purchase Land and Buildings	4	(1,040,000)	(173,333)	(30,296)	-83%	(143,037)
Purchase Infrastructure Assets - Roads	4	(2,300,249)	(383,375)	(736,535)	92%	353,160
Purchase Infrastructure Assets - Parks	4	(273,499)	(45,583)	(72,887)	60%	27,304
Purchase Infrastructure Assets - Footpaths	4	(25,000)	(4,167)	0	-100%	(4,167)
Purchase Plant and Equipment	4	(278,957)	(46,493)	(13,404)	-71%	(33,089)
Purchase Furniture and Equipment	4	(50,000)	(8,333)	(30,836)	270%	22,503
Proceeds from Disposal of Assets		87,500	14,583	17,916	23%	(3,332)
Transfers to Reserves (Restricted Assets)	6	(1,130,012)	(188,335)	(300,545)	60%	112,210
Transfers from Reserves (Restricted Assets)	6	(222,235)	(37,039)	0	-100%	(37,039)
						Timing - transfers from reserves occur when funds are required for capital purchases
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	7	2,350,190	2,350,190	5,993,083		
Amount Raised from General Rates		2,809,112	2,809,112	3,017,684		
Net Current Assets - Surplus (Deficit)	8	<u>(79,995)</u>	<u>4,286,086</u>	<u>7,704,677</u>		



Shire of Menzies Operating Report by SubProgram for the period ending 31 August 2017

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

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

General Purpose Funding	Current Budget	YTD Actual
Other General Purpose Funding		
Operating Revenue		
Operating Grants, Subsidies And Contributions	894,194	283,097
Fees & Charges	-	73
Interest Earnings	130,000	27,647
Subtotal Operating Revenue	1,024,194	310,817
TOTAL Other General Purpose Funding	1,024,194	310,817
Rate Revenue		
Operating Revenue		
Rates	2,809,112	3,016,950
Fees & Charges	56,400	108
Interest Earnings	-	9,430
Subtotal Operating Revenue	2,865,512	3,026,489
Operating Expense		
Employee Costs	(100,575)	(17,198)
Materials & Contracts	(31,000)	(4,505)
Insurance Expenses	(2,400)	-
Other Expenditure	-	(333)
Subtotal Operating Expense	(133,975)	(22,036)
TOTAL Rate Revenue	2,731,537	3,004,453
Total - Cost of General Purpose Funding	3,755,731	3,315,270

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Governance	Current Budget	YTD Actual
Governance - General		
Operating Expense		
Employee Costs	(220,824)	(40,076)
Materials & Contracts	(91,500)	(30,286)
Insurance Expenses	(5,000)	-
Subtotal Operating Expense	(317,324)	(70,362)
TOTAL Governance - General	(317,324)	(70,362)
Members Of Council		
Operating Expense		
Employee Costs	(500)	(37)
Materials & Contracts	(48,300)	(9,826)
Other Expenditure	(167,900)	(29,200)
Reallocation Codes Expenditure	(750)	-
Subtotal Operating Expense	(217,450)	(39,063)
TOTAL Members Of Council	(217,450)	(39,063)
Total - Cost of Governance	(534,774)	(109,425)

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Law, Order & Public Safety

Current Budget

YTD Actual

Other Law, Order & Public Safety

Operating Expense

Employee Costs	(6,500)	(341)
Materials & Contracts	(500)	(4,200)
Reallocation Codes Expenditure	(5,250)	(322)
Subtotal Operating Expense	(12,250)	(4,863)

TOTAL Other Law, Order & Public Safety	(12,250)	(4,863)
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Animal Control

Operating Revenue

Fees & Charges	400	-
Subtotal Operating Revenue	400	-

Operating Expense

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

TOTAL Animal Control	(20,680)	(1,455)
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Fire Prevention

Operating Revenue

Operating Grants, Subsidies And Contributions	6,000	-
Subtotal Operating Revenue	6,000	-

Operating Expense

Employee Costs	(700)	-
Materials & Contracts	(1,050)	-
Utilities	(200)	-
Depreciation On Non-Current Assets	(5,850)	-
Insurance Expenses	(3,000)	(534)
Reallocation Codes Expenditure	(1,050)	-
Subtotal Operating Expense	(11,850)	(534)

TOTAL Fire Prevention	(5,850)	(534)
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Total - Cost of Law, Order & Public Safety	(38,780)	(6,852)
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Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Health	Current Budget	YTD Actual
Other Health		
Operating Revenue		
Fees & Charges	-	1,577
Subtotal Operating Revenue	-	1,577
Operating Expense		
Employee Costs	(3,200)	-
Materials & Contracts	(40,000)	(32,159)
Reallocation Codes Expenditure	(4,800)	-
Subtotal Operating Expense	(48,000)	(32,159)
TOTAL Other Health	(48,000)	(30,582)
Preventative Services - Pest Control		
Operating Expense		
Materials & Contracts	(5,000)	-
Subtotal Operating Expense	(5,000)	-
TOTAL Preventative Services - Pest Control	(5,000)	-
Total - Cost of Health	(53,000)	(30,582)

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Housing

Current Budget

YTD Actual

Other Housing

Operating Revenue

Fees & Charges	45,200	9,136
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Subtotal Operating Revenue	45,200	9,136
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Operating Expense

Employee Costs	(11,900)	(477)
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Materials & Contracts	(29,896)	-
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Utilities	(2,100)	(512)
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Depreciation On Non-Current Assets	(93,144)	-
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Insurance Expenses	(3,140)	(552)
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Reallocation Codes Expenditure	(17,850)	(886)
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Subtotal Operating Expense	(158,030)	(2,427)
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TOTAL Other Housing	(112,830)	6,709
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Staff Housing

Operating Revenue

Fees & Charges	20,020	3,000
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Subtotal Operating Revenue	20,020	3,000
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Operating Expense

Employee Costs	(12,000)	(470)
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Materials & Contracts	(50,262)	(1,419)
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Utilities	(10,350)	(1,210)
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Depreciation On Non-Current Assets	(40,422)	-
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Insurance Expenses	(2,270)	(1,111)
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Reallocation Codes Expenditure	(18,000)	(1,231)
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Subtotal Operating Expense	(133,304)	(5,442)
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TOTAL Staff Housing	(113,284)	(2,442)
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Total - Cost of Housing	(226,114)	4,267
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Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Community Amenities

Current Budget

YTD Actual

Other Community Amenities

Operating Expense

Employee Costs	(22,000)	(2,227)
Materials & Contracts	(2,600)	(683)
Depreciation On Non-Current Assets	(2,850)	-
Insurance Expenses	(240)	(42)
Reallocation Codes Expenditure	(33,000)	(3,783)
Subtotal Operating Expense	(60,690)	(6,735)

TOTAL Other Community Amenities	(60,690)	(6,735)
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Town Planning & Regional Development

Operating Expense

Materials & Contracts	(50,000)	-
Subtotal Operating Expense	(50,000)	-

TOTAL Town Planning & Regional Development	(50,000)	-
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Sewerage

Operating Expense

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

TOTAL Sewerage	(7,960)	-
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Sanitation - Household Refuse

Operating Revenue

Fees & Charges	6,600	7,578
Subtotal Operating Revenue	6,600	7,578

Operating Expense

Employee Costs	(22,000)	(5,684)
Materials & Contracts	(20,000)	(159)
Depreciation On Non-Current Assets	(6,100)	-
Insurance Expenses	(160)	(29)
Reallocation Codes Expenditure	(36,000)	(16,402)
Subtotal Operating Expense	(84,260)	(22,274)

TOTAL Sanitation - Household Refuse	(77,660)	(14,696)
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Shire of Menzies
Operating Report for the period ending
31 August 2017

Attachment 12.2.1-2

Total - Cost of Community Amenities	(196,310)	(21,431)
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Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Recreation & Culture

Current Budget

YTD Actual

Communities

Operating Expense

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

TOTAL Communities	(176,000)	1,407
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Other Culture

Operating Expense

Employee Costs	(600)	-
Materials & Contracts	(500)	-
Utilities	(1,500)	-
Insurance Expenses	-	(257)
Reallocation Codes Expenditure	(900)	-
Subtotal Operating Expense	(3,500)	(257)

TOTAL Other Culture	(3,500)	(257)
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Libraries

Operating Expense

Materials & Contracts	(2,500)	(215)
Subtotal Operating Expense	(2,500)	(215)

TOTAL Libraries	(2,500)	(215)
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Television And Rebroadcasting

Operating Expense

Employee Costs	(700)	-
Materials & Contracts	(5,000)	(8,333)
Insurance Expenses	-	(9)
Reallocation Codes Expenditure	(1,050)	-
Subtotal Operating Expense	(6,750)	(8,343)

TOTAL Television And Rebroadcasting	(6,750)	(8,343)
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Other Recreation & Sport

Operating Revenue

Operating Grants, Subsidies And Contributions	10,000	-
Subtotal Operating Revenue	10,000	-

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Recreation & Culture

Current Budget

YTD Actual

Other Recreation & Sport

Operating Expense

Employee Costs	(115,900)	(7,264)
Materials & Contracts	(54,200)	(1,922)
Utilities	(5,200)	(302)
Depreciation On Non-Current Assets	(20,080)	-
Insurance Expenses	(1,640)	(270)
Reallocation Codes Expenditure	(90,100)	(17,146)
Subtotal Operating Expense	(287,120)	(26,905)

TOTAL Other Recreation & Sport	(277,120)	(26,905)
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Public Halls & Civic Centres

Operating Revenue

Fees & Charges	-	180
Subtotal Operating Revenue	-	180

Operating Expense

Materials & Contracts	(12,000)	(1,835)
Depreciation On Non-Current Assets	(5,520)	-
Subtotal Operating Expense	(17,520)	(1,835)

TOTAL Public Halls & Civic Centres	(17,520)	(1,655)
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Total - Cost of Recreation & Culture	(483,390)	(35,967)
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Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Transport	Current Budget	YTD Actual
Aerodromes		
Operating Expense		
Employee Costs	(2,000)	-
Materials & Contracts	(4,000)	-
Reallocation Codes Expenditure	(3,000)	-
Subtotal Operating Expense	(9,000)	-
TOTAL Aerodromes	(9,000)	-
Streets, Roads, & Bridges Maintenance		
Operating Revenue		
Operating Grants, Subsidies And Contributions	727,250	-
Subtotal Operating Revenue	727,250	-
Operating Expense		
Employee Costs	(105,700)	(19,316)
Materials & Contracts	(899,400)	(2,055)
Utilities	(9,000)	(584)
Depreciation On Non-Current Assets	(1,394,005)	-
Reallocation Codes Expenditure	(180,550)	(61,817)
Subtotal Operating Expense	(2,588,655)	(83,771)
TOTAL Streets, Roads, & Bridges Maintenance	(1,861,405)	(83,771)
Total - Cost of Transport	(1,870,405)	(83,771)

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Economic Services

Current Budget

YTD Actual

Caravan Park

Operating Revenue

Fees & Charges	65,000	25,141
Other Revenue	3,500	-
Subtotal Operating Revenue	68,500	25,141

Operating Expense

Employee Costs	(34,000)	(10,106)
Materials & Contracts	(30,550)	(4,215)
Utilities	(10,900)	(660)
Insurance Expenses	(3,400)	(562)
Reallocation Codes Expenditure	(51,000)	(14,053)
Subtotal Operating Expense	(129,850)	(29,596)

TOTAL Caravan Park	(61,350)	(4,455)
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Crc

Operating Revenue

Operating Grants, Subsidies And Contributions	80,000	-
Other Revenue	-	46
Subtotal Operating Revenue	80,000	46

Operating Expense

Employee Costs	(72,225)	(10,190)
Materials & Contracts	(3,475)	(981)
Utilities	(2,700)	(34)
Insurance Expenses	(1,600)	-
Subtotal Operating Expense	(80,000)	(11,204)

TOTAL Crc	-	(11,158)
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Other Economic Services

Operating Revenue

Fees & Charges	3,100	165
Subtotal Operating Revenue	3,100	165

Operating Expense

Employee Costs	(300)	-
Materials & Contracts	-	100
Depreciation On Non-Current Assets	(7,340)	-
Insurance Expenses	(1,300)	(240)
Reallocation Codes Expenditure	(450)	-
Subtotal Operating Expense	(9,390)	(140)

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Economic Services	Current Budget	YTD Actual
TOTAL Other Economic Services	(6,290)	25
Building Control		
Operating Revenue		
Fees & Charges	500	-
Subtotal Operating Revenue	500	-
Operating Expense		
Materials & Contracts	(12,000)	(3,107)
Subtotal Operating Expense	(12,000)	(3,107)
TOTAL Building Control	(11,500)	(3,107)
Tourism & Area Promotion		
Operating Revenue		
Fees & Charges	29,000	7,289
Other Revenue	4,000	1,122
Subtotal Operating Revenue	33,000	8,412
Operating Expense		
Employee Costs	(131,241)	(19,490)
Materials & Contracts	(295,500)	(46,286)
Utilities	(510)	(43)
Depreciation On Non-Current Assets	(137,810)	-
Insurance Expenses	(8,970)	(1,618)
Reallocation Codes Expenditure	(25,050)	(11,851)
Subtotal Operating Expense	(599,081)	(79,288)
TOTAL Tourism & Area Promotion	(566,081)	(70,876)
Total - Cost of Economic Services	(645,221)	(89,572)

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Other Property & Services

Current Budget

YTD Actual

Salaries & Wages

Operating Expense

Employee Costs	-	(13,641)
Subtotal Operating Expense	-	(13,641)
TOTAL Salaries & Wages	-	(13,641)

Administration

Operating Revenue

Other Revenue	7,700	-
Subtotal Operating Revenue	7,700	-

Operating Expense

Employee Costs	(317,551)	(40,087)
Materials & Contracts	(255,200)	(54,930)
Utilities	(13,300)	(771)
Depreciation On Non-Current Assets	(106,480)	-
Insurance Expenses	(67,500)	(9,026)
Capital Purchases (Capitalised Items Only)	-	17,092
Reallocation Codes Expenditure	(36,450)	(1,779)
Subtotal Operating Expense	(796,481)	(89,501)
TOTAL Administration	(788,781)	(89,501)

Plant Operation Costs

Operating Revenue

Other Revenue	25,500	-
Subtotal Operating Revenue	25,500	-

Operating Expense

Employee Costs	(85,560)	(9,539)
Materials & Contracts	-	(18,005)
Depreciation On Non-Current Assets	(256,770)	-
Insurance Expenses	(28,000)	(2,906)
Reallocation Codes Expenditure	(128,340)	35,087
Subtotal Operating Expense	(498,670)	4,638
TOTAL Plant Operation Costs	(473,170)	4,638

Public Works Overheads

Operating Revenue

Other Revenue	5,500	-
Subtotal Operating Revenue	5,500	-

Shire of Menzies

Operating Report for the period ending 31 August 2017

Attachment 12.2.1-2

Other Property & Services	Current Budget	YTD Actual
Public Works Overheads		
Operating Expense		
Employee Costs	(346,382)	(42,191)
Materials & Contracts	(78,000)	(34,680)
Utilities	(400)	-
Insurance Expenses	(1,700)	(2,082)
Reallocation Codes Expenditure	(107,100)	109,476
Subtotal Operating Expense	(533,582)	30,523
TOTAL Public Works Overheads	(528,082)	30,523
Private Works		
Operating Revenue		
Fees & Charges	-	4,767
Subtotal Operating Revenue	-	4,767
Operating Expense		
Employee Costs	-	(165)
Reallocation Codes Expenditure	-	(377)
Subtotal Operating Expense	-	(542)
TOTAL Private Works	-	4,225
Total - Cost of Other Property & Services	(1,790,033)	(63,756)
TOTAL - Balance to Programme Schedule		2,878,182



**Shire of Menzies
2017-2018
Capital Jobs - linked to General Ledger Accounts
as at 31 August 2017**

printed 25/09/2017

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Executive Assistant

Governance

Governance - General -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C04002	Software And Systems	(35,000)	(26,512)	-	(26,512)	(35,000)	-
-	-	Sub Total - 04250		(35,000)	(26,512)	-	(26,512)	(35,000)	-
-	-	C04001	Administration Communications Equipment	(45,000)	(33,155)	(30,410)	(2,745)	(45,000)	(30,410)
-	-	Sub Total - 04265		(45,000)	(33,155)	(30,410)	(2,745)	(45,000)	(30,410)
-	-	Governance - General		(80,000)	(59,667)	(30,410)	(29,257)	(80,000)	(30,410)

Total Budget Income for Governance - General \$- **% of Income Levied/Received 100.00**

Total Actual Income for Governance - General -

Total Budget Expense for Governance - General (80,000) **% of Budget Expended 74.58**

Total Actual Expense for Governance - General (59,667)

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Law, Order & Public Safety

Animal Control -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C05001	Dog Pound (Infrastructure)	-	-	-	-	-	-
-	-	Sub Total - 05566		-	-	-	-	-	-
-	-	Animal Control		-	-	-	-	-	-

Total Budget Income for Animal Control \$- **% of Income Levied/Received 100.00**

Total Actual Income for Animal Control -

Total Budget Expense for Animal Control - **% of Budget Expended 100.00**

Total Actual Expense for Animal Control -

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Housing

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Housing

Staff Housing -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	PR005	Proceeds On Disposal Of Building On Lot 10 Shenton St	-	-	-	-	-	-
-	-	Sub Total - 09150		-	-	-	-	-	-
-	-	BC001	Construction Of New Staff Housing	-	-	-	-	-	-
-	-	Sub Total - 09160		-	-	-	-	-	-
-	-	C09002	Capital - Lot 1 (37 - 39 Reid) St (Asset 209)	(63.000)	(10.150)	(9.900)	(250)	(63.000)	(9.900)
-	-	C09009	Capital - Lot 1089 (57) Walsh St (Asset 76)	(20.000)	(10.340)	(10.340)	-	(20.000)	(10.340)
-	-	C09012	Capital - Lot 91 (40) Mercer St (Asset 200)	(9.000)	(10.150)	(9.900)	(250)	(9.000)	(9.900)
-	-	C09019	39 Mercer Street (Building Capital)	(7.000)	-	-	-	(7.000)	-
-	-	C09020	25 Onslow Street (Building Capital)	(10.000)	-	-	-	(10.000)	-
-	-	C09021	36 Mercer Street (Building Capital)	(7.000)	-	-	-	(7.000)	-
-	-	C09022	41 Mercer Street (Building Capital)	-	-	-	-	-	-
-	-	Sub Total - 09162		(116,000)	(30,640)	(30,140)	(500)	(116,000)	(30,140)

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Housing

-	-	Staff Housing	(116,000)	(30,640)	(30,140)	(500)	(116,000)	(30,140)
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Total Budget Income for Staff Housing \$- *% of Income Levied/Received 100.00*

Total Actual Income for Staff Housing -

Total Budget Expense for Staff Housing (116,000) *% of Budget Expended 26.41*

Total Actual Expense for Staff Housing (30,640)

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Housing

Other Housing -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C09001	Unit 1 / 29 Shenton Street (Building Capital)	-	(156)	(156)	-	-	(156)
-	-	C09013	Unit 2 29 Shenton Street	-	-	-	-	-	-
-	-	Sub Total - 09262		-	(156)	(156)	-	-	(156)
-	-	Other Housing		-	(156)	(156)	-	-	(156)

Total Budget Income for Other Housing \$- **% of Income Levied/Received 100.00**

Total Actual Income for Other Housing -

Total Budget Expense for Other Housing - **% of Budget Expended 100.00**

Total Actual Expense for Other Housing (156)

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Community Amenities

Sanitation - Household Refuse -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	PR001	Proceeds On Disposal Of Rubbish Truck	-	-	-	-	-	-
-	-	Sub Total - 10150		-	-	-	-	-	-
-	-	Sanitation - Household Refuse		-	-	-	-	-	-

Total Budget Income for Sanitation - Household Refuse \$- **% of Income Levied/Received 100.00**

Total Actual Income for Sanitation - Household Refuse -

Total Budget Expense for Sanitation - Household Refuse - **% of Budget Expended 100.00**

Total Actual Expense for Sanitation - Household Refuse -

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Community Amenities

Other Community Amenities -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C10700	Public Toilet - Construction	(90,000)	-	-	-	(90,000)	-
-	-	Sub Total - 10750		(90,000)	-	-	-	(90,000)	-
-	-	Other Community Amenities		(90,000)	-	-	-	(90,000)	-

Total Budget Income for Other Community Amenities \$- **% of Income Levied/Received 100.00**

Total Actual Income for Other Community Amenities -

Total Budget Expense for Other Community Amenities (90,000) **% of Budget Expended 0.00**

Total Actual Expense for Other Community Amenities -

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Recreation & Culture

Public Halls & Civic Centres -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
201,000	-	C08001	Youth Centre (Building)	(450,000)	(7,805)	-	(7,805)	(249,000)	-
201,000	-	Sub Total - 08662		(450,000)	(7,805)	-	(7,805)	(249,000)	-
15,000	-	C11100	Town Hall - Capital Upgrade	(80,000)	(12,900)	-	(12,900)	(65,000)	-
15,000	-	Sub Total - 11162		(80,000)	(12,900)	-	(12,900)	(65,000)	-
216,000	-	Public Halls & Civic Centres		(530,000)	(20,705)	-	(20,705)	(314,000)	-

Total Budget Income for Public Halls & Civic Centres \$216,000 **% of Income Levied/Received 0.00**

Total Actual Income for Public Halls & Civic Centres -

Total Budget Expense for Public Halls & Civic Centres (530,000) **% of Budget Expended 3.91**

Total Actual Expense for Public Halls & Civic Centres (20,705)

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Recreation & Culture

Other Recreation & Sport -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C11301	Playground Menzies Park	(30,000)	(4,576)	(1,440)	(3,136)	(30,000)	(1,440)
-	-	C11302	Splash Park Surrounds Upgrade	(20,000)	-	-	-	(20,000)	-
-	-	C11303	Softfall For Existing Playground	(94,000)	(52,261)	(52,261)	-	(94,000)	(52,261)
-	-	C11304	Tree Planting (Establishment)	(25,000)	-	-	-	(25,000)	-
15,000	-	C11305	Upgrade Town Dam (2)	(50,000)	-	-	-	(35,000)	-
45,000	-	C11306	Hardcourts - Resurface	(90,000)	-	-	-	(45,000)	-
60,000	-	Sub Total - 11351		(309,000)	(56,838)	(53,702)	(3,136)	(249,000)	(53,702)
60,000	-	Other Recreation & Sport		(309,000)	(56,838)	(53,702)	(3,136)	(249,000)	(53,702)

Total Budget Income for Other Recreation & Sport \$60,000 **% of Income Levied/Received 0.00**

Total Actual Income for Other Recreation & Sport -

Total Budget Expense for Other Recreation & Sport (309,000) **% of Budget Expended 18.39**

Total Actual Expense for Other Recreation & Sport (56,838)

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Recreation & Culture

Libraries -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C11309	Library - Furniture And Equipment	(8,000)	-	-	-	(8,000)	-
-	-	Sub Total - 11654		(8,000)	-	-	-	(8,000)	-
-	-	Libraries		(8,000)	-	-	-	(8,000)	-

Total Budget Income for Libraries \$- **% of Income Levied/Received** 100.00

Total Actual Income for Libraries -

Total Budget Expense for Libraries (8,000) **% of Budget Expended** 0.00

Total Actual Expense for Libraries -

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Recreation & Culture

Other Culture -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
15,000	-	C11600	Butcher Shop And Tea Rooms (Capex Building)	(25,000)	(8,868)	-	(8,868)	(10,000)	-
15,000	-	Sub Total - 11650		(25,000)	(8,868)	-	(8,868)	(10,000)	-
-	-	C11307	Collections - Furniture And Equipment	(15,000)	-	-	-	(15,000)	-
-	-	Sub Total - 11653		(15,000)	-	-	-	(15,000)	-
15,000	-	Other Culture		(40,000)	(8,868)	-	(8,868)	(25,000)	-

Total Budget Income for Other Culture \$15,000 **% of Income Levied/Received 0.00**

Total Actual Income for Other Culture -

Total Budget Expense for Other Culture (40,000) **% of Budget Expended 22.17**

Total Actual Expense for Other Culture (8,868)

Shire of Menzies

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Attachment 12.2.1-3

Transport

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Transport

Streets, Roads, Bridges & Depot Construction -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
195.000	-	CR0002	Evanston- Menzies Road Crsf	(292.800)	-	-	-	(97.800)	-
195,000	-	Sub Total - 12101		(292,800)	-	-	-	(97,800)	-
778.000	614.354	CR0001	Menzies Northwest Road R2R	(778.000)	(814.039)	(779.033)	(35.006)	-	(164.680)
180.000	-	CR0012	Connie Sue R2R Remote Aboriginal Access Roads	(200.000)	-	-	-	(20.000)	-
958,000	614,354	Sub Total - 12104		(978,000)	(814,039)	(779,033)	(35,006)	(20,000)	(164,680)
-	-	CR0014	Menzies Nw Rd Black Spot	-	(43)	(43)	-	-	(43)
-	-	CR0015	Evanstone Menzies Rd Black Spot	-	-	-	-	-	-
-	-	Sub Total - 12105		-	(43)	(43)	-	-	(43)
-	-	CR0003	Kensington Road	-	-	-	-	-	-
-	-	CR0007	Menzies North West Road	-	-	-	-	-	-
146.223	-	CR0009	Tjunjuntjarra Access Road	(219.335)	-	-	-	(73.112)	-
-	-	CR0010	Main Street Menzies Upgrade	-	(3.499)	(3.456)	(42)	-	(3.456)
-	-	CR0011	Connie Sue	-	-	-	-	-	-
-	-	CR0016	Kookynie Road Muni	-	-	-	-	-	-
-	-	CR0032	Town Site Reseal	(200.000)	-	-	-	(200.000)	-

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Transport

Streets, Roads, Bridges & Depot Construction -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
146,223	-		Sub Total - 12106	(419,335)	(3,499)	(3,456)	(42)	(273,112)	(3,456)
-	-	CR0008	Footpaths- Walsh & Kensington Streets	-	-	-	-	-	-
-	-		Sub Total - 12108	-	-	-	-	-	-
-	-	CR0004	Evanston Menzies Road Rrg	(280,000)	(313,384)	(313,384)	-	(280,000)	(313,384)
176,667	-	CR0005	Yarri Road Rrg	(265,167)	(754)	(754)	-	(88,500)	(754)
337,985	-	CR0013	Menzies Northwest Rd Rrg	(382,985)	(254,178)	(254,178)	-	(45,000)	(254,178)
220,000	-	CR0040	Pinjin Road Rrg	(330,000)	-	-	-	(110,000)	-
734,652	-		Sub Total - 12109	(1,258,152)	(568,315)	(568,315)	-	(523,500)	(568,315)
-	-	CR0006	Shire House Crossovers	(30,000)	-	-	-	(30,000)	-
-	-		Sub Total - 12110	(30,000)	-	-	-	(30,000)	-
-	-	C12100	Bicycle Path Construction	(50,000)	-	-	-	(50,000)	-
-	-		Sub Total - 12112	(50,000)	-	-	-	(50,000)	-
-	-	C12101	Depot Extension	(30,000)	(53)	-	(53)	(30,000)	-

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Transport

Streets, Roads, Bridges & Depot Construction -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	Sub Total - 12120		(30,000)	(53)	-	(53)	(30,000)	-
-	-	C12103	Bores To Support Road Works	(30,000)	(4,460)	(4,460)	-	(30,000)	(4,460)
-	-	C12104	Grid Replacement Program	(32,000)	-	-	-	(32,000)	-
-	-	Sub Total - 12140		(62,000)	(4,460)	(4,460)	-	(62,000)	(4,460)
1,300,000	-	WR0000	Wandrra Funding - Associated Costs (Wml)	(1,300,000)	(15,881)	(41)	(15,840)	-	(41)
1,300,000	-	Sub Total - 12145		(1,300,000)	(15,881)	(41)	(15,840)	-	(41)
-	-	0004G	Cr0004 Evanston Menzies Rd Rrg Funds	-	-	-	-	-	-
-	-	0005G	Cr0005 Yarri Rd Rrg Funds	-	-	-	-	-	-
-	-	0013G	Cr0013 Menzies Nw Rd Rrg Funds	-	-	-	-	-	-
-	-	Sub Total - 12232		-	-	-	-	-	-

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Transport

3,333,875	614,354	Streets, Roads, Bridges & Depot Construction	(4,420,287)	(1,406,290)	(1,355,348)	(50,941)	(1,086,412)	(740,995)
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Total Budget Income for Streets, Roads, Bridges & Depot Construction	\$3,333,875	% of Income Levied/Received	18.43
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Total Actual Income for Streets, Roads, Bridges & Depot Construction	614,354
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Total Budget Expense for Streets, Roads, Bridges & Depot Construction	(4,420,287)	% of Budget Expended	31.81
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Total Actual Expense for Streets, Roads, Bridges & Depot Construction	(1,406,290)
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Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Transport

Plant & Equipement Purchases -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C12102	Minor Plant & Equipment (Not Capitalised)	(12.000)	(663)	-	(663)	(12.000)	-
-	-	Sub Total - 12325		(12,000)	(663)	-	(663)	(12,000)	-
-	-	CP001	Vehicle - Manager Finance And Administration	-	-	-	-	-	-
44.000	-	CP002	Vehicle Replacement Works Supervisor	(70.000)	-	-	-	(26.000)	-
-	-	CP004	Garden Trailer With Ramps	(6.000)	(5.018)	-	(5.018)	(6.000)	-
55.000	-	CP005	Skid Steer Loader	(56.000)	-	-	-	(1.000)	-
99.000	-	CP006	Water Truck And Tank	(100.000)	(99.500)	-	(99.500)	(1.000)	-
198.000	-	Sub Total - 12345		(232,000)	(104,518)	-	(104,518)	(34,000)	-
-	-	CP003	Hino Truck With Compactor (Rubbish Truck)	-	-	-	-	-	-
-	-	Sub Total - 12346		-	-	-	-	-	-
-	-	C12300	Electronic Signage	(15.000)	(13.404)	(13.404)	-	(15.000)	(13.404)
-	-	C12301	Banners And Signage	(15.000)	(7.487)	-	(7.487)	(15.000)	-
-	-	C12302	Street Lighting - Villiage	(15.000)	-	-	-	(15.000)	-
-	-	Sub Total - 12347		(45,000)	(20,891)	(13,404)	(7,487)	(45,000)	(13,404)

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Transport

Plant & Equipement Purchases -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	CP999	Plant Depreciation Transfer To Reserve	(283,600)	-	-	-	(283,600)	-
-	-	PR003	Proceeds On Disposal Of Cat Roller Cs573	-	-	-	-	-	-
-	-	PR004	Proceeds On Disposal Of Hino Dutro Truck	-	-	-	-	-	-
-	-	PR011	Proceeds On Disposal Of Mechanic'S Utility	-	-	-	-	-	-
-	-	PR012	Disposal Of Vw Tiguan	-	-	-	-	-	-
-	-	PR014	Sale Of P0201 Prado 2014	-	-	-	-	-	-
-	-	PR018	Sales Of Rubbish Truck And Compactos	-	-	-	-	-	-
-	1,234	PR019	Proceeds On Disposal Of Minor Plant & Equipment	-	-	-	-	-	1,234
-	16,682	PR020	Sale Of P0163 Vacuum Tank	-	-	-	-	-	16,682
-	-	PR021	Sale Of P0151 Semi Water Tanker 1Tko412	-	-	-	-	-	-
-	17,916	Sub Total - 12351		(283,600)	-	-	-	(283,600)	17,916

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Works Supervisor

Transport

198,000	17,916	Plant & Equipement Purchases	(572,600)	(126,072)	(13,404)	(112,667)	(374,600)	4,512
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Total Budget Income for Plant & Equipement Purchases \$198,000 **% of Income Levied/Received 9.05**

Total Actual Income for Plant & Equipement Purchases 17,916

Total Budget Expense for Plant & Equipement Purchases (572,600) **% of Budget Expended 22.02**

Total Actual Expense for Plant & Equipement Purchases (126,072)

Shire of Menzies

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Attachment 12.2.1-3

Economic Services

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Economic Services

Tourism & Area Promotion -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	C13001	Tourism Information Bay Shenton / Brown	(35.000)	(152)	(152)	-	(35.000)	(152)
-	-	C13002	Truck Bay Wilson And Shenton	(250.000)	(415)	(415)	-	(250.000)	(415)
-	-	C13010	Niagara Dam - Other Infrastructure Capitalised	(40.000)	-	-	-	(40.000)	-
-	-	C13200	Museum And Surrounds	(25.000)	(14.159)	(14.159)	-	(25.000)	(14.159)
-	-	Sub Total - 13266		(350,000)	(14,725)	(14,725)	-	(350,000)	(14,725)
15.000	-	C13100	Commercial Kitchen - Lady Shenton	(35.000)	-	-	-	(20.000)	-
-	-	C13101	Airconditioner Replacement Program	(10.000)	-	-	-	(10.000)	-
10.000	-	C13106	Goongarrie Cottage Maintenance	(50.000)	-	-	-	(40.000)	-
25,000	-	Sub Total - 13267		(95,000)	-	-	-	(70,000)	-

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Economic Services

25,000	-	Tourism & Area Promotion	(445,000)	(14,725)	(14,725)	-	(420,000)	(14,725)
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Total Budget Income for Tourism & Area Promotion \$25,000 % of Income Levied/Received 0.00

Total Actual Income for Tourism & Area Promotion -

Total Budget Expense for Tourism & Area Promotion (445,000) % of Budget Expended 3.31

Total Actual Expense for Tourism & Area Promotion (14,725)

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Economic Services

Caravan Park -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
90,000	-	C13800	Caravan Park - Solar Project	(100,000)	-	-	-	(10,000)	-
-	-	C13801	Caravan Park Landscaping	-	-	-	-	-	-
90,000	-	Sub Total - 13820		(100,000)	-	-	-	(10,000)	-
90,000	-	Caravan Park		(100,000)	-	-	-	(10,000)	-

Total Budget Income for Caravan Park \$90,000 **% of Income Levied/Received 0.00**

Total Actual Income for Caravan Park -

Total Budget Expense for Caravan Park (100,000) **% of Budget Expended 0.00**

Total Actual Expense for Caravan Park -

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Other Property & Services

Administration -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	PR002	Proceeds On Disposal Of Ceo Vehicle	-	-	-	-	-	-
-	-	PR013	Proceeds On Disposal Of Dceo Vehicle	-	-	-	-	-	-
-	-	Sub Total - 14580		-	-	-	-	-	-
-	-	Administration		-	-	-	-	-	-

Total Budget Income for Administration \$- **% of Income Levied/Received 100.00**

Total Actual Income for Administration -

Total Budget Expense for Administration - **% of Budget Expended 100.00**

Total Actual Expense for Administration -

Shire of Menzies

Attachment 12.2.1-3

2017 2018

Capital Jobs - linked to General Ledger Accounts as at 31 August 2017

Chief Executive Officer

Other Property & Services

Unclassified -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	PR006	Proceeds On Disposal Of Lot 666 Suiter St, Menzies	-	-	-	-	-	-
-	-	PR007	Proceeds On Disposal Of Lot 71 Britannia St, Kookynie	-	-	-	-	-	-
-	-	PR008	Proceeds On Disposal Of Lot 31 Britannia St, Kookynie	-	-	-	-	-	-
-	-	PR009	Proceeds On Disposal Of Lot 32 Britannia St, Kookynie	-	-	-	-	-	-
-	-	PR010	Proceeds On Disposal Of Lot 30 Britannia St, Kookynie	-	-	-	-	-	-
-	-	Sub Total - 14750		-	-	-	-	-	-
-	-	Unclassified		-	-	-	-	-	-

Total Budget Income for Unclassified \$- **% of Income Levied/Received 100.00**

Total Actual Income for Unclassified -

Total Budget Expense for Unclassified - **% of Budget Expended 100.00**

Total Actual Expense for Unclassified -

12.2.2 Monthly Listing of Payments for the Month of August 2017

LOCATION:	N/A
APPLICANT:	N/A
FILE REF:	EDM 017
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	25 September 2017
AUTHOR:	Jeanette Taylor, Manager Finance and Administration
ATTACHMENT:	12.2.2-1 Payment Listings for August 2017

OFFICER RECOMMENDATION:

That Council receive the list of payments for the month of August 2017 totalling \$1,213,464.89 being:

- 1) No cheques were drawn.
- 2) Electronic Fund Transfer EFT2370 - EFT2438 payments in the Municipal Fund totalling \$1,122,727.83. There is no cancelled EFT.
- 3) Direct Debit payments from the Municipal Fund totalling \$90,737.06.
- 4) Credit card payments for the statement period 29 June 2017 to 28 July 2017 (included in direct debits) totalling \$8554.21.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved

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

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 Regulation 13.

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for Payment

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

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

BACKGROUND:

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

COMMENT:

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

After payment, the balance of creditors will be \$907,525.92.

Shire of Menzies
Payments for the Month of August 2017
Cheques

Chq/EFT	Date	Name	Description	Amount
				\$(0.00)

Cheques	\$(0.00)
EFT	\$1,122,727.83
Direct Debit	\$90,737.06

Total Payments	\$1,213,464.89
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Credit Card Payments (included in Direct Debit)	\$8,554.21
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Shire of Menzies
Payments for the Month of August 2017
EFT

Chq/EFT	Date	Name	Description	Amount
EFT2370	11/08/2017	Canine Control	Invoice 1346 visit 18 July 2017	\$1,600.50
EFT2371	11/08/2017	Moki International Pty Ltd	Miko Goods as ordered	\$136.33
EFT2372	11/08/2017	AD Engineering International Pty Ltd	AD322 Radar Speed Display	\$13,916.60
EFT2373	11/08/2017	Road Tech Construction	RFT 03-2017 Menzies NW Road 16.5 claim 2	\$366,008.28
EFT2374	11/08/2017	Child Support	Payroll deductions	\$129.79
EFT2375	11/08/2017	Central Australian Rare Earths Pty Ltd	Rates refund for assessment A4564 E39/01630 MINING TENEMENT	\$79.75
EFT2376	11/08/2017	Cabcharge Australia Limited	Cabcharge Account Fees	\$6.00
EFT2377	11/08/2017	Eagle Petroleum (W.A) Pty Ltd	deliver 3000 diesel fuel	\$3,720.09
EFT2378	11/08/2017	Ecowater Services	service biomax system	\$680.50
EFT2379	11/08/2017	Goldfields Toyota	service toyota prado	\$431.96
EFT2380	11/08/2017	Shire of Menzies Social Club	Payroll deductions	\$170.00
EFT2381	11/08/2017	Netlogic Information Technology	Inv 7421 - reinstall Office 2016 after activation issues CSO1	\$262.50
EFT2382	11/08/2017	Shire of Leonora	EHO Health Services - July 2017	\$3,507.50
EFT2383	11/08/2017	WA Mining Resources	Rates refund for assessment A4991 E30/00455 MINING TENEMENT	\$188.68
EFT2384	11/08/2017	Westland Autos	air filter	\$149.70
EFT2385	25/08/2017	Digga West & Earthparts WA	pallet fork tynes 1200kg	\$693.00
EFT2386	25/08/2017	Rentokil Initial Group	6 x Air fresheners (Caravan Park & Disabled toilets)	\$5,304.20
EFT2387	25/08/2017	Hannans Hotel	1 night on 27/07/17 meals and accom	\$244.50
EFT2388	25/08/2017	Child Support	Payroll deductions	\$129.79
EFT2389	25/08/2017	Siburan Resources Limited	Rates refund for assessment A4627 E29/00789 MINING TENEMENT	\$216.27
EFT2390	25/08/2017	Ashdown Ingram	multimeter	\$577.68
EFT2391	25/08/2017	Solargain	Collector SG 2.5 and anti frost valve	\$660.00
EFT2392	25/08/2017	Mithril Resources Ltd	Rates refund for assessment A4268 E57/00827 MINING TENEMENT	\$182.47
EFT2393	25/08/2017	WA Local Govt Association	Membership WALGA	\$21,792.83
EFT2394	25/08/2017	Air Liquide WA Pty Ltd	Cylinder Rent July 2017	\$98.81
EFT2395	25/08/2017	Australian Taxation Office	Tax Office Payment	\$384.85
EFT2396	25/08/2017	Blackwoods	sidcrome 3/4 drive impact wrench	\$3,002.13
EFT2397	25/08/2017	Bunnings	33 piece torx set	\$526.69
EFT2398	25/08/2017	Cabcharge Australia Limited	Taxi 5/8/17	\$416.08
EFT2399	25/08/2017	Canning Pool & Pump Centre Pty	1 eutech salt tester	\$299.00
EFT2400	25/08/2017	Castledex	Files for records keeping	\$138.39
EFT2401	25/08/2017	C Direct	Recharge - 1pk x \$30.00 (10 per pack x \$30.00) (discount price \$288.00)	\$902.40
EFT2402	25/08/2017	Cornerstone Legal	Legals fees - recovery of rates	\$369.60
EFT2403	25/08/2017	Toll Ipec Pty Ltd	Freight - Digga West	\$421.64
EFT2404	25/08/2017	Cybersecure	Back up service - July 2017 Out of contract - can be cancelled at any time.	\$258.00
EFT2405	25/08/2017	Digitalrez Australia	Monthly Acss fee for August 2017	\$76.94
EFT2406	25/08/2017	Dynasty Resources Limited	Rates refund for assessment A4953 E38/02838 MINING TENEMENT	\$77.21
EFT2407	25/08/2017	Eagle Petroleum (W.A) Pty Ltd	deliver 5000 ltrs diesel to depot@\$1.144 litre	\$6,290.75
EFT2408	25/08/2017	Forman Bros	pump out dump point lake ballard	\$2,531.10
EFT2409	25/08/2017	Goldline Distributors	Milk, biscuits, tea and water no GST	\$477.58
EFT2410	25/08/2017	Goldfields Voluntary Regional Org	Annual Subscription GVROC 17/18	\$11,440.00
EFT2411	25/08/2017	Heatleys safety and Industrial	2 shirts	\$108.27
EFT2412	25/08/2017	Menzies Hotel	1 large gas bottle	\$975.00
EFT2413	25/08/2017	Itvision	Annual Licence Fee - Synergy Soft (8)	\$30,850.16
EFT2414	25/08/2017	Jamie Mazza	G Rock 30.6.17 - 260km @ 99.01cpk	\$257.42
EFT2415	25/08/2017	Kalgoorlie-boulder Chamber Of Commerce & Industry Inc	Membership for the Chamber of Commerce and Industry 2017 2018	\$355.00
EFT2416	25/08/2017	KT Cable Accessories	nylon conduit16mm 50m roll	\$107.82
EFT2417	25/08/2017	Landgate	Map of Shire showing townsites, ward boundaries and basic roads - Invoice 61716901	\$541.75
EFT2418	25/08/2017	Justin Lee	Local Government Conference - Travel to Kalgoorlie airport & return - 275.6km @ 99.01cpk	\$292.87
EFT2419	25/08/2017	Local Government Professionals Australia WA	Annual Membership - Rhonda Evans	\$181.00
EFT2420	25/08/2017	Local Health Authorities Analtical Committee	Analytical Services - health	\$388.85
EFT2421	25/08/2017	Keith Mader	Council Meeting 29.6.17 - 160km @ 99.01cpk	\$475.26

Shire of Menzies
Payments for the Month of August 2017
EFT

EFT2422	25/08/2017	Marketforce	Tender 01-2018 Gravel Re-sheeting of Pinjin Road advert in The West Australian on Saturday 8 July 2017	\$763.76
EFT2423	25/08/2017	Matsa Resources Limited	Rates refund for assessment A4939 E39/01716 MINING TENEMENT	\$1,525.50
EFT2424	25/08/2017	Mcleods Barristers & Solicitors	Inv 98911 Matter 39040 - Gopel R - Health Act Prosecution	\$1,239.69
EFT2425	25/08/2017	Shire of Menzies Social Club	Payroll deductions	\$170.00
EFT2426	25/08/2017	Netlogic Information Technology	Invoice 7501 Server Disk crash and recovery	\$1,662.00
EFT2427	25/08/2017	Office National	Clipfolder Foolsap	\$544.75
EFT2428	25/08/2017	Penns Cartage	deliver post and rails to menzies	\$488.40
EFT2429	25/08/2017	Pila Nguru Aboriginal Corporation	Buffel Grass Erradication Program 2016 2017	\$15,475.91
EFT2430	25/08/2017	RAMM Software Pty Ltd	RAMM Annual Support and Maintenance Fee 2017/2018	\$6,885.00
EFT2431	25/08/2017	Saracen Gold Mines Pty Ltd	Rates refund for assessment A3395 P31/01832 MINING TENEMENT	\$573.79
EFT2432	25/08/2017	Satellite Television & Radio Australia	parts and repair for Satellite Dish Repair - LNB Kit.	\$8,893.50
EFT2433	25/08/2017	Shire of Leonora	Freight - distribution of Brochures - Northern Goldfields	\$623.70
EFT2434	25/08/2017	SNAP	For printing of 25 Caravan Park Receipt Books	\$1,089.00
EFT2435	25/08/2017	Govt of WA State Library Of WA	annual Fee for lost and Damaged library materials 17/18	\$236.50
EFT2436	25/08/2017	WML Consultants	Invoice 23994 Job 7330 Claim 10 Attie Swart	\$20,099.22
EFT2437	25/08/2017	WesTrac Pty Ltd	battery	\$903.99
EFT2438	28/08/2017	Road Tech Construction	RFT 03-2017 Menzies NW Road 16.5 claim 3	\$469,785.80
DIRECT	03/08/2017	Payroll	Fortnight ending	\$36,542.94
DIRECT	17/08/2017	Payroll	Fortnight ending	\$33,855.02
DIRECT	31/08/2017	Payroll	Fortnight ending	\$38,335.87
				<u>\$ 1,122,727.83</u>

Shire of Menzies
Payments for the Month of August 2017
Direct Debit

Chq/EFT	Date	Name	Description	Amount
DD1380.1	01/08/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$4,194.72
DD1380.2	01/08/2017	Kinetic Superannuation	Superannuation contributions	\$1,169.23
DD1380.3	01/08/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$1,604.69
DD1380.4	01/08/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$487.30
DD1380.5	01/08/2017	Catholic Super	Superannuation contributions	\$758.03
DD1380.6	01/08/2017	Australian Super	Superannuation contributions	\$298.90
DD1380.7	01/08/2017	Commonwealth Essential Super	Superannuation contributions	\$156.36
DD1391.1	11/08/2017	Telstra	Mobile & internet July 2017	\$1,247.42
DD1391.2	01/08/2017	WESTNET	Internet for CRC July 2017	\$45.50
DD1391.3	08/08/2017	Telstra	Quote 2-67EPLTC shire of MENzies Fibre Access	\$37,438.10
DD1402.1	15/08/2017	BOQ Finance	Copier Charges July 2017 for C554	\$2,434.39
DD1402.2	15/08/2017	Toyota Finance	Vehicle lease payment for August 2017	\$1,099.07
DD1406.1	15/08/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$4,104.86
DD1406.2	15/08/2017	Kinetic Superannuation	Superannuation contributions	\$1,166.22
DD1406.3	15/08/2017	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,609.43
DD1406.4	15/08/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$472.54
DD1406.5	15/08/2017	Catholic Super	Superannuation contributions	\$758.03
DD1406.6	15/08/2017	Australian Super	Superannuation contributions	\$360.45
DD1406.7	15/08/2017	Commonwealth Essential Super	Superannuation contributions	\$149.26
DD1410.1	16/08/2017	Horizon Power	Street lighting 1/7/17 to 31/7/17	\$641.90
DD1426.1	29/08/2017	Wa Local Govt Superannuation Plan	Superannuation contributions	\$4,216.11
DD1426.2	29/08/2017	Kinetic Superannuation	Superannuation contributions	\$1,142.10
DD1426.3	29/08/2017	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,599.49
DD1426.4	29/08/2017	B T Finanacial Group Superannuation	Superannuation contributions	\$509.43
DD1426.5	29/08/2017	Catholic Super	Superannuation contributions	\$758.03
DD1426.6	29/08/2017	Australian Super	Superannuation contributions	\$341.48
DD1426.7	29/08/2017	Commonwealth Essential Super	Superannuation contributions	\$149.26
DD1435.1	24/08/2017	BOQ Finance	Copier Charges August 2017 for C224	\$389.40
DD1437.1	28/08/2017	Jillian Dwyer	Presidents Allowance - August 2017	\$3,364.49
DD1437.2	28/08/2017	Water Corporation	Water Charges 8 June 17 to 9 Aug 17 - 40 Mercer Street	\$977.35
DD1437.3	28/08/2017	Ian Baird	Members Sitting Fee - August 2017	\$1,289.67
DD1437.4	28/08/2017	Justin Lee	Members Sitting Fee - August 2017	\$875.83
DD1437.5	28/08/2017	Jamie Mazza	Member Sitting Fee - August 2017	\$875.83
DD1437.6	28/08/2017	Keith Mader	Member Sitting Fee - August 2017	\$875.83
DD1437.7	28/08/2017	Debbie Hansen	Members Sitting Fee - August 2017	\$875.83
DD1437.8	28/08/2017	Tucker, Ian Cr	Member Sitting Fee - August 2017	\$875.83
DD1444.1	29/08/2017	Wright Express Australia Pty Ltd	Fuel	\$412.32
DD1452.1	31/08/2017	Water Corporation	Water usage - 8 June 2017 to 9 Aug 2017	\$1,631.67
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$20.00
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$38.90
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$51.80
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$151.87
DD1454.1	31/08/2017	NAB	NAB connect Fee August 2017	\$39.49
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$1.38
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$20.00
DD1454.1	31/08/2017	NAB	Account Fee August 2017	\$35.90
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$38.90
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$51.80
DD1454.1	31/08/2017	NAB	Merchant Fee August 2017	\$226.89
DD1456.1	31/08/2017	NAB	National BPAY Charge August 2017	\$80.08
DD1459.1	28/08/2017	Water Corporation	Water Charges 8 June 17 to 9 Aug 17 - 14A Walsh Street	\$69.49
DIRECT	02/08/2017	NAB	Credit Card	\$8,554.21
				\$ 90,737.06

Shire of Menzies
Payments for the Month of August 2017
Credit Card

Date	Name	Description	Amount
28/07/2017	Batteries N More	Grader Accomodation	\$70.95
28/07/2017	Bunnings	Lady Shenton shelving	\$477.00
28/07/2017	IBIS	Accommodation CEO GVROC	\$156.00
28/07/2017	IBIS	IBIS - Councillor Accommodation GVROC	\$156.00
28/07/2017	Coles	School holiday program drinks	\$6.00
28/07/2017	Coles	Activities at Lady Shenton	\$29.70
28/07/2017	Green Bean Café	School holiday program catering	\$25.90
28/07/2017	Green Bean Café	School holiday program catering	\$129.50
28/07/2017	Coles	Roo & damper lunch school holiday program	\$60.73
28/07/2017	Coles	Roo & damper lunch school holiday program	\$65.67
28/07/2017	Hungry Jacks	School holiday program	\$164.70
28/07/2017	Bunnings	Lady Shenton	\$30.35
28/07/2017	Atlas Linen	Dry Clean atble cloths	\$17.50
28/07/2017	Office National	Museum consultation	\$52.66
28/07/2017	Coles	Roo & damper lunch school holiday program	\$27.02
28/07/2017	Woolworths	Roo & damper lunch school holiday program	\$22.11
28/07/2017	Rexel	Caravan Park portable power outlet	\$202.94
28/07/2017	Bunnings	Lights for residence	\$42.50
28/07/2017	Caltex	Fuel	\$41.10
28/07/2017	Bunnings	Lady Shenton light	\$19.00
28/07/2017	TAFE	Grants Training	\$350.00
28/07/2017	Rydges	Accommodation grants training	\$191.74
28/07/2017	Harvey Norman	Staff technology salary sacrifice	\$428.00
28/07/2017	IBIS	Staff Accomodation	\$272.50
28/07/2017	NPA	Duplicate charge refunded	-\$240.00
28/07/2017	Goldpod	Refreshments	\$30.45
28/07/2017	Atlas Linen	Dry Clean atble cloths	\$17.50
28/07/2017	Apple	Councillor Ipad	\$469.00
28/07/2017	Booktopia	For resale	\$211.95
28/07/2017	Qantas	Local Government Week	\$420.40
28/07/2017	Woolworths	Council meal	\$32.24
28/07/2017	Qantas	Local Government Week	\$840.80
28/07/2017	Everett Butcher	Council meal	\$29.53
28/07/2017	Bunnings	Lady Shenton activities	\$57.56
28/07/2017	NAB	Card fee	\$9.00
Total CEO Credit Card			\$ 4,918.00
28/07/2017	Eagle Petroleum	Fuel Nissan Xtrail	\$36.98
28/07/2017	Eagle Petroleum	Fuel Nissan Xtrail	\$47.03
28/07/2017	Qantas	Local Government week air fares	\$840.80
28/07/2017	Qantas	Local Government week air fares	\$1,681.60
28/07/2017	Department of Mines	Caveat	\$114.00
28/07/2017	Qantas	Local Government week air fares	\$840.80
28/07/2017	TransWA	Train fare Perth to Bunbury & return	\$66.00
28/07/2017	NAB	Card fee	\$9.00
Total MFA Credit Card			\$ 3,636.21
Direct Debit			<u>\$8,554.21</u>

12.3 WORKS AND SERVICES

12.3.1 Works Report for the Month of August 2017

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

OFFICER RECOMMENDATION:

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

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

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

COMMENT:

August - September 2017

- Completed the re-sheeting works to Menzies North West Road
- Installed Banners in Shenton Street
- Installed additional seat Shenton Street opposite the Town Hall
- Maintenance grading of Menzies North West Road (Perinvale to Boundary)
- Completed Softfall at Menzies townsite Playground
- Speed signs installed and still in commissioning phase
- Tender 1-2018 for the re-sheeting of Pinjin Road
- Re-sheeting Yarri Road

September - October 2017

- Tree Planting – Church yard – awaiting advanced trees
- Tree Planting – Caravan Park
- Kookynie road verges and vacant blocks
- Kookynie tip road maintenance
- Maintenance grading of Menzies North West Road (Kookynie – Malcolm Roads)
- Re-sheeting Tjuntjuntjara Access Road
- Complete installation to speed signs (confirm Limits)
- Maintenance grading Kurnalpi-Pinjin Road
- Fire mitigation program Menzies Town Site.

Contract grader has been appointed to maintenance grade the Kookynie to Malcolm Road. The Shire grader operator is on bereavement leave. Kalgoorlie-Boulder to undertake maintenance grading on Kurnalpi-Pinjin Road.

12.3.2 Tender 1-2018 Gravel Re-sheeting Pinjin Road

LOCATION:	Pinjin Road
APPLICANT:	N/A
DOCUMENT REF:	EDM 127
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 August 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.2-1 Confidential – Tender Assessment Report 12.3.2-2 Confidential – Table 1 Compliance Criteria 12.3.2-3 Confidential – Table 2 Unit Rates and Prices 12.3.2-4 Confidential – Table 3 Qualitative Criteria

OFFICER RECOMMENDATION:

That Council

1. Award tender 01-2018 Supply of Plant and Operators for Gravel Re-sheeting works Pinjin Road to Quadrio EM of Geraldton.
2. Authorise the Chief Executive Officer to execute contracts relating to this tender
3. Unsuccessful tenderers be advised of the outcome of the Tender within seven days.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

The Annual Budget provides for the expenditure of 330,000 for the re-sheeting of a section of Pinjin Road. A grant of \$220,000 is available from Main Roads WA for this undertaking.

This tender was presented at the Ordinary Meeting of Council 31 August 2017 and “laid on the table“ to allow time to fully review the capacity Quadrio EM of Geraldton to meet requirements of the contract. Following discussions between Council’s consultant, the Shire Works Supervisor and Quadrio, these concerns have been aired, and it is agreed that the original recommendation stands.

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved.

- Maintain sustainability through leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

STATUTORY AUTHORITY:

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulation 1996 Part 4 Division 2

POLICY IMPLICATIONS:**4.2 Purchasing and Tenders****FINANCIAL IMPLICATIONS:**

The Adopted Budget for the year ending 30 June 2017 job CR0040 provides for this expenditure.

RISK ASSESSMENTS: Nil

BACKGROUND:

Tenders were advertised for the contracting of the resheeting of Pinjin Road on Saturday 8 July 2017. The closing date for the submission of tenders being 2pm on Monday 24 July 2017.

COMMENT:

Four tenders were received and evaluated. All tenders received were deemed compliant. The recommended Tenderer submitted the lowest price

Evaluation of the tenders was undertaken by an independent consultant. The project will be overseen by the Shire's Works Supervisor.

FINANCIAL IMPLICATIONS:

Jobs CR0004, Evanston Menzies Road, CR0005 Yarri Road, CR0013 Menzies North West Road partially funded by Regional Road Group (State), CR0012 Connie Sue funded by Roads to Recovery (Federal) and CR0009 Tjuntjuntjara Access Road funded by Main Roads (State) will be included within the adopted budget.

RISK ASSESSMENTS: N/A

BACKGROUND:

This contract is for the supply of plant and operators for the undertaking re-sheeting of various roads within the Shire of Menzies. The works associated with this contract are expected to commence in late March to early April 2017 and are to be completed by 30 June 2017.

COMMENT:

Roads earmarked for re-sheeting are located over a widespread area within the Shire and can be grouped into two broad geographical locations

- Menzies Area – Evanston Menzies Road, Menzies North West Road and Yarri Road
- Connie Sue / Tjuntjuntjara – Connie Sue Highway and Tjuntjuntjara Access Roads.

The range of gravel re-sheeting and associated works include:

- Re-sheet with gravel
- Reform and re-sheet formation
- Construct embankment formation
- Reconstruct and reform surface drains / reform drain lines
- Light, medium and heavy grading.

12.4 COMMUNITY DEVELOPMENT

12.4.1 Report Lady Shenton Building for the Month of August 2017

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

OFFICER RECOMMENDATION:

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

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

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

Visitor Centre Sales	Year to Date	\$8,457	Year to Date Prior Year	\$6,780
Caravan Park income	Year to Date	\$25,140	Year to Date Prior Year	\$21,783

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

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

COMMENT:

Community Resource Centre (CRC)

This month has seen 61 patrons at the CRC and a total of 90 copies of the Menzies Matters were printed in August 2017.

Art and photography classes are being held in the CRC until the end of the school term. The attendees have tried their hand at painting and ceramic mosaics. It is hoped that the results will be ready for display in November. There will be a break over the Christmas period.

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

Visitor Centre

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

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

The Elected Members Webinar was attended by eight persons.

Community Postal Agency

We had a total of 255 Postal Customers for August 2017.

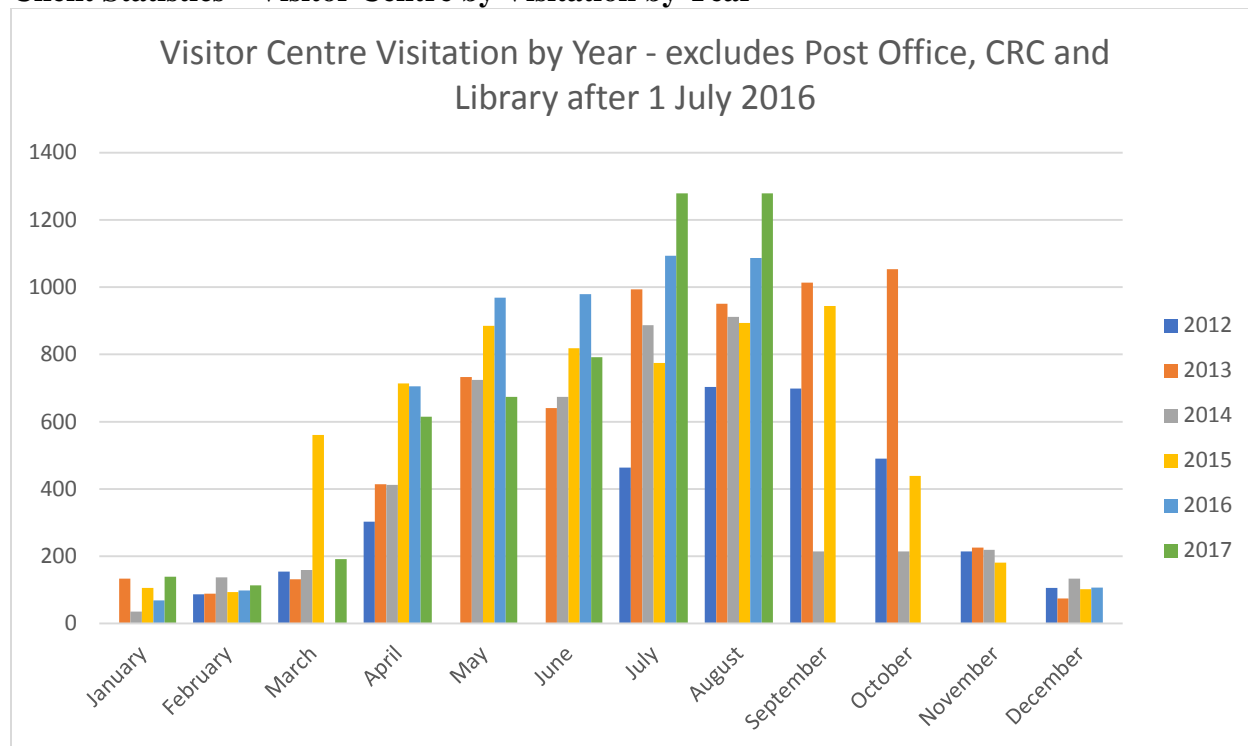
Caravan Park

A total of \$4,012 was taken for the month of August 2017.

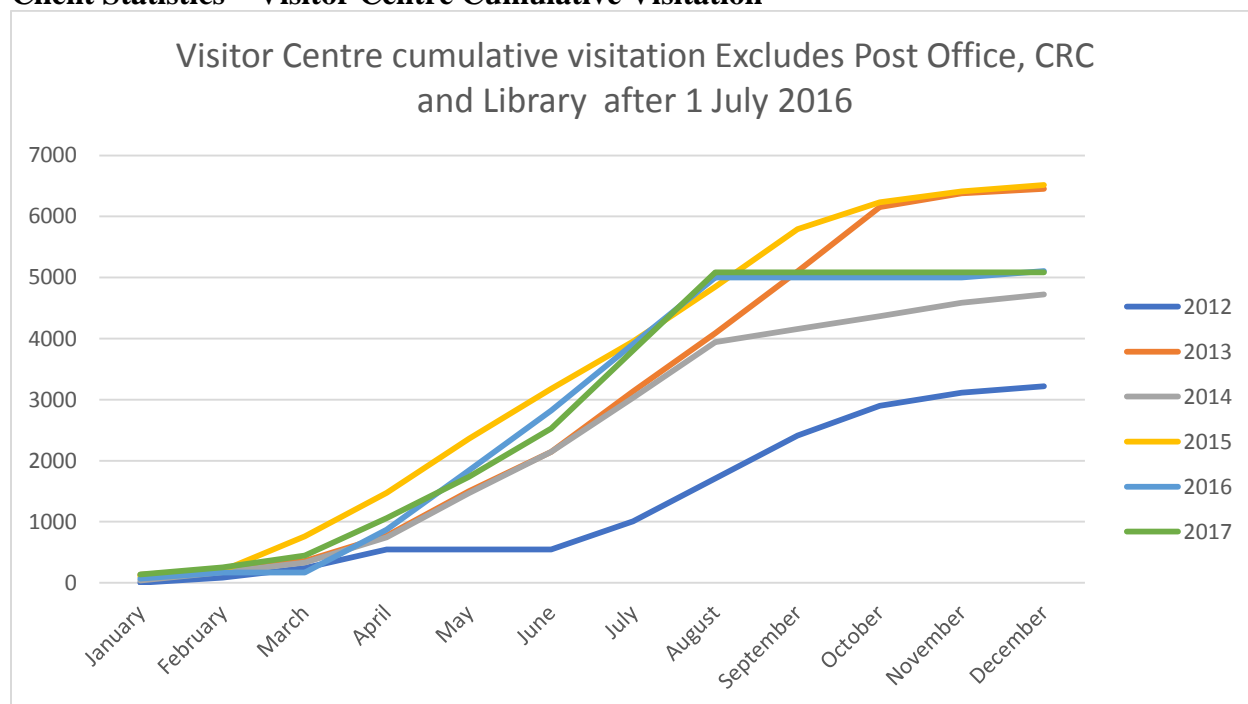
Statistics

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

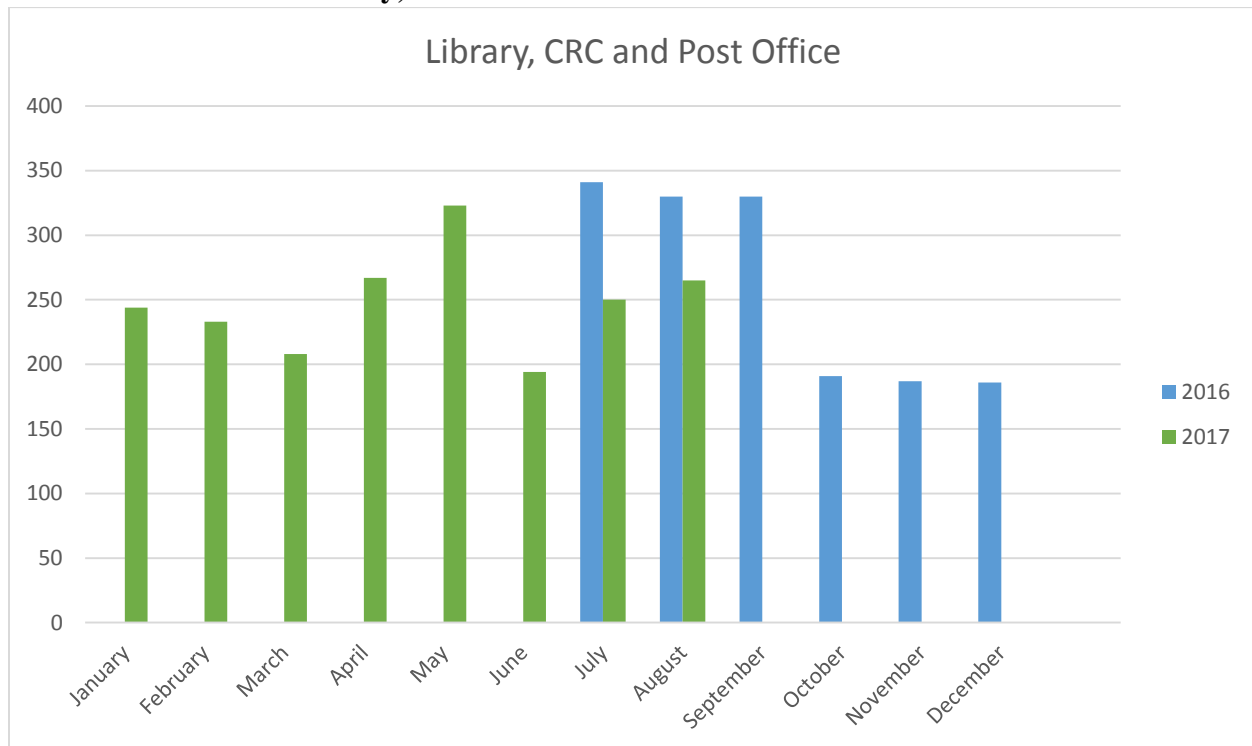
Client Statistics – Visitor Centre by Visitation by Year



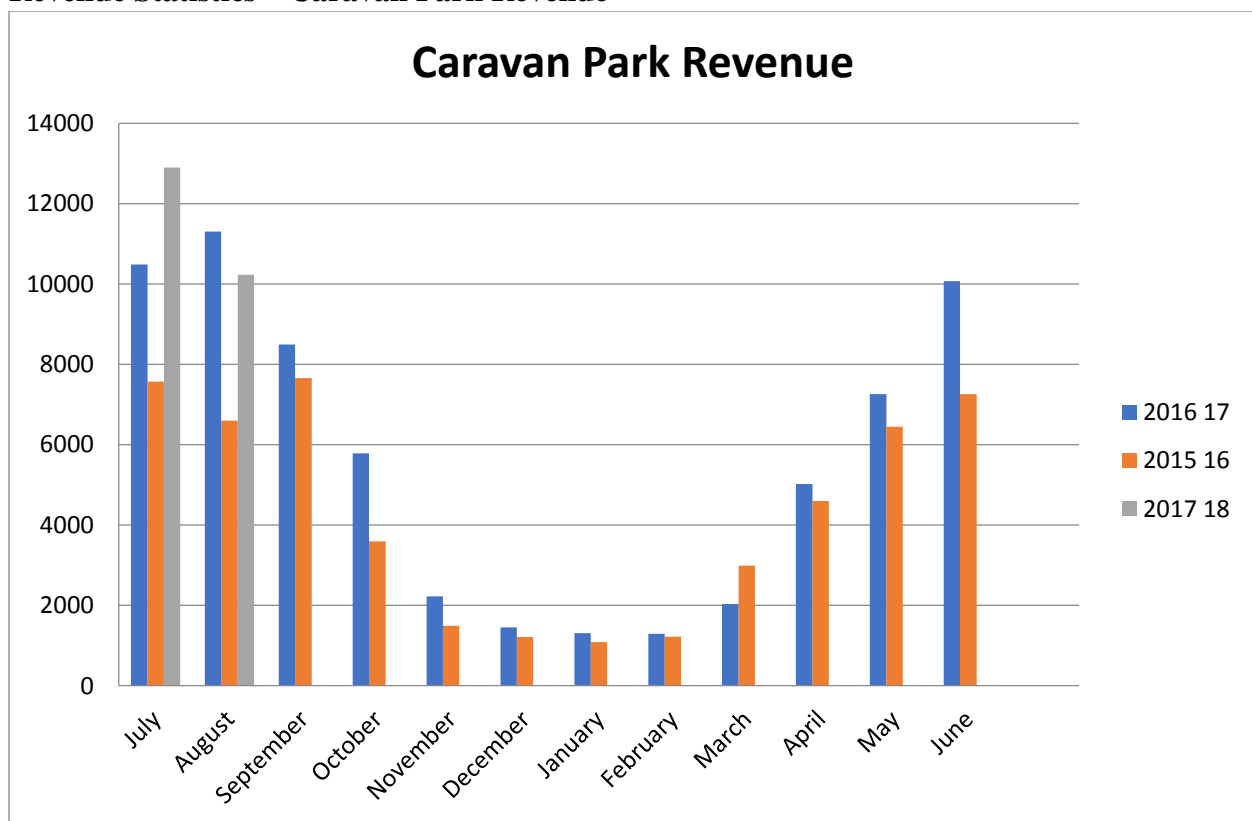
Client Statistics – Visitor Centre Cumulative Visitation



Revenue Statistics – Library, CRC and Post Office



Revenue Statistics – Caravan Park Revenue



Menzies CRC (pos2)

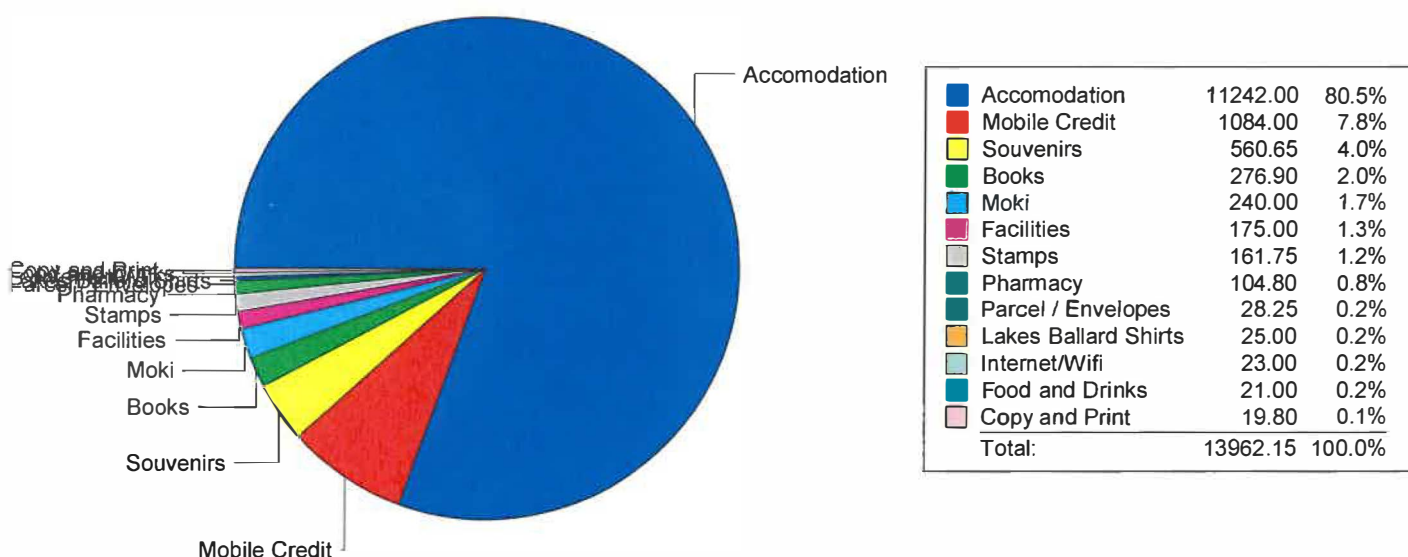
Department Sales Report

01 Aug 2017 00:00:00 to 31 Aug 2017 23:59:59

Printed 25/09/2017 09:50:57

Page 1 of 1

Code	Description	Sales		
		Quantity	Amount	%
<u>Sales Category 1 Resource Centre</u>				
1	Copy and Print	36.0000	19.80	0.14
2	Pharmacy	3.0000	104.80	0.75
10	Internet/Wifi	5.0000	23.00	0.16
40	Mobile Credit	35.0000	1,084.00	7.76
		79.0000	1,231.60	8.82
<u>Sales Category 2 Caravan Park</u>				
300	Accommodation	300.0000	11,242.00	80.52
301	Facilities	35.0000	175.00	1.25
		335.0000	11,417.00	81.77
<u>Sales Category 3 Visitor Centre</u>				
4	Lakes Ballard Shirts	1.0000	25.00	0.18
200	Souvenirs	157.0000	560.65	4.02
210	Food and Drinks	6.0000	21.00	0.15
220	Books	9.0000	276.90	1.98
		173.0000	883.55	6.33
<u>Sales Category 4 Post Office</u>				
3	Moki	8.0000	240.00	1.72
100	Stamps	24.0000	161.75	1.16
110	Parcel / Envelopes	7.0000	28.25	0.20
		39.0000	430.00	3.08
		626.0000	13,962.15	



12.5 MANAGEMENT AND POLICY

12.5.1 Actions performed under Delegation for the month of August 2017

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	EDM 058
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 September 2017
AUTHOR:	Deborah Whitehead, Executive Assistant
ATTACHMENT:	Nil

OFFICER RECOMMENDATION:

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

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Actions performed under delegated authority from the period 1 August 2017 to 31 August 2017.

RELEVANT TO STRATEGIC PLAN:

14.2 Active civic leadership achieved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

OP13 Governance – Council does not comply with statutory requirements

BACKGROUND:

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

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

The following tables outline the actions performed within the organisation relative to delegated authority from the period 1 August 2017 to 31 August 2017.

Bushfire

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters from the period 1 August 2017 to 31 August 2017.

Common Seal

No delegated decisions were undertaken by the Shire of Menzies pursuant to the Common Seal from the period 1 August 2017 to 31 August 2017.

Planning Approvals

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals from the period 1 August 2017 to 31 August 2017.

Building Permits (including Septic Tank approvals)

No delegated decisions were undertaken by the Shire of Menzies pursuant to Building Permits *(including Septic Tank approvals)* from the period 1 August 2017 to 31 August 2017.

Health Approvals

No delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals from the period 1 August 2017 to 31 August 2017.

Ranger Related Dog Issues

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related Dog issues from the period 1 August 2017 to 31 August 2017.

12.5.2 Allocation of Budgeted Funding – Contribution to Menzies Town Community - Kitchen

LOCATION:	43 Walsh Street Menzies
APPLICANT:	Menzies Aboriginal Corporation
DOCUMENT REF:	EDM 431 / Job M13699
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 September 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.2-1 Application for Funding - Kitchen

RECOMMENDATION:

That Council approve the allocation of \$6,500 (including GST) to the Menzies Aboriginal Corporation for the purpose of the installation of a commercial Kitchen at 43 Walsh Street Menzies subject to

1. Payment of the grant to be made following the certification of the kitchen by the Shire of Menzies Environmental Health Officer and
2. The registration of the facility under the Food Act 2008 and
3. A sign of recognition of the Shire sponsorship to be affixed permanently in the kitchen or immediate area, the cost of the sign to be borne by the Menzies Aboriginal Corporation.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Menzies Aboriginal Corporation (MAC) are seeking support to upgrade the kitchen at 43 Walsh Street Menzies to a Commercial Kitchen as defined by the Food Act 2008.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY:

Food Act 2008

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Budget allocation Job M13699 allows for funding of \$20,000 for Communities. This application was received prior to the 2017/2018 Budget deliberations. At that time additional information was sought, and conditions of the payment of the grant were not presented.

RISK ASSESSMENTS:

The conditions attached to the payment of this grant will place the risk at low.

BACKGROUND:

In early 2017 the MAC, in co-operation with the Menzies Work for the Dole Program operated a school lunch program. This ceased when it was realised that the kitchen did not meet the standards required by the Food Act 2008.

COMMENT:

Any facility in the community with the potential to promote healthy lifestyle should be embraced by Council, and this project has the potential to improve both health and well-being in the town.

At the time of Budget consideration, it was considered that it may be more appropriate for the Shire to concentrate on the provision of a single commercial kitchen at the Lady Shenton building. The needs and requirements of each of the projects are separate although compatible.

The application from the MAC indicates a much wider range of activities which would either be best based at the MAC building, or would complement a Shire owned and operated facility. The MAC plans to provide meals and catering for community based activities run by the MAC.

The proposed kitchen at the Lady Shenton will be geared towards encouraging small business who wish to rent or hire the facility to provide catering in the community. It is envisaged that both these businesses will complement the existing services provided by the hotel and the café.

The kitchen, once operating would be regularly inspected by the Shire Environmental Health Officer in accordance with the assessed risk associated with the classification of Food Act certification. That is, if the food being provided is being prepared from scratch, the level of inspection would be similar to that of the Hotel. At the other end of the scale, where preparation is minimal, a less frequent inspection regime would apply.

The MAC is to be commended in its swift action to cease the Lunch Program immediately it was found that the kitchen was non-compliant. They have worked with the Shire Environmental Health Officer to plan and cost the upgrade.

The funding will not be payable to the MAC until the all certification and registration requirements are complete. The author has discussed this condition with representatives of the MAC, and it is fully understood.



Gupi Menzies

Menzies Aboriginal Corporation

ABN 90 997 296 120 - ICN 639
43 Walsh Street, Menzies WA 6436
(P.O. Box 8, Menzies WA 6436)

18th September 2017

Ms Rhonda Evans
CEO, Shire of Menzies
P.O. Box 4
Menzies WA 6436

Dear Rhonda,

RE: MAC Kitchen Refurbishment: School Lunch Program

From March to June 2017 Menzies Aboriginal Corporation and the Menzies WFD project were running a School Lunch Program from the MAC kitchen. This program was suspended as the Kitchen was not up to the Food Act 2008 standard. To meet the requirements of the Food Act 2008 the Menzies Aboriginal Corporation will need to upgrade its kitchen in the MAC Centre to a commercial level for the Healthy School Lunches program to recommence.

The Healthy School Lunch program is funded by the Menzies Community School and run by parents who are linked to the WFD Activity in Menzies. It benefits our School, the children and the Parents who will become actively involved in a community program thus growing our community spirit and a "Strong Sense of Community is Maintained", As in our Objectives in the Shire of Menzies Community Strategic Plan.

Once we receive the one-off funds to purchase the self-assembly flat pack Kitchen, MAC staff and the WFD participants will install the kitchen. After Installation MAC will apply for a Certificate of Registration to be approved by the Environmental Health Officer. MAC

The kitchen will then be equipped for multi use we can run a Healthy School Lunch program we will also be able to use the kitchen for events for Menzies Aboriginal Corporation including Christmas Parties, School Holiday Programs, NAIDOC Week and any celebrations which involve cooking for the public. In the future, we also intend to use the kitchen for preparing food for the wider community including events such as the Menzies Cyclassic and should there be a need catering for tourist on arranged bus tours. These objectives align with The Shire of Menzies Community Strategic Plan to Encourage a sustainable local economy.

The Annual License Fees for the Food Act 2008 registration and the maintenance of this kitchen will be the responsibility of Menzies Aboriginal Corporation.

Email: admin@menziesac.org.au
Ph. 08 9024 2020
Fax. 08 9024 2191



Gupi Menzies

Menzies Aboriginal Corporation

ABN 90 997 296 120 - ICN 639
 43 Walsh Street, Menzies WA 6436
 (P.O. Box 8, Menzies WA 6436)

We have sourced a quote from Lennys Commercial Kitchen Supplies and have been quoted \$4939.00. In addition we will be required to provide coving to the vinyl flooring, replace the ceiling panels with flat surfaced panels and provide enclosed lighting. Estimates for the total upgrade are in the vicinity of \$7500 - \$8500.

The Menzies Aboriginal Corporation is requesting a \$6500 donation from the Shire of Menzies to contribute to the work required and ask that this request be tabled at a Council Meeting. Menzies Aboriginal Corporation intend to contribute the remaining balance of \$2000.

Should you require any further information please do not hesitate to contact me on 0439271891 or at the MAC Office.

Yours sincerely,

Vashti Ashwin
 Director
 Menzies Aboriginal Corporation

Email: admin@menziesac.org.au
 Ph. 08 9024 2020
 Fax. 08 9024 2191

Menzies Aboriginal Corporation Kitchen Refurbishment 2017

Lennys Commercial Kitchen Quote	\$	4,939.00
Replacement of kitchen ceiling Panels	\$	1,561.00
Shire of Menzies Council contribution Total	\$	<u>6,500.00</u>
Vinyl floor coving and lighting	\$	2,000.00
Menzies Aboriginal Corporation contributition total	\$	<u>2,000.00</u>



June 16, 2017

Vashti Ashwin
Menzies Aboriginal Corporation

Dear Vashti,

As requested, following is information and pricing on my recommended modular stainless steel bench options as reflected in the provided floorplan for your consideration.

We are pleased to provide you with a quotation on the following items: -

ITEM	QTY	DESCRIPTION	PRICE EX. GST
1	1	Simply Stainless SS28.MW.0580 Microwave Shelf <ul style="list-style-type: none"> • Wall mounted microwave shelf • 25 x 25mm stainless steel tube with 1.2mm stainless steel top • Supplied flat-packed, ready for assembly Dimensions: 600W x 580D x 300H	\$222.00
2	2	Simply Stainless SS02.6.1500 work bench with rear up-stand <ul style="list-style-type: none"> • Flat top work bench. • 1.2mm thick stainless steel top no. 4 finish. • Solid shelf under • 100mm high rear upstand • 3mm zinc aluminum coated steel reinforced backing to work top. • 4 x 38mm diameter round stainless steel tube legs, satin polished, 1.2 mm thick. • Adjustable stainless steel disk feet supplied as standard. Dimensions: 1500W x 600D x 900H	\$710.00
3	1	Simply Stainless SS05.6.1200.C single sink work bench with rear up-stand <ul style="list-style-type: none"> • Single 450 x 450 x 300 deep sink with plug and waste – set to centre • Full wet edge to entire length of bench • 1.2mm thick stainless steel top no. 4 finish. • Piped shelf under • 100mm high rear upstand • 3mm zinc aluminum coated steel reinforced backing to work top. 	\$1,074.00

Benrick Pty Ltd as trustee for the Coloured Sand Unit Trust T/as:
 Lennys Commercial Kitchens: ABN 15 727 455 719
 6 O'Malley Street, OSBORNE PARK WA 6017 PO Box 1190, OSBORNE PARK DC WA 6916
 FAX (08) 9446 4156 TEL (08) 9446 6322
 EMAIL: lennys@lennys.com.au Visit us at: www.lennys.com.au

		<ul style="list-style-type: none"> 4 x 38mm diameter round stainless steel tube legs, satin polished, 1.2 mm thick. Adjustable stainless steel disk feet supplied as standard. Dimensions: 1200W x 600D x 900H	
4	1	Simply Stainless SS04.6.0900 corner work bench with rear up-stand <ul style="list-style-type: none"> Flat top work bench. 1.2mm thick stainless steel top no. 4 finish. Solid shelf under 100mm high rear upstand 3mm zinc aluminum coated steel reinforced backing to work top. 4 x 38mm diameter round stainless steel tube legs, satin polished, 1.2 mm thick. Adjustable stainless steel disk feet supplied as standard. Dimensions: 900/900W x 600D x 900H	\$808.00
		NOTE: All benches supplied flat packed for assembly by others	
5	1	Freight – delivery of palletised flat pack benches to metro freight on-forwarding yard	\$95.00
SS Sheet - Splashback		Stainless steel sheet, 1.2mm thick 304 grade stainless steel sheet Rear wall - 3750W (4 sheets at 937.5mm wide x 1300H) Side wall – 2520 (3 sheets at 840mm wide x 1300H) Supplied loose Excludes backing -	\$1,383.00
		<u>Options to benches</u>	
6	1	Simply stainless model SS19.0100 single drawer unit <ul style="list-style-type: none"> Drawer depth: 125mm Supplied with lock Fitted to underside of modular benches Dimensions: 410W x 450D x 210H	\$307.00
7	1	Simply stainless model SS19.0200 twin drawer unit <ul style="list-style-type: none"> Drawer depth: 125mm Supplied with lock x 2 (individual to each drawer) Fitted to underside of modular benches Dimensions: 410W x 450D x 450H	\$707.00
8	1	Simply stainless model SS19.0300 triple drawer unit <ul style="list-style-type: none"> Drawer depth: 125mm Supplied with lock x 3 (individual to each drawer) 	\$1,036.00

Benrick Pty Ltd as trustee for the Coloured Sand Unit Trust T/as:
 Lennys Commercial Kitchens: ABN 15 727 455 719
 6 O'Malley Street, OSBORNE PARK WA 6017 PO Box 1190, OSBORNE PARK DC WA 6916
 FAX (08) 9446 4156 TEL (08) 9446 6322
 EMAIL: lennys@lennys.com.au Visit us at: www.lennys.com.au

		<ul style="list-style-type: none"> Fitted to underside of modular benches Dimensions: 410W x 450D x 750H	
9	1	Simply stainless model SS21.1500 single solid under shelf <ul style="list-style-type: none"> 1.2mm thick, Dimensions: To suit 1500 x 600 bench	\$173.00
10	1	Simply stainless model SS21.4.0900 single solid under shelf <ul style="list-style-type: none"> 1.2mm thick, Dimensions: To suit 900/900 x 600 bench	\$167.00

Prices all exclude GST and remain firm for 30 days.

Should you require further information or wish to discuss, please do not hesitate to contact me.

Yours sincerely,

Adam Bennetts
Managing Director
 Mobile: 0413 156 903
 Email: adam@lennys.com.au

Notes:

E & OE: Errors and omissions excepted

Finance: Terms and conditions apply. Minimum finance amount is \$1,000.00

Terms: 30% deposit on placement of order, balance payable prior to delivery.

Freight: Unless specified above, freight from our premises is additional.

Special items: Where an order has been placed for a special or custom item, NO amendment, cancellation or return of this item is possible once work has commenced, it has shipped from the supplier, or the unit has been supplied.

Re-stocking fee on non-stocked items: Please ensure goods selected are suitable for your needs and they meet sizing and power requirements before placing your order. Should goods be cancelled, amended or returned following placement of an order, a supplier levied re-stocking charge and any associated freight costs (delivery from and return to supplier) may apply. Where a deposit or full payment has been received, any re-stocking fees and freight costs due may be applied against the received amount prior to any refund.

Warranty: Lennys Commercial Kitchens provides the warranty supplied by the manufacturer.

General: Unless stated above, no allowance has been provided for plumbing, electrical, gas, tiling or building works and all associated fittings or after hours work. This includes installation and connection of equipment to services and commissioning of equipment.

Benrick Pty Ltd as trustee for the Coloured Sand Unit Trust T/as:
Lennys Commercial Kitchens: ABN 15 727 455 719
 6 O'Malley Street, OSBORNE PARK WA 6017 PO Box 1190, OSBORNE PARK DC WA 6916
 FAX (08) 9446 4156 TEL (08) 9446 6322
 EMAIL: lennys@lennys.com.au Visit us at: www.lennys.com.au

12.5.3 Allocation of Budgeted Funding – Contribution to Menzies Town Community – Pioneer Store

LOCATION:	42 Shenton Street Menzies
APPLICANT:	Menzies Aboriginal Corporation
DOCUMENT REF:	EDM 359 M13669
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 September 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.3-1 Application for Funding – Pioneer Store

OFFICER RECOMMENDATION:

That Council

1. Approve the allocation of \$4,620 (including GST) to the Menzies Aboriginal Corporation for the purpose of the roof restoration to the building at 42 Shenton Street Menzies subject to:
 - a. Payment of the grant to be made following the completion of the works and payment of account as described in the attachment and
 - b. The opening of the 42 Shenton Street as the “Pioneer Store Gallery” to the public.
2. Approve the allocation of a \$5,000 grant to support the startup costs of the “Pioneer Store Gallery” (“The Gallery”) to be paid to the Menzies Aboriginal Corporation two months after opening of the Gallery subject to the Gallery opening on a regular basis for no less than 15 hours per week.
3. Approve the allocation of \$5,000 grant to support the startup costs of the “Pioneer Store Gallery” (“The Gallery”) to be paid to the Menzies Aboriginal Corporation six months after opening of the Gallery subject to the Gallery opening on a regular basis for no less than 15 hours per week (averaged over the period).

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Menzies Aboriginal Corporation (MAC) are seeking support for the maintenance of the Pioneer Store at 42 Shenton Street Menzies. The purpose is to allow for the building to be opened as the “Pioneer Store Gallery”.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.

- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Budget allocation Job M13699 allows for funding of \$20,000 for Communities. This application was received prior to the 2017/2018 budget deliberations. At the time additional information was sought, and conditions of payment were not presented. A prior item (12.5.2 September 2017) has recommended the allocation of \$5,909 from this budget item. The recommendation made is for a further \$14,200 to be paid over three payments. The total allocation for job M13699 is \$20,000. The total recommended over the two items (12.5.2 and 12.5.3 September 2017) is \$20,109. The budget for this job is \$20,000

RISK ASSESSMENTS:

The conditions attached to this recommendation reduce the risk of the use of funding as low for the initial six months. The risk in the period following this cannot be assessed so far as the operation of the Gallery, however, the maintenance of the building will ensure the future of the structure.

BACKGROUND:

The Pioneer Store at 42 Shenton Street is owned by the Menzies Aboriginal Corporation. The building has been used as a General Store and Post Office in the past, and is now to be opened as a working art space and gallery.

COMMENT:

This new enterprise has required some maintenance to bring the building to a standard that will allow it to be reopened. The MAC has submitted an application for funding to cover the cost of the cleaning and repainting of the roof, and for materials for the balance of the works to be undertaken.

The recommendation from the author is split into two sections.

The first being an allocation to fund the cleaning and repainting of the roof by a contractor. The second being for an additional \$15,000 for the materials required to complete works to be carried out.

This application is being considered in the context of the Community Strategic Plan as supporting economic development. Many Local Authorities make contributions to new businesses in a variety of forms. The supporting of a business during the startup period is one of them. The future benefit to Council and the Community a business that will enhance both the lives of those employed by the enterprise, and the potential to encourage tourists to pause a little longer in Menzies.

Cleaning and Repainting of the Roof.

This request is for the funding of a complete job, and while there is no contribution from the owner for this item, it has distinct parameters that can be easily identified as complete. It is recommended that this request be granted subject to the condition that the acquittal of the funds require evidence of the completion of work, and payment of the invoice from the supplier in addition to the opening of the Gallery to the public.

The Gallery opening will bring a much needed new business to the Menzies Town Centre, and go some way to revitalising the street. Signage and other external evidence of the business will be encouraged by Council subject to safety considerations.

Funding of Materials for Maintenance of the Building

This request has not been presented in the author's recommendation as even were the acquittal to be based on the presentation of invoices for materials, it would be difficult to match the materials against work completed without undertaking inspections.

In lieu of this request, it has been recommended that a startup contribution to the Gallery be granted by Council. This will be paid in two transactions and be subject to the Gallery being opened to the public for at least 15 hours per week. The reason for this condition is that the purpose of Council contribution is to encourage business in the town centre. It is not legal to set opening hours for any business, however in this instance the funding will be conditional on meeting this target.

Council will not require further acquittal other than the physical evidence of the hours of operation. The Gallery will be requested to keep a log of opening hours to submit at the time of acquittal.



Gupi Menzies

Menzies Aboriginal Corporation

ABN 90 997 296 120 - ICN 639
 43 Walsh Street, Menzies WA 6436
 (P.O. Box 8, Menzies WA 6436)

18th September 2017

Ms Rhonda Evans
 CEO, Shire of Menzies
 P.O. Box 4
 Menzies WA 6436

Dear Rhonda,

RE: Financial assistance with the maintenance of the Pioneer Store

The Pioneer Store at 42 Shenton Street was constructed from 1901 and was listed in the Municipal Heritage Inventory in 1996. It is not on the State Heritage Register. The Menzies Aboriginal Corporation has owned and cared for this building for over twenty years. Initially the corporation operated the General Store and Post Office within the Pioneer Store and following the closure of this business has made the store available for various art activities and workshops. The building is currently operating as a working art space within the funded Community Development Program and will be open to the public in the future. In early 2016 the Shire of Menzies identified this building for restoration as part of a wider vision to foster economic development through tourism. (*Objective: Sustained Local Economy Encouraged - Community Strategic Plan 2013-2023. A strong local economy, diversified through encouraging commercial growth. Which provides jobs and services.*)

The Menzies Aboriginal Corporation is committed to ensuring the Pioneer Store maintains a high level of visual appeal enhancing the iconic presence this building has within the main street of Menzies.

This also supports the Shire's objectives of the Community Strategic Plan: Heritage & Natural Assets Conserved i.e. Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historic value.



Email: admin@menziesac.org.au
 Ph. 08 9024 2020
 Fax. 08 9024 2191



Gupi Menzies

Menzies Aboriginal Corporation

ABN 90 997 296 120 - ICN 639
 43 Walsh Street, Menzies WA 6436
 (P.O. Box 8, Menzies WA 6436)

We will achieve our vision through...

1. Repairs to the front verandah and maintaining of the heritage colour scheme.
2. Roof Restoration – cleaning, priming & painting, incorporating the original heritage colours
3. Replace of damage glass and restoration of the roof lantern.
4. Repairs/re-instatement of the rear verandah that suffered white ant damage.
5. Modifying the existing toilets to incorporate universal access and ramp to facility
6. Site works.
7. Expansion of Art activities within the Pioneer Store and opening the building to the public.

These activities will be primarily funded from within the corporation's own resources and works be undertaken by staff and participants within the Community Development Program. Works such as the roof restoration will be undertaken by skilled contractors. Project management will be handled by existing staff at the Menzies Aboriginal Corporation. We have recently gained advice from a retired engineer whom has volunteered his time to this project. The advice provided indicates the building has a high level of structural integrity and with ongoing maintenance will continue to serve the community for another 100 years.

The Menzies Aboriginal Corporation request financial assistance for this project in the form of a donation. We currently have a quote for roof restoration from Top-Flight Roof Restoration & Painting Service's for \$4620. (see attachment) We would also request a donation for the funding of materials only for this project to the value of \$15,000. Total amount sought. $\$4620 + 15,000 = \$19,620$

Receipts will be provided and the funds acquitted prior to re-imbursement being sought from the Shire.

We request that this letter be present to a Council Meeting for its consideration.

Yours faithfully,

Vashti Ashwin
 Director
 Menzies Aboriginal Corporation

Email: admin@menziesac.org.au
 Ph. 08 9024 2020
 Fax. 08 9024 2191

Top-Flight Roof Restorations & Painting Service's

2 Riverina Avenue, Placid Waters, Coodanup, Mandurah, W.A.6210

Telephone/Fax: 08 9581 4469 or Mobile: 0401 247 323

Painters Registration No: 6905

Construction Blue Card No: 158005

Richard Willis

Quotation

For the attention of Justin Lee
Menzies Aboriginal Corporation

Date: 16 June 2017

Quotation No: 603

Site Address: FMR PIONEER STORE: 42 SHENTON STREET, MENZIES

METAL ROOF

High pressure clean roof.

Apply 1 coat metal primer

Apply 2 top coats of Grano roof paint, colour of your choice.

\$4200.00

We will replace 500 rusty screws Free Of Charge.

Amount \$4200.00

G.S.T.@10% **\$ 420.00**

Total \$4620.00

Terms and Conditions:

Payment on completion

There must be water and electricity on site.

A.B.N. No: 31 965 153 094

12.5.2 Reserve 5064 – Management Order

LOCATION:	Reserve 5064
DOCUMENT REF:	EDM359
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 September 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.4-1 Site Map of Reserve 5064 12.5.4-2 Aerial Map of Reserve 5064 12.5.4-3 Reserve Diagram referred in Recommendation 12.5.4-4 Confidential Email from Department of Land 12.5.4-5 Confidential Letter from DMIRS 12.5.4-6 Confidential Email from DMIRS

OFFICER RECOMMENDATION:

That Council consent to prospect on Menzies Townsite and Water Reserves 1 and 5064 granted by the Minister responsible for the Mining Act 1978 on 11 July 2014 subject to the following condition:

Access to the surface of land within the Menzies Townsite and Water Reserves 1 and 5064 are subject to the approval of the local authority and relevant reserve vestees (Water Reserves 1 and 5064 – Water Corporation) and prospecting activities within the first 100 metres below the surface of the land being limited to such prospecting activities as may be approved by the Executive Director, Environment Division, (DMIRS)

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

In July 2014, the Shire of Menzies initiated action to take control and management of Dam No.2 on Reserve 5064. The matter has now progressed to the final stages. At the May 2017 ordinary meeting of Council it was resolved:

That Council endorse the acceptance of the Management Order for Reserve 5064 by the Shire of Menzies with the following conditions:

1. The 34.6ha portion of Reserve 5064 (as indicated on attachment 5) is to be excised and transferred to the Shire of Menzies on an “as-is” basis, and includes Dame No. 2, all pipes, pumps and other infrastructure that already exists on the land.
2. All future responsibility for the transferred portion of land (including all associated infrastructure) is passed onto the Shire and the Water Authority is removed as both Responsible Agency and Management Body for the excised portion of the reserve.
3. A 5 metre easement is granted in favour of the Water Corporation to protect the water main located South West of Dam No.2 (as indicated on attachment 5).

4. Water Corporation is to remain as the Responsible Agency and retain Management Order status for the balance of Reserve 5064.
5. All costs associated with the subdivision (including surveying and establishment of the easement) are to be borne by the Shire of Menzies and confirmation of the boundary and areas is required.

The recommendation proposed is in addition to the May 2017 resolution which has been acted upon.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

14.4 Heritage & Natural assets conserved

- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.

STATUTORY AUTHORITY: N/A

POLICY IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS:

Adequate allocation for consultancy is allowed for in the 2016/2017 Annual Budget.

RISK ASSESSMENTS:

The is no Risk assessment related to this item

BACKGROUND:

In July 2014 Council commenced the process to take management control over the portion of Reserve 5064. This Reserve includes Dam No.2, a Water Authority Dam that has provided water for municipal purposes for a number of years. In May 2017, Council resolved to accept management control over a portion of Reserve 5064.

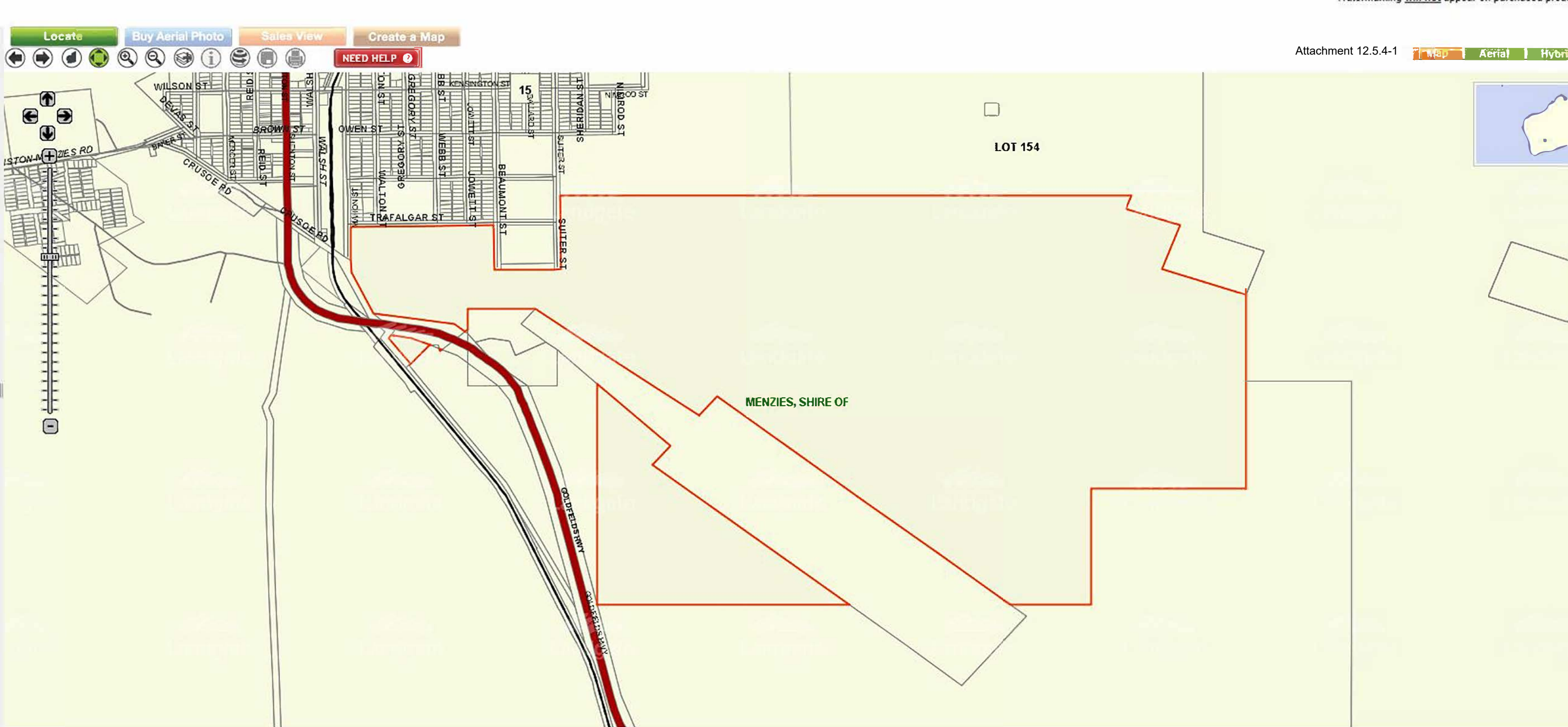
In June 2017, Council was advised than an objection from the Department of Mines would preclude the processing of the request.

COMMENT:

Following the June 2017 advise from the Department of Lands, Council met with representatives of both Departments in August 2017.

The importance of the water supply to the community was stressed, and following consultation, the Department of Mines, Industry Regulation and Safety advised that should Council agree to a further condition, that would allow access to the land to the holder of prospecting licence P29/2335. This area has been identified by the Department of Mines as an area of mineralisation, however, any specific activities (such as drilling) must be individually approved by the Shire and the Department of Mines Industry Regulation and Safety.

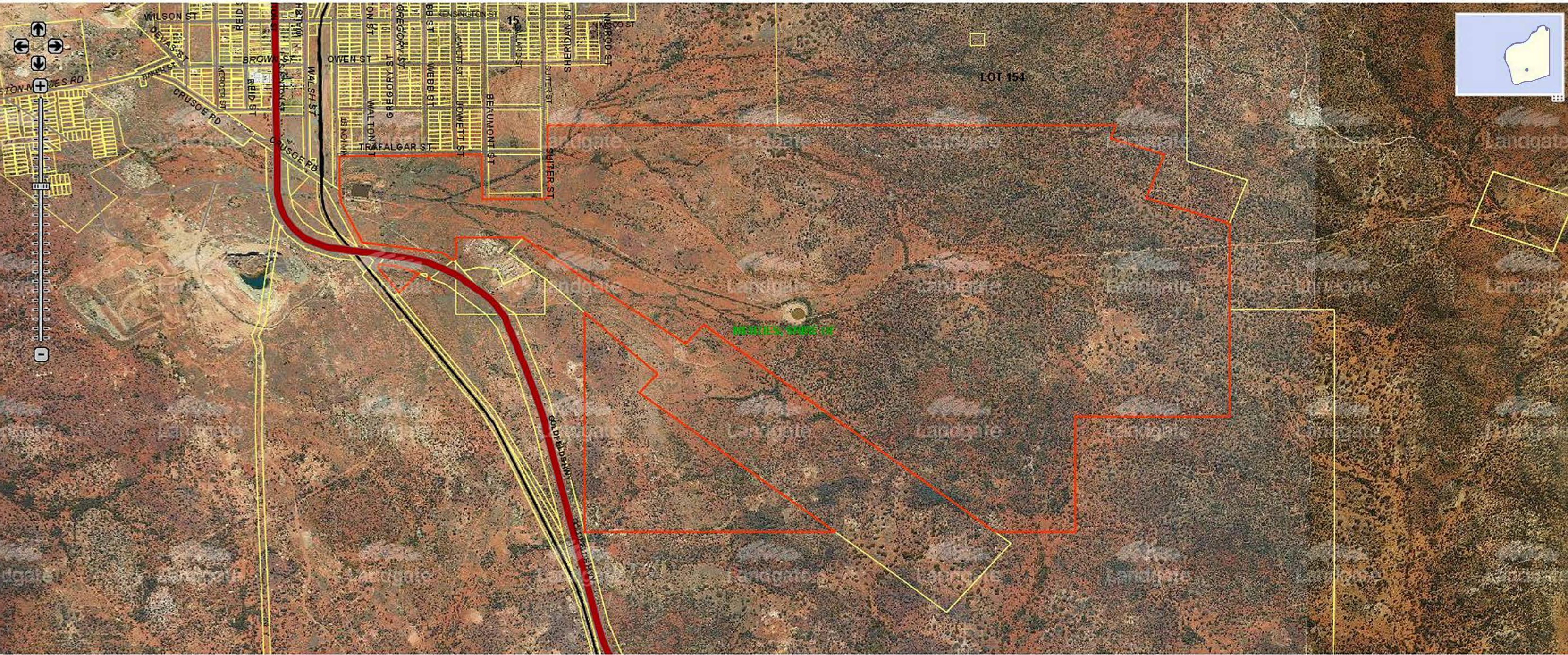
This dam is potentially an important water source for the Shire, as it allows the watering of the town oval. Once the Shire has management and control of the asset and its important water supply, future use can be considered in its strategic plan.



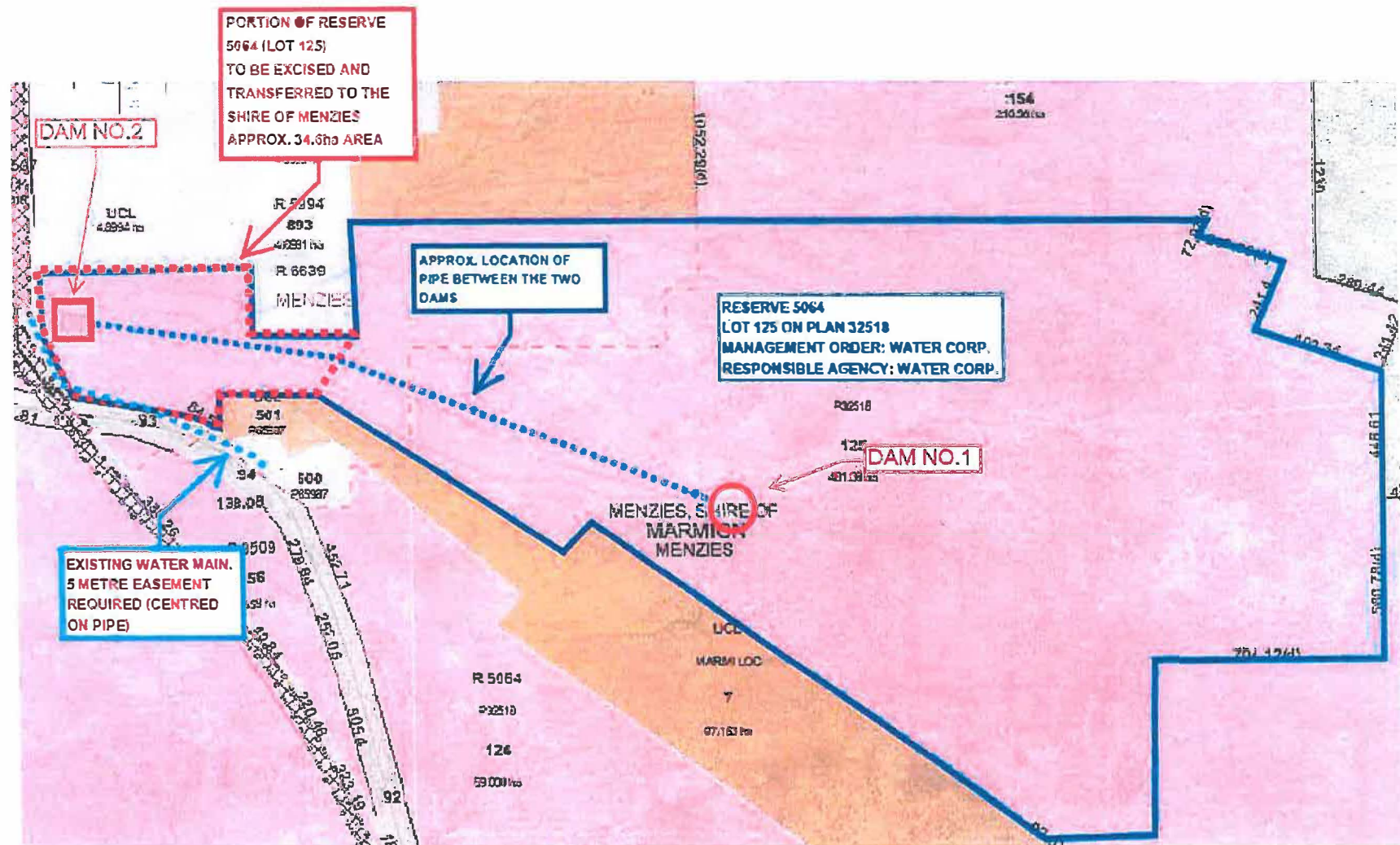
[Change](#): Zone: 51 Northing: 6,711,547 Easting: 308,086

Agenda for Ordinary Meeting of Council to be held on Friday 29 September 2017 commencing at 10am

0 1km 1:12,920



Attachment 3 - Reserve Diagram



12.5.5 Telstra Tower Proposal - Goongarrie

LOCATION:	Lot 32 on Deposited Plan 91540
APPLICANT:	Visionstream Pty Ltd
DOCUMENT REF:	EDM 433
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 September 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.5-1 Map of Lot 32

OFFICER RECOMMENDATION:

That Council

1. Approve the excision of a portion of land from the Management Order on Lot 32, Deposited Plan 91540 for the purposes required by Visionstream Pty Ltd for Telstra Communications, the purpose of the excision to be Telecommunications.
2. Request that the excised portion be as far as possible away from existing structures within the Goongarrie Railway Heritage Precincts.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

VisionStream Pty Ltd is seeking the excision of a portion of Lot 32 on Plan 91540 to allow the erection of a new mobile communications tower for Telstra.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Continue to participate in regional activities to the benefit of our community.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

The loss of income from the lease for this area to Telstra should be compensated in part from rates levied.

RISK ASSESSMENTS: Nil

BACKGROUND:

The Shire leases a portion of Lot 32 on Plan 91540 to Telstra for communications purposes. This site has been chosen to install a mobile phone tower because of its location, and the availability of power to the site.

Visionstream Pty Ltd on behalf of Telstra applied to use the site for the purpose of telecommunications. The current purpose of the site is Heritage. The Department of Lands require a portion of the area under Management to be excised, and the purpose changed to “Telecommunications” which will then allow the tower to be placed on the site.

COMMENT:

The installation of mobile towers, and their impact on the visual environment must be weighed against the benefit of improved communications to the local community and the travelling public.

Earlier consultation with Visionstream Pty Ltd to locate the tower at an alternate site met with resistance mainly due to the high cost of providing power and access to the site. While it is not desirable to have a tower in an area of heritage significance, the author believes that the benefits will outweigh the negatives.



Goongarrie Proposed Tower Location.

12.5.6 Policy Proposal – Street Trees and Vegetation

LOCATION:	Menzies Town Site
APPLICANT:	N/A
DOCUMENT REF:	EDM 245
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 September 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.6-1 WALGA Urban Street Trees 12.5.6-2 WALGA Street Trees Guidance 12.5.6-3 Policy – Street Trees 12.5.6-4 Memorial Tree and Park Bench Policy

OFFICER RECOMMENDATION:

That Council:

1. Resolve to create a Tree Policy for the Town of Menzies to include the following points
 - a. Management of plantings on public land
 - b. Removal of vegetation on public land
 - c. Preferred varieties of trees and shrubs to be planted
2. Nominate three members of council or the community to form a working group with the Chief Executive Officer to develop a vegetation management policy for the Town of Menzies.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

To consider the development of a policy to manage and protect vegetation in the Menzies Town Site.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

A budget of \$44,150 in Job S12003 has been allocated for the planting and care of trees.

RISK ASSESSMENTS:

There is not risk assessment related to this item.

BACKGROUND:

The town of Menzies appears to have had a chequered history regarding both the planting and maintaining of trees, shrubs and vegetation. It is proposed that a policy be developed that will assist administration to understand the importance of vegetation to the Community, and to ensure that the direction set by Council is honoured.

COMMENT:

It appears that there have been a number of tree planting programs, undertaken by the Shire, the School and the general Community. However, the pressures from other sectors to reduce fire hazard, control pest species, and protect the residents from dangers (both perceived and actual).

The development of a policy will ensure that trees and vegetation planted by one administration will not be wiped out by the next. It will recognise the importance of the environment to all the community, and ensure that the removal of vegetation and trees will not be undertaken without consultation.

The policy will recognise existing significant trees within the townsite of Menzies, and these will be identified, and incorporated into the upcoming Town Planning Strategy.

It is proposed that a working party be formed consisting of two Councillors, one Community Member, and the Chief Executive Officer to develop a Tree or Vegetation Management Policy. The working party will report directly to Council by 30 June 2018. The policy developed will be advertised by public comment prior to presentation, and at least one public consultation meeting should be undertaken.

Attached for the information of Council are guidance notes provided by WALGA. This is a small sample of source material that will be available to the working party. The Street Tree Policy of the City of Kalgoorlie-Boulder is also provided for reference.

Also attached is a sample Memorial Tree policy which may be appropriate to incorporate into any policy.



Urban Street Trees

Policy Discussion Paper



Contact:

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1. INTRODUCTION

WALGA is developing a street trees policy guidance note to assist Local Government decisions about street tree establishment and management. Local Governments are invited to inform this work by providing feedback on this discussion document and/or by participating in a workshop scheduled for June 2014.

This document was drafted to outline the background information about street trees and present questions to be answered in the upcoming WALGA Street Trees Workshop. This paper will be used to generate discussion, facilitate Local Government input, and will ultimately inform an official WALGA street trees policy guidance note.

For more information, please contact Michelle Brent, Environment Policy Officer on email mbrent@walga.asn.au, or telephone (08) 9213 2027.

1.1. Why have a Policy?

According to the Australian Policy Handbook, a policy can be seen as “*an expression of general purpose or desired state of affairs*” and policy objectives need to be stated clearly and honestly. The desired outcomes for the Western Australian Local Government Association (the Association) from a Local Government Policy Statement on Street Trees are:

- To highlight the importance of street trees within the urban environment for local communities
- To outline the opportunities and constraints being encountered by Local Governments in WA
- To provide best practice research and practical examples from around the world and within Australia
- To provide guidance for Local Government when making their own policies and decisions about street trees.

1.2. Defining Street Trees

The City of Cambridge’s definition of a street tree will be used in this discussion paper. The City of Cambridge defines a street tree as “*Any tree (irrespective who planted it) that has at*



least 50% of its base located within a road verge/road reserve and less than 50% in private property¹.

This document only considers urban trees; native vegetation on road verges is out of scope.

¹ City of Cambridge (2014). Management of Street Trees. Retrieved 2 April 2014 from www.cambridge.wa.gov.au/files/fe8cfb20-e87b-4562-8003.../513.pdf



2. DISCUSSION

2.1. Background

The south west corner of Western Australia and the Perth region specifically, is recognised as an international biodiversity hotspot². Perth has a particularly high level of endemic species that are not found outside the metropolitan area².

With Perth's high population growth and increased demand on environmental assets the issues of street trees, urban canopy and transport greenways are very topical. The latest metropolitan planning strategy released by the Western Australian Planning Commission, "Directions 2031" includes a chapter on greenways, in which transport greenways and urban tree canopy cover are specifically mentioned³. Perth's population grew by 14.9% between 2006 and 2011⁴. This population growth is leading to urban sprawl and increased housing densities which are resulting in the reduction in urban tree canopy cover⁴.

As land managers, service providers and government regulators, Local Government can play an important role in seeking to balance infrastructure and community needs with environmental conservation and sustainability.

The benefits of street trees are numerous and include environmental, amenity and social benefits. However, there are also several constraints to planting street trees that occur in the planning phase, in the potential road safety impacts due to poor location or effect on sight lines, in the costs associated with planting and maintenance and in the potential of property and asset damage from falling branches or roots.

² Department of Environment (no date). International Biodiversity Hotspots. Retrieved 21 March 2014 from <http://www.environment.gov.au/topics/biodiversity/biodiversity-conservation/biodiversity-hotspots/international-biodiversity>

³ Western Australian Planning Commission (2009a). Street Trees and Utility Planning Discussion Paper. Retrieved 10 March 2014 from <http://www.planning.wa.gov.au/publications/1123.asp>

⁴ City of Cockburn (2013). Narrow lots and narrow verges. A guide to composing streetscapes. Retrieved 26 March 2014 from <http://www.cockburn.wa.gov.au/documents/CouncilServices/EngineeringServices/guidelines/Narrow-verges-narrow-lots-a%20guide-to-composing-streetscapes.pdf>



2.2. Sustainability Considerations

Trees should be considered as a type of infrastructure; street trees provide services that would otherwise require capital expenditure or reductions in human wellbeing⁵. Urban trees cool cities, conserve energy, reduce runoff, and absorb pollutants, substituting for more convention infrastructure that would otherwise be needed⁵. Street trees may even reduce air conditioning needs by providing shade on buildings, houses, streets and sidewalks⁵.

2.2.1.Reduced Energy Use

Trees have the potential to reduce energy use by lowering temperatures and shading buildings during the summer, and blocking wind in winter⁵. Trees can cool buildings both by providing direct shading and through evapotranspiration⁶. Benefits vary based on species selection and the orientation and size of the plantings, as well as their distance from a building⁶. Large trees planted close to the west side of a building will generally provide the greatest cooling energy savings⁶. According to one study in the US the cooling energy savings of having trees planted around buildings range between 7 and 47% and were greatest when trees were planted on the warmer facing sides of buildings⁷.

Reduced solar heat gain in winter may lead to small increases in energy use for heating⁵. However, with proper tree placement near buildings any increase in energy use for heating in winter can be minimised⁵. It has been estimated that trees planted on warmer facing sides of buildings will have a \$122 increase in annual heating costs which will be off-set by \$155 annual savings in cooling costs⁵. Although trees may increase heating costs through shading they may also reduce heating costs by acting as windbreaks⁸. Windbreaks reduce

⁵ Killicoat, P., Puzio, E. & Stringer, R. (2002). The Economic Value of Trees in Urban Areas: estimating the benefits of Adelaide's street trees. Retrieved 10 march 2014 from http://treenetmedia.com/up/pdf/2002/02TS%20THE%20ECONOMIC%20VALUE%20OF%20TREES%20IN%20URBAN%20AREAS_Killicoat%20Puzio%20Stringer.pdf

⁶ U.S. EPA (2013). Heat Island Effect – Basic Information Retrieved 6 March 2014 from <http://www.epa.gov/heatisland/about/index.htm>

⁷ Akbari, H., D. Kurn, S. Bretz, and J. Hanford. 1997. Peak power and cooling energy savings of shade trees. *Energy and Buildings*. 25:139-148.

⁸ McPherson, G., Simpson, J., Peper, P., Gardner, S., Vargas, K., Xiau, Q. (2007). Northeast Community Tree Guide- benefits, costs and strategic planting. Retrieved 4 March 2014 from http://www.itreetools.org/streets/resources/Streets_CTG/PSW_GTR202_Northeast_CTG.pdf



wind speed and resulting air infiltration into buildings by up to 50%, resulting in potential annual heat savings of 10 to 12%⁹. Where possible, street trees should be placed strategically to provide maximum summer cooling benefits and winter windbreak benefits to nearby buildings.

2.2.2. Stormwater Management

Trees, vegetation and soils can reduce stormwater runoff and adverse impacts to water resources¹⁰. Trees and vegetation intercept rainfall, and the exposed soils associated with plants absorb water that may be returned to groundwater or used by plants¹⁰. Trees can act as filters removing nutrients and sediments while also increasing ground water recharge, therefore increasing stormwater quality¹⁰.

The impact of vegetation on stormwater runoff could save billions of dollars in infrastructure costs to Australia's cities¹¹. Trees hold rainwater on their canopies, and through transpiration significantly reduce the amount of water entering drains¹¹. Estimates suggest that trees may hold up to 40% of the rain water that falls on them and that as little as 40% of water striking trees may enter drains¹¹. An additional benefit is that tree root systems may act as effective bio filters of the storm water before it enters groundwater or river systems¹¹. A study carried out in Modesto, California in the late nineties found that the average annual benefit of storm water run-off reductions was \$6.76US per tree⁹.

Trees, leaves, fruit and nuts also have the potential to block stormwater drains, possibly leading to localised flooding, if not managed correctly¹⁰. Deciduous trees have the greatest potential to block drains as they lose large quantities of leaves in a short period of time¹⁰. The risk of stormwater drain blockage can be mitigated by correct species selection and street cleaning during times of heavy leaf fall.

⁹ McPherson, G. (2003). A Benefit-Cost Analysis of Ten Street Tree Species in Modesto, California, U.S. Journal of Arboriculture, Vol 29(1).

¹⁰ U.S. EPA (2007). Reducing Urban Heat Islands: Compendium of Strategies. Retrieved 6 March 2014 from <http://www.epa.gov/heatisland/resources/compendium.htm>

¹¹ Moore, G. (2008). Urban Trees: worth more than they cost. Australian Arbor Age, Vol 14(4).



2.3. Social Considerations

2.3.1. Aesthetics

Street trees have a wide range of aesthetic benefits. They provide a natural, living contrast to the urban environment, softening the built urban nature of the city¹². Street trees contribute to the visual appeal of the streetscape by providing shade and human scale, particularly in streets with all buildings¹². Trees also provide seasonal interest and natural beauty through foliage, leaf patterns, flowers, bark and fruit¹³.

2.3.2. Public Safety

Street trees can play a role in enhancing public safety, as areas with higher levels of trees of planting have been found to experience lower levels of crime¹³. The presence of trees increases surveillance and discourages criminals, as the 'green and groomed' appearance of a property is a cue that the owners and residents care about a property and watch over each other¹⁴. The presence of trees can also reduce crime as it helps people to relax, thereby reducing aggression¹⁴.

2.3.3. Use of Outdoor Space

The presence of street trees has impacts on how people use outdoor space, for example, residents walk more on streets that are lined with trees¹⁴. In 2006, local streets and

¹² City of Yarra (2004). City of Yarra Street Tree Policy. Retrieved 10 March 2014 from www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=807

¹³ Central Coast Council (2010). Street Tree Strategy. Retrieved 10 March 2014 from http://www.centralcoast.tas.gov.au/webdata/resources/files/Street_Tree_Strategy_Final.pdf

¹⁴ Kao and Sullivan (2001). Environment and Crime in the Inner City: Does Vegetation Reduce Crime? Environment and Behaviours. Environment and Behaviour. Vol 33 (3), May 2001, Pp 343-367.



footpaths were the most frequently used facilities used by Western Australian adults for physical activity¹⁵. Due to this, it is important to provide footpaths that are comfortable enough to encourage their use.

Green environments also encourage people to be involved in social activities, therefore bringing residents together more often¹³. This promotes chance meetings and encounters which leads to residents getting to know one another, producing stronger, more cohesive neighbourhoods¹³.

2.4. Urban Heat Island Effect

Air temperatures in densely built urban areas are higher than the temperatures of the surrounding rural country; this is often due to the urban heat island effect. The term "heat island" describes built up areas that are hotter than nearby rural areas⁶.

2.4.1. Causes of the Urban Heat Island Effect

The rapid growth of Perth's metropolitan area has resulted in changes to urban form with an increase in paved surfaces, buildings and other infrastructure. As these impermeable surfaces absorb a greater amount of solar energy than the natural landscape, they can result in an increase in urban temperature⁶. The annual mean air temperature of a city with one million or more people (such as Perth) can be 1 to 3°C hotter, and on a clear, calm night this temperature difference can be as much as 12°C⁶.

In a motorized city such as Perth, on average 30% of the land surface is devoted to roads which another 20% is required for on street parking⁶. On a hot sunny day, the sun can heat

⁶ U.S. EPA (2013). Heat Island Effect – Basic Information. Retrieved from U.S. EPA (2003). Cooling Summertime Temperatures- Strategies to Reduce Urban Heat Islands. Retrieved 2 March 2014 from <http://www.epa.gov/heatisland/about/index.htm>

¹³ Central Coast Council (2010). Street Tree Strategy. Retrieved 5 March 2014 from http://www.centralcoast.tas.gov.au/webdata/resources/files/Street_Tree_Strategy_Final.pdf

¹⁵ Department of Sport and Recreation (2007). Walking for Physical Activity. Retrieved 2 April 2014 from http://www.dsr.wa.gov.au/assets/files/Fact_Sheets/Walking_for_Physical_Activity.pdf



dry, exposed urban surfaces like pavements and roads to temperatures 27 to 50°C hotter than the air, while shaded or moist surfaces remain close to air temperature⁶.

Heat released from vehicles, industry and other sources such as air-conditioning units can also contribute to increased urban temperatures¹⁶.

2.4.2. Using Street Trees as Mitigation of the Urban Heat Island Effect

The presence of vegetation is important in mitigating the urban heat island effect as vegetation provides a natural cooling effect through evapotranspiration and absorptive and reflective processes¹⁷. Trees are particularly important as they can also contribute to cooling by providing shade¹⁷. As vegetation and trees are removed from the landscape their natural cooling effect is lost¹⁷.

Shading is achieved by the leaves and branches reducing the amount of solar radiation that reaches the area below the canopy of a tree or plant⁶. Depending on the species, in summer, generally 10 to 30 per cent of solar energy reaches the ground below a tree. The remainder is absorbed by leaves and used for photosynthesis and with a small amount also being reflected back into the atmosphere⁶. Due to this shade effect, trees can significantly reduce the temperatures of pavements and roads⁶. Planting trees at regular intervals of 6 to 12 meters along both sides of a street, as well as along median strips is usually sufficient in providing valuable shading⁶.

⁶ U.S. EPA (2013). Heat Island Effect – Basic Information. Retrieved from U.S. EPA (2003). Cooling Summertime Temperatures- Strategies to Reduce Urban Heat Islands. Retrieved from <http://www.epa.gov/heatisland/about/index.htm>

¹⁶ U.S. EPA (2003). Cooling Summertime Temperatures- Strategies to Reduce Urban Heat Islands. Retrieved from <http://www.epa.gov/heatislands/resources/pdf/HIRIbrochure.pdf>

¹⁷ Brown, H., Katsherian, D., Carter, M. & Spikett, J. (2013). Cool Communities: Urban trees, climate and health. Retrieved 4 March 2014 from <http://ehia.curtin.edu.au/local/docs/CoolCommunities.pdf>



2.5. Health Implications of Street Trees

Increased tree canopy coverage has direct benefits on human health including clean air, clean water, protection from harmful UV rays, cooling and the positive psychological effects associated with proximity of natural environments. There are also indirect benefits of increased greenery including a more active lifestyle linked to increased outdoor activity.

2.5.1. Heat and Health

Heatwave related deaths in Australia's cities are predicted to double in the next 40 years as a result of climate change, population growth and an ageing population¹⁸. In Perth, the average number of annual heat-related deaths is forecast to increase from 137 in 2011 to 378 in 2050¹⁸.

Temperature and humidity influence thermal comfort, for most people the optimal range for air temperature is between 20°C and 27°C and when relative humidity is from 35 to 60%¹⁷. Placing the body's coping mechanisms for dealing with additional heat under stress can lead to a range of serious and possibly fatal conditions¹⁷. The normal human body temperature is between 36.1°C and 37.8°C¹⁹. If body temperature rises above this a person may develop heat related illness²⁰.

Heat-related health problems include heat rash, heat oedema, heat syncope, heat cramps and heat exhaustion¹⁹. Certain groups in the community are more vulnerable to heat related illnesses, including, older people, very young children, people with disabilities, indigenous communities, homeless people and those whose health is already compromised by other conditions¹⁷.

¹⁷ Brown, H., Katsherian, D., Carter, M. & Spikett, J. (2013). Cool Communities: Urban trees, climate and health. Retrieved 4 March 2014 from <http://ehia.curtin.edu.au/local/docs/CoolCommunities.pdf>

¹⁸ Department of Infrastructure and Transport (2013). State of Australian Cities 2013. Retrieved 10 March 2014 from <http://www.infrastructure.gov.au/infrastructure/pab/soac/>

¹⁹ World Health Organisation (2008). Heat-Health Action Plans Guidance. Retrieved 2 April 2014 from http://www.euro.who.int/_data/assets/pdf_file/0006/95919/E91347.pdf

²⁰ NSW Government (2013). Heat Related Illness Including Heat Stroke. Retrieved 12 March 2014 from <http://www.health.nsw.gov.au/environment/factsheets/Pages/heat-related-illness.aspx>



Prolonged periods of high temperatures can also interfere with daily activities as well as increase the potential for mistakes or injuries, reduce productivity, cause sleep deprivation and reduce physical and mental performance¹⁷.

2.5.2. Air Quality and Street Trees

Air pollution is a major environmental concern in most major cities around the world and is also an issue in Perth²¹. Urban trees may provide several air quality benefits, one reason for this is that compared to hard surfaces, pollutant uptake by plants is much higher²¹. Trees remove gaseous air pollution primarily by uptake through leaf stomata, though some gases are removed by the plant surface²¹. Once inside the leaf, gases diffuse into intercellular spaces and may be absorbed by water films to form acids or react with inner-leaf surfaces²¹. Trees also remove pollution by intercepting airborne particles²¹. Some particles can be absorbed into the tree; however most particles that are intercepted are retained on the plant surface²¹. These intercepted particles are often resuspended to the atmosphere, washed off by rain, or dropped to the ground with leaf and twig fall²¹. Therefore, vegetation is only a temporary retention site for many atmospheric particles²¹.

An increase in air quality may lead to an increase in health in well-treed areas. One study even found a lower prevalence of asthma in children who live in areas with more street trees²². Trees may help prevent asthma, either through an effect on local air quality, or by encouraging outdoor play²².

¹⁷ Brown, H., Katsherian, D., Carter, M. & Spikett, J. (2013). Cool Communities: Urban trees, climate and health. Retrieved 4 March 2014 from <http://ehia.curtin.edu.au/local/docs/CoolCommunities.pdf>

²¹ Nowak, D., Crane, D. & Stevens, J. (2006). Air Pollution Removal by Urban Trees and Shrubs in The United States. *Urban Forestry & Urban Greening*, 4, 115-123.

²² Lovasi, G., Quinn, J., Neckerman, K., Perzanowski, M. & Rundle, A. (2007). Children Living in Areas with More Street Trees have Lower Prevalence of Asthma. *Journal of Epidemiol Community Health*, Vol 62, 647-649.



2.5.3. Mental Health Benefits of Street Trees

Street trees may be beneficial to mental health as research suggests that contact with, or visual appreciation of natural scenes and greenery can provide a means to stress recovery²³. Exposure to green surroundings also reduces mental fatigue and the feelings of irritability that come with it. The ability to concentrate is refreshed by green views, along with the ability and willingness to deal with problems thoughtfully and less aggressively¹⁴. Evidence from research suggests that people feel more relaxed when viewing trees compared to urban settings²³.

¹⁴ Kao and Sullivan (2001). Environment and Crime in the Inner City: Does Vegetation Reduce Crime? Environment and Behaviours. Environment and Behaviour. Vol 33 (3), May 2001, Pp 343-367

²³Tabbush, P. & O'Brien (2002). Health and Well-being – Trees, Woodlands and Natural Spaces. Retrieved 17 March 2014 from [http://www.forestry.gov.uk/pdf/health_wellbeing.pdf/\\$FILE/health_wellbeing.pdf](http://www.forestry.gov.uk/pdf/health_wellbeing.pdf/$FILE/health_wellbeing.pdf)



2.6. Economic Value and Costs of Street Trees

2.6.1. Property price and business implications of street trees

Increased property values, faster real estate sales turn-over rates, shorter unoccupied periods and increased numbers of customers have all been linked to tree presence²⁴. Street trees, particularly avenues of trees have been found to increase property values and make the area more desirable to live in¹². Trees can also contribute to an attractive commercial streetscape which provides a higher level of comfort for pedestrians¹². This can attract a diversity of businesses that can improve the economic viability of the street¹². Properties with tree cover are estimated to have sale values \$9500 higher than properties with no trees⁵.

2.6.2. Costs of Planting and Maintaining Street Trees

Local Governments are responsible for funding street tree planting, and the watering and pruning of street trees in existing developments. In Western Australia, developers are often required to plant street trees and maintain them for two years in new developments. Where trees cannot be planted during the development stage, a landscaping bond for the trees is taken and once building is completed Local Governments plant street trees. Surveys carried out in the United States indicate that local councils spend about \$20 to \$30US per tree annually for planting and maintenance⁸. Most of this amount is for pruning (\$6 to \$12US per tree), planting (\$10US per tree), and administration (\$4 to \$7US per tree)⁸.

⁵ Killicoat, P., Puzio, E. & Stringer, R. (2002). The Economic Value of Trees in Urban Areas: estimating the benefits of Adelaide's street trees. Retrieved from http://treenetmedia.com/up/pdf/2002/02TS%20THE%20ECONOMIC%20VALUE%20OF%20TREES%20IN%20URBAN%20AREAS_Killicoat%20Puzio%20Stringer.pdf

⁸ McPherson, G., Simpson, J., Peper, P., Gardner, S., Vargas, K., Xiau, Q. (2007). Northeast Community Tree Guide- benefits, costs and strategic planting. Retrieved 14 April 2014 from http://www.itreetools.org/streets/resources/Streets_CTG/PSW_GTR202_Northeast_CTG.pdf

¹² City of Yarra (2004). City of Yarra Street Tree Policy. Retrieved 15 March 2014 from www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=807

²⁴ Urban Design Forum (2013). Streets as Open Space. Retrieved 3 March 2014 from <http://udf.org.au/udf-quarterly/udfq-104-december-2013/article/streets-as-open-space/>



2.7. Infrastructure Considerations

When trees and power lines compete for the same space, the result can be power outages and fires¹¹. High voltage electric current can arc out beyond the line if grounded by something like a tree, even without physical contact²⁵. Trees beneath power lines require regular pruning and large trees planted too close to power lines inevitably require expensive trimming or removal²⁵. In Western Australia, Local Governments are usually responsible for trimming trees on street verges²⁶. Western Power issues notices to Local Governments with trees situated within a high fire risk area that are either within 700MM of bare high voltage power lines or touching low voltage power lines²⁷. For trees on land managed by Local Governments this notice requires Local Governments to prune the trees within a 30 day period; otherwise Western Power undertakes the pruning and charges the Local Government a minimum of \$419 per tree for the service²⁷.

Roads and footpaths with good tree canopy cover are partially protected from the sun and therefore last longer¹³. Tree shade lowers the street surface temperature and reduces heading and volatilization of the binder used⁸. A tree canopy of 75m² shading bitumen covering 30% of its canopy area can save up to \$450 per square metre of pavement for its asset life of 20 years¹¹.

⁸ McPherson, G., Simpson, J., Peper, P., Gardner, S., Vargas, K., Xiau, Q. (2007). Northeast Community Tree Guide- benefits, costs and strategic planting. Retrieved April 5 2014 from http://www.itreetools.org/streets/resources/Streets_CTG/PSW_GTR202_Northeast_CTG.pdf

¹¹ Moore, G. (2008). Urban Trees: worth more than they cost. Australian Arbor Age, Vol 14(4).

¹³ Central Coast Council (2010). Street Tree Strategy. Retrieved April 12 2014 from http://www.centralcoast.tas.gov.au/webdata/resources/files/Street_Tree_Strategy_Final.pdf

²⁵ Most, W. & Weissmen, S. (2012). Trees and Power Lines: minimizing conflicts between electric power infrastructure and the urban forest. Retrieved from http://www.law.berkley.edu/files/Trees_and_Power_Lines_March_2012.pdf

²⁶ Western Power (2014). Trees & Power lines. Retrieved 2 April 2014 from <http://www.westernpower.com.au/safety/treespowerlines/>

²⁷ Western Power (2013). Western Power's Vegetation Management Program. Retrieved 3 April 2014 from http://www.westernpower.com.au/documents/safety/vegetation_management_program.pdf



Poorly selected or maintained street trees also have the potential to damage footpaths, roads and other elements of urban infrastructure⁸. New York City spends about \$6US per tree on the repair of footpaths damaged by tree roots⁸. Tree roots can also damage old sewer lines that are cracked or otherwise susceptible to invasion⁸. Sewer damage is minor until trees and sewers are over 30 years old, and roots from trees on private property usually cause more problems than trees planted along the street⁸.

Another issue to consider is cleaning up after street trees. Street trees can drop leaves, flowers, fruit and branches throughout the year. Tree litter has the potential to clog sewers and drains which can cause localised flooding⁸. These risks can be reduced by planting evergreen species which don't lose large quantities of leaves⁸.

2.7.1. Traffic and Pedestrians

2.7.1.1. Traffic Calming

The presence of trees close to roads has been found to reduce traffic speeds due to perceived risks associated with reduced visibility of the sidewalk and because an overhead tree canopy gives the street a human scale¹². Therefore planting street trees has the potential to be used in place of or in addition to other structural traffic calming measures¹². Tree planting also provides a physical barrier between vehicles and pedestrians, which improves the sense of pedestrian safety¹².

2.7.1.2. Line of Sight at Intersections

Poorly located street trees have the potential to obscure visibility of traffic signs and at intersections²⁸. Traffic signs should be visible to drivers at all times for safety reasons and

⁸ McPherson, G., Simpson, J., Peper, P., Gardner, S., Vargas, K., Xiau, Q. (2007). Northeast Community Tree Guide- benefits, costs and strategic planting. Retrieved from http://www.itreetools.org/streets/resources/Streets_CTG/PSW_GTR202_Northeast_CTG.pdf

¹² City of Yarra (2004). City of Yarra Street Tree Policy. Retrieved from www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=807



trees have the potential to hide signs from view. Safe and efficient vehicle movement through an intersection requires good visibility²⁸. As drivers approach an intersection, they need to check each quadrant of the intersection for the presence of entering vehicles²⁸. Drivers pulling out from a stop sign also need to have a clear view of oncoming traffic. A clear vision triangle at each corner of an intersection will help keep clear visibility²⁸.

Main Roads has specified clearances and sight distances for different intersection types and assessment of these is included in the Safety Audit Checklist they use²⁹. Maintaining reasonable sight distances is most important at intersections with restricted lateral sight distance, intersections on or near crest vertical curves, on approaches to speed change and land drop areas, on the approach to underpasses and on the approach to rail level crossings³⁰. The required clearance is determined by the design speed (normally the signposted speed plus 10km/hr), traffic volume and curvature of the road along with the slope³¹.

2.7.1.3. Clear Zones

Trees can pose a risk to the occupants of vehicles that stray from the road, in Victoria in 2003, roughly one third of all fatalities involved roadside objects³². Vehicles sometimes

²⁸ U.S. Department of Transportation, Federal Highway Administration (2008). Vegetation Control for Safety – A Guide for Local Highway and Street Maintenance Personnel. Retrieved from safety.fhwa.dot.gov/local_rural/training/fhwasa07018/

²⁹ Main Roads. (2007). Safety Audit Checklist for Road works. Retrieved 2 April 2014 from <https://www.mainroads.wa.gov.au/Documents/SafetyAuditChecklistforRoadworks.doc>

³⁰ Main Roads (no date). MRWA Supplement to Austroads Guide to Road Design – Part 4A. Retrieved 3 April 2014 from https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/MRWA_Supplement_to_Austroads_Guide_to_Road_Design_Part_4A.aspx

³¹ Watson, S. (2008). Dealing with Barriers to Tree Establishment on Vicroads Roadsides. Retrieved from https://www.treenet.org/wp-content/uploads/07TS_DEALING-WITH-BARRIERS-TO-TREE-ESTABLISHMENT-ON-VICROADS-ROADSIDES_ScottWatson.pdf

³² Road Safety Committee (2005). Inquiry into Crashes Involving Roadside Objects. Retrieved 20 March 2014 from <http://www.parliament.vic.gov.au/rsc/inquiries/inquiry/147>



leave the carriageway at speed for a number of unintended reasons³¹. Due to this it, is often thought that a roadside should be 'forgiving' and allow an opportunity for a driver to recover control of a vehicle or significantly reduce vehicle speed³¹. To achieve this clear zones are often used.

Clear zones, are areas free of features that are potentially hazardous to the occupants of errant vehicles³¹. To keep clear zones free of potential hazards, they must be kept clear of all non-frangible vegetation³³. If it is not possible to provide the required clear zone then barriers must be used to protect road users from non-frangible objects³³. To provide an adequate recovery area for all errant vehicles is impractical so clear zones are instead designed to accommodate approximately 85% of errant vehicles³³. The required offset is determined by the design speed (normally the signposted speed plus 10km/hr), traffic volume and curvature of the road along with the slope³¹.

³¹ Watson, S. (2008). Dealing with Barriers to Tree Establishment on Vicroads Roadsides. Retrieved from https://www.treenet.org/wp-content/uploads/07TS_DEALING-WITH-BARRIERS-TO-TREE-ESTABLISHMENT-ON-VICROADS-ROADSIDES_ScottWatson.pdf

³³ NSW Road Transport Authority (2008). Landscape Guideline. Retrieved 12 March 2014 from http://www.rms.nsw.gov.au/roadprojects/community_environment/urban_design/documents/landscape_guideline.pdf



2.8. Planning Considerations

The Western Australian Planning Commission's Directions 2031 document encourages denser population levels while the WAPC's liveable Neighbourhood's policy has resulted in the promotion of narrower verges and lot widths⁴. With this current trend towards building larger houses on smaller blocks, trees are limited or precluded on private space, making trees in the public domain more important³.

Street trees can generally occur either on median strips or on the verge (or nature strip). The median strip, which is located in the centre of the carriageway, can vary from 1 to 6 m in width, presenting a place to locate street trees³⁴. It is particularly useful if there is no space for trees on verges and private property setbacks are small as it can provide foliage to both sides of the street³⁴. The median strip may also provide planting locations if overhead power lines prevent planting on the verges³⁴.

The verge is located on either side of the road carriageway. Verges provide planting locations that can contribute to an avenue effect³⁴. This space is also shared by pedestrian and cyclist paths, parking and public infrastructure such as overhead power lines and underground services which can create conflict for space³⁴.

2.8.1. Liveable Neighbourhoods

Liveable Neighbourhoods is an operational policy for the design and assessment of structure plans and subdivision, for new urban (primarily residential) areas in the metropolitan area and country centres, on greenfield and large urban infill sites³⁵.

³ Western Australian Planning Commission (2009a). Street Trees and Utility Planning Discussion Paper. Retrieved from <http://www.planning.wa.gov.au/publications/1123.asp>

⁴ City of Cockburn (2013). Narrow lots and narrow verges. A guide to composing streetscapes. Retrieved 26 March 2014 from <http://www.cockburn.wa.gov.au/documents/CouncilServices/EngineeringServices/guidelines/Narrow-verges-narrow-lots-a%20guide-to-composing-streetscapes.pdf>

³⁴ City of Wanneroo (2005). Street Tree Master Plan. Retrieved 4 March 2014 from www.wanneroo.wa.gov.au/files/a1cbe71f.../street_tree_master_plan.pdf

³⁵ Western Australian Planning Commission (2009). Liveable Neighbourhoods- a Western Australian Government Sustainable Cities Initiative.



There are many provisions in the current edition of Liveable Neighbourhoods indicating the need to create road reserves that can accommodate street trees as well as utilities, paths and car parking³. Liveable Neighbourhoods requires the following:

All road reserves must be of sufficient width to accommodate shade trees on both sides of the street with sufficient setback from paths and the edge of the nearest traffic lane³⁵.

An example of this can be seen in Element 2 R47 which states that “street trees that provide a generous canopy at maturity should be planted in most streets (except rear laneways) for pedestrian shade and shelter, streetscape amenity, and traffic management”³⁵.

Table 1 states that street cross sections are required prior to approval of most structure plans and subdivisions to show how trees will be accommodated³⁵.

Despite these provisions in Liveable Neighbourhoods, the practicality of implementation mean that street trees are rarely installed during the planning and construction phases and developers are left to add them at the end of a project which can cause problems when not enough space has been left³⁶.

2.8.2. Street Trees and Utilities and Buildings

Street trees generally exist in road reserves surrounded by public utilities including power, gas, water, sewer and built infrastructure such as footpaths, kerbs and roadways³⁴. In many new subdivisions, 15 metres (instead of the 15.4 m recommended in Liveable Neighbourhoods) has become the new default minimum for road reserve widths, resulting in a lack of space in the road reserve to provide for utilities, services and street trees³.

Tree roots may cause damage to underground services by direct pressure on conduits as roots grow and expand in diameter, or by entry to hydraulic services such as sewer and stormwater lines causing damage and blockage³⁷. The size and location of underground

³ Western Australian Planning Commission (2009a). Street Trees and Utility Planning Discussion Paper. Retrieved from <http://www.planning.wa.gov.au/publications/1123.asp>

³⁶ City of Gosnells (no date). Discussion Paper – Street Tree Constraints in the Road Reserve. Retrieved from http://www.gosnells.wa.gov.au/files/b20fcab8-bd95-4221-a734-9f640116699d/Biodiversity_Conservation_Management_Plan_2010.pdf.

³⁷ Landcom Projects (2008). Street Tree Design Guidelines. Retrieved 11 March 2014 from http://www.landcom.com.au/downloads/uploaded/2008_Street_Tree_Design_Guidelines_50b9_2965.pdf



utility services may also limit effect root growth, therefore limiting the optimum size, growth and performance of street trees³⁷. Another issue to consider is that trees planted near underground utilities could have their roots damaged if the lines need to be dug up for repairs³⁸.

The proximity of street trees to adjacent buildings is another issue to consider. Regardless of where street trees are planted within the corridor, the expected mature crown spread or overhand should not exceed one-half the distance between the trunk or axis of the tree and the adjacent building³⁸. This will minimize encroachment and avoid tree/building conflicts³⁸.

2.8.3. Street Trees and Footpath Alignment

Conflict between footpaths and street trees often occurs because of the preferred path alignments of Local Governments³⁶. The Western Australian Planning Commission (WAPC) requires footpaths to be provided in new urban areas on at least one side of every street and if designed in accordance with Liveable Neighbourhoods the path must be constructed on the property boundary³⁶.

In a typical access street with a 15.4m road reserve and a verge width of 4.7m a path located adjacent to the kerb covers the allocated verge tree alignment (2.7m-2.9m from the property boundary) and no space is left for street trees³⁶. However, if a path is constructed on the property boundary (as required by Liveable Neighbourhoods) a tree can be accommodated with a suitable clearance between the path and a tree³⁶. Street trees will generally require a minimum clearance distance of 1 metre from all new or existing crossovers and paths³⁹.

³⁶ City of Gosnells (no date). Discussion Paper – Street Tree Constraints in the Road Reserve. Retrieved from http://www.gosnells.wa.gov.au/files/b20fcab8-bd95-4221-a734-9f640116699d/Biodiversity_Conservation_Management_Plan_2010.pdf.

³⁷ Landcom Projects (2008). Street Tree Design Guidelines. Retrieved 11 March 2014 from http://www.landcom.com.au/downloads/uploaded/2008_Street_Tree_Design_Guidelines_50b9_2965.pdf

³⁸ Simons, K. & Johnson, G. (2008). The Road to a Thoughtful Street Tree Master Plan- A Practical Guide to Systematic Planning and Design. Retrieved 5 March 2014 from http://www.myminnesotawoods.umn.edu/wp-content/uploads/2008/12/Street-Tree-Manual.REVISED_20082.pdf

³⁹ City of Melville (2013). Street Tree Policy. Retrieved from www.melvillecity.com.au/.../3441_CP-029_Street%20Tree_Policy.pdf



2.9. Other Considerations

2.9.1. Species Selection

Street trees provide wildlife habitat and food sources, therefore play a role in preserving biodiversity¹³. Street trees enhance existing wildlife corridors and planting of indigenous and native species in streets near bushland areas can complement native revegetation in open space reserves¹².

Species diversity of street trees is important. A high level of diversification of tree species and ages within an urban forest lowers the risk of losing the entire forest in one event, such as a pest and disease attack of an extreme heat event⁴⁰. Tree species diversity is also important in terms of the biodiversity values the street trees of an area. For example, more birds, mammals and reptiles are found in areas with an abundance and diversity of trees and shrubs⁴¹. Large, older trees with hollows also create important habitats for many animals so these should be preserved where possible⁴¹.

Trees provide important habitats for wildlife. Wildlife values of trees are derived from aesthetic, recreation and educational uses⁵. The annual ecological contribution of an average urban tree is estimated at \$270⁵.

⁵ Killicoat, P., Puzio, E. & Stringer, R. (2002). The Economic Value of Trees in Urban Areas: estimating the benefits of Adelaide's street trees. Retrieved from http://treenetmedia.com/up/pdf/2002/02TS%20THE%20ECONOMIC%20VALUE%20OF%20TREES%20IN%20URBAN%20AREAS_Killicoat%20Puzio%20Stringer.pdf

¹² City of Yarra (2004). City of Yarra Street Tree Policy. Retrieved from www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=807

¹³ Central Coast Council (2010). Street Tree Strategy. Retrieved from http://www.centralcoast.tas.gov.au/webdata/resources/files/Street_Tree_Strategy_Final.pdf

⁴⁰ City of Melbourne (2011). Urban Forest Diversity Guideline, 2011 Tree Species Selection Strategy for the City of Melbourne. Retrieved 13 March 2014 from http://www.melbourne.vic.gov.au/Sustainability/UrbanForest/Documents/Urban_Forest_Diversity_Guidelines.doc

⁴¹ Chalker, L. (2013). Are Native Species Planting Mandates Good for Biodiversity? Retrieved from http://www.isa-arbor.com/events/conference/proceedings/2013/CHALKER-SCOTT_Native_Species_Biodiversity.pdf



Most metropolitan Local Governments have lists of preferred street trees for their local area. Some Local Governments also specify what trees can be planted on particular streets to maintain the character of certain neighbourhoods.

There are many factors to consider when selecting species of street trees. It is important to select trees that are hardy enough to survive the specific climatic conditions of an area as they will require little maintenance. Other plant characteristics to consider when selecting tree species include the following:

- *The vegetation's projected height and canopy spread:* Tree species should be selected so that their ultimate mature size is in scale with the relevant street, taking into consideration the site constraints, such as verge widths, overhead power lines, building setbacks and vehicle clearances³⁷. The optimum size range should not be so small that it does not make a contribution to the amenity of the street, and not so large as to dominate and cause damage to infrastructure³⁷.

Where overhead power or communication lines occur, the size and/or types of trees suitable to be grown beneath are limited due to their branching habit and tolerance to severe pruning³⁷.

Limb loss occurs occasionally for most trees due to wind induced mechanical breakage⁴². Trees that are known to have brittle branches and regular branch loss, or are likely to blow over in strong winds should be avoided for use as street trees⁴².

- *Size and growth habits of the roots:* Tree species that have large and vigorous root systems may cause significant damage to public infrastructure, including roads, kerbs, footpaths, paved areas and underground services³⁷. These tree species should therefore be avoided.
- *Sun, soil, water and temperature requirements:* Soil type requirements, the amount of water a tree requires and climatic conditions should be considered when selecting trees. It is important to match the ultimate tree size to the soil volume available for root growth⁴³. Pest and disease resistance is also another factor to consider, trees which are known to succumb to diseases and pests should be avoided where possible⁴².
- *The types of leaves, berries and flowers it produces:* Street tree species must have an acceptable level of nuisance created by the shedding of leaves and fruit for a

³⁷ Landcom Projects (2008). Street Tree Design Guidelines. Retrieved 11 March 2014 from [http://www.landcom.com.au/downloads/uploaded/2008 Street Tree Design Guidelines 50 b9 2965.pdf](http://www.landcom.com.au/downloads/uploaded/2008%20Street%20Tree%20Design%20Guidelines%20b9%202965.pdf)

⁴² City of Sydney (2011). Tree Species Selection. Retrieved 11 March 2014 from [http://www.cityofsydney.nsw.gov.au/ data/assets/pdf file/0017/130238/PartB-TreeSpeciesSelection.pdf](http://www.cityofsydney.nsw.gov.au/data/assets/pdf_file/0017/130238/PartB-TreeSpeciesSelection.pdf)



street environment⁴². Species with large or heavy seed pods, excessive leaf fall, or fleshy fruits or flowers which may lead to slip hazards should be avoided⁴².

- *Risk of becoming an environmental weed:* Some species have the potential to become serious environmental weeds due to their ability to self-propagate and invade bushland areas⁴². Species which produce large quantities of either fleshy fruits or light windblown fruit are discouraged⁴³. Some natives can become weeds, and the potential for hybridization between introduced “exotic” natives and local gene pools is considered a risk⁴³.
- *Life-span:* Some fast growing plants (e.g. Acacias) are also short lived. As many of the costs associated with the management of trees in the urban environment are associated with the establishment and then the over maturity phase, species that will live for several decades are required to justify these costs⁴².

⁴² City of Sydney (2011). Tree Species Selection. Retrieved 11 March 2014 from http://www.cityofsydney.nsw.gov.au/data/assets/pdf_file/0017/130238/PartB-TreeSpeciesSelection.pdf

⁴³ Gilman, E. & Sadowski, L. (no date). Choosing Suitable Trees for Urban and Suburban Sites: Site Evaluation and Species Selection. Retrieved 2 April 2014 from <http://hort.ifas.ufl.edu/woody/documents/EP310.pdf>



2.10. Safety Considerations

All tree species occasionally shed limbs which can pose a potential threat to personal safety and property¹². The risk from falling tree limbs can be mitigated by avoiding using trees with brittle branches and regular branch loss⁴². Tree roots can also create trip hazards if they cause lifting or cracking of footpaths¹².

The use of trees around buildings may increase fire risks¹⁰. This risk is higher in bush-fire prone areas, such as suburbs on the peri-urban fringe or adjacent regional or national parks. Fire risk can be reduced by selecting tree species with low flammability characteristics and smooth bark⁴⁴. Tall trees should be planted away from buildings so branches do not overhang the roof and gutters do not fill up with debris⁴⁴. Trees should also not be planted closer to buildings and power lines than the distance equal to their estimated mature height⁴⁴.

Trees can also cause safety issues if they grow too close to power lines. High voltage electric current can arc out beyond the line if grounded by something like a tree, even without physical contact⁴⁵. This risk can be mitigated by planting trees away from power lines, if trees need to be planted under power lines, short species that are unlikely to interact with the power lines should be used⁴⁵.

¹² City of Yarra (2004). City of Yarra Street Tree Policy. Retrieved from www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=807

⁴² City of Sydney (2011). Tree Species Selection. Retrieved 11 March 2014 from http://www.cityofsydney.nsw.gov.au/_data/assets/pdf_file/0017/130238/PartB-TreeSpeciesSelection.pdf

⁴⁴ Pittman, S. (no date). Reducing Fire Risk in Gardens. Government of South Australia. Retrieved from www.environment.sa.gov.au/.../bg-gen-reducingfireriskgardens.pdf

⁴⁵ Most, W. & Weissmen, S. (2012). Trees and Power Lines: minimizing conflicts between electric power infrastructure and the urban forest. Retrieved 13 March from http://www.law.berkley.edu/files/Trees_and_Power_Lines_March_2012.pdf



3. DISCUSSION AND NEXT STEPS

WALGA invites Local Governments to inform its street trees policy guidance note. Local Government has two options to engage:

- By participating a workshop, which will be held during the first week of June; and/or
- By providing written feedback.

WALGA is particularly interested in receiving feedback about the following topics:

1. What are the drivers for Western Australian Local Government to invest into street trees?
2. What problems/ issues do Local Governments encounter with street tree maintenance and establishment?
3. What are the possible solutions to these problems/ issues?
4. What guidance/ advice would assist Local Governments to establish and/or manage street trees?
5. What influences street tree species choice within your Local Government?
6. Any other feedback or comments?

The workshop will be held during the first week of June, and will be advertised through WALGA's usual communication channels, as soon as details are finalised.

Local Governments are requested to provide all written feedback by **COB, Friday, 6 June**.

For more information or to provide feedback, please contact Michelle Brent, Environment Policy Officer on email mbrent@walga.asn.au, or telephone (08) 9213 2027.



Street Trees Guidance Report



Photo courtesy of the City of Melville

www.walga.asn.au



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1. Introduction

Local Governments are responsible for managing street trees. As land managers, service providers and government regulators, Local Government can play an important role in seeking to balance infrastructure and community needs with environmental conservation and sustainability.

The benefits of street trees are numerous and include environmental, amenity, health and social benefits. However, there can be constraints to planting street trees that occur in the planning phase, in the potential road safety impacts due to poor location or effect on sight lines, in the costs associated with planting and maintenance and in the potential of property and asset damage from falling branches or roots.

2. Purpose

This document articulates the barriers that prevent Local Governments from investing into street trees, and the potential solutions to these barriers. This document has been designed as a practical guide to help Local Government's work through the issues surrounding street trees.

3. Background

WALGA held a Local Government Street Trees workshop in 2014 to explore the issues that the sector faces when managing street trees. Four experts presented on some of the major aspects of dealing with street trees WALGA had identified street trees as a major issue for Local Governments and held this workshop to help Local Governments that were doing work in this area. The presentations given were about the urban heat island effect; planning and street trees; street trees from a Local Government perspective; and the role of street trees in water sensitive urban design.

Attendees at the workshop were asked to provide feedback about the issues Local Government faces in regards to street trees (RSVP list for the workshop is attached as Appendix 5). The following document:

- Outlines the issues that were identified by Local Government at the WALGA street tree workshop.
- Discusses these issues; and
- Provides possible solutions and examples.

Where possible, links have been provided to assist Local Governments.



4. Getting your community on board

Community plays an important role in establishing, protecting and maintaining street trees. However, some Local Governments struggle with community opposition or community apathy to street trees. This can occur for many reasons, including:

- changing demographic- overseas migrants, aging population (who may struggle with maintaining falling leaves, nuts and fruit) and working families seeking low maintenance gardens;
- Large numbers of rental properties – tenants less interested in maintaining gardens and verges;
- mess and tripping hazard created by falling leaves, nuts and fruit;
- damage to infrastructure caused by roots and branches;
- the perceived risk of falling branches;
- shaded pools and solar panels;
- blocked views;
- the perceived high cost of planting and maintenance; and
- The perceived risk of trees contributing to allergies.

4.1 Community Education of Street Tree Benefits

The first step that many Local Governments take to improve community engagement is to educate them on the benefits of street trees. This encourages positive views on street trees and minimises opposition. Most Local Governments include some form of community education/engagement in their street tree policies and plans. There are several different methods of delivering community education on street trees; the most common appears to be brochures or promotional information available on Local Government websites. Some examples of this promotional material can be seen below:

- City of Vincent:
http://www.vincent.wa.gov.au/Services/Parks_Reserves/Verges_Trees_Streetscapes
- City of South Perth: <http://www.southperth.wa.gov.au/Services/Street-Trees>
- Town of Cambridge:
http://www.cambridge.wa.gov.au/Neighbourhood/Useful_Property_Tips/Trees/Street_Trees



It is also important to educate the public on the correct way to care for street trees. Examples of brochures and websites that contain information on caring for street trees include the following:

- City of Stirling- Caring for your street tree:
<http://www.stirling.wa.gov.au/Services/Roads-streets-and-verges/Adopt a Street Tree/How can I help care for my street tree.pdf>
- City of Mandurah- Street tree care and maintenance:
http://www.mandurah.wa.gov.au/HBItem_40776.PDF

Holding events and running programs to increase the profile of street trees can also be an important part of a street tree community education strategy. Examples of events and programs run by WA Local Governments include:

- City of Stirling Street Tree Planting Program:
<http://www.stirling.wa.gov.au/Services/Roads-streets-and-verges/Adopt a Street Tree/Street Tree Planting Program FAQs.pdf>
- City of Vincent Adopt a Verge Program:
[http://www.vincent.wa.gov.au/Services/Environment_Sustainability/Green_Initiatives/Adopt a Verge program](http://www.vincent.wa.gov.au/Services/Environment_Sustainability/Green_Initiatives/Adopt_a_Verge_program)
- Shire of Serpentine Jarrahdale Free Verge Plants Program:
<http://www.sjshire.wa.gov.au/verge-plants-now-available/>

A template for communicating the benefits of street trees to the community is available in Appendix 1.

5. Use policies to set out your intentions

Most metropolitan Local Governments have some form of street tree policy. Street tree policies and management plans are important because they set out a Local Governments goals, aims, principles and values in relation to trees. Although policies are not law, where a policy exists, Local Governments are required to have regard to the policy in the decision making process. There is no consistent approach to street tree policies across the Local Government sector, but the following text outlines a suggested approach.

5.1 High level strategies

A number of Local Governments choose to have a high level strategy, such as an urban forest strategy, to outline their overall strategic objectives. These high level strategies should also link to the Council Strategic Plan and Vision. This high level document is then supplemented with an implementation plan to outline how the objectives will be achieved.

For example, the City of Belmont has identified that it will “*replace lost canopy to a coverage that exceeds that of the baseline year of 2001*” in their 2013 Urban Forest Strategy. The City is currently drafting their Canopy Plan to identify how they will achieve this goal.

Strategies can include the following:

- The use of Australian Standard for the protection of trees on development sites (AS 4970-2009)
- How trees should be incorporated into new developments
- Set paved area shading standards (i.e. 30-50% shade over paved areas within 15 years)
- Set minimum (uncompacted-friable) soil volume standards (i.e. 30m³ of soil per tree)
- How the urban forest will be monitored and measured
- Community education and consultation strategy
- Adopting relevant water sensitive urban design techniques

Examples of high level strategies include:

- City of Belmont Urban Forest Strategy:
<http://www.belmont.wa.gov.au/CouncillorPortal/CouncillorMinuteAndMeeting/Minutes%20and%20Agendas%20Documents/Attachment%2010%20-%20Item%2012.9%20refers%20Urban%20Forest%20Strategy.pdf>
- City of Wanneroo Street Tree Master Plan:
http://www.wanneroo.wa.gov.au/download/downloads/id/1036/street_tree_master_plan.
- City of Armadale Urban Forest Strategy:
www.armadale.wa.gov.au/files/69c72273.../Urban_Forest_Strategy.pdf



- City of Perth Street Tree Framework:
<http://www.perth.wa.gov.au/sites/default/files/documents/Street%20Tree%20Framework.pdf>
- City of Melbourne Urban Forest Strategy:
http://www.melbourne.vic.gov.au/Sustainability/UrbanForest/Documents/Urban_Forest_Strategy.pdf
- City of Vancouver Urban Forest Management Plan:
http://www.cityofvancouver.us/sites/default/files/fileattachments/public_works/page/1389/ufmp_final-web.pdf

Street tree policy and plan templates are available in Appendix 2.

5.2 Operational policies and plans

Once a high level strategy has been set, Local Governments can outline how they will achieve and maintain their goals in operational /implementation plans. These operational street tree policies usually include issues such as planting of new trees, maintenance of existing trees and circumstances which may warrant tree removal. Local Government street tree policies contain information such as:

- Minimum size of new street trees to be planted (e.g. 100L);
- When street tree planting will be carried out (e.g. winter);
- Location that street trees should be planted;
- Why street tree pruning is undertaken and who is responsible;
- Circumstances that may warrant street tree removal;
- Investment required;
- Tree species selection criteria;
- Design principles (e.g. hierarchy of streets);
- Street tree planning; and Information about development applications where street trees are involved (maintenance and bonding mechanisms for street trees in new developments)
- Heritage considerations
- Neighbourhood character

Examples of street tree policies and guidelines include:

- City of Melville Street Tree Policy:
<http://www.melvillecity.com.au/index.php/component/alfrescocontent/?nodeid=55d10d4e-5746-4fea-be4c-8e97bc8cb3f2>
- City of Subiaco Street Tree Policy:



<http://www.subiaco.wa.gov.au/CityofSubiaco/media/City-of-Subiaco/Your-home/Trees-and-verges/Street-Tree-Policy-management-guidelines.pdf>.

- South Perth Street Tree Management Plan:
http://www.southperth.wa.gov.au/old/city_environment/environment_management/street_trees/StreetTreeManPlan.pdf
- Shire of Northam Street Tree Management Plan:
http://www.northam.wa.gov.au/Assets/Documents/Content/engineering/Street-Tree-Management-Plan_Adopted-2011-06-15.pdf
- City of Greater Geraldton Street Tree Management Specifications:
<http://cgg.wa.gov.au/sites/default/files/Street%20Tree%20Management%20Specification%20CIV003.pdf>
- Street tree policy and plan templates are available in Appendix 2.

5.3 Linking street tree policies into local planning

Where possible, Local Government could consider linking street tree strategies with their Local Planning Scheme and planning policy framework to ensure that street tree strategies are considered in making planning decisions. For example, a Local Government that has included its Urban Forest Strategy within a District Structure Plan could consider its canopy targets during discussions about public open space contributions in new subdivision applications. Where possible, collaborating with developers, the community and other stakeholders to draft policies and strategies would be beneficial.

More information about planning is available at:

- Department of Sport and Recreation's Guide to the WA Planning System
[http://www.dsr.wa.gov.au/docs/default-source/file-about-us/file-plan-for-the-future/guide-wa-planning-system-\(web\).pdf](http://www.dsr.wa.gov.au/docs/default-source/file-about-us/file-plan-for-the-future/guide-wa-planning-system-(web).pdf)
- Department of Planning's Introduction to the Western Australian Planning System
http://www.planning.wa.gov.au/dop_pub_pdf/intro_to_planning_system.pdf

Some Local Governments use their Local Planning Scheme to protect trees on private property, as the trees contribute to the overall green network and/or may have historical value. For example, the City of Armadale and the Shire of Serpentine-Jarrahdale have provisions that include a number of mechanisms that protect and preserve trees.

- City of Armadale Town Planning Scheme – See clauses 5C.9 and 11.8
http://www.armadale.wa.gov.au/Home/Services_and_Facilities/Planning/Town_Planning_Scheme_4
- Shire of Serpentine Jarrahdale Scheme Provision - Clause 7.13 Tree Preservation And Planting
[http://online.planning.wa.gov.au/LPS/data/Local%20Planning%20Schemes/Serpentine-Jarrahdale%20-%20Shire%20of%20\(Scheme%202\)/Scheme%20Text.pdf](http://online.planning.wa.gov.au/LPS/data/Local%20Planning%20Schemes/Serpentine-Jarrahdale%20-%20Shire%20of%20(Scheme%202)/Scheme%20Text.pdf)



Some Local Governments also have adopted tree preservation policies on private property. For example:

- The Town of Claremont passed their tree preservation policy in 2010 to provide guidelines on how to preserve trees within the Town. Town of Claremont Tree Preservation EN306
http://www.claremont.wa.gov.au/Libraries/ContentDocs/Tree_Preservation_EN306.sflb.ashx
- Town of Bassendean Local Planning Policy No 13 - Trees on Development Sites
http://www.bassendean.wa.gov.au/7_info_feedback/pdfs/Local.Planning.Policy.No.13.Trees.on.Development.Sites.pdf
- Shire of Serpentine-Jarrahdale - Local Planning Policy No 28 - Street Trees
<http://www.sjshire.wa.gov.au/assets/Uploads/Planning/lpp-28-street-tree-policy.pdf>
- Town of Cottesloe Local Planning Policy – Street trees
http://www.cottesloe.wa.gov.au/d/Development/Planning/_Planning_controls_Local_Planning_Scheme_Policies_Local_Laws_and_Design_Guidelines/Policies/XFM1S7UGQNI7TQ0HHV5AD1M887ZWK9/Y0SYNMF5O1H70KN.pdf/Street_Trees.pdf
- Shire of Northam Local Planning Policy Manual - LPP 11 – Tree Preservation - Grevillea Street Subdivision Area
http://www.northam.wa.gov.au/Assets/Documents/Document-Centre/Northam-Shire-Policies/2013_LPP_11-3_-_Tree_Preservation_Policy_Grevillea_Street_Subdivision_Area_Combined.pdf

The inclusion of these types of provisions with the Local Planning Scheme and/or the adoption of a Local Planning Policy clearly identifies Local Governments' intention when dealing with subdivision and development applications on private land, particularly around tree preservation and tree planting issues, which contributes towards any Urban Forest Strategy being developed or proposed.

5.4 Communicating street tree policies

Local Governments may also find it helpful to consider to how they will communicate their street tree policies to their local community. There are a number of tools available, and your communications team will be able to advise you on the most suitable options. The following links give examples of effective infographics and other communication tools being used by others to communicate street tree policies.

- City of Melbourne street tree infographic:
http://www.melbourne.vic.gov.au/Sustainability/UrbanForest/Documents/Urban_Forest_infographic.pdf
- City of Melbourne urban forest strategy video
https://www.youtube.com/watch?v=BplUmxFCE8A&feature=player_embedded

More information about community engagement is also discussed in Section 4.1 'Getting your community on board'.



5.5 Using policies to deal with complaints

Policies can also be set for dealing with complaints and tree removal requests. They should include a list of circumstances that may warrant tree removal and a list of circumstances under which trees will not be considered for removal.

Examples of circumstances that may warrant tree removal^{1, 2, 3}:

- The tree is dead or diseased and is unlikely to recover
- The tree presents a safety hazard and has been assessed as structurally weak and dangerous by the Local Government or a suitably qualified arborist
- The tree has been irreparably damaged by a storm
- The tree interferes with suitable sight lines at intersections
- Where the tree has been assessed as impeding on a council approved development after all retention attempts have been exhausted
- The tree is causing significant deterioration of the pavement after all attempts have been made to contain and direct root growth

The following are examples of common complaints about street trees that prompt residents to request removal. These circumstances should NOT of themselves warrant tree removal^{2,3,4}:

- The tree causes nuisance due to leaf, flower, fruit or nut shedding
- To tree obscures or potentially obscures views
- The tree causes allergy or health problems
- The tree is in the way of a non-essential crossover or verge paving options
- The tree shades private gardens, solar panels, pools. etc.

Examples of street tree policies which include information on how to deal with complaints from the public are:

- Town of Cambridge Management of Street Trees:
www.cambridge.wa.gov.au/.../5.1.3 - Management of Street Trees.pdf
- Shire of Murray- Street Tree Removal:
http://www.murray.wa.gov.au/sites/default/files/documents/TPG3%20Street%20Tree%20Removal_0.pdf

Street trees are seen as high value assets by most Local Governments so tree removal is considered as a last resort. However, it is important to note that in some cases tree retention may not be desirable or feasible for reasons such as a tree's location or species.

¹ Town of Cambridge (2014). *Town of Cambridge Policy Manual- Management of Street Trees*. Retrieved 22 September 2014 from <http://www.cambridge.wa.gov.au/Home>

² City of Stirling (2014). *Street Trees*. Retrieved 22 September 2014 from <http://www.stirling.wa.gov.au/streettrees>.

³ Shire of Murray (2014). *TPG3 Street Tree Removal*. Retrieved 22 September 2014 from http://www.murray.wa.gov.au/sites/default/files/documents/TPG3%20Street%20Tree%20Removal_0.pdf

6 Protecting Trees

Tree protection is important due to the risks faced by street trees. Street trees can be accidentally damaged during construction works, as well as intentionally vandalised by members of the community.

6.1 Intentional damage

If there is community opposition to street trees, there is a potential for them to be damaged or removed by members of the public.

Some Local Governments refer to unauthorised pruning or removal of street trees on their websites or in street tree policies. Most state that unauthorised tree removal or pruning will result in prosecution under local public property laws. Penalties for unauthorised removal or damage to public trees can range from a warning to the recovery of costs for planting a replacement tree or a fine depending on the Local Government.

There are no examples of specific street tree local laws in Western Australia; however street trees are generally covered under a broader local law. For example, street trees in the City of Joondalup are covered under the Local Government and Public Property Local Law and in the City of Stirling, street trees are covered under the Thoroughfares and Public Places Local Law. An example of a Street Tree Local Law from the eastern states is the City of Frankston Tree Protection Local Law, which can be accessed here:

http://www.frankston.vic.gov.au/Environment_and_Waste/Environment/Trees/Local_Laws_for_Trees

6.2 Accidental damage

Street trees can be killed or damaged by a wide variety of construction activities if careful planning doesn't take place before construction begins. There are many things that landowners, council maintenance staff, and developers can do to minimise the impact of construction on trees, so it is important to promote best practice. One of the more common tools used is the concept of Tree Protection Zones.

6.2.1 Tree Protection Zones

A Tree Protection Zone (TPZ) is a method of protecting trees on development sites and should protect both roots and crown spread simultaneously. The TPZ is a restricted area usually delineated by protective fencing⁴.

There is an Australian Standard (AS 4970-2009) on the protection of trees on a development site which states that tree protection zones should be the first line of defence against tree damage during construction activities¹.

Prior to development, at the feasibility and planning phase, a detailed site survey should be carried out in which the existing trees should be accurately plotted on the survey plan (as per AS 4970-2009). The quality and environmental value of the existing tree stock should be evaluated at this stage so that informed decisions can be made about which trees to retain and remove.

⁴ Standards Australia (2009). AS 4970-2009 Australian Standard: Protection of trees on development sites. Retrieved 4 September 2014 from <http://romseymagnolia.com.au/wp-content/uploads/documents/Protection-of-Trees-Dev-sites.pdf>.

TPZs should then be established around trees that are to be retained and protected. Fencing should be installed prior to site establishment and retained intact until completion of the works¹. Signs identifying the TPZ should be placed around the edge of the protection zone and be visible from within the development site¹.

The intention of a TPZ is to⁵:

- Provide a safe tree resource
- Provide adequate root space to sustain tree health, aesthetics and sustainability
- Minimise changes to the tree's growing environment; and
- Minimise physical damage and loss to the tree's root system, crown and trunk

To calculate the TPZ, the diameter of the tree is measured in centimetres (cm) at 1.5 metres (DBH)⁶ above ground. Where a tree branches below 1.5 m, measure the smallest trunk diameter below the lowest branch. To establish the radial TPZ distance, multiply the diameter by 10. This distance should then be measured from the edge of the trunk of the tree to provide the circular protection area in all directions⁷. See figure 1.

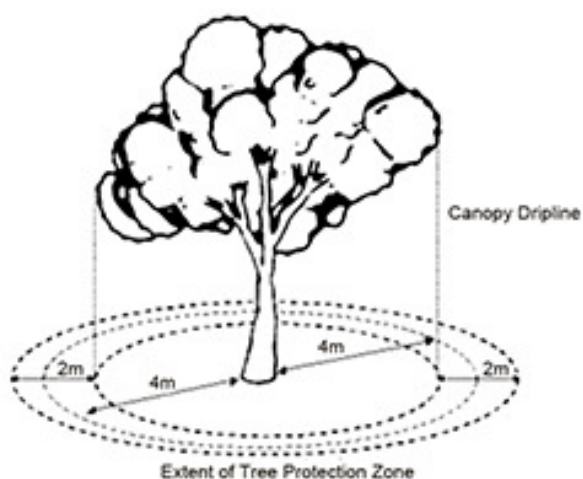


Figure 1: Tree Protection Zone Diagram⁸

⁵ City of Boroondara (no date). *Tree Protection*. Retrieved 2 September 2014 from <http://www.boroondara.vic.gov.au/our-city/trees/tree-fact-sheets/tree-protection>.

⁶ 1.5 m above ground is the standard height for measuring tree diameter. In forestry, this is known as 'diameter at breast height' or DBH.

⁷ Queensland Arboricultural Association. *What is a Tree Protection Zone?* Retrieved 2 September 2014 from <http://www.qaa.net.au/calculations.php>.

⁸ ACT Government (2013). *ACT Tree Register*. Retrieved 22 September 2014 from http://www.tams.act.gov.au/parks-recreation/trees_and_forests/act_tree_register/responsibilities-after-registration



The TPZ distances calculated using this method is intended to be a guide for the planning process and not an absolute rule. There will obviously be times when it is not possible to retain the optimum TPZ around each tree to be preserved².

Development that requires less than 150mm of excavation and will have impact on a protected tree such as pathways or paving may be allowed within 3 meters of a protected tree¹².

It was difficult to find information about the use of TPZs by WA councils; however, it was found that some LGs (e.g. City of Stirling and the Town of Bassendean) use TPZs to protect trees when residents and developers apply for building permits. The City of South Perth Street Verge Landscape Guidelines state that the TPZ for street trees will be assessed by the city as part of the verge landscaping application process⁹.

Most Local Governments use the Australian Standard for the protection of trees on development sites (AS 4970-2009). This Standard contains all the information needed to protect trees during construction activities, and is available from Standards Australia, <http://www.standards.org.au/Pages/default.aspx>.

- A TPZ calculator is available online from TreeTec, which aligns with the Australian Standard AS 4970-2009)
http://www.treetec.net.au/TPZ_SRZ_DBH_calculator.php
- City of Melbourne Tree Protection Fact Sheet
http://www.melbourne.vic.gov.au/Sustainability/UrbanForest/Documents/Tree_protection_fact_sheet.doc

6.2.2 Valuation of Street Trees and Compensation for Tree Removal

Some Local Governments calculate the monetary value of a particular street tree to protect them from damage. For example, the City of Melbourne calculates the value of street trees that need to be removed due to development¹⁰. The City breaks the costs of removal of a public tree into four categories: removal costs, amenity value, ecological services value, and reinstatement costs⁵. Details of these costs are outlined as follows⁶:

- Removal costs- Accounting to the fees incurred by Local Government for physically removing the tree
- Amenity value- Calculated using a formula which takes into account the following characteristics of a tree:
 - Basic value: determined by matching the trunk diameter at breast height with a standard base value

⁹ City of South Perth (no date). *Street Verge Landscape Guidelines*. Retrieved 4 September 2014 from <http://www.southperth.wa.gov.au/Documents/Services/Verges/Street-Verge-Landscape-Guidelines.pdf>.

¹⁰ City of Melbourne (no date). *Tree Valuations in the City of Melbourne*. Retrieved 15 September 2014 from www.melbourne.vic.gov.au/.../tree_valuation_fact_sheet_2013.doc.



- Species factor: Takes into account a tree's natural life span and its rate of growth in a particular environment.
 - Aesthetics: The aesthetic value is determined by the impact on the landscape if the tree were removed.
 - Locality: The locality factor is determined by the tree's geographical situation.
 - Tree Condition: The tree condition value is determined by the corresponding total score of the assessment criteria.
- Ecological Services Value: The ecological benefit a tree provides is calculated with the i-Tree Valuation tool.
 - Reinstatement Costs: The level of reinstatement required takes into consideration the location, the significance, the biodiversity provision and the amenity of the tree.
 - City of Melbourne tree valuation worksheet
http://www.melbourne.vic.gov.au/Sustainability/UrbanForest/Documents/Tree_valuation_fact_sheet_2013.doc

In the City of Melbourne, the City's arborist assesses whether public trees can be removed for development. When approved, the associated cost of the tree (as calculated using the above valuation method) is paid to the Local Government or representative prior to removal.

The City of Fremantle uses the Draft Australian Standard DR 99307 Amenity trees- guide to valuation as a guide for determining the amount of compensation paid by a developer or resident for damaging a tree. The money received is then used to replace the tree elsewhere in the streetscape.

6.2.2.1 *i-Tree tool*

i-Tree is a state-of-the-art, peer-reviewed software suite from the USDA Forest Service that provides urban and community forestry analysis and benefits assessment tools. It is used to quantify the value of trees across the world, including urban Australia (see the report http://2020vision.com.au/media/7145/where_are_all_the_trees.pdf). The i-Tree suite includes the following urban forest analysis tools and utility programs:

- [i-Tree Eco](#) - gives a broad picture of the entire urban forest.
- [i-Tree Streets](#) – shows the benefits provided by a municipality's street trees.
- [i-Tree Hydro](#) (beta) - simulates the effects of changes in tree and impervious cover characteristics within a watershed on stream flow and water quality.
- [i-Tree Vue](#) - uses satellite-based imagery to assess a community's land cover
- [i-Tree Design](#) - uses Google Maps to see how tree selection, tree size, and placement around your home affects energy use and other benefits.
- [i-Tree Canopy](#) produces a statistically valid estimate of land cover types and estimates values for air pollution reduction and capturing atmospheric carbon.

More information about i-Tree is available at <http://www.itreetools.org/applications.php>



6.3 Other ways to protect trees

Some street trees have special significance due to certain characteristics. Individual trees as well as groups of trees may be highly valued by the community and warrant special protection. Reasons for including trees on significant tree registers include; visual/aesthetic, botanic/scientific, ecological and historical/cultural and social¹¹.

Some Local Governments have their own Significant Tree Registers:

- Shire of Broome - <http://www.broome.wa.gov.au/council/pdf/policy/449.pdf>
- City of Mandurah - <http://www.mandurah.wa.gov.au/treeregister.htm>

A template for a significant street tree register is available in appendix 3

7 Maintenance

When planting street trees, it is important to consider the costs associated with their ongoing maintenance. Trees require the most maintenance while they are becoming established during the first two years after planting. During this time trees need additional watering during the summer months while the roots are maturing. Certain tree species planted in certain locations will also require pruning periodically so this also needs to be considered.

Local Governments can be responsible for funding street tree planting, and the watering and pruning of street trees in existing developments. In Western Australia, developers are often required to plant street trees and maintain them for two years in new developments. Where trees cannot be planted during the development stage, a landscaping bond for the trees is taken and once building is completed Local Governments plant street trees.

Good succession planning is also a vital part of a maintenance regime. Trees are living organisms that have definite lifespans¹². Trees all eventually reach a senescent phase where they are likely to have more health and disease problems⁵. These may become safety concerns and require increasing management⁵. Although good management can prolong the life of old trees it is also important to plan for the future by steadily replacing trees⁵.

The City of Armadale includes provisions for succession planning in their Urban Forest Strategy. This is available within the City of Armadale Urban Forest Strategy -

[http://www.armadale.wa.gov.au/files/597d2c0d-33ec-4264-a216-a32500e0f8fb/CoA Urban Forest Strategy - Final Report.pdf](http://www.armadale.wa.gov.au/files/597d2c0d-33ec-4264-a216-a32500e0f8fb/CoA_Urban_Forest_Strategy_-_Final_Report.pdf)

¹¹ City of Mandurah (2010). Significant Tree Register. Retrieved 15 September 2014 from <http://www.mandurah.wa.gov.au/treeregister.htm>.

¹² Centennial Parklands (2002). Tree Master Plan. Retrieved 4 September 2014 from http://www.centennialparklands.com.au/about/planning/tree_master_plan.



8 Species Selection

Street trees provide wildlife habitat and food sources, and therefore play a role in preserving biodiversity. Street trees enhance existing wildlife corridors and planting of indigenous and native species in streets near bushland areas can complement native revegetation in open space reserves.

However, Local Governments can find it difficult deciding which species to plant within their verges and public spaces, as there are many factors to consider. It is important to select trees that are hardy enough to survive the specific climatic conditions of an area to ensure they will require little maintenance. Other plant characteristics to consider when selecting tree species include projected height, size and growth habit of roots, types of leaves and flowers produced and life span. The impact of deciduous trees near aquatic environments needs careful consideration, as deoxygenating leaf litter can be washed into waterways.

Examples of Local Government Street Tree Species lists:

- City of Joondalup:
<http://www.joondalup.wa.gov.au/live/streetscapes/streettreeguidelines.aspx>
- City of Nedlands: <http://www.nedlands.wa.gov.au/street-trees>
- Town of Claremont:
http://www.claremont.wa.gov.au/Libraries/ContentDocs/Claremont_Street_MasterPlan_2013.sflb.ashx

Ultimately it is up to the individual Local Government on which species it chooses to plant.

There is no single source of information available to help Local Governments decide on species selection. The following documents were used by the Town of Bassendean, when they were deciding what palette of species to be used. These resources may be helpful to other Local Governments:

- Holliday, I. (2002). *A field guide to Australian Trees*. 3rd ed. Australia: Reed New Holland. 328
- French, M. (1997). *The special eucalypts of Perth and the South West*. Perth: F&N Publications
- Holliday, I. & Watson, G. (1980). *A gardener's guide to eucalypts*. Australia: Rigby Publishing
- Brooker, M. & Kleining, D. (1999). *Field guide to eucalypts Volume 1: south-eastern Australia*. 2nd ed. Australia: Bloomings Books.
- Brooker, M. & Kleining, D. (1999). *Field guide to eucalypts Volume 2: south western and southern Australia*. 3rd edition. Australia: Bloomings Books.
- Powell, R. (2009). *Leaf and branch: trees and tall shrubs of Perth*. Perth: Department of Environment and Conservation.
- Nicolle, D. (2013). *Native eucalypts of southern Australia*. Adelaide: D. Nicolle
- Rodd, T. (2001). *Botanica's trees and shrubs*. Australia: Random House Publishing
- Holliday, I. (2004). *Melaleucas: a field and garden guide*. 2nd ed. Australia: Reed New Holland.
- Coombes, A. (1992). *The eyewitness handbook of trees*. Australia: DK Adult.

A species list template is available in Appendix 5

9 Competition for verge space

Street trees are usually planted on verges where space is often limited. Verge space is shared by pedestrian and cyclist paths, parking and public infrastructure such as overhead power lines and underground services which can create conflict for space.

If the location of street trees is inappropriate they may interact with and cause damage to underground infrastructure or cause a safety hazard if they grow too close to above-ground power lines. Tree roots also have the potential to crack footpaths. This can be mitigated by use of root barriers when planting street trees¹³.

Using permeable pavements is another option for mitigating pavement damage from street trees. Permeable pavements allow stormwater to infiltrate through the paving surface and can be used as an alternative to conventional hard, impervious surfaces that typically surround trees in footpaths, roadways and car parks¹⁴. When permeable pavements are correctly designed and installed they have the potential to minimise the incidence of pavement damage by tree roots and promote healthier and faster growing trees¹⁴.

More information on permeable pavements is available at http://treenetmedia.com/up/pdf/2012/Trees%20as%20essential%20infrastructure_Beecham.pdf.

9.1 Common Trenching

Traditionally during construction, gas lines are laid in one trench and utility wires are laid in an adjacent trench. With common trenching, all utilities are installed in a common trench, leaving more space for trees. However, common trenching and putting services and utilities under the road have proved extremely difficult to implement. This can be mitigated by requiring minimum verge reserves widths that can accommodate all services and street trees¹⁵. The Department of Planning is looking to address minimum verge widths through its review of the Liveable Neighbourhoods document.

9.2 Trenchless Technologies

The use of trenchless technologies (e.g. soil vacuuming, air spading, directional boring) should also be considered where possible. Trenchless technology offers methods by which underground utilities may be installed without damage to overlying pavement and may also reduce impacts on nearby trees.

¹³ Western Australian Planning Commission (2009a). Street Trees and Utility Planning Discussion Paper. Retrieved 10 March 2014 from <http://www.planning.wa.gov.au/publications/1123.asp>

¹⁴ Beecham, S. (2012). The 13th National Street Tree Symposium 2012. Retrieved 27 February 2015 from http://treenetmedia.com/up/pdf/2012/Trees%20as%20essential%20infrastructure_Beecham.pdf

¹⁵ Western Australian Planning Commission (2009a). Street Trees and Utility Planning Discussion Paper. Retrieved 10 March 2014 from <http://www.planning.wa.gov.au/publications/1123.asp>



9.3 Liveable Neighbourhoods

Liveable Neighbourhoods is a WAPC adopted operational policy, and is to be considered in the design of urban development. Liveable Neighbourhoods applies to structure planning and subdivision for greenfield sites and for the redevelopment of large brownfield and urban infill sites¹⁶.

The Department of Planning is currently reviewing its Liveable Neighbourhoods policy. Although not yet endorsed, and therefore subject to change, the Department of Planning is signalling an increase in minimum verge widths to allow space for street trees. Requirement 4.1 of the draft document states "All streets accommodate space for utility services and landscaping in a minimum verge of 5 metres."¹⁷ The recommended width for road reserves in Liveable Neighbourhoods is 15.4m, however many new subdivisions have been using 15m road reserves which leaves little space for trees. The Association will continue to advocate through the Liveable Neighbourhoods review for verge widths that accommodate street trees where practicable.

10 Useful information

The following links are other sources of information that Local Governments may find helpful.

10.1 Urban Forest Mapping

The Department of Planning in close collaboration with the CSIRO have produced a report on the Urban Forest of Perth and Peel. Through a combination of complex digital photography and mapping technology all trees three meters and above have been captured and combined into data sets on the urban tree canopy. This data is available spatially through the Association's Environmental Planning Tool.

Alternatively, contact the Department of Planning directly or download the report at <http://www.planning.wa.gov.au/publications/7216.asp>

10.2 WALGA's Environmental Planning Tool

The EPT is an online geographic information system (GIS) that provides easy access to spatial information. It is a useful tool that will assist Local Government land use planning. To subscribe to the Environmental Planning Tool, email the Environment Policy Manager by email environment@walga.asn.au or phone 08 9213 2000.

10.3 National Urban Forest Alliance

The National Urban Forest Alliance exists to develop, partner trial, and implement systems, programs, communications, guidelines, landscaping and infrastructure to grow the Australian Urban Forest. While it is mainly based in the Eastern States, Local Governments may find the tools useful.

¹⁶ Department of Planning. 9 April 2013. Liveable Neighbourhoods. Retrieved 24 November from <http://www.planning.wa.gov.au/650.asp>

¹⁷ Department of Planning. October 2014. Liveable Neighbourhoods Working Preliminary Draft. Unpublished.



- National Urban Forest Alliance - <http://www.nufa.com.au/Home>

10.4 2020 Vision

This program is working to address the factors preventing green space development across metropolitan Australia. They aim to make Australian urban areas 20 percent greener by 2020. There are tools and resources available at their website

- 2020 Vision
http://2020vision.com.au/media/7145/where_are_all_the_trees.pdf

Disclaimer – The material in this publication may include the views or recommendations of third parties, which do not necessarily reflect the views of the Western Australian Local Government Association (WALGA), or indicate its commitment to a particular course of action. WALGA has made every effort to ensure that the information provided in this publication is accurate, however accepts no responsibility for any direct or indirect damage or loss resulting from the use of any information included in this publication.

Thank you to all the Local Governments who were willing to share their information and provide input into this document. There are many other Local Governments doing great work with regards to street trees, unfortunately we couldn't include an exhaustive list in this document. If your Local Government has done something great that you'd like to share please let us know.



Appendix One: Template for communicating the benefits of street trees to the community^{18, 19, 20, 21}

STREET TREES INFORMATION PAGE ON LG WEBSITE TEMPLATE

1. Street verge responsibilities
 - What is the street verge?
 - Who owns and maintains the street verge?
2. Benefits of street trees
3. How do I get a street tree for my verge?
4. Street tree care and maintenance
 - Watering
 - Pruning
 - Removal
5. Tree species around the City/Town or Trees of Special Significance
6. Assistance for residents
7. Resources, e.g.
 - Street tree species guide
 - Street tree policy
 - Urban Forest Strategy

¹⁸ City of Vincent (no date). Verges, Trees & Streetscapes. Retrieved 14 November 2014 from http://www.vincent.wa.gov.au/Services/Parks_Reserves/Verges_Trees_Streetscapes

¹⁹ Town of Cambridge (2013). Maintaining Street Trees. Retrieved 14 November 2014 from http://www.cambridge.wa.gov.au/Neighbourhood/Useful_Property_Tips/Trees/Street_Trees

²⁰ City of South Perth (no date). Street Trees. Retrieved 14 November 2014 from <http://www.southperth.wa.gov.au/Services/Street-Trees>

²¹ City of Mandurah (2008). Street Tree Care & Maintenance. Retrieved 14 November 2014 from www.mandurah.wa.gov.au/HBIItem_40776.PDF



Appendix Two: Street tree policy and plan templates^{22, 23}

URBAN FOREST FRAMEWORK TEMPLATE²⁴

1. Preface
2. The Value of an Urban Forest Strategy – Strategy should acknowledge the requirement for policy, financial and resourcing considerations

2.1 Policy Context

3. “Urban Forest” and “Urban Forestry”

3.1 Benefits of the Urban Forest

4. The City’s Urban Forest Strategy

4.1 A Milestone Approach

Milestone 1- Undertake mapping of LG’s Urban Forest

Milestone 2- Urban forest strategy and initial canopy target

Milestone 3- Development of Canopy Plan and formalised targets

Milestone 4- Implement Canopy Plan

Milestone 5- Review and Evaluate Progress

²² City of Stirling (2009). Street Trees Policy. Retrieved 14 November 2014 from <http://www.stirling.wa.gov.au/about-the-city/policies-and-local-laws/policy%20and%20local%20laws/street%20trees%20policy%20under%20review.pdf%23search=Street%20Trees%20Policy>

²³ Town of Cambridge (2014). Town of Cambridge Policy Manual- Management of Street Trees. Retrieved 14 November from www.cambridge.wa.gov.au/.../5.1.3 - Management of Street Trees.pdf

²⁴ City of Belmont (2014). City of Belmont Urban Forest Strategy. Retrieved 14 November 2014 from <http://www.belmont.wa.gov.au/CouncillorPortal/CouncillorMinuteAndMeeting/Minutes%20and%20Agendas%20Documents/Attachment%2010%20-%20Item%2012.9%20refers%20Urban%20Forest%20Strategy.pdf>



STREET TREE POLICY TEMPLATE

Objective

Scope

Definitions

Legislation/Local Law Requirements

Policy

- Street Tree Planting: include planting locations and tree spacing
- Street Tree Watering
- Pruning of Street Trees
- Unauthorised Street Tree Planting
- Street Tree Removal
- Property Developments
- Non Compliance

Appendix Three: Significant Tree Register Template²⁵

Scientific Name	Common Name	Location	Significance	Height	Canopy Spread	Trunk Diameter	Plated	Approximate Age	Origin
<i>Eucalyptus rudis</i>	Flooded Gum	Road reserve Marina Quay Drive Erskine, Outside Function Centre	Outstanding visual/aesthetic significance	15m	15m	Left trunk: 800mm Right trunk: 600mm	Remnant speciman	Unknown	

²⁵ City of Mandurah (2014). Register of Trees. Retrieved 4 November from <http://www.mandurah.wa.gov.au/TreeRegister.htm>



Appendix Four: Species List Template²⁶

Scientific Name	Common Name	Height Range (m)	Suitable for Coastal Areas	Not Suitable for Near Bushland Areas	Australian Native	Western Australian Native	Deciduous	Only for Very Large Verges	Only for Replacement in Existing Areas
<i>Agonis flexuosa</i>	WA Peppermint/ Willow Myrtle	6-10	√			√			
<i>Corymbia citrodora</i>	Lemon Scented Gum	40-50			√			√	√

²⁶ City of Joondalup (2009). Preferred Street Tree Species List. Retrieved 4 November 2014 from <http://www.joondalup.wa.gov.au/Live/Streetscapes/StreetTreeGuidelines/PreferredStreetTreeSpeciesList.aspx>



Appendix Five: Local Government Street Trees Workshop RSVP List

RSVP List for the Local Government Street Trees Workshop held on Thursday, 5 June 2014.

Name	Local Government	Position
Erin Harrison	Eastern Metropolitan Regional Council	Environmental Advisor
Ariadne Macleod	Eastern Metropolitan Regional Council	NRM Officer
Ian Hunter	City of Stirling	Manager Parks and Reserves
Matt Williams	City of Stirling	Technical Officer Parks
Graham Harris	City of Stirling	Technical Officer Tree Services
Ross Carville	City of Stirling	Planting Officer Tree Services
Gabriela Eiris	City of Stirling	Community Tree Officer Tree Services
Phil Koziol	City of Stirling	Supervisor Tree Services
James Henson	City of Rockingham	
Adam Johnston	City of Rockingham	
Jenni Harrison	City of Cockburn	Environmental Officer
Andy Jarman	City of Cockburn	
Michael Hamling	City of Joondalup	
John Newton	City of Joondalup	
Gavin Renyolds	City of Joondalup	
John Corbellini	City of Joondalup	
Stephanie Izzard	City of Joondalup	Urban Planner
Nick Brown	City of Joondalup	Landscape Design Officer
Louise Borrello	City of Joondalup	
Erin Jago	City of Joondalup	
Paul Bradford	City of Melville	
Nicholas Gillon	City of Melville	
Michelle Vaughan	City of Melville	
Dana Prince	City of Melville	
Craig Sanders	City of Melville	
Dave Puddy	City of Melville	
Pamela Walker	City of Canning	
Vic Bijl	City of Belmont	Arborist
Elizabeth Hobbs	Shire of Kalamunda	Landscape Design Officer



Jeremy Maher	City of Bayswater	Environmental Coordinator
Steve Cruickshank	Shire of Collie	Parks and Gardens Supervisor
Rod Strang	City of Bayswater	Parks and Gardens Manager
Penny Fletcher	City of Victoria Park	Parks and Technical Officer
Dion Johnson	City of Victoria Park	Acting Business Unit Manager
Todd Wooding	City of Victoria Park	Acting Streetscapes Supervisor
David MacDonald	Shire of Meekatharra	Community Development Officer
Trevor Pearman	Shire of Capel	
Adam Niclair	Shire of Capel	
Shane Faber	Shire of Capel	Operations Manager
Ross Farlekas	Town of Cambridge	Manager Infrastructure Parks
Mark Crowther	Town of Cambridge	
Lonja Dean	Shire of Kalamunda	Coordinator Community Facility Maintenance
Tamara Wikes-Jones	Shire of Kalamunda	
Alan Dolphin	City of Perth	Technical Officer- Arboriculture and Horticulture
David Hammer	City of Perth	Arboriculturist / Horticultural Advisor
Janine Ahola	City of Melville	Senior Landscape Architect
Cameron Tuck	City of Mandurah	Superintendent Cityparks
Mark Denning	City of Swan	Asset Management Planner
Keith Wragg	City of Swan	
Michael Leers	City of Fremantle	Coordinator Parks and Landscape
Jason Pitman	Perth NRM	Environment Program Assistant
Geoff Colgan	City of South Perth	Assistant Manager City Environment
Shane Bacskai	Shire of Augusta Margaret River	
Craig Yound	Shire of Augusta Margaret River	Manager Works
Russell Jones	Shire of Donnybrook Balingup	Works & Services Supervisor
Anne Cullen	Shire of Donnybrook Balingup	Parks & Gardens Team Leader
Debbie Brace	Shire of Donnybrook Balingup	Environmental Officer
Michelle Rolle	City of Subiaco	Parks & Gardens Team Leader
Dan Steven	Shire of Bridgetown	

POLICY: ENG-PR-002

STREET TREES

Purpose

To maintain and develop the aesthetic and environmental value of the City's Streetscapes through effective management principals. To ensure there is consistency in the advice given to ratepayers regarding removal of trees, maintenance, and planting of street trees.

This policy details:-

- Planting of trees on road verges;
- The process for the removal of street trees;
- Pruning of Council street trees;
- Offences and penalties.

Definitions

Statement

1. Planting of Trees on Verges

- 1.1. The City will provide trees to residents from the City's nursery for planting on street verges at a rate of one tree per 10 lineal metres of verge, as plant stocks may be limited from the City's nursery, supply cannot be guaranteed.
- 1.2. The City will assist with the selection of a suitable tree species that is appropriate to the particular streetscape with due respect to factors such as safety, interference to services, litter potential and aesthetics.
- 1.3. Upon request from a property owner, the City will make arrangements for the planting of a street tree deemed suitable for the street environment. Planting will be undertaken by the City between the months of May to August.

Responsible Officer:	Manager Parks and Reserves	Version:	2.00
Adopted:	26 May 2008	Last Review:	25/8/2014
Distribution:	City of Kalgoorlie-Boulder Website, Policy Register		
Last printed:	1 September 2014	Page:	1 of 4
Uncontrolled document when printed			

- 1.4. Planting and watering of the tree will be the responsibility of the ratepayer once supplied.
- 1.5. Ratepayers may request a tree of their own choice for consideration by Council in writing. Approval cannot be considered until such time as Council has assessed the site requirements and issued a permit to proceed. It will be the responsibility of the applicant to supply their own plants in such circumstances.
- 1.6. Street trees are to be planted in accordance with the following guidelines:-
 - 1.6.1 in alignment with existing street trees, usually at a distance between 2.4 and 3 metres from the private property front boundary line.
 - 1.6.2 at 10 metre intervals between trees in general planted central to the average size house block.
 - 1.6.3 a minimum of 2 metres from the road.
 - 1.6.4 a minimum of 3 metres from a driveway crossover.
 - 1.6.5 a minimum of 5 metres from a Western Power pole.
 - 1.6.6 a minimum of 3 metres from a Western Power support pole.
 - 1.6.7 a minimum of 2 metres from a water, sewerage or gas property service.
 - 1.6.8 a minimum of 3 metres from water hydrants and valves, sewerage access chambers, communications access pits.
 - 1.6.9 a minimum of 6 metres from the corner property boundary at traffic intersections.

*Council will assist with alignments should inconsistencies arise.

2. Removal of Street Trees

- 2.1 Council will only process those requests for street tree removal that have been received in writing.
- 2.2 Approval to remove the tree will only be granted after establishment of sufficient justification, and where appropriate, inspection by an authorised Council officer.
- 2.3 Permission will not be granted for a tree removal if the tree is registered as a tree of significance by the National Trust of Australia (W.A.).
- 2.4 Development proposals which require the removal of street trees will be considered through internal consultation and agreement between the City's

Planning, Building and Engineering Services, and Council if appropriate. Property developers are to prepare proposals which, as far as practicable, avoid the need for street tree removal.

2.5 Council reserves the right to remove any street tree without notification in circumstances of potential hazard to the public, property or interference with public services.

2.6 Council will grant permits to ratepayers, developers, and public service providers to remove street trees from road verges, in accordance with the following criteria:-

2.6.1 considered by Council to be a substantiated hazard to the public.

2.6.2 causing justified nuisance to the public or service providers.

2.6.3 identified as causing interference to public services.

2.6.4 necessary for the installation of new public service infrastructure.

2.6.5 absolutely necessary for residential and industrial development.

2.7 Approvals granted are conditional to the following conditions as follows:-

2.7.1 the responsibility to remove and dispose of the tree rests with the applicant.

2.7.2 all activities related to the removal of street trees are to be carried out in accordance with WorkSafe Australia requirements.

2.7.3 the responsibility for any damage to property and/or services attributable to the removal of the tree will be borne solely by the applicant.

2.7.4 there being no cost or liability to Council in any respect.

3. Pruning of Street Trees

3.1 Pruning of street trees may not be undertaken by anyone other than City operational staff, or the City's nominated contractor.

3.2 Tree works requests may be made to the City by the public, developers and service providers, for pruning of street trees. A suitably qualified Council officer will inspect the tree and determine the urgency of the request and action as necessary. Should the tree pose an immediate hazard to the public, the

request will be dealt with as soon as practicable, otherwise the response will be in accordance with the tree pruning contractors approved works program.

- 3.3 All tree pruning operations will be conducted in accordance with the Code of Practice for Climbing, Pruning, Maintaining and Removal of Trees (THE TREE GUILD OF WA INC), Australian Standard AS4373-2007 Pruning of Amenity Trees and the Office of Energy Safety, Guidelines for the Management of Vegetation near Power lines.

4. Offences and Penalties

- 4.1 Failure to comply with the guidelines of this policy will be regarded as an offence, and penalties shall be applied in accordance with the *Local Government Act 1995* and the “Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law”, City of Kalgoorlie-Boulder.
- 4.2 Wilful or indiscriminate damage to street trees without a permit, will be regarded as a serious breach and penalties may be applied to the extent of the law.

Relevant Documents



MEMORIAL TREE AND PARK BENCH DONATION POLICY

It is the policy of the Paducah Parks Services to accept donations for the purpose of planting trees and installing benches within City Parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- A. Donations for memorials will be accepted only for the purpose of purchasing and planting of trees, and for purchasing and installing park benches approved by the City.**
- B. Memorials shall be self-supporting, e.g., all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary.**
- C. Any tree that is mutually agreed upon by the donor and City staff is acceptable.**
- D. Memorial tree(s) and bench (es) are permitted at any park, provided that the Parks Services Director or his designee authorizes the location in the chosen park.**
- E. Memorial tree(s) and bench (es) are permitted to memorialize a departed family member or friend or, at the discretion of the Parks Services Director, to commemorate a special event.**
- F. Memorial donations will be recognized by use of a memorial plaque which will be displayed at a City public building, and if the donor so chooses, an additional recognition plaque on the donated bench. This marker will be a non-corrosive metal plate of specific design purchased at the donor's expense. Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the Parks Services Director. The City will provide residents with a list of accepted park benches for memorial use. This list shall include a description of each bench and color photo. Paducah Parks Services may add or subtract bench or tree selections, as it deems necessary.**
- G. A ceremony or gathering at the time of a tree planting or bench placement is permitted, but must be arranged in advance with City of Paducah staff. All new trees will be annually recognized at the City's Arbor Day Celebration.**
- H. The City does not guarantee tree survivability.**
- I. City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialized, and type of tree/bench type and location.**

Trees Specific Information

- No marker or signage allowed on the tree itself.
- Donor, with approval and guidance of City staff, selects park and type of tree from an approved list - Location of tree, within park or boulevard, determined by City Parks staff
- Size of tree to conform to City standard for new tree plantings (1.5" caliper for deciduous trees or 6' tall for conifer trees)

- Tree to be planted during normal business hours (9:00am – 3:00 pm, M - F)
- Plastic tree guard provided for young trees (included in donation cost)
- Costs incurred by donor: total purchase cost of tree, including shipping
- Costs incurred by City: planting of tree (labor and equipment)
- Certificate commemorating donation to be given to donor
- Contract completed with prepayment before tree ordered; tree planting will be coordinated with the donor after the arrival of the tree.

Benches

A list of available bench styles will be available from the Paducah Parks Services.

- Installation time will be coordinated with the Paducah Parks Services.
- Donor, with approval and guidance of City staff, selects park
The Paducah Parks Services will provide a list of available locations to the donor.
- Costs incurred by donor: total bench purchase costs (including shipping and installation materials)
- Costs incurred by City: installation of bench (labor and equipment)
- Contract completed with prepayment before bench is ordered
- Certificate commemorating donation to be given to donor
- 50-letter maximum for dedication on a decorative metal plaque.

Process:

1. Complete and return application
2. Application is checked then approved or denied
3. Application is resubmitted if denied or payment is required if application is approved.
4. Installation is scheduled

We thank you for inquiring about a remembrance in the form of a Memorial Tree or Park Bench.

We are grateful you are considering a donation to the Paducah Parks Services.

Many people have found our tree and bench program to be a wonderful way to convey their thoughts and appreciation for someone they care about.

If you choose to pursue this gesture, we will make every effort to accommodate your wishes

and will work with you in the placement of your donation.

Please don't hesitate to contact us regarding any questions you may have about this program.

It is our privilege to serve you.

You or your designated donor will be contacted upon receipt of application.

Paducah Parks Services
 Memorial Tree & Bench Application
 Donor Name _____

Donor Address _____

City _____ State _____ Zip _____

Phone # _____

Name of person honored by memorial: _____

Type and number of memorial: Tree : _____ Bench: _____

- If tree, preference: _____
- Requested park dedicated for memorial: _____

Preferred date and time of memorial installation _____.

(Weekdays only between 9:00am - 3:00pm)

The total cost of the memorial is due to City upon approval of the application.

\$ _____

Tree cost = \$75.00 (for 6' conifer or 1.5" diameter deciduous, balled in burlap tree or container planted)

Bench cost = \$800.00 (includes all costs of purchase, delivery and installation)

*Ordering and shipping of tree or bench can take from 4 – 8 weeks

The Paducah Parks Services realizes that no physical structure is eternal and that this gesture of a bench or tree has a limited life. The Paducah Parks Services will maintain, honor and recognize the life expectancy for a normal, urban tree based on species and conditions. At any time the City may opt to remove any memorial, and not replace, if said memorial is unsound, dangerous or unusable.

Donor Signature _____ Date _____

City Staff Signature _____ Date _____

Location of memorial within dedicated park: _____ (City Staff use only)

Memorial Inscription to Read (must be 50 characters/letters or less over 5 lines)

Please mail the completed application

(above) to:

Paducah Parks Services

1400 HC Mathis Dr

Paducah KY 42001

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