

SHIRE OF MENZIES AGENDA



22 February 2018

ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Thursday
29 March 2018 commencing at 1pm 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 March 2018 in the Shire of Menzies council chambers commencing at 1pm.

Rhonda Evans
Chief Executive Officer

15 March 2018

DISCLAIMER

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

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

FINANCIAL INTEREST

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

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

Councillors should declare an interest:

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

A member who has declared an interest must not:

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

**Councillor Attendance
at Shire of Menzies Council Meetings 2017/2018**

Council Meeting Date	Leave of Absence	Apologies	Electronic Attendance	Absent
23 February 2017		Cr D Hansen		
30 March 2017	Cr D Hansen	Cr J Dwyer Cr I Baird	Cr J Mazza	
27 April 2017		Cr D Hansen Cr J Lee	Cr J Mazza	
25 May 2017				
29 June 2017			Cr D Hansen Cr I Baird	
27 July 2017		Cr D Hansen		Cr K Mader
31 August 2017		Cr D Hansen		
30 September 2017			Cr D Hansen Cr I Baird	
26 October 2017				
30 November 2017		Cr D Hansen		
14 December 2017		Cr D Hansen		
22 February 2018		Cr J Dwyer Cr J Lee	Cr D Hansen	
29 March 2018				
26 April 2018				
24 May 2018				
28 June 2018				

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- 1 DECLARATION OF OPENING**
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- 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 22 FEBRUARY 2018. *(Provided Under Separate Cover)*

That the minutes of the Ordinary Meeting of Council held on Thursday 22 February 2018 be confirmed as a true and correct record.

COUNCIL RESOLUTION:	No.
----------------------------	------------

MOVED: Cr

SECONDED: Cr

Carried /

9.2 CONFIRMATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY 22 MARCH 2018. *(Provided Under Separate Cover)*

That the minutes of the Audit Committee Meeting of Council held on Thursday 22 March 2018 be confirmed as a true and correct record.

COUNCIL RESOLUTION:	No.
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MOVED: Cr

SECONDED: Cr

Carried /

9.3 RECEIVAL OF THE MINUTES OF THE GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC) TELECONFERENCE MEETING HELD ON FRIDAY 23 FEBRUARY 2018 *(Provided Under Separate Cover)*

That the minutes of the Goldfields Voluntary Regional Organisation of Councils (GVROC) Teleconference meeting held on Friday 23 February 2018 be received.

COUNCIL RESOLUTION:	No.
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MOVED: Cr

SECONDED: Cr

Carried /

Carried /

9.4 RECEIVAL OF THE SUMMARY MINUTES OF THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION STATE COUNCIL (WALGA) MEETING HELD ON WEDNESDAY 6 DECEMBER 2017 (*Provided Under Separate Cover*)

That the Summary minutes of the Western Australian Local Government Association State Council (WALGA) meeting held on Wednesday 6 December 2017 be received.

COUNCIL RESOLUTION:	No.
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MOVED: Cr

SECONDED: Cr

Carried /

10 PETITIONS / DEPUTATIONS / PRESENTATIONS

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

COUNCIL RESOLUTION:	No.
----------------------------	------------

MOVED: Cr

SECONDED: Cr

Carried /

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 FEBRUARY 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.957.1/NAM42
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 March 2018
AUTHOR:	Rhonda Evans, Chief Financial Officer
ATTACHMENT:	Nil

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the report for Environmental Health and Building for the month of February 2018.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer for the month of February 2018.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

14.2 Strong sense of community maintained

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.

14.4 Heritage & Natural assets conserved

STATUTORY AUTHORITY:

Public Health Act 2016

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS: Nil

OP97 – Council unable to fill the position of Authorised Officer under the Public Health Act 2016.

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:

The following is a report of the monthly activities extracted from the report to the Chief Executive Officer from Dave Hadden, EHO.

Health

Attended a meeting on 15 February in Kalgoorlie of the Goldfields Regional Health Planning Forum – Aboriginal Environmental Health Sub Committee. This Committee oversees the aboriginal health worker program throughout the Goldfields. The Shire is a signatory to this program.

The Committee has determined to invite all associated Government Agencies to it's next meeting to discuss, issues associated with poor maintenance of aboriginal housing in the Goldfields where managed by the Department of Housing.

Building

Attended the Leonora Court House for a directions hearing for the Gopel prosecutions.

A mining company planning on to develop an exploration camp four kilometres south of Goongarrie Railway Cottages has been advised that if using accommodation units/office they will require a building permit. If using exploration caravans they are exempt as the vans are classified as vehicles, and are exempt from Regulation of the Caravan and Camping Grounds Regulations 1997.

12.2 FINANCE AND ADMINISTRATION

12.2.1 STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH OF JANUARY 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM47
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 March 2018
AUTHOR:	Jeanette Taylor, Manager of Finance and Administration
ATTACHMENT:	12.2.1-1 Monthly Financial Report for the period ending 31 January 2018 12.2.1-2 Operating Statement by Nature and Type for the period ending 31 January 2018 12.2.1-3 Capital Expenditure Statement for the period ending 31 January 2018

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That council

1. Receive the Statement of Financial Activity for the period ended 31 January 2018 as attached and note any material differences.

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 January 2018.

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

COMMENT:

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

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

Detailed Statement of Capital Expenditure is provided for Council consideration

MONTHLY FINANCIAL REPORT

**For the Period ended
31 January 2018**



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- Interest Earnings
- Acquisition of Assets
- Disposal of Assets
- Rates
- Rates and Debtors Graphs
- Fees and Charges
- Reserves
- Trust

Statement of Financial Activity Vairances

Supplementary Reports - Note General Ledger is currently being reorganised

- Operating by Nature or Type Account
- Capital Jobs by General Ledger Accounts

Shire of Menzies
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
For the Period ended
31 January 2018

	Note	2017/2018 Budget \$	2017/2018 Actual \$
REVENUE			
Rates	5	2,809,112	3,026,474
Operating Grants, Subsidies and Contributions		1,717,444	742,416
Fees and Charges	6	171,620	148,241
Interest Earnings	3	184,600	195,614
Other Revenue		46,200	33,969
		<u>4,928,976</u>	<u>4,146,714</u>
EXPENSES			
Employee Costs		(1,615,058)	(928,766)
Materials and Contracts		(2,800,273)	(862,140)
Utility Charges		(56,160)	(54,875)
Depreciation	2	(2,076,951)	(1,340,086)
Insurance Expenses		(130,430)	(67,335)
Allocation to Capital		0	76,613
Other Expenditure		(332,400)	(141,924)
		<u>(7,011,272)</u>	<u>(3,318,514)</u>
		(2,082,296)	828,200
Non-Operating Grants,			
Subsidies and Contributions		3,609,875	1,801,140
Profit on Asset Disposals		10,750	24,414
Loss on Asset Disposals		(9,250)	(11,183)
NET RESULT		1,529,079	2,642,570
Other Comprehensive Income			
Changes on Revaluation of non-current assets			
TOTAL COMPREHENSIVE INCOME		<u>1,529,080</u>	<u>2,642,571</u>

Shire of Menzies
STATEMENT OF COMPREHENSIVE INCOME
- BY PROGRAM OR FUNCTION
31 January 2018

	Note	2017/2018 Budget \$	2017/2018 Actual \$
REVENUE			
Governance		0	164
General Purpose Funding		3,889,706	3,598,355
Law, Order, Public Safety		6,400	1,483
Health		0	1,587
Housing		65,220	52,660
Community Amenities		6,600	8,170
Recreation and Culture		10,000	492
Transport		727,250	333,938
Economic Services		185,100	110,617
Other Property and Services		38,700	39,248
		<u>4,928,976</u>	<u>4,146,714</u>
EXPENSES EXCLUDING FINANCE COSTS			
Governance		(534,774)	(429,023)
General Purpose Funding		(133,975)	(134,618)
Law, Order, Public Safety		(45,180)	(45,574)
Health		(53,000)	(66,573)
Housing		(291,334)	(86,444)
Community Amenities		(202,910)	(104,502)
Recreation & Culture		(493,390)	(325,904)
Transport		(2,597,655)	(1,424,776)
Economic Services		(830,321)	(485,262)
Other Property and Services		(1,828,733)	(215,839)
		<u>(7,011,272)</u>	<u>(3,318,514)</u>
		(2,082,296)	828,200
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS			
Recreation & Culture		261,000	0
Transport		3,333,875	1,801,140
Economic Services		15,000	0
		<u>3,609,875</u>	<u>1,801,140</u>
PROFIT/(LOSS) ON DISPOSAL OF ASSETS (Refer Note 4)			
Transport		1,500	13,231
		<u>1,500</u>	<u>13,231</u>
NET RESULT		1,529,080	2,642,571
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>2,642,571</u></u>

Shire of Menzies
STATEMENT OF FINANCIAL ACTIVITY
For the Period ended
31 January 2018

	Note	Budget	Budget YTD	Actual	Variance	
		\$	\$	\$	%	\$
REVENUES	1,2					
Governance		0	0	164	No budget	(164)
General Purpose Funding		1,135,594	662,430	571,881	14%	90,548
Law, Order, Public Safety		6,400	3,733	1,483	60%	2,251
Health		0	0	1,587	No budget	(1,587)
Housing		65,220	38,045	52,660	-38%	(14,615)
Community Amenities		6,600	3,850	8,170	-112%	(4,320)
Recreation and Culture		10,000	5,833	492	92%	5,342
Transport		727,250	424,229	347,169	18%	77,060
Economic Services		185,100	107,975	110,617	-2%	(2,642)
Other Property and Services		38,700	22,575	39,248	-74%	(16,673)
		<u>2,174,864</u>	<u>1,268,671</u>	<u>1,133,471</u>		
EXPENSES	1,2					
Governance		(534,774)	(311,952)	(429,023)	-38%	117,072
General Purpose Funding		(133,975)	(78,152)	(134,618)	-72%	56,466
Law, Order, Public Safety		(45,180)	(26,355)	(45,574)	-73%	19,219
Health		(53,000)	(30,917)	(66,573)	-115%	35,656
Housing		(291,334)	(169,945)	(86,444)	49%	(83,501)
Community Amenities		(202,910)	(118,364)	(104,502)	12%	(13,862)
Recreation & Culture		(493,390)	(287,811)	(325,904)	-13%	38,093
Transport		(2,597,655)	(1,515,299)	(1,424,776)	6%	(90,523)
Economic Services		(830,321)	(484,354)	(485,262)	0%	908
Other Property and Services		(1,828,733)	(1,066,761)	(215,839)	80%	(850,922)
		<u>(7,011,272)</u>	<u>(4,089,909)</u>	<u>(3,318,514)</u>		
Net Operating Result Excluding Rates		<u>(4,836,408)</u>	<u>(2,821,238)</u>	<u>(2,185,043)</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	4(b)	(1,500)	(875)	(13,231)		
Depreciation on Assets	2	2,076,951	1,211,555	1,340,086		
Capital Expenditure and Revenue						
Purchase Land and Buildings	4(a)	(1,061,000)	(618,917)	(114,915)	-81%	(504,002)
Purchase Infrastructure Assets - Roads	4(a)	(4,310,287)	(2,514,334)	(1,947,958)	-23%	(566,376)
Purchase Infrastructure Assets - Parks	4(a)	(674,000)	(393,167)	(135,364)	-66%	(257,802)
Purchase Infrastructure Assets - Footpaths	4(a)	(50,000)	(29,167)	(24,262)	-17%	(4,905)
Purchase Plant and Equipment	4(a)	(262,000)	(152,833)	(266,417)	74%	113,583
Purchase Furniture and Equipment	4(a)	(100,000)	(58,333)	(71,320)	22%	12,987
Proceeds from Disposal of Assets	4(b)	81,000	47,250	107,387	127%	(60,137)
Non Operating Grants and Subsidies		3,609,875	2,105,760	1,801,140	-14%	304,621
Transfers to Reserves (Restricted Assets)	7	(283,600)	(165,433)	(351,118)	112%	185,685
Transfers from Reserves (Restricted Assets)	7	247,000	144,083	0	-100%	144,083
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		2,754,857	2,754,857	5,631,191		
Amount Raised from General Rates	5	2,809,112	2,809,112	3,026,474		
Net Current Assets - Surplus (Deficit)		<u>0</u>	<u>2,318,320</u>	<u>6,796,650</u>		

Shire of Menzies

STATEMENT OF COMPREHENSIVE INCOME

NET CURRENT ASSETS

For the Period ended
31 January 2018

	Brought Forward Actual \$	Movement Actual \$	YTD Actual \$
Surplus Deficit Brought Forward	5,631,191	1,165,459	6,796,650
CURRENT ASSETS			
Cash and Cash Equivalents			
-Unrestricted Cash	5,477,846	(41,941)	5,435,905
-Restricted Cash - Reserves	4,617,827	351,118	4,968,945
Receivables		0	0
-Rates Outstanding	999,631	585,370	1,585,001
-Sundry Debtors	51,642	183,630	235,272
-Provision For Doubtful Debts	(385,257)	0	(385,257)
-Gst Receivable	79,217	(64,290)	14,927
-Accrued Income/Payments In Advance	34,427	52,621	87,048
Inventories			0
-Fuel, Oil & Materials on Hand	8,522	(904)	7,618
	<u>10,883,855</u>	<u>1,065,605</u>	<u>11,949,460</u>
LESS CURRENT LIABILITIES			
Trade and Other Payables			
-Sundry Creditors	(437,982)	292,987	(144,995)
-Accrued Salaries & Wages	(21,961)	21,961	(0)
-Income Received In Advance	(26,321)	0	(26,321)
-Gst Payable	(22,874)	22,354	(520)
-Payroll Creditors	(36,653)	24,621	(12,032)
-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)	0	(19,889)
	<u>(760,695)</u>	<u>450,970</u>	<u>(309,725)</u>
Unadjusted Net Current Assets	10,123,160	1,516,575	11,639,735
Less Reserves - restricted Cash	(4,617,827)	(351,118)	(4,968,945)
Add back Cash Backed Provision for Leave	125,858	0	125,858
Adjustment for Trust	0	0	0
Adjusted net current assets	5,631,191	1,165,457	6,796,650

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 January 2018

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.

0

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 January 2018

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 January 2018

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 January 2018

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 January 2018

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 January 2018

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 January 2018

	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	215,336
Furniture and Equipment	11,230	6,596
Plant and Equipment	283,600	188,386
Roads	1,366,070	899,863
Footpaths	3,380	738
Parks and Ovals	35,185	20,657
Infrastructure Other	10,050	8,511
	<u>2,076,951</u>	<u>1,340,086</u>

(ii) Crediting as Revenues:

3 Interest Earnings

Investments		
- Reserve Funds	80,000	67,518
- Other Funds	50,000	40,114
Other Interest Revenue (<i>refer note 13</i>)	54,600	87,982
	<u>184,600</u>	<u>195,614</u>

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 January 2018

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 January 2018

4(a) ACQUISITION OF ASSETS

2017/18
Budget
\$

31-Jan-18
Actual
\$

The following assets are budgeted to be acquired during the year:

By Program

Governance	80,000	61,508
General Purpose Funding	0	0
Law, Order, Public Safety	0	0
Health	0	0
Education and Welfare	0	0
Housing	116,000	37,210
Community Amenities	90,000	0
Recreation and Culture	887,000	163,606
Transport	4,709,287	2,254,746
Economic Services	545,000	40,006
Other Property and Services	30,000	3,367
	6,457,287	2,560,444

By Class

Purchase Land Held for Resale	0	0
Purchase Land and Buildings	1,061,000	114,915
Purchase Infrastructure Assets - Roads	4,310,287	1,947,958
Purchase Infrastructure Assets - Parks	674,000	135,364
Purchase Infrastructure Assets - Footpaths	50,000	24,262
Purchase Plant and Equipment	262,000	266,624
Purchase Furniture and Equipment	100,000	71,320
	6,457,287	2,560,444

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

- Capital Jobs Linked to General Ledger Accounts

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 January 2018

4(b) DISPOSALS OF ASSETS

By Program	Net Book Value		Sale Proceeds		Profit(Loss)	
	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Other Property and Services						
P0201 Prado 2014	41,250	38,921	44,000	38,182	2,750	(739)
Plant and Equipment						
P0108 Car Skid Steer Bobcat	21,250	19,990	12,000	11,000	(9,250)	(8,990)
P0151 Water Cart	17,000	16,492	25,000	20,850	8,000	4,358
P0163 Vacuum Tank	0	4,250		16,682		12,432
P0184 Howard Porter Dog Trailer	0	12,369		19,439		7,070
P0144 Multi-Tyred Roller	0	425	0	482	0	57
P0135 Plate Compacter	0	375	0	19	0	(356)
P0139 Slasher Mower	0	128	0	100	0	(28)
PO122 Husqvarna Ride on Mower	0	1,206	0	136	0	(1,070)
Minor Equipment	0	0	0	497	0	497
	79,500	94,156	81,000	107,387	1,500	13,231

By Class	Net Book Value		Sale Proceeds		Profit(Loss)	
	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	\$	\$	\$	\$	\$	\$
Light Vehicles						
P0201 Prado 2014	41,250	38,921	44,000	38,182	2,750	(739)
Heavy Vehicles						
P0108 Car Skid Steer Bobcat	21,250	19,990	12,000	11,000	(9,250)	(8,990)
P0151 Water Cart	17,000	16,492	25,000	20,850	8,000	4,358
P0163 Vacuum Tank	0	4,250		16,682		12,432
P0184 Howard Porter Dog Trailer	0	12,369		19,439		7,070
Plant & Equipment						
P0144 Multi-Tyred Roller	0	425	0	482	0	57
P0135 Plate Compacter	0	375	0	19	0	(356)
P0139 Slasher Mower	0	128	0	100	0	(28)
PO122 Husqvarna Ride on Mower	0	1,206	0	136		(1,070)
Minor Equipment	0	0	0	497	0	497
- Operating by Nature or Type Account						
	79,500	94,156	81,000	107,387	1,500	13,231

Summary	2017/18	2017/18
	BUDGET	ACTUAL
	\$	\$
Profit on Asset Disposals	10,750	24,414
Loss on Asset Disposals	(9,250)	(11,183)
	1,500	13,231

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 January 2018

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	103,825		1,966,744	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	102,362	0	2,874,481	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							3,026,474	2,924,112
Specified Area Rates							0	
Total Rates							3,026,474	2,924,112

Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 January 2018

6. FEES & CHARGES REVENUE	2017/18 Budget \$	2017/18 Actual \$
Governance	0	0
General Purpose Funding	1,800	9,238
Law, Order, Public Safety	400	0
Health	0	0
Education and Welfare	0	1,587
Housing	65,220	52,660
Community Amenities	6,600	8,170
Recreation & Culture	0	446
Transport	0	0
Economic Services	97,600	70,415
Other Property & Services	0	5,725
	<u>171,620</u>	<u>148,241</u>

SHIRE OF MENZIES
For the Period ended
31 January 2018

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	2,692	0	195,153	192,460	0	0	192,460	187,871	4,589	0	192,460
Plant reserve	932,561	299,562	0	1,232,123	932,561	283,600	(117,000)	1,099,161	558,156	521,640	(147,235)	932,561
Building reserve	1,161,096	16,243	0	1,177,340	1,161,096	0	(130,000)	1,031,096	684,086	477,010	0	1,161,096
TV reserve	16,789	235	0	17,023	16,789	0	0	16,789	16,388	401	0	16,789
Main street reserve	131,578	1,841	0	133,419	131,578	0	0	131,578	193,331	3,247	(65,000)	131,578
Staff amenities reserve	70,915	992	0	71,907	70,915	0	0	70,915	69,225	1,690	0	70,915
Roads reserve	474,836	6,643	0	481,478	474,836	0	0	474,836	164,020	310,816	0	474,836
Caravan park reserve	316,747	4,431	0	321,178	316,747	0	0	316,747	309,195	7,552	0	316,747
Rates future claims reserve	47,576	666	0	48,242	47,576	0	0	47,576	46,442	1,134	0	47,576
Bitumen resealing reserve	379,618	5,311	0	384,928	379,618	0	0	379,618	203,607	176,011	0	379,618
Niagara Dam reserve	800,049	11,192	0	811,241	800,049	0	0	800,049	123,062	676,987	0	800,049
Waterpark reserve	93,601	1,309	0	94,911	93,602	0	0	93,602	111,011	2,591	(20,000)	93,602
	<u>4,617,827</u>	<u>351,118</u>	<u>0</u>	<u>4,968,945</u>	<u>4,617,827</u>	<u>283,600</u>	<u>(247,000)</u>	<u>4,654,427</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

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	Established for the beautification of the main street.
Staff amendities reserve	Perpetual	Established for the purpose of providing staff housing and amenities.
Roads reserve	Perpetual	To be used to fund major road works.
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.

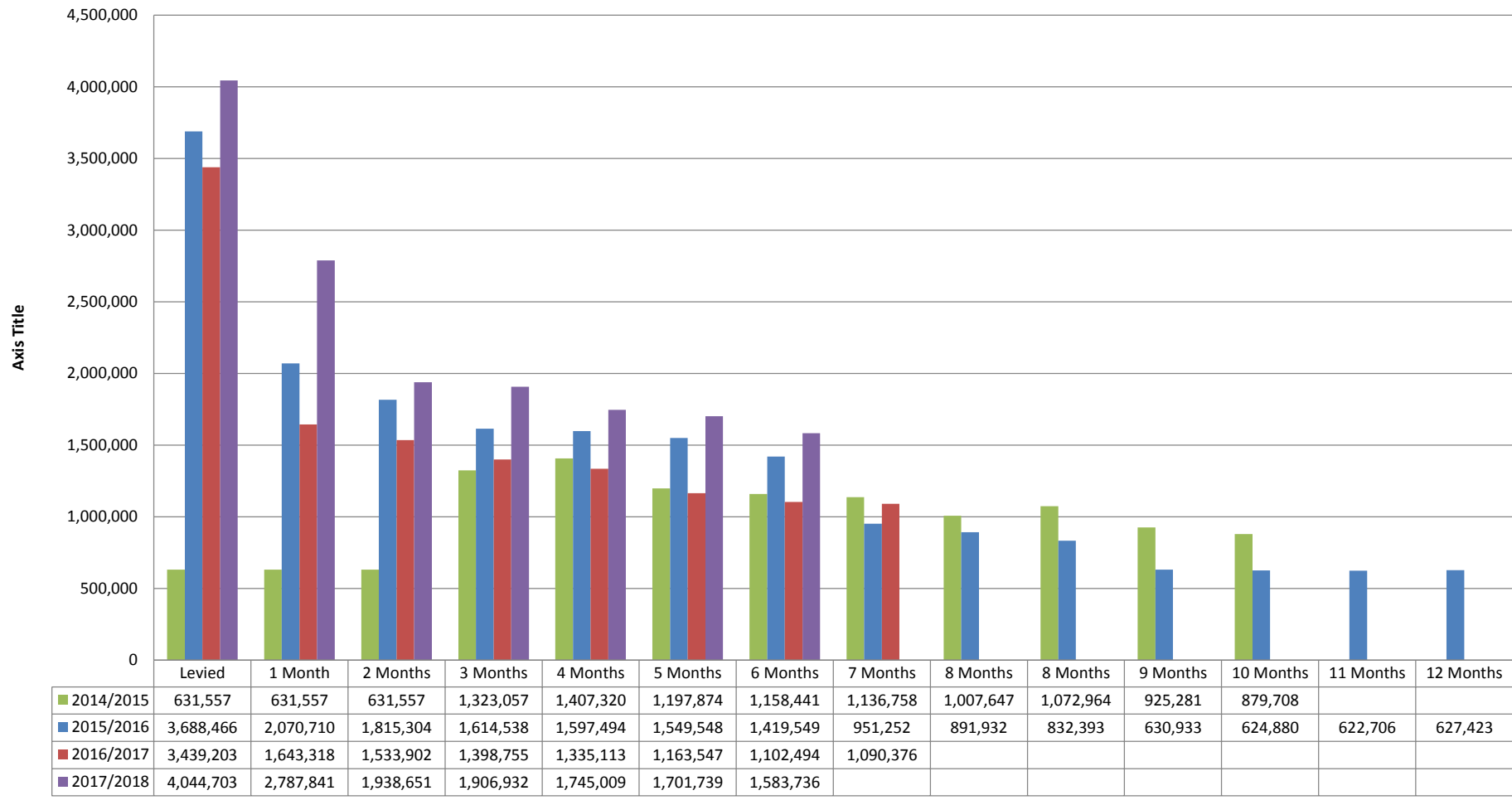
Shire of Menzies
NOTES TO AND FORMING PART OF THE BUDGET
For the Period ended
31 January 2018

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-Jan-18 \$
Unidentified Deposits	0			0
Housing Bonds	1,680			1,680
Pet Bonds	200			200
Councillor Nomination Fees		640	(640)	0
				0
				0
	<u>1,880</u>			<u>1,880</u>

Outstanding Rates and Charges

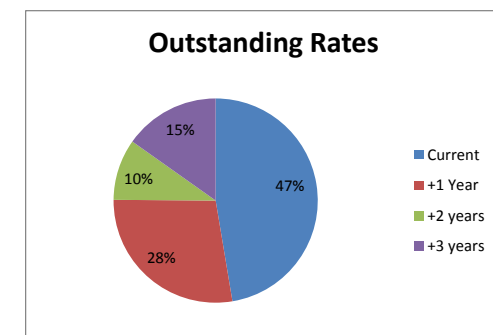
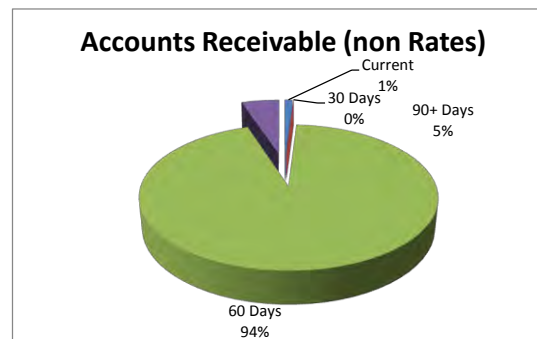
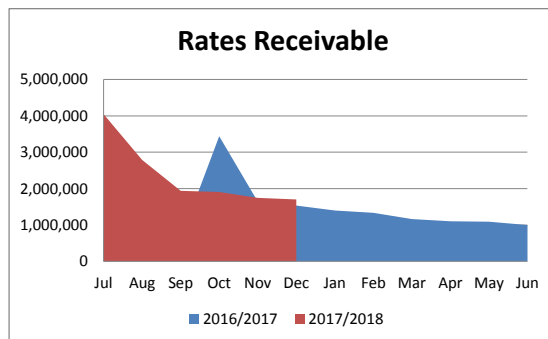


Shire of Menzies
NOTES TO AND FORMING PART OF THE REPORT
For the Period ended
31 December 2017

9(b)

	31/12/2017	30/06/2017	Receivables - Sundry Debtors	Current	30 Days	60 Days	90+ Days	Total	Receivables - Rates Debtors	Current	+1 Year	+2 years	+3 years	Total
	YTD													
Receivables - Rates and other Rate Receivables	999,566	630,933	Sundry Debtors	2,169	92	199,101	10,733	212,095	Rates Debtors	738,042	432,302	151,050	236,680	1,558,074
Levied This Year	100 3,026,081	2,863,670												
Discounts	-	-												
Deferred	-	-												
Less Collections to Date	2,441,912	2,495,036												
Equals Current Outstanding*	1,583,736	999,566												
*Difference between the Rates Outstanding in this report and the Rates Outstanding in the Net Current Assets is the pensioner rebate claim.														
Net Rates Collectable	857,479	614,309	Total Receivables General Outstanding					212,095	Total Receivables General Outstanding					1,558,074
% collected	74.0%	92.8%												
Provision for Doubtful Debts	(385,257)	(385,257)												
Further doubtful debts*	(341,000)	(420,000)												

*Anticipated further doubtful debt has been recovered in February 2018



*This report is purely rates billed. Rates outstanding per Net Current Assets includes Rates Pensioner Claims

- Operating by Nature or Type Account

Shire of Menzies

STATEMENT OF FINANCIAL ACTIVITY
For the Period ended
31 January 2018

Note	2016/2017	2016/2017	2016/2017	Variance	
Note	Budget	Budget YTD	Actual	%	\$
	\$	\$	\$	%	\$
REVENUES	1,2				
Governance	0	0	164	No budget	(164)
General Purpose Funding	1,135,594	662,430	571,881	14%	90,548
Law, Order, Public Safety	6,400	3,733	1,483	60%	2,251
Health	0	0	1,587	No budget	(1,587)
Housing	65,220	38,045	52,660	-38%	(14,615)
Community Amenities	6,600	3,850	8,170	-112%	(4,320)
Recreation and Culture	10,000	5,833	492	92%	5,342
Transport	727,250	424,229	347,169	18%	77,060
Economic Services	185,100	107,975	110,617	-2%	(2,642)
Other Property and Services	38,700	22,575	39,248	-74%	(16,673)
	2,174,864	1,268,671	1,133,471		
EXPENSES	1,2				
Governance	(534,774)	(311,952)	(429,023)	-38%	117,072
General Purpose Funding	(133,975)	(78,152)	(134,618)	-72%	56,466
Law, Order, Public Safety	(45,180)	(26,355)	(45,574)	-73%	19,219
Health	(53,000)	(30,917)	(66,573)	-115%	35,656
Housing	(291,334)	(169,945)	(86,444)	49%	(83,501)
Community Amenities	(202,910)	(118,364)	(104,502)	12%	(13,862)
Recreation & Culture	(493,390)	(287,811)	(325,904)	-13%	38,093
Transport	(2,597,655)	(1,515,299)	(1,424,776)	6%	(90,523)
Economic Services	(830,321)	(484,354)	(485,262)	0%	908
Other Property and Services	(1,828,733)	(1,066,761)	(215,839)	80%	(850,922)
	(7,011,272)	(4,089,909)	(3,318,514)		
Net Operating Result Excluding Rates	(4,836,408)	(2,821,238)	(2,185,043)		
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
Initial Recognition of Assets due to change in Regulations					
(Profit)/Loss on Asset Disposals	4(b)	(1,500)	(875)		(13,231)
Depreciation on Assets	2	2,076,951	1,211,555		1,340,086
Capital Expenditure and Revenue			0		
Purchase Land and Buildings	4(a)	(1,061,000)	(618,917)	-81%	(504,002)
Purchase Infrastructure Assets - Roads	4(a)	(4,310,287)	(2,514,334)	-23%	(566,376)
Purchase Infrastructure Assets - Parks	4(a)	(674,000)	(393,167)	-66%	(257,802)
Purchase Infrastructure Assets - Footpaths	4(a)	(50,000)	(29,167)	-17%	(4,905)
Purchase Plant and Equipment	4(a)	(262,000)	(152,833)	74%	113,583
Purchase Furniture and Equipment	4(a)	(100,000)	(58,333)	22%	12,987
Proceeds from Disposal of Assets	4(b)	81,000	47,250	127%	(60,137)
Non Operating Grants and Subsidies		3,609,875	2,105,760	-14%	304,621
Transfers to Reserves (Restricted Assets)	7	(283,600)	(165,433)	112%	185,685
Transfers from Reserves (Restricted Assets)	7	247,000	144,083	-100%	144,083
			0		
ADD					
Estimated Surplus/(Deficit) July 1 B/Fwd		2,754,857	2,754,857		5,631,191
Amount Raised from General Rates	5	2,809,112	2,809,112		3,026,474
Net Current Assets - Surplus (Deficit)		0	2,318,320		6,796,650

Shire of Menzies

Operating Report for the period ending 31 January 2018

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	366,866
Interest Earnings	130,000	107,631
Subtotal Operating Revenue	1,024,194	474,498
TOTAL Other General Purpose Funding	1,024,194	474,498
Rate Revenue		
Operating Revenue		
Rates	2,809,112	3,026,474
Fees & Charges	56,400	9,238
Interest Earnings	-	87,982
Other Revenue	-	164
Subtotal Operating Revenue	2,865,512	3,123,857
Operating Expense		
Employee Costs	(100,575)	(53,992)
Materials & Contracts	(31,000)	(5,931)
Insurance Expenses	(2,400)	-
Other Expenditure	-	(22,600)
Reallocation Codes Expenditure	-	(3,144,545)
Reallocation Codes Income	-	3,092,451
Subtotal Operating Expense	(133,975)	(134,618)
TOTAL Rate Revenue	2,731,537	2,989,239
Total - Cost of General Purpose Funding	3,755,731	3,463,737

Shire of Menzies

Operating Report for the period ending 31 January 2018

Governance	Current Budget	YTD Actual
Governance - General		
Operating Expense		
Employee Costs	(220,824)	(147,741)
Materials & Contracts	(91,500)	(33,788)
Insurance Expenses	(5,000)	-
Other Expenditure	-	(2,854)
Subtotal Operating Expense	(317,324)	(184,384)
TOTAL Governance - General	(317,324)	(184,384)
Members Of Council		
Operating Revenue		
Operating Grants, Subsidies And Contributions	-	84
Other Revenue	-	80
Subtotal Operating Revenue	-	164
Operating Expense		
Employee Costs	(500)	(521)
Materials & Contracts	(48,300)	(30,937)
Other Expenditure	(167,900)	(82,945)
Reallocation Codes Expenditure	(750)	(130,237)
Subtotal Operating Expense	(217,450)	(244,639)
TOTAL Members Of Council	(217,450)	(244,475)
Total - Cost of Governance	(534,774)	(428,859)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Law, Order & Public Safety	Current Budget	YTD Actual
Other Law, Order & Public Safety		
Operating Expense		
Employee Costs	(6,500)	(1,810)
Materials & Contracts	(500)	(5,044)
Reallocation Codes Expenditure	(5,250)	(5,497)
Subtotal Operating Expense	(12,250)	(12,350)
TOTAL Other Law, Order & Public Safety	(12,250)	(12,350)
Animal Control		
Operating Revenue		
Fees & Charges	400	-
Subtotal Operating Revenue	400	-
Operating Expense		
Materials & Contracts	(20,500)	(7,275)
Depreciation On Non-Current Assets	(580)	(397)
Subtotal Operating Expense	(21,080)	(7,672)
TOTAL Animal Control	(20,680)	(7,672)
Fire Prevention		
Operating Revenue		
Operating Grants, Subsidies And Contributions	6,000	1,483
Subtotal Operating Revenue	6,000	1,483
Operating Expense		
Employee Costs	(700)	(3,117)
Materials & Contracts	(1,050)	-
Utilities	(200)	(94)
Depreciation On Non-Current Assets	(5,850)	(2,086)
Insurance Expenses	(3,000)	(1,868)
Other Expenditure	-	(75)
Reallocation Codes Expenditure	(1,050)	(18,311)
Subtotal Operating Expense	(11,850)	(25,551)
TOTAL Fire Prevention	(5,850)	(24,069)
Total - Cost of Law, Order & Public Safety	(38,780)	(44,092)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Health	Current Budget	YTD Actual
Other Health		
Operating Revenue		
Fees & Charges	-	1,587
Subtotal Operating Revenue	-	1,587
Operating Expense		
Employee Costs	(3,200)	-
Materials & Contracts	(40,000)	(62,005)
Other Expenditure	-	(660)
Reallocation Codes Expenditure	(4,800)	(3,907)
Subtotal Operating Expense	(48,000)	(66,573)
TOTAL Other Health	(48,000)	(64,985)
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)	(64,985)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Housing	Current Budget	YTD Actual
Other Housing		
Operating Revenue		
Fees & Charges	49,360	42,980
Subtotal Operating Revenue	49,360	42,980
Operating Expense		
Employee Costs	(13,100)	(3,370)
Materials & Contracts	(29,696)	(15,177)
Utilities	(2,750)	(2,362)
Depreciation On Non-Current Assets	(93,144)	(48,777)
Insurance Expenses	(3,040)	(2,366)
Other Expenditure	-	(263)
Reallocation Codes Expenditure	(19,650)	(4,450)
Subtotal Operating Expense	(161,380)	(76,764)
TOTAL Other Housing	(112,020)	(33,784)
Staff Housing		
Operating Revenue		
Fees & Charges	15,860	9,680
Subtotal Operating Revenue	15,860	9,680
Operating Expense		
Employee Costs	(10,800)	(2,174)
Materials & Contracts	(50,462)	(16,877)
Utilities	(9,700)	(6,254)
Depreciation On Non-Current Assets	(40,422)	(22,623)
Insurance Expenses	(2,370)	(3,454)
Other Expenditure	-	(563)
Reallocation Codes Expenditure	(16,200)	42,265
Subtotal Operating Expense	(129,954)	(9,680)
TOTAL Staff Housing	(114,094)	-
Total - Cost of Housing	(226,114)	(33,784)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Community Amenities	Current Budget	YTD Actual
Other Community Amenities		
Operating Expense		
Employee Costs	(22,000)	(6,434)
Materials & Contracts	(2,600)	(1,266)
Depreciation On Non-Current Assets	(2,850)	(1,720)
Insurance Expenses	(240)	(148)
Other Expenditure	-	(75)
Reallocation Codes Expenditure	(33,000)	(10,241)
Subtotal Operating Expense	(60,690)	(19,884)
TOTAL Other Community Amenities	(60,690)	(19,884)
Town Planning & Regional Development		
Operating Expense		
Materials & Contracts	(50,000)	(16,878)
Subtotal Operating Expense	(50,000)	(16,878)
TOTAL Town Planning & Regional Development	(50,000)	(16,878)
Sewerage		
Operating Expense		
Employee Costs	(700)	(257)
Materials & Contracts	(6,100)	(383)
Insurance Expenses	(110)	-
Reallocation Codes Expenditure	(1,050)	(449)
Subtotal Operating Expense	(7,960)	(1,088)
TOTAL Sewerage	(7,960)	(1,088)
Sanitation - Household Refuse		
Operating Revenue		
Fees & Charges	6,600	8,170
Subtotal Operating Revenue	6,600	8,170
Operating Expense		
Employee Costs	(22,000)	(16,712)
Materials & Contracts	(20,000)	(1,332)
Depreciation On Non-Current Assets	(6,100)	(3,624)
Insurance Expenses	(160)	(101)
Reallocation Codes Expenditure	(36,000)	(53,052)
Reallocation Codes Income	-	8,170
Subtotal Operating Expense	(84,260)	(66,651)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Community Amenities	Current Budget	YTD Actual
TOTAL Sanitation - Household Refuse	(77,660)	(58,482)
Total - Cost of Community Amenities	(196,310)	(96,332)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Recreation & Culture	Current Budget	YTD Actual
Communities		
Operating Expense		
Employee Costs	(2,000)	(681)
Materials & Contracts	(6,500)	(20,674)
Other Expenditure	(164,500)	(22,087)
Reallocation Codes Expenditure	(3,000)	(26,234)
Subtotal Operating Expense	(176,000)	(69,676)
TOTAL Communities	(176,000)	(69,676)
Other Culture		
Operating Expense		
Employee Costs	(600)	-
Materials & Contracts	(500)	(2,568)
Utilities	(1,500)	(581)
Insurance Expenses	-	(899)
Other Expenditure	-	(75)
Reallocation Codes Expenditure	(900)	-
Subtotal Operating Expense	(3,500)	(4,123)
TOTAL Other Culture	(3,500)	(4,123)
Libraries		
Operating Expense		
Materials & Contracts	(2,500)	(1,418)
Reallocation Codes Expenditure	-	(2,605)
Subtotal Operating Expense	(2,500)	(4,022)
TOTAL Libraries	(2,500)	(4,022)
Television And Rebroadcasting		
Operating Expense		
Employee Costs	(700)	-
Materials & Contracts	(5,000)	(11,712)
Insurance Expenses	-	(32)
Reallocation Codes Expenditure	(1,050)	-
Subtotal Operating Expense	(6,750)	(11,744)
TOTAL Television And Rebroadcasting	(6,750)	(11,744)
Other Recreation & Sport		
Operating Revenue		
Operating Grants, Subsidies And Contributions	10,000	45

Shire of Menzies

Operating Report for the period ending 31 January 2018

Recreation & Culture	Current Budget	YTD Actual
Other Recreation & Sport		
Operating Revenue		
Fees & Charges	-	446
Subtotal Operating Revenue	10,000	492
Operating Expense		
Employee Costs	(115,900)	(44,400)
Materials & Contracts	(54,200)	(23,369)
Utilities	(5,200)	(3,972)
Depreciation On Non-Current Assets	(20,080)	(11,791)
Insurance Expenses	(1,640)	(945)
Other Expenditure	-	(7,087)
Reallocation Codes Expenditure	(90,100)	(131,474)
Subtotal Operating Expense	(287,120)	(223,038)
TOTAL Other Recreation & Sport	(277,120)	(222,546)
Public Halls & Civic Centres		
Operating Expense		
Employee Costs	-	(304)
Materials & Contracts	(12,000)	(9,146)
Depreciation On Non-Current Assets	(5,520)	(3,244)
Other Expenditure	-	(75)
Reallocation Codes Expenditure	-	(532)
Subtotal Operating Expense	(17,520)	(13,301)
TOTAL Public Halls & Civic Centres	(17,520)	(13,301)
Total - Cost of Recreation & Culture	(483,390)	(325,412)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Transport	Current Budget	YTD Actual
Aerodromes		
Operating Expense		
Employee Costs	(2,000)	(1,056)
Materials & Contracts	(4,000)	-
Reallocation Codes Expenditure	(3,000)	(1,935)
Subtotal Operating Expense	(9,000)	(2,991)
TOTAL Aerodromes	(9,000)	(2,991)
Plant & Equipment Purchases		
Operating Revenue		
Profit On Asset Disposal	-	13,231
Subtotal Operating Revenue	-	13,231
TOTAL Plant & Equipment Purchases	-	13,231
Streets, Roads, & Bridges Maintenance		
Operating Revenue		
Operating Grants, Subsidies And Contributions	727,250	333,938
Subtotal Operating Revenue	727,250	333,938
Operating Expense		
Employee Costs	(105,700)	(65,491)
Materials & Contracts	(899,400)	(136,217)
Utilities	(9,000)	(3,464)
Depreciation On Non-Current Assets	(1,394,005)	(919,339)
Other Expenditure	-	(652)
Reallocation Codes Expenditure	(180,550)	(296,623)
Subtotal Operating Expense	(2,588,655)	(1,421,785)
TOTAL Streets, Roads, & Bridges Maintenance	(1,861,405)	(1,087,847)
Total - Cost of Transport	(1,870,405)	(1,077,607)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Economic Services	Current Budget	YTD Actual
Caravan Park		
Operating Revenue		
Fees & Charges	65,000	46,120
Other Revenue	3,500	-
Subtotal Operating Revenue	68,500	46,120
Operating Expense		
Employee Costs	(34,000)	(26,142)
Materials & Contracts	(30,550)	(13,944)
Utilities	(10,900)	(18,190)
Insurance Expenses	(3,400)	(1,966)
Other Expenditure	-	(75)
Reallocation Codes Expenditure	(51,000)	(34,258)
Subtotal Operating Expense	(129,850)	(94,575)
TOTAL Caravan Park	(61,350)	(48,456)
Crc		
Operating Revenue		
Operating Grants, Subsidies And Contributions	80,000	40,000
Fees & Charges	-	64
Subtotal Operating Revenue	80,000	40,064
Operating Expense		
Employee Costs	(72,225)	(36,750)
Materials & Contracts	(3,475)	(1,748)
Utilities	(2,700)	(1,761)
Insurance Expenses	(1,600)	-
Subtotal Operating Expense	(80,000)	(40,259)
TOTAL Crc	-	(196)
Other Economic Services		
Operating Revenue		
Fees & Charges	3,100	915
Subtotal Operating Revenue	3,100	915
Operating Expense		
Employee Costs	(300)	-
Materials & Contracts	-	(1,224)
Depreciation On Non-Current Assets	(7,340)	(4,311)
Insurance Expenses	(1,300)	(839)
Other Expenditure	-	(75)
Reallocation Codes Expenditure	(450)	-
Subtotal Operating Expense	(9,390)	(6,450)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Economic Services	Current Budget	YTD Actual
TOTAL Other Economic Services	(6,290)	(5,535)
Building Control		
Operating Revenue		
Fees & Charges	500	-
Subtotal Operating Revenue	500	-
Operating Expense		
Materials & Contracts	(12,000)	(11,078)
Reallocation Codes Expenditure	-	(13,024)
Subtotal Operating Expense	(12,000)	(24,102)
TOTAL Building Control	(11,500)	(24,102)
Tourism & Area Promotion		
Operating Revenue		
Fees & Charges	29,000	23,317
Other Revenue	4,000	202
Subtotal Operating Revenue	33,000	23,519
Operating Expense		
Employee Costs	(131,241)	(65,971)
Materials & Contracts	(295,500)	(84,207)
Utilities	(510)	(119)
Depreciation On Non-Current Assets	(137,810)	(81,548)
Insurance Expenses	(8,970)	(5,664)
Other Expenditure	-	(1,617)
Reallocation Codes Expenditure	(25,050)	(80,749)
Subtotal Operating Expense	(599,081)	(319,875)
TOTAL Tourism & Area Promotion	(566,081)	(296,356)
Total - Cost of Economic Services	(645,221)	(374,645)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Other Property & Services	Current Budget	YTD Actual
Unclassified		
Operating Expense		
Employee Costs	-	(13,641)
Subtotal Operating Expense	-	(13,641)
TOTAL Unclassified	-	(13,641)
Salaries & Wages		
Operating Expense		
Employee Costs	-	-
Subtotal Operating Expense	-	-
TOTAL Salaries & Wages	-	-
Administration		
Operating Revenue		
Other Revenue	7,700	25,462
Subtotal Operating Revenue	7,700	25,462
Operating Expense		
Employee Costs	(317,551)	(202,691)
Materials & Contracts	(255,200)	(150,685)
Utilities	(13,300)	(18,078)
Depreciation On Non-Current Assets	(106,480)	(67,998)
Insurance Expenses	(67,500)	(31,592)
Other Expenditure	-	(135)
Reallocation Codes Expenditure	(36,450)	445,718
Subtotal Operating Expense	(796,481)	(25,462)
TOTAL Administration	(788,781)	-
Plant Operation Costs		
Operating Revenue		
Other Revenue	25,500	6,452
Subtotal Operating Revenue	25,500	6,452
Operating Expense		
Employee Costs	(85,560)	(62,164)
Materials & Contracts	-	(117,525)
Depreciation On Non-Current Assets	(256,770)	(172,629)
Insurance Expenses	(28,000)	(10,172)
Reallocation Codes Expenditure	(128,340)	202,245
Subtotal Operating Expense	(498,670)	(160,246)

Shire of Menzies

Operating Report for the period ending 31 January 2018

Other Property & Services	Current Budget	YTD Actual
TOTAL Plant Operation Costs	(473,170)	(153,794)
Public Works Overheads		
Operating Revenue		
Other Revenue	5,500	1,610
Subtotal Operating Revenue	5,500	1,610
Operating Expense		
Employee Costs	(346,382)	(173,117)
Materials & Contracts	(78,000)	(79,733)
Utilities	(400)	-
Insurance Expenses	(1,700)	(7,287)
Other Expenditure	-	(14)
Reallocation Codes Expenditure	(107,100)	248,693
Subtotal Operating Expense	(533,582)	(11,459)
TOTAL Public Works Overheads	(528,082)	(9,849)
Private Works		
Operating Revenue		
Fees & Charges	-	5,725
Subtotal Operating Revenue	-	5,725
Operating Expense		
Employee Costs	-	(229)
Reallocation Codes Expenditure	-	(4,803)
Subtotal Operating Expense	-	(5,032)
TOTAL Private Works	-	693
Total - Cost of Other Property & Services	(1,790,033)	(176,590)

TOTAL - Balance to Programme Schedule	841,431
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This report differs from Statement of Comprehensive Income due to inclusion of profit on sale of assets \$13,231



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

printed 19/03/2018

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Buildings -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	C08001	Youth Centre (Building)	(450,000)	(270,699)	(8,870)	60.16%
	Sub Total - 08662		(450,000)	(270,699)	(8,870)	60.16%
	C09002	Capital - Lot 1 (37 - 39 Reid) St (Asset 209)	(63,000)	(10,306)	(10,306)	16.36%
	C09009	Capital - Lot 1089 (57) Walsh St (Asset 76)	(20,000)	(10,340)	(10,340)	51.70%
	C09012	Capital - Lot 91 (40) Mercer St (Asset 200)	(9,000)	(12,066)	(10,306)	134.07%
	C09019	39 Mercer Street (Building Capital)	(7,000)	(2,638)	(2,638)	37.69%
	C09020	25 Onslow Street (Building Capital)	(10,000)	-	-	0.00%
	C09021	36 Mercer Street (Building Capital)	(7,000)	(3,465)	(3,465)	49.50%
	Sub Total - 09162		(116,000)	(38,815)	(37,055)	33.46%
	C09001	Unit 1 / 29 Shenton Street (Building Capital)	-	(156)	(156)	100.00%
	Sub Total - 09262		-	(156)	(156)	100.00%
	C11100	Town Hall - Capital Upgrade	(80,000)	(49,123)	(49,123)	61.40%
	Sub Total - 11162		(80,000)	(49,123)	(49,123)	61.40%
	C11600	Butcher Shop And Tea Rooms (Capex Building)	(25,000)	(21,460)	(11,750)	85.84%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Buildings -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	Sub Total - 11650		(25,000)	(21,460)	(11,750)	85.84%
	C12101	Depot Extension	(30,000)	(8,015)	(7,962)	26.72%
	Sub Total - 12120		(30,000)	(8,015)	(7,962)	26.72%
	C13100	Commercial Kitchen - Lady Shenton	(35,000)	-	-	0.00%
	C13101	Airconditioner Replacement Program	(10,000)	-	-	0.00%
	C13106	Goongarrie Cottage Maintenance	(50,000)	-	-	0.00%
	Sub Total - 13267		(95,000)	-	-	0.00%
	Buildings		(796,000)	(388,267)	(114,915)	48.78%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Furniture & Equipment -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	C04002	Software And Systems	(35,000)	(31,098)	(31,098)	88.85%
	Sub Total - 04250		(35,000)	(31,098)	(31,098)	88.85%
	C04001	Administration Communications Equipment	(45,000)	(30,410)	(30,410)	67.58%
	Sub Total - 04265		(45,000)	(30,410)	(30,410)	67.58%
	C11307	Collections - Furniture And Equipment	(15,000)	(3,977)	(3,977)	26.52%
	Sub Total - 11653		(15,000)	(3,977)	(3,977)	26.52%
	C11309	Library - Furniture And Equipment	(8,000)	(2,468)	(2,468)	30.85%
	Sub Total - 11654		(8,000)	(2,468)	(2,468)	30.85%
	C14000	Office Furniture (Not Capitalised)	(30,000)	(5,825)	(3,367)	19.42%
	Sub Total - 14595		(30,000)	(5,825)	(3,367)	19.42%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Furniture & Equipment	(133,000)	(73,778)	(71,320)	55.47%
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Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Plant & Equipment -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	C12102	Minor Plant & Equipment (Not Capitalised)	(12,000)	(9,324)	(9,324)	77.70%
	Sub Total - 12325		(12,000)	(9,324)	(9,324)	77.70%
	CP002	Vehicle Replacement Works Supervisor	(70,000)	(65,708)	(65,708)	93.87%
	CP004	Garden Trailer With Ramps	(6,000)	(4,427)	(4,427)	73.79%
	CP005	Skid Steer Loader	(56,000)	(65,535)	(65,535)	117.03%
	CP006	Water Truck And Tank	(100,000)	(99,500)	(99,500)	99.50%
	Sub Total - 12345		(232,000)	(235,170)	(235,170)	101.37%
	C12300	Electronic Signage	(15,000)	(13,404)	(13,404)	89.36%
	C12301	Banners And Signage	(15,000)	(9,582)	(8,727)	63.88%
	C12302	Street Lighting - Villiage	(15,000)	-	-	0.00%
	Sub Total - 12347		(45,000)	(22,986)	(22,131)	51.08%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Plant & Equipment	(289,000)	(267,480)	(266,625)	92.55%
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Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Roads -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	CR0002	Evanston- Menzies Road Crsf	(292,800)	-	-	0.00%
	Sub Total - 12101		(292,800)	-	-	0.00%
	CR0001	Menzies Northwest Road R2R	(778,000)	(825,224)	(781,248)	106.07%
	CR0012	Connie Sue R2R Remote Aboriginal Access Roads	(200,000)	-	-	0.00%
	Sub Total - 12104		(978,000)	(825,224)	(781,248)	84.38%
	CR0014	Menzies Nw Rd Black Spot	-	(25,573)	(25,573)	100.00%
	Sub Total - 12105		-	(25,573)	(25,573)	100.00%
	CR0007	Menzies North West Road	-	(205)	(205)	100.00%
	CR0009	Tjunjuntjarra Access Road	(219,335)	(81,348)	(81,348)	37.09%
	CR0010	Main Street Menzies Upgrade	-	(5,442)	(5,400)	100.00%
	CR0011	Connie Sue	-	(286,955)	(286,955)	100.00%
	CR0032	Town Site Reseal	(200,000)	(694)	(694)	0.35%
	Sub Total - 12106		(419,335)	(374,643)	(374,601)	89.34%
	CR0004	Evanston Menzies Road Rrg	(280,000)	(313,384)	(313,384)	111.92%
	CR0005	Yarri Road Rrg	(265,167)	(188,354)	(188,354)	71.03%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Roads -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	CR0013	Menzies Northwest Rd Rrg	(382,985)	(289,347)	(255,656)	75.55%
	CR0040	Pinjin Road Rrg	(330,000)	-	-	0.00%
	Sub Total - 12109		(1,258,152)	(791,084)	(757,393)	62.88%
	WR0000	Wandrra Funding - Associated Costs (Wml)	(1,300,000)	(24,982)	(9,142)	1.92%
	Sub Total - 12145		(1,300,000)	(24,982)	(9,142)	1.92%
	Roads		(4,248,287)	(2,041,508)	(1,947,958)	48.05%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Footpaths -

			Budget Expense	Total Actual Expense	Actual Expense	% YTD	
	Job #	Job Description					
	C12100	Bicycle Path Construction	(50,000)	(24,262)	(24,262)	48.52%	
	Sub Total - 12112		(50,000)	(24,262)	(24,262)	48.52%	
	Footpaths		(50,000)	(24,262)	(24,262)	48.52%	

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Other Infrastructure -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	C10700	Public Toilet - Construction	(90,000)	-	-	0.00%
	Sub Total - 10750		(90,000)	-	-	0.00%
	C11301	Playground Menzies Park	(30,000)	(19,257)	(19,257)	64.19%
	C11302	Splash Park Surrounds Upgrade	(20,000)	-	-	0.00%
	C11303	Softfall For Existing Playground	(94,000)	(52,663)	(52,663)	56.02%
	C11304	Tree Planting (Establishment)	(25,000)	(1,329)	(1,050)	5.32%
	C11305	Upgrade Town Dam (2)	(50,000)	-	-	0.00%
	C11306	Hardcourts - Resurface	(90,000)	(5,000)	(5,000)	5.56%
	Sub Total - 11351		(309,000)	(78,249)	(77,970)	25.32%
	C11400	Television And Radio Reboradcast (Capital Equipment)	-	(17,548)	(9,448)	100.00%
	Sub Total - 11401		-	(17,548)	(9,448)	100.00%
	CR0006	Shire House Crossovers	(30,000)	-	-	0.00%
	Sub Total - 12110		(30,000)	-	-	0.00%
	C12103	Bores To Support Road Works	(30,000)	(7,940)	(7,940)	26.47%
	C12104	Grid Replacement Program	(32,000)	-	-	0.00%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Other Infrastructure -

	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD
	Sub Total - 12140		(62,000)	(7,940)	(7,940)	12.81%
	C13001	Tourism Information Bay Shenton / Brown	(35,000)	(6,919)	(6,919)	19.77%
	C13002	Truck Bay Wilson And Shenton	(250,000)	(4,857)	(4,857)	1.94%
	C13010	Niagara Dam - Other Infrastructure Capitalised	(40,000)	(28,000)	(8,518)	70.00%
	C13011	Tourism Information Bay Kookynie	-	(2,848)	(2,848)	100.00%
	C13200	Museum And Surrounds	(25,000)	(16,137)	(16,137)	64.55%
	Sub Total - 13266		(350,000)	(58,761)	(39,279)	16.79%
	C13800	Caravan Park - Solar Project	(100,000)	-	-	0.00%
	C13801	Caravan Park Landscaping	-	(727)	(727)	100.00%
	Sub Total - 13820		(100,000)	(727)	(727)	0.73%

Shire of Menzies
2017 2018
Capital Jobs - linked to General Ledger Accounts as at 31 January 2018
By Category

Other Infrastructure	(941,000)	(163,225)	(135,364)	17.35%
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Total Reported Items - balance to Note 4	(6,457,287)	(2,560,444)
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12.2.2 MONTHLY LISTING OF PAYMENTS FOR THE MONTH OF JANUARY 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM41
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 March 2018
AUTHOR:	Jeanette Taylor, manager of Finance and Administration
ATTACHMENT:	12.2.2-1 Payments Listing for January 2018

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That council receive the list of payments for the month of January 2018 totalling \$336,556.45 being:

- 1) Cheques totalling \$91.15
- 2) Electronic Fund Transfer EFT2749 - EFT2832 payments in the Municipal Fund totalling \$268,420.57.
- 3) Direct Debit payments from the Municipal Fund totalling \$68,044.73.
- 4) Credit Card payments for the statement period 29 November 2017 to 28 December 2017 (included in direct debits) totalling \$7,919.14.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The list of payments made for the month of January 2018 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), cheque and direct transfer from Council's Municipal bank account and duly authorised as required by Council Policy. These payments have been made under authority delegated to the Chief Executive Officer and are reported to Council.

COMMENT:

The EFT and Direct Debit payments that have been raised for the month of January 2018 are attached.

After payment, the balance of creditors will be \$85,039.82

Shire of Menzies
Payments for the Month of January 2018
Cheques

Chq/EFT	Date	Name	Description	Amount
1048	22/01/2018	Shire of Menzies	Petty Cash Recoup	\$91.15

Cheques	\$91.15
EFT	\$268,420.57
Direct Debit	\$68,044.73

Total Payments	\$336,556.45
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Credit Card Payments (included in Direct Debit)	\$(7,919.14)
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Shire of Menzies
Payments for the Month of January 2018
EFT

Chq/EFT	Date	Name	Description	Amount
2749	04/01/2018	Canine Control	Visit 18 December	\$1,600.50
2750		Leonora Pharmacy	Consignment	\$234.05
2751		Child Support	Payroll Deductions	\$396.68
2752		Cynthia Taylor (Nurse)	Reimburse value of airfare	\$660.00
2753		Yeti's Records Management	Records Management Service & Assistance	\$400.00
2754		Cr. I. Baird	Meeting Travel Payment	\$1,752.82
2755		Cabcharge	Taxi for staff on training	\$59.10
2756		Toll Ipec Pty Ltd	Freight on books for State Library	\$53.06
2757		Goldfields Locksmiths	Replace locks with Master Key	\$4,885.65
2758		Menzies Hotel	Councillors Christmas Luncheon	\$2,286.00
2759		Cr. J. Lee	GTNA Meeting Travel	\$455.45
2760		Cr. K. Mader	Meeting Travel Payment	\$158.42
2761		McLeod's Barristers & Solicitors	Legal Advice - Health Act	\$1,098.35
2762		Shire of Menzies Social Club	Payroll Deductions	\$320.00
2763		Momar Australia Pty Ltd	Degreaser and cleaners	\$1,688.78
2764		R.F. Young	Grade Yarri Road	\$16,038.00
2765		Shire of Leonora	Contribution to Desert Waves Project	\$12,477.50
2766		Tower Hotel	Accommodation	\$302.00
2767		Westrac Pty Ltd	Parts for 12m grader	\$6,555.93
2768		Wurth Australia	Grinding discs, car cleaner, washers	\$362.37
2769	11/01/2018	Leonora Pharmacy	Consignment	\$258.00
2770		Goldfields Nissan	Service Xtrail	\$251.30
2771		Child Support	Payroll Deductions	\$396.68
2772		Tradelink Pty Ltd	Stormwater pipes and fittings	\$1,771.03
2773		3E Advantage	Photocopier charges - December	\$3,445.63
2774		Eastern Goldfields Hockey Association	Artificial Turf	\$5,500.00
2775		Yeti's Records Management	Records Management	\$1,040.00
2776		Pendragon (WA) Pty Ltd	Refund rates concession	\$237.32
2777		Air Liquide Pty Ltd	Gas cylinder rental	\$103.64
2778		Atom Pty Ltd	Band it strapping	\$337.85
2779		Butler Setineri	Final Audit Fee	\$4,595.20
2780		Toll Ipec Pty Ltd	Freight	\$180.78
2781		Dean's Auto Glass	Replace glass to door on grader	\$1,032.90
2782		Digitalrez Australia	RezExpert monthly access fee	\$76.94
2783		Eagle Petroleum (WA) Pty Ltd	Bulk Diesel	\$3,846.92
2784		Goldfields Records Storage	User charges for records storage	\$1,461.46
2785		Goldfields Toyota	Service 1MN	\$660.03
2786		Menzies Hotel	Papers	\$88.40
2787		Kalmech Pty Ltd	Service rubbish truck	\$986.57
2788		Grand Hotel Kookynie	Staff Christmas vouchers	\$900.00
2789		Kalgoorlie Precast Concrete	25 box culverts, bases and headwalls	\$26,048.00
2790		Marketforce	Tender Advertising	\$893.37
2791		Netlogic Information Technology	Setup firewall rules, provide assistance	\$112.50
2792		Office National	Hire of Photocopier	\$3,047.50
2793		Taps Industries	Work at 39 Mercer Street	\$2,017.54
2794		Verlindens Electrical Service	Electrical work at water playground	\$3,170.74
2795	12/01/2018	East Inflatable Manufacturing Co Ltd	Inflatable slide for Australia Day	\$2,705.00
2796	24/01/2018	Western Diagnostic	Drug and Alcohol Test - Staff	\$70.07
2797		Canine Control	Visit 17 January	\$1,600.50
2798		Tenderlink	Tenderlink - Events Co-ordinator	\$168.30
2799		Narrogin Sands	Grids and transport	\$22,055.00
2800		Eliza Plum Locally Handcrafted Soaps	24 Mixed soaps	\$96.00
2801		Design Sense Graphics	Kapi T-shirts	\$2,390.30
2802		Child Support	Payroll Deductions	\$396.68
2803		Stephen Peacock Construction	Repair mullions, paint frontage and ceiling	\$3,190.00
2804		3E Advantage	Copier charges for January 2018	\$1,031.70
2805		Asbestos Diseases Research Institute	Blue Lamingtons	\$222.00
2806		Yeti's Records Management	Records Management	\$1,680.00
2807		Goldfields Esperance Development Commission	Project acquittal Niagara Dam Signage	\$9,369.80
2808		Raeco	Cordless scanner with USB cable	\$1,077.50
2809		Australian Taxation Office	December 2017 - BAS	\$10,561.00
2810		BOQ Finance	Copier charges for October 16	\$110.00
2811		Bunnings	Gates and latches	\$429.59
2812		Cabcharge	Account Fee	\$6.00

Shire of Menzies
Payments for the Month of January 2018
EFT

2813	Toll Ipec Pty Ltd	Freight on 200ltr tank	\$158.07
2814	Cutting Edges Equipment and Parts	Cutting edges	\$1,859.00
2815	Deborah Whitehead	Reimburse Power Costs	\$293.97
2816	Eagle Petroleum (WA) Pty Ltd	Bulk Diesel	\$4,564.29
2817	Goldline Distributors	Plates, napkins etc for Christmas party	\$186.78
2818	Goldfields Tourism Network	Drive Yourself Wild video filming - December 2017	\$1,100.00
2819	Goldfields Toyota	Dash mat	\$89.86
2820	JR & A Hersey	200ltr tank	\$1,105.69
2821	Kmart	Decorations for Christmas Trees	\$105.00
2822	Landgate	Mining Tenement Schedules	\$146.30
2823	Shire of Menzies Social Club	Payroll Deductions	\$150.00
2824	Netlogic Information Technology	Trend Smart Protection	\$1,111.25
2825	Office National	Office National white board	\$271.59
2826	Onsite Rental Group	Hire of scissor lift	\$187.29
2827	Penns Cartage Contractors	Cartage	\$2,035.00
2828	Pila Nguru Aboriginal Corporation	Airfare Cr. I. Baird - Kalgoorlie to Tjuntjuntjara	\$452.40
2829	Satellite Television & Radio Australia	Internet system, management switch, cabling & labour	\$2,090.00
2830	WA Country Health Service - Goldfields	Provision of Registered Nurse	\$4,526.56
2831	WML Consultants	Consultant services - Claim 14	\$2,739.28
2832	Westrac Pty Ltd	Glass for grader door	\$879.41
Direct	Payroll		\$32,005.56
Direct	Payroll		\$40,958.87
			\$268,420.57

Shire of Menzies
Payments for the Month of January 2018
Direct Debit

Chq/EFT	Date	Name	Description	Amount
1703.1	01/01/2018	Westnet	CRC Westnet charges	\$227.19
1678.1	02/01/2018	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,294.76
1678.2		Kinetic Superannuation	Superannuation contributions	\$1,057.69
1678.3		WA Local Govt Superannuation Plan	Payroll Deductions	\$1,788.74
1678.4		Catholic Super	Superannuation contributions	\$757.90
1678.5		Australian Super	Superannuation contributions	\$253.86
1678.6		Commonwealth Essential Super	Superannuation contributions	\$159.16
1703.2		Water Corporation	Water charges - Council Properties	\$1,665.35
1703.3		National Australia Bank	Credit Card for December 2017	\$7,919.14
1705.1	10/01/2018	Telstra	Phone charges	\$4,760.47
1707.1	11/01/2018	Horizon Power	Electricity Charges - Caravan Park	\$4,411.84
1709.1	12/01/2018	Telstra	Mobiles and Internet	\$624.98
1715.1	15/01/2018	Toyota Finance	Vehicle Lease - GTN	\$1,099.07
1713.1	16/01/2018	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,845.47
1713.2		Kinetic Superannuation	Superannuation contributions	\$1,111.12
1713.3		WA Local Govt Superannuation Plan	Payroll Deductions	\$1,840.92
1713.4		Catholic Super	Superannuation contributions	\$757.90
1713.5		Australian Super	Superannuation contributions	\$342.84
1713.6		Commonwealth Essential Super	Superannuation contributions	\$177.34
1711.1	18/01/2018	Horizon Power	Electricity Charges - Council Properties	\$9,958.30
1789.1	24/01/2018	Australia Post	Post Office Supplies	\$327.97
1789.2		BOQ Finance	Copier Charges - Final	\$389.40
1719.1	26/01/2018	Cr. G. Dwyer	January Sitting Fees	\$3,364.49
1719.2		Cr. I. Baird	January Sitting Fees	\$1,289.67
1719.3		Cr. D. Hansen	January Sitting Fees	\$875.83
1719.4		Cr. I. Tucker	January Sitting Fees	\$875.83
1719.5		Cr. J. Dwyer	January Sitting Fees	\$875.83
1719.6		Cr. J. Lee	January Sitting Fees	\$875.83
1719.7		Cr. K. Mader	January Sitting Fees	\$875.83
1728.1	29/01/2018	Wright Express Australia	Motorpass card charges Dec 2017 / Jan 2018	\$970.15
1734.1	30/01/2018	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,588.78
1734.2		Kinetic Superannuation	Superannuation contributions	\$1,084.41
1734.3		WA Local Govt Superannuation Plan	Payroll Deductions	\$1,815.74
1734.4		Catholic Super	Superannuation contributions	\$758.03
1734.5		Australian Super	Superannuation contributions	\$596.38
1734.6		Commonwealth Essential Super	Superannuation contributions	\$177.61
1787.1	31/01/2018	National Australia Bank	Bank Fees January 2018	\$248.91

\$68,044.73

Shire of Menzies
Payments for the Month of January 2018
Credit Card

Date	Name	Description	Amount
29/11/2017	Kalgoorlie Pharmacy	First aid supplies	\$19.99
1/12/2018	IBIS Styles	LGMA meeting CEO	\$202.19
4/12/2017	Dr Techlove.com.au	Projector	\$1,098.94
04/12/2017	Woolworths	Christmas hampers	\$864.80
05/12/2017	Black Crow Studio	Frame map and restoration	\$1,996.67
08/12/2018	Woolworths	Members Refreshments	\$11.00
08/12/2017	Woolworths	Christmas hampers refund	\$(52.00)
11/12/2017	Woolworths	Storage box for collections	\$24.99
11/12/2017	Atlas Linen	Laundry of tablecloths	\$51.70
11/12/2017	Woolworths	Christmas function	\$643.10
11/12/2017	Woolworths	Christmas hampers	\$252.00
11/12/2017	Woolworths	Christmas hampers	\$(5.60)
12/12/2017	Coles	Christmas hampers	\$92.44
13/12/2017	Woolworths	Christmas function	\$154.82
14/12/2017	Goldfields French Hot Bread	Christmas function	\$32.80
14/12/2017	Bunnings	Christmas function	\$17.90
14/12/2017	Piccadilly Butchers	Christmas function	\$479.70
18/12/2017	Woolworths	Office consumables	\$45.40
20/12/2017	Atlas Linen	Laundry of tablecloths christmas function	\$284.35
20/12/2017	Everett Butchers	Christmas hampers	\$118.04
21/12/2017	Office National	Office consumables	\$7.00
27/12/2017	Reece	Old post office repairs	\$14.52
28/12/2017	Card Fees	Card Fees	\$9.00
07/12/2017	Spot messenger	Change of plan	\$87.76
07/12/2017	Spot messenger	Renewal	\$291.12
07/12/2017	Spot messenger	Renewal	\$291.12
15/12/2017		Card used in error reimbursed 2/1/18	\$6.30
27/12/2017	CPA	CPA Membership 2018	\$850.00
28/12/2017	NAB	Bank fees for SPOT messenger - USD	\$2.63
07/12/2017	NAB	Bank fees for SPOT messenger - USD	\$8.73
07/12/2017	NAB	Bank fees for SPOT messenger - USD	\$8.73
07/12/2017	NAB	Card fee	\$9.00
		Direct Debit	<u><u>-\$7,919.14</u></u>

12.2.3 BUDGET AMENDMENT 2017/2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM58
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	29 March 2018
AUTHOR:	Jeanette Taylor, Manager of Finance and Administration
ATTACHMENT:	12.3.3-1 Reserve Balances following Budget Review 12.2.3-2 Operating statement (to be tabled) 12.2.3-3 Statement of Financial Activiy (to be tabled)

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

1. Adopt the 2017/2018 Annual Budget Review: and
2. Undertake a further Budget Review in May 2018 to determine the levels of Reserve Fund transfers.

VOTING REQUIREMENTS:

Absolute majority

IN BRIEF:

The purpose of this item is for Council to adopt the 2017/2018 Annual Budget Review. Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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.

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.
- 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.
- Heritage and cultural places and items will be protected.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 – REG 33A.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

	Adopted Budget	Revisions	Current Budget
Rates Levied	2,924,112	0	2,924,112
Operating Income	5,669,739	0	5,669,739
Operating Expenditure	(7,011,272)	(76,000)	(7,087,272)
Non Cash Written Back	2,075,451	0	2,075,451
Capital Income	81,000	0	81,000
Capital Expenditure	(6,457,287)	(45,000)	(6,502,287)
Transfer to Reserve	(283,600)	(2,755,335)	(3,038,935)
Transfer from Reserve	247,000	0	247,000
Surplus brought forward 1/7/2017	2,754,857	2,876,335	5,631,192
Net Current Surplus / (Deficit)	0	0	0

RISK ASSESSMENTS:

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

OP10 Budgets do not reflect strategic objectives.

OP16 Council's statutory reports provide inaccurate financial information

BACKGROUND:

The Budget Review was undertaken by the Chief Executive Officer and Manager of Finance and Administration based on comparison with actual income and expenditure information to 31 January 2018 and projections to 30 June 2018. Consideration is also given to the variation in the actual surplus brought forward in the Annual Report for the Year Ended 30 June 2017 and the opening surplus in the 2017/2018 Budget.

COMMENT:

The 2017/2018 Budget Review was considered by the Audit Committee on 22 March 2018. Concerns were raised by Cr Jill Dwyer regarding the allocation of funds to the Economic Development Reserve (New Reserve), suggesting the funds may be better allocated elsewhere, ie Road Reserve.

This report contains annual budget estimates, actual amounts of expenditure and income to the end of January 2018. 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.

Proposed reallocation

Reserve for Building

Works are required on the Town Hall, Lady Shenton and the Butcher's Shop and Tea Rooms in Shenton Street. A quote for \$84,000 has been provided for urgent works on the Town Hall. It is anticipated that an equivalent amount will be required to weather proof the Lady Shenton.

The Butcher Shop and Tea Rooms require connection to water and ablutions.

Annual depreciation for buildings is \$370,000. These funds will provide for capital upgrade of Menzies Heritage buildings beyond the provision of depreciation.

From	Surplus	\$750,000
To	Building Reserve	\$750,000

Changes to Adopted Budget

Operating Budget	
Capital Budget	
Transfer to Reserve	\$750,000
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$750,000)

Menzies NW Road

Menzies NW Road (Menzies to Sandstone) to the Lake Ballard West entrance track has 30 kilometres to be sealed. Funding from Roads to Recovery will provide \$1,500,000. Council has a Road Reserve of \$480,000 which may be allocated to this road. It was anticipated that were the remaining length to be undertaken in one project, economy of scale will reduce the cost per kilometre. A budget of \$3,000,000 was anticipated to be required. The allocation of \$1,000,000 from the 2016/2017 surplus will provide for the completion of the sealing from Menzies town-site to the Inside Australia installation at Lake Ballard.

(Further information received regarding the estimated cost for the completion of the reseal noted above indicates the actual total cost to be approximately \$6,000,000.) It will be proposed to Tender for the next 15 kilometres of seal. This is more than twice the current annual target, and it is hoped that the unit cost will reduce sufficiently by the extra distance to enable the works to be undertaken.

Once the allocation for the next three years funding from Roads to Recovery is known, Council will be able to consider ways of raising the additional funds required to complete the job.

The alternative is to place \$1,000,000 into the existing Road Reserve Fund, call tenders for the next section of road funded by Roads to Recovery, and review the way forward once the next round of Roads to Recovery is announced.

From	Surplus	\$1,000,000
To	12109 – Menzies North West Road	\$1,000,000

Changes to Adopted Budget

Operating Budget	
Capital Budget	
Transfer to Reserve	\$1,000,000
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$1,000,000)

Upgrade to Rebroadcasting Service

The upgrade is required following satellite transfer by ABC and SBS.

From	Surplus	\$20,000
To	11401 – Television and Radio Rebroadcasting (Capital Equipment)	\$20,000

Changes to Adopted Budget

Operating Budget	
Capital Budget	\$20,000
Transfer to Reserve	
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$20,000)

Maintenance to Rebroadcasting Service

Changes and upgrades have required annual maintenance to be brought forward to coincide with capital upgrade works.

From	Surplus	\$10,000
To	11445 – Television and Radio Rebroadcasting Operating	\$10,000

Changes to Adopted Budget

Operating Budget	\$10,000
Capital Budget	
Transfer to Reserve	
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$10,000)

Contract with Health Department for Nursing Services

Three months from 2016 / 2017 has been expensed in the current year. This together with a variance to budget requires additional funding for the year.

From	Surplus	\$56,000
To	07745 – Contract with Health Department	\$56,000

Changes to Adopted Budget

Operating Budget	\$56,000
Capital Budget	
Transfer to Reserve	
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$56,000)

Legal Costs – Prosecutions

Costs incurred have not been awarded to Council as anticipated.

From	Surplus	\$10,000
To	14549 – Legal Costs	\$10,000

Changes to Adopted Budget

Operating Budget	\$10,000
Capital Budget	
Transfer to Reserve	
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$10,000)

Economic Development Incentive Reserve (New Reserve)

To provide for new or additional services in the Shire in partnership with Not-for-Profit organisations – eg. Well Aged Housing, General Store, Accommodation Units.

From	Surplus	\$430,335
To	Economic Development Incentive Reserve (New)	\$430,335

Changes to Adopted Budget

Operating Budget	
Capital Budget	
Transfer to Reserve	\$430,335
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$430,335)

Niagara Dam Reserve

For preservation and restoration of this structure.

From	Surplus	\$500,000
To	Niagara Dam Reserve	\$500,000

Changes to Adopted Budget

Operating Budget	
Capital Budget	
Transfer to Reserve	\$500,000
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$500,000)

Waste Management Reserve (New Reserve).

To provide for the expansion and rehabilitation of the existing Disposal Sites.

From	Surplus	\$100,000
To	Waste Management Reserve (New)	\$100,000

Changes to Adopted Budget

Operating Budget	
Capital Budget	
Transfer to Reserve	\$100,000
Transfer from Reserve	
Effect on Surplus / (Deficit)	(\$100,000)

Vehicle Replacement – (CEO Land Cruiser)

This vehicle has exceeded the kilometres determined in Council Policy, and is two years old.

From	Reserve	\$25,000
To	12345 – CEO Vehicle Replacement	\$25,000

Changes to Adopted Budget

Operating Budget	
Capital Budget	\$25,000
Transfer to Reserve	
Transfer from Reserve	(\$25,000)
Effect on Surplus / (Deficit)	(\$0)

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SHIRE OF MENZIES
For the Period ended
31 January 2018

ATTACHMENT 12.2.3-3

7. RESERVES - CASH BACKED

	Year to Date Actual				Budget Amendment			Adopted Budget			
	2018 Opening Balance \$	2018 Transfer to \$	2018 Transfer (from) \$	2018 Closing Balance \$	2018 Transfer to \$	2018 Transfer (from) \$	2018 Closing Balance \$	2018 Opening Balance \$	2018 Transfer to \$	2018 Transfer (from) \$	2018 Closing Balance \$
Leave reserve	192,460	2,692	0	195,153	0	0	195,153	192,460	0	0	192,460
Plant reserve	932,561	299,562	0	1,232,123	0	25,000	1,257,123	932,561	283,600	(117,000)	1,099,161
Building reserve	1,161,096	16,243	0	1,177,340	750,000	0	1,927,340	1,161,096	0	(130,000)	1,031,096
TV reserve	16,789	235	0	17,023	0	0	17,023	16,789	0	0	16,789
Main street reserve	131,578	1,841	0	133,419	0	0	133,419	131,578	0	0	131,578
Staff amenities reserve	70,915	992	0	71,907	0	0	71,907	70,915	0	0	70,915
Roads reserve	474,836	6,643	0	481,478	1,000,000	0	1,481,478	474,836	0	0	474,836
Caravan park reserve	316,747	4,431	0	321,178	0	0	321,178	316,747	0	0	316,747
Rates future claims reserve	47,576	666	0	48,242	0	0	48,242	47,576	0	0	47,576
Bitumen resealing reserve	379,618	5,311	0	384,928	0	0	384,928	379,618	0	0	379,618
Niagara Dam reserve	800,049	11,192	0	811,241	500,000	0	1,311,241	800,049	0	0	800,049
Waterpark reserve	93,601	1,309	0	94,911	0	0	94,911	93,602	0	0	93,602
Economic Development Reserve (New Reserve)	0	0	0	0	430,335	0	430,335	0	0	0	0
Waste Management Reserve (New Reserve)	0	0	0	0	100,000	0	100,000	0	0	0	0
	4,617,827	351,118	0	4,968,945	2,780,335	25,000	7,774,280	4,617,827	283,600	(247,000)	4,654,427

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

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	Established for the beautification of the main street.
Staff amendities reserve	Perpetual	Established for the purpose of providing staff housing and amenities.
Roads reserve	Perpetual	To be used to fund major road works.
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.
Economic Development Reserve (New Reserve)	Perpetual	To provide for new or additional services in the Shire in partnership with Not for Profit organisations
Waste Management Reserve (New Reserve)	Perpetual	To provide for the expansion and rehabilitation of the existing Disposal Sites

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12.2.4 MONTHLY LIST OF PAYMENTS FOR THE MONTH OF FEBRUARY 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM67
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	29 March 2018
AUTHOR:	Jeanette Taylor, management of Finance and Administration
ATTACHMENT:	12.2.4-1 Payments Listing for February 2018

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the list of payments for the month of February 2018 totalling \$217,231.15 being:

- 1) No cheques were drawn.
- 2) Electronic Fund Transfer EFT2833 - EFT2896 payments in the Municipal Fund totalling \$193,231.15.
- 3) Direct Debit payments from the Municipal Fund totalling \$24,598.03
- 4) Credit card payments for the statement period 29 December 2017 to 28 January 2018 (included in direct debits) totalling \$3,938.24.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The list of payments made for the month of February 2018 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), cheque and direct transfer from Council's Municipal bank account and duly authorised as required by Council Policy. These payments have been made under authority delegated to the Chief Executive Officer and are reported to Council.

COMMENT:

The EFT and Direct Debit payments that have been raised for the month of February 2018 are attached.

After payment, the balance of creditors will be \$180,608.92

Shire of Menzies
Payments for the Month of February 2018
Cheques

Chq/EFT	Date	Name	Description	Amount
		Cheques		\$(0.00)
		EFT		\$193,231.15
		Direct Debit		\$24,598.03
		Total Payments		<u>\$217,829.18</u>
		Credit Card Payments (included in Direct Debit)		\$3,938.24

Shire of Menzies
Payments for the Month of February 2018
EFT

Chq/EFT	Date	Name	Description	Amount
EFT2833	09/02/2018	Leonora Pharmacy	Leonora Pharmacy amount due to 11 Jan 2018	\$37.20
EFT2834	09/02/2018	Child Support	Payroll deductions	\$696.68
EFT2835	09/02/2018	Advanced Pest Control Pty Ltd	ExTerra Check invoice 55994 - Town Hall	\$1,260.00
EFT2836	09/02/2018	Tradelink Pty Limited	23 bags premix cement	\$478.83
EFT2837	09/02/2018	Yeti's Records Management Consultancy	Records Management Services and Assistance Invoice 9 23 January 2018	\$1,200.00
EFT2838	09/02/2018	Millers Fabrication Services	4 banner poles for kookynie	\$4,700.00
EFT2839	09/02/2018	Australian Taxation Office	PAYG Tax	\$23,512.00
EFT2840	09/02/2018	Cabcharge Australia Limited	Account Fee January 2018	\$6.00
EFT2841	09/02/2018	Toll Ipec Pty Ltd	Freight on furniture	\$657.15
EFT2842	09/02/2018	Cybersecure	Back up service - January 2018 Contract for 24 months 28 Sept 2017 to 28 Sept 2019	\$212.58
EFT2843	09/02/2018	Dean's Auto Glass	Fit windows to graders	\$877.80
EFT2844	09/02/2018	Digitalrez Australia	Monthly Access fee for February 2018	\$76.94
EFT2845	09/02/2018	Eagle Petroleum (W.A) Pty Ltd	Bulk fuel for depot 3002 litres	\$4,255.14
EFT2846	09/02/2018	Menzies Hotel	Papers for January 2018	\$136.10
EFT2847	09/02/2018	Cr Keith Mader	Special Council Meeting 25 January 2018 - 160km @ 99.01cpk	\$158.42
EFT2848	09/02/2018	Marketforce	Tender Advertisement The West Australian - Saturday 27/1/2018. RFT WR0000-2017 WANDRRA - Supply of Plant & Operators	\$3,211.78
EFT2849	09/02/2018	McLeods Barristers & Solicitors	Inv 199837 Matter 39040 - Gopel R - Health Act Prosecution	\$890.11
EFT2850	09/02/2018	Shire of Menzies Social Club	Payroll deductions	\$150.00
EFT2851	09/02/2018	Netlogic Information Technology	Support services rendered	\$375.00
EFT2852	09/02/2018	Shire Of Menzies	Rates refund for assessment A5525 E29/00975 MINING TENEMENT	\$167.04
EFT2853	23/02/2018	Carroll & Richardson Flagworld Pty Ltd	Remembrance flags	\$493.90
EFT2854	23/02/2018	Canine Control	Source and supply Cat and Dog Registration Straps	\$241.92
EFT2855	23/02/2018	York Embroidery	Supply t-shirts and embroidery as per attached - Lake Ballart	\$1,279.85
EFT2856	23/02/2018	Child Support	Payroll deductions	\$396.68
EFT2857	23/02/2018	Ashdown Ingram	Screws for spot lights	\$68.20
EFT2858	23/02/2018	Powerchill Electrical & Refrigeration	New lights and power outlet for welder	\$1,445.40
EFT2859	23/02/2018	Griffin Valuation Advisory	Valuation Services 2017 2018 as quoted	\$5,550.03
EFT2860	23/02/2018	Tradelink Pty Limited	2 sewage inspection covers and 3 irrigation covers	\$457.16
EFT2861	23/02/2018	Yeti's Records Management Consultancy	Records Management Services and Assistance Invoice 14 2 February 2018	\$1,200.00
EFT2862	23/02/2018	Piccadilly Butchers	Food for Australia Day breakfast	\$461.60
EFT2863	23/02/2018	The Urinal Shop	Ablution toilet block at back of shire office. Waterless urinal replacement Ecotaps.	\$484.00
EFT2864	23/02/2018	Air Liquide WA Pty Ltd	Gas cylinder rental	\$103.64
EFT2865	23/02/2018	Bergies	Concrete rings	\$830.33
EFT2866	23/02/2018	Blackwoods	Metric spanner set	\$730.94
EFT2867	23/02/2018	Bunnings	Trees	\$2,387.32
EFT2868	23/02/2018	Toll Ipec Pty Ltd	Freight	\$268.94
EFT2869	23/02/2018	Canning Pool & Pump Centre PTY	Chlorine	\$240.00
EFT2870	23/02/2018	Cybersecure	Back up service -February 2018 Contract for 24 months 28 Sept 2017 to 28 Sept 2019	\$212.58
EFT2871	23/02/2018	Eagle Petroleum (W.A) Pty Ltd	Deliver 6066 ltrs to bulk tank in yard	\$8,350.57
EFT2872	23/02/2018	Ecowater Services	Service biomax	\$680.50
EFT2873	23/02/2018	Flex Industries	Cruise control switch	\$76.93
EFT2874	23/02/2018	Goldline Distributors	Cleaning products	\$718.75
EFT2875	23/02/2018	Goldfields Records Storage	User charges for records storage 1/12/17 to 31/12/17	\$50.27
EFT2876	23/02/2018	Goldfields Voluntary Regional Org	GVROC Dinner	\$238.04
EFT2877	23/02/2018	Itvision	Support services rendered	\$242.00
EFT2878	23/02/2018	JR & A Hersey	Workshop products	\$837.98
EFT2879	23/02/2018	Kalgoorlie - Boulder Urban Landcare Group	5 currajongs	\$500.00
EFT2880	23/02/2018	Landgate	GRV Interims Valuations Country	\$258.45
EFT2881	23/02/2018	Shire of Menzies Social Club	Payroll deductions	\$150.00
EFT2882	23/02/2018	Netlogic Information Technology	Invoice 7760 - rebuild RAID on server - move Laserfiche	\$605.00
EFT2883	23/02/2018	Office National	Code 7029008 Rapidline SP Tub Chair - Executive Single Seater 730W Black PU	\$3,077.86
EFT2884	23/02/2018	Penns Cartage	Transport waterslide from sydney to kalgoorlie	\$546.70
EFT2885	23/02/2018	Pila Nguru Aboriginal Corporation	Fuel reimbursement	\$93.54
EFT2886	23/02/2018	R F Young	Grade edges of seal	\$20,790.00

Shire of Menzies
Payments for the Month of February 2018
EFT

EFT2887	23/02/2018	Sheridan's For Badges	Engraving Shire President Badge - Greg Dwyer	\$69.85
EFT2888	23/02/2018	Shire of Leonora	EHO Services - 29/01/2018-02/02/2018	\$3,507.50
EFT2889	23/02/2018	Tjuntjuntjara Remote Community School	End of Year 2017 Student Community Celebrations	\$1,500.00
EFT2890	23/02/2018	Kalgoorlie United Steel Pty Ltd	tube and round steel	\$708.40
EFT2891	23/02/2018	Verlinden's Electrical Service	Hard wire heat pump water heaters caravan park block A	\$2,520.10
EFT2892	23/02/2018	WML Consultants	invoice 24369 Job 7330.3 claim 4 - Sean Jorgenson	\$7,007.01
EFT2893	23/02/2018	WesTrac Pty Ltd	window and filters	\$2,123.65
EFT2894	26/02/2018	Bush 2 Beach Power Solutions	Complete all 3 and 12 monthly test and tagging - complete RCD testing	\$5,002.80
EFT2895	26/02/2018	Contact Organics	1x20 ltr weed spray	\$269.50
EFT2896	26/02/2018	Cr Keith Mader	Briefing Session 15 February 2018 - 160km @ 99.01cpk	\$316.84
Direct	01/02/2018	Payroll		\$37,397.22
Direct	15/02/2018	Payroll		\$35,680.43
				<u>\$193,231.15</u>

Shire of Menzies
Payments for the Month of February 2018
Direct Debit

Chq/EFT	Date	Name	Description	Amount
DD1744.1	16/02/2018	Horizon Power	Street lighting 01/01/2018-31/01/2018	\$641.90
DD1748.1	12/02/2018	Telstra - DIRECT DEBIT ONLY	Office Internet	\$5,178.06
DD1750.1	13/02/2018	Wa Local Govt Superannuation Plan	Superannuation contributions	\$4,622.03
DD1750.2	13/02/2018	Kinetic Superannuation	Superannuation contributions	\$1,057.69
DD1750.3	13/02/2018	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,807.52
DD1750.4	13/02/2018	Catholic Super	Superannuation contributions	\$758.03
DD1750.5	13/02/2018	Australian Super	Superannuation contributions	\$414.84
DD1750.6	13/02/2018	Commonwealth Essential Super	Superannuation contributions	\$172.79
DD1754.1	15/02/2018	Toyota Finance DIRECT DEBIT ONLY	Vehicle lease payment for February 2018	\$1,099.07
DD1770.1	26/02/2018	Cr Gregory Dwyer	Presidents Allowance February 2018	\$3,364.49
DD1770.2	26/02/2018	Cr Ian Baird	Sitting Fee February 2018	\$1,289.67
DD1770.3	26/02/2018	Cr Ian Tucker	Members Sitting Fee - February 2018	\$875.83
DD1770.4	26/02/2018	Cr Justin Lee	Members Sitting Fee - February 2018	\$875.83
DD1770.5	26/02/2018	Cr Keith Mader	Members Annual Sitting Fee - February 2018	\$875.83
DD1770.6	26/02/2018	Cr Debbie Hansen	Members Sitting Fee - February 2018	\$875.83
DD1770.7	26/02/2018	Cr Jillian Dwyer	Members Sitting Fee February 2018	\$875.83
DD1773.1	08/02/2018	Telstra - DIRECT DEBIT ONLY	Satellite Phone Charges January 2018	\$170.42
DD1776.1	27/02/2018	Wa Local Govt Superannuation Plan	Superannuation contributions	\$4,751.47
DD1776.2	27/02/2018	Kinetic Superannuation	Superannuation contributions	\$1,057.69
DD1776.3	27/02/2018	Wa Local Govt Superannuation Plan	Payroll deductions	\$1,805.65
DD1776.4	27/02/2018	Catholic Super	Superannuation contributions	\$757.90
DD1776.5	27/02/2018	Australian Super	Superannuation contributions	\$492.51
DD1792.1	01/02/2018	WESTNET	CRC internet & email	\$54.99
DD1793.1	28/02/2018	NAB	Bank fees February 2018	\$91.12
DD1795.1	04/02/2018	NAB	Credit card direct debit	\$3,938.24
				<hr/> \$24,598.03

Shire of Menzies
Payments for the Month of February 2018
Credit Card

Date	Name	Description	Amount
02/01/2018	Slimline Warehouse	Collections display	\$ 332.32
04/01/2018	Eastleigh Frames	Collections display	\$ 234.19
08/01/2018	Harvey Norman	Cameras for admin and Lady Shenton	\$ 1,152.00
08/01/2018	Target	Beanbags - Activities	\$ 278.00
08/01/2018	Bunnings	Shelving	\$ 165.15
09/01/2018	Eastleigh Frames	Collections display freight	\$ 81.19
18/01/2018	JB Hi Fi	Computer consumables	\$ 264.65
18/01/2018	JB Hi Fi	Computer consumables (credit)	-\$ 24.00
19/01/2018	IBIS Styles Kalgoorlie	Art exhibition - accomodation	\$ 143.10
22/01/2018	Woolworths	Goods for sale	\$ 55.05
23/01/2018	Woolworths	Public consultation - planning - refreshments	\$ 92.00
23/01/2018	Woolworths	Australia Day catering	\$ 62.00
24/01/2018	DOT - Licencing	Bobcat	\$ 158.80
25/01/2018	Apple on line	I pad for admin	\$ 469.00
28/01/2018	NAB	Card fee	\$ 9.00
09/01/2018	Eagle Petroleum	Fuel for Nissan Xtrail	\$ 73.19
15/01/2018	Woolworths	Card used in error - refunded 15/1/18 into municipal account	\$ 92.00
15/01/2018	Comfort Inn Bay of Isles	Councillor accomodation to attend GVROC meeting	\$ 291.60
29/01/2018	NAB	Card fee	\$ 9.00
		Direct Debit	\$ 3,938.24

12.3 WORKS AND SERVICES

12.3.1 Works Report for February 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	ROA.860.1/NAM49
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	Nil

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the Works Report for February 2018.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Councils annual works program is now underway, with no outstanding items from prior years.

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:

The following is a brief report of the monthly activities extracted from the report to the Chief Executive Officer from Paul Warner, Works Supervisor.

February 2018

- Maintenance of verges to Kookynie Roads
- Renewal of signage to Kookynie Road (in progress)
- Slashing of Menzies town blocks to reduce fire hazard and insect breeding
- Maintenance of Menzies Airstrip
- Maintenance Grading to washouts resulting from February rains
 - o Snake Hill / Mt Ida Roads
 - o Perrinvale road to the Sandstone border
- Resheeting to east roads paused due to rain.

March 2018

- Planting of fruit trees in Council owned residential properties
- Tenders to be called for sealing of Menzies NW Road (next stage)
- Commencement of final maintenance grading Tjuntjuntjara access road

Claimed 93% of grant funding for State Road Grants.

12.3.2 - RFT R9999 - MAINTENANCE OF RURAL ROADS

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	ROA.834.1/NAM50
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.2-1 Confidential - Tender Assessment Report 12.3.2-2 Map of roads to be maintained.

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council award Tender RFT R9999-2017 for Rural Road Maintenance in accordance with the specification of the tender document to Northern Goldfields Earthmoving as per the submitted price schedule.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

The awarding of this contract, together with Shire resources, and committed contract work will enable the completion of the annual road maintenance program.

This project is partially funded from untied grants.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

14.2 Strong sense of community maintained

14.3 Active civic leadership achieved

- 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

STATUTORY AUTHORITY:

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulation 1996 Part 4 Division 2

POLICY IMPLICATIONS:

Policy 4.2 Purchasing and Tenders.

FINANCIAL IMPLICATIONS:

The Annual Budget provides for the expenditure of \$874,000 for contract maintenance on rural roads. As at 28 February 2018, \$156,000 has been expended.

RISK ASSESSMENTS:

Nil

BACKGROUND:

Tenders were advertised for the contracting of “Rural Road Maintenance” on 20 January 2018. The closing date for the submissions being 2pm on 5 February 2018.

COMMENT:

Six tenders were received and evaluated. All tenderers were deemed to have met sufficient compliance criteria to enable fair assessment of their submissions.

Evaluation of the tenders was undertaken by an independent consultant. The project will be overseen by the Shire’s Works Supervisor. The results of this evaluation is attached as a commercial-in-confidence document.

In determining the most advantageous Tender, each Tenderer is assessed against the qualitative criteria.

The Request for Tender includes the following Qualitative Selection Criteria and weightings as setout.

- Organisational Experience and Capacity (35%)
- Experience and Roadworks in Regional and Remote Locations (30%)
- Key Personnel Experience and Overall Capacity 35%)

PAGES 85-105 HAVE BEEN REMOVED AS THEY
CONTAIN CONFIDENTIAL INFORMATION

12.3.3 RFT WR0000 WANDRRA FLOOD DAMAGE REPAIRS

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	ROA.834.1/NAM55
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.3-1 Confidential Tender Assessment Report

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

- 1. Award Tender RFT WR0000-2017 for Supply of Plant and Operators for WANDRRA Road Flood Damage Repairs in accordance with the specification of the tender document to Quadrio Earthmoving as per the submitted price schedule.**
- 2. Advise unsuccessful tenderers of the outcome of the tender within seven working days.**

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

The awarding of this contract, together with RFT WR0000A (for supervision) will permit the flood damage suffered by the Shire during the February 2017 flood event to be repaired.

The project is fully funded from WANDRRA. .

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

14.2 Strong sense of community maintained

14.3 Active civic leadership achieved

- 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

STATUTORY AUTHORITY:

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulation 1996 Part 4 Division 2

POLICY IMPLICATIONS:

Policy 4.2 Purchasing and Tenders.

FINANCIAL IMPLICATIONS:

This project is fully funded from WANDRRA funds.

RISK ASSESSMENTS:

Nil

BACKGROUND:

Tenders were advertised for the contracting for repairs to flood damage on 27 January 2018. The closing date for the tender was 2pm 12 February 2018.

COMMENT:

Six tenders were received and evaluated. All tenders received were deemed to be sufficiently compliant to permit be evaluated and considered. Evaluation of the tenders was undertaken by an independent consultant. The project will be overseen by a contract Supervisor. The results of this evaluation are commercial-in-confidence.

In terms of qualitative criteria the highest priced tenderer, company D ranked highest followed by company B (Quadrio Earthmoving). Others were ranked relatively close to each other by lower.

This being the case and considering that company D's price was considerably high, and tender assessment suggests the tender submitted by Quadrio Earthmoving (lowest) price and second lowest ranking), represents best value and is most advantageous to the Principal.

The results of the qualitative criteria as set out in the tender document were

- Organisational Experience and Capacity (30%)
- Road Construction Experience in Rural and Remote Areas (20%)
- Key Personnel Experience and Overall Capacity (30%)
- Extent and Condition of Road construction Plant and Mechanical Support (20%)

PAGES 109-132 HAVE BEEN REMOVED AS THEY
CONTAIN CONFIDENTIAL INFORMATION

12.3.4 RFT WR0000A-2017 TENDER FOR SUPERVISION WANDRRA PROJECT

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	ROA.834.1/NAM60
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.4-1 Confidential Tender Assessment Report

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

- 1. Award Tender RFT WR0000A-217 for Supply of Plant and Operators for supervision of WANDRRA Flood Damager Repairs in accordance with the specification of the tender document to Remote Roads as per the submitted price schedule.**
- 2. Advise unsuccessful tenderers of the outcome of the tender within seven working days.**

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

The awarding of this contract, together with RFT WR0000 (for plant and operators) will permit the flood damage suffered by the Shire during the February 2017 flood event to be repaired.

The project is fully funded by WANDRRA.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

14.2 Strong sense of community maintained

14.3 Active civic leadership achieved

- 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

STATUTORY AUTHORITY:

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulation 1996 Part 4 Division 2

POLICY IMPLICATIONS:

Policy 4.2 Purchasing and Tenders

FINANCIAL IMPLICATIONS:

The project is fully funded from WANDRRA funds.

RISK ASSESSMENTS:

There is not risk assessment for this matter.

BACKGROUND:

Tenders were advertised for the contracting of supervision for works to be undertaken in response to tender WR0000A-2017 on 27 January 2018. The closing date for the tender was 2pm 12 February 2018.

COMMENT:

Five tenders were received and evaluated. All tenders received were deemed to be sufficiently compliant to be evaluated and considered. Evaluation of the tenders was undertaken by and independent consultant.

In terms of qualitative criteria the lowest price tenderer was ranked second on overall scoring. The highest qualitative weighted scoring indicated that Remote Roads with second lowest price was considered competitive. Other tenderers were considerably higher.

The results of the qualitative criteria as set out in the tender document were

- Demonstrated Roadworks Experience (30%)
- Supervision and Liaison Experience (25%)
- Experience with Road Construction Materials (10%)
- Reporting and Contract Management Experience (25%)
- Stand-alone capacity and ability to provide more than one supervisor (10%)

PAGES 135-156 HAVE BEEN REMOVED AS THEY
CONTAIN CONFIDENTIAL INFORMATION

12.4 COMMUNITY DEVELOPMENT

12.4.1 Report Community Development for the February 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	CS.860.1 – NAM43
DISCLOSURE OF INTEREST:	The author has no interest to disclose
DATE:	20 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer.
ATTACHMENTS	

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the report of the activities for Community Development for February 2018.

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.

This report also addresses other areas of Tourism and area promotion such as the operating of camping facilities at Lake Ballard and Niagara Dam, and contribution to Community Groups for activities.

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 acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

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

- The Shire to review disability access throughout the Shire of Menzies.

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.

14.3 Heritage & Natural assets conserved

- 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 :

All expenditure to are within acceptable parameters of the adopted budget.

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 staff for recording purposes.

COMMENT:

Community Resource Centre (CRC)

The Centre had 10 patrons in February 2018. A total of 70 copies of the Menzies Matters were printed and distributed.

After school activities have recommenced. Badminton and afternoon movies with popcorn are enjoyed on Tuesday and Wednesdays. Debbie and Nadine have organised a number of activities for March, including a cake stall, Seniors morning tea, and an Easter Egg hunt..

Visitor Centre

February 2018 attracted 90 visitors. Our Facebook appears to be one of the major referral sources for visitors. We continue to review methods and best means of promotion for Menzies.

Community Postal Agency

This important service attended 300 customers in February 2018..

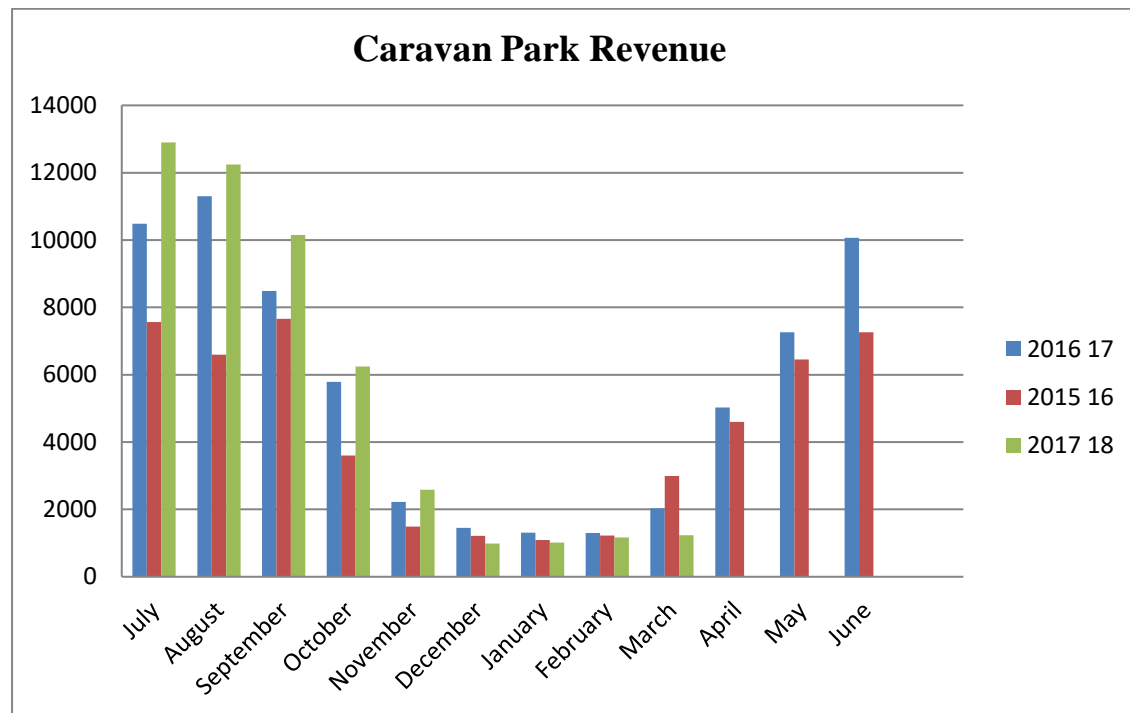
Other Services

The attachment shows the financial details for services in this area which includes contributions and Community Events.

Statistics

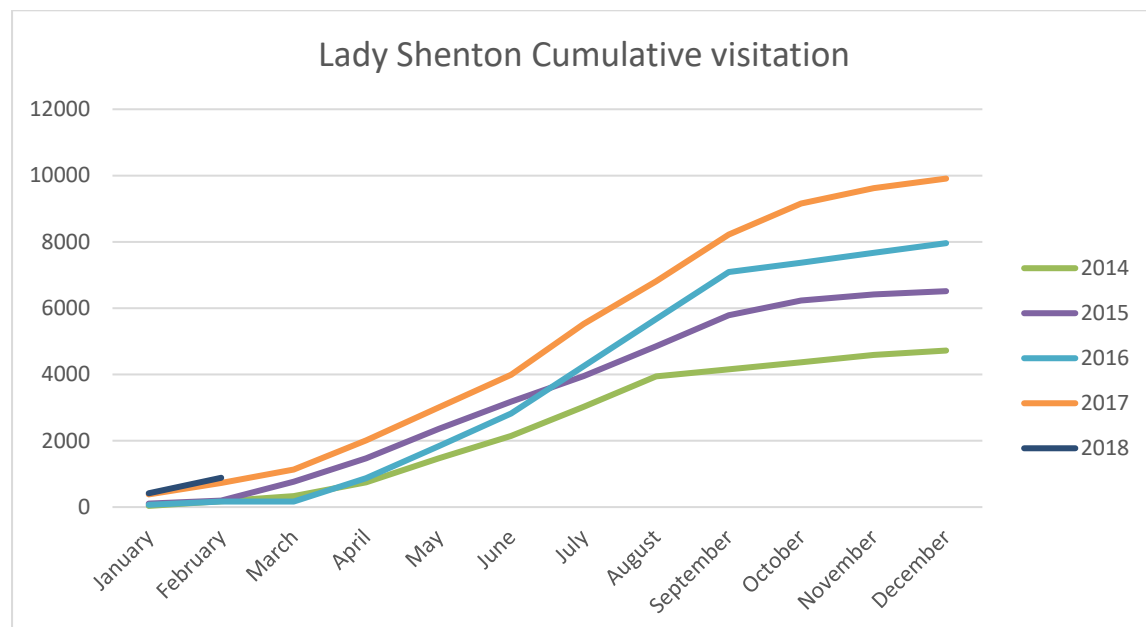
Caravan Park Revenue.

Revenue generated from the caravan park for February 2018 was \$1,166.36,. Occupancy rates are extremely low as is usual for this time of the year.

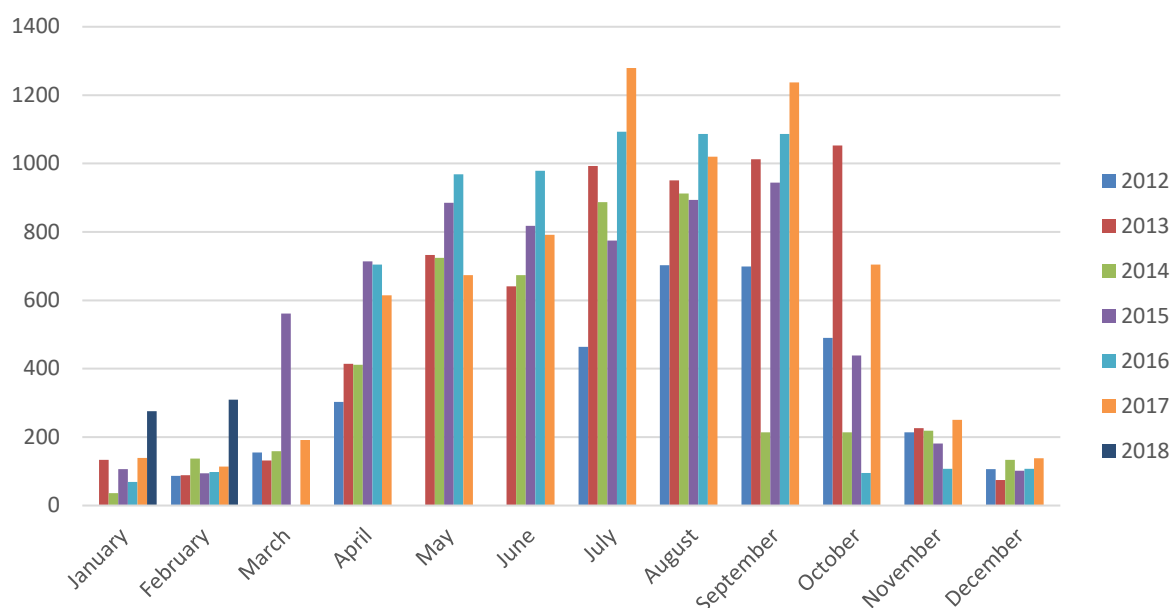


Visitation to Main Services

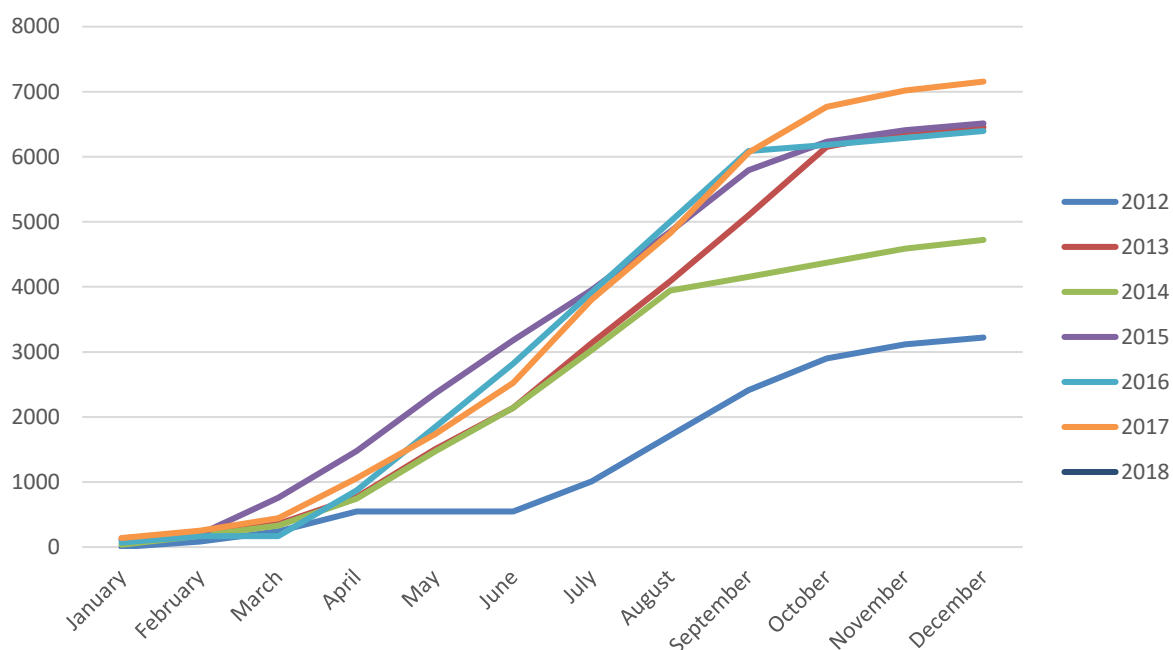
Over all, visitation for all services shows a steady minimal increase in the use of services.



Visitor Centre Visitation by Year - excludes Post Office, CRC and Library after 1 July 2016



Visitor Centre cumulative visitation Excludes Post Office, CRC and Library after 1 July 2016



Shire of Menzies
2017 2018
Operating Jobs - linked to General Ledger Accounts as at 28 February 2018
% against Total

Recreation & Culture

Communities -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	% YTD	Budget Net	Actual Net
-	-	M13400	Tjuntjuntjara School Holiday Program	(52,000)	(21,587)	(21,587)	0.42%	(52,000)	(21,587)
-	-	M13402	Tjuntjuntjara Dog Health Program	(20,000)	-	-	0.00%	(20,000)	-
-	-	M13403	Tjuntjuntjara Site To Site Program	(17,500)	(16,991)	(16,991)	0.97%	(17,500)	(16,991)
-	-	M13404	Desert Stars - Distribution / Promotion / Touring	(20,000)	(412)	(412)	0.02%	(20,000)	(412)
-	-	M13405	Buffel Grass Management	(20,000)	1,407	1,407	-0.07%	(20,000)	1,407
-	-	M13499	Tjuntjuntjara Provision For Contrbutions	(15,000)	-	-	0.00%	(15,000)	-
-	-	Sub Total - 13445		(144,500)	(37,583)	(37,583)	0.26%	(144,500)	(37,583)
-	-	M04010	Contribution - Mac Christmas Tree	(1,500)	(1,364)	(1,364)	0.91%	(1,500)	(1,364)
-	-	M13111	Event - Menzies Christmas	(10,000)	(4,212)	(4,121)	0.41%	(10,000)	(4,121)
-	-	M13699	Contributions To Menzies Town Community	(20,000)	(561)	(561)	0.03%	(20,000)	(561)
-	-	Sub Total - 13446		(31,500)	(6,136)	(6,045)	0.19%	(31,500)	(6,045)
-	-	X13499	Admin Allocated To Tjuntjuntjara	-	(26,047)	(26,047)	100.00%	-	(26,047)
-	-	Sub Total - 13499		-	(26,047)	(26,047)	100.00%	-	(26,047)

12.4.2 COMMUNITY EVENT - MENZIES RODEO

LOCATION:	N/A
APPLICANT:	Menzies Rodeo Committee
DOCUMENT REF:	ECO.938.1/NAM56
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	N/A

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council support the formation of a Committee reporting to the Chief Executive Officer for the Menzies Rodeo to be held in October 2018.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

A proposal to Council for the running of a Rodeo in Menzies as their main annual event, to be held in October 2018.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

- Where possible, support opportunities to build the capacity of the community within the Shire of

Menzies.

- 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:

A budget allocation of \$50,000 was provided in the current financial year, and application has been made to the State Regional Events Scheme for a grant of \$50,000. A further funding will be requested in the 2018/2019 annual budget.

The indicative Budget presented by the Committee is as follows.

ABCRA

• Arena and yards	\$ 6,000
• Personnel (Administration and Stewards)	\$ 6,000
• Stock	\$15,000
Security	\$10,000
Media and Communications Promotions	\$25,000
Marketing (TV Radio Print)	\$20,000
Entertainment (Band, stage, equipment hire)	\$33,000
Subtotal	\$115,000
Income – admissions - \$20 adults, \$5 concession, \$50 family	\$(8,000)
Income – stall holders - \$100 per stall	\$(1,000)
Total Estimate	\$106,000

RISK ASSESSMENTS:

A full risk assessment will be presented to Council prior to June 2018.

BACKGROUND:

Council has made allowance for a major annual function for the Shire. In December 2017 submissions for an event co-ordinator were called by way of state-wide advertising.

No submissions were received.

A group of Menzies residents have joined with the Australian Bushman's Campdraft and Rodeo Association (ABCRA) to organise and run the event. The group will report directly to the Chief Executive Officer, and will be limited to a proposal as presented. Changes to the proposal will be presented to Council.

The Residents making this proposal are

- Paul Warner
- Shonnie Tambis
- Dennis Kennedy
- Nadine Tucker
- Gary Smith
- Bodine Buckingham

COMMENT:

A proposal for the organisation and management of the Rodeo will be provided by the Committee, and will be available to Councillors prior to the meeting. Any events, such as a social event to be held in conjunction with the Rodeo will be presented to Council as a separate item. To date, the author has not received any other submissions.

The rodeo has the ability to provide for the promotion of the town, and shire while developing bonds and interests within the community. To have an event supported by both residents and business in the region can only benefit all.

While it is unlikely that this event will ever be totally self supporting, it is believed that a successful event will attract increased sponsorship and support in future years. The diversity of the committee indicates that this event has the support necessary for success.

12.4.3 COMMUNITY EVENTS - CYCLASSIC

LOCATION:	Menzies Town
APPLICANT:	N/A
DOCUMENT REF:	ECO.938.1/NAM65
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.4.3-1 - Proposed Program for Cycclassic 2018

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council receive the proposed Program for the 2018 Cycclassic to be held on 2 June 2018.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Menzies Classic – Chas Egan Memorial will be run for the ninetieth year in 2018. The program is for the information of Council. The road race is the responsibility of the Eastern Golfields Cycling Club. This program does not address matters organised and controlled by them.

The dinner and presentation evening is included on the program as they involve the sharing of resources.

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.

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

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

14.4 Heritage & Natural assets conserved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Budget item M13102 provides a budget of \$104,250 for this event. This includes sponsorship to the Eastern Goldfields

RISK ASSESSMENTS:

A risk assessment will be completed and presented to Council at the April 2018 meeting.

BACKGROUND:

The annual Cycclassic is an important event for the town of Menzies. The resources of Council are required to ensure the success of this event.

COMMENT:

The logistics of the race vary little from year to year. The Shire has works to encourage all residents of the Town to become a part of this event either by involvement on the day, or attending the social events associated with the Race, and welcome visitors to our community.

DJ Rev has again been appointed to be Master of Ceremonies for the Shire, and will be the principal for both the Karaoke on the night before the event, and activities on the Oval on Saturday. Officers will be encouraging community participation and opportunities for fund raising and service provision by local businesses.

In the lead up to the event, a photography competition for photos of the Inside Australia Art installation will be run, with entries on display over the weekend.

Proposed Program for Cyclassic

Friday 1 June 2018	7pm – Menzies Karaoke – Menzies Town Hall (DJ Rev)
Saturday 2 June 2018	7am – set up barriers and shelters in Shenton Street – prepare for road closure.
	9am – Setup and decorate Menzies Town Hall for Menzies Classic Dinner
Saturday 2 June 2018	12.30 pm – Menzies Welcomes Cyclassic Riders
	<ul style="list-style-type: none">- Oval Events for Children (DJ Rev)- Food Stalls- Display – Photography competition – Inside Australia
	2pm – Menzies Community Cycle Events (DJ Rev MC)
	<ul style="list-style-type: none">- Scooter Races- Bike Sprints- Triathalon
	5pm – Community Dinner and Entertainment (Marquee)
	* Kookynie Volunteers Association Dinner (Town Hall)
	* Cyclassic Presentations (Town Hall)
	7.30pm – Fireworks (Oval)
Sunday 3 June 2018	7am – Menzies Farewells Cyclassic Riders
	<ul style="list-style-type: none">• Breakfast (courtesy Kookynie Volunteers Association)
	<ul style="list-style-type: none">• Not Shire of Menzies

12.5 MANAGEMENT AND POLICY

12.5.1 Actions performed under Delegation for the month of February 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.860.1/NAM28
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	28 February 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	Nil

MOVED: Cr

SECONDED: Cr

Carried /

OFFICERS RECOMMENDATION:

That Council receive the report of the actions performed under delegation for the month of February 2018 for information.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

To report back to Council actions performed under delegated authority from the period 1 February 2018 to 28 February 2018.

RELEVANT TO STRATEGIC PLAN:

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 February 2018 to 28 February 2018.

Applications

Mining/Prospecting/Exploration/Miscellaneous Applications – No objections for the period 1 February 2018 to 28 February 2018.

- M29/0427
- P29/2463

Bushfire

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters from the period 1 February 2018 to 28 February 2018.

Common Seal

The following delegated decisions were undertaken by the Shire of Menzies pursuant to the Common Seal from the period 1 February 2018 to 28 February 2018.

<i>Date of decision</i>	<i>Decision ref:</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>
7/2/2018	Minor Works Contract Conditions TR Homes and Shire of Menzies	Shire of Menzies Youth Centre	TR Homes Pty Ltd	N/A

Planning Approvals

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals from the period 1 February 2018 to 28 February 2018.

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 February 2018 to 28 February 2018.

Health Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to Health Approvals from the period 1 February 2018 to 28 February 2018.

<i>Date of decision</i>	<i>Decision ref:</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>
14/2/2018	Plumbing Application M31/79 Kurnalpi-Pinjin Road	Approved	Hawthorn Resources	N/a

Ranger Related Dog Issues

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related issues from the period 1 February 2018 to 28 February 2018.

12.5.2 Rebroadcast Services Television

LOCATION:	Menzies Town Site
APPLICANT:	Satellite Television and Radio
DOCUMENT REF:	ECO.848.1, NAM31
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	4 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.2-1 Agenda item October 2017 12.5.2-2 Confidential Quote for replacement of Satellite Dish

OFFICERS RECOMMENDATION:

That Council

1. Approve the allocation of \$20,200 (ex gst) from surplus funds unallocated from 2017 for the provision of 2.4 metre dish and associated installation costs
2. Lobby the federal government to provide free-to-air television and radio broadcasting facilities to all gazetted town sites in Australia.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

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

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

14.2 Strong sense of community maintained

- Our community will value each other, building relationships and networks to interact,

socialise and for recreation.

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

14.3 Active civic leadership achieved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Procurement Policy

FINANCIAL IMPLICATIONS:

In October 2017, a reallocation of funds from account 72703 – TV Reserve to job C11400 – Television and Radio Rebroadcast (capital equipment) provided funding for this project. Unfortunately, the installation of this equipment did not provide the expected outcome. We have been advised that the new technology requires a dish of at least 2.4 metres. \$4,000 has been budgeted (in the \$20,200 allocated) to extend the dish compound on the south side of the Menzies Shire Hall.

The equipment has an anticipated service life of between five and seven years (dependent on external requirements). Provision should commence to ensure depreciation of the equipment is either used for the purpose, or transferred to the TV Reserve each year.

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item. The risk of this equipment being inadequate for purpose is considered as low, as three neighbouring Councils are receiving a low to medium quality signal with 1.8metre dishes. It is believed that the increase in size of the dish from 1.8 metres to 2.4 metres will supply a quality service.

BACKGROUND:

The attached email documents outline the advice received by STRA in relation to this matter shows that the upgrade undertaken in November 2017 did not reinstate the SBS service to the town of Menzies.

COMMENT:

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

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

The three neighbouring Shires of Leonora, Coolgardie and Laverton are also facing the same requirement to upgrade. By joining together we will reduce the cost to Menzies by \$2,600.

The need to upgrade to a larger dish has been known since November 2017. At that time it was believed that the upgrade required would be from the current 90 centimetre to a 1.8 metre dish. A quote was received from Satellite Television Services for this. At the same time it was understood that the Shire of Coolgardie would be upgrading to a 2.4 metres dish from their 1.8 metre one.

Negotiations commenced with Coolgardie to purchase their redundant dish, and it was agreed in February 2018 that this would go ahead. In early March advise was received that the 1.8 metre dish would not be adequate to provide a quality service, and that a 2.4 metre dish would be required. It was further advised that there is an eight week lead time for the supply of the dish. In order to meet the common date with neighbouring Councils, acceptance of the resolution in principal was requested on 4 March 2018.

The process followed for procurement is exempt from the policy as the sole supplier for hardware is the current contract holder for the provision of maintenance and monitoring of the service.

12.5.3 Rebroadcast Services Television

LOCATION:	Menzies Town Site
APPLICANT:	Satellite Television and Radio
DOCUMENT REF:	EDM 014
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	19 October 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.3-1 Correspondence relating to Satellite Platform Transition
COUNCIL RESOLUTION:	
No.1296	

Moved: Cr Ian Tucker**Seconded: Cr Jill Dwyer**

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

Carried by Absolute Majority 7/0**OFFICER RECOMMENDATION:**

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

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

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

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

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

14.2 Strong sense of community maintained

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

14.3 Active civic leadership achieved

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

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

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

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

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

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

COMMENT:

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

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

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

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

PAGE 177 HAS BEEN REMOVED AS IT
CONTAINS CONFIDENTIAL INFORMATION

12.5.3 COMPLIANCE AUDIT REPORT YEAR ENDING 31 DECEMBER 2017

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.860.1/NAM62
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	23 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.3-1 Compliance Audit Report

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council :

1. Note that it has conducted a review of the Compliance Audit Return for the year ending 31 December 2017, noting the comments contained in the Return;
2. Adopt the attached Compliance Audit Return for the year ending 31 December 2017; and
3. Recommend that the Return be certified by the President and the Chief Executive Officer and submitted by 31 March 2018.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

Consideration of the Compliance Audit Return (CAR) for the year ending 31 December 2017.

RELEVANT TO STRATEGIC PLAN:

14.2 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

STATUTORY AUTHORITY:

Local Government (Audit) Regulation 1996 - REG14.

Local Government (Audit) Regulations 1996 - REG 15

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENTS:

OP13 Council does not comply with statutory reporting requirements and deadlines

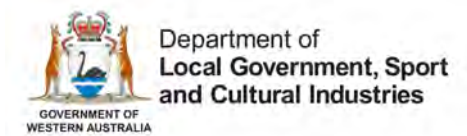
BACKGROUND:

The Compliance Annual Return (CAR) for the period 1 January 2017 to 31 December 2017 must be completed and returned to the Executive Director, Department of Local Government and Communities by 31 March 2018.

COMMENT:

The CAR is to be:

- a) Reviewed by the Audit Committee
- b) Presented to Council at a meeting of the Council
- c) Adopted by the Council (along with comments and amendments)
- d) The adoption recorded in the minutes of the meeting to which it is adopted.



Menzies - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A		Rhonda Evans
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A		Rhonda Evans
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A		Rhonda Evans
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Rhonda Evans
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Rhonda Evans



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Rhonda Evans
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Rhonda Evans
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Rhonda Evans
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Rhonda Evans
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes		Rhonda Evans
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Rhonda Evans
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Rhonda Evans
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Rhonda Evans
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Rhonda Evans
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Rhonda Evans
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Rhonda Evans
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	No	Oversight has now been addressed, and process highlighted in compliance calendar.	Rhonda Evans
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	reported to Council Monthly	Rhonda Evans

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Deborah Whitehead
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Deborah Whitehead



**Department of
Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Deborah Whitehead
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Deborah Whitehead
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Deborah Whitehead
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Deborah Whitehead
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Deborah Whitehead
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Deborah Whitehead
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Deborah Whitehead
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Rhonda Evans
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Deborah Whitehead
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Deborah Whitehead
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Deborah Whitehead
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Deborah Whitehead



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Deborah Whitehead
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Deborah Whitehead

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Rhonda Evans
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Rhonda Evans

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Rhonda Evans

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	New Audit Committee appointed OCM 22 October 2017.	Jeanette Taylor
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	No delegation of powers to Audit Committee.	Jeanette Taylor
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Butler Settineri	Jeanette Taylor



**Department of
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and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Auditor for 30 June 2017 appointed by an absolute majority of Council at OCM 24 Sept 2015. Auditor appointed by the OAG commencing for the year ended 30 June 2018	Jeanette Taylor
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Jeanette Taylor
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes	Received by local government on 22 December 2017	Jeanette Taylor
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	No matters raised	Jeanette Taylor
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	No matters raised	Jeanette Taylor
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No matters raised	Jeanette Taylor
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Jeanette Taylor
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Jeanette Taylor
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Jeanette Taylor
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Jeanette Taylor
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Jeanette Taylor



Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	30 June 2017	Rhonda Evans
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Rhonda Evans
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Rhonda Evans
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Rhonda Evans
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Rhonda Evans
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Rhonda Evans
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Rhonda Evans



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Rhonda Evans
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Rhonda Evans
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Rhonda Evans
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Rhonda Evans
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Rhonda Evans



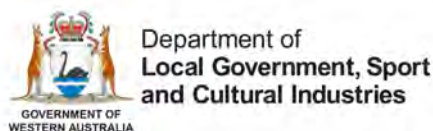
Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Rhonda Evans
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A		Rhonda Evans
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	N/A		Rhonda Evans
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	N/A		Rhonda Evans
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	N/A		Rhonda Evans
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	N/A		Rhonda Evans

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Rhonda Evans
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Rhonda Evans
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Rhonda Evans
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Rhonda Evans

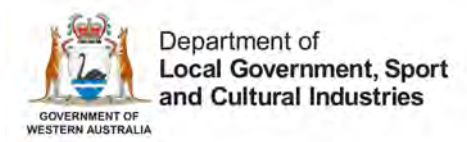


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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Rhonda Evans
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Rhonda Evans
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Rhonda Evans
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Rhonda Evans
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Rhonda Evans
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Rhonda Evans
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Rhonda Evans
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Rhonda Evans
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Rhonda Evans
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Rhonda Evans
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	Yes		Rhonda Evans
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	Yes		Rhonda Evans



No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	Yes		Rhonda Evans
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	Yes		Rhonda Evans
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	Yes		Rhonda Evans
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Rhonda Evans
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Rhonda Evans
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Rhonda Evans
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Rhonda Evans
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Rhonda Evans
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Rhonda Evans



I certify this Compliance Audit return has been adopted by Council at its meeting on

Signed Mayor / President, Menzies

Signed CEO, Menzies

12.5.4 Application for Support - Platelayers Cottages

LOCATION:	445-447 Walsh Street Menzies
APPLICANT:	Puzzle Consulting
DOCUMENT REF:	EDM 281
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 November 2017
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.4-1 Heritage Register Documentation 12.5.4-2 Guidelines Building Better Regions 12.5.4-3 Menzies Heritage Precinct Project Cost Benefit 12.5.4-4 Operating Statement – Tourism Services 12.5.4-5 Request for Funding from Menzies Aboriginal Corporation 12.5.4-6 Confidential Business Case

OFFICER COMMENT

This item was laid on the table at the November and December meetings of Council. The additional information requested being a Business Plan for the Project. This plan is now provided.

The matter is returned for Council Consideration.

COUNCIL RESOLUTION:	No.1333
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Moved: Cr Ian Baird

Seconded: Cr Keith Mader

That Council accept as a letter from the Menzies Aboriginal Corporation as a late attachment (Attachment 12.5.2-5) Request for Funding from Menzies Aboriginal Corporation.

Carried 4/0

COUNCIL RESOLUTION:	No.1334
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Moved: Cr Jill Dwyer

Seconded: Cr Ian Baird

That Council lay this matter on the table subject to receipt of a business case, the matter to be considered during budget deliberations.

Carried 4/0

Reason for change to recommendation:

Council agreed this matter should be considered during budget deliberations.

COUNCIL RESOLUTION – 30 NOVEMBER 2017:	No.1321
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Moved: Cr Jill Dwyer

Seconded: Cr Ian Baird

That Council lay this item on the table to enable further information to be obtained.

OFFICER RECOMMENDATION:

That Council

1. Support the Application by the Menzies Aboriginal Corporation to the Building Better Regions Fund (BBRF) for the restoration of the Heritage Listed Platelayers Cottages as a partner to the project.
2. Endorse the allocation of up to \$100,000 in the 2018/2019 budget for the purpose of contribution to the Menzies Aboriginal Corporation toward the restoration of the Cottages located at 445-447 Walsh Street Menzies subject to the following conditions:
 - Grant funding from Building Better Regions Fund (BBRF) for no less than \$250,000 be approved.
 - The contribution must be matched by ratio of two thirds/ one third with the contribution by the Menzies Aboriginal Corporation (MAC) (for every \$2 contributed by the MAC in cash or kind, Council will contribute \$1.)
 - Payments to be paid progressively, acquittal to be subject to successful acquittal progress payments by BBRF.
 - Acknowledgement of the Shire of Menzies contribution to be displayed for a period of no less than five years in a prominent position at the front of the buildings.
 - An agreement relating to the management of the capital project, and future operating support be endorsed by Council and the MAC.

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

Puzzle Consulting on behalf of the Menzies Aboriginal Corporation have applied to Council to consider investing in the restoration of the Platelayers Cottages at the south end of Walsh Street Menzies.

The cottages are held by freehold title to the Menzies Aboriginal Corporation. The land is within a special purpose zone being for public purpose.

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

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.
- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

STATUTORY AUTHORITY:

Local Government Act 1995 – Section 6.2 – Local Government of prepare annual budget.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

The allocation of a up to \$100,000 in the Annual Budget for the year ending 30 June 2019 under consideration. This represents 3% of estimated rate income for that year. In the budget for the year ending 30 June 2017, provision has been made for the following one-of infrastructure.

- | | | | |
|---|--------|---------------------------|-----------|
| • | C10700 | Public Toilet – Truck Bay | \$ 90,000 |
| • | C08001 | Youth Centre Building | \$249,000 |
| • | C11303 | Softfall for Playground | \$ 94,000 |

The requested allocation is a one-off with no foreseeable future life cost to Council.

RISK ASSESSMENTS:

A Risk Analysis for this project will be included in the application to the BBRF. Failure to meet this assessment will disqualify the application.

BACKGROUND:

External funding for this project has been sought by MAC on previous occasions without success. Grants for the restoration of buildings continues to be difficult to attract unless the project can show significant employment and economic benefit. The restoration of these buildings would meet these criteria.

In December 2015 Council created a proposal for the Menzies Heritage Precinct Project. The cottages were included within the precinct, but not included in the Shire's application for funding.

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

The 'Heritage Park' Project to feature:

- 11 sites throughout the town site which will be preserved/restored and interpreted. These sites will be presented alongside newer buildings within the town, most of which were designed to be sympathetic to the heritage value of the town and many which have their own story;
- Refurbishment of the interiors of a number of historical buildings and the implementation of business development projects to contribute to the economic development of the town and ensure the buildings are continually used.

COMMENT:

The Shire of Menzies has a culture of contributions for projects where Council will not be the owner of the property subject to the contribution. A contribution to Paupiyala Tjarutja Aboriginal Corporation towards the purchase of a 5 Tonne Truck, and contribution to Menzies Aboriginal Corporation for the upgrade of the kitchen at their Walsh Street premises are two instances in recent years.

Council also has a significant sponsorship budget for external activities such as the Cyclastic in Menzies and Site to Site at Tjuntjuntjara.

Unique heritage buildings are slowly deteriorating and if nothing is done soon will be lost forever. This represents an opportunity to invest in the development of the three railway cottages to offer a unique heritage experience and provide additional and much needed accommodation (unique to current offerings) in Menzies.

This project would capitalise on the increasing number of tourists coming through the town, particularly since the Inside Australia installation at Lake Ballard was completed. Through international media and through the reputation of the artist (Antony Gormley) the sculptures are becoming a must-see experience for many and the site is attracting tourists from all over the world. At the experience is promoted as being best at either sundown or sunrise may of

this visiting would like to find accommodation close to the site of Lake Ballard. Menzies is the nearest town.

The development of this additional tourism product in our town is an opportunity to capture tourism dollars. MAC are seeking to secure federal funding through the Building Better Regions Fund, an extremely competitive program. With a total value of approximately \$500,000, MAC will need an additional partner on board in order to secure the necessary grant assessment score to be competitive. The Shire of Menzies support for this project is critical to an application being made.

Attached is a statement for the operation of the Shire's two tourism related services, the Visitor's Centre and the Caravan Park. This is budgeted to cost ratepayers in excess of \$500,000 for the current financial year. The attraction and retention of visitors for longer, and any businesses that assist in this must be of benefit to the Community as a whole.

It is estimated that the refurbished cottages would generate an additional \$1,000 in rates income per annum, and also require waste services. Each additional service required reduces the unit cost to Council to provide the service. Also attached are documents outlining the cost benefit of the tourism dollar to the community, and the criteria for the funding being sought from the Federal Government. It should be stressed that the recommendation for the contribution is contingent on a successful grant application.

Since the November 2017 meeting of Council, an agreement has been reached with the MAC to consider an agreement for the partnership of this project. There has been insufficient time for this matter to be fully considered. A commitment to consider an agreement has been made by both parties, and WALGA is assisting with the drafting of a proposal.



REGISTER OF HERITAGE PLACES - ASSESSMENT DOCUMENTATION

11. ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

The criteria adopted by the Heritage Council in November 1996 have been used to determine the cultural heritage significance of the place.

PRINCIPAL AUSTRALIAN HISTORIC THEME(S)

- 3.4.3 Mining
- 3.8.6 Building and maintaining railways
- 5.2 Organising workers and work places

HERITAGE COUNCIL OF WESTERN AUSTRALIA THEME(S)

- 106 Workers (incl. Aboriginal, convict)
- 110 Resource exploitation and depletion
- 202 Rail & light rail transport

11.1 AESTHETIC VALUE*

Menzies Railway Station Group, with its stone Station Building in Federation Arts & Crafts style, row of three stone Federation Bungalow style Platelayer's Cottages, and Station Master's House, is valued for the aesthetic characteristics of individual elements, and as a whole as a significant group. (Criteria 1.1 & 1.4)

Menzies Railway Station Group has a landmark setting in the Menzies town. It is a dominant element along the east boundary of the townsite and contributes to the townscape and character of Menzies. (Criterion 1.4)

*

For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 1989.

For consistency, all references to garden and landscape types and styles are taken from Ramsay, J. *Parks, Gardens and Special Trees: A Classification and Assessment Method for the Register of the National Estate*, Australian Government Publishing Service, Canberra, 1991, with additional reference to Richards, O. *Theoretical Framework for Designed Landscapes in WA*, unpublished report, 1997.

11.2 HISTORIC VALUE

Menzies Railway Station Group demonstrates infrastructure constructed to meet the transport and labour requirements of the goldfields during the 1890s gold rushes in Western Australia when large numbers of people, heavy machinery, ore and timber had to be moved to the fields by the most efficient means. The place illustrates the consolidation and improvement of efficiency and living conditions of the goldfields and surrounding districts brought by the railways. (Criterion 2.1 & 2.2)

The Station Master's House was constructed to a standard design for the occupation of the Menzies Station Master. The size of the place, with four main rooms, reflects the status of the Station Master's position, in contrast to the adjoining two-room Platelayer's Cottages, which were constructed for the members of the track maintenance gang. (Criterion 2.2)

Menzies Railway Station Group is associated with the Public Works Department and Chief Architect John Grainger, who designed the buildings. (Criterion 2.3)

Menzies Railway Station Group is associated with railway contractors Henry Teasedale Smith and Joseph Timms, trading as Smith & Timms who, as well as constructing the Kalgoorlie-Menzies line, were also involved in the construction of the Boyanup-Busselton, York-Greenhills, Kalgoorlie-Kanowna, Port Hedland-Marble Bar and Nannine-Meekatharra lines between 1894 and 1911. (Criterion 2.3)

11.3 SCIENTIFIC VALUE

11.4 SOCIAL VALUE

Menzies Railway Station Group is highly valued by the local and wider community as evidenced by the efforts of the Menzies Shire Council to prevent demolition of the Platelayer's Cottages in the 1970s. (Criterion 4.1)

Menzies Railway Station Group has a significant association with the local Indigenous population, by means of the high number of Indigenous people employed to work on the railway in the vicinity since WWII, and via the provision of Indigenous housing on site since the 1970s. (Criterion 4.1)

Menzies Railway Station Group contributes to the local community's sense of place as an identifiable built representation of the former significant railway presence in the town and a reminder of a way of life no longer practiced. (Criterion 4.2)

12. DEGREE OF SIGNIFICANCE

12.1 RARITY

Menzies Railway Station Group comprising Station Building, Station Master's House and three Platelayer's Cottages, is the most intact and substantial group of railway buildings remaining on the Kalgoorlie-Leonora railway line, and includes the only railway station building remaining on the line north of Kalgoorlie. (Criterion 5.1)

Menzies Railway Station Group is a rare remaining example of a group comprising the Station Building, Station Master's House and three Platelayer's

Cottages, demonstrating a way of life and functions no longer practiced. (Criterion 5.2)

12.2 REPRESENTATIVENESS

Menzies Railway Station Group is a good representative example of the type of station buildings and railway residences constructed on the goldfield lines in the 1890s. (Criterion 6.1)

12.3 CONDITION

Menzies Railway Station Group is in fair condition. There is evidence of recent restoration and painting works on both the interior and exterior and roofs of the three Platelayer's Cottages. The Station Master's House show evidence of cracking, previous repairs and fretting stone and mortar particularly on the walls around the north corner, and also general stone damage around the base perimeter of the walls, and the chimney. The Station Building shows evidence of intervention (repairs) to the stone walls, particularly on the platform walls in the vicinity of the luggage entrance.

12.4 INTEGRITY

Menzies Railway Station Group operated continuously as a railway facility into the 1970s. The Station Building provides the office and base operation for a local mining company, and the Station Master's House and Platelayer's Cottages provide accommodation support facilities for Menzies Aboriginal Corporation, all places thereby providing useful functions that have required little or no interventions to the original buildings. Although the train still operates on the line, *Menzies Railway Station Group* is no longer connected to the provision of railway services. It has a moderate degree of integrity.

12.5 AUTHENTICITY

The *Menzies Railway Station Group* has changed very little and retains a high degree of authenticity. Changes to the fabric include the painting of the roofs of the Platelayers Cottages (2003), and the removal of the bathroom from under the south corner verandah of the Station Master's House.

13. SUPPORTING EVIDENCE

The documentary evidence has been compiled by Irene Sauman, Historian. The physical evidence has been compiled by Laura Gray, Heritage and Conservation Consultant.

13.1 DOCUMENTARY EVIDENCE

Menzies Railway Station Group is a collection of stone buildings constructed in 1898 comprising the Station Building, in Federation Arts and Crafts style, and three Platelayer's Cottages and Station Master's House in Federation Bungalow style. The place was built by railway contractors Smith & Timms, to plans prepared by the Public Works Department.¹

Following the discovery of the rich Coolgardie goldfields in 1892, prospectors began to venture into the surrounding areas. In 1894, gold was found by Leslie Robert Menzies in an area north of Goongarrie and the Lady Shenton and Florence mines were established. A mining camp, known as Menzies, developed in the vicinity of the mines as other prospectors flocked to the area.² The North Coolgardie goldfield was gazetted on 28 June 1895, and encompassed the towns of Menzies and Goongarrie.³ Menzies was declared a municipality on 30 August, and the North Coolgardie goldfield was gazetted a magisterial district on 20 September 1895.⁴ Ten mining companies had been floated in the area by late 1895 and an estimated 1,800 mining leases were taken out throughout the North Coolgardie field between March 1895 and September 1896.⁵

During construction of the Eastern Goldfield railway from Southern Cross to Coolgardie and Kalgoorlie in 1895-96, plans were already underway to extend the line to Menzies. Both Coolgardie and Kalgoorlie were vying to be the junction for this line and thus become the centre of the eastern goldfields.⁶ Another route, from Southern Cross, was proposed by Fremantle Chamber of Commerce, who issued a circular to explain their point of view, but Kalgoorlie was chosen as the start point.⁷ A contract for the line to Menzies was let to Smith & Timms on 17 August 1897.⁸

Henry Teasedale Smith had worked on railway construction for Millar brothers in Victoria. With Joseph Timms, he undertook the construction of the Boyanup-Busselton line for the WA Government in 1894. In 1897, they won the contracts for the Kalgoorlie-Menzies, York-Greenhills and Kalgoorlie-Kanowna lines. The partnership was terminated on 30 June 1900, but the pair returned to railway

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- 1 The identity of the builder has not been located in records of the period. The Platelayer's Cottages were Departmental Property (DP) 445, 446, 447 & 448 (not extant) south to north on Walsh Street. The Station Master's House was DP 449.
 - 2 Webb, Martyn & Audrey, *Golden Destiny: The centenary history of Kalgoorlie-Boulder and the Eastern Goldfields of Western Australia*, City of Kalgoorlie-Boulder, 1893, p. 178.
 - 3 *West Australian Government Gazette*, 28 June 1895, p. 894.
 - 4 *West Australian Government Gazette*, 30 August 1895, p. 1411 & 20 September 1895, p. 1495.
 - 5 Rodgers, P. & B., *No Sign of the Times: A collection of stories of the Menzies District*, Shire of Menzies & Hesperian Press, 1992, pp. 1-10; *Coolgardie Miner*, 3 September 1896, p. 5.
 - 6 Wilson, H. H., *The Golden Miles*, Rigby, 1977, pp. 173; Webb, M. & A., op cit, pp. 208-211, 288-293.
 - 7 *West Australian*, 25 July 1896, p. 7.
 - 8 Gunzberg, A. & Austin, J. *Rails Through the Bush*, Light Railway Research Society of Australia, Melbourne, 1997, p. 206; PWD, *Annual Report*, 1898, Railways Construction Branch, p. 61. Gunzberg gives contract letting date as 20 August & *Annual Report* has it as 17th, the latter date being used here.

contracting in 1907, first in South Australia and then back in WA. Smith and Timms built the major portion of the Port Hedland-Marble Bar line between 1909 and 1911, before lack of labour forced them to hand construction back to the Public Works Department, and in 1910 they completed the Nannine-Meekatharra line.⁹

Completion date for the Kalgoorlie-Menzies line contract was 1 December 1898, but as with other goldfield railway constructions, the contractors pushed to complete the line as early as possible so they could operate it until the handover date and reap a financial benefit. During this operating period, work on completing station facilities and ballasting of the line was carried out. Smith & Timms were authorised to charge 6d per ton per mile for the carriage of merchandise, but a petition from business people in Menzies resulted in permission for the fee to be raised to 9d on condition that the railway was completed at the earliest date possible.¹⁰ With the added incentive, work commenced in mid September 1897, and a thousand men were employed by the end of October. As each stop was reached, the line was opened for traffic with Cobb & Co coaches covering the rest of the route north.¹¹ At Menzies, there was debate about the location of the station yard, with arguments raised that it was too far south of the town centre, but petitions and deputations failed to have it relocated.¹² The line reached Menzies on 4 March 1898, and the contractors advertised the running of one train each way daily except Sundays.¹³ The contractor's station master, a Mr Cooper, operated from a tent while work on the station buildings commenced early in March 1898.¹⁴

The Kalgoorlie-Menzies line was officially opened by the Governor, Sir Gerard Smith, on 22 March 1898. Two trains brought hundreds of visitors and the official party to the event.¹⁵

All was bright, dazzling bizarre. Top hats and parasols mixed with Afghan camel men, schoolchildren in white, Druids in regalia, and helmeted firemen. The Mayor, Mr F. B. Schlam, and the local Member of Parliament, Mr H. Gregory (formerly Mayor of Menzies), gave a cordial official welcome, and the engine called "The Menzies" steamed through the official ribbon held by Mrs Schlam and Mrs Piesse (wife of the Commissioner of Public Works). A procession was formed comprising the town band, pioneers and others in drays and carts, three Cobb & Co coaches, the fire brigade with horse drawn pump, a piper and 60 men of the Caledonian Society, cyclists in great numbers, in the centre His Excellency the Governor in a special two horse trap, and 16 Afghans on their camels. It wound its way up Shenton Street, around the town and back to Shenton Street and the town hall. It all created a good deal of dust, which was the penalty for any procession, but nobody was worried about a bit of dust that day.¹⁶

The official report on the construction of the line appeared in the Public Works Department *Annual Report* of 1897-98:

⁹ Gunzberg, A. & Austin, J. op cit, pp. 229-230.

¹⁰ *North Coolgardie Herald*, 30 November 1897, p. 2, from Ian Elliot's research on Railway Buildings Menzies, 18 July 1994, HCWA place file 1553.

¹¹ *North Coolgardie Herald*, 5 & 26 October & 29 November 1897, p. 2, from Ian Elliot's research, op cit.

¹² *North Coolgardie Herald*, 15 December 1897, p. 3 & 16 December, p. 2; *Menzies Weekly Times*, 15 January 1898, p. 8 & 12 February 1898, p. 5, from Ian Elliot's research, op cit.

¹³ *Menzies Miner*, 12 March 1898, p. 11, from Ian Elliot's research, op cit.

¹⁴ *Menzies Miner*, 26 November 1898, p. 4, from Ian Elliot's research, op cit.

¹⁵ *The Coolgardie Miner*, 23 March 1898, p. 6.

¹⁶ *Kalgoorlie Miner*, 22 March 1958, p 6.

Kalgoorlie-Menzies Railway. - The contract for this railway, being a length of about 80¼ miles, was let on 17th August 1897, for a sum of £137,851 9s 5d. Work was commenced about the middle of September, and pushed on with such energy that, in spite of great difficulties and inconvenience, the whole of the clearing, earthworks, and the construction of culverts was completed, and the rails laid into Menzies, and line opened for traffic by the contractors during the first week in March, 1898.

This achievement, considering that the whole of the materials of construction had to be conveyed an average about 40 miles, that condensers had to be erected to supply water for the men and locomotives employed, stands, I think, unparalleled in the annals of railway construction in the Australian colonies...

The works along the line are generally light throughout, and very similar to those extant upon the other goldfields lines, and do not call for special mention. Stations have been provided at the mining centres of Paddington, Kurawa (Broad Arrow), Bardoc, Goongarrie and Menzies, and in addition to these, for the convenience of traffic working, four (4) wayside crossing places [sidings] have been put in....

The Station Buildings, Station-masters' Houses, Platelayer's Cottages, & c., are of stone, procured locally, and at Menzies a terminal station, of special design, has been erected.¹⁷

The list of facilities and work required at the terminal station at Menzies was impressive:

1 station house, special design (stone); 1 passenger platform, 450ft. long; 2,200ft. picket fencing; 12 wicket-gates; 1 stationmaster's house, 2nd class (stone); 1 woodshed and latrine; 1 goods shed, 200ft. long; 1 outside loading platform, 165ft. long; 1 horse and carriage loading platform; 1 lamp room and latrines; 1 office and store; 4 Platelayer's cottages (stone); 4 latrines; 1 engine shed, 4-stall; 2 outside engine-pits, 40ft. long; 1 carriage shed, 100ft. long; 1 coal store, 60ft. long; Turntable foundations and walls; Erecting turntable; 1 engine water tank (25,000 gallons); 5-ton crane foundations; Erecting 5-ton crane; Foundations for weighbridge; Erecting weighbridge; Sheep and cattle yards; Road approaches, as shown; Footpaths as shown.¹⁸

Not everyone was pleased with the railway buildings provided at Menzies, with at least one person critical of the high cost involved in their construction.

In their wildest dream, the people of Menzies never hoped for the magnificent railway buildings which an incompetent and extravagant department has bestowed upon them. The accommodation provided here is sufficient for a town of 20,000 inhabitants and is quite as extensive as that provided at Kalgoorlie and Coolgardie. Parcel and cloak rooms have been provided with unmindful extravagance and the latrines and lamp rooms are far too costly and extensive. Then there is the unnecessary separate platform for loading and unloading horses and carriages, a monument of departmental folly. In his defense, the Minister for Public Works states that it would have been almost inhuman to place workmen in iron and wood buildings, forgetting that his department had condemned the school children of Menzies to that very inhumanity.¹⁹

In June 1896, the *West Australian* had published an item criticising the provision of iron-clad cottages on the Northam-Southern Cross and South-Western lines,

¹⁷ PWD, *Annual Report*, 1898, Railway Construction Branch, p. 61.

¹⁸ Kalgoorlie-Menzies Railway specifications in 'WA Specification Book 2A: Railways, surveys, formation, bridges, platelaying and water, station buildings, fencing', SROWA AN260/CCE ACC 26202A, Item 9, Contracts 12 & 13. None of the original plans for Menzies have been located. Only Book 1 of the 3 Books of drawings for Kalgoorlie-Menzies Railway, 1897, have been located at SROWA (WAS 399 CONS 1649, Items 05572/1-3).

¹⁹ *Menzies Miner*, 24 December 1898, p. 8, from Ian Elliot's research, op cit.

which had elicited a response from Railway Commissioner Piesse that he would consider the provision of better quality housing for later contracts. Clearly, the Department was going to be criticised no matter what it did.²⁰

The specially designed Menzies Station Building comprised station master's office, clerks' office, parcels room, luggage room, luggage entrance, ticket office, public waiting room, and ladies waiting room and toilets.²¹ The Menzies Station Master's House, was a standard four room, 2nd class, station master's residence with the kitchen located in a corner of the verandah. It had verandahs on all four sides, which appears to have been a concession to the goldfields climate.²² The place was numbered Departmental Property (DP) 449.

The stone Platelayer's Cottages, which were constructed to the standard two-room design for the type, also had verandahs on all four sides instead of just to the front and rear. The cottages were numbered Departmental Property (DP) 445, 446, 447 and 448 (not extant), from south to north on the Walsh Street frontage of the railway station reserve.²³ They were occupied by the workers who maintained the rail track, or permanent way. The men were known as fettlers, platelayers, or permanent way (per way) men, and later as trackmen.

In February 1899, Station Master C. Barlow, goods clerk Moore, parcels clerk M. Duffy and head porter R. Kantah arrived, as the first Government staff to be stationed at Menzies.²⁴ As the railhead for the district, Menzies became the forwarding point for the North Coolgardie and Mount Margaret goldfields and places such as Lawlers and Lake Darlot in the East Murchison field.²⁵

The average quantity of goods and material sent out from Menzies each week is about 300 tons, including mining machinery and timber, as well as produce of all descriptions. To move this quantity requires some 230 horse and 70 camels, but the number of animals maintained for the trade is much larger than this.... The forwarding trade gives employment to 120 men and furnishes a weekly wage fund of £500. In addition, 20 men are employed in handling goods at the station yard.²⁶

The goods shed at Menzies, at 200 ft long by 43 ft 6 inches, had been designed to cater to the large amount of goods passing through the station yard.²⁷ The town of Menzies grew rapidly to include ten hotels, three banks, four churches, a police station, post and telegraph office employing 25 staff, 40-bed hospital, a school for 200 children and a Mechanic's Institute.²⁸ As well as mining, the surrounding district supported a pastoral industry, which had begun with the droving of cattle from the North West and South Australia to provide meat for the goldfields population.²⁹

²⁰ *West Australian*, 8 & 10 June 1896, p. 5.

²¹ PWD Plan EEL 6372/3, 'Menzies Passenger Station House: shewing conversion of clerks' office and parcels room into refreshment room', 1903, SROWA, ACC 1781 CCE 6372.

²² PWD Plan 4735, Standard Drawing: Station Master's House (2nd class), wood. No files relating to the Station Master's House, Menzies have been located in PTA archives or SROWA.

²³ WAGR, Menzies Progress Plan 124B, SROWA ACC 1642 /124B, 1899-1905. Numbering corresponds with present day 2 Walsh Street (445), 4 Walsh Street (446) and 6 Walsh Street (447)

²⁴ *Menzies Miner*, 26 November 1898, p. 4 & 18 February 1899, p. 10, from Ian Elliot's research, op cit.

²⁵ *The North Coolgardie Herald*, Special Mining Number, 24 April 1901, p. 9.

²⁶ *The North Coolgardie Herald*, Special Mining Number, op cit.

²⁷ WAGR, Menzies Progress Plan 124B, SROWA ACC 1642 /124B, 1899-1905.

²⁸ Rodgers, P. & B., op cit, pp. 1-10.

²⁹ Webb, Martyn & Audrey, op cit, pp. 780-781.

In February 1901, the Public Works Department began construction of the line from Menzies to Malcolm and Leonora. The new section of line was taken over by the Railways Department on 12 January 1903.³⁰ The importance of Menzies as a railhead and forwarding point ceased, but the place was given a new function as a refreshment stop. The clerks' office and parcels room in the Station Building were converted to refreshment rooms. The alterations were internal, with kitchen fittings and a stove installed in the clerk's office and removal of the shelving in the parcels room to make space for tables and chairs. The refreshment rooms were operating as licensed premises in 1925, but whether a licence had been issued when the place was first opened is not known.³¹

Menzies also ceased to provide facilities for trainmen when the Leonora line opened, the men instead ending their shift at Leonora or Malcolm. The trainmen had been occupying Platelayer's Cottage DP 448, which they vacated on 23 February 1903.³² Gold production, and railway activity in the goldfields, began to decline from 1903 but Menzies remained a viable township as the administrative centre of the district and a service centre for the pastoral industry. At Leonora, the ongoing success of the Sons of Gwalia mine meant that trains continued to run a daily schedule through Menzies.

The Platelayer's Cottages required additions to make them habitable by the families of the per way men. Requests were made for verandah flooring and enclosures at the rear for kitchens, bathrooms and extra bedrooms. The enclosures were generally sleeper floored, timber framed and iron clad structures, but hessian was also used for the walls when the Railways Department could not supply other building materials. In 1903, a spark from the stove ignited the hessian walls of the kitchen at DP 447, destroying the room and causing some damage to the verandah posts and rafters.³³

In 1904, Per Way Inspector Tom Brown, his wife and three children moved into DP 448. Mrs Brown was ill and the family required 'live-in help', so Brown requested the addition of two rooms. The Resident Engineer reported to the Chief Engineer that Brown's 'position requires that he should live differently from his men, and early advice of leave to build additions to his house would be esteemed a favour.' The Commissioner did not agree, so the Chief Engineer had some old sleepers and timber provided to 'knock up a room'. In 1911, during ganger J. Templeman's tenancy, the prefabricated goods shed office, which had not been installed in the goods shed, was erected as an extra room. The additional rental charge of sixpence a week was considered a good return on the structure.³⁴

For the most part, the tenants of the Platelayer's Cottages were members of the Menzies per way gang, but when not required for their occupation the places were let to other railway employees, such as a porter or locomotive depot worker or, occasionally, to a private tenant. There was a generally rapid turnover of tenants in most of the cottages, with few remaining in residence for more than a year or two.

³⁰ Gunzberg, A. & Austin, J. op cit, pp. 207.

³¹ PWD Plan EEL 6372/3, 'Menzies Passenger Station House', op cit; WAGR file, Menzies refreshment rooms, 1933-1973, SROWA, ACC 1240 Item R4574/38.

³² Railways Department property file for DP 448, 1903-1979, PTA Archives.

³³ Railways Department property file for DP 447, 1903-1957, PTA Archives.

³⁴ Railways Department property file for DP 448, op cit.

The turnover of station masters was only a little less rapid. Station master C. Barlow had been transferred to Kalgoorlie in 1899, less than a year after arriving. He was followed by F. Tracey (1899-1901), G. A. La Roche (1901-1907), P. L. Ross (1908), A. Seabourne (1910-1912), W. Walmsley (1914-1916), James A. Goldthorpe (1917-1922), James A. Scanlan (1923-1925), J. Horn (1927), and E. O'Callaghan (1928-1930).³⁵ Additions to the Station Master's House over the years comprised a bathroom and sleepout within the verandah.³⁶

In 1925, the 25,000 gallon water tank and stand was relocated from the loco depot on the south side of Crusoe Street to the north end of the station yard, and the following year half the goods shed was removed. In the 1930s, there was renewed activity in the goldfields due to men trying their luck during the Depression and a bounty provided by the Commonwealth Government to encourage gold production. A trainmen's barracks was provided at Menzies in 1935. The barracks were made up of a depot relocated from Kookynie and two permanent way camps moved from Gunga. The structures were located at the far north end of the station yard.³⁷

In the early 1930s, the licensee of the refreshment rooms was W. Collier, who was also licensee of the Railway Hotel, the only hotel still operating in Menzies at that time. The refreshment rooms were only open thirty minutes before and after a train stop. In 1933, the licensee of the refreshment rooms was F. G. Murphy, who traded after opening hours and was fined on several occasions for 'sly grog sales'. His lease was terminated in 1935.³⁸ The next lessee, Gordon Hack, was the owner of the Savoy Hotel in Perth and licensee of the Menzies Railway Hotel. He installed a refrigeration plant and renovated and painted the refreshment rooms. At Hacks instigation, electric light was installed at the station and all the railway dwellings. Power was provided from the Menzies Lighting Plant, which Hack also owned. Mrs J. M. Weaver took over the refreshment rooms in 1940, and she was followed by Mrs Kathleen Butcher in 1945.³⁹ Mrs Butcher lived in the Station Building.⁴⁰

From at least 1937 for a period of ten years or so there was no station master at Menzies, only a caretaker (name unknown). In 1947, Menzies was declared a booking station and the station master at Malcolm, G. Morey, was transferred to Menzies in May that year, despite protests from the residents of Malcolm.⁴¹

The trainmen's barracks were unused by the mid 1940s and in 1947, the kitchen was moved to Salmon Gums and the accommodation block was relocated to Yellowdine.⁴² In 1949, a diesel electric rail car was introduced on the Eastern Goldfields line, resulting in altered working of the line, and trainmen's barracks were again required at Menzies. This time, the trainmen were housed in the Station Building. The refreshment rooms were rearranged and renovated, the lamp room (not extant) was altered to provide ablution facilities, and the ladies waiting room was converted to a liquor store. The work was completed in May

35 *Wise's Post Office Directory*, 1899-1940.

36 Physical evidence.

37 WAGR file, Menzies trainmen's barracks, SROWA, AN262/1 ACC 1240 Item R2702/38.

38 WAGR file, Menzies refreshment rooms, 1933-1973, SROWA, ACC 1240 Item R4574/38.

39 WAGR file, Menzies refreshment rooms, Item R4574/38, op cit.

40 WAGR file, Departmental houses, 1940-1980, SROWA CONS 4771 WAS 1208 Item R6964.

41 WAGR file, Menzies opening as a booking office, SROWA AN262/3 ACC 1240 Item 19323/47.

42 WAGR file, Menzies trainmen's barracks, Item R2702/38, op cit.

1950. In 1955, a spare room was excised from the refreshment room lease to provide additional barracks accommodation and the lessee's rent was reduced accordingly.⁴³

In the 1950s, Greek and Italian migrants were employed as trackmen at Menzies. The maintenance gangs in the goldfields also included a considerable number of Aboriginal men, particularly after World War Two.⁴⁴

The station master was withdrawn from Menzies on 30 August 1964 and the service on the Kalgoorlie-Leonora line was reduced to one train each way weekly. The service was known as the 'Leonora Goods with coach attached' which was a goods train with passenger coach. Because the station and railway houses were isolated from the town, the Railways Department employed a caretaker, believing their presence would minimise the incidence of vandalism. Mrs. Kathleen Butcher, licensee of the refreshment rooms, was employed as siding caretaker from 9 October 1965, at a remuneration of \$8 a fortnight. The liquor licence was discontinued at the refreshment rooms around this time, and Mrs Butcher moved into the vacant Station Master's House. She continued to meet all trains and provide sandwiches and scones for travellers, but with the reduction of train services, the refreshment room trade was significantly reduced and in recognition of her long service, the Railways Department reduced Mrs Butcher's rent of the refreshment rooms to \$5 a year.⁴⁵

In 1968, work was completed on the new standard gauge track between Kalgoorlie and Fremantle to conform to the standard gauge Trans-Continental line. Discovery of nickel deposits in the northern goldfields districts made it necessary to also convert the Kalgoorlie-Leonora line to standard gauge. In July 1973, the narrow gauge line was closed to allow for the reconstruction. Most of the stations along the route were closed, with only four stations - Bardoc, Menzies, Kookynie and Malcolm - forming part of the new line. The official opening of the Kalgoorlie-Leonora standard gauge line took place on the weekend of the 13-16 September 1974.⁴⁶ The refreshment rooms at Menzies closed with the closure of the narrow gauge line and did not re-open. Kathleen Butcher was still acting as siding caretaker and residing at the Station Master's House in 1975.⁴⁷

Aboriginal employees made up most of the Menzies per way gang in the 1970s. In 1971, DP 445 was tenanted by Repairer Donaldson (5 occupants); DP 446 by Repairer Flynn (3 occupants); DP 447 by Repairer Lynch (5 occupants) and DP 448 by Ganger Lynch (11 occupants).⁴⁸

In 1972 Western Australian Government Railways undertook a housing review to ascertain existing railway housing conditions and future requirements. The Station Master's House was listed for retention and upgrading, but the four Platelayer's Cottages were to be replaced with transportable housing, which was

43 WAGR file, Menzies refreshment rooms, Item R4574/38, op cit & ACC 4774 Item CE 05280.

44 Railways Department property files for DP 445-448, PTA Archives.

45 WAGR file, Departmental houses, Item R6964, op cit & ACC 4774 Item CE 05280.

46 Whiteford, David, 'The demise of the narrow gauge in the Eastern Goldfields (WA)', in The Australian Railway Historical Society, Bulletin no. 455, September 1975, pp. 213-217.

47 Correspondence, 18 July 1975, WAGR file, Departmental houses, Item R6964, op cit.

48 WAGR file, Departmental houses, Item R6964, op cit.

to be located in the township.⁴⁹ The cottages were generally considered to be in poor condition and lacking facilities and were under threat of demolition. The Railways Department estimated that it would cost \$4,720 to bring DP 446 - which was typical - to a 'reasonably liveable standard' and were not prepared to undertake the cost. The Shire of Menzies wanted the cottages retained for historical reasons, and expressed their opposition to demolition in a letter to the Minister for Transport on 10 March 1975.⁵⁰ In July 1975, the Menzies Cultural Group (now Menzies Aboriginal Corporation) enquired as to the possibility of obtaining the cottages for Aboriginal housing.⁵¹ DP 445, 446 and 447 were purchased by the Menzies Cultural Society with lease of railway reserve land, while DP 448 remained tenanted by a trackman.⁵²

On 26 August 1979, DP 448 was gutted by fire. Eight-year-old Eugene Sullivan died in the blaze and five other people were injured. Police investigated the cause of the fire but the result of their investigation was not recorded in the Railways Department property file for the cottage. The remains of the building were removed from the railway reserve.⁵³

A staff of three was required for the per way gang, but better housing was needed. One transportable house was available in the town and it was considered that the Station Master's House could be upgraded for another trackman's residence. Attracting staff to the area, however, was proving difficult and in 1980, the Menzies permanent way gang was disbanded 'due to the inability to acquire staff for this location'.⁵⁴ The position of siding caretaker was discontinued and the Station Master's House were leased by the Menzies Cultural Society for the use of local families.

In March 1980, the Shire of Menzies leased the Station Building on a ten year lease at peppercorn rental. The Railways Department acknowledged that the 'historical significance of the stone building to your district is appreciated'. The Shire fenced the platform side of the site, installed gates at the entrance and boarded the windows to prevent vandalism, intending to restore the building. By 1988, no work on the place had been undertaken. Julia Mines N.L. (now Julia Corporation Limited) requested to sublease the building for use as an exploration and mine office for the Company's exploration programme in the district, which was instigated to provide gold ore for their treatment plant located at Goongarrie. A lease was approved and Julia Mines N.L. undertook restoration of the building, the work comprising repairing floorboards, replacing windows and doors where necessary, painting the interior, and re-connecting water and electricity services.⁵⁵

The various elements of *Menzies Railway Station Group* were entered on the Shire of Menzies Municipal Heritage Inventory in 1996.⁵⁶ Title to the Platelayer's

49 WAGR, *1972 Housing Review: Report on future housing requirements*, bound typescript, Appendix 5; Correspondence, 18 July 1975, WAGR file, Departmental houses, Item R6964, op cit.

50 Correspondence, Shire of Menzies to R. J. O'Connor, Minister for Transport, 10 March 1975, WAGR file, Departmental houses, SROWA, Item R6964, op cit.

51 Correspondence 2 May & 10 July 1975, WAGR file, Departmental houses, Item R6964, op cit.

52 Correspondence, 18 July 1978, Railways Department property file for DP 446, op cit.

53 Railways Department property file for DP 448, op cit.

54 Correspondence, 18 July 1978 & 19 March 1980, Railways Department property file for DP 446, op cit.

55 PTA file, Lease 3571, Menzies Station Building.

56 Ball, Julia & Aris, Kelly, *Shire of Menzies [Municipal Heritage Inventory, 1996](#)*, Entries 14-18.

Cottages was transferred to the Menzies Aboriginal Corporation in September 2000.⁵⁷ In 2003, the cottages were re-roofed and restored.⁵⁸

In 2004, the Menzies Aboriginal Corporation owns the three Platelayer's Cottages and leases the Station Master's House. Julia Corporation Limited continues to lease the Station Building and occupy it as their regional office.

13.2 PHYSICAL EVIDENCE

Menzies Railway Station Group comprises; Station Building and platform, Station Master's House, and three Platelayer's Cottages. There is no evidence of any other elements of the original railway presence in Menzies. Walsh Street is a formed gravel road that terminates at the Platelayer's Cottage at no. 2 Walsh Street. There is no evidence of formed roads in the vicinity of *Menzies Railway Station Group*.

Menzies Railway Station Group is located in the railway reserve within the Menzies townsite, parallel to the railway line on the south east side, and Walsh Street, on the north west side. Within the reserve, the Station Master's House is at the north east end of the group facing Walsh Street and backing onto the railway line, with the Station Building set back from Walsh Street, 100 metres to the south west. A further 100 metres to the south west are three of the four original Platelayer's Cottages, also facing Walsh Street, and aligned on a residential setback as for the Station Master's House.

Menzies Railway Station Group makes a significant contribution to the Menzies townscape and character, and is visible on entry into Menzies from the south, contributing to landmark element of the place.

Railway Station Building

The Station Building is a single storey structure in an elevated position, sloping up from Walsh Street, with a bitumen platform along the southeast (railway line) side. The rectangular plan form comprises two separate buildings connected under the one main roof, with an open arched 'luggage entrance' between the two built sections providing access between the street frontage and the platform. The Station Building aligns parallel with the railway line on a north-east south-west alignment. There is a 2.0 metre high chain link fence along the platform edge and extending around the entire site, with double gates central on the Walsh Street entry. The Walsh Street frontage is truncated each side, and the entire forecourt is bitumen. There are peppercorn trees on the site and some intrusive elements associated with the mining company operations, including a caravan, and fuel tank and stand.

The Station Building, constructed in the Federation Arts and Crafts style, is a face stone building with a hipped gambrel roof clad with painted corrugated iron. The roof extends as a skillion, at break pitch, along the entire railway platform, supported by bracketed square timber posts. At the Walsh Street frontage there is a verandah centred over the platform entry access, and flanked by gable end features. The windows are timber framed double hung sashes with mesh security panels fitted on the exteriors of most windows. There are numerous door entries, both single and double, with original panelled doors in most openings and clear glass double-paned fanlights above, all on the platform side of the building.

⁵⁷ Certificates of Title for 2, 4 & 6 Walsh Street, Register numbers 1105, 1106 & 1107 on DP 193938.

⁵⁸ Information provided to Laura Gray during site inspection in June.

The double entry into the waiting room, the luggage entrance and 'counter' openings all have arched headers. The counter openings feature a set of three arched double hung sash windows and a bracketed timber ledge, with diagonal timber infill panel below. The entrance gates of the luggage entrance are on site, but not fixed in situ. The interior of the building was inaccessible, however inspection through the windows revealed that the floors are timber, and walls and ceilings plaster, with original skirtings and architraves in situ. It was not possible to determine if the ceilings were lathe and plaster, although it is likely. The cast iron 'black' stove is in situ in the kitchen, with simple bracketed mantle above, and timber shelving is still evident in the luggage room and refreshment rooms.

Station Master's House

Approximately 100 metres north-east up the railway line from the Station Building is the Station Master's House. The site is fully fenced with colourbond fencing, with a vehicular gate access on the south end of the Walsh Street frontage. The Station Master's House is central within the fenced site, on level ground, with no plantings. A recently built workers accommodation hut is located on the north east corner of the site. There are no other outbuildings.

The dwelling displays some characteristics of Federation Bungalow style, although primarily the design is functional and purpose designed for the Station Master.

The Station Master's House is a face stone building with a hipped corrugated iron roof that has been painted. A skylight has been fitted into the kitchen roof. The square form stone building has a surrounding concrete verandah under the main roof. The building comprises four main rooms with a central corridor and two rooms each side. On the east corner, a fifth room is the kitchen that extends under the verandah roof. A timber framed, weatherboard clad bathroom enclosure under the main roof on the south corner was removed in 2002, leaving some evidence on the stone walls and the removal of the concrete verandah floor in that vicinity. The front of the building is symmetrical with a central front door flanked by a window each side. The windows are timber framed double hung sashes throughout. The front door opens in a wide central corridor with a high coved ripple iron ceiling. The ceilings throughout are coved around the exterior perimeter. The ceilings are lathe and plaster except the corridor. The floors throughout are 0.125 metre tongue and groove jarrah boards. The walls are hard plaster, and original skirtings and architraves remain in situ. The rooms on the north-east side (left of entry) were inaccessible. The Metters stove is still in situ in the kitchen, with simple bracketed mantle above. A basic kitchen fitout and shelves remain.

Platelayer's Cottages

Approximately 100 metres south-west down the railway line from the Station Building are three Platelayers Cottages. Aligned side by side fronting Walsh Street, and backing the railway line, they are numbered 2, 4 & 6 Walsh Street, from south to north. There is no evidence of the fourth cottage, which would have been on the north side of no. 6. Only no. 6 was accessible into the 2 main rooms, no. 4 was occupied and the site inaccessible, and no. 2 vacant but inaccessible at the time of the inspection. The kitchens were all inaccessible, but those at no. 2 & no. 6 were viewed through the windows. Each of the three sites are fully fenced with colourbond fencing, with vehicular gate access at the Walsh Street frontage. Each cottage is central within the fenced site, on level ground, with

minimal plantings, and various ablution outbuildings at the rear of each cottage. The three cottages are the same design and construction, basically a two roomed stone building with surrounding verandah and a fireplace in one room. No. 2 & no. 6 have the chimney on the south-west side, while no. 4 is a mirror image, with a chimney on the north-east side.

The dwellings displays some characteristics of Federation Bungalow style, although primarily the design is functional.

Each Platelayers Cottage is a face stone building with hipped corrugated iron roofs that have recently (2003) been painted. The rectangular stone buildings have surrounding concrete verandahs under the main roofs with various verandah enclosures clad with corrugated iron, although each kitchen extension at the rear is similar in form and layout. Each cottage comprises two connected main rooms with front and rear access in the larger of the two rooms, that also has the fireplace. Each cottage has a rear kitchen extension, beyond the verandah roof, and a bathroom enclosure under the main roof, all timber framed and clad with vertical sheets of corrugated iron. The front of the cottages are symmetrical with a central front door flanked by a window each side. The windows are timber framed double hung sashes throughout. Most doors are replacement flush panel doors, although the bathrooms still have ledge and brace doors. The main ceilings throughout are flat and consist of battened asbestos, and the bathroom and kitchens are similarly lined, but on the rake. The walls are roughly sand rendered, and the floors are concrete. The fireplace has a flat arched opening and basic bracketed mantle fixed on the rectangular form chimney breast. Each of the kitchens features a flat tin lined chimney, Metters stove and basic cupboard sink fitout.

13.3 COMPARATIVE INFORMATION

Menzies Station Building was a special design but is similar in style to other station buildings constructed on the goldfields lines. The Platelayer's Cottages and the Class 2 Station Master's House were standard designs of the 1890s, with some minor variations. Both types were built with surrounding verandahs instead of just the front and rear verandahs. This appears to have been a concession to the hot, dry goldfields climate. The station master's house at Lenora (c.1903), which is a timber construction, was also built with surrounding verandahs.

The Menzies Station Master's House has a kitchen under the main roof, on a corner of the verandah, which was part of the original stone construction. All the station master's houses on the Kalgoorlie-Menzies line appear to have been built to this design, as evidenced by the Goongarrie station master's house.⁵⁹ The stone kitchen was not part of the Class 2 station master's houses built in the 1890s prior to 1898. In the Class 2 Kalgoorlie station master's house (1897) and Narngulu station master's house (1896), the kitchen originally occupied the fourth main room. A separate iron-clad kitchen addition was later constructed off the rear verandah at Kalgoorlie. Narngulu station master's house is part of a current assessment and alterations to that place have not yet been addressed.

On the Eastern Goldfield line between Southern Cross and Coolgardie, the specifications called for 12 cottages at five stations. Construction material for these was not stipulated, but most were built of stone. At Coolgardie and

⁵⁹ [HCWA assessment documentation, *Three railway cottages, Goongarrie, Place 15411*.](#)

Kalgoorlie, two stone cottages were built at each station.⁶⁰ The two cottages at Coolgardie are extant on Woodward Street, in the former railway reserve. They are classified by the National Trust of Australia (WA) and entered on the Register of the National Estate. One of the two platelayer's cottage remains at Kalgoorlie in the railway reserve fronting Forrest Street. It is associated with the station master's house, built to the earlier Class 2 design. The Kalgoorlie station master's house has been extensively altered for use as single-men's barracks and is currently unused. The house and cottage are part of the Kalgoorlie Railway Station Group, a registered place which also includes the stone station building in Federation Arts & Crafts style (larger than the station building at Menzies), parcels office and Railway Institute building.

On the Kalgoorlie-Menzies line, twenty-nine stone platelayer's cottages and four Class 2 station master's houses were constructed.⁶¹ Two cottages and station master's house remain at Goongarrie and although they are in fair condition, most of the fixtures have been removed. The three residences are entered on the State Register of Heritage Places.⁶² A station master's house and one cottage remain at Broad Arrow, and a station master's house and platelayer's cottage have been relocated from Bardoc to Mt Vetter's station homestead. They are all entered on the Kalgoorlie-Boulder Municipal Heritage Inventory. The station master's house at Leonora was a timber construction. None of the station buildings remain between Kalgoorlie and Menzies.

Fifteen timber cottages were specified for the Donnybrook-Bridgetown line, constructed between 1896 and 1898.⁶³ Platelayer's cottages on the agricultural lines, constructed between 1900 and the 1930s, were of timber and iron construction for ease of relocation.⁶⁴ There are two brick platelayer's cottages located at Bencubbin, in the Mount Marshall Shire, on the Wyalkatchem-Southern Cross loop line and one at Spencer's Brook. All were built between 1914 and 1917.⁶⁵ The Platelayer's Cottage, Spencer's Brook has been assessed as below threshold for the State Register.

On the former Mullewa Murchison line, there were thirty-one stone platelayer's cottages constructed.⁶⁶ At least two cottages are extant at Mount Magnet but are in poor condition. A number of the station master's houses on the line were Class 5 (or 5th Class), while those at major stations were Class 2. The Yalgoo station building and Class 2 station master's house, built in stone, remain in good condition, with a barracks, square tank on a stone tank stand and a dam. The Yalgoo Railway Station Group is entered on the State Register. The stone station buildings at Mt Magnet and Day Dawn have been demolished, and those at Mullewa and Cue are in poor condition.⁶⁷

A comprehensive collection of stone railway residences is located on the 1886 Geraldton-Walkaway line, which comprises four remaining five-room stone cottages, of the original five built along the eighteen-mile line for the occupation of

60 PWD, 'Western Australian Specification Book 2A' op cit.

61 PWD, 'Western Australian Specification Book 2A', op cit.

62 HCWA assessment documentation, *Three railway cottages, Goongarrie*, Place 15411.

63 PWD, 'Western Australian Specification Book 2A', op cit.

64 HCWA assessment documentation, *Station Master's House, Wyalkatchem*, Place 15748.

65 HCWA assessment documentation, *Platelayer's Cottage, Spencer's Brook*, Place 16633.

66 PWD, 'Western Australian Specification Book 2A', op cit.

67 HCWA assessment documentation, *Yalgoo Railway Station Group*, Place 2778.

gatekeepers, the Walkaway station building with station master's residence included, and the Class 2 station master's residence at Narngulu built in 1896 at the junction of the Mullewa line.

Menzies Railway Station Group is a representative and rare remaining example of a group comprising station building and residences constructed on the goldfields lines in the 1890s.

13.4 KEY REFERENCES

WAGR files relating to the Menzies railway station, State Record Office of WA.

PTA files for Menzies railway properties, PTA office, East Perth Railway Terminal, West Pde, East Perth.

13.5 FURTHER RESEARCH

BUILDING BETTER REGIONS FUND: Overview

The \$297.7 million Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.

The program will fund projects in regional Australia outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra. There is an Infrastructure Stream and Community Investments Stream.

Feedback from federal Government funding rounds indicates the application process is becoming more and more competitive.

All applications are assessed using a score matrix, with each criterion marked out of 5. With weighted criteria, applications are scored out of 35 broken down as follows:

- **Criterion 1: 15 points** The economic benefit your project will deliver to the region during and beyond the construction phase
- **Criterion 2: 10 points** The social benefit your project will deliver to the region during and beyond the construction phase
- **Criterion 3: 5 points** The value for money offered by your project
- **Criterion 4: 5 points** Your capacity, capability and resources to carry out the project

The cut-off score for funding success in Round 1 of BBRF was 34 out of 35. (Round 3 of NSRF was 33/35 and Round 2: 30/35).

Assessments of applications are also becoming increasingly sophisticated with models, tools and ratios for projects. As a competitive funding process, each application has relevant data (value for money: total project value/employment created - partners: total project value/request for \$ from BBRF and #of other partners – Your capacity: audited financials assessed)

Other eligibility criteria to be aware of:

- “Your project must be a capital project involving the construction of new infrastructure, or the upgrade or an extension of existing infrastructure. **The replacement of existing infrastructure will only be eligible where you can demonstrate significant increase in benefit**”.
- To be eligible your project must be ready to commence **within 12 weeks** of executing the grant agreement.

ASSESSMENT CRITERIA

1. The economic benefit your project will deliver to the region during and beyond the construction phase (15 points)

Economic benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes. Examples of how your project could demonstrate these economic benefits include

- a) increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- b) providing opportunities for growth in existing sectors, e.g. tourism, agriculture, manufacturing
- c) the use of local suppliers and goods
- d) increasing efficiency of the transport system or service delivery
- e) increasing Indigenous economic participation – including Indigenous employment and supplier use outcomes
- f) the degree to which the project delivers benefits beyond the construction phase.

In your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous.

2. The social benefit your project will deliver to the region during and beyond the construction phase (10 points)

Social benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation. Examples of how your project could demonstrate these social benefits include

- a) making a region a more attractive place to live
- b) improving community connections and social inclusion
- c) supporting or protecting local heritage and culture
- d) increasing community volunteering
- e) the degree to which the project delivers benefits beyond the construction phase
- f) addresses disadvantage within the community.

3. The value for money offered by your project (5 points).

You may demonstrate the value for money through identifying:

- a) the extent to which the project leverages additional funding (this includes cash contributions above the co-funding requirement and in-kind contributions)
- b) the extent to which the project leverages additional partnerships
- c) the likelihood of the project going ahead without the grant funding. Explain how the grant will impact the project in terms of size, timing and reach.

4. Your capacity, capability and resources to carry out the project (5 points).

You may demonstrate this through identifying:

- a. your readiness to commence the project with appropriate approvals planned for or in place
- b. your track record with similar projects including managing similar grant funding
- c. your access to people with the right skills and experience
- d. your access to infrastructure, capital equipment, technology, intellectual property

LIMITING FACTORS

Economic growth focus

All assessment criteria are scored out of 5 points and then weighted (as above). The competitive nature of the funding programs results in the economic benefit weighted to such an extent that you need 5/5 in order to be successful in securing funding (based on previous funding rounds). Small population sizes, lack of economic data and a mining economy based heavily on private investment across the region (that means **many projects in our region are 'community based'**) creates a barrier to a high score on this criteria.

The Cost Benefit Analysis

For grant requests over \$1million, a Cost Benefit Analysis (CBA) is required. These are ideally completed by an economist. For grant requests over \$5million, the Federal Government commission independent assessments of the CBA's and require all source details, assumptions, sensitivity testing etc. (so 40-50 page documents). The cost of a CBA is in the order of \$20,000. It is important to note that the Shire of Dundas received funding in round 1 of the BBRF with a grant request of \$450,000. Their application included a CBA, as although it was optional, obviously this would have contributed to them achieving either 35 or 34 out of 35 score required. Therefore, I would recommend all applicants complete a CBA.

Lack of data

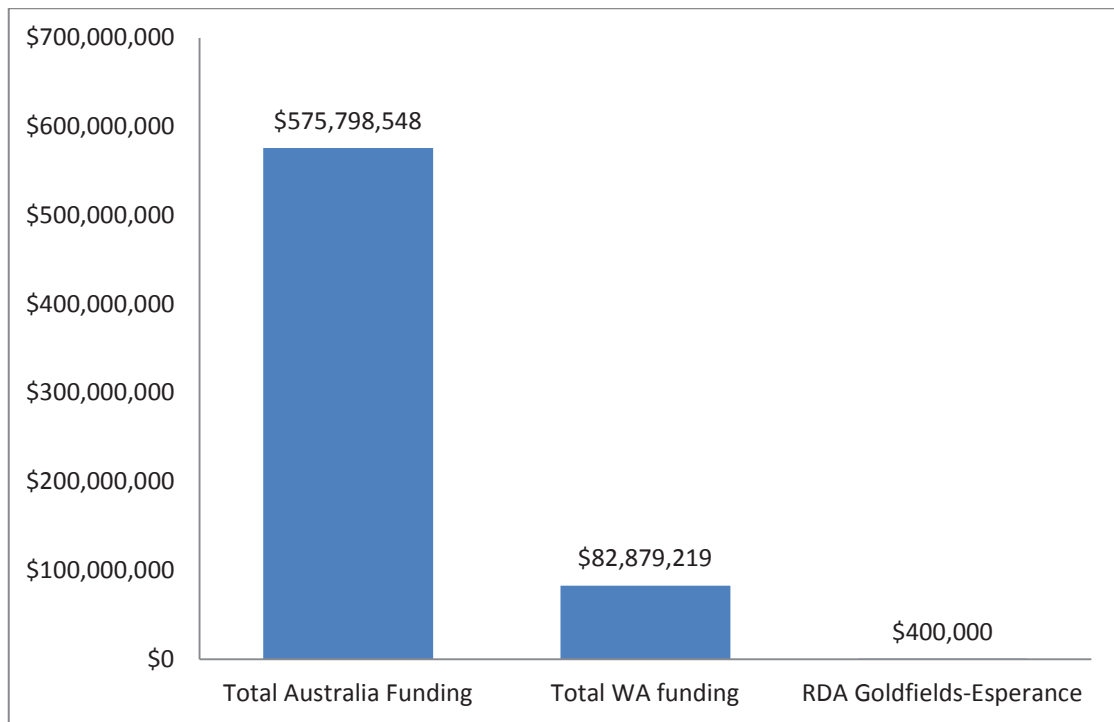
There is **limited independent primary research** and data sources for our region. Some of our data sources (such as the REMPLAN) are frequently used by proponents across Australia and represent a 'secondary' source of data. Many government based research portals also exclude data collection in remote shires. For example, Tourism Research Australia does not have data on Wiluna, Laverton or Yilgarn. There is a great reliance on economic data, detailed cost-benefit analysis and primary evidence based requirements that many local project proponents are unable to achieve without significant cost impositions.

Lack of partner funding

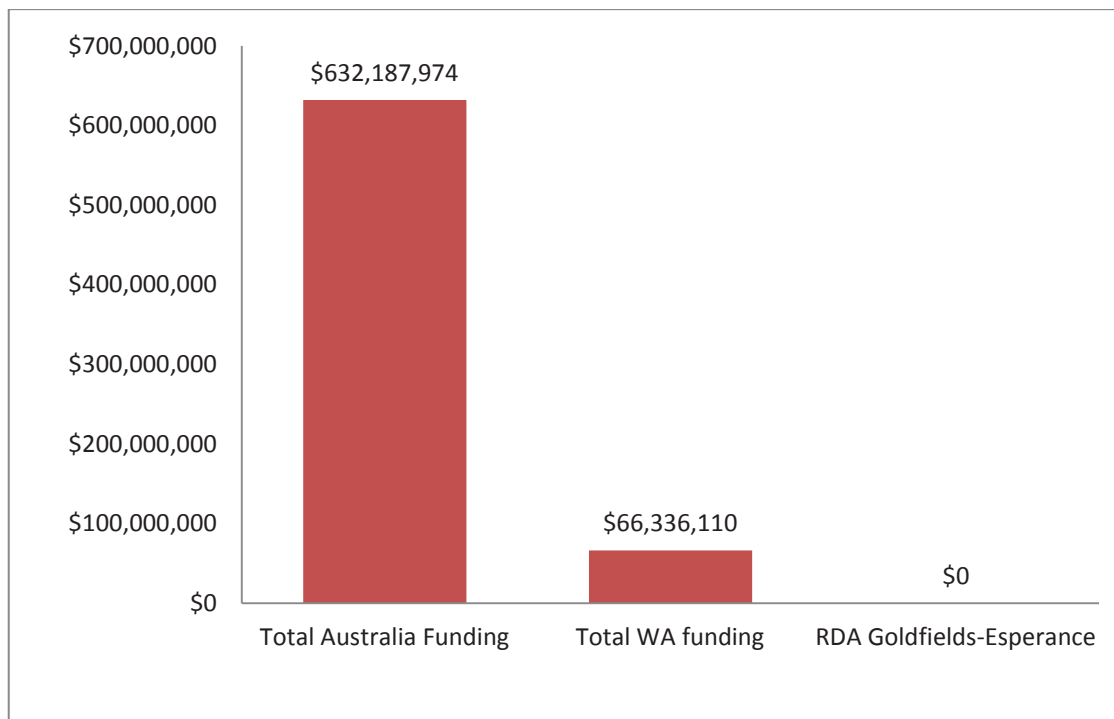
With the uncertainty regarding Royalties for Regions Funding and/or any other funding opportunities from the State Government, project proponents will struggle to meet the **CONFIRMED/partner** funding requirements.

FEDERAL REGIONAL DEVELOPMENT INFRASTRUCTURE FUNDING TO THE GOLDFIELDS-ESPERANCE REGION SINCE 2012

Regional Development Australia Fund (4 rounds)



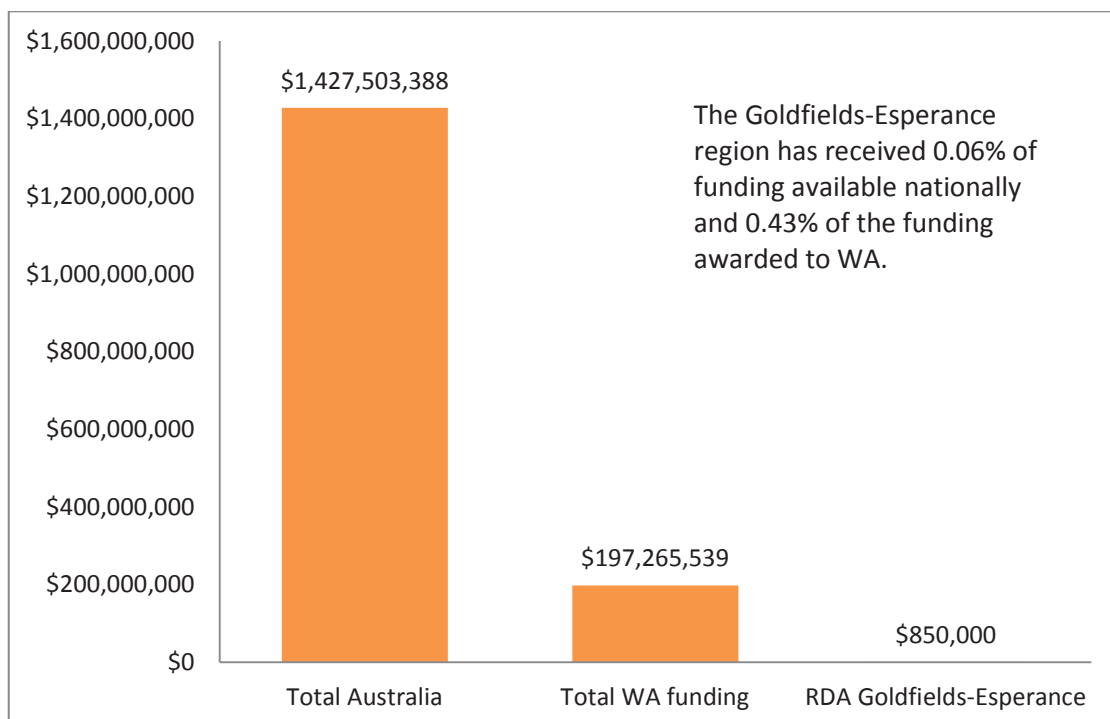
National Stronger Regions Fund (3 rounds)



Building Better Regions Fund Infrastructure Stream (1 round)



Combined Federal Programs





Shire of Menzies

Menzies Heritage Precinct Project

Economic Impact/ Cost Benefit Assessment



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	Client: Shire of Menzies
	Project Manager: Mark Weller Author: Bill Parker Date: February 14 th 2016
	Synopsis: This report forecasts and documents the predicted short, medium and long term economic impact of the Menzies Heritage Precinct Project.

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Shire of Menzies

Menzies Heritage Precinct Project

Economic Impact/ Cost Benefit Assessment

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Cover: Stock Photos- Shire of Menzies

1.0 Executive Summary

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

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

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

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

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

2.0 Introduction

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

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

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

The 'Heritage Park' Project will feature:

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

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

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

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

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

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

3.0 Economic Growth

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.0 Construction benefits (C)

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

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

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

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

"For example, if a government spends \$1,000 on goods or services, the money does not disappear, but rather becomes revenue to the supplier and wages to its employees. The supplier and its employees will have higher disposable incomes as a result, so consumption and hence aggregate demand will rise as well. The individuals who the supplier buys things from will also tend to spend some of that additional income, and so on. Each participant who experiences an increase in disposable income then spends some portion of it on final (consumer) goods, which causes the cycle to repeat many times" (Access Economics 2009, p.8).

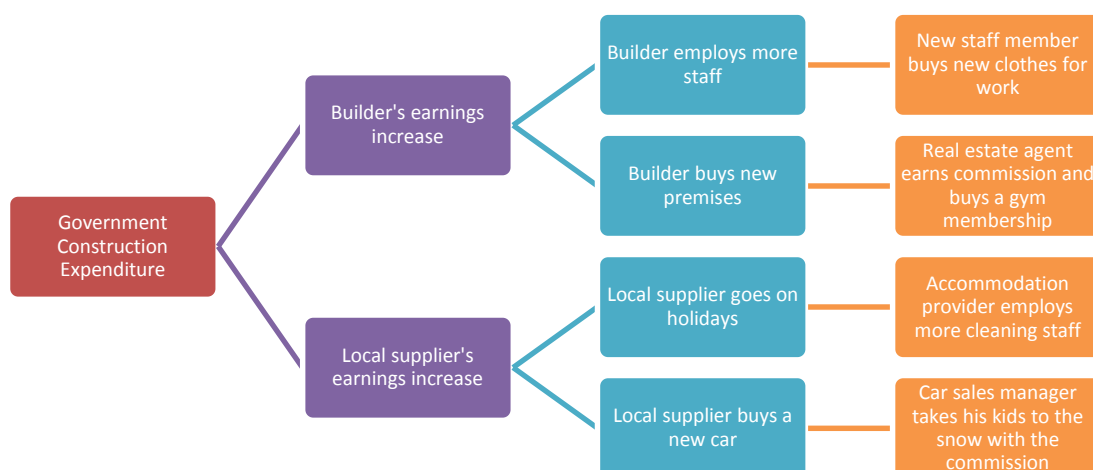


Figure 1: Example of how the multiplier effect works

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

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

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

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

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

Table 1: Projected capital expenditure and multiplier

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

5.0 Operating expenditure benefits (O)

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

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

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

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



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

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

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

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

$$O = \$72,000 \text{ per annum.}$$

6.0 Marginal social benefits (M)

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

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

The three towns selected for the study were:

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

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

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

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

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

The 10% increase is considered to be conservative as a research gap exists in terms of Heritage Listings and increasing visitor numbers. In saying this, a report titled 'Impact Assessment: World Heritage Listing' (Lynch-Blosse, 1991), presents accommodation takings and guest nights for the various Local Government Areas (LGAs) in the Wet Tropics World Heritage Area from 1987 to 1990. Most of the LGAs showed minor fluctuations, but "the Douglas LGA showed a substantial change, increasing from 17 191 visitor nights and \$413 000 in accommodation takings in 1987, to 37 175 visitor nights and \$2.641

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

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

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

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

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

Table 3: Forecast visitor numbers after improvements

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

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

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

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

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

M = \$60,015 per annum

7.0 Conclusion

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

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

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

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

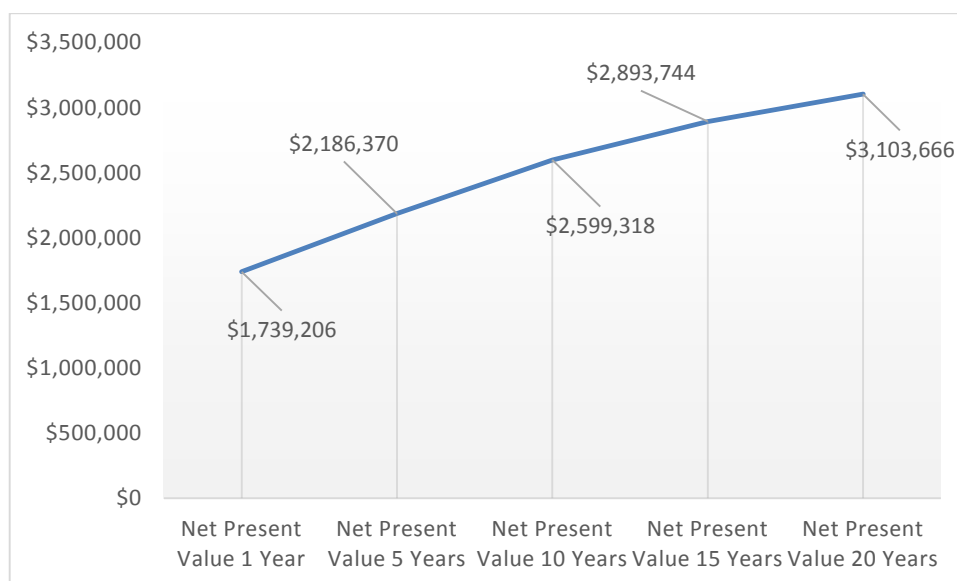


Figure 3: Graph depicting the economic benefits over a 1, 5, 10, 15 and 20 year time horizon.

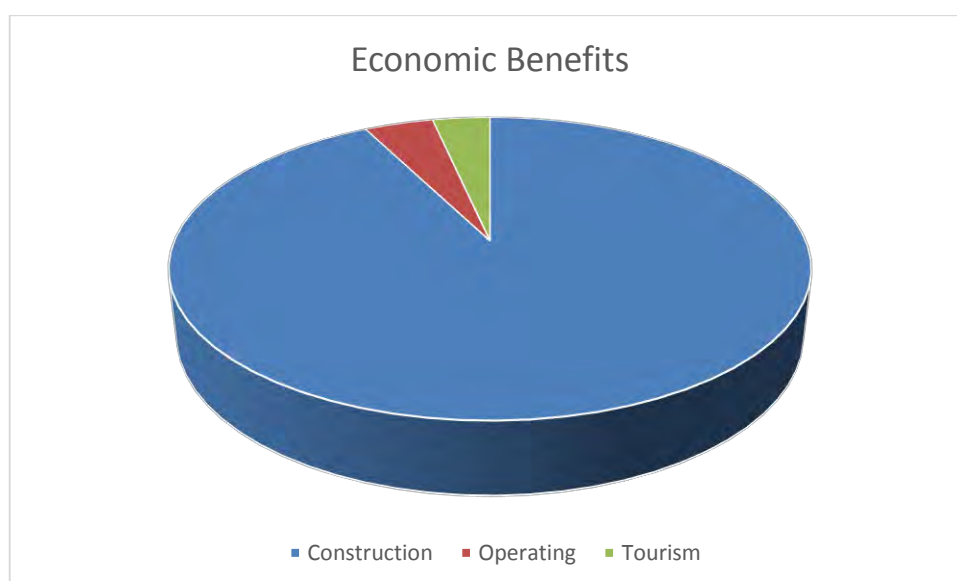


Figure 4: Total economic benefits

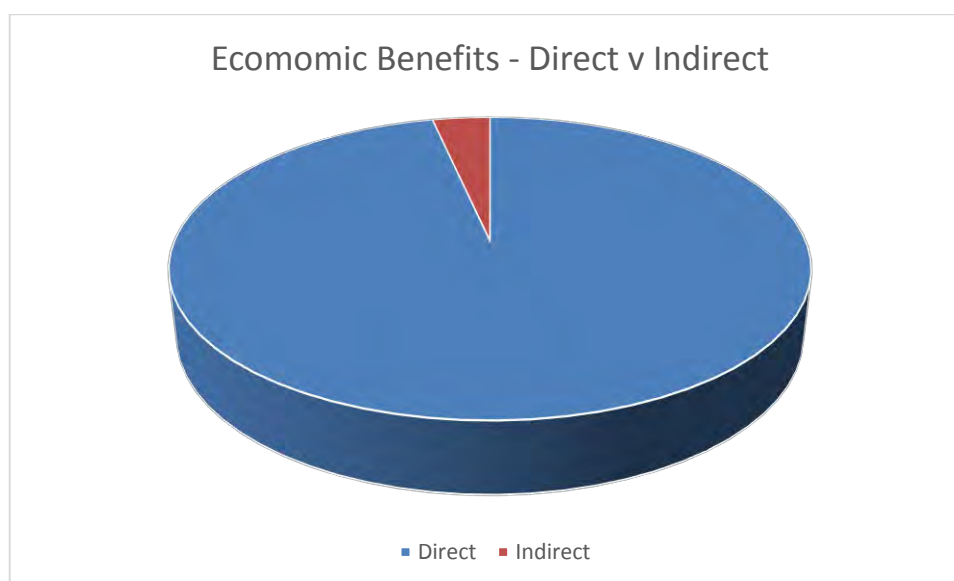


Figure 5: Direct and indirect economic benefits

8.0 Appendix 01 – Benefits of Art Centres

Health Benefits

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

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

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

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

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

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

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

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

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

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

Social Cohesion

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

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

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

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

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

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

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

Reduction in crime and incarceration

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

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

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

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

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

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

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

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

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

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

9.0 References

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

Economic Services	Current Budget	YTD Actual
Caravan Park		
Operating Revenue		
Fees & Charges	65,000	41,534
Other Revenue	3,500	-
Subtotal Operating Revenue	68,500	41,534
Operating Expense		
Employee Costs	(34,000)	(16,317)
Materials & Contracts	(30,550)	(10,302)
Utilities	(10,900)	(8,146)
Insurance Expenses	(3,400)	(1,123)
Reallocation Codes Expenditure	(51,000)	(20,315)
Subtotal Operating Expense	(129,850)	(56,202)
TOTAL Caravan Park	(61,350)	(14,667)
Tourism & Area Promotion		
Operating Revenue		
Fees & Charges	29,000	15,732
Other Revenue	4,000	152
Subtotal Operating Revenue	33,000	15,885
Operating Expense		
Employee Costs	(131,241)	(38,597)
Materials & Contracts	(295,500)	(61,113)
Utilities	(510)	(43)
Depreciation On Non-Current Assets	(137,810)	-
Insurance Expenses	(8,970)	(3,237)
Reallocation Codes Expenditure	(25,050)	(40,329)
Subtotal Operating Expense	(599,081)	(143,319)
TOTAL Tourism & Area Promotion	(566,081)	(127,434)
Total - Cost of Economic Services	(627,431)	(142,102)



Guppi Menzies

Menzies Aboriginal Corporation

ABN 90 997 296 120 - ICN 639

P.O. Box 8

Menzies WA 6436

12/12/2017

Mrs Rhonda Evans
CEO, Shire of Menzies
P.O. Box 4
Menzies WA 6436

Dear Rhonda,

RE. Contribution towards the restoration & adaptive reuse of heritage railway cottages

The Menzies Aboriginal Corporation plans to seek funding to restore and adapt for reuse the three heritage Railway Cottages in Walsh Street as short-term tourist accommodation. To meet criteria for funding the Corporation would require a contribution from a third party. Initial estimates from a qualified Quantity Surveyor indicate that the project is likely to cost up to \$500,000. The Corporation would like a contribution from the Shire of Menzies of up to \$200,000 to be set aside in the 2018/2019 budget with the balance of project funds coming from the Menzies Aboriginal Corporation and a funding provider.

The Menzies Aboriginal Corporation has the experience and capacity as an organization to undertake this project and bring it to a successful completion. This project ticks all the boxes relevant to the Shire's Strategic Plan. In addition, the restoration of the Railway Cottages will create jobs in the short & long term, increase rates revenue, provide much needed quality accommodation, and raise the profile of the Shire and local community.

The Shire has annually made one-off contributions towards projects outside of its control. Please consider a contribution towards the restoration & adaptive reuse of the three Railway Cottages as a priority.

Yours faithfully,

Ian Tucker

Director - Chair

P.O. Box 8
43 Walsh Street, Menzies WA 6436
Telephone: 08 9024 2020 Facsimile: 08 9024 2191 Email: admin@menziesac.org.au

PAGES 239-270 HAVE BEEN REMOVED AS THEY
CONTAIN CONFIDENTIAL INFORMATION

12.5.5 COMMUNITY ASSISTANCE APPLICATION

LOCATION:	43 Walsh Street Menzies
APPLICANT:	Menzies Aboriginal Corporation
DOCUMENT REF:	GRA.986.1/NAM64
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	23 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.5-1 Application for Grant

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council approve the Community Assistance Application from Menzies Aboriginal Corporation (MAC) for a grant of \$2,000 for the purpose of 30 Birthday Celebrations for the organisation.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

An application for a Community Assistance Grant from Menzies Aboriginal Corporation has been received. The application meets guidelines.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

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

- 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

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

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

Council adopted guidelines for Community Assistance Grants.

FINANCIAL IMPLICATIONS:

Job M04012 – Sponsorship Other provides funding for this purpose. The budget of \$16,000 has incurred expenditure of \$500.

RISK ASSESSMENTS:

Nil

BACKGROUND:

Council has provided one-of sponsorship and grants for Community Organisations. Menzies Aboriginal Corporation has applied for a grant of \$2,000 to assist them to celebrate the Thirtieth Anniversary of the their Corporation.

COMMENT:

The application received has been completed, and is attached for information. A significant portion of the expenditure is to be carried by the MAC.

A grant acquittal and evaluation is a requirement of the grant.



SHIRE OF MENZIES Community Assistance Fund

APPLICATION

The accompanying form is the standard application for the Shire of Menzies *Community Assistance Fund (CAF)*.

Group applicants may apply for up to \$2,000 or Individual applicants may apply for up to \$500.00.

Each application will be assessed and evaluated on its merit, according to the Community Assistance Fund Guidelines, which may be viewed and downloaded from the Shire's website at www.menzies.wa.gov.au.

Applications are available online from www.menzies.wa.gov.au or by contacting the Chief Executive Officer on 9024 2041 or admin@menzies.wa.gov.au.

Closing date for the Ad-hoc Grants is 4.00pm 30 June 2017.

TO ASSIST IN PROCESSING YOUR APPLICATION, WE ASK YOU TO NOTE THE FOLLOWING REQUIREMENTS:

- For copying purposes please print your application or clearly and legibly write your submission using blue or black ink.
- **Please do not permanently bind your application. As applications may need to be copied, it is preferred you use a paper clip, bulldog clip or deliver in a plastic wallet.**
- If you need extra space to describe any aspect of your activity please provide the information as briefly as possible on A4 paper, clearly marking the item and page number to which the additional information refers.
- You may reproduce the form and content on your own computer or photocopier, but please ensure the application is submitted in A4 format.
- Supply all supporting material with your application and ensure that it is clearly labelled.
- **Please keep a copy of your application.**

By Post:

Shire of Menzies
'Community Assistance Fund Application'
PO Box 4
MENZIES WA 6436

By Hand:

Shire of Menzies
'Community Assistance Fund Application'
124 Shenton Street
MENZIES WA 6436

COMMUNITY ASSISTANCE FUND APPLICATION INFORMATION

GRANT TYPES

A

Minor Grants \$500.00 or less
(For minor activities and small purchases)

B

Ad Hoc Grants \$500.00 but less than \$2,000
(For the purchase of equipment and running activities)

HOW TO COMPLETE THE APPLICATION FORM

Please follow the simple **colour-coded** guide when completing this form -:

1. Select your grant type e.g. *Activity Grant*
2. Discuss your project with the Chief Executive Officer to confirm eligibility.
3. Complete the Sections colour-coded to your grant type e.g. *Ad Hoc Grant* = A B *You do not need to provide any details in sections to your Grant Type*
4. Go to 'Support Documents Checklist (Page 9) – to be sure to provide the documents requested for your grant type.

Questions?

Call the Chief Executive Officer on 9024 2041 or
email to admin@menzies.wa.gov.au

OFFICE USE ONLY

Doc No: _____

File No(s): _____

Date: _____

Officer: _____

Attach: _____

COMMUNITY ASSISTANCE FUND – APPLICATION FORM

YOUR**GRANT****TYPE**

2

PART 1 – APPLICANT’S DETAILS**Applicant** (or Organisation Name)

Menzies Aboriginal Corporation

Contact Details

Name: Deidre Spratt

Position: Director

(E.g. President, Secretary)

Address 43 Walsh Street Menzies WA

Postcode: 6436

Telephone: (w) 0890242020 (m)

Email: *deidre.spratt@menziesac.org.au

*Please highlight with an * your preferred method of contact***PART 2 – ACTIVITY DETAILS****Describe the Project for which funding is required: (max 100 words)**

Menzies Aboriginal Corporation became incorporated on the 25th of March 1988, this marks 30 years in 2018. We intend to hold a 30th Birthday celebrations. We will be inviting past members, past staff, Menzies local Businesses, relevant agencies and dignitaries. The event will include a photo exhibition and Official ceremony with a musical band.

Activity Commencement Date: 6th April 2018 Date of Completion: 6th of April 2018

Venue/Location: Menzies Aboriginal Corporation 43 Walsh Street Menzies WA 6436

PART 3 – ORGANISATIONAL SUMMARY

Total Project Cost \$ 5000

Total CAF Request: \$ 2000

3.1 Is your organisation incorporated?

YES

3.2 Does your organisation have an Australian Business Number

YES

ABN No. 90 997 296 120

YES

Are you registered for GST?

Yes

3.3 Does your organization operate on a non-profit basis?

Yes

Note: The Community Assistance Fund is intended to assist non-profit, community-based organisations and voluntary groups carry out activities that benefit the community as a whole. If you answered 'No' above, you are advised that operations and activities established to make a profit are ineligible for funding.

3.4 Does your organization occupy a building situated on a Crown Reserve vested in the Shire of Menzies? No Freehold

IF YES: Does your organization have a current lease with the Shire of Menzies?

Note: A current lease is required before any Community Assistance Funds are disbursed.

3.5 Describe the main objective of your organisation. (max 50 words)

Please see Attachment (1)

3.6 State the number of active or financial members in your organization. 15_____

3.7 Describe your membership i.e. Number of men, women, seniors, youth etc.

Membership usually consists of current Tenants, MAC has 15 properties at present in Menzies Shire

3.8 Previous *Community Assistance Fund* History

Have you previously received funding under the Community Development Fund?

Ongoing application for a small commercial grade kitchen at Menzies Aboriginal Corporation office.

PART 4 – PROJECT DETAILS



Please tick the specific category that best describes your funding request:

- | | |
|---|---|
| <input type="checkbox"/> Arts, culture and entertainment | <input type="checkbox"/> Multicultural and Indigenous projects |
| <input type="checkbox"/> Youth and family services | <input type="checkbox"/> Event management and sponsorship |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Tourism and promotion |
| <input type="checkbox"/> Natural environment and cultural heritage conservation | <input type="checkbox"/> Emergency services |
| <input type="checkbox"/> Business support and development | <input type="checkbox"/> Health promotion and injury prevention |
| <input type="checkbox"/> Crisis or financial support and counselling | <input type="checkbox"/> Crime prevention and community safety |
| <input type="checkbox"/> Sport and recreation | <input type="checkbox"/> Upgrading of Community facilities and equipment owned by the Council |
| <input type="checkbox"/> Monuments and project to commemorate events or people | |
| <input type="checkbox"/> Disability Services | |

PART 5 – PROJECT JUSTIFICATION

A

B

5.1 What is the aim of the Project?

To Commemorate the Incorporation and continued operations of the Menzies Aboriginal Corporation for the past 30 years. We will celebrate the incorporation with past and present members and staff, the local Menzies community and businesses, by holding an official ceremony, photo exhibition and musical band including dinner.

5.2 How will the Project promote community development i.e. describe the facilities, activities, resources or services that will be developed as a result of the Project?

This event will promote the Menzies Aboriginal Corporation as an Indigenous corporation that has been a strong community organisation within the Menzies Shire throughout the past 30 years. As an independent organisation we appreciate the partnership with the Menzies Shire

5.3 Indicate below all community / business / group / volunteer involvement in this Project, and the type of involvement – the value of their support may also be given if known.

Name of provider, i.e. Community / Business / Group / Individual and nature of support	Support offered <i>(please tick as appropriate)</i>			
	In Kind \$	Financial \$	Donation \$	Volunteer labour \$
Menzies Aboriginal Corporation				2000
Volunteer				

Note: In Kind and Volunteer labour is valued at \$20.00 per hour

5.4 Describe your marketing plan i.e. promotion, marketing, media coverage.

(Successful applicants will be required to promote the contribution of the Shire of Menzies in their marketing plan. E.g. Article in the Menzies Matters and any other media avenue)

We will be marketing our event on social media and within the Local Menzies Matters, by word of Mouth and by any means necessary to have a well attended event.

5.5 How will you know if your project is a success? (outcome)

An indicator will be on how well the event is attended and by how the past and present members acknowledge the great achievements made in the past 30 years.

6.1 Project support within your organisation:

Key members of your organisation must support the CAF Grant Application.

Name: Joan Tucker
Director

Signature: 

Name Deidre Spratt
Director

Signature: 

Name: Gary Tucker
Director

Signature: 

6.2 Funding support confirmed by other sources for this Project, excluding this CAF request:

Organisation: Menzies Aboriginal Corporation
State

Amount \$ 4300

6.3 Other than your own contribution and those stated above, has your organization considered other funding sources for this Project?

Yes ☐ No ☒

If yes, please list the funding body(ies) you have contacted and the amount of funding you have requested.

6.4 Current financial position:

Current Bank Balance: \$ _____ Invested Term Deposit: \$ _____

Bank: _____

Account Name: _____

BSB: _____ Account Number: _____

6.5 Budget:

It is recommended you use the attached Budget form (Appendix A – Page 10). If more space is required, use the same format and attach to this application.

Please ensure the following are clearly identified in the Income Budget:

- Voluntary 'In Kind' contribution (costed at \$20.00 per hour) ☐ Your financial contribution to this Project.
- Other grants applied or received for the proposed activity.
- Any other income (box office/ticket sales, in-kind support and donations)

Please ensure the following are clearly identified in the Expenses Budget:

- Direct Project costs (material, freight, equipment/venue hire/purchase).
- Promotion, marketing and publication expenses.
- Administration expenses (salaries, on-costs, insurance, postage etc.) ☐
Travel, accommodation, and living expenses.
- GST inclusive costings.

Please note: That two (2) quotations are required for all items valued over \$1,000. In Kind and Volunteer labour is valued at \$20.00 per hour.

Where a tradesperson is donating labour identify full value of works.

Any surplus funds allocated from the CAF will be required to be reimbursed to the Shire of Menzies on acquittal of your organisation's grant.

ACQUITTALS AND EVALUTATION:

If your application is successful and funds are granted please remember that you MUST provide Council with a grant acquittal and evaluation. The relevant documents will be forwarded with your final payment and need to be returned to this office within 30 days from the conclusion of your project or within 30 days of the end of the 12 month period funds were approved. Failure to provided acquittal may affect future applications by your organisation.

Funds must be spent during the year of the grant, i.e. 1/9/2016 - 3/07/2017. Funding may not be permitted to be carried over to the following year, unless written approval from the Shire of Menzies has been received. If you realise that the funds will not be spent within the specified timeframe and therefore an acquittal cannot be provided, then the money must be returned to the Shire prior to the end of the financial year.

PART 7 – SUPPORT DOCUMENT CHECKLIST



**Please ensure you have enclosed the following attachments with your application:
(Please tick)**

A MINOR GRANTS UNDER \$500.00

☐ Complete parts 1, 2 and 3 and then sign the Declaration below.



B AD HOC GRANTS \$500.00 TO \$2,000

☐ Complete Sections 1 and 2 and then sign the Declaration below.



☐ Financial statement for the most recently completed financial year. Two (2) quotations for all items valued over \$1,000. ☐

DECLARATION

I certify that to the best of my knowledge the information provided is correct and discloses an accurate account of the income, expenditure and activities.

Applicant:

Menzies Aboriginal Corporation

Name: Deidre Spratt

Signature: _____

Date: _____

SAMPLE BUDGET – GRANTS

PROJECT TITLE: REHABILITATION PROJECT					
EXPENSES			INCOME		
Item	Cost / Description	Amount	Type	Description	Amount
Volunteer Labour	50hrs @ \$15.00	750	Applicant Contribution	Cash	1,000
Materials	Treated Pine	2,000		In Kind Volunteer Workers	750
	Bolts 250 @ \$0.60 each	150			
Plants	500 @ \$1.00	500			
Equipment Hire Charges	Bobcat 5 hrs @ \$150.00	750			
	Hand Tools 10 hrs @ \$15.00	150	Grants / Sponsors	Lotteries Commission	1,000
	Brushcutter 5hrs @ \$45.00	225		Local Service Clubs	1,500
	Mini Van 2 days	250		Community Development Fund	1,500
Signage	Interpretive signs	1,000			
Promotion	Brochures	250			
	Advertising	0	Donations	Seedlings	275
	Cleaning Lunch	20		Mulch	200
				Refreshments	100
			Other Income		
Total Expenses		\$6,325	Total Income		\$6,325

**Appendix A
BUDGET – GRANTS**



PROJECT TITLE:					
EXPENSES			INCOME		
Item	Cost / Description	Amount	Type	Description	Amount
Band	Entertainment for the event from 3 to 5 pm	\$2000	Applicant Contribution	Cash	2300
				In Kind	2000
Catering/Food	Nibbles from 1 to 3pm Bbq Dinner 3 to 5pm	\$1500			
Decorations		\$300			
			Grants / Sponsors		
Photo Exhibition		\$500.00		CAF Request	2000
Volunteers		\$2000			

			Donations		
			Other Income		
Total Expenses		\$ 6300	Total Income		\$6300

NF17

12.5.6 REVIEW OF COUNCIL POLICIES

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.875.1/NAM59
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 March 2018
AUTHOR:	Rhonda Evans, Chief Financial Officer
CONSULTATION:	Deborah Whitehead, Executive Assistant
ATTACHMENT:	12.5.6-1 Draft Policy Manual Review (Separate Document)

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council

- 1. Receive that the reviewed Policy Manual dated March 2018**
- 2. Resolve to Review the Policy Manual in it's entirety prior to June 2018**

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Policy Manual contains a provision that the Chief Executive Officer is to carry out an administrative review of the Policy Manual each year when the Delegations Register is reviewed, and for Council to fully review the Policy Manual each 2 years.

The last review was adopted by Council on 25 June 2015. Council may wish to meet separately to the April 2018 meeting of Council to review and discuss existing policies and propose new policies that may be appropriate.

RELEVANT TO STRATEGIC PLAN:

14.2 Active civic leadership achieved

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

STATUTORY AUTHORITY:

Local Government Act 1995 (Section 2.7(2) & Section 3.1)

POLICY IMPLICATIONS:

Council has no specific policy in relation to this matter, however, reference is made to the practice of an administrative review each year and a full review by Council every second year.

The last full review of this policy took place on 25 June 2015.

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENTS:

- OP13** Council does not comply with statutory reporting requirements and deadlines
- OP23** General Ledger policies and procedures are not current
- OP47** Compromise of Council's public image and reputational integrity

BACKGROUND:

Council policies provide guidance for Administration when undertaking activities associated with the business of Council.

In reviewing the Policies, the approach was taken that the policy had to be relevant by controlling a matter for the future, in either its operation or prevention. The policy also had to be current, achievable and useful.

Unlike delegations, policy is not governed or defined by legislations. The introduction carefully defines the difference between a delegation and a policy, as well as closely defining several other terms:

COMMENT:

The Department of Local Government and Communities guidelines on Delegations refer to "acting through". Effectively, policy is the instructions of Council acting through the staff – how they are to implement specific authorities and actions.

Accordingly, the Policy Manual is a critical document, and is essential that it be current and clear. Together with the Delegations Register, they are the day to day instructions manuals primarily to the Chief Executive Officer but also to other staff exercising delegated authority, and to staff carrying out normal operational tasks to complete their function in a particular way. These are Council's instructions and non-compliance with them is non-compliance with a Council instruction.

Unless required by the Local Government Act in relation to a specific matter, policies can be made, amended or revoked at any time, by simple majority of Council and do not need to be advertised. As noted above, however care does need to be taken. In this respect they are quite different to Planning Policy which has a legislative framework, and must be advertised.

Policies which have had changes made are:-

All references to Deputy Chief Executive Officer or DCEO have been removed and replaced with Chief Executive Officer or CEO.

All references to Manager Works and Services or MWS have been removed and replaced with Chief Executive Officer or CEO in the following Sections.

4.5 Credit Card Facilities – reference to Deputy Chief Executive Manager replaced with Manager Finance and Administration

5.1 Acting Chief Executive Officer – as per Council Resolution 1254 on 31 August 2017 all references to Deputy Chief Executive Officer have been removed and replaced with Manager Finance and Administration.

5.2 Designated Staff – as per Council Resolution 1254 on 31 August 2017 all references to Deputy Chief Executive Officer have been removed and replaced with Manager Finance and Administration.

– as per Council Resolution 1254 on 31 August 2017 all references to Manager Works and Services have been deleted.

Other Policy Changes are:-

2.2 Capitalizations of Assets – as per Council Resolution 1233 on 27 July 2017 Recommendation 9(2) update capitalization of Assets to reflect the change of value from \$5,000 to \$10,000

3.8 Ordinary Council Meetings The Council of the Shire of Menzies shall meet on the last Thursday of every month with an Ordinary Council Meeting commencing at 1pm.

3.9 Meeting Venue All Council meetings will be held in the Council Chambers, Menzies with the exception of two Ordinary Meetings of Council which will be held in Tjuntjuntjara or Kookynie, at a time and date as determined by the Chief Executive Officer in conjunction with the Shire President.

3.11 Council Forums/Briefing Sessions That a Council Forum/Briefing Session be held every month, expecting January, one week prior to the Ordinary Council Meeting, commencing 1.00 pm in the Council Chamber.

4.9 Investments 4.9(4)(4.1) Authority to Invest

4.1 In accordance with Local Government (Financial Management) Regulations 1996 –

Reg 19C the Shire of Menzies surplus funds are to be invested in term deposits or negotiable certificates of deposit with one or more of the following

- authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986

4.9 Investments 4.9(6)(6.1)

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

4.9 Investments 4.9(6)(6.2)

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

12.5.7 DELEGATIONS REGISTER

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.979.1/NAM61
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.7-1 Delegations Register (Separate Document) 12.5.7-2 Department of Local Government & Communities – Local Government Guidelines 17 – Delegations (Separate Document)

MOVED: Cr

SECONDED: Cr

Carried /

OFFICER RECOMMENDATION:

That Council resolves to adopt the list of Delegations as detailed below:

- 1. DELATIONS FROM COUNCIL TO COMMITTEES**
 - 1.1 Local Government Act Committees
 - 1.2 Local Emergency Management Committee
- 2. DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER**
 - 2.1 Use of Common Seal
 - 2.2 Acquisition of Assets and Goods/Services – Tenders for Supply
 - 2.3 Disposal of Assets
 - 2.4 Creditors – Payment of Accounts
 - 2.5 Investment of Surplus Funds
 - 2.6 Debtors – Write off Minor Amounts
 - 2.7 Fire fighting – Emergency Plant Hire
 - 2.8 Control of Building Matters
 - 2.9 Mining Tenements, Exploration Licences etc
- 3. DELEGATIONS FROM COUNCIL TO OTHER OFFICERS**
 - 3.1 Alteration to Restricted and Prohibited Burning Periods
 - 3.2 Control of Environmental Health Matters
 - 3.3 Control of Food Matters
 - 3.4 Control of Building Matters
- 4. DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER OFFICERS**
 - 4.1 Caravan Parks and Camping Ground
- 5. OTHER STATUTORY MATTERS NOT BEING DELEGATIONS**
 - 5.1 Media Releases

VOTING REQUIREMENTS:

Absolute Majority

IN BRIEF:

Council to consider adopting the Delegation Register

RELEVANT TO STRATEGIC PLAN:*14.2 Active civic leadership achieved*

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

STATUTORY AUTHORITY:*Local Government Act 1995*

Section 5.18 - Requires the local government to keep a register of delegations made to committees and to review that register at least once annually

POLICY IMPLICATIONS:

Council has no policies in relation to this matter as this responsibility is a legislative requirement

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENTS:

OP13 Council does not comply with statutory reporting requirements and deadlines

BACKGROUND:

In exercising their responsibilities under the Local Government Act 1995, a local government has many tasks that have legislative actions and compliance requirements. A number of these responsibilities can be delegated to other bodies within the Act.

These delegations must be reviewed once per year.

COMMENT:

A Council can delegate certain powers of authority to committees and other bodies but most significantly, to the Chief Executive Officer (CEO) to enable them to carry out the day to day operations of the local government.

A register of those delegations must be kept and reviewed at least once annually by the local government

The Delegation Register has been comprehensively reviewed with minor updates noted in history summary and as below.

1. References to Deputy Chief Executive Officer (DCEO) have been removed and in some instances replaced with Manager Finance and Administration.
2. References to Works Manager have been removed.
3. 4.1 Employment and Management of Staff - delegation has been removed.
4. 4.1 Caravan Parks and Camping Grounds – delegation has been added.

12.5.8 CONFIDENTIAL – CARAVAN AND CAMPING ACT PROSECUTION

LOCATION:	85 Suiter Street Menzies
APPLICANT:	N/A
DOCUMENT REF:	PUB.895.1/NAM66
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	24 March 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.8-1 Confidential – Correspondence and Statement 12.5.8-2 Confidential – Email from McLeods March 2018

MOVED: Cr

SECONDED: Cr

PAGES 292-299 HAVE BEEN REMOVED AS THEY
CONTAIN CONFIDENTIAL INFORMATION

**PAGES 292-299 HAVE BEEN REMOVED AS THEY
CONTAIN CONFIDENTIAL INFORMATION**

PAGES 292-299 HAVE BEEN REMOVED AS THEY
CONTAIN CONFIDENTIAL INFORMATION

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- 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**

The next Ordinary Meeting of Council will be held on Thursday 26 April 2018 commencing at 1pm.

17 CLOSURE OF MEETING

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

I, _____ hereby certify that the Minutes of the Ordinary Meeting of Council held 22 February 2018 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 29 March 2018.

Signed: _____

Dated: 29 March 2018